

EQUIPMENT PROFORMA

Proforma for the import of equipment costing above 50,000/-

1. Name of the Department
2. Description of the equipment including specifications & quantity
3. Sources of supply
4. (a) Approx. total cost in foreign currency & Indian currency. It should also include the cost of items against Sr. No. 19.
(b) If proposal has been recommended through an Indian agent, certificate of sole Agent in India from Principals to be attached.
(c) Amount of Indian Agency Commission included in the FOB value.
5. Whether the quotations were invited & the import is being proposed on the basis of lowest quoting? Give details along with comparative statement of cost.
6. In case the purchase has been recommended for a specific brand following information may be supplied.
 - a) Full justification for ignoring other brands of the equipment
 - b) Whether the proposal brand is being used in any other department of the Institute or has the department itself used similar equipment in the past..
 - c) Two faculty members including the HOD to record their recommendations for the purchase of the proposed brand bringing out the special features of the equipment.
7. Whether the necessary spares/accessories have been included with the equipment at least for 3 years so as to avoid any hardship at a later stage.
8. Alternative equipment already available in the department & its present condition of working
9. Justification & need for the equipment proposed to be imported & the type of work which the equipment will be used that is teaching, research or routine hospital work
10. Is similar equipment already available in any other department? If so, give details.
11. Is the equipment required exclusively for the department or can other department, requiring similar facility also use the same?
12. Whether the equipment is scientific/surgical/medical/electromedical apparatus.
13. Whether required for addition in the department
14. Warranty of the equipment
15. Installation if required from the firm & approximate charges if any
16. Whether required for replacement of existing equipment? If so, and the condemnation certificate.
17. Arrangements for the repair & maintenance of the same (to be filled after consulting the engineering department)
 - i) Whether the PGI workshop will undertake

- this job after receipt of equipment?
- ii) It would require arrangement to be made with Indian Agent of the foreign supplier in the form of maintenance/service contract.
 - iii) If reply is yes, in respect of ii) indicate the address of the Indian Agent & approximate annual expenditure.
 - iv) Whether the Indian Agents are able to provide facility of service/maintenance of the equipment & whether the spare in case required will be made available by the Indian Agent.
18. Whether the technical know how & personnel to use the equipment are available in the department?
19. Whether space & other physical facilities are available in your department?
20. Catalogues (in duplicate) is to be attached
21. Only for the equipment costing above Rs one lakh

The opinion expressed by other Institutes/Scientists using the equipment (as proposed) this should include its performance & difficulties if any faced by them in using the equipment.

22. (a) Justification for import of equipment in terms of necessary urgency, utilization & so on in case this particular is definitely known to be "Not manufactured in India".
- (b) In case similar indigenously manufactured equipment is also available, a separate justification should be given as to why the proposed equipment is being preferred to the indigenous one

Dated:

Signature of the Indenting Officer

23. Comments by the Head of the Department: