DELHI TECHNOLOGICAL UNIVERSITY
(Formerly Delhi College of Engineering)
Shahabad Daulatpur, Bawana Road, Delhi-110042

F.No. DTU/TEC/2024/01/01   Date: 01.06.2024

To

All Deans/Directors/ HODs/Branch In-charges/COE/COF/COO/CEO-IIF/Director(USME)

Subject: Revised Requisition form for procurement of Computers and Peripherals.

        Please find enclosed herewith the revised Requisition Form for Procurement of Computers and Peripherals. A soft copy of this form has been sent to your official e-mail id.

        You are requested to submit the proposals of your respective departments/branches for the procurement of Computers and Peripherals as per this revised form. Those proposals which are already submitted for evaluation by TEC are being returned to the respective departments for resubmission of proposals as per the revised Requisition Form at the earliest, so that the same may be placed before the TEC for evaluation.

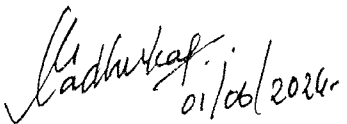   The issues with the approval of Competent Authority.

(Prof. Dinesh Kumar)
Chairman, TEC.

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Copy to:

1.   P.A. to VC for kind information to the Hon'ble Vice Chancellor, DTU.
2.   P.A. to Registrar for kind information to the Registrar, DTU.
3.   All Members of Technical Evaluation Committee (TEC), DTU
4.   AR (S&P)
5.   HOD (CC) with request to upload the same on the University website.
6.   Guard File.

(Madhukar Cherukuri)
Member Secretary, TEC.

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REQUISITION FORM

Dated:

Name of the Department/Branch/Office:

Subject:

Reference:

I.	Technical details of the proposal	
1.	i. Name of the item(s) (computer/ printer/peripheral, etc.) with complete technical specifications and quantity (Attach extra sheet, if required)	
	ii. Required quantity of proposed item(s)	
	iii. Is (Are) it (these) a proprietary item(s) or not?	
2.	Total number of existing items in the Department. (i) Computers: (ii) Printers: Total student strength of the Department: (i) UG (ii) PG	
3.	Whether it is a new setup (such as setting up a new lab) or upgradation of existing items/facilities (such as addition of computers to an already functional lab)? If existing,	
	i. The number of existing items: (a) Total number of existing items: (b) Out of the total, the number of items, specifications of which are like the proposed:	

REQUISITION FORM

	(c) The number of items with specifications other than the proposed:	
	ii. Date of purchase/ installation of already existing items.	
	iii. Technical specification of already existing items (attach extra sheet, if required).	
	iv. Nature of job carried out/ on existing machines (clearly mention the software being used)	
	v. Work to be carried out/ on proposed item(s)	
4.	Intended users (students/faculty/office staff) and their number (enclose list of experiments for ii and iii) Specify the batch size of one lab group for UG/PG labs.	i. Office: ii. Course Lab – UG: iii. Course Lab – PG: iv. Faculty
6 (a)	In the case of hardware, specify the software that are desired to be run on the proposed hardware, along with the minimum hardware specifications for running the desired software. (Attach a separate sheet if needed) (attach proof for minimum hardware specifications)	
6 (b)	In case of *software items*, mention the technical specifications of hardware available with the Department to run the proposed software (Attach a separate sheet if needed) (attach proof that the available machine will support the software intended to be purchased)	
	i. Is there any open source that may serve the purpose?	
	ii. Is there any another Department/Faculty using the same software on not ?	

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	iii. Is this to be installed centrally/Departmental level/individual ?	
	iv. Institutions/organizations where the same software is in use. (copy to be attached)	
II.	**Financial details of the proposal**	
7.	Total Cost of the proposal (Rs.): (including taxes, duties/levy, etc.)	
8.	i. Is it to be purchased from the budget obtained from the funding agencies such as (UGC/AICTE/DST/DBT, etc.)? If no, then (ii)	
	ii. Does budgetary provision exist in the Department/University? If yes, mention the Head with the amount.	
9.	Has the file been approved by the Departmental Purchase Committee (DPC)? (Attach copy of the DPC recommendation)	
III.	**Additional details of the proposal**	
10.	For the procurement of laptops	
	i. The officer for whom the laptop is required	
	ii. Whether the officer is entitled to a laptop	Yes/No
	iii. Status of laptops purchased by the official during the last five years	
11.	Justification of the proposal: (Attach extra sheet, if required)	

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REQUISITION FORM

Ensure that all the details as sought are duly filled in and the relevant documents/proofs are attached. This may help TEC make appropriate and timely decisions and hence expedite the procurement process.

It is certified that:

1. The specifications of items and quantity, type, etc. of goods to be procured are clearly spelled out keeping in view the specific needs of the procuring department.
2. The specifications mentioned above are to meet the basic needs of the department without including superfluous and non-essential features, which may result in unwarranted expenditure.
3. The specifications are broad-based to the extent feasible. Efforts are made to use standard specifications, which are widely known to the industry.
4. I have checked the indent and further certify that details and specifications of all items required for the department/office of _____, have been indented in indent.

(Signature of Indenter)
Name:
Designation:
Contact:

Recommendations of Head of Department/Officer-In-Charge:

(Signature of HOD/OIC)