**ICAR – CENTRAL RESEARCH INSTITUTE FOR DRYLAND AGRICULTURE, HYDERABAD**

Name of Division/Section/Farm/Unit :

Name of Scheme/Project  **:**

|  |  |  |  |
| --- | --- | --- | --- |
| 01. | Name of Goods/Services required |  | |
| 02. | Detailed specifications/particulars/descriptions of Goods/Services *(please attach additional sheet(s) in case space is insufficient)* |  | |
| 03. | Brand make preference with full  justification as per requirement |  | |
| 04. | Present stock (if applicable) |  | |
| 05. | Quantity required |  | |
| 06. | Consumable/Non-consumable? |  | |
| 07. | Consumption during past one year  (in case of consumable item) |  | |
| 08. | Purpose for which required |  | |
| 09. | Whether provision has been made in Budget? In case of Capital item, **Head and Serial Number** in approved SFC/EFC document |  | |
| 10. | Whether the Item is proprietary in nature? |  | |
| 11. | Date by which the goods/services are to be supplied |  | |
| 12. | Name of Officer who will conduct inspection of goods before acceptance |  | |
| 13. | Name of the Officer who will conduct functionality test (in case of equipment/machine/device) before acceptance |  | |
| 14. | Whether the necessary infrastructure exits for (a) installation of the item(s)?  (b) storage of the item(s)? |  | |
| 15. | Any other relevant information |  | |
| 16. | Approximate Cost |  | |
| Recommendations of the  Head /OIC of Division/Section | | | Indenter’s Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Designation \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

***(Papers attached to this requisition form should***

***bear the signature of the Indenter on each page)***

Approval and sanction of the competent authority