



भारतीय प्रौद्योगिकी संस्थान रोपड़
INDIAN INSTITUTE OF TECHNOLOGY ROPAR

File No. _____

Dated: _____

Indent Cum Recommendation Sheet for Works valuing above 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"/> 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 [] Repair []
Budget Head (Tick as applicable)	1. Department 2 E&M 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.

JE/AE / AEE

JR (E&M)

<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 debitable to:	
Accountant/ JAO/JA	AO AR Accounts

Approved/ Not Approved

Registrar

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 1 st Extension (no. of days) 2 nd 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 .
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Note: Comparative Statement enclosed in case the no of Bids are more than three.

Indenter

Committee member

Committee member

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

Director
