

**Indian Institute of Science Education and Research Kolkata
Mohanpur - 741 246, Nadia, West Bengal**

TABLE -1(CHECKLIST for FINAL SUBMISSION) [Please tick (√) Boxes]

		Indenter		Purchase Section	
		Yes	No	Yes	No
1	Approved Indent Form	Yes	No	Yes	No
2	Local Purchase (i.e. Market Survey) Committee constituted (original enclosed) after the indent date	Yes	No	Yes	No
3	Limited Tendering by QILs (Quotation Inviting Letters) after the indent date	Yes	No	Yes	No
3	Quotation Inviting Letter with Proof of Communication of each (Minimum 4) sent after the indenting	Yes	No	Yes	No
3	4 Nos. Quotations received before/on the tender closing date	Yes	No	Yes	No
4	Formation of Tender Opening Committee (original enclosed)	Yes	No	Yes	No
5	Comparative Statement with Recommendation (having signatures and dates)	Yes	No	Yes	No
6	Proprietary Article Certificate (If the item to be procured under Proprietary Item)	Yes	No	Yes	No
7	Technical Recommendation Letter (If the item to be procured under Technical Justification)	Yes	No	Yes	No

Signature of the Indenter **S & P Section**

TABLE - 2

Work Flow/Description	Dates with Initials	Remark, if any
Indent Date mentioned by Indenter		
Indent Form filled up in all respect and routed through proper channel with relevant minutes/budget information received by S&P		
Indent received back by Indenter		
Purchase File Primarily sent to S & P , if required		
Purchase File back to Indenter , if required		
Purchase File Finally recommended to S & P		
File placed in the IPC / before Convenor of IPC by S & P		
Purchase Order/Work Order Issued on		