



National Informatics Centre Services Incorporated

(A Government of India Enterprise Under NIC)

Ministry of Electronics and Information Technology

Hall no. 2nd Floor, NBCC Tower, 15 Bhikaji Cama Place, New Delhi-66

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 I (if any)	
3.	* Project Co-ordinator details	* User Name: Mobile No. Phone with ext/IP no.: Email address:
		\$ NIC Officer Name: Mobile No. Phone with ext/IP no.: Email address:
4.	Project Manager (PM) NICS I	
5.	Name of Concerned person of NICS I 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	<input type="checkbox"/> Already added <input type="checkbox"/> Not already added
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.	<input type="checkbox"/> 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): Complete address with pincode: 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. Therefore, procurement request should be raised accordingly.
4. Forms can be downloaded from NICS website (<https://nicsi.com/>) under download section.
