



भारतीय प्रौद्योगिकी संस्थान रोपड़
INDIAN INSTITUTE OF TECHNOLOGY ROPAR

File No. _____

Dated: _____

Indent Cum Recommendation Sheet for Works valuing below 1.00 Lakh
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

HoD / Registrar

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/ 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