



भारतीय प्रौद्योगिकी संस्थान रोपड़  
INDIAN INSTITUTE OF TECHNOLOGY ROPAR

File No. \_\_\_\_\_

Dated: \_\_\_\_\_

**Indent Cum Recommendation Sheet for Works valuing Rs. 01.00 Lac to Rs. 05.00 Lacs**

**A) For use by the Indenter**

|  |  |
|--|--|
| Indenter's Name  |  |
| Department :   |  |
| Brief Description of the Work :  |  |
| Site Location :  |  |
| Nature of Work :   | Civil <input type="checkbox"/> Electrical <input type="checkbox"/> Horticulture <input type="checkbox"/> HVAC <input type="checkbox"/><br>Composite (Civil + Electrical) <input type="checkbox"/> Others (Please specify)..... |
| Attach Photo/Drawings / Specifications :   |  |
| Contact person for execution of work Name and Mobile No. ( to be nominated by Indenter): |  |
| Category: ( Tick Appropriate )   | Addition & Alteration [ <input type="checkbox"/> ] Repair [ <input type="checkbox"/> ]   |
| Budget Head (Tick as applicable)   | 1. Department 2. Estate & Maintenance 3. Others Specify  |

Signature of the Indenter

Head of the Department

**B ) For use by the Estate and Maintenance Section**

|  |  |
|--|--|
| Site Visit date :                                  |  |
| Preliminary Estimated Amount (Estimate enclosed) : |  |
| Time Required :                                    |  |
| Methodology :                                      |  |

May consider and accord Estimate sanction and administrative approval for the above work.

| <u>For use by the Accounts Section</u>                                   |                |
|--|----------------|
| (Amount in Rs.)  |                |
| Budget Sanctioned to E&M/Deptt/Other:                                    |                |
| Amount already Spent:  |                |
| Budget Available:  |                |
| Budget has been noted in the relevant budget head. Expenditure debit to: |                |
| Accountant/ JAO/JA   | AO AR Accounts |

Approved/ Not Approved

Registrar

Dean/ Director

For use by the Estate and Maintenance

| Mode of Procurement/Execution  | <u>Tender/Spot Committee</u> |
|--|------------------------------|
| Tender no.   |                              |
| <u>Tender floated on CPP Portal</u>  |                              |
| Last date to receive the bids  |                              |
| No. of bids received by the due date and time  |                              |
| Extension granted if any, if Yes<br><br>1 <sup>st</sup> Extension (no. of days)<br><br>2 <sup>nd</sup> Extension (no. of days) |                              |
| No. of bids received after extension   |                              |

| Rates quoted by the Bidders | Bidder-1 | Bidder-2 | Bidder-3 |
|-----------------------------|----------|----------|----------|
|                             |          |          |          |

|   |  |  |  |
|---|--|--|--|
|   |  |  |  |
| The committee recommended to award the above work to M/s _____ on the basis of lowest rates . |  |  |  |

**Note: In case no of bids are more than 3, Comparative Statement enclosed.**

Indenter      Committee member      Committee member      Committee member      Committee member

**For use by Audit**

| The proposal has been pre-audited and found in order/ following are the observation: |  |
|--|--|
| 1  |  |
| 2  |  |
| 3  |  |

**Dealing Hand**

**Deputy Registrar (Audit)**

May consider and accord financial sanction to extent of Rs. \_\_\_\_\_ for the above work to be awarded to M/s \_\_\_\_\_ on L1 basis. Funds are available and noted by the Budget Section/additional budget of Rs. \_\_\_\_\_ is required/ There is saving of Rs. \_\_\_\_\_. Submitted please.

**JE/AE**

**JR (E&M)**

**Approved/Not Approved**

**Registrar**

**Dean/Director**

**( Dean Upto 3.00 lac Director more than 3.00 lac)**

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