

SANT LONGOWAL INSTITUTE OF ENGINEERING & TECHNOLOGY LONGOWAL, DISTT. SANGRUR (PB.)

INSPECTION REPORT

PART-A

The members of Inspection Committee physically verified the following items supplied by M/s _____ against Supply order no. _____ Dated: _____ received on (date) _____ and inspected on (date) _____:-

| Sr. No. | Description of Material | QUANTITY | | | PHYSICAL CONDITION | ACCEPTED QUANTITY | STOCK LEGDER PAGE NO | DETAIL OF REJECTION/ SHORTAGE OF ITEM | REASON /REMARKS |
|---------|-------------------------|----------|----------|-------------------|--------------------|-------------------|----------------------|---------------------------------------|-----------------|
| | | ORDERED | SUPPLIED | INVOICE NO & DATE | | | | | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| | | | | | | | | | |

Departmental Purchase Committee (DPC) Members :

(NAME & DESIGNATION)

(NAME & DESIGNATION)

(NAME & DESIGNATION)

(NAME & DESIGNATION)

HOD/Section In-charge

Accountant.(S&P) Astt. Registrar (Store & Purchase)

PART -B

(Technical Analysis of Item(s) as in col.4 of Part – A)

1. Above Item(s) has/Have been inspected technically as installed by the Supplier and found in good condition, in accordance with the Specifications given in the Supply Order(s) and recommended for acceptance (as per quantity shown in column 7 of part-A above).
2. The following Item(s) Shown in column 9 of Part-A is/are not accepted, due to the technical reasons :-

| S. NO. | ITEM(s) NO | REASON(S) | REMARK(S) |
|--------|------------|-----------|-----------|
| | | | |
| | | | |

| | | | |
|--|--|--|--|
| | | | |
| | | | |

3. The Supplier has been informed in writing on (date).....for replacement/repair of items mentioned in Sr. No. 2 of Part-B

Name :
Designation :
(HOD/Section In-charge)