



PU 16

Enquiry Check List

Ordinary Indent Yes
Emergency Indent

Indent No. 9824/S/6390/19/4737Y/1	Date: 09.03.2020	Delivery Required: 10.08.2020
Item No. of indent to be covered in enquiry: 1 no.		
Estimated Value:	Category D (i.e. Rs. 05 lacs to Rs. 06 lacs)	
Previous Order Details:	First time procurement	
Vendor's Name	P.O. No. & Date	Time taken to supply
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Proposed Action

Kind Of purchase Reason - procurement through Gem Portal

Remarks:

Enquiry against indent no. 2019-4737 was issued through open tender (ref. indent at C/8-9) with due date 20.05.2020. Meanwhile it has been observed that tender enquiry Product 'Ceiling fan' is also available in GEM portal.

Hence as per circular no. 37 of 2019-2020 (C/14), enquiry of subject tender is being floated on GEM portal.

PQR and technical specification placed are placed at C/2 and C/3.

Engineer (E1) is the competent authority for approval to float open tender enquiry through EPS (ref. clause 2.1 of DOP of Purchase Policy). Approval of next higher authority is required to drop the ongoing open tender and issue corrigendum (ref clause 8.2 of purchase policy)

Approval of Sr. Manager is required to float enquiry through GEM portal (ref clause 4 of DOP of Purchase Policy)

Submitted for kind approval.

Priyanka Katheria /Sr. Engr. (PPX-S)

Priyanka Patel /Dy. Engr. (PPX-S)

Naveen Kumar /Dy. Mgr. (PPX-S & C)

H.S. Meena/ DGM (PPX-S, C & CAP)

29/04/2020