

**Annexure 3: Purchase Requisition (Indent) for Goods (Non-stock)**

(Refer Para 4.4.2 and 5.1.1)

Name of Indenting Office \_\_\_\_\_

Purchase Requisition for Goods (Non-stock)

(Send in duplicate and separate requisition to be furnished for each Trade Group)

NO.			Date :							
Dept:			Office :							
Category of stores/ trade group			In case of equipment spares - details of equipment/as- sembly where fitted:							
Goods are required by Date						Consignee and place of delivery				
Details of items										
S.N.	Descrip- tion/Speci- fication/ Drawing/ Sample	Unit	Past Consumption			Avail- able Stock if any	Total Qty. Indented	Esti- mated/ Past Pur- chase Rate	Last Pur- chase Refer- ence	Total Esti- mat- ed Cost
			Yr-3	Yr-2	Yr-1					
a	b	c	d	e	f	g	h	i	j	k
Estimate name/number										
Allocation : No					Code No					
Is proprietary certificate attached: <input type="checkbox"/> Yes, reference/ <input type="checkbox"/> No										
It is certified that all										
1. Description and technical specification and quantity are in conformity with the guidelines in this regard in the Procurement Manual for Goods.										
2. Technical and financial approvals at appropriate levels as per DPFRR have been obtained.										
3. Funds are provisioned for, in the budget.										
4. The quantity indented does not exceed any sales, consumption or usage limits of requirements, if any laid down by competent authority.										
Signatures Office Superintendent					Signature Indenting officer					