

भारतीय प्रौद्योगिकी संस्थान रोपड़

INDIAN INSTITUTE OF TECHNOLOGY ROPAR

File No. Dated: \_\_\_\_\_\_\_\_\_

**Indent Cum Recommendation Sheet for Works valuing below 1.00 Lakh**

1. **For use by the Indenter**

| **Indenter’s Name** |  |
| --- | --- |
| **Department :** |  |
| **Brief Description of the Work :** |  |
| **Site Location :**  |  |
| **Nature of Work :** | Civil ⬜ Electrical ⬜Horticulture ⬜ HVAC ⬜ Composite (Civil + Electrical) ⬜ 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)**

| **For use by the Accounts Section** |
| --- |
| **(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** **HoD / Registrar****For use by the Estate and Maintenance**

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

| **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 .** |

**Indenter Committee member Committee member Committee member****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**  **HoD/ Dean/ Registrar** |