



राष्ट्रीय प्रौद्योगिकी संस्थान आंध्रप्रदेश
NATIONAL INSTITUTE OF TECHNOLOGY (NIT) ANDHRA PRADESH
TADEPALLIGUDEM- 534101, WEST GODAVARI DIST., A.P., INDIA

RETURN OF GOODS FORM

Date:

(When goods procured through GeM are to be returned to a supplier for any reason, this form is to be completed)

Note: In case of multiple items procured under Bunch Order, separate form for each category of items shall be used. **Fill and submit this form and the rejected goods to GeM cell before generating CRAC.**

(to be filled by Department/section)

GeM Contract No. & Date:	
Description of Items:	Received Quantity & Date:
Model:	Accepted Quantity:
Ordered Quantity:	Rejected Quantity:

Reason(s) of rejecting goods:

.....
.....

- Non - compliance report with respect to contract order is attached (tick or X)
- Weather the seller is aware of returning the goods (tick or X) (if yes, attach a copy of email conversation)

The goods rejected are proposed to return to seller and submitted them to GeM Cell for further processing.

Name & Sign. of Indenter/ Consignee

Name & Sign. of Head of Department /Section

(to be filled by GeM Cell)

- The quantity of goods to be returned are verified and packed to return to seller (tick or X)

No. of goods received:	No. of Packages Made:
Seller Details/ Shipping details:	Address:
Name: M/s
Contact No: +91.....	State:
	PIN:

The CRAC of the respective order is generated and submitted the packages for shipping.

Office Assistant, GeM Cell

Superintendent, GeM Cell

Coordinator, GeM Cell

(to be filled by Dispatch Section)

- The quantity of packages to be shipped are verified and returned to seller (tick or X)

Courier/Postal service details:	Shipped to:
Facility Name:	Name: M/s.
Reference/ tracking/Courier No & Date:	Address:
.....
No. of Packages Shipped:	PIN: MOB:
Mode of return: (Pickup arranged by seller/ Dispatched by us)	

Office Assistant, Dispatch Section

Superintendent, Dispatch Section

Copy to:

GeM Cell - NIT AP, to file.