



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/03

Procurement of Goods/Services through GeM (Above Rs.10.00 Lakh) / Open tendering / Single tender & PAC Nature (Above Rs.1.00 Lakh)

1. Name of the Indenter:

2. Designation: (Department:)

- A. Goods/services required:
.....Quantity.....
- B. Technical Specification:.....
- C. Unit price as per admin approval:..... Total price:.....
- D. Administrative Approval No.
- E. Type of Indent: Equipment / Consumable / Software / Services / Other:
- F. Budget Head: HOD Fund / Institute Fund / Project Fund / Other:
- G. Available Budget (In case of HoD / Project Fund):
- H. Is it available in GeM: (☐ Yes / ☐ No); GeM Ref. Code No.
- I. Kindly enclose: ☐ Undertaking for BOQ / Custom bid proforma / RA/ Bid
- J. If not available in GeM, Recommendation of DPC is required for: a) ☐ Custom Bid
b) ☐ BOQ Bid/Bidding/RA, c) ☐ PAC Nature, d) ☐ Limited Tender
e) ☐ Local Purchase f) ☐ Other (pl. Specify).....
- K. In case of PAC Nature purchase, kindly enclose:
a) ☐ Proprietary Article Certificate b) ☐ Price reasonability certificate c) ☐ copy of old Pos
c) ☐ Certificate of authorised distributors/suppliers d) ☐ Undertaking regarding PAC purchase.

(Indenter)

DPC Members

(HOD/Dean)

To
DR (S&P)

3. Action taken by the Store and Purchase Section: Submitted for recommendation of draft bid of

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

To
HoD (_____)

4. Recommendation of floating of draft bid:

☐ Recommended ☐ Recommended with desired inputs

(Indenter)

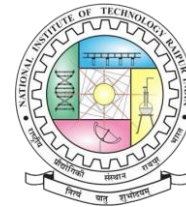
(HOD/Dean)

(PTO)

To
DR (S&P)



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5. Submitted for approval floating of bid in mode.

Superintendent (S&P) Deputy Registrar(S&P)

6. Approval of Competent Authority for floating of bid inmode.

To
DR (S&P)

Registrar

7. Recommendations of the DPC (Technical bid evaluation):

A. Technically qualified:1. 2.

3..... 4. 5.

Technically disqualified: 1. 2.

3..... 4. 5.

Recommended for price bid opening of the technically qualified bidders.

(Member 1)

(Member 2)

(Member 3)

(Chairman)

8. Recommendations of the CPC (Technical bid evaluation):.....

A. ☐ Recommendation accepted for price bid opening of the technically qualified bidders.

B. ☐ Recommended for price bid opening after approval of Authority.

(Member 1)

(Member 2)

(Member 3)

(Chairman)

9. Signature of Competent Authority for opening of Financial bid:

☐

Recommended

☐

Approved

☐

Approved

.....

(Registrar)

.....

(Director)

To
DR (S&P)

(PTO)



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10. Recommendations of the DPC (Financial bid evaluation): Firm.....
 Amount:.....

(Member 1) (Member 2) (Member 3) (Chairman)
 Recommendations of the CPC (Financial bid evaluation):

.....

.....
 (Member 1) (Member 2) (Member 3) (Chairman)

To
DR (F&A)

11. Observations of Finance Section (For pre-audit and PO verification):

.....

.....
 (Internal Auditor) (DR F&A)

To
DR (S&P)

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



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12. Remarks by the Store and Purchase Section:

.....

Superintendent (S&P)

.....

Deputy Registrar(S&P)