

On Department Letter Head

Annexure I

D: Form for Rental of ICT Equipments

To
The Managing Director
Info Tech Corporation of Goa Limited
IT HUB, 3rd Floor, Altinho, Panaji – Goa

Date: _____

Department Details

Department Name: _____

Department Address: _____

GSTN No: _____

HOD Name: _____

Contact No: _____

Nodal Officer Details

Nodal Officer Name _____

Designation: _____
(Not below Group “B” Gazetted)

Contact No: _____

E-Mail _____

Requirement of ICT Equipments on Rent

| Sr. No | Sr.No. as per Rate of Contract | Description of Item | Location (if there are multiple locations) | Qty | Rental Period (day/month /year) | Purchase Cost per item (incl. ITG charges & GST) | Total cost of the item in Rs | Suggested Empanelled Vendor |
|--------|--------------------------------|---------------------|--|-----|---------------------------------|--|------------------------------|-----------------------------|
| A | B | C | D | E | F | G | H= G*E*F | I |
| 1 | | | | | | | | |
| 2 | | | | | | | | |
| 3 | | | | | | | | |
| 4 | | | | | | | | |
| 5 | | | | | | | | |

****Kindly attach copy of Administrative and Financial Approval**

Remarks (if any): _____

Signature with seal (Head of Dept.)

Note:

- 1) Kindly attach this form along with covering letter of the department
- 2) If any column is left blank then the same shall be recommended by ITG,
- 3) The decision of ITG in selecting the brand and vendor this regard shall be final.

On Department Letter Head

Annexure II

D: ICT installation Certificate (Attestation of Works)

To
The Managing Director

Info Tech Corporation of Goa Limited
IT HUB, 3rd Floor, Altinho, Panaji – Goa

Date: _____

Department Name: _____

Department Address: _____

Department Letter Ref. No.: _____

Nodal Officer Name

Designation: _____ Ph. No: _____
(Not below Group "B"
Gazetted)

Details of Supplied & installed ICT equipment's on Rent are mentioned below:

| Sr. No. | ICT equipment's supplied on Rent | Qty. | Rental Period (day/month/year) |
|---------|----------------------------------|------|---------------------------------------|
| | | | |
| | | | |
| | | | |

This is to certify that all the above-mentioned ICT equipment's are supplied on rent are working fine throughout the above-mentioned rental period.

Signature of Nodal Officer for Department with stamp
