

INDIAN INSTITUTE OF SPICES RESEARCH
Marikunnu P.O, Calicut-12

Reports of defects/repair of Laboratory Equipments

1. Name of equipment/ make/ brand :
2. Name of the Indentor/ Section/ Division :
3. Nature of repair whether spares to be procured, if so full details may be given :
4. Confirm whether the equipment is under guarantee period or under annual service contract (furnish reference of AMC) :
5. Date of purchase/ Installation of the equipment :
6. Cost of the equipment :
7. Name & full address of the suppliers/ authorized agents/ Servicing agency* :
8. In case of foreign equipments furnish address of the Indian agents also :
9. Estimated cost of the spares/ repairs (furnish proforma invoice if available) :
10. If the expenditure is to be met under any scheme(s) (other than Institute Funds) please specify the name of scheme :
11. Details of defects noticed :
12. Specify the expected period of uninterrupted services/working of equipment after repairs :

Date

Signature of Head of Section

Remarks of Director

:Approved/Deferred

Remarks of Finance Section
On availability of funds

*In case the repairs are proposed to be executed by other than authorized agents, please furnish address of at least 3 dealers/firms on overleaf