



राष्ट्रीय प्रौद्योगिकी संस्थान रायपुर
NATIONAL INSTITUTE OF TECHNOLOGY RAIPUR
(An Institute of National Importance)
 Under Ministry of Education, Govt. of India



File No: NITRR/Dept /Year /_____ Dt. _____ Form No: S&P/GeM/01

Procurement of Goods/Services through GeM (Direct purchase/L1 up to Rs.5,00,000/-)

1. Name of the Indenter:

2. Designation: (Department:)

A. Goods/services required:
Quantity.....

B. Desired Technical Specification as per GeM parameters (May attach a separate sheet with signature of Indenter, DPC and HOD) :.....

C. Administrative Approval No.

D. Type of Indent: Equipment / Consumable / Software / Services / Other

E. Budget Head: HOD Fund / Institute Fund / Project Fund / Other

F. Available Budget (In case of HoD / Project Fund):

G. GeM availability Reference Code No.

(Indenter)

(HOD/Dean)

To
DR (S&P)

3. Estimated Cost (To be filled by S&P)(110% as per GeM added to cart) and remarks

.....
 Dealing Asst. Superintendent (S&P) Deputy Registrar(S&P)

To
HoD (____)

4. Observations / Recommendations of the DPC:

(Member 1)

(Member 2)

(Member 3)

(Chairman)

(PTO)



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(In case of expenditure from HOD Fund, kindly tick, sign the below approval and send to DR (S&P))

5. Signature of Competent Authority for Financial Approval:

☐ Approved from HoD Fund

☐ Recommended for Inst. Fund

.....
 (HOD / Designated Official / Dean)

To
 DR (S&P)

1. Details of Goods / Services :.....
2. Budget Head: HOD Fund / Institute Fund / Project / Other :.....
3. Admin. Approval: ☐ Copy Enclosed / ☐ NA; Amount:.....
4. Observations of S&P office: **Amount:**.....

.....

Dealing Asst.

Superintendent (S&P)

Deputy Registrar (S&P)

5. Financial Approval of Competent Authority:

☐ Recommended

☐ Approved

☐ Approved (Up to 2 Lakh)

.....
 (Registrar)

.....
 (Director)

To
 DR (S&P)

6. Remarks by the Store and Purchase Section:

.....

.....

.....

Superintendent (S&P)

Deputy Registrar (S&P)

7. Remarks by the Concern Department: