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| **SARDAR VALLABHBHAI NATIONAL INSTITUTE OF TECHNOLOGY, SURAT** | **FORM**  **CHECKLIST** |
| **Check List for Procurement of \_\_(Name of the Item)\_\_ at \_(Name of Department)\_**   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Sr. No.** | **Particulars** | **Details** | **Page No.** | **Compliance (Yes/No/NA)** | | **Stage-I: Administrative and Financial Approval** | | | | | | 1 | Indent initiation by \_\_\_ with date |  |  |  | | 2 | Indent recommended by \_\_\_ with date |  |  |  | | 3 | Indent approved by \_\_\_ with date |  |  |  | | 4 | Estimated Cost |  |  |  | | 5 | Account Head |  |  |  | | 6 | Mode of procurement (GeM/CPPP/Single tender/ etc) |  |  |  | | 7 | Proprietary article certificate for proprietary item |  |  |  | | **Stage-II: Enquiry/Tender Process** | | | | | | 8 | Formation of local purchase/tender committee |  |  |  | | 9 | Approval of tender |  |  |  | | 10 | EMD & Performance security |  |  |  | | 11 | Date of upload of tender/enquiry |  |  |  | | 12 | Start date of submission of tender |  |  |  | | 13 | Last date of submission of tender |  |  |  | | 14 | Date of Pre-bid meeting |  |  |  | | 15 | Date of opening of Technical Bid |  |  |  | | 16 | Date of opening of Price Bid |  |  |  | | 17 | No. of Bidders (Participated) |  |  |  | | 18 | No. of Bidders (Qualified) |  |  |  | | 19 | Comparative Statement (Technical and Price) along-with recommendation of local purchase/tender committee |  |  |  | | 20 | Lowest bid amount |  |  |  | | 21 | Recommendation of advance payment, if any |  |  |  | | 22 | Approval from competent authority |  |  |  | | 23 | Approval from institute level purchase committee |  |  |  | | 24 | Approval from FC and BoG |  |  |  | | **Stage-III: Issue of purchase order and receiving/installation stage** | | | | | | 25 | Issue of purchase order |  |  |  | | 26 | Delivery schedule/date of supply |  |  |  | | 27 | Penalty clause |  |  |  | | 28 | Warranty clause |  |  |  | | 29 | Material receipt date along-with necessary documents |  |  |  | | 30 | Installation report |  |  |  | | 31 | Invoice with GST details |  |  |  | | 32 | Entry in respective register |  |  |  | | **Stage IV: Billing process** | | | | | | 33 | Payment details |  |  |  | |  | **Signature of Indenter** | | | | | 34 | Entry in Central Store and Purchase section |  |  | **Signature of**  **In-charge**  **Central Store & Purchase Section** | | 35 | Payment made on |  |  |  | | 36 | Mode of payment |  |  |  | | 37 | Amount paid |  |  |  | |  | **Signature of Head of Finance and Account section** | | | | | |