

Procurement Requisition Form- Direct Purchase Form- D

Please fill form and ✓ the appropriate box.

Date:-

1.	* User (Ministry / Department / Organization) Name	
2.	* Project Number of NICS (if any)	
3.	<div style="display: flex; justify-content: space-between;"> <div style="width: 35%;">* Project Co-ordinator details</div> <div style="width: 30%;"> * User \$ NIC Officer </div> <div style="width: 30%;"> Name: Mobile No. Phone with ext/IP no.: Email address: </div> </div>	
4.	Project Manager (PM) NICS	
5.	Name of Concerned person of NICS associated with PM related to the specific project.	
6.	* Name of item to be Procured	
7.	* Detailed specification of item (provide detailed specifications or attach annexure or provide GeM portal Link)	
8.	* Quantity with units	
9.	* Consignee already added on GeM portal	<div style="display: flex; justify-content: space-around; align-items: center;"> <input type="checkbox"/> <input type="checkbox"/> </div> <div style="display: flex; justify-content: space-around;"> Already added Not already added </div>
10.	* If consignee is “not already added” on GeM portal then duly approved “Consignee Addition Form” to be first sent at gem-nicsi@nic.in for addition on GeM portal and after addition only request to be forwarded to GeM division. Note: Procurement request should only be sent after successful addition of Consignee on GeM Portal.	<div style="text-align: center; margin-bottom: 10px;"> <input type="checkbox"/> </div> Consignee role assigned/ already added on GeM portal.

11.	<p>* If Consignee is already added, then provide the following Consignee Details.</p>	<p>Name: Designation: Mobile No.: IP Phone no.: Email (@nic.in or @gov.in):</p> <p>Complete address with pincode:</p> <p>Name of Project:</p>
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For User (Ministry / Department / Organization)	\$ For NIC Officials	
	HoD/ Intending Officer	HoG/ SIO
Name:	Name:	Name:
.....
Designation:	Designation:	Designation:
Mobile no.:	Mobile no.:	Mobile no.:
Group/Div./State Unit:	Group/Div./State Unit:	Group/Div./State Unit:
(Sign & Stamp with date)	(Sign & Stamp with date)	(Sign & Stamp with date)

Note:

1. The above fields marked as ‘*’ are mandatory to be filled.
2. In case request is from NIC officer, fields marked as ‘\$’ are mandatory to be filled.
3. Direct purchase can be of a single item only. However, multiple items may also be procured under single request subject to the total limit of different items for direct procurement is of Rs. 50,000/-. Direct purchase order for each item will be made separately. Splitting of quantity of a particular item to qualify for Direct purchase is against GeM guidelines.
4. As per the recent amendments to the GFR by MoF DoE PP Division OM no. F.1/3/2024-PPD dated 10/07/2024, direct purchase limit has been increased to Rs. 50,000/-, however the same is yet to be implemented on GeM portal. Current limit for Direct Purchase on GeM portal is of Rs. 25,000/- only. Therefore, procurement request should be raised accordingly.
5. Forms can be downloaded from NICS website (<https://nicsi.com/>) under download section.
