

Saha Institute of Nuclear Physics 15-03-2013
(Data sheet for PAC for Purchase/Work Order value more than Rs 5.00 lakhs)
To be filled by the INDENTER along with requisition

1. INDENTER'S DETAILS:

- a. Name with ID No. & Division: _____
- b. Contact Nos. (extension/phone/mobile): _____
- c. E-mail: _____
- d. Requisition no. with date: _____

2. PROJECT DETAILS:

- a. Project name in short: _____
- b. Equipment name: _____
- c. Whether the required capital equipment has been included in the approved Detailed Project Report (DPR): YES/NO
- d. Budgetary value and year, as per DPR: _____
- e. The possible site of installation / Room no.: _____
- f. Whether all the infrastructure facilities are available for installation and commissioning like electrical / civil / mechanical, etc.: YES/NO
- g. If no, whether the proposal for infrastructure have already been initiated:

- h. Whether the proposed equipment is meant for spares / accessories /up gradation of the existing major equipments / emergency requirements: YES/NO : If yes, pl., provide original equipment P.O copy:
- i. Whether budgetary provision has been made by the division in the current Financial Year (FY):
FY _____ Budgetary amount (in Rs.) _____

3. Tender Types: Limited tender (upto Rs.10 lakhs) / Public Tender (exceeding Rs.10 lakhs) as per SINP Purchase Rules (Page 2, Section 1.3.3 and 1.3.4).

- a. In case of limited tender whether web site information has been given ? Yes/No: if yes website file Dated : Whether Part-1 (Technical Bid) has been enclosed in consultation with Division. Part-2 (Commercial Bid) shall be provided by the Purchase Section alongwith terms and conditions for effecting payments by SINP.
- b. Approximate value of equipment as mentioned in the requisition including spares and accessories:
- c. Whether equipments are of proprietary in nature, if YES, enclose the proprietary certificate from the manufacturer.

SIGNATURE OF INDENTER WITH DATE: _____
(Indenter may enclose additional sheets/ supporting documents, wherever possible to avoid time delay)

Please Turn Over

To be filled by the PURCHASE SECTION enclosing the documents along with purchase files.

1. Tender notice no. as appeared in Newspaper Advt. (copy): _____
2. EOI details , if applicable, : reference no..... dt
3. Part -1 (Technical Bid) details & date of opening: _____
4. Duly Signed Technical Comparison Details as provided by Indenter including all correspondence letter / fax / e-mail, etc.
 - a. No. of successful bidders with details including EMD etc.: _____
 - b. Firm(s) accepted technically by the Indenter: _____
 - c. Firms rejected by the Indenter on the technical ground with justification – whether the same has been informed to unsuccessful bidder(s).
 - d. Authorization certificate with validity from the manufacturer for the Indian agency. Provide address, fax, email, IT, PAN, etc. details of Manufacturer and Indian Agent.
5. Whether the PROPRIETARY CERTIFICATE is in order in case of single tender, etc.: YES / NO
6. Date of opening of commercial bid: _____
7. Mode of payment: LC/if not whether prior approval for Sight Draft /Advance /etc., obtained.
8. Final recommendation: a. Lowest (L1) Bidder's address including Indian Agent / Company's address:
9. No. of documents enclosed: _____ Containing total _____ no. of pages.

Signature with date by: _____ Administrative Officer (Purchase) Foreign / Domestic _____ Administrative Officer-III

To be filled by the PRE AUDIT PURCHASE CELL: Meeting no: _____ : dated : _____ Requisition no: _____
dated: _____

No.	Details		Remarks
1	The requisitions along with above mentioned documents from the division and purchase section are in order	Yes/No	
2	procedure for tenders/limited tenders/ e publishing on CPP /purchase procedures are followed.	Yes/No	
3	Detailed justification note is required/enclosed	Yes/No	
4	Detailed Comparative statement technical/commercial is required /enclosed	Yes/No	
5	Proprietary certificate is in order/not in order	Yes/No	
6	Previous P.O copy is required	Yes/No	
7	Documents are not signed by the users	Yes/No	
8	Minutes of PAC meeting related to this requisition has been recorded. if necessary, communicated to intender	Yes/No	
9	Any specific observation:		

RECOMMENDED for further consideration to place before PIC / NOT RECOMMENDED / NEEDS FURTHER CLARIFICATION / MAY BE POSTPONED / TO RETENDER

Signature with date by:

Chairman, Pre Audit Purchase Cell