

CHECK LIST FOR PROCUREMENT

Name of the Indenter:			
Name of School/Dept :			
Name of the Item:			
Quantity:			
Estimated Cost:			
Sl. No.	Particulars	Details /Submitted (Yes/No)	Pg. No.
1	Indent Form (Annexure-A)		
2	Justification for procurement		
3	Technical Specifications		
4	Warranty Period		
5	Delivery Period		
6	Payment Terms		
7	GEMARPTS (if applicable) Undertaking for custom /BoQ bid		
8	Proprietary certificate (if applicable)		
9	Annexure-D for procurements above 1 Lakh to up to Rs.10 Lakh as per Rule 155 (if any)`		
10	Fund Booking		
11	GeM Bid No./Quotations		
12	No. of bidders PARTICIPATED		
13	Local content Class I (minimum 50%) Class II (minimum 20%)		
14	Authorization of OEM		
15	Technical Comparative Sheet with recommendation of the committee in the given format		
16	Price Comparison with recommendation of the committee		
17	The quoted price of the L1 bidder		
18	Name of the L1 Bidder		
19	Price reasonableness certificate with previous POs/OEM price as per Rule 144 (vii)		
20	Final Purchase Proposal Form		