

Through e-mail

**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: -

- A'
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.
 6. OIC, AKMU, NBPGR, New Delhi. It is requested to kindly circulate the same to all concerned.

Mr. Mandal

Pl. circulate it to all as mentioned. at 'A' pl.

Shella
16/6/16

PROFORMA

PROFORMA FOR REQUISITION FOR PURCHASE OF EQUIPMENT

1. Name of Scheme :
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. :
If so, give the details
12. 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:**
i **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.** :

Signature

Name and designation of indenter

(Signature of Head of Division)