



भारतीय विज्ञान शिक्षा एवं अनुसंधान संस्थान भोपाल
Indian Institute of Science Education and Research Bhopal

IISERB/S&P/15

Installation Report Cum Payment Recommendation

Name of Indenter :

Indent No. :

Item Description :

Purchase Order/ Supply Order No. :

Vendor/Supplier Name :

Date of Delivery :

Date of Installation :

Stock Entry Pg. No. & Sr. No. :

Particular	Description		Remarks
Missing Parts/Components			
Transportation Damages			
Delay in Delivery / Installation	Date as per PO	Actual Delay in Days	Recommendation for Penalty

This is to certify that the material received as per the specification given in Purchase/Supply Order and Equipment(s) /Machinery as mentioned above is/are in the custody of Department and installed satisfactorily.

Recommended to release the payment (Balance / Full) to M/S

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**Signatures of the
Head of the Department**

Office seal with
Date

Signature of the indenter

Office seal