

भारतीय प्रौद्योगिकी संस्थान रोपड़
INDIAN INSTITUTE OF TECHNOLOGY ROPAR

File No. _____

Dated: _____

Indent Cum Recommendation Sheet for Works valuing 1.00 Lakh to 3.00 Lakh

A) Inputs from 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 :	
Any Interface with the third-party agency (If Yes, Enclose Purchase order, Scope, specify details etc.)	
Coordinator Name and Mobile No. (to be nominated by Indenter):	
Category: (Tick Appropriate)	Original/New Work [] Addition & Alteration [] Repair []
Is Working Front available:	Yes [] No []
GeM Purchase :	Yes [] No []
Minimum three Committee Members (may be nominated by HOD)	1. _____ 2. _____ 3. _____ 4. _____ 5. _____
Budget Head	1. Department 2 Institute 3 Other Specify

Signature of the Indenter _____

Head of the Department _____

B) For use by Works and Estate

Site Visit date :	
Any MOM with the Indenter/Committee / Relevant information :	
Preliminary Estimated Amount (Estimate to be enclosed) :	
Time Required :	
Methodology :	

C) Inputs on Budget Sanction

For use by Accounts/ Department	
(Amount in Rs.)	
Budget Sanctioned:	
Amount already Spent:	
Budget Available:	
Budget has been noted in the relevant budget head. Expenditure dubitable to:	
Accountant/ JAO/JA	AO AR Accounts/EE

Recommended/Not Recommended

Member 1

Member 2

Member 3

Approved/ Not Approved

Dean / HoD / Registrar

S. No.	Description	Qty.	Rate(Rs.)	Amt(Rs.)
01				
			Tax@	
			Total	

The committee recommends the work from M/s _____ against tender no. / Quotation no: _____ **dated** _____. Quotation signed by all the committee members. Proposals indicated above have been checked and found in order. Work Order proposal (Page no. _____ to _____) is in order. The Competent Authority may kindly accord Administrative Approval and Expenditure Sanction to the extent of **Rs.....** (Rupeesonly) for the above work.

Member 1

Member 2

Member 3

Dean / HoD / Registrar

Director