

Standard Operating Procedure for Filling a Work Requisition Form -1 **(for Job works)**

A Work Requisition is to be filled for getting any type of jobs done through an agency / person / contractor. This is only for Job works/contracts which specify final output with process. For Labour contracts / manpower requirement, a separate Work Requisition Form -2 is to be filled as per SOP is available for labour/manpower requirement.

Job Work / job Contract: Job work or Job contract means to get a work done or product made with our specifications and agreed terms.

The Work Requisition should not be used for items to be received and accounted by the stores through Stores Arrival Intimatoin.

WR within Cash Purchase limit – Works which are urgently required to be done and costing within delegated cash purchase limits can be made under this category. This is for one time requirement and should not frequently be made. The jobs/works under cash payment mode should be made in your professional area only.

LT (Limited Tender)- Enquiries will be sent to as many as possible parties to give wide scope and get desired jobs/works done with economy measures. Indenter can suggest name of parties having Permanent Account Number (PAN). Purchase section can add few more and send enquiries. If enquiry is to be restricted to only few identified vendors, indenter has to write justification for the same and get approval of competent authority viz. Dean NCRA / Dean GO / CD.

PT (Public Tender) – Advertisement in newspapers is to be made where jobs/works are costing Rs 25 lacs and above. However jobs/works can be carried out through single or limited tender also, by observing the TIFR purchase guidelines.

SQ (Single quote) – This is required when a particular job is to done or made from only one specific party. Items made / jobs done under this category are of specific nature and can be done only by the suggested party as per requirement. This requires detailed technical justification in a separate certificate called Single Quote Certificate duly approved by the competent authority viz. DEAN GO/Dean/CD, to be enclosed with indent.

3. End Use - The usage / need of job/work are to be mentioned briefly.

4. Budget Head – Each section has been allocated certain budget heads (plan / non plan) through which money is to be spent. After consulting with the GC, this can mentioned.

5. Place of work - As per requirement this can be mentioned either as GMRT Khodad or NCRA Pune.

a) Description of work – Detailed description of job with technical specifications, size, etc. based on requirement is to be mentioned. Add technical specifications, schedule of work & quantity, drawings, work details, etc. Please mention exact requirement and unit of measurements clearly.

b) If the work is for installation of equipments, accession number of the said equipment is to be mentioned.

7. Name, designation, ID Number of Indenter is to be mentioned.

8. Approximate Cost – Detailed cost estimates based on the quantity is to be enclosed and the approximate cost may be mentioned (after consulting the GC).

9. Enquiries to be sent to: Enquiries are to be sent to as many parties as possible by purchase Section : (min 7). However, depending on urgency, the number of enquiries can be limited to few parties to avoid delay in procurement, subject to approval of the competent authority viz. DEAN GO/Dean NF /CD.

a) For cash payment – Same procedure like Cash Purchase will be followed.

b) For Limited Quotes / Tenders :- Please suggest names of known parties as per your knowledge. Purchase section can add more names and will send enquiry to all.

c) For Public Tender – Tender Notices, if any, are to be sent to any party/parties inviting their attention are to be specified, with their addresses.

d) For single quote – please mention the name of party with technical justification. A single quote certificate duly approved is to be enclosed.

10. Special Instructions if any – Please specify anything special relevant to work(s).

11. Work to be completed: (Time Limit) – Please mention the time limit for completion of work. Please consider the total lead time required.

12. Indenters Sign / date – Please sign and put the date.

13. Recommending Authority – Forward your indent to your Reporting Officer for recommendation. If the Recommending authority is the approving authority, please sign in the particular column.

14. Approving Authority- As sub-delegated by the Centre Director, they will approve work requisition form -1 raised in their professional area and put the date.

General:-

1. Work Requisition Forms in the absence of concerned Group Co-coordinator, can be forwarded to the Dean GO / Dean NF / CD for approval, after intimation to the concerned Group Coordinator. Please provide soft copy when the specification data, drawings are made separately to purchase section.

2. Items required for someone else, not in your professional area, etc. can be forwarded to the Dean GO / Dean NF / CD for approval.

3. Completed work requisition forms can be sent to Purchase section for further processing along with all relevant certificates/estimates/drawings, schedule of work/quantity etc.