**NATIONAL INSTITUTE OF TECHNOLOGY CALICUT**

**RESEARCH AND CONSULTANCY SECTION**

**Goods Receipt and Installation Report**

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| --- | --- | --- |
| 1 | Name of the Department |  |
| 2 | Purchase Order/Contract No. |  |
| 3 | Name of Item |  |
| 4 | Nature of Item  (Strike-off whichever is not applicable) | (Equipment/Consumables) |
| 5 | Name of the Indenter/PI |  |
| 6 | Name of Project/Scheme |  |
| 7 | Name of Supplier |  |
| 8 | Invoice No. & date |  |
| 9 | Date of Delivery |  |
| 10 | Date of Installation |  |
| 11 | Quantity as per P.O. |  |
| 12 | Quantity received |  |
| 13 | Reason for not accepting the item (if any) |  |
| It is certified that the received item/items are of correct quantity and quality as per institute requirements and installed at , on and working satisfactorily since inception. Necessary warranty/guarantee certificate is also received (if applicable).  Indenting/Receiving Officer  (Not below the Rank of Supervisor)  **Counter signed by HoD**  **(with seal)** | | |