



Annexure-14

CHAPTER-7
ANNEXURE-14
(Clauses 7.4.3 & 7.11)

CHECK POINTS FOR INDENTS

1.	Whether clear and detailed specifications, drawings, etc., wherever necessary, are indicated so that there is no ambiguity left for the tenderers to quote for correct materials?	Yes/No
2.	Whether certificate that 'the specifications and the allied technical details are complete and correct to meet the user's requirements fully' has been furnished by the concerned Technical Head?	Yes/No
3.	Whether all necessary information has been filled in the PR?	Yes/No
4.	Whether the requirement was critically examined before raising indent so as to avoid redundant procurement /over stocking and also to ensure proper utilization, economy in the operations?	Yes/No
5.	If the indent is for proprietary material, whether it is unavoidable?	Yes/No
6.	Whether specifications drawn would result in proprietary / single vendor procurement?	Yes/No
7.	Whether the time by which the material is required has been clearly specified in Indent indicating definite delivery schedule and the place at which the materials are to be delivered and/or dispatched?	Yes/No
8.	Whether a realistic approach was adopted while specifying the delivery period by taking into account the experience gained during the past in same/similar type of tenders?	Yes/No
9.	Whether budget provision is available in the relevant year for purchase?	Yes/No
10.	Whether concurrence of the Finance, has been taken?	Yes/No
11.	Whether the indent has the approval of competent authority?	Yes/No
12.	Whether separate indents are raised for each category of material?	Yes/No
13.	Whether it is ensured that there is no splitting of demand into small quantities for the sole purpose of avoiding the necessity of taking approval of the higher authority required for sanctioning the purchase of the original demand?	Yes/No

Additional checks for Capital Items

1.	Name of the Project(s) for which the machinery / equipment is required to be filled in the PR form under "Plant"	
(a)	Whether the project is sanctioned, and if so, date and amount of sanction	
(b)	Population of the machinery/equipment already available at the project and the number in working condition and use	
(c)	The proposal for purchase under consideration (Number of machines/equipment and sizes)	
2.	If the machinery/equipment is required for a project yet to be sanctioned, what is the justification for the advance ordering of the same? What is the present stage of obtaining sanction for the project?	
3.	When is the indented machinery/equipment required at site?	
4.	Whether the variations in equipment size / capacity / specifications with respect to approved Project Report	