

## **Procurement Requisition Form- L1 Comparison Form- L**

Please fill form and ✓ the appropriate box.

Date:- .....

1.	* User (Ministry / Department / Organization) Name		
2.	* Project Number of NICSi (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) NICSi		
5.	Name of Concerned person of NICSi 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)		
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 <a href="mailto:gem-nicsi@nic.in">gem-nicsi@nic.in</a> for addition on GeM portal and after addition only request to be forwarded to GeM division.  <b>Note: Procurement request should only be sent after successful addition of Consignee on GeM Portal.</b>		<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.:  Desk &amp; IP Phone no.:  Email (@nic.in or @gov.in):    Complete address with pin code:    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. L1 comparison 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 L1 comparison is of Rs. 10,00,000/-. L1 comparison order for each item will be made separately. Splitting of quantity of a particular item to qualify for L1 comparison 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, L1 comparison limit has been increased to Rs. 10,00,000/-, however the same is yet to be implemented on GeM portal. Current limit for L1 comparison on GeM portal is of Rs. 5,00,000/- only. Therefore, procurement request should be raised accordingly.
5. Forms can be downloaded from NICS website (<https://nicsi.com/>) under download section.

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