

Checklist for Import

P.R. No. _____ dated _____ is returned with the request to complete the following indicated by “_____” to meet the Audit requirement:-

1. Validity of quotation may please be got extended.
 2. Proprietary Certificate from the Indian Agent/Foreign supplier may please be attached.
 3. Fresh Agent ship/Branch Office Certificate from the foreign supplier may please be attached.
 4. Recommendation of Purchase Committee may please be placed in the file as the Import is more than Rs.20, 000/-.
 5. Necessary approval from C.F.A. for the Constitution of Purchase Committee may please be attached.
 6. The validity of approval of constitution of Professorial Committee from the CFA may please be got extended as the same is valid for four/ six months.
 7. Photostat/Fax messages may please be signed.
 8. Price/Terms and conditions of recommended items on the quotation may please be encircled and signed by all Committee members.
 9. Certificate on reverse of the P.R. may please be completed/ ticked and signed.
 - 10 Advance payment may please be approved on the P.R. with a certificate that receipt of material will be watched
 - 11 Insurance & Air Freight charge may please be added in the P.R.
 12. Checklist required by IRD A/Cs/D.R. (Audit) may please be completed & attached.
 13. All relevant quotations of the suppliers may please be attached.
 14. Exchange rate may please be calculated at current rates.
 15. Copy of NIQ may please be attached.
 16. Quotations may please be numbered/ signed.
 17. Comparative Statement may please be attached.
 18. Custom Duty etc. may please be calculated @ 12% of C.I.F./ C.I.P. value & 15% of FOB/ FCA/ ExW value.
 19. Kindly confirm is the NIQ was displayed on the WEB site as the import is more than 1 lakh.
 20. Date on Purchase Committee may please be entered.
 21. Name of the Foreign Supplier may please be mentioned in the minutes.
 22. Since the Institute has to pay Custom duty on Gross value of the items and not on discounted value. It is therefore requested that net cost of item may please be shown in the P.R. in place of Gross value.
 23. Minutes may please be signed by all committee members.
 24. As per Purchase rule at least three quotations are required for finalizing the case. If less than 3 quotations are received the approval of Director may please be obtained for processing.
 25. As per the new purchase rules dated 1/4/2008 advance payment is not permissible, the supplier may therefore be advised to accept the payment after receipt of material.
- OR
26. The necessary approval from the Competent Authority for making payment in advance may please be obtained.
 27. End Use Certificate may please be filled, completed and signed in duplicate on the Letter head.
 28. Approval for enhancement of funds may please be obtained from the competent authority.
 29. To display the NIQ in the Press is mandatory if the import is more than 25 Lacs. A copy of the same may please be attached.
 30. P.R. may please be signed by Head of the Deptt.
 31. Certificate No. 5 on reverse of P.R. seems to be incorrect. List of Outstanding NC / C Form enclosed.
 32. Kindly ensure that sufficient space / infrastructure for installation of the equipment is available.
 33. 25 Points Checklist may please be enclosed.
 34. The Indian Agent may please be separated for easy processing of the cases by adding the photocopies.
 35. Cases for the different P.Rs. may please be separated for easy processing of the cases by adding the photocopies
 36. Rates in the Comparative may please be converted into Rupees.
 37. As one bidder has qualified the technical specification given in NIQ, the purchase committee should satisfy itself that the price of the selected offer is reasonable and consistent with the quality required.
 38. Approval of advance may please be recorded in the minutes.
 39. Please provide us Bank details for releasing payment in advance.
 40. The quotation should be after the date of NIQ.
 41. The opening of Letter of credit for a small value order is not economical, the supplier may advised to accept the payment after receipt of material.
 42. P.R. may please be prepared on FOB/FCA/Ex works basis.
 43. For purchase on single quotation or proprietary item SIT form may please be enclosed.

Supdt.

D.R.(STORES)