

## Annexure - 1

### INDIAN STATISTICAL INSTITUTE

203 B. T. ROAD, KOLKATA – 700 108

**Requisition Form for Purchase of Stores/Stationers, Laboratory Chemicals/Furniture & Equipment etc.  
(Ref: Office Order No. D.O./15243 dated 10 July 2009)**

#### Part – I

Sl. No. .... Date .....  
(To be filled in by P. C.)

**Please note the instruction overleaf before filling the requisition.**

1. Name of the Unit :
2. Details of the items being requisitioned for purchase :  
(see overleaf for instructions)

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3. In case of Capital items,
  - i) New/Replacement (put ✓ mark) :
  - ii) In case of new purchase please state justification for the acquisition:
  - iii) In case of replacement, mention the details of existing capital item/items including date of purchase, accession number (if any) :
  - iv) In case of Proprietary items, please certify in Sl. No. 2 of Part II.
4. Estimated Price: (in words) .....
5. Information as to Budget provision and availability of fund with appropriate code of Account as per detailed below:

Financial Year: ..... A/c No ..... Plan/Non-Plan/Ext. Funded/Capital/Revenue
Funded by: .....
Amount allocated Rs. ....
Amount Proposed for the current requisition: .....
Amount spent/committed including the proposed one: .....
Balance: .....

Signature of the Head of the Unit: ..... Date: .....

Recommendation by Head of the Division: .....

Approval of the competent Authority
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(Director)
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## **Instruction**

1. The specifications in terms of quality, type etc. as also of quantity of goods to be procured should be clearly spelt out keeping in view the specific needs of the procuring Unit./Dept./Division. The specification so worked out should meet basic need of the indenting Unit/Dept./Division without including superfluous and non-essential features which may result in unwarranted expenditure. Care should also be taken to avoid purchasing quantities in excess of requirement to avoid inventory carrying cost.
2. Procuring authority / indenting Dept./Unit must place on record, in precise term, the consideration which weighed with it while taking procurement decision. A demand for goods should not be divided into small quantities to make piece meal purchase to avoid necessity of obtaining the sanction of higher authority required with reference to the estimated value of the total demand. Every indenting /procuring authority is expected to exercise the same vigilance in respect of incurring expenditure out of Institute's fund as a person of ordinary prudence would exercise in respect of expenditure of his own money as laid down under General Financial Rules of Govt. of India.
3. The requisitioning unit may collect sealed quotations from the enlisted vendors as prepared by the Institute for this purpose and office order issued in this respect (currently Office Order No. CAF/16-4/156(A) dated 4/5 September 2006 for items other than chemicals and CAF/16-4/554 dated 9<sup>th</sup> January, 2002 for chemicals) where purchases are to be directly made by concerned Department. When and items is to be acquired from the manufacturer/sold distributor, a Proprietary Article certificate has to be furnished under prescribed format under column 6 of Purchase requisition form Part-II. In case of purchase of such Proprietary Article from a sole distributor instead of manufacturer a certificate of authorisation of the manufacturer needs to be furnished in addition to Proprietary Article certificate. Offers should be invited following a fair, transparent and reasonable procedure. Notice inviting offers shall be needed to be issued/circulated to/among prospective suppliers (see specimen enclosed and marked as Annexure-2A) which should mention full detailed specification of the item as mentioned in the requisition form and the price including installation charges, and taxes if any. Please refer office circular dated 02.03.09 issued by the Chair man Purchase Committee. Each quotation should mention full details of the item as mentioned in the requisition form and the price including installation charges, if any, and taxes.  
If the payment is to be made in foreign exchange, full details like name and address of party in whose name Letter of Credit is to be opened and other terms and conditions including FOB and CIF prices should be given in the quotation. The Purchase Committee may obtain additional quotations whenever it feels necessary. For bulk purchase, quotations will be collected by the Purchase Committee.
4. In terms of office order No. CAF/16-4/743, dated 27<sup>th</sup> February, 2001, purchase of any individual items beyond Rs. 10,000/- will require to be processed through Purchase Committee and for every purchase of capital item approval from Director will be necessary. Such purchases of capital item above Rs. 5,000/- should be routed through Purchase Committee.
5. Where stores are required to be supplied and paid for in a particular financial year, indents/requisitions shall not be sent out to Purchase Committee so late in the financial year that they cannot possibly be compiled with and paid for within that financial year. All purchase proposal must reach to the Purchase Committee within February of every year. Any purchase proposal received after February may not be entertained by the Purchase Committee. This time schedule is needed to be strictly adhere to.
6. After the item has been supplied, properly installed or put into use the following should be entered on the face of the bill/Invoice and certified by the Head of the Unit/Division:- the serial number allotted by the Purchase Committee (where applicable), the budget details, accession number, book and page number of accession register and date of accession. The bill should be sent to the Chairman of the Purchase Committee for sanction of payment. In case of Equipment the installation certificate duly signed and certified by the competent authority should be enclosed with the bill. In case of advance payment, the Proforma bill along with the purchase order and the Requisition Form (as earlier approved by the Purchase committee) should be sent to the Chairman Purchase Committee for sanction of advance payment.
7. After the item of stores against which advance payment as referred above has been made, are received or services rendered the concern indenting Department shall obtain and send the final bill, challan, money receipt etc. along with copy of initial sanction to the chairman of the Purchase Committee for sanctioning adjustment or balance payment (if any).
8. Requisition form should be signed by the Project leader of Externally Funded Project in place of Head of Unit in case of purchases from Externally Funded Projects.

## Annexure - 1

### **INDIAN STATISTICAL INSTITUTE**

**203 B. T. ROAD, KOLKATA – 700 108**

**(Please use separate Part –II form for each item)**

**Requisition Form for Purchase of Stores/Stationers, Laboratory Chemicals/Furniture & Equipment etc.**

**(Ref: Office Order No. D.O./15243 dated 10 July 2009)**

### Part – II

1. Item description:

Item description/specification:
Item Code No.....(for capital item only)

2. Certificate by the Head of the Unit in case of Proprietary item:

<p>This is to certify that the indented goods are manufactured by M/s.....only and no other make or model is acceptable for the following reasons :-</p> <p>Signature with designation (Head of indenting Unit/Div.)</p> <p>Approved by the competent authority (Head of Division/CE(A&amp;F)</p>
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3. Quotations collected by the Requisitioning Unit from Vendors (Please attach original)

Sl. No.	Name of Vendor	Address	Price	Remark
1				
2				
3				
4				
5				
6				

Signature of the Head of the Unit: ..... Date: .....

(For use of Purchase Committee)

4. Quotation collected by the Purchase Committee:

Sl.No.	Name of the vendor/s	Address	Price	Remark

Purchase Committee Recommendation :

In the meeting held on ....., the above request for purchase of .....

.....from/by M/s.....

.....

or through (in case of import)M/s.....

.....

for Rs.(INR).....(Rupees.....)

Forex.....(in word).....

has been recommended.

Date..... Convener.....Chairman

Purchase order No.....date.....