



# GURUCHARAN UNIVERSITY

A State University established by upgrading Gurucharan College under Assam Act No. LVII of 2023

Website: [www.gurucharanuniversity.ac.in](http://www.gurucharanuniversity.ac.in)

## Form FA-05

### REQUISITION FORM

(For Procurement through GeM / Open Market / Tender / Direct Purchase)

#### 1. Details of Indenter:

Name of Indenter	
Designation	
Department / Section	
DAC Meeting Resolution No.	
Mobile Number	

#### 2. Details of Items Required

Sl. No.	Name of Item	Detailed Specification	Existing Stock	Quantity Required	Estimated Amount
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					

#### 3. Justification / Purpose of Requirement

--



# GURUCHARAN UNIVERSITY

*A State University established by upgrading Gurucharan College under Assam Act No. LVII of 2023*

*Website: [www.gurucharanuniversity.ac.in](http://www.gurucharanuniversity.ac.in)*

---

## **4. Certification by Indenter**

Certified that the items requested herein are required for official/institutional purposes, the specifications furnished are appropriate and non-restrictive, the items are not available in adequate quantity in stock, and the estimated rates indicated above are reasonable to the best of my knowledge and belief.

**Signature of Indenter**

**Date:**

## **Note:**

1. Separate sheets may be attached for detailed specifications, if required.
2. All attached sheets must be duly signed by the Indenter and HoD/Section Head.
3. Quotations, catalogue copies, or GeM screenshots may be attached wherever applicable.
4. Incomplete requisitions shall be returned without processing.