

मौलाना आज़ाद नेशनल उर्दू यूनिवर्सिटी مولانا آزاد نیشنل اردو یونیورسٹی
MAULANA AZAD NATIONAL URDU UNIVERSITY



(A Central University established by an Act of Parliament in 1998)

(Accredited "A" Grade by NAAC)

Gachibowli, Hyderabad - 500 032(A.P)

To
 The Registrar
 MANUU, Hyderabad - 500 032

Date: _____

Sub: Requisition for procurement of equipments / furniture – Reg.

Please arrange to the following items to Departments/Section/Centre _____

S. No.	Items with detailed specification	Quantity Held	Quantity Required
01 (i)			
(ii)			
(iii)			
(iv)			
02	Justification for acquisition of the item		
(i)			
(ii)			
(iii)			
(iv)			
03	Detailed technical specification of each item		
(i)			
(ii)			
(iii)			
(iv)			
04	Make & Model of each item, if		
05	Name of the Project, wherever applicable.		
06	Detailed of the Budget Head (plan /Non-Plan / Projects) and kindly mention the availability of budget.		

07 (i)	Without the item how the work was being carried out till this time.	
(ii)	Whether the proposal is for replacement of the existing item, if so, kindly attach suitable certificate of condemnation.	
(iii)	If replacement of the existing item is proposed, Working condition of the existing item, any buy back arrangement is available.	
08 (i)	Whether the items are proprietary in nature, details to be given.	
(ii)	Whether a certificate to the effect that " <i>a particular firm is the sole manufacturer of the required goods/in emergency, the required items are to be purchased from a particular source/for standardization of machinery or spare parts to be compatible to the existing sets of equipments</i> " is attached in respect of proprietary item.	
09	The estimated cost of the items, last purchase price, if any	
10	List of vendors, their addresses, past experiences, if any	
11	Emergency purchase certificate, if any	
12	If such item being procured is available in the Department / Section, how will the current item service will be utilized.	
13	Any other relevant information	

Signature of the Head.....

Dept./Section/ Centre