

PROFORMA (PURCHASE OF ASSET/ EQUIPMENT/CONSUMABLE)

Certified that the asset/equipment/consumable
purchased from M/s. vide
invoice no. dated:against NIT Puducherry
Purchase order No. dated:
..... For Rs. fulfilled the following parameters:

- a) All the items received vide the above Invoice were verified and found to be in good working condition.
- b) The Equipment / Furniture / item / asset has already been installed / assembled and is / are being used or in ready to use condition.
- c) All the items received were entered in department stores stock register and stock register stamping was done.
- d) All the items received are technically in conformity with the purchase order specifications and of the ordered quality.
- e) All the accessories / parts and free offers, if any, of the equipment as per PO and invoice were received and are in good working condition.
- f) Warranty card, Product user manual, Technical details, Calibration certificates etc. were either provided (or) not applicable.
- g) Necessary training, if needed as per PO, was provided by the supplier.

Since, the product(s) / item(s) supplied complies with all technical requirements / specifications / configurations of said Purchase order, the same can be processed further for making payment **as per PO terms and conditions.**

Date of delivery: Date of installation:

Whether warranty certificate enclosed (If applicable) : Yes / No / Not applicable

Remarks / Deviations / Deficiencies, if any, to be listed below: (if there is no deviation, it may be written as **"NIL"**)

- 1.
- 2.

Remedies, if any, suggested:

Signature of the indenter

Signature of the HoD/Section Head

Signature of the Warden (Only for hostel related purchase)