ICAR-NATIONAL BUREAU OF PLANT GENETIC RESOURCES PUSA CAMPUS, NEW DELHI-110012

File No. Open Tender/Purchase/2016-17/1188/6

Dated: 16 June, 2016

CIRCULAR

All the HOD/OIC, Regional Stations are hereby requested to kindly submit the proposal (alongwith cost and Indents in new format) for procurement of equipments approved in 12th Plan EFC required to their Divisions/Sections after prioritizing the urgency of equipment within a period of 15 days from the date of issue of this circular, so that the procurement process can be initiated based on the availability of funds under Plan during this financial year 2016-17. The indent(s) submitted earlier are under process, if any doubt, purchase section may please be contacted.

(Dinesh Prasad) Assistant Admn. Officer (P)

Copy to: -

- 1. All HOD/ OIC /Unit/ (by name.....)
- 2. All Officer-in-Charge, NBPGR, Regional Station (.....)
- 3. Sr. F&AO, NBPGR, New Delhi
- 4. PA to Director, NBPGR, New Delhi for kind information.
- 5. PA to SAO, NBPGR, New Delhi for kind information.
- OIC, AKMU, NBPGR, New Delhi. It is requested to kindly circulate the same to all concerned.

Pl. circulate i + to all as mentioned at 'A' pl.

Shalla

16/6/16

A

PROFORMA

PROFORMA FOR REQUISITION FOR PURCHASE OF EQUIPMENT

Budget Sanctioned Balance Budget Sanctioned 2. State whether funds are available and if so in which Scheme/ Project and to what extent 3. Name & Designation of the indenter 4. Approved project/work for which the article is required 5. Name and complete specification of stores requisitioned 6. State whether the item is indigenous or foreign 7. In the case of equipments, state whether the item is a i Fresh requirement ii Replacement of existing items iii Additional requirement 8. Full justification for procuring the stores 9. Approximate cost of the items requisitioned 10. If a particular brand of equipment is demanded it is to be certified (as given in the proforma attached) that the item indented for is the only one suitable for the work 11. Whether the items (s) is /are covered by any rate contract. 12. If so, give the details 13. Probable sources of supply address of the sole manufacturer in the case of proprietary article and not less than 15 address in the case of this indent 13. If stores required are spare parts for repair of machines or vehicles i. Name of the machine/vehicle with Numbers etc. ii. When purchased and price iii.Up-to-date expenditure on repair iv. Whether the present proposal to a Purchase of spare parts and if so please indicate its name, approximate cost etc. together with any other relevant information b For execution of repair and if so, name of garage of firm with whom RC for its repair exist together with any other relevant information 14. Certificate as per council circular No. FIN 6 (4)/2013-I.F. dated 17.03.2016 regarding specification of equipment: The Specification are generic in nature. It meets only the actual and essential needs. There are no over-specifications. ii That the specifications are not drawn on Least Common Multiple but are based on Highest Common Factor.	Ι.	Name of Scheme	:			
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Name and designation of indentor

(Signature of Head of Division)