

OIL INDIA LIMITED
Purchase Requisition Checklist (Goods)
(To be filled up by Indenting/User Department)

F-4


Sr. No.	Description	Whether incorporated in PR
1	Description of Goods mentioned	<input checked="" type="checkbox"/> Yes/No
2	PR Value and basis of Cost Estimate maintained in header text [Principles of Cost Estimation].	<input checked="" type="checkbox"/> Yes/No
3	Purchasing group and Purchase Organization checked and are mentioned in PR	<input checked="" type="checkbox"/> Yes/No
4	Whether the items are intended to be used in PEL/ML areas?	Yes/No <input checked="" type="checkbox"/>
5	Whether Inst & Comm of the indented item is applicable?	Yes/No/NA <input checked="" type="checkbox"/>
5A	If yes, whether the no. of days required for installation jobs from the date of communication of site readiness to the supplier is clearly defined?	Yes/No
6	If Annual Maintenance Contract (AMC) of the indented item is required, mention the period? [for type tick mark whichever is relevant]	____ Years
6A	Comprehensive Maintenance Contract (CMC)	<input type="checkbox"/>
6B	Non-Comprehensive Maintenance Contract (NCMC)	<input type="checkbox"/>
7	Whether Third Party Inspection of the indented item is required?	Yes/No/NA
8	Whether the specifications of the items are exactly same as that contained in the Budgetary Quotation / Last Purchase Order?	
9	In case the list of spares is required in the tenders involving capital items, whether prices of such spares will be considered for priced evaluation or not?	Yes/No <input checked="" type="checkbox"/>
10	Whether the OEM of the indented item is of Indian Origin or of Foreign Origin?	Yes/No
11	For Indigenous PR, GeM Product id provided	Yes/No
11A	GeM Product id does not exist for the PR item	<input type="checkbox"/>
12	Whether applicable 'Procurement Source Code' under 'Customer Data' tab selected (except Proprietary Stock PR)?	Yes/No <input checked="" type="checkbox"/>
13	Check Procurement source code is entered correctly in the PR [to attract correct release strategy as per DoP]	Yes/No
14	Applicability of MSEs	Yes/No/NA <input checked="" type="checkbox"/>
	• Exclusively for MSEs	<input type="checkbox"/>
	• MSE Benefit as per Public Procurement Policy for MSE	<input type="checkbox"/>
15	Special Operational Urgency mentioned (If applicable)	Yes/No <input checked="" type="checkbox"/>
16	For PR with "Urgency Tag", whether brief justification/reason for urgency is mentioned.	Yes/No
17	Location of Delivery mentioned	Yes/No
18	Attachments (approval/drawing/any other important documents) are uploaded through "Document Management System (DMS)" of the PR.	<input checked="" type="checkbox"/> Yes/No
19	Delivery period mentioned	Yes/No <input checked="" type="checkbox"/>
20	BEC/BRC for the PR attached	Yes/No/NA <input checked="" type="checkbox"/>

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21	Complete specification attached	Yes/No
22	Special Terms & Conditions (if applicable) attached	Yes/No/NA
23	Warranty Period mentioned	Yes/No
24	Pre-Bid requirement stated, if required	Yes/No
25	Requirement Justification provided	Yes/No
26	Drawing/Sketch, if applicable (attached)	Yes/No/NA
27	Budget provision and Expenditure Sanction with fund allocation mentioned	Yes/No/NA
28	For limited tender basis beyond the threshold limit for limited tender, whether approval of competent authority obtained and the names of the parties to whom the limited tender is to be sent is specified in PR.	Yes/No/NA
29	For single source/nomination basis, whether approval of competent authority obtained with full justification as to resorting to nomination basis tender.	Yes/No
30	For proprietary basis, whether approval of competent authority obtained and certified in the PR itself that the item is proprietary in nature and there is no other alternative.	Yes/No/NA
31	Time schedule for utilization of material/equipment being procured including schedule of readiness of the front/site for erection and commissioning, if any	Yes/No
32	PR released and approved from competent authority as per DOP	Yes/No
33	For furniture PR's, whether the item would be procured as per existing circular of Planning Department?	Yes/No/NA
34	For medicine PR's, whether approval of Drug Purchase Committee attached?	Yes/No/NA
35	Whether the tendered items are splitable	Yes/No
36	Whether the HSN Code of the items has been incorporated in the PR?	Yes/No
37	In case of multiple line items in PR, whether the items/services are to be procured from the same source or not?	Yes/No
38	Any other	Yes/No

Signature			
Name	T. Doley		
Date			
Designation			
	PRP BY	CHK BY	REV BY