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**Requisition Performa for Purchase under Project Grant**

Name of the Department	
Project Title (Copy of sanction letter is mandatory to attach), Total cost of the project and its completion date	
Name and Quantity of the item/Machine/ Equipment/ Instrument/Software as sanctioned in the project	
Whether the item is consumable or non – consumable	
Estimated cost of the item/Machine/ Equipment/ Instrument/Software	
Technical Specifications (duly signed by the PI)	
List of Manufacture / Supplier with Address (Indian/Foreign) (At least 03)	
Head of the Expenditure to be debited (Whether recurring or non-Recurring)	
Availability of the item Whether available in GeM . If not available in GeM , attach non-availability certificate duly signed	
Whether available in local market- If yes attach 03 quotation duly signed. If not available, then mode of procurement may be mentioned	
Name and Designation of the Indentor	
Remarks, if any	

Signature of Principal Investigator cum Indentor

(Signature of HOD)

Supdt (Accounts-II), for availability of funds- Whether funds are available (Yes/No) \_\_\_\_\_

Amount Available under project Rs. \_\_\_\_\_

Signature \_\_\_\_\_

(Supdt. A/C-II)

Dean (R&C)