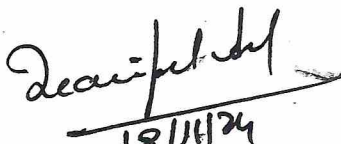


THAPAR INSTITUTE OF ENGINEERING AND TECHNOLOGY
(Deemed to be University)
PATIALA-147004

CENTRAL STORES
DOCUMENTED INFORMATION
TIET/QMS/DI/CS

Release No.: 5.3
Release Date: 18.11.2024


18/11/24
HEAD COMMERCIAL


18/11/24
CHIEF COMMERCIAL OFFICER


DIRECTOR

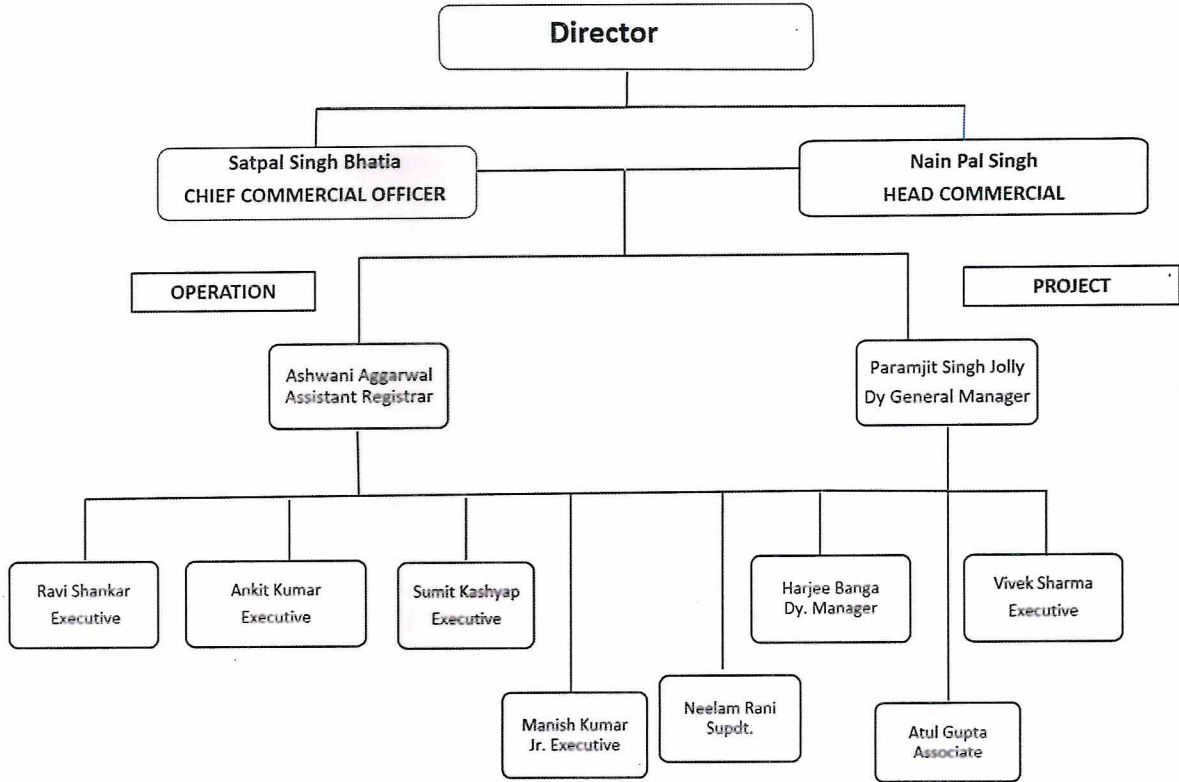
Amendment Sheet

S. No.	Date of Revision	Clause No.	Existing	Revised	Page No.	Version
1	23.09.2022	5.3	Organization Chart Central Stores	Organization Chart Central Stores	4	5.1
2	10.10.2022	5.3	Organization Chart Central Stores	Organization Chart Central Stores	4	5.1
3.	01.02.2023	5.3	Organization Chart Central Stores	Organization Chart Central Stores	4	5.1
4.	08.12.2023	5.3	Organization Chart Central Stores	Organization Chart Central Stores	4	5.2
5.	18.11.2024	5.3	Organization Chart Central Stores	Organization Chart Central Stores	4	5.3
6.	18.11.2024	5.3	DI/CS/PUR/01	DI/CS/PUR/02 (ERP)	7 to 12	5.3
7.	18.11.2024	5.3	DI/CS/STR/01	DI/CS/STR/02 (ERP)	13 to 14	5.3
8.	18.11.2024	5.3	DI/CS/WFA/01	DI/CS/WFA/02 (ERP)	18	5.3
9.	18.11.2024	5.3	DI/CS/SCR/01	DI/CS/SCR/02 (ERP)	19 to 20	5.3
10.	18.11.2024	5.3	Master List of Documents /Formats (along with attachments)	Master List of Documents /Formats (along with revised attachments) (ERP)	21 to 36	5.3

CONTENTS

S. No.	Description	Documented Information No.
1.	Organization Chart - Central Stores	
2.	Responsibility & Authority - Central Stores	
3.	Documented Information for Procurement (External Provision) to Pay Cycle	DI/CS/PUR/02
4.	Documented Information for Materials (Product & Services) Storage, Receipt & Issue	DI/CS/STR/02
5.	Documented Information for the Performance Evaluation of the External Providers.	DI/CS/VPE/01
6.	Documented Information for the Monitoring, Measuring and Analyzing the Central Stores	DI/CS/MMA/01
7.	Documented Information for Transfer and Write Off of Fixed Assets	DI/CS/WFA/02
8.	Documented Information for Disposal of Written Off and Obsolete Assets, Equipment (Product & Services), General Scrap, E Waste, Waste Oil and Bio-Medical Waste	DI/CS/SCR/02
9.	Master List of Documents /Formats	Annexure
10.	Specimen Formats	Attached

CENTRAL STORES ORGANISATION CHART



Satpal Singh Bhatia
18/11/24
HEAD COMMERCIAL

Dee
18/11/24
CHIEF COMMERCIAL OFFICER

Nain Pal Singh
DIRECTOR

CENTRAL STORES

Responsibility & Authority

Central Stores consists of two major functional areas:

- **Purchase (External Provision)** of the materials and services (Product & Services) for the entire needs of the Thapar Institute of Engg. & Technology Patiala and Off Campus LMTSM Derabassi for the **Operations and Projects** for the new establishment and renovation / Expansion of existing Infrastructure.
- **Store** handles receipt, storage, Issue of materials (Product & Services) of Office/Printed Stationery and other indented products & services such as Lab equipment, etc. as per requirement of the Institute.
- Collection, storage, disposal of the Waste / scrap such as general machinery scrap, E Waste as per the govt. norms and regulations.

Responsibilities of Head Commercial & Chief Commercial Officer:

The Head Commercial & Chief Commercial Officer is the Head of Central Stores comprising above sections and responsible for the overall administration of Central Stores lies with the Head Commercial & Chief Commercial Officer. This includes Infrastructure in terms of resources and manpower for executing the day to day work of the Central Stores. Make sure that the timely procurement is done by the staff to ensure availability of product & services. Policy decisions, leave sanction, staff Appraisals, deptt related matters recommendations and approvals, inter deptt. Coordination mentoring the deptt progress and timely procurement, delivery, payments. Train, motivate and advise the staff towards better performance, team work and coordination in order to achieve the desired targets and objectives.

Responsibility of Deputy General Manager/Assistant Registrar:

- The day to day coordinating the work of the deptt such as purchase requisition assigning, supervising and monitoring of the work of the buyers related timely preparing & floating of RFQ, CSQs (Technical & Commercial), get the recommendations of the deptt / indenters by the staff through ERP. Coordinate & guide in negotiation and finalization of the Price, delivery, payments and other commercial terms. Coordination with the indenter, deptt., finance and external providers. Supervising & monitoring of inventory control, Collection, storage, disposal of the Waste / scrap such as general machinery scrap, E Waste as per the govt. norms and regulations. Arrange and coordinate the team work and keep motivating the staff for the better performance. Assist Head Commercial & Chief Commercial Officer in the work related to the deptt.

Responsibility of Procurement Staff (Deputy Manager, Assistant Manager, Executive, Associate):

Managing the assigned Purchase Requisition (Import & Indigenous), float RFQ, make and monitor the CSQ (technical & commercial), get Indenter recommendations. Arrange necessary legal vetting, auditing and approvals. Raise the Purchase Orders / Work Orders / Contracts /AMCs & ARCs and send Purchase Orders through ERP Portal. Monitor the deliveries and payments and other commercial terms. Follow up for the delivery and payments. Keep the files & records updated.

Responsibility of Stores In charge (For CS Items Only – Excluding CMS Store)

To receive, count and check the supply & invoice as per Purchase Order. Make the relevant Purchase order receipt Entries, verify gate entry and keep the stock Retained Documented Information (record). Arrange the storage in the Stores or appropriate location and timely issue of the materials (Product & Services) to the indenters with proper Movement Request Transfer/Issue process through ERP. Keep the materials (Product & Services) (Products) safe from the termite and avoid spillage, damage. Handling and disposal of the E Waste, Waste Oil and Scrap items generated on account of Written off Assets and other scrap parts in operation and maintenance of the Institute.

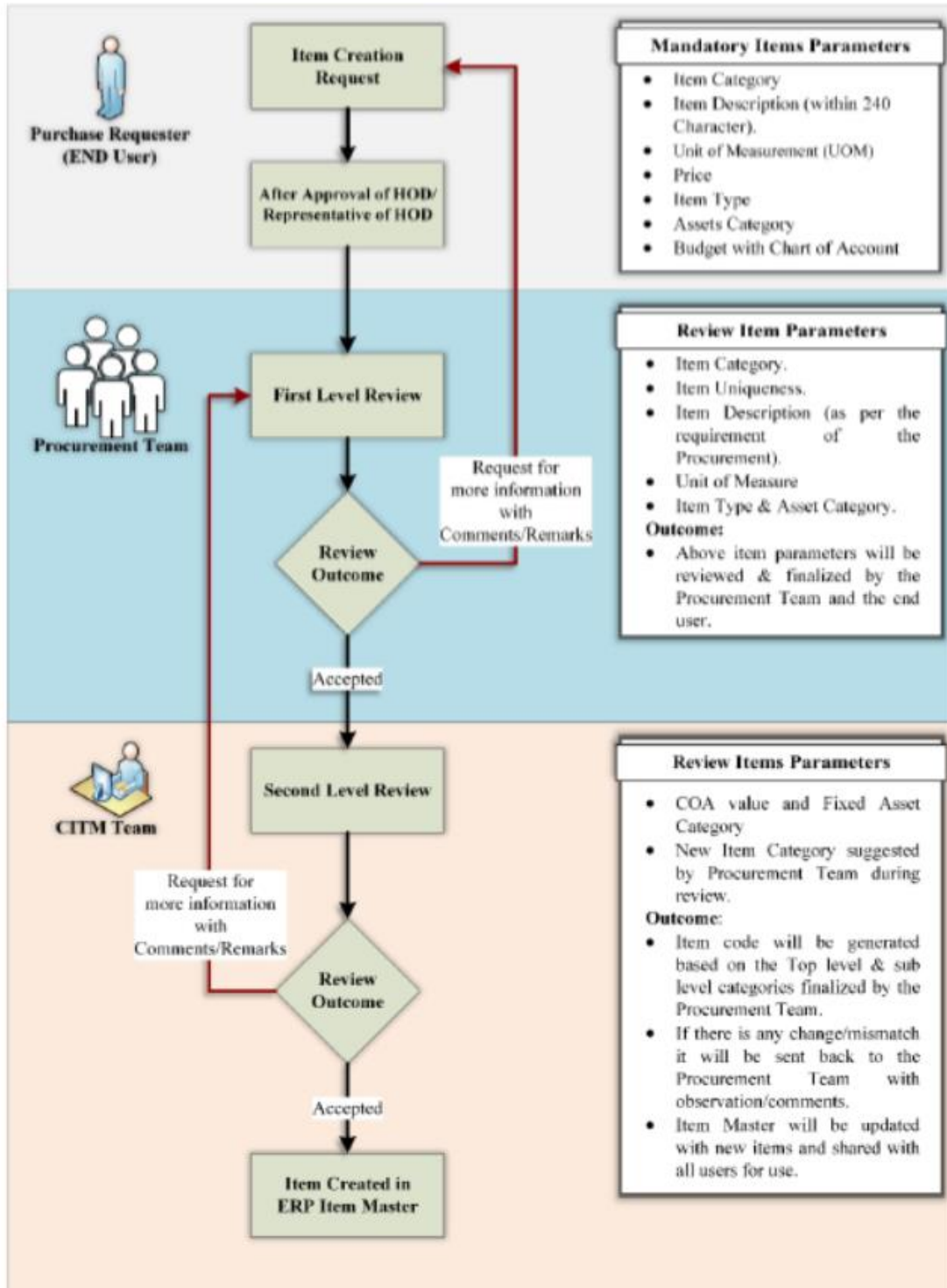
Responsibility of Supdt. Central Stores: -

Complete entry and Retained Documented Information (record) of the E Waste Scrap, its maintenance and housekeeping as well as entry of incoming and outgoing documents in the Central Stores.

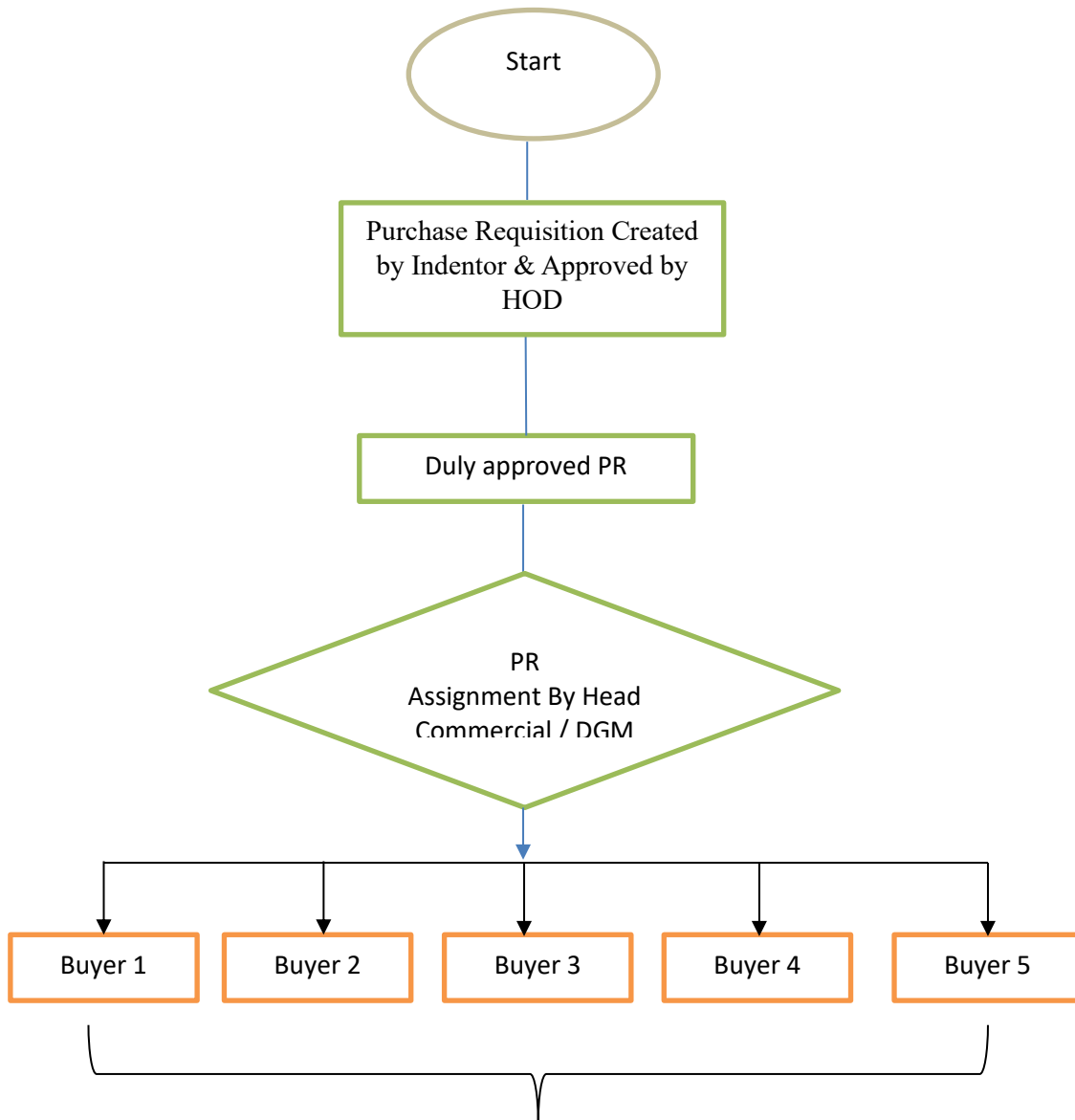
Topic: Documented Information for the Procurement (External Provision) in TIET Patiala

Purpose: Documented Information for the Procurement (External Provision)

Scope: All Procured Materials and services (Externally provided products & services) for the TIET Patiala and LMTSM Derabassi



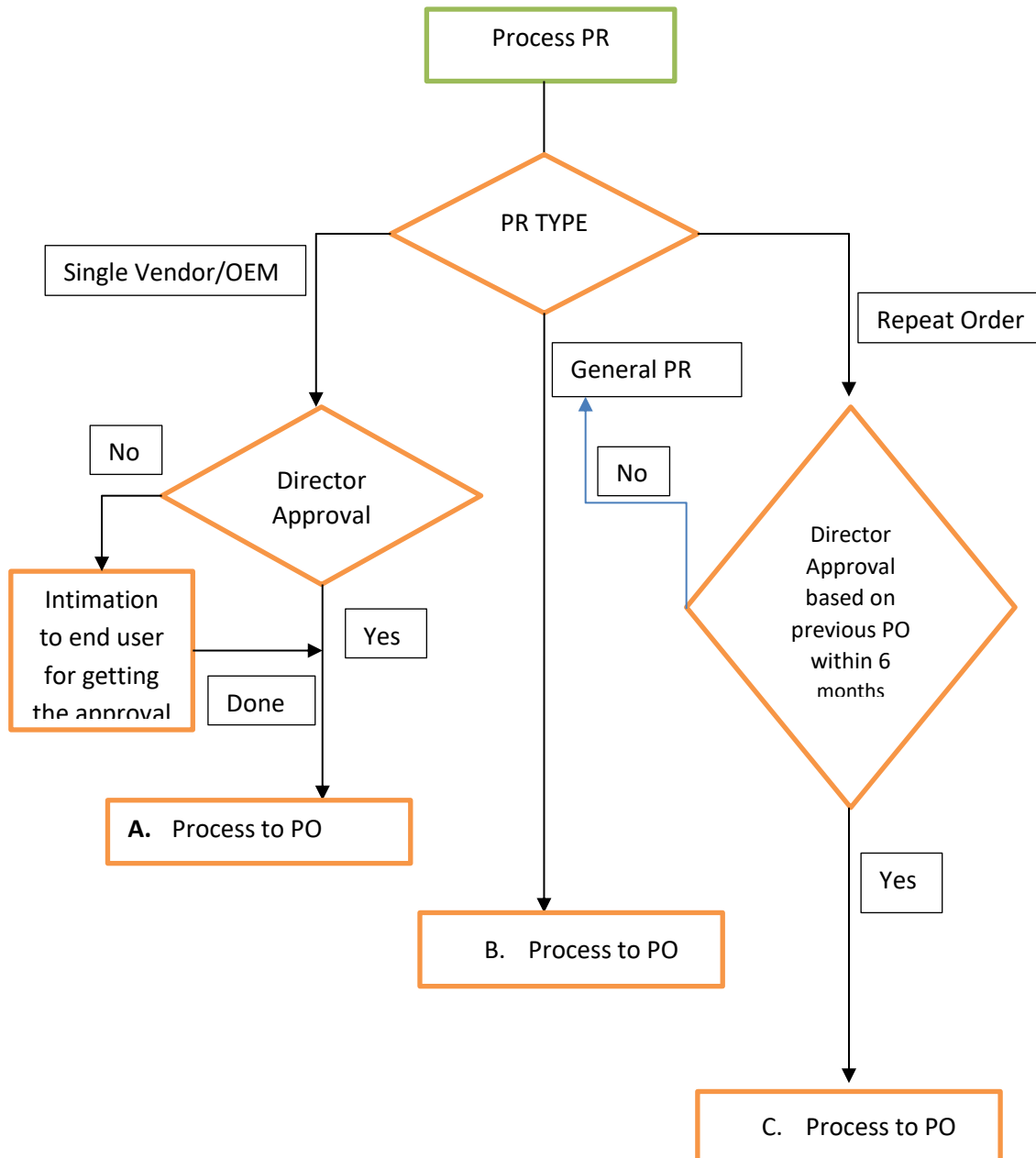
Process Purchase Requisition



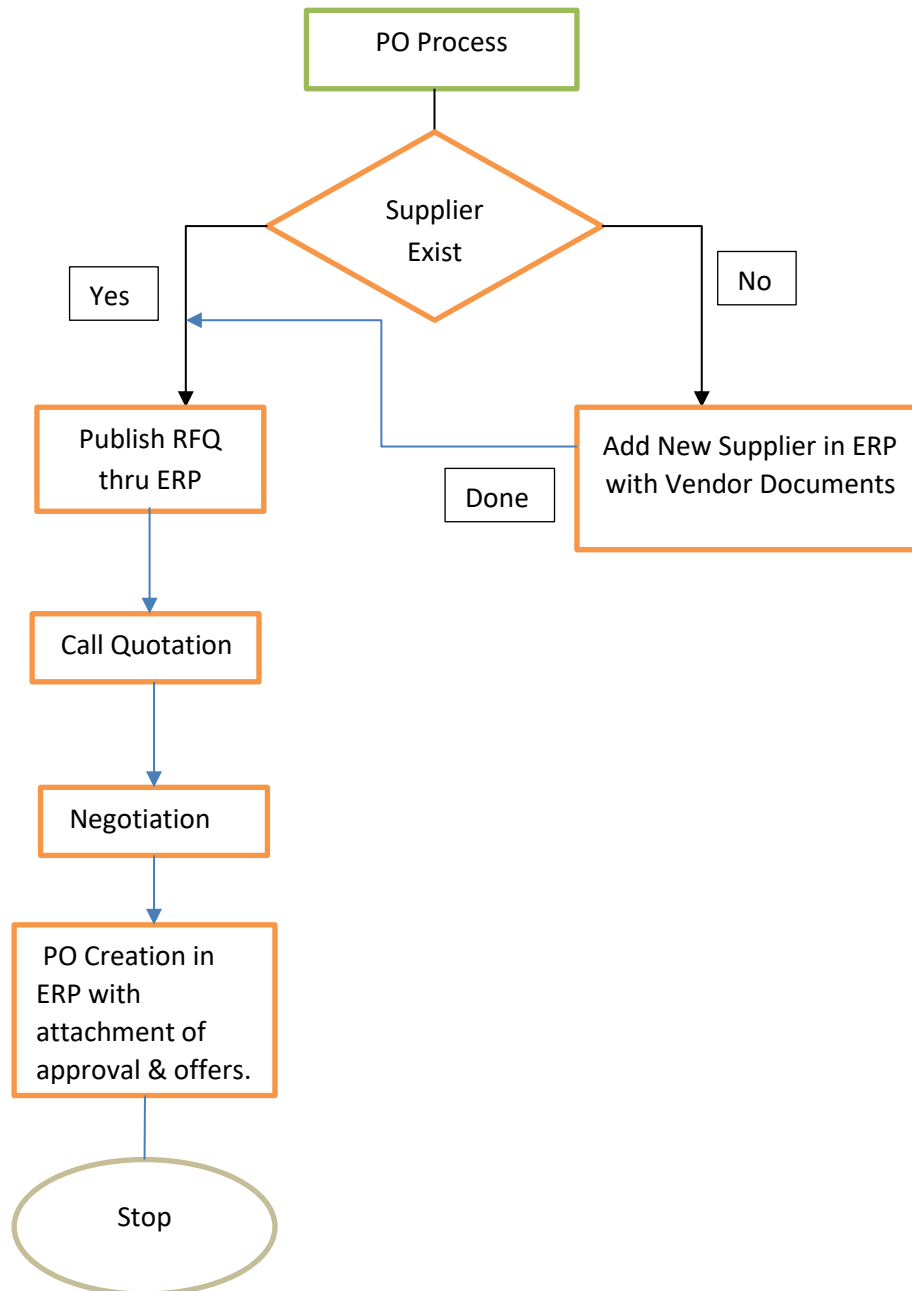
Definitions:

- **Indentor** – Indentor is the employee/staff/faculty member of the institute requisitioning the products & services for the use in the institute.
- **Buyer** - Buyer is the staff of Central Stores to whom the purchase requisition is assigned for the procurement of the indented Products & Services through laid down system.

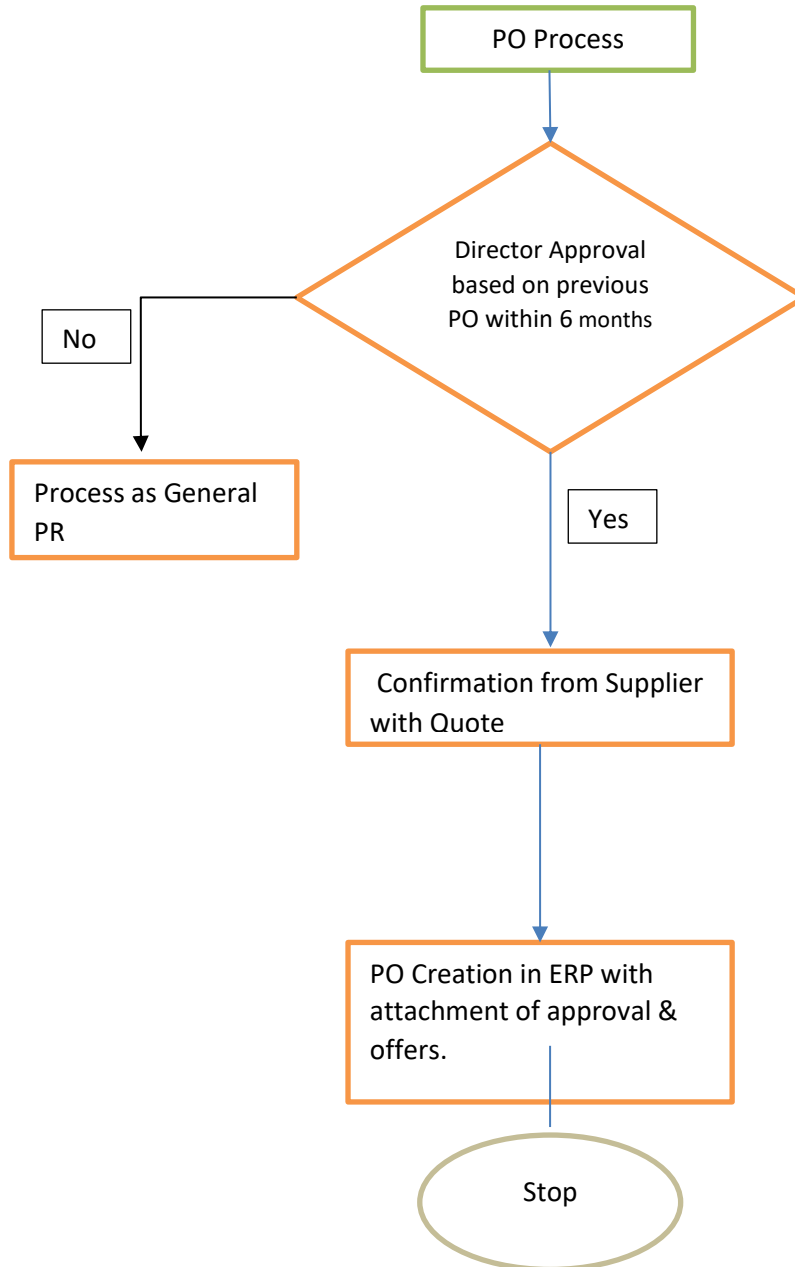
Process Purchase Requisition



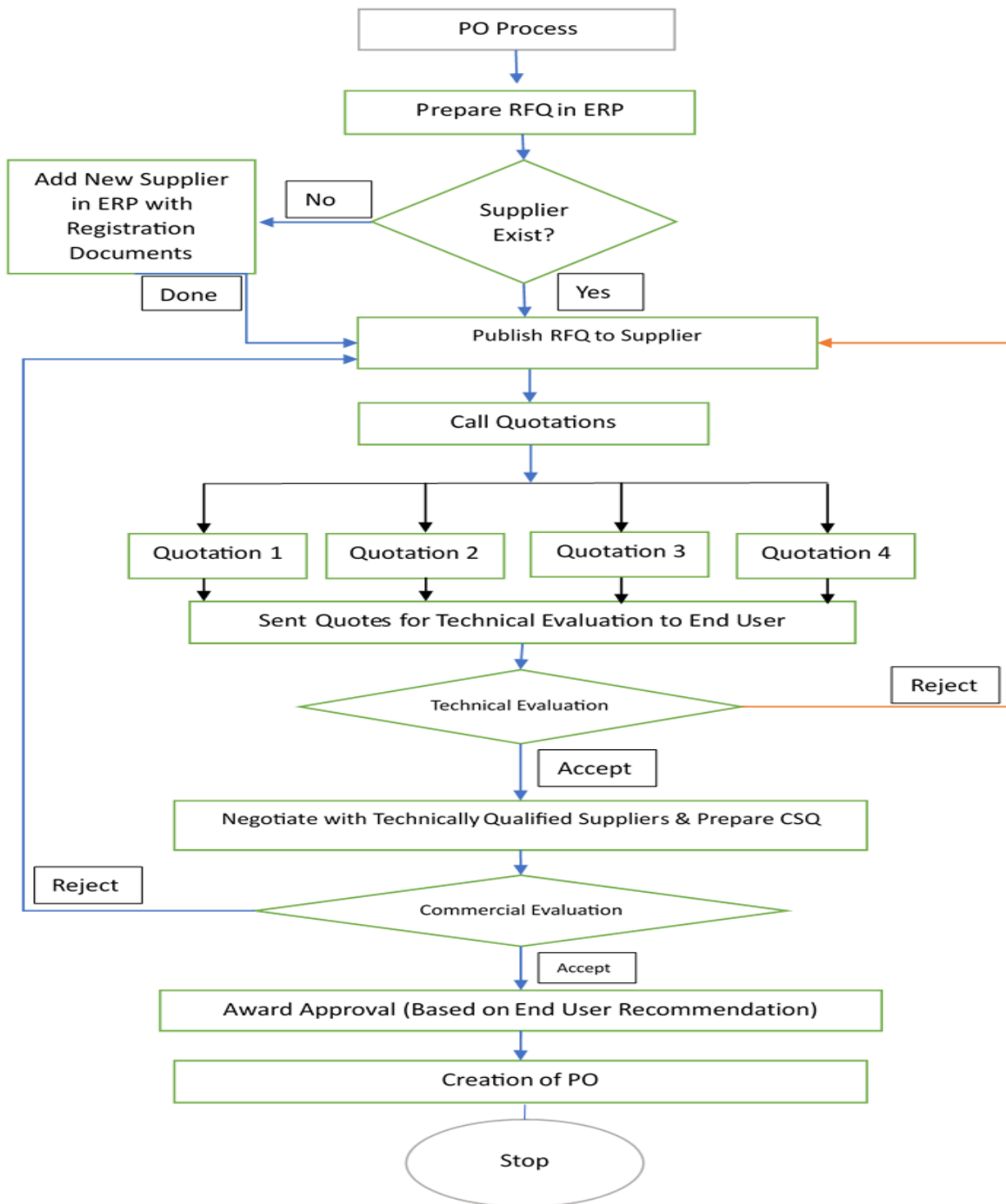
A. Process to PO (Single Vendor/OEM)



B Process to PO (Repeat Order)



C Process to PO (General PR)

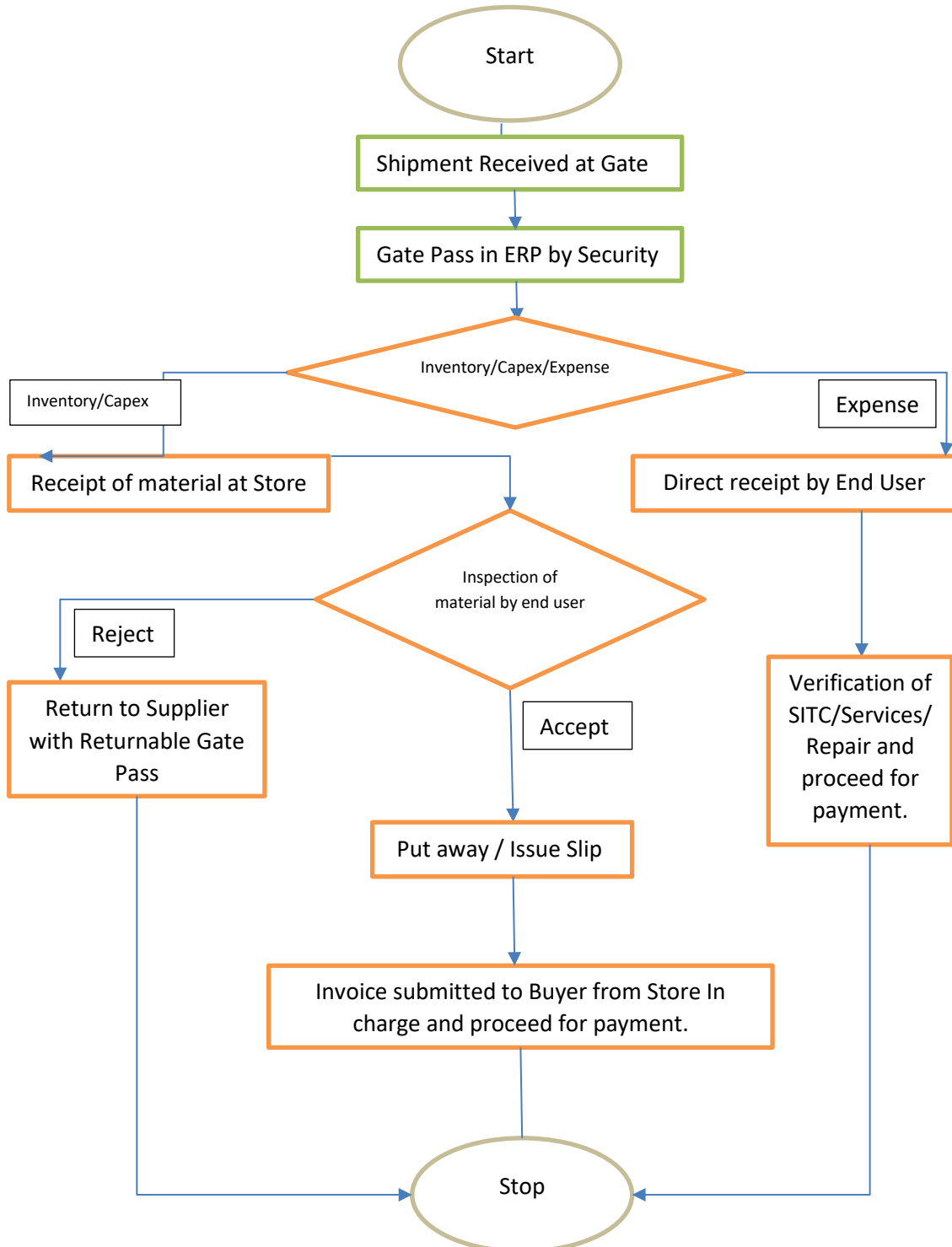


Topic: Documented Information for the store, receipt, issue of materials (Product & Services) in TIET Patiala

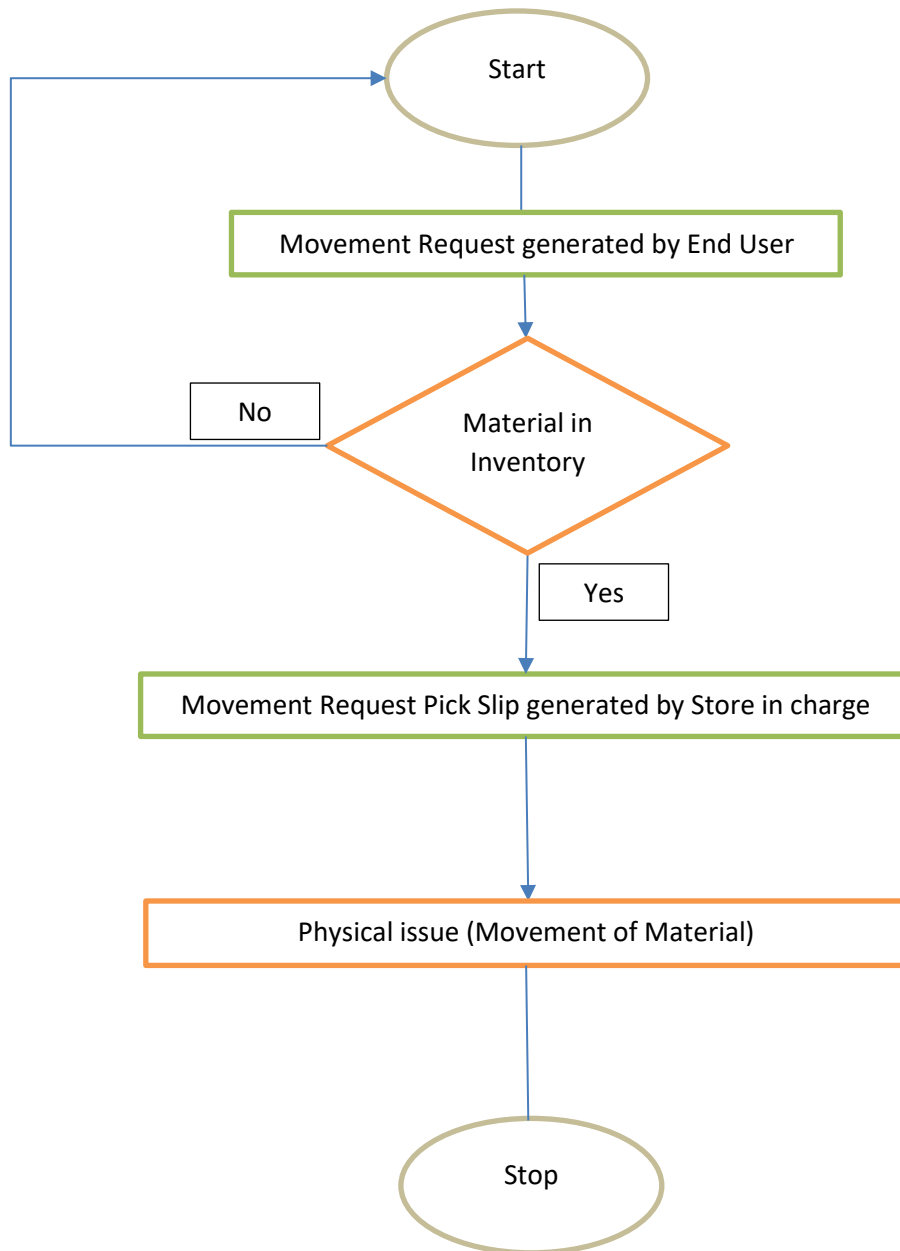
Purpose: Documented Information for the store, receipt, issue of Materials (Product & Services)

Scope: All Procured Materials (Product & Services) for the TIET Patiala and LMTSM Dera Bassi

A RECEIVING FOR PHYSICAL MATERIAL



B ISSUE OF PHYSICAL MATERIAL



DI/CS/VPE/01

Topic: Documented Information for Evaluation of the External Providers in TIET Patiala

Purpose: Standard Operating Procedure for Performance Evaluation of External Providers (Suppliers, Vendors, Contractors, Service Providers)

Scope: External Providers of Products and Services in TIET Patiala and LMTSM Derabassi

S. No.	Activity	Responsibility	Reference
1.	To evaluate the performance of the External Providers (Suppliers, Vendors, Contractors, Service Providers) of Products and Services after 01 (one) year of their supply.	Head Commercial through Buyers	
2.	To evaluate the External Providers as per Vendor Performance Evaluation Form on the criteria as below: <ul style="list-style-type: none"> ○ Quality Rating 0 - 100 ○ Delivery Rating 0 - 100 ○ Service Rating 0 - 100 ○ Overall Rating 0 - 100 Overall Rating is the Weighted Average = (QRx40%+ DRx40% = SRx20%)/ 100	Buyer	TIET/CS/FT/13 (00)
3.	Assess the total annual purchase during the Financial year and number of external providers. Make the list of total supply in value by the external providers. Arrange in the decreasing order of PO/WO Value. The vendor evaluation should cover more than 90% of the PO Value of Annual Purchase volume.	Buyer	
4.	Plan a sample set of external providers to be evaluated to include maximum vendors to cover maximum PO value as above. The no. of vendors for PO Value in Rs. :- <ul style="list-style-type: none"> ○ More than 10.00 Lakhs ○ more than Rs. 5.00 lakhs to 10 Lakhs ○ More than Rs. 2.00 Lakhs to 5.00 Lakhs ○ Single PO value >Rs. 5.00 Lakhs ○ Any other criteria to cover additional vendors 	Buyer	

S. No.	Activity	Responsibility	Reference
5.	Prepare the Vendor Name wise list from the Purchase Monitor.	HOD	
6.	Prepare the Vendor Performance Evaluation Forms for the above vendors with the details of quality, delivery inputted from the Purchase Monitor.	HOD	
7.	Send the forms to the Deptts / Indenters for the Service Rating evaluation.	Buyer	
8.	Indenter to mark the Service Rating evaluation on the forms and return duly signed by Indenter and HOD.	Indenter & HOD	
9.	Compile the report of the all the forms with vendor names in a excel sheet and make the report in descending order for the analysis of Vendors with rating as below: rating 90-100 Rating 80-90 Rating < 80	Buyer	
10.	Finalization of report with all forms for signature of Head Commercial.	Buyers & Head Commercial	

DI/CS/MMA/01

Topic: Documented Information for the Monitoring, Measuring and Analysis of the Central Stores

Purpose: To monitor, measure and analyses the Purchase Process, Inventory and Externally Provided products and services

Scope: Complete Indents and Purchase Order processing and Store Stock inventory in Central Stores for TIET Patiala and LMTSM Derabassi

S. No.	Activity	Responsibility	Reference
1.	Update the Purchase Monitor / MIS periodically for the date wise stage completed.	Buyer	Purchase Monitor
2.	Make the Weekly MIS of the Purchasers (Name wise) from the Purchase Monitor / MIS for following details: <ul style="list-style-type: none"> ○ Indents Pending (Purchaser Wise) ○ Indents pending (no. of days analysis) ○ PO Raised ○ Delivery Due (Purchaser wise) ○ Delivery Due (Pending in no. of Days) ○ Payment and Invoices pending Payment 	Buyer	MIS Reports
3.	At the Stores Stock, every month end: <ul style="list-style-type: none"> ○ Prepare the Store Stock Summary ○ Prepare table of the OB / Receipt / Issue / CB ○ Prepare a graph of the Inventory Stock from Month to Month in Stock value in Rs. ○ Graph of year to years Stock value in Rs. ○ Monitor the Non Moving / Dead / Obsolete List ○ Monitor Shelf Life Items Stock & Life 	Store Incharge	MIS Reports (Store Stock)
4.	Maintain a list of the Bank Guarantees in Excel with details of Open / Closed / Returned	Buyer	
5.	Analyze and evaluate the reports and provide feedback to the concerned purchaser.	Buyer	
6.	At the year-end on 31 st March: - <ul style="list-style-type: none"> ○ create the complete Performance sheet of the Indents Processed ○ Physical Verification of Stores and Short Excess Report 	Buyer & Store Incharge	

DI/CS/WFA/02

Topic: Documented Information for the Transfer and Write Off of Fixed Assets in TIET Patiala

Purpose: Standard Operating Procedure for the transfer and Write off of the Fixed Assets

Scope: Write off of Fixed Assets in TIET Patiala and LMTSM Derabassi

S. No.	Activity	Responsibility	Reference
1.	To constitute a Technical Committee in deptt. for the Write off of Assets (Lab Equipment, IT Equipment, etc.) in the Deptts. Consisting of HOD, Faculty, and Lab Supdt, CMS/CITM.	HOD Representative	
2.	Mention the Assets to be written off in the Survey Report of Stores with details as mentioned.	HOD Representative	TIET/CS/FT/16 (01)
3.	Technical Recommendations of the Committee.	HOD Representative	
4.	Handover the Survey Report to Central Stores for the verification of the Asset Details such as Year of Purchase, Value of Purchase.	Store Incharge	
5.	Handover the Survey Report to FO (for WDV Calculation)	HOD Representative	
6.	Put up to the Director for the Approval for writing of the assets.	HOD Representative	
7.	Provide approved Survey Report to Central Stores for the arrangement of disposal.	HOD Representative	
8.	A copy to the Finance Section for the Write off from the Capital block for updating the asset records of accounts.	Store Incharge	
9.	Transfer of the Fixed Assets by any employee or deptt;, the Asset Transfer Form duly filled is to be submitted to Central Stores by the employee and HOD of Deptt. transferring the asset.	HOD and Store Incharge	TIET/CS/ FT/11 (00)

DI/CS/SCR/02

Topic: Documented Information for Disposal of Written Off and Obsolete Equipment (Product & Services), General Scrap, E Waste, Waste Oil and Bio-Medical Waste

Purpose: To document the information for the disposal of Scrap

Scope: Scrap of Written off Assets and equipment, E Waste, Waste Oil, Bio-Medical Waste and Obsolete materials (Product & Services) in TIET Patiala, TSLAS and LMTSM Derabassi

S. No.	Activity	Responsibility	Reference
1.	Receive the duly approved Survey Report of Write off of a) Fixed Assets b) Scrap & Misc. Items from the concerned deptt	Stores Incharge	TIET/CS/FT/16 (01) TIET/CS/FT/17 (00)
2.	Maintain the Retained Documented Information (record) of the above in Central Stores.	Stores Incharge	
3.	Arrange disposal in coordination with Deptt, Security. Receive the payment duly deposited in the TIET Bank Account.	Stores Incharge	
4.	Make entry in the scrap register and take the signature of above. Prepare the a) Delivery Challan and b) Non-Returnable Gate Pass (NRGP) for the Scrap with details.	Stores Incharge	TIET/CS/FT/10 (00) TIET/CS/FT/08 (00)
5.	Receive the E-waste in the authorized E-waste Store. Keep the Retained Documented Information (records) as per format of E-Waste (Management) Rules 2022.	Stores Incharge	
6.	Receive the Waste Oil in the authorized Store. Keep the Retained Documented Information (records).	Stores Incharge	
7.	Disposal of the E Waste and Waste Oil to be directly and solely through the PPCB Registered E Waste and Waste Oil Recyclers Only.	Stores Incharge	
8.	Prepare the a) Delivery Challan and b) Non-Returnable Gate Pass (NRGP) and receive a copy of the Manifest from the E Waste and Waste Oil Recycler.	Stores Incharge	TIET/CS/FT/10 (00) TIET/CS/FT/08 (00)

9.	Arrange collection and storage of Bio-Medical Waste in the Health Centre and Bio-Technology Deptt. in respective colored bins as per the PPCB Bio-Medical Waste Rules.	HOD Representative	
10.	Disposal through Authorized Recycler of Bio-Medical Waste periodically.	HOD Representative	
11.	Collect information of Bio-Medical Waste collected and disposed and submit annual report to PPCB.	Store Incharge	

ANNEXURE

MASTER LIST of ISO Documents - Central Stores

Sr. No.	DOCUMENT / FORM	ISO Doc No.	Status
1	Purchase / Fund Clearance Indent	TIET/ CS/ FT/ 01 (00)	
2	Master Inward Register (Central Store) - MIR	TIET/ CS/ FT/ 02 (00)	
3	Material Receipt Cum Inspection Note (MRIN)	TIET/ CS/ FT/ 03 (00)	Deactivated after implementation of ERP
4	Fixed Asset Register	TIET/ CS/ FT/ 04 (00)	Deactivated after implementation of ERP
5	Contingency Register	TIET/ CS/ FT/ 05 (00)	
6	Store Stock Ledger	TIET/ CS/ FT/ 06 (00)	Deactivated after implementation of ERP
7	Store Requisition / Issue Slip	TIET/ CS/ FT/ 07 (00)	
8	NON-RETURNABLE GATE PASS	TIET/ CS/ FT/ 08 (00)	
9	RETURNABLE GATE PASS	TIET/ CS/ FT/ 09 (00)	
10	Delivery Challan	TIET/ CS/ FT/ 10 (00)	
11	Asset Transfer Form	TIET/ CS/ FT/ 11 (00)	
12	Vendor Registration Form	TIET/ CS/ FT/ 12 (00)	
13	Vendor Performance Evaluation Form	TIET/ CS/ FT/ 13 (00)	
14	DSIR Deptt. Undertaking / Declaration	TIET/ CS/ FT/ 14 (00)	
15	DSIR Declaration Certificate	TIET/ CS/ FT/ 15 (00)	
16	Survey Report of Stores - Write Off of Fixed Assets	TIET/ CS/ FT/ 16 (01)	
17	Survey Report of Stores - Disposal of Scrap & Misc Items	TIET/ CS/ FT/ 17 (00)	

Attached: The Formats (FT) are as attached herewith

Purchase / Fund Clearance Indent TIET/CS/FT/01 (00) Page 1

Thapar Institute of Engineering & Technology, Patiala



Purchase/Fund Clearance Indent

PR Type :
Nature Of Activities :

Deptt./Unit	Indent No.	Date of Indent	Material Required by

Line	Item code	Description	Unit Price	Quantity	Price
Total					

Budget Head	Budget for the year	Requested Funds	Balance Available	Utilized Budget	Total Budget

Indenter		Head of the Dept	
Signature :		Signature :	
Name :		Name :	
Contact No. :		Contact No. :	
Email Id :		Email Id :	

For use in Accounts Section

Sufficient funds are available/ not available under the Budget Head of Central Store Department_ Funds Amounting to Rs.may be redeployed from Budget Head of Deptt. _____

Funds Cleared vide

Budget Head	Amount Allocated (Rs.)
Finance Officer	

APPROVED

Dean / DIRECTOR

Note: Please attach this original Purchase Indent with the Adjustment/Payment Bills.

Purchase / Fund Clearance Indent TIET/CS/FT/01 (00) Page 2

Thapar Institute of Engineering & Technology, Patiala



Purchase/Fund Clearance Indent

FOR USE IN (CS)

Indent Registration No.

Date :

The Indent for the purchase of has been registered in the above indent registration no. Please quote this number for any further inquiry.

- THE INDENTING OFFICER must furnish here below the names of **atleast 5 standard suppliers** with complete **latest addresses, Contact Person, Mob No. & Email Id** from which the above-mentioned equipment/Store can be purchased.

S. No.	Name of the Supplier & Address.	Contact Person Details (Name, Mobile No. & Email Id)
1		
2		
3		
4		
5		

NON-RETURNABLE GATE PASS TIET/CS/FT/08 (00)

GST No. 03AAAAT4247P1Z9 TIET/CS/FT/08 (00)
THAPAR INSTITUTE OF ENGG. & TECHNOLOGY
 (Deemed To Be University u/s Section-3 of UGC)
 Bhadson Road, Patiala-147004
 Ph.: 0175-2393086,
 E-mail: npsingh@thapar.edu, www.thapar.edu
NON RETURNABLE GATE PASS



No. NRGP/ _____ Date _____
 M/s. _____
 Address. _____
 GST No. _____

Dear Sir,
 You are permitted to take out the material on
 Non-Returnable basis as per details in attached
 Delivery Challan.

Delivery Challan No. & Date

Material Type- Scrap / Rejection / E-Waste / Other / _____

S.No.	Description of Meterial	Unit	Qty	Appx. Value Rs.

Dispatch Mode: By Road / Courier/ Rail/ By Hand	Mode - Truck / Tempo/ Rehri/ Person/ By Hand
Transport / Gr No.	Vehicle No.

	Prepared By	Authorised By	Security	Received by
Signature				
Date				
Name				
Mobile				

Copy to :1st Supplier (White) 2nd Account (Green) 3rd Security (Yellow) 4th Record (White)

RETURNABLE GATE PASS TIET/CS/FT/09 (00)

GST No. 03AAAAT4247P1Z9

TIET/CS/FT/09 (00)

THAPAR INSTITUTE OF ENGG. & TECHNOLOGY

(Deemed To Be University u/s Section-3 of UGC)

Bhadson Road, Patiala-147004

Ph.: 0175-2393086,

E-mail: npsingh@thapar.edu, www.thapar.edu

**RETURNABLE GATE PASS**

No. RGP/ _____ Date _____

M/s. _____

Address. _____

GST No. _____

Dear Sir,

You are permitted to take out the material on
Returnable basis as per details in attached
Delivery Challan.

Delivery Challan No. & Date

Material Type- Repair / Sample / Rejection / Other / _____

S.No.	Description of Meterial	Unit	Qty	Appx. Value Rs.

Material to be returned within _____ days.

Declared that these goods are Not for Sale and Value declared only for Transit Purpose

Dispatch Mode: By Road / Courier/ Rail/ By Hand	Mode - Truck / Tempo/ Rehri/ Person/ By Hand
Transport / Gr No.	Vehicle No.

	Prepared By	Authorised By	Security	Received by
Signature				
Date				
Name				
Mobile				

Copy to :1st Supplier (White) 2nd Account (Yellow) 3rd Security (Green) 4th Record (White)

Delivery Challan TIET/CS/FT/10 (00)

GST No. 03AAAAT4247P1Z9

TIET/CS/FT/10 (00)

THAPAR INSTITUTE OF ENGG. & TECHNOLOGY PATIALA

(Deemed To Be University u/s Section-3 of UGC)

Bhadson Road, Patiala-147004

Ph.: 0175-2393086, E-mail: npsingh@thapar.edu, www.thapar.edu



DELIVERY CHALLAN

No. DC / _____ DATE: _____

M/s. _____

Address. _____

GST No. _____ Email ID _____

Dear sir

You are permitted to takeout the meterial as per following details.

Material Despatched vide Returnable/Non Returnable GP No. _____ Dated _____


S.No.	Description of Meterial	Unit	Qty.	Appx.Value Rs.

Dispatch mode: By Road / Courier / Rail / By Hand	Mode- Truck/ Tempo/ Rehri/ Person/By Hand/--
Transport / GR No.	Vehicle No.

	Perpared by	Authorised By	Security	Received By
Signature				
Date				
Name				
Mobile				

Copy to :1st (White) Supplier 2nd (Pink) Account 3rd (Green) Security 4th (White) Record

Asset Transfer Form TIET/CS/FT/11 (00)

TIET/CS/FT/11 (00)			
THAPAR INSTITUTE OF ENGG. & TECHNOLOGY PATIALA		 THAPAR INSTITUTE <small>OF ENGINEERING & TECHNOLOGY (Deemed to be University)</small>	
ASSET TRANSFER FORM			
ATF No	CS/ATF/	Date :	
Asset Code			
Asset Description			
Quantity			
Date of transfer			
Transferor Employee & Department			
Location of Asset (Before Transfer)			
Remarks for Transfer (Handing Over)			
Employee -Transferor (Handed Over)		HEAD - Transferor Department	
Signature		Signature	
Name & Emp ID		Name	
Mobile No.		Mobile No.	
Transferee Employee & Department			
Location of Asset (After Transfer)			
Remarks for Transfer (Taken Over)			
Employee -Transferee (Taken Over)		HEAD - Transferee Department	
Signature		Signature	
Name & Emp ID		Name	
Mobile No.		Mobile No.	
Assistant- Accounts Department		Finance Officer	
Signature		Signature	
Name & Emp ID		Name	
Mobile No.		Mobile No.	

Vendor Registration Form TIET/ CS/FT/12 (00)

TIET/CS/FT/12(00)			
VENDOR REGISTRATION FORM			
1. Name of Company:			
Postal Code : _____ City : _____ Country : _____	Telephone No. : _____ Fax : _____ Email : _____ Website : _____		
Name of Contact Person : _____ Designation : _____		Contact No. _____ Email: _____	
2. Legal Entity:			
Public Ltd. Co. <input type="checkbox"/> Pvt. Ltd. Co. <input type="checkbox"/> Partnership <input type="checkbox"/> Proprietor <input type="checkbox"/>			
3. Nature of Business:			
Manufacturer <input type="checkbox"/> Auth. Dealer <input type="checkbox"/> Others (Specify) <input type="checkbox"/>			
4. Bank Account Details : A/c No. <input type="text"/> IFSC CODE <input type="text"/>			
5. Statutory Details :			
GST No. <input type="text"/>		TAN No. <input type="text"/>	
PAN No. <input type="text"/>		ESI No. <input type="text"/>	
IEC Code <input type="text"/>		PF No. <input type="text"/>	
6. Production / Service Capacity :			
Sl. No.	Description	Annual Capacity	
7. Financial Details (Turnover of last three financial years)			
Sl. No.	Financial Year	Turnover	
1			
2			
3			
8. Key Clients			
Sl. No.	Client Name	Contact Details	
1			
2			
3			
9. Business Term (in brief):			
10. Credit Period:			
11. List of enclosures :			
Sl. No.	Description	Format Item No.	No. of Pages
1			

Vendor Performance Evaluation Form TIET/ CS/FT/13 (00)

TIET/CS/FT/13(00)									
Vendor Performance Evaluation Form									
Vendor Name:	Period of Evaluation :								
Vendor Code:	Product Category:								
A. Quality Rating									
Total supply quantity	X								
Quantity accepted	Y								
Quality Rating	$(Y/X) \times 100$								
B. Delivery Rating									
Number of POs issued	X								
Number of POs executed on/before time	Y								
Delivery Rating	$(Y/X) \times 100$								
C. Service Support Rating									
Quality and efficiency of 'after sale service' offered by the vendor									
Service Support Rating	To be rated by the User department based on its experience with the vendor								
Overall Rating (On a Scale of 1-100) <i>Weighted average Rating: Quality rating x 40% + Delivery rating x 40% + Service support Rating x 20%</i>									
Special Remarks:									
<table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="width:50%;">Evaluation done by – Indenter / User</th> <th style="width:50%;">Approved By Head User Deptt.</th> </tr> </thead> <tbody> <tr> <td>Signature</td> <td>Signature</td> </tr> <tr> <td>Name & Designation</td> <td>Name</td> </tr> <tr> <td>Mobile No.</td> <td>Mobile No.</td> </tr> </tbody> </table>		Evaluation done by – Indenter / User	Approved By Head User Deptt.	Signature	Signature	Name & Designation	Name	Mobile No.	Mobile No.
Evaluation done by – Indenter / User	Approved By Head User Deptt.								
Signature	Signature								
Name & Designation	Name								
Mobile No.	Mobile No.								
REMARKS:	HOD - Central Stores								
	Signature								
	Name								
	Mobile No.								

DSIR Deptt. Undertaking / Declaration TIET/CS/FT/14 (00)

TIET/CS/FT/14(00)



THAPAR INSTITUTE
OF ENGINEERING & TECHNOLOGY
(Deemed to be University)
Thapar Technology Campus, Bhadson Road
Patiala-147004, Punjab India
URL: Thapar.edu

Dated:

TO WHOM SO EVER IT MAY CONCERN

Sub: Request to avail the Custom Duty / GST Exemption for the procurement under DSIR Exemption Certificate issued by Ministry of Science & Technology vide letter no. TU/V/RG-CDE(116)/2021 dated 31.08.2021

This is with reference to

PR No. & Date	
Eqpt. /Material	
For the Sponsored Project	
of Deptt. / School	

It is declared that the said equipment/ material is required for Research & Development purpose only, therefore the DSIR Certificate may please be issued to avail the custom duty exemption in terms of Government Notification No. 51/96- Customs dt. 23.07.1996, Notfn. No. 28/2003- Customs dt. 01.03.2003, Notfn. No. 43/2017- Customs dt. 30.06.2017 & Notfn. No. 47/2017- Integrated Tax (Rate) dt. 14.11.2017, Notfn. No. 10/2018-Integrated Tax (Rate) dt. 25.01.2018 and Notfn. No. 45/2017- Central Tax (Rate) dt. 14.11.2017, Notfn. No. 45/2017- Union Territory Tax (Rate) dt. 14.11.2017 & Notfn. No. 9/2018- Central Tax (Rate) dt. 25.01.2018, Notfn. No. 9/2018- Union Territory Tax (Rate) dt. 25.01.2018, as amended from time to time for research purposes only.

	Indenter	Head of Deptt. / School
Signature:		
Name & Designation:		
Moblie No.:		

DSIR Declaration Certificate**TIET/CS/FT/15 (00)****TIET/CS/FT/15 (00)**


THAPAR INSTITUTE
 OF ENGINEERING & TECHNOLOGY
 (Deemed to be University)
 Thapar Technology Campus,
 Bhadson Road Patiala 147 004 ,Punjab, India.
 Mobile : +91-8288008229
 Email : mpsingh@thapar.edu
 URL : www.thapar.edu
Ref. no. TIET/CS/**Dated:****DECLARATION**

Certificate for availing Customs Duty/ GST Exemption in terms for Govt. Notification issued by Ministry of Finance, Dept of Revenue No. 51/96 – Customs Dt. 23/July/1996, Notification No. 47/2017 - Integrated Tax (Rate) dt. 14.11.2017 and Notfn No. 45/2017- Central Tax (Rate) dated 14.11.2017, as amended from time to time.

Details of Supply:

Name of Research Institution	Thapar Institute of Engg & Technology, Patiala
Registration No. of Institution	TU/V/RC-CDE (116)/2021 dated 31.08.2021
Brief Description of the Research Equipment / Consumables being purchased	
Value of Research Equipment / Consumables	
Name of Supplier/Manufacturer	
Purchase Order No./ & Date	


We hereby certify that the goods in respect of which concession is claimed; are required by the Thapar Institute of Engineering & Technology, Patiala for the Research & Development Purposes only.

Sign & Stamp

Registrar


Survey Report of Stores - Write Off of Fixed Assets

TIET/CS/FT/16 (01)

TIET/CS/FT/16(01)						
SURVEY REPORT OF STORES (WRITE OFF OF FIXED ASSETS)						 THAPAR INSTITUTE OF ENGINEERING & TECHNOLOGY (Deemed to be University)
Deptt. / School / Centre:					Date:	
Sr. No.	Description of Asset	Qty (Nos.)	Purchase Value (Rs.) Invoice Details	Deptt. Entry Details (Pg.No/Sr. No./Date of Purchase)	Store Entry Details (Pg. No, Sr. No.)	WDV (Rs.) To be filled by F & A
1						
2						
3						
Note: Kindly attach list if items are more than 03 Nos.						
Deptt.: Remarks of Head / Write off recommendations:				Signature		
				Name		
				Mobile No.		
Central Stores (Entries Verified):				Signature		
				Name		
				Mobile No.		
Department Survey Committee Recommendations:						
Members	1.	2.	3.	4.		
Signature						
Name & Designation						
Moblie No.						
Remarks of Finance Officer						
Considered and approved to write off and dispose the aforementioned assets						
						_____ DIRECTOR
Forwarded to FINANCE OFFICER for further follow up and book adjustments						

Survey Report of Stores - Disposal of Scrap & Misc Items

TIET/CS/FT/17 (00)

TIET/CS/FT/17(00)						
SURVEY REPORT OF STORES (DISPOSAL OF SCRAP & MISC ITEMS)						<small>THAPAR INSTITUTE OF ENGINEERING & TECHNOLOGY (Deemed to be University)</small>
Deptt. / School /Centre:					Date:	
Sr. No.	Description of Scrap	Qty	Apprx. Value (Rs.)	Location	Remarks	
1						
2						
3						
Note: Kindly attach list if items are more than 03 Nos.						
Deptt.: Remarks of Head / Recommendations:				Signature		
				Name		
				Mobile No.		
Central Stores Remarks:				Signature		
				Name		
				Mobile No.		
Department Survey Committee Recommendations:						
Members	1.	2.	3.	4.		
Signature						
Name & Designation						
Moblie No.						
Remarks						
Considered and approved to write off and dispose the aforementioned Scrap						
					_____ DIRECTOR	
Forwarded to CENTRAL STORES for further follow up and scrap disposal						