



Dr. B.R. AMBEDKAR NATIONAL INSTITUTE OF TECHNOLOGY
G.T.ROAD Bye-Pass, Jalandhar-144011, Punjab (India)

Ref. No./NITJ/Store

Date:

Performa for Repair of Equipment /Machinery

Sub:-Repair of item/Equipment _____ Make _____

Placed below a request, along with repair estimate. The detail of the same is mentioned below:-

1. Name of item/ equipment _____
2. Name & Address of Concern equipment /Machinery purchase form M/s _____
3. Make _____ date of purchase _____ Bill No _____ Amount _____
4. Whether under warranty (tick) _____ Yes/NO _____
5. Repair/Estimate duly verify _____
Quotation No _____ Dated _____ Amount _____ Duly verified.
Installation charges (if any) _____
Parts to be replaced 1) _____
2) _____
3) _____
5. Whether under buy-back scheme of dead parts ___ Yes/No ___ (If Yes, mention the amount of buy-back Rs. _____)
6. Mention the period of warranty for repair _____
7. Service Engineer report for repair _____ (attached report)
8. Repair recommend to M/S _____
9. Authorized company /Supplier/Service Partner _____
(Recommendation for repair)
10. How many times machine has been repaired till date _____
11. Any other information _____

The Director may kindly approve the estimate of repair amount for above said equipment and accord financial sanction for Rs. _____

Recommendation of HOD

Store Section

For verification _____ Sr. No. _____

Registrar

Supdt. (Store)

Director