



गुजरात केन्द्रीय विश्वविद्यालय
(भारत की संसद के अधिनियम सं. 25, 2009 के तहत स्थापित)

CENTRAL UNIVERSITY OF GUJARAT

(Established by an Act of Parliament of India, No 25 of 2009)

F.No.1-61/2014-Admn./2533

26/02/2020

Circular No.57/2019-20

Sub: Submission of Requisition form for procurement of Scientific equipment/ Computer/ Furniture/ Goods / Services / etc. (Except Stationery & Printing materials)

Ref.: Approval of Hon'ble Vice Chancellor dated 07/01/2020.

By the directions of Hon'ble Vice Chancellor, it is hereby conveyed to all concerned that for procurement of any scientific equipment, Computer, Furniture, Goods, Services etc. (Except Stationery & Printing materials) the Requisition Form (enclosed) may please be submitted as per Annexure-I only duly signed by Indenter, supported by the recommendations of Chairpersons/ Deans / HODs. It is also conveyed, that to avoid Audit objections in future and for easy and fast approval process all columns of forms may be filled with proper justification.

Requisition Form for procurement of scientific equipment/ Computer/ Furniture/ Goods / Services / etc. (Except Stationery & Printing materials) is also available on the University website.

This is for compliance of all concerned.


Registrar (I/c)

Encl: As above

Copy to:

1. All Deans (By E-mail)
2. FO (Offg.) (By E-mail)
3. All Chairpersons/Coordinators of Centre (By E-mail)
4. All Teaching and Non-Teaching Staff (By E-mail)
5. Nodal Officer (By E-mail)
6. Administration & Esta. Department
7. Academic & Authority Section
8. Finance & Accounts Department
9. Admission & Evaluation Department
10. HR Cell
11. ICT Chairperson – with a request to upload on University Website (By E-mail)
12. Assistant Librarian (By E-mail)
13. VC Secretariat
14. Circular file



सेक्टर-29, गांधीनगर-382030, फोन नं - 07923977407, फेक्स-07923260076
Sector-29, Gandhinagar, Phone No. 07923977407, Fax-07923260076

Email: registrar@cug.ac.in, website: www.cug.ac.in





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**Requisition Form for procurement of Scientific equipment/ Computer/
Furniture/ Goods / Services / etc. (Except Stationery & Printing materials)**

Sr. No.	Short Description	Contents
1.	Ref No:	Date:
2.	Subject :	
3.	Name of Indenter / User :	
4.	Center/School/ Department/Section	
5.	Name of Item/Equipment/Services to be procured	
6.	Type of Equipment	Indigenous <input type="checkbox"/> / Imported <input type="checkbox"/>
7.	Procurement/Maintenance/AMC/ Other	Procurement <input type="checkbox"/> / Maintenance <input type="checkbox"/> / AMC <input type="checkbox"/> / Other <input type="checkbox"/> If other please specify _____
8.	Approximate Estimated cost :	Up to 15,000 <input type="checkbox"/> Rs. 15,000 to 25,000 <input type="checkbox"/> Rs. 25,000 to 2.5 Lakh <input type="checkbox"/> Above 2.5 Lakh <input type="checkbox"/>
9.	Purpose and Justification : (Enclosed authority letter if any)	
10.	Whether the item indented/required already available in University.	
11.	Budget Head :	School <input type="checkbox"/> / Center <input type="checkbox"/> / CIF <input type="checkbox"/> Other <input type="checkbox"/> If other Please Specify _____
12.	Method of Purchase/ Maintenance / AMC as per GFR :	GeM <input type="checkbox"/> / ARC <input type="checkbox"/> / LPC <input type="checkbox"/> / Proprietary <input type="checkbox"/> / Direct Purchase <input type="checkbox"/> / Through Tender <input type="checkbox"/>
13.	Documents enclosed :	
14.	Proprietary Item :	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> (if yes kindly attached Proprietary Certificate as per GFR)
15.	Remarks : (if any)	

Sign of the Indenter/ User

Recommendations

Chairperson of the Center:-

Dean of the School:-