



राष्ट्रीय प्रौद्योगिकी संस्थान, राउरकेला  
National institute of technology, Rourkela

FORM – IA/01

PURCHASE REQUISITIONS - CHECKLIST FOR VETTING

Purchase Requisition No.: NITR/PR/

Date : / / 20

Sl. No.	DESCRIPTION OF THE CHECK (All Checks are Compulsory)	DEPARTMENT			IA
		Yes	No	N/A	
1	In case of STE, enquiry sent to the manufacturer			---	<input type="checkbox"/> OK
	If NO, copy of dealership certificate of the agency attached		---	---	<input type="checkbox"/> OK
2	In case of LTE, enquiry sent to at least SIX firms			---	<input type="checkbox"/> OK
	If NO, reason recorded and approved by competent authority		---	---	<input type="checkbox"/> OK
3	Required time allowed for submission of quotations			---	<input type="checkbox"/> OK
	If NO, reason recorded and approved by competent authority		---	---	<input type="checkbox"/> OK
4	In case of LTE, at least THREE quotations received		---		<input type="checkbox"/> OK
5	All quotations received by Post / Courier / Tender Box			---	<input type="checkbox"/> OK
6	Quotation received after due date and by hand / e-mail are rejected			---	<input type="checkbox"/> OK
7	Quotations opened on date and time as mentioned in enquiry/tender			---	<input type="checkbox"/> OK
8	Quotations opened in presence of at least 2 members of DPC			---	<input type="checkbox"/> OK
9	All members present signed on envelopes and quotations			---	<input type="checkbox"/> OK
10	Comparative Statement prepared based on price inclusive of all taxes as applicable, freight, etc. for all firms		---	---	<input type="checkbox"/> OK
11	Recommendation in favor of lowest bidder [L <sub>1</sub> ]			---	<input type="checkbox"/> OK
	If NO, justification for rejection noted in the Comparative Statement		---	---	<input type="checkbox"/> OK
12	Recommendation for different items made separately			---	<input type="checkbox"/> OK
13	In case of total value more than Rs. 1.00 lakh, all members of Dept. Purchase Committee signed in the Comparative Statement		---	---	<input type="checkbox"/> OK
14	In case of procurement of foreign items, P.O to be placed on the foreign agency [may be through Indian agent] only		---		<input type="checkbox"/> OK
	If NO, payment [to Indian agent] to be made in INR only		---	---	<input type="checkbox"/> OK
15	Terms of payment recommended as per institute rules			---	<input type="checkbox"/> OK
	If No, reason recorded and approved by competent authority		---	---	<input type="checkbox"/> OK
16	P.R No., [Budget]A/c Head and ID mentioned in the P.R. Form		---	---	<input type="checkbox"/> OK
17	All required forms are properly filled, signed and arranged		---	---	<input type="checkbox"/> OK
18	All papers including envelopes are serially numbered in ascending order starting from copy of enquiry as Sl. No. - 01		---	---	<input type="checkbox"/> OK
19	P.R. No., Name of Department, etc. mentioned on file cover		---	---	<input type="checkbox"/> OK

If answer to any Checklist Question is NO, please explain the reason:-

[Faculty/Officer-in-Charge]

[H.O.D/H.O.C]

[Vetting Seat]

[Asst. Registrar (IA)]