



Dr B R AMBEDKAR NATIONAL INSTITUTE OF TECHNOLOGY JALANDHAR
(PROPOSAL FOR REQUISITION OF EQUIPMENT / INSTRUMENT / MACHINE / SOFTWARE / ETC. FROM INSTITUTE GRANT)

1.	Name of the Department:				
2.	Name of the Lab as per the approval of Board of Studies:				
3.	Name of the Equipment / Instrument / Machine / Software / etc. & Qty:				
4.	a. Whether the Equipment required for PG/UG Students: b. Detail justification for purchase of equipment as per the course corrigendum / syllabus of departmental lab, list of experiments / practicals to be carried out to be mentioned c. If the equipment is required/used for research purpose, generate any income/revenue through consultancy d. For purchase of research equipment approval of institute Research Advisory Committee (RAC) be attached				
	a. b. c. d.				
5.	Detail specifications and scope of work of Equipment / Instrument / Machine / Software / etc.				
6.	Specific terms and conditions, if any to be incorporated in the tender documents / NIQ regarding warranty, installation, training (be mentioned clearly):				
7.	a. Whether equipment already available in Department (please clearly mention whether it was purchased through Institute Grant / under Project grant / TEQIP Fund etc.): b. If yes, date of purchase and cost be mentioned. The detail justifications for additional purchase c. If already purchased similar equipment in the department is not working condition or otherwise condemnation report be added				
	a. b.				
8.	Whether the requisitioned Equipment / Instrument / Machine / Software / etc stand approved in the Current Budget 2017-18 :				
9.	Estimate cost of Equipment / Instrument / Machine / Software / etc (source of information for estimate to be enclosed)				
	<table border="1"><thead><tr><th>Indian Rupees</th><th>Foreign Currency</th></tr></thead><tbody><tr><td></td><td></td></tr></tbody></table>	Indian Rupees	Foreign Currency		
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10.	Availability of funds duly stand approved by Budget Section to Departments be mentioned (copy to be enclosed).	
11.	List of manufactures/Suppliers with addresses (Indian/Foreign) Separate Sheet to be attached for details) (In case of e-quotations minimum 6 addresses be provided)	
12.	Whether the Equipment / Instrument / Machine / Software / etc to be purchased through e-Tender, e- Quotations/single quotation/ Repeat Order Basis/ DGS&D Rate Contract / Government e-Marketplace (GeM) (Specific Recommendation be given) In case of Proprietary Item Certificates as per GFR Rules be provided.	
13.	Remarks, if any:	
	Name of Indentor: _____ Designation : _____	(Signature of Indentor with Date)
Recommendation of HOD and Departmental Purchase Committee		
Note: Required supporting documents attached as mentioned above must be counter signed and verified by Head of the Department.		
Head of Department	Registrar	Director