Jawaharlal Nehru Govt. Engineering College

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No. Dated:-

**INSTALLTION/INSPECTION REPORT**

**Subject:-** Inspection Committee Report for items purchase vide Institute purchase order No…………………………………Dated…………… for …………..(Package Name) for …………..(Department Name).

The inspection committee meeting was held on …………… and following members were present.

1.

2.

3.

The following machinery/equipment/goods/items supplied by.……(Name of Firm)…….as per order no………………..dated…………….. has been received in the department on………….. and has been installed on ……………in the presence of above inspection committee members. The machinery/equipments/goods/items supplied are as per the specification of the supply order no………………………..dated…………..and have been installed in …………………….Laboratory/store for ………………..Department. The machinery are in good working condition. Committee recommends the release of payment as per term and conditions mentioned in tender/bid document.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Sr. No. | Name of Machinery/equipments/ Goods/Items | Quantity | Equipment Sr. No. | Model No. | Unit Price | Total Price |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  | Total Price | | | |  |
|  |  | GST@18% | | | |  |
|  |  | Grand Total | | | |  |

Member-I Member-2 Member-3 Member-4 Member-5

Signature of HOD