



भारतीय प्रौद्योगिकी संस्थान गुवाहाटी
INDIAN INSTITUTE OF TECHNOLOGY GUWAHATI
STORES AND PURCHASE SECTION

FORM NO. SP-6P

Phone :

Date :

INDENT CUM SANCTION SHEET FOR ANNUAL MAINTENANCE CONTRACT

(To be submitted to S&P Section)

Indentor : Department/ Centre/ Section :
Email ID : Account Head :
Designation : Fund Code (New) :
(Old) :

It is requested that Annual Maintenance Contract or Annual Maintenance Contract Renewal as per details given below may kindly be concluded.

Ref. P.O. Number/reference dated and basic value (BV) of the PO

Sl. No.	Description	Duration of AMC	Value of the AMC in Rs. @..... % of BV
01	Name of the Equipments:..... Model No./ Sl. No :..... Date of Installation :.....		
	Add.: Service Tax @%		
	Add.: Any other Taxes/ Charges%		
	Grand Total		

a. Proposal/Quotation No :& date for AMC from Service Provider (**enclosed**)

b. Name of Service Provider : Contact No :
Email :

c. Mode of payment : : after completion of work/ advance

d. Whether the services rendered during the previous year have been satisfactory or not :

Signature of the Indentor

Signature of HOD/HOC/HOS

FOR USE BY STORES & PURCHASE SECTION

Indent is verified and placed for approval.

S&P Section

HOS (S&P)

FOR USE BY FINANCE & ACCOUNTS SECTION

Rs. is available in the FC "....." of Dept of and Rs. is recorded in the Budget Register

F&A Section

HOS (F&A)

Approved/ Not approved

HOD/HOC/Deputy Director/Dean

Director

Sanctioning Authority: Upto Rs.30.00 Thousand - HOD
Upto Rs.3.00 Lacs - Deputy Director/ Dean
Above Rs.3.00 Lacs - Director