

Mandatory Checklist for the proposals of AMC / Repair & Maintenance

(To be attached along with each AMC & Repair/service proposal)

Name of the item:

		✓ Tick the applicable option
1.	Approximate cost of the repair	Rs
2.	GeM Availability (Signed proof to be enclosed for both options)	YesNo
3.	Quotation/attachments are duly signed.	Yes
4.	Date of purchase of the Equipment.	Date:
5.	Cost of the Equipment in INR and Name of the supplier.	Equipment Cost in Rs: Supplier Name:
6.	Budget under which Equipment purchased. If project, mention the name of the project.	InsttAICRPProject Project Name:; PI
7.	Whether equipment is under warranty.	YesNo
8.	Whether equipment is under AMC.	YesNo
9.	Expenditure already incurred on the equipment for Repair & Maintenance.	Rupees
10.	Budget under which repair is proposed Instt/AICRP/ External Funded Project	Budget Under
11.	Proposal should be forwarded by In-charge	Yes

Signature of Indenting Officer with date

For office use only

Proposals received without/incomplete checklist will not be processed and will be returned.

Returned the proposal for the reason_