

राष्ट्रीय प्रौद्योगिकी संस्थान, उत्तराखण्ड
NATIONAL INSTITUTE OF TECHNOLOGY, UTTARAKHAND

Ref.No. _____

Date: _____

INSPECTION REPORT

Name of the Item(s)			
Name of the Supplier and address			
Supply/Work Order/GeM Contract No. & date			
Scheduled date of delivery as per Supply/Work Order/GeM Contract			
Scheduled date of delivery (if extension granted)			
Item(s) received/delivered on			
Late delivery week(s)		<i>Calculation: Amount x Nos. of week x 0.5/100</i>	
Bill amount	₹		
Date of Inspection		Date of Acceptance/Rejection	
Total Quantity Inspected		Quantity Accepted	
		Quantity Rejected	
Reason(s) for not accepting the material/Item(s)			
Communication may be done with supplier for further process	i)		
	ii)		
	iii)		

Recommendations:

- i) Certified that we the undersigned, members of the Inspection Committee are jointly and individually satisfied that the goods delivered are of the requisite specification, quantity and quality as per the above mentioned Supply/Work Order/GeM Contract.
- ii) The amount of ₹ _____ (Rupees: _____) may be released.
- iii) The amount of ₹ _____ may be deducted against the Late Delivery charges from Bill Amount.
- iv) The amount of ₹ _____ may be deducted for undelivered/rejected Item(s) from Bill Amount.

(_____) | (_____) | (_____)
Member Secretary | Member | Chairman

To
Concerned Section Head/HoD