

INITIATION FOR PROCUREMENT OF EQUIPMENT/GOODS/ITEMS
[FOR SHOPPING/PROPRIETARY
ITEMS/NCB]

1.	Name of Proposer(s)	
2.	Department	
3.	Email Id	
4.	Mobile Number	
5.	Designation of the Proposer	
6.	Name of the Equipment proposed	
7.	PMSS reference (Item Number)	
8.	Are the goods proposed are proprietary in nature	YES/NO
9.	If the goods are Proprietary, attach a copy Certificate of Proprietary	Attached/Not Attached/Not Applicable
10.	If the goods are Proprietary, attach a copy Certificate of authorization to the Vendor	Attached/Not Attached/Not Applicable
11.	Whether the Market Survey is done (Provide the addresses of vendors and their contact numbers.)	
12.	Whether the demo of the equipment is required	YES/NO
13.	Approximate Cost in Indian Rupees (Exclusive of taxes)	Rs.
14.	Furnish detailed generic specification of the equipment proposed	
15.	List of earlier customers and their contact numbers, if any	

16.	Whether the proposer(s)/any faculty/technical staff are familiar with operation of similar type of equipment(s); has hands on experience. If yes, please provided details	
17.	Whether training is required to operate the equipment for the proposer or any other faculty/staff in the department. If, Yes please provide the details: Number of persons to be trained, duration, etc.,	
18.	Whether the space for installation of equipment is identified	YES/NO
19.	Whether there is any need for further civil/electrical works needed for the installation of the equipment	Required/Not required
20.	Signature of the applicant & date	
21.	Date of receipt of the initiation form (Signature of HOD with Seal)	

Signature of DPC Committee

**RECOMMENDATIONS OF IPC FOR PROCUREMENT OF
EQUIPMENT/GOODS/ITEMS
[FOR SHOPPING/PROPRIETARY ITEMS]**

1.	Name of the Equipment proposed	
2.	PMSS reference (Item Number)	
3.	Whether the generic specification have been accepted by PMSS for at least three vendors	YES/NO
4.	Whether the vendors identified at PF-3 have received and acknowledged the enquiry?	YES/NO
5.	Number of vendors submitted the quotes	
6.	Whether any of the vendor/s have not responded with quote or sent regret letter?	
7.	Whether all the quotations/documents received have been properly signed?	
8.	Whether minimum of three comparable quotations have been received?	YES/NO
9.	Whether the Proposer & Department Coordinator have confirmed that specification quoted matches with those of PF-3.	YES/NO
10.	Whether the Comparative Statement generated by PMSS has been duly signed?	YES/NO
11.	Whether L-1 is clearly identified	YES/NO
12.	Name and address of lowest bidder	
13.	Date of Meeting of the IPC	
14.	Observations of the IPC, if any	

The IPC hereby certify that the entire process is in accordance with the guidelines of TEQIP-II and the IPC hereby recommend for placing supply order with the lowest bidder mentioned above.

RECOMMENDATIONS OF IPC FOR PAYMENT TO THE VENDORS
[FOR SHOPPING/PROPRIETARY ITEMS]

1.	Name of the Equipment Procured	
2.	PMSS reference (Item Number)	
3.	Purchase Order Number and Date	
4.	Delivery challan Number and Date	
5.	Invoice Number and Date	
6.	Goods receipt confirmation from the HOD with date	
7.	Report on satisfactory installation and functioning from the HOD	
8.	Record of any deviations in the supply	NIL
9.	Whether proper entries are done in the department stock ledger	YES/NO
10.	Ledger Folio Number in the Department Stock Ledger	
11.	Ledger Folio Number in the TEQIP-II Stock Ledger	
12.	Date of expiry of warranty	

The IPC hereby certify that the entire process is in accordance with the guidelines of TEQIP-II and the IPC hereby recommends for payment process.

ORDERS OF THE PRINCIPAL: