

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** | |