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Foreword

It is my profound privilege to present this Purchase Manual for the Indian Institute of Technology Bhilai. Till now, all the procurements at the Institute were carried out following the guidelines and procedures of the mentor Institute IIT Hyderabad and GFR as approved by the earlier BoG. With the passage of time the institute has evolved and adopted many best practices of other IIT's and updated GFR for carrying out procurements as per its own requirements. It is felt necessary to have an exhaustive procurement manual for different stakeholders. This manual brings about inbuilt safeguards within the framework of rules and orders as contained in government orders, instructions and clarifications issued from time to time. To keep the **Vigilance, Equality to all the bidders, Economy in price, Morality, Accountability and Transparency (VEEMAT)**, all these practices and orders have been synthesised to cover the entire extent of Procurement within a single composite volume, and to make the procurement activities easier for all stakeholders.

I hope after familiarising with the various aspects of this manual, one will be able to discharge their responsibilities in conformity with the approved objectives and expeditiously dispose of the day-to-day work. With a view to avoid confusions/complexities, most of the updates have been covered in this manual. With the passage of time, more updates may be incorporated in the manual as and when felt necessary.

Prof Rajiv Prakash
Director

Date

Abbreviations used in the Purchase Manual

AMC	Annual Maintenance Contract
AS	Accounts Section
ATE	Advertised Tender Enquiry
BOG	Board of Governors
BG	Bank Guarantee
BL	Bill of Lading
CA	Competent Authority
CD	Custom Duty
CIF	Cost, Insurance & Freight
CIP	Carriage and Insurance Paid
CMC	Comprehensive Maintenance Contract
CS	Consumable Stores
FA	Financial Authority
DP	Delivery Period
ED	Excise Duty
EMD	Earnest Money Deposit
FC	Finance Committee
FAS	Free Alongside Ship
FOB	Free On Board
FCA	Free Carrier
FOR	Free On Rail/ Road
F i/c	Faculty In charge
GeM	Government e-Market
GFR	General Financial Rules
GTE	Global Tender Enquiry
HSS	High Sea Sales
HOD	Head of Department
IA	Internal Audit



ICPC	Institute Central Purchase Committee
IR	Inspection Report
INDENT	Proposal for procurement
LC	Letter of Credit
LD	Liquidated Damages
LPP	Last Purchase Price
LPC	Local Purchase Committee
LTE	Limited Tender Enquiry
LTAS	Limited Time Asset Stores
MSME	Micro, Small and Medium Enterprises
NCS	Non-Consumable Stores
NIQ	Notice Inviting Quotations
NSIC	National Small Industries Corporation
PAC	Proprietary Article Certificate
PI	Principal Investigator
PO	Purchase Order
RA	Reverse Auction
RC	Rate Contract
S & P	Stores & Purchase Section
SPO	Stores & Purchase Officer
SO	Supply Order
SSI	Small Scale Industries
STE	Single Tender Inquiry
TOC	Tender Opening Committee
TS	Technical Specifications
TEC	Technical Evaluation Committee
WO	Work Order

1. Introduction

IIT Bhilai envisages to make procurement process efficient, economical, and transparent. Moreover, the human resource involved in the process can effectively exercise their role for making the procurements in all stakeholders' interest. This Purchase Manual elaborates the principles of segregation of responsibilities between requisitioning and procurement departments by specifying several of such separate and distinct functions within the overall procurement system. The Purchase Manual underlines the best practices available to help the institute to procure goods and services that meet the specifications at the best value for money and within the required time frame. This manual should be used as the definitive guide for procurement rules and should be followed in letter and spirit for the purchase of various Goods and Services by the Departments/ Inter-disciplinary Programmes/ Centres / Central Facilities / Units / Sections, both from Institute's main account as well as from the project's funds. *This Purchase Manual will exclude the purchases to be made by the Central Library (Books / Journals etc.), Health Centre (Medicines / surgical petty items etc.) and the Civil Works done by the Institute.* The objective of the manual can be summarised as follows:

- (i) To attain best value for money considering principles of efficiency, economy, and transparency to satisfy the long-term goals.
- (ii) To ensure transparent and fair procurement process facilitating optimum competition possible in the procurement of goods and services.
- (iii) To provide sufficient notice and opportunity to the bidders and hence to provide an equal opportunity to market players to do business with the institute.
- (iv) To ensure proper diligence and accountability in all procurement decisions.
- (v) To achieve a uniform, systematic, efficient, and cost-effective procurement process. The process should also be in accordance with the applicable rules and regulations of the Government of India.
- (vi) To procure all stores funded by government agencies as per the General Financial Rules (GFR), Government of India, prevailing from time to time.

2. Fundamental Principles of Public Buying

Every authority delegated with the financial powers of procuring goods in public interest shall have the responsibility and accountability to bring efficiency, economy, and transparency in the matters relating to public procurement and for fair and equitable treatment of suppliers and promotion of competition in public procurement. The principles can be ensured by following yardsticks:

- Public buying should be conducted in a transparent manner to bring competition, fairness, and elimination of arbitrariness in the system. This will enable the prospective tenderers to formulate competitive tenders with confidence.
- The specifications, duly vetted by Technical Committee in terms of quality, nature of items etc., as also quantity of goods to be procured, should be clearly indicated keeping in view the specific purpose/objective and needs of the Lab/department/section of the institute.
- The specifications so worked out should meet the basic needs of the Department/Section without including superfluous and non-essential features, which may result in unwarranted expenditure. Care should also be taken to avoid purchasing quantities in excess of requirements to avoid inventory carrying costs.
- The tender document should clearly mention the eligibility criteria to be met by the Tenderers such as minimum level of experience, past performance, technical capability, manufacturing facilities, financial position, ownership, or any legal restriction, etc.
- Offers should be invited by following a fair, transparent, and reasonable procedure relevant to the objective of the buyer.
- The procuring authority should be satisfied that the selected offer adequately meets the requirement in all respects and the price of the selected offer is reasonable and consistent with the quality required.
- Purchase should not be split to avoid obtaining approval of the appropriate competent authority.
- At each stage of procurement, the authorized procuring authority must place on record, in precise terms, the considerations which weighed with it while taking the procurement decision.



- Restrictions on who is qualified to tender should conform to the extent Government policies and be judiciously chosen so as not to stifle competition amongst potential Tenderers.
- The procedure for preparing and submitting the tenders; deadline for submission of tenders; date, time, and place of public opening of tenders; requirement of earnest money and performance security; parameters for determining responsiveness of tenders; evaluating and ranking of tenders and criteria for full or partial acceptance of tender and conclusion of contract should be incorporated in the tender enquiry in clear terms.
- Tenders should be evaluated in terms of the criteria already incorporated in the tender document, based on which tenders have been received. Any new condition, which was not incorporated in the tender document, should not be brought into consideration while evaluating the tenders.
- Suitable provisions should be kept in the tender document allowing the Tenderers reasonable opportunity to question the tender conditions, tendering process, and/or rejection of its tender and the settlement of disputes, if any, emanating from the resultant contract.
- It should be made clear in the tender document that tenderers are not permitted to alter or modify their tenders after expiry of the deadline for receipt of tender till the date of validity of tenders and if they do so, their Tender can be summarily rejected.
- Negotiations with the tenderers must be severely discouraged, however, in exceptional circumstances, where price negotiations are considered unavoidable, the same may be resorted to, but only with the lowest evaluated responsive tenderer, and that too with the approval of the competent authority, after duly recording the reasons for such action.
- The name of the successful Tenderer to whom the supply contract is awarded should be appropriately notified.

To achieve this objective, the following key areas should be taken care of:

- To reduce delays, each department should maintain a time frame for each stage of procurement; delineate the responsibility of different officials involved in the purchase process.



- Each department should ensure conclusion of contract within the original validity of the tenders. Extension of tender validity must be discouraged and resorted to only in unavoidable, exceptional circumstances with the approval of the CA after duly recording the reasons.
- The Purchase Section should often adopt GeM for the common user items, which are frequently needed in bulk.
- The widely known standard specifications of the item must be finalized before sending the queries.
- Enquiry to the vendors can be sent through post or email. All copies of letters/ emails to the vendors should be kept in the purchase files.
- Informal correspondence with vendors is not permitted.
- **All the correspondence should be made through the Stores & Purchase Section (S & P).**
- In case of proprietary nature item, the PAC to that respect must be issued by the indenter and countersigned by the HoD. The PAC should not be Model Number Based and should not be issued as routine. Proprietary feature(s) should preferably be mentioned.
- In case, a specific item/ equipment is required, the reason for this should be fully justified, rather than issuing a Proprietary Certificate for a specific model/ item.
- The payment and other terms should be mentioned clearly in the PO.
- In case, the provision for training, demonstration etc. is provided in the PO, it should be ensured that no hospitality is received from the vendor or the agent and the charges if any for the training/demonstration, if any, must be clearly indicated in the PO. **Commercial discussions, if required, should only be carried out by the Purchase Committee approved for this purpose.**

3. Basic principles of Procurement – the Five R's

In every procurement, public or private, the basic aim is to achieve just the right balance between costs and requirements concerning the following **five** parameters called the Five R's of procurement. The entire process of procurement (from the time the need for an



item, facility or services is identified till the need is satisfied) is designed to achieve such a right balance. The word 'right' is used in the sense of 'optimal balance'.

Right Quality - Procurement aims to buy just the right quality that will suit the needs – no more and no less – with clear specification of the Procuring Entity's requirements, proper understanding of functional value and cost, understanding of the bidder's quality system and quality awareness. The concept of the right balance of quality can be further refined to the concept of utility/value (Please refer to para 1.6 below). For the Right Quality, Technical Specification is the most vital ingredient. In public procurement, it is essential to give due consideration to Value for Money while benchmarking the specification.

Right Quantity - There are extra costs and systemic overheads involved with both procuring a requirement too frequently in small quantities or with buying large quantities for prolonged use. Hence, the right quantity should be procured (in appropriate size of contract) which balances extra costs associated with larger and smaller quantities.

Right Price - It is not correct to aim at the cheapest materials/facilities/services available. The price should be just right for the quality, quantity and other factors involved (or should not be abnormally low for facilities/works/services which could lead to a situation of non-performance or failure of contract). The concept of price can be refined further to consider not only the initial price paid for the requirement but also other costs such as maintenance costs, operational costs and disposal costs (Also termed as life cycle costing - please also refer to para 1.6 below).

Right Time and Place - If the material (or facility or services) is needed by an organisation in three months' time, it will be costly to procure it too late or too early. Similarly, if the vendor delivers the materials/facilities/services in another city, extra time and money would be involved in logistics. An unrealistic time schedule for completion of a facility may lead to delays, claims and disputes.

Right Source - Similarly, the source of delivery of Goods, Works and Services of the requirement must have just the right financial capacity and technical capability for our needs (demonstrated through satisfactory past performance of contracts of same or similar nature). Buying a few packets of printer paper directly from a large manufacturer may not be the right strategy. On the other hand, if our requirements are very large, buying such requirements through dealers or middlemen may also not be right.

4. Definitions

4.1 Goods & Services: It includes all material, furniture, fixtures, raw material, spares, machinery, equipment, industrial plant, chemicals, glassware, stationery, liveries and any other item meant for R&D, both standard and non-standard. Further, it includes AMC of goods and equipment and specific services viz, Professional consultant services, custom clearance & cargo handling & consolidation services, Computer & Network management, Software Development services, outsourcing activities relating to Infrastructure, housekeeping, security, horticulture etc.

4.2 Approved format: At different places in this document, reference is made to approved formats. All such formats recommended by the committee as and when required shall be approved by the Director.

4.3 Department: Department shall imply Department/ Centre/ Central Facility/ Section in the Institute which has a separately allocated budget.

4.4 Project: Project shall mean and include any sponsored research, consultancy project or any other activity which has a valid project number given by the Institute.

4.5 Principal Investigator: A Person of the Institute whose name is recorded as a Principal Investigator in the records pertaining to the project.

4.6 Project investigator: A regular employee of the Institute whose name is recorded as a project Investigator in the records pertaining to the project in the R&D office.

4.7 Indenter: The Authorised individual of the User department, who signs as buyer in the Purchase Requisition form (refer Annexure-II) shall be referred to as an indenter.

4.8 Purchaser: The individual who signs as purchaser in the purchase proposal form shall be referred to as a purchaser.

4.9 Seller: A seller refers to the company/ vendor/ dealer/ agent/ individual party from whom the institute may potentially purchase goods or services.

4.10 Bid: “Bid” (including the term ‘tender’, ‘offer’, ‘quotation’ or ‘proposal’ in certain contexts) means an offer to supply goods, services or execution of works made in accordance with the terms and conditions set out in a document inviting such offers.

4.11 Bidder: Bidder (including the term ‘tenderer’, ‘consultant’ or ‘service provider’ in certain contexts) means any eligible person or firm or company, including a consortium



(that is an association of several persons, or firms or companies), participating in a procurement process with a Procuring Entity.

4.12 E-Procurement: E-Procurement means the use of information and communication technology (specially the internet) by the Procuring Entity in conducting its procurement processes with bidders for the acquisition of goods (supplies), works and services with the aim of open, non-discriminatory, and efficient procurement through transparent procedures.

4.13 NIT: Notice inviting tenders (including the term ‘Invitation to bid’ or ‘request for proposals’ in certain contexts) means a document and any amendment thereto published or notified by the Procuring Entity, which informs the potential bidders that it intends to procure goods, services and/or works.

4.14 NIQ: Notice Inviting Quotations are to be prepared by the procuring entity for the selection of suppliers/ vendors/ service providers etc.

4.15 Pre-qualification: (bidding) procedure means the procedure set out to identify, prior to inviting bids, the bidders that are qualified to participate in the procurement.

4.16 Pre-qualification document: means the document including any amendment thereto issued by a Procuring Entity, which sets out the terms and conditions of the pre-qualification bidding and includes the invitation to pre-qualify.

4.17 Reverse auction: (or the term ‘Electronic reverse auction’ in certain contexts) means an online real-time purchasing technique utilised by the Procuring Entity to select the successful bid, which involves presentation by bidders of successively more favourable bids during a scheduled period of time and automatic evaluation of bids.

4.18 Procurement contract: (including the terms ‘Purchase Order’ or ‘Supply Order’ or ‘Withdrawal Order’ or ‘Work Order’ or ‘Consultancy Contract’ or ‘Contract for Services’ under certain contexts), means a formal legal agreement in writing relating to the subject matter of procurement, entered into between the Procuring Entity and the supplier, service provider or contractor on mutually acceptable terms and conditions and which are in compliance with all the relevant provisions of the laws of the country. The term “contract” will also include “rate contract’ and “framework contract.

4.19 Technical Evaluation Committee (TEC): is the committee constituted by the Competent Financial Authority for the purpose of technical evaluation of Bids. TEC will prepare the technical compliance statement.

4.20 IMPREST & Temporary Advance: Imprest is a rolling advance to meet day to day contingent expenditure of minor nature, whereas Temporary advance is an advance to meet contingent expenses on purchase of NCS/ LTAS/ CS stores.

5. Estimation of Cost:

The estimated cost in the indent is a vital element in various procurement processes, approvals and establishing reasonableness of prices at the time of evaluation of the bids. Therefore, it should be worked out in a realistic and objective manner. The prevailing market price ascertained through a market survey or budgetary quotations from one or more prospective suppliers or published catalogues/ Maximum Retail Price (MRP) printed on the item is the main source for establishing the estimated cost of items for which there is no historic data available. It may be noted that MRPs usually include significant margins for distributors, wholesalers, and retailers.

6. CLASSIFICATION OF STORES

All stores to be procured shall be classified into three categories viz, Non- Consumable Stores (NCS), Limited Time Asset Stores (LTAS) and Consumable Stores (CS):

6.1 Non-Consumables Stores

Stores satisfying any one of the following conditions shall be classified as non-consumable stores:

- Stores with 5+ years usage time,
- Stores which are sub-systems, or parts of an equipment, which can be potentially repaired and reused, and
- Stores which are either fabricated or assembled equipment.

All Permanent Assets must be entered into the Assets Register of the Institute and the NCS Stock Register (refer Annexure-III) of the appropriate Department. *Examples: plant machinery, equipment, fabricated equipment, instruments, assembled instruments, motors, gas cylinder, workshop machines and furniture etc. (indicative examples).*

6.2 Limited Time Asset Stores:

Stores satisfying any one of the following conditions shall be classified as LTAS:

(a) stores which have significant value when purchased but rapidly lose their value/relevance with the lapse of time and have very little or negligible disposal value, and/or

(b) stores which can be upgraded either by replacing components/parts or which can be rendered obsolete by the release of new versions or editions.

All LTAS shall be entered into the Limited Time Asset Stores Register of the Institute and in a separate Limited Time Asset Stock Register in the appropriate Department.

Examples: Computers, laptops and other peripherals like computer accessories, software, printers, monitors, UPS, telephones, mobiles etc. (examples are indicative and not exhaustive)

6.3 Consumable Stores (CS):

Items having Fast Consumption in large quantities & those Perishable in Nature pertains to Consumable Stores. Stores satisfying any one of the following conditions shall be classified as CS:

- Stores which exhaust with lapse of time,
- Stores which are rendered unusable due to normal wear and tear,
- Stores which do not have significant disposal value, and
- Spares of equipment which do not fall either in the NCS or LTAS category.

The CS shall be entered in the CS Stock register of the appropriate department. For projects, the CS shall be entered in the CS Stock register for the project. *Examples: chemicals, Glassware, plastic wares, Hardware, stationery items, printer ribbons and cartridges, External Hard drive, Pen drive, RAM, CD ROMs, chips and electronic components like resistors, capacitors, connectors, electrical components like wire, switches, plugs, bulbs, cells, tool-bits and hand tools etc. (examples are indicative and not exhaustive)*

If the spares are purchased for fabricating or manufacturing any equipment, such spares are to be treated as Non-Consumable items. **However, if a spare is purchased for repair of an equipment, such spare be treated as CS, provided such spare do not have any replacement value.**

In case of any ambiguity with respect to classification of stores, the same may be resolved by the Director.

7. Financial and Sanctioning Powers

Financial and sanctioning power shall be delegated by the Director to the employee as the following table gives the financial limits up to which the concerned person has authority to approve purchases within the allocated budget of the department/project. Such a person shall be referred to as the Competent Financial Authority (CFA). CFA must ensure that sufficient funds are available for the proposed purchase.

Subject	Description	Delegation /Authority				
		BOG	Direct or	Deputy Director	Dean/Registrar /Any other Authority	HOD
STORE AND PURCHASE	All procurement of goods and services including purchase of Indian /foreign made Capital equipment software, technical stores like raw material, components, consumables /non-consumables /Limited Time Asset stores including fabrication of equipment, engagement of consultants /specialists/	Full Power	Upto Rs. 5 Crore	Up to Rs.25 Lakhs	DoRD- upto Rs.10 Lakhs (For Project related matters) Other Dean and Registrar shall have the power as the HoD for their department/unit.	Up to Rs 1 Lakh



	Outsourcing Contract, etc.					
	Purchase of Books /journals /periodicals	-	Full Powers	Up to Rs 50000/-		
	Approve purchase in respect of proprietary items or specified brand goods or specialist works	Full Power	Full Power for purchase value upto 1 Crore	Up to 25 Lakh	DoRD: Up to Rs. 5 lacks for project purchase	-



Note: Limit of financial sanction may be changed as and when felt necessary by the management.

8. Empanelment of Vendors (Firms/ Suppliers)

With a view to establish reliable sources for procurement of goods commonly required for use, the Purchase Section may empanel various eligible and qualified suppliers, authorized agents/ distributors of the manufacturers/ service providers and firms undertaking job works through registration procedure. These may be empanelled for a period between **1 to 3 years** depending on the nature of the goods. In exceptional cases the validity of such empanelment may be renewed with the approval of CA. They shall be also ordinarily exempted from furnishing earnest money deposit/ bid security with their tenders.

While executing such empanelment “Credentials, manufacturing capability, quality control systems, past performance (for the goods in question), facility for after-sales service, financial background etc. of the supplier(s) should be carefully verified” before registration. Such registered suppliers are prima facie eligible for consideration for procurement of goods through Limited Tender Enquiry also. For obtaining such empanelment, the firms shall be required to have GST Registration, TIN/PAN No.

The registered firms shall be liable to be removed from the list of approved firms if they fail to abide by the terms and conditions of the registration or fail to supply the goods on time or supply sub-standard items/ goods or make any false declaration to the Institute or for any other grounds which, in the opinion of the Institute, is against public interest.

9. Black listing

Black-listing of firms can be done on the recommendations of the HoD/ PI/ In-charge of Purchase Section and with approval of the Director. The Officer–In-charge of Purchase Section shall process all such cases reported by the Department/ Centres. A committee specially constituted by the Director shall examine the cases and shall submit its recommendations to the Director for final action. The information on such firms shall be promptly and widely disseminated by Officer–In-charge of Purchase Section to all concerned.

10. Procurement Cycle

The procurement process for goods, works and/or services typically involves the following cycle of activities, undertaken in the order stated below.

Need Assessment: Need assessment, formulation of Specifications and Procurement Planning;

Bid Invitation: Preparing bid documents, publication, receipt and opening of bids;

Bid Evaluation: Evaluation of bids and award of contract; and

Contract Execution: Contract management and closure;

Need Assessment

Procurements should be initiated only based on an indent from the user Department. The authority in the user Department initiating the indent for procurement shall first determine the need (including anticipated requirement) for the subject matter of the procurement. Description and specification of need assessment is of fundamental importance in ensuring value for money, transparency, competition, and level playing field in procurement. The user Department shall maintain all documents relating to the determination and technical/financial/budgetary approvals of the need for procurement. During need assessments, the following matters are decided to comply with the 'Procurement Guidelines':

The expression/description of the need keeping in view the Value for Money (VFM) and to ensure wide competition. Therefore, to the extent practicable it should be:

- Unambiguous, complete, using common terminology prevalent.
- In accordance with the guidelines prescribed if any in this regard.
- Except in case of proprietary purchase from a selected single source, reference to brand names, catalogue numbers or other details that limit any materials or items to specific manufacturer(s) should be avoided as far as possible. Where unavoidable, such item descriptions should always be followed by the words "or substantially equivalent".

Method of satisfying it (owning/leasing/hiring/outsourcing or through Public Private Partnership (PPP), and so on) may be determined as per policies declared in this regard or based on a techno-economic evaluation (using life cycle cost, if feasible) of various



alternative methods of satisfaction of the need and compatibility and inter-operability with existing infrastructure or systems.

The quantity of the subject matter of procurement, commensurate with economy:

Care should be taken not to make unnecessary procurements much in advance of actual requirements.

Time-schedule and place of product/work/service delivery: Need assessment and generation of indent for procurement should be done sufficiently in advance of the time when goods are required. Delays in need assessment have adverse impact on the value for money and transparency. Great care is required to be exercised in filling up realistic dates for the requirement of material. The Procuring Entity should be allowed time in accordance with the establishment lead times.

11. General Procedures and Rules for all Purchases/ AMCs

Purchase/ up-gradation/ exchange of equipment, components, office equipment, consumables, stationery, AMC(s) for goods and services shall be effected through the following systems except, where stated otherwise. This shall be applicable to all such purchases through the Capital/ Revenue budget heads and through funds received from sponsored/ consultancy projects.

The following procedures shall apply to all purchases after taking administrative cum budgetary approval in the prescribed format/ from the CA. These purchases are classified into the following three categories:

11.1 Minor Purchase

a) Purchase of goods without Quotations upto Rs.25, 000

Purchase of goods upto a value of Rs. 25,000 on each occasion can be made directly by the buyer without inviting quotations/ bids with the approval of the Competent Financial Authority based on following certificate recorded by him/her and signed. The buyer will ensure that the prices are reasonable.

“I am personally satisfied that the goods purchased are of the requisite quality and specifications and have been purchased from a reliable supplier at a reasonable price.”

Name:

Designation & Department:

b) Purchase of goods above Rs. 25,000 and up to Rs. 2,50,000 through Market Survey

The purchases of goods above Rs 25,000 and upto Rs 2,50,000 may be done through an approved market survey committee to be proposed by the Purchase Section and approved by the CA

- The committee will survey the market to ascertain the reasonableness of rates, quality and specifications, and identify the appropriate supplier and collect quotation(s). Before recommending placement of the Purchase order, the committee will jointly record a certificate duly signed as under:

“Certified that we the members of the Purchase committee are jointly and individually satisfied that the goods recommended for purchase are of the requisite specification and quality, priced at the prevailing market rate and the supplier recommended is reliable and competent to supply the goods in question.”

The committee with prior approval of CA can purchase on the spot, in case, the item is required urgently. *Minor purchases can also be ordered from online stores ensuring the reasonability of the price.*

11.2 Medium Purchase above Rs.2,50,000 to Rs.25,00,000

Where the sources of supply are known, purchase will be done through a Purchase committee with at least one representative from Purchase/ Accounts and approved by the CA. The departments can also get the Standing Purchase Committee approved from the CA for a maximum period of one/ two year(s). The goods which are not available on GeM, can be purchased through e-Notice Inviting Tenders (e-NIT) along with specifications and shall also be displayed on the Institute website and Central Public Procurement Portal (CPPP) with necessary compliances. Normally 3 weeks’ period should be provided for opening of each tender for Domestic tender enquiry and 28 days for Global tender enquiry. If less than three quotations are received within stipulated time, provision to extend/ retender the date upto another 10 days may be configured to get more tenders. Even after that sufficient bids are not received, further extension may be granted for one more or



tender may be cancelled and retender process with a cool-off period of 60 days may be pondered upon. Even after that, if there is no response from tenderers, the received tenders may be opened with the recommendation of the HOD/ PI from the indenting department and prior approval of the competent authority.

Procedure to be followed for Limited Tender Enquiry (LTE)

- i. Indenter/ Buyer to submit approved indent, duly vetted by DPC along with list of prospective suppliers, detailed specifications to Purchase Section
- ii. Purchase Section shall invite or receive the quotations as per the prescribed procedures.
- iii. The enquiry letters should be sent to maximum vendors to have competitive rates.
- iv. Typically, the e-NIT should be invited with the following details:
 - a. The name and the approved specifications of the item(s) along with the quantity,
 - b. The date, time and place for the submission of the quotations,
 - c. The date and time when the quotation(s) will be opened,
 - d. The date by which delivery of the items is expected,
 - e. Requirement of Warranty, test certificate, if any
 - f. Period of validity of quotation,
 - g. Normal payment terms of the institute,
 - h. Applicability of tax exemptions,
 - i. Training, technical support, after sales service, if any.
 - j. Installation, commissioning, and demonstration of machinery/ equipment.
 - k. Special requirements of packing and marking, if any,
 - l. Clear mention of supply basis either in FOR or FOB/ CIP
 - m. Inclusion of Liquidated Damages clause in case of delay in supply.
 - n. Any other special terms & conditions which are applicable. Inspection, Price Escalation clause wherever required.

An approved format available for this shall be used.

- v. The minimum time to be allowed for submission of bids should be 3 weeks.
- vi. Normally, a medium purchase shall be processed based on at least 3 quotations. *However, only in case of non-receipt of sufficient bids and considering the*



circumstances, the Director may relax this condition on sufficient grounds on the recommendations of the HOD/ PI having detailed justification.

- vii. The accepted quotations must be signed by the DPC/TEC members. Also, a recommendation for the price choice, being the lowest quotation or on technical grounds should be recorded on the minutes. Also, the user department must concur on Price reasonability.

The recommendation should be submitted to the Purchase Section.

- viii. The Purchase Section shall obtain the financial sanction after getting the proposal.
- ix. The Purchase Section shall then place the order.
- x. Submission of CS or PA / as the case may be to make asset entry/release the payment soon after the receipt of material or successful installation of the equipment as the case may be or within fifteen working days, failing which assets entry will be made in the name of the buyer/ indenter in absence of a proper justification.

11.3 Major Purchase of Rs. 25,00,000 and above

Procedure to be followed for Major purchase.

- i. On approval, the buyer will call first meeting wherein the specifications of item(s) and any other technical point considered relevant shall be discussed and finalized.
- ii. The buyer shall submit the indent to the Purchase Section with the duly signed detailed technical specifications.
- iii. The Purchase Section invites quotations by putting the requirement on the Institute web site, Gem or CPPP. The minimum time to be allowed for submission of bids should be three weeks.
- iv. The bids should be invited under two bid system. Financial bids of only those vendors shall be opened who have been recommended on technical grounds.
- v. In complex technical requirements where capability of source of supply is crucial, for the successful performance of the contract, besides considering techno-commercial suitability, a separate stage of Pre-Qualification Bidding (PQB) system may be considered.



- vi. A comparative statement of financial bid shall be prepared by the Purchase Section and the same along with the quotations will be submitted to the IPC for necessary recommendations.
- vii. IPC will finalize and recommend the buyer after deliberations.
- viii. IPC may negotiate with the recommended lowest bidder, if it feels necessary with prior approval of the CA and record the same.
- ix. The Purchase Section will prepare the Sanction Sheet for the recommended items.
- x. The Sanction Sheet should be placed to CA for expenditure sanction.
- xi. Afterwards, the Purchase Order shall be sent to the vendor.
- xii. Purchase Section must obtain the consent of the vendor to supply the material within the stipulated time.

In all cases, buyer should ensure availability of proper space/infrastructure/budget availability for procurement of the equipment/ machinery etc

11.4 Purchase of goods on single quotation basis (Proprietary Article Certificate)

Procurement of goods on a single quotation basis may be followed in the following circumstances.

- It is in the knowledge of the user department that only a particular firm is the manufacturer of the required goods or proprietary item.
- In case of emergency, the required goods are necessarily to be purchased from a particular source and reason for such decisions is to be recorded and prior approval of the competent authority be obtained before affecting the purchase.
- For standardization of machinery or spare parts to be compatible with the existing sets of equipment, the required item is to be purchased only from a selected firm.
- The indenter should provide a certificate that the price quoted by the firm is reasonable and the same is a proprietary item. Purchase of items of a proprietary nature (i.e., items which do not have substitutes, or are spare parts of already existing equipment for which substitute replacements are not



available) can be done based on a single quotation irrespective of the value of the item. In such cases the purchaser must furnish a proprietary certificate (as placed at Annexure-VI) countersigned by Head of the concerned, or associated department. If the total value of the item is more than Rs 25,000/- a proprietary certificate must be obtained from the supplier stating that they are the only source of supply /manufacture (refer Annexure-I).

11.5 Emergency Purchase

In very exceptional cases, on the specific recommendation of the HoD/ PI/ Section Heads along with detailed justification, emergency purchase may be made to meet any emergent requirement of stores with the prior approval of the Director. Such purchases may be made on a single/ limited quotation basis.

12. Negotiation

Normally, negotiations should not be done with the bidders. However, if the buyer feels that the quoted price can be reduced further, this course of action may be adopted, wherever necessary, with the prior approval of the Director only with the lowest bidder/ single proprietary bidder.

13. Modes of Tenders

Tenders can be invited in Single Bid or Two Bid System as per the details given below:

13.1 Single Bid System

This mode of enquiry can be used where the nature of item to be procured is not technical in nature and the item is a standardised one, value of the item is not much, and no eligibility condition is required to be met by the vendors. In this case, the vendors will be directly quoting the rates with complete specifications.

13.2 Two Bid system

For purchasing capital equipment, high value plant, machinery etc. of complex and technical nature, bids may be invited in two parts. Tender enquiry document, complete in all respects, may be issued. However, the tenderers should be asked to bifurcate their quotation in two parts as under:



- a. **First Part-** Technical Bid consisting of Tender fee, Earnest Money Deposit, and all technical details along with commercial terms and conditions as required in the tender enquiry documents.
- b. **Second Part-** Financial Bid indicating item wise price of the items mentioned in the Technical Bid.

Financial bids should be obtained in the prescribed format only provided to the bidders as part of the tender document.

The technical bids are to be opened in the first instance, at the prescribed date and time. The same will be scrutinized and evaluated by the PC/ IPC with reference to the parameters prescribed in the tender documents and the offer(s) received from the Tenderers. Technical comparative charts shall be prepared by the concerned indenter(s)/ buyer(s). Thereafter, in the second stage, the financial bids of only recommended technically qualified parties are to be opened for further scrutiny, evaluation, ranking and placement/ award of order/ contract. Tenders without Tender fee / EMD should not be opened.

13.3 Single Tender Enquiry

Procurement of goods on single quotation basis can be followed in the following circumstances:

- a. It is in the knowledge of the user Department/Centre/ Unit that only a particular firm is the manufacturer of the required goods or proprietary item.
- b. In case of emergency, the required goods are necessarily to be purchased from a particular source. The reasons for such decisions are to be recorded and prior approval of the CA to be obtained before affecting the purchase.
- c. In case, the buyer recommends the purchase from a specific vendor based on his/her experience/usage and requirement for a specific research purpose that cannot be made with alternate make/model of the equipment.
- d. For standardization of machinery or spare parts to be compatible with the existing sets of equipment, the required item is to be purchased only from a selected firm.
- e. The indenter should provide a certificate that the price quoted by the firm is reasonable and the same is a proprietary item.



Purchase of items of a proprietary nature (i.e., item which do not have substitutes, or are spare parts of existing equipment for which substitute replacements are not available) can be done on the basis of a single quotation irrespective of the value of the item.

In such cases, the buyer must furnish a proprietary certificate (as placed at Annexure-I) countersigned by the Head of the concerned. Simultaneously, a proprietary certificate must be obtained from the supplier stating that they are the only source of supply /manufacture.

13.4 Government e-Market GeM

Government e-Market (GeM) platform for mandatory procurement of common use goods and services has been provided by the ministry of commerce. The process is end-to-end from placement of supply order to payment to suppliers and the procurement of Goods or Services available on GeM has also been made mandatory. The GeM portal shall be utilized for direct on-line purchases as under:

- a. Up to Rs.250,00 through any of the available suppliers on the GeM, meeting the requisite quality, specification, and delivery period.
- b. Above Rs.25,000 and up to Rs.5,00,000/- through the seller on GeM having lowest price amongst the available sellers, of at least three different manufacturers, meeting the requisite quality, specification, and delivery period. The tools for online bidding and online reverse auction available on GeM can be used by the buyer if decided by the Competent Authority. Even in this case a bidding option should be preferred if the item procurement is extremely urgent.
- c. Above Rs.5,00,000 the supplier having lowest price meeting the requisite quality, specification and delivery period after mandatorily obtaining bids, using online bidding or reverse auction (RA) tool provided on GeM.

These above monetary ceilings are applicable only for purchases made through GeM.

13.5 Purchase under buy back scheme.

When it is decided with the approval of the CA to replace an existing old item with a new and better version, the institute may trade the existing old item while



purchasing the new one. For this purpose, a suitable clause is to be incorporated in the bidding document so that prospective and interested bidders formulate their bids accordingly. Depending upon the value and condition of the old item to be traded, the time as well as the mode of handing over the old item to the successful bidder should be decided and relevant details in this regard suitably incorporated in the bidding document. Further, a suitable provision should also be kept in the bidding document to enable the buyer either to trade or not to trade the old item while purchasing the new one. If any item is purchased under the buyback scheme for old one, quotations are to be invited clearly mentioning the specifications of old and new item asking for the buyback offer from the vendor.

In such a situation the concerned Department/ Section will be required to submit a condemnation report as per GFR-17 form (Annexure-II) for old items, signed by all members of the Department, approved by the Director and finally to be sent to Purchase Section along with purchase indent.

13.6 Upgradation

In case of upgradation of assets, the old asset which has been upgraded will be treated as written-off i.e., its value will be written-off from the records. The upgraded new asset will be entered in the records and the sum of cost of old asset and the additional cost paid, will be considered as cost of the upgraded asset.

14. Tender Fee, EMD and Performance Guarantee

Tender Fee, EMD, and Performance Guarantee

14.1 Tender Fees

The tender document fee should be as low as possible considering the cost/effort of preparing documents. The cost of the tender document is to be submitted to the authority nominated therein by the prospective tenderer in the institute-prescribed mode. Firms that are eligible for exemption from the tender document fee such as MSEs or NSIC registered firms, Procuring Entity registered units (for relevant items and monetary limit) may have to submit a copy of documents in support of this exemption. In case of Single Tender Enquiry/ Proprietary Items, no tender fee/ cost should be charged.

14.2 Bid Security / Earnest Money Deposit

To safeguard against a bidder’s withdrawing or altering its bid during the bid validity period, Bid Security (EMD) should be asked for. The bidders should be asked to furnish bid security along with their bids. The amount of bid security ordinarily ranges between 2 to 5% of the estimated value of the goods to be procured. The exact amount of bid security should be determined accordingly and indicated in the bidding documents. The bid security may be accepted in the institute-prescribed mode. The bid security should normally remain valid for a period of 45 days beyond the final bid validity period. Bid securities of the unsuccessful bidders should be returned to them after the award of the contract.

14.3 Performance Guarantee

To ensure due performance of the contract, the Institute may obtain a performance security from the successful bidder, who is awarded the contract. Performance Security should be asked in the range of 5 – 10% in the form of a Demand Draft or Bank Guarantee from any commercial / Nationalized banks safeguarding the purchaser’s interest in all respects. Performance Security should remain valid for a period of 60 days beyond the date of completion of all contractual obligations of the supplier including warranty obligations. Bid security should be refunded to the successful bidder on receipt of Performance Security.

Estimated value (Rs)	Tender Fee (Rs)	EMD	Performance Bank Guarantee (PBG)
Rs.5,00,000 – 25,00,000	500	2 to 5% of the estimated cost in form of DD/Online mode or BG. The option to accept EMD electronically may also be explored	5 to 10% of the ordered value
Rs.25,00,000 – 50,00,000	1,500		
Rs. 50,00,000 – 1,00,00,000	2,500		
Rs. 1,00,00,000 and above	5,000		

15. Late Bid(s)

In cases where NITs/ NIQs/RFQs are asked to be submitted in offline mode, any bid received after the deadline, prescribed by the institute for submission of bids, will be rejected. Such tenders/ bid(s) shall not be considered for further evaluation. They shall not be opened at all and be returned to the bidders in their original envelope without opening. A photocopy of the envelope/ Original envelope must be kept in record.

16. Withdrawal, substitution, and modification of Bids

In cases where NITs/ NIQs/RFQs is asked to be submitted in offline mode, the bidder may be allowed to withdraw, substitute, or modify its bid after it has been submitted by sending a written notice duly signed by an authorized representative. The corresponding substitution or modification of the bid must accompany the respective written notice. All notices must be clearly marked with Tender Notice no. __ “WITHDRAWAL,” “SUBSTITUTION,” or “MODIFICATION;” and received by the institute in a sealed envelope prior to the deadline prescribed for submission of bids.

17. Receipt of Bid(s)

Where NITs/ NIQs/RFQs are asked to be submitted in offline mode, tenders/ quotations are received either through post or courier. The tenders/ bid(s) shall be dropped in the tender box, which shall remain locked, and its keys with the In-charge of the Purchase Section. If a tender received in a cover without any superscription about its contents, is opened by any official receiving it, he /she shall himself mark on the cover the tender number, the date of its receipt, the date of its opening, shall sign it and cause it to be delivered to the Purchase Officer before the opening date.

18. Postponement of the tender opening date

Requests for the postponement of the tender opening date normally shall not be entertained. In rare cases, however, if the response to a tender notice is poor, a decision to postpone the opening date of the tender by a minimum of 15 days may be taken by the



competent authority. The extension so granted may be intimated to all the concerned so that an adequate response is received.

In cases where the response to the tender inquiry is poor, and the buyer/ indenter feels that one more attempt should be made, in that case, the offer(s) received should not be opened and ATE/ LTE method can be resorted to as per the decision of the CA. The bidders who responded to the limited tender enquiry must also be informed that their tenders shall also be considered along with the tenders received through ATE/ LTE. If a decision is taken to change the specification to make it broad-based, the bidders who had responded to LTE shall be asked to bid again as per the revised specifications. Any exception to this should have the approval of the Director or the competent authority.

19. Opening of Tenders

All tenders floated through CPP Portal / GeM portal will be opened by the Stores and Purchase office staff only. In case tenders/ quotations are received in offline mode, all three / four members (DPC/IPC or any authorized committee) will open them and put their signature on the covering envelope, financial part of the bid and the part which contains the terms and conditions. No bids shall be rejected at bid opening, except for late bid(s). In the event of the specified date of bid opening being declared a holiday, the bids shall be opened at the appointed time and location on the next working day. All the opened tenders should be sent to the indenter on the day of opening without any delay for technical/ techno-commercial evaluation.

20. Confidentiality

Information relating to the examination, evaluation, comparison, and recommendation to award the Purchase Order (PO), should not be disclosed to the bidders or any other person(s) not officially concerned with such purchase at any stage.

21. Disqualification of bidders

Any effort by a bidder to influence the purchase in the examination, evaluation, comparison of the bids, or in decision-making may result in disqualification of the bid.

22. Evaluation of the bid(s)

Evaluation criteria should be clearly mentioned in the NIT/NIQ. A technical and or financial comparative statement of the tenders opened shall be made by the concerned Indenter/ Department. It shall contain details like rate, delivery schedule, make, taxes etc. and finally the total quoted price. The final landing cost of purchase after all discounts, taxes and transportation charges etc. must be mentioned on the comparative statement for indigenous items and Ex-works, FOB, CIF price for imported items. The comparative statement shall be without any cuttings and erasers and shall neatly give the quoted price both in figures and words. When bids are received in different currencies, the comparative statement shall clearly give the exchange rate on the date of opening of the bid and the quoted price in rupees.

Evaluation of tenders must be done in a logical manner. It is not always necessary that the lowest quoted price shall finally emerge as the lowest evaluated price. Extraneous considerations shall not be a cause for rejecting a tender as non-responsive. If the bidder has quoted certain optional items, these items should not be taken into consideration for the evaluation of the financial bid. A tender shall not be rejected simply because certain details which do not have any impact on the price quoted are missing. In such case a quick reference can be made by the committee, to the concerned bidder for proper evaluation of the tender. The evaluation report shall clearly bring out (but not limited to the following):

1. The technical acceptability of the offer
2. The reasonability of the price quoted.
3. The delivery period offered.
4. Warranty obligations
5. Annual maintenance after the warranty period
6. Discount offered.
7. Any additional item offered.
8. Training
9. Installation and commissioning

No tender shall be technically rejected based on unsatisfactory service during earlier purchase without any documentary proof.

23. Preliminary Examination

23.1 The Indenting Department shall examine the bids to confirm that all documents and technical documentation requested in the tender document have been provided and determine the completeness of each document submitted.

23.2 The Indenting Department shall confirm that the following documents and information have been provided by the bidder. If any of these documents or information is missing, the offer may be rejected.

- Tender fee and EMD payment/ Documents in support of any exemption from payment of tender fee or EMD.
- Documents for Pre-eligibility criteria
- Documents for Technical Compliance, Brochure
- Bid Form and Price Schedule, in accordance with Tender Document
- All the tenders received will first be scrutinized to see whether the tenders meet the basic requirements incorporated in the NIT.

23.3 Tenders not meeting the basic requirements are to be treated as unresponsive and hence rejected. Some important points, for which a tender may be declared as unresponsive and to be rejected during the initial scrutiny, are as under:

- Bid's validity is shorter than the required period.
- Bidder has quoted for goods manufactured by a different firm without the required authority letter from the proposed manufacturer.
- Bidder has not agreed to give the required performance security.
- Goods quoted are not meeting the required specification etc.
- Bids are against the schedule of requirement (incorporated in the tender enquiry), the tenderer has not quoted for the entire requirement as specified in that schedule.
- Tenderer has not agreed on some essential condition(s) incorporated in the tender enquiry.
- Conditional Tenders will be rejected.

24. Separate evaluation of technical and financial Bids

All scientific equipment of high value or as recommended by the indenter shall be purchased by adopting a two-bid system either through open tender or through limited tender. In this system, the bidders are asked to send their technical bid with tender fee & EMD and financial bids in two separate sealed envelopes. The technical bids are opened first and analysed for acceptability by a separate technical committee. At this stage, the Tenderers could also be called for technical discussion. The price bids of those bidders who are found technically acceptable shall be opened and evaluated. It must be ensured that at least two or more bidders become technically suitable in all such cases unless there are compelling technical reasons to decide otherwise. In such circumstances, the technical committee should give detailed reasons why such a choice is being made. After obtaining the approval of the Competent Authority, the financial bid of such technically qualified bidders may be opened.

25. Comparative Statement and recommendation

The Purchase Section after opening the quotations, send to the concerned indenter/ buyer for making technical comparative statements, financial comparison, and further recommendations to place the order. Technical Compliance statement shall be prepared by the buyer/indenter(s). In all purchases with multiple quotations, the report of the buyer/Purchase Committee should include the following:

- a) A comparative statement of all dealers/ sellers indicating all taxes, freight, forwarding etc (such as the total landed cost of the purchase).
- b) The supplier from whom the purchase is recommended.
- c) If the supplier is not recommended based on the lowest quotation, the reason(s) thereof shall be explicitly stated.
- d) Any other relevant information. The report complete in all respects along with associated documents shall be sent to the Purchase Section.

26. Purchase Sanction Approval

The sanction sheet for all purchases must be approved by the CA. These sanction sheets shall be prepared by the Purchase Section upon receipt of recommendations from the indenter/ department. Based on the approved sanction sheet, the purchase order shall be prepared by the Purchase Section. If for any reason, a financial change in the Purchase Order is required, the request for such a change shall be approved by the CA before the change is issued in the form of an amendment to the original Purchase.

27. Payment Terms

Ordinarily payment for services rendered or supplies made, should be made only after the services have been rendered or supplies made with satisfactory installation certificate from indenter. Any advance payment to any private firm shall normally be discouraged. However, under exceptional circumstances, an advance payment may only be made against a bank guarantee of a commercial bank equivalent to the advance amount for an indigenous purchase. The payment terms shall be as approved by the CA.

- i) Normally payment terms for indigenous purchase shall be 90% within 30 days of delivery of the items and the remaining 10% after satisfactory installation/ inspection upon submission of Bank Guarantee. Terms of payments may be changed from item-to-item basis, for example, fabricated equipment, stationery and furniture etc. For such items, the payment may be made 100% against delivery subject to the inspection and approval by the Competent Authority. In case of procurement of specialized items, suitable payment terms (such as 80% after delivery and 20% after installation or 75% after delivery and 25% after installation) may also be incorporated in the tender documents.
- ii) Payment terms against dispatch documents through bank are not allowed as far as possible keeping in view the risk involved. However, this may be allowed for Government Firms.
- iii) In the case of private firms for indigenous supply, any advance payment may be made only against a Bank Guarantee of the requisite amount. Any deviation from this or advance payment specifically shall be duly justified by the indenter/ recommended by the head and approved by the Director.



- iv) If the payment term is against delivery/ COD, then after receiving the goods, indenter shall inform the Purchase Section to release the payment after being satisfied.
- v) Payments against foreign procurements shall be decided on a case-to-case basis as per the recommendations of the indenter/ buyer keeping in view the requirements.

28. Placement of Order and receipt of stores

- 28.1 Once the purchase proposal is approved by the competent authority. The Purchase Order can be released to the supplier. Orders should be emailed to the supplier(s) with an instruction to send an Order Acceptance duly signed by email or post within 10 days from the date of issue of order as a token of the acceptance of the order. The copies of Purchase Order shall also be emailed to stores, indenting departments/ Centre and Finance Department.
- 28.2 If the Order Acknowledgement is not received within 10 days, it shall be presumed that the vendor has not accepted the order and further action must be initiated.
- 28.3 All purchases, except minor purchases shall be made through a Purchase order placed on the seller, who shall be responsible for receipt of goods and the subsequent delivery of the goods to the buyer. The buyer shall give Inspection Reports (IR) within 10 days after recording appropriate comments to the Purchase Section, otherwise it will be presumed that material supplied is acceptable to the buyer and necessary action will be taken for making the payment to the firm.
- 28.4 The Purchase Section shall be responsible for clearance of all consignments and safe transportation and storage. Insurance of items shall be done before dispatch either by the seller or Purchase Section
- 28.5 Normally, the delivery of items purchased shall be done at the Purchase Section. However, in exceptional situations, the suppliers may deliver the items directly to the buyer in which case the buyer shall be responsible to inform the Purchase Section about such delivery within three days of receipt of such items.
- 28.6 Once the buyer has expressed his satisfaction, the items must be entered in the appropriate stock register of the department/ project and in the Asset Register of the Institute, wherever relevant.



- 28.7 Any increase in the price of item(s) ordered which is directly and entirely attributable to fresh imposition or increase in Government levies and taxes may be allowed subject to furnishing of sufficient valid written proof by the supplier.
- 28.8 The Director may at his discretion permit deviations from any of the above provisions if he is satisfied that these deviations are in the interest of the institute and that the insistence on the above provisions can cause inconvenience and delay.
- 28.9 Once the order has been placed, the Purchase Section and the Buyer will ensure that the supplier delivers the material in time. They shall continually be in touch with the supplier and if the material is not received in time; the vendor shall immediately be contacted to ensure that the material is received as quickly as possible. The purchase Section shall also maintain a list of suppliers for the purpose of vendor performance. Prompt action should be taken to blacklist such vendors, who are habitual defaulters or supply sub-standard material.
- 28.10 The receipt of all ordered material must be made by the departments/ Centres/ section and a report of such receipts must be maintained at the Purchase Section. Similarly, the information like clearance from Air/ Sea port/ transporter etc. must be intimated to the user depts.
- 28.11 In the event of any shortage/ damage/ wrong supply, on receipt of information from the concerned indenter, prompt action will be initiated by the Purchase Section to rectify the same. In case, the supplier fails to rectify the shortage/ damage/ wrong supply in a reasonable time, the matter shall be initiated to recover the full cost paid. The Purchase Section will inform the supplier and take necessary action for getting the supplies as per the specification of the supply order.

29. Inspection of materials

The indenter shall inspect the materials as soon as it arrives and shall normally adhere to the schedule given by him at the time of placing the indent. Normally, the concerned indenting department should ensure the completion of the inspection within 10 days. For imported equipment, the packing may be opened in the presence of the Indian agent to avoid short/ damaged supply due to improper packing. In any case, the inspection shall be completed within the validity period of the insurance policy so that the claims for shortage/ damage, if any, can be lodged with the insurance company within 48 hours. Failure to



inspect the material within the time schedule shall make the Indenter responsible for the loss. Once the inspection is complete and the indenter certifies the inspection report and ensures that the same is sent to the buyer within 3 working days after the inspection is over. A copy may be sent to accounts within 7 working days for payment and then the accounts must arrange payment to the vendor within 7 working days from the date of receipt of the bill. If for any reason, the payment is held up beyond the period stipulated, the matter shall be brought to the notice of the concerned Indenter.

30. Liquidated Damage (LD)

There should be a suitable provision in the terms & conditions of the contract for claiming liquidated damages of an appropriate amount from the supplier to take care of delays in supplies and performance, for which the supplier is responsible. Such recovery through liquidated damages should be without prejudice to the other remedies to the buyer under the terms of the contract. A penalty clause of 0.5% of the delivered price of the delayed goods for each week subject to a maximum of 10% of the ordered value is to be incorporated in the contract terms. However, the Director may extend the delivery period, if he/ she is satisfied that the reasons for the delay in the supply/ installation of material intimated by the supplier are genuine/ justified.

31. Duties & Taxes

The institute is partially exempted from paying Custom Duty for a few import items, for which an Exemption Certificate shall have to be provided by the institute. Any concession on taxes and levies such as excise duty, customs duty and tax granted by the state/ central Government in the procurement of any item must be availed. The Purchase Section shall obtain all such information and apprise all concerned about the applicability of tax/ levy rates and charges brought about, if any, from time to time. The Purchase Section shall issue the required declaration/ certificate to this effect for all purchases on-demand and account for all such issues and furnish the required report to the Government Agencies, as and when required.

Presently, the applicable concessional custom duty for educational Institutes is 5.15% which is payable for imported items. In case, the order is on Ex-works or FOB basis, the Institute

may be required to pay freight/insurance charges as per the prevailing rate. If the supplier agrees to supply the equipment/ machinery/ stores on High-Sea Sales Terms, the concessional custom duty certificate will be issued to the supplier and the amount of customs duty paid by the supplier will be reimbursed by the Institute.

32. Purchase through Imports

Generally, the procedure outlined above shall be followed for the procurement of items through import. However, the following additional points may also be kept in view while making any purchase through imports:

- i) Any import procurement should be initiated only after getting the approval from the Ministry (GTE).
- ii) Any category of stores can be purchased from the foreign supplier(s) subject to restrictions on imports as imposed by the Government of India from time to time.
- iii) Import should normally be made directly from the foreign principal manufacturers. In the event that a purchase is made through an Indian agent of the foreign company, proof that the Indian agent is an authorized agent of the foreign company must be obtained and must be a part of the documents pertaining to the purchase.
- iv) Any agency commission payable to the Indian agent can be paid only in Indian Rupees after the successful installation of the equipment.
- v) The Indenting Department shall ensure that the item being imported does not fall under the restricted/ negative/banned category.
- vi) Payment for imports shall normally be made through a letter of credit. However, payment can also be made by a Foreign Draft/ SWIFT/ Wire transmission.
- vii) Advance payment by a Foreign Draft/ SWIFT/ Wire Transmission can be made up to a value of US\$ 10,000 upon the recommendation of the indenting department with prior approval of the CA. In such cases, payments made to foreign suppliers will be treated as an advance against the buyer until it is adjusted.
- viii) Terms of shipment should preferably be on FOB/ FCA basis of that country. However, PO can be placed on a CIP basis as a special case depending on the situation.



- ix) The Purchase Section will be responsible for placing orders, opening/ amending/ extending letters of credit in consultation with the Account Section, insurance, clearance and transportation of goods, processing for short received/ shipped/damaged goods.
- x) Wherever required, the Institute shall avail the services of Clearing House Agency for foreign consignments arriving by air/sea.
- xi) The Purchase Section shall ensure delivery of foreign consignment to the indenting department. All imported items shall be appropriately entered in the departmental stock register and assets register, as applicable.
- xii) Inspection Reports (IR) for damaged/ short-supplied goods must be returned to Purchase Section within 3 days from the date of receipt of materials, failing which it will not be possible to lodge the claim for the damaged/ short-supplied goods with the Insurance Company and it will be presumed that materials supplied are acceptable to the indenter.
- xiii) A warranty clause should be incorporated in every contract, requiring the supplier to, without any charge, repair or rectify defective goods or to replace such Goods, with similar goods free from any defect. Any goods repaired or replaced by the supplier shall be delivered at the buyer's premises without any additional cost to the buyer.
- xiv) Within 24 hours of despatch, the supplier shall notify the buyer, consignee, others concerned, the complete details of despatch and also supply following documents by air mail / courier or as instructed in the contract.
 - a. Supplier's Invoice giving full details of the goods including quantity, value, etc.
 - b. Packing list
 - c. Certificate of country of origin
 - d. Manufacturer's guarantee and Inspection certificate
 - e. Inspection certificate issued by the Buyer's Inspector (if applicable).
 - f. Insurance Certificate (if applicable).
 - g. Name of the Vessel/Carrier.
 - h. Bill of Lading/Airway Bill/ Cargo Arrival Notice (CAN)
 - i. Port of Loading.
 - j. Date of Shipment.



- k. Port of Discharge & expected date of arrival of goods and.
- l. Any other document(s) as and if required in terms of the contract.

33. Import of items through Individual Credit Card

- i) Limit for payment through individual credit cards is up to US\$ 2000 or equivalent as per directives of the RBI. The buyer must take the approval from the CA in advance for any remittance through Credit Card.
- ii) Indenter should also declare that the item is not for sale, or profit, making it clear that it is exclusively for research purpose.
- iii) In cases where the indenter is willing to avail custom duty.
- iv) Indenter should ensure that the item is of proprietary nature and only this firm is manufacturing and simultaneously the indenter should also declare that the requirement will be fulfilled by this item only.
- v) If the item is not of proprietary nature, then the indenter should declare that the price quoted by the firm is reasonable in comparison with national/ international market and that he has assured himself by seeing the prices of different firms on the internet or other resources.
- vi) Indenter should get approval of CA before placing the order by credit card and inform Purchase Section for recording the amount for the purpose of exemption of customs duty. One copy of the order is to be sent to the Purchase Section.
- vii) Shipping mode and port of shipment must be clear in the order as to whether the shipment will be Ex-works / FCA/ CIP/etc.
- viii) Shipping details should be intimated by the indenter to the Purchase Section before it is dispatched, and shipping should preferably be through Institute Authorized Freight Forwarder.
- ix) Each event is intimated to the Purchase Section to avoid delay in release of consignment leading to demurrage for the material.

34. Decision of Director

Any rule / purchase procedure not covered here shall be governed by the General Financial Rules 2017 (GFR2017), Delegation of Financial Power Rules (DFPR)/ Manual or Policies and



Procedure for Purchase of Goods of GoI. Cases not covered by the Stores & Purchase manual will be decided by the Director in the interest of the Institute. Wherever, difficulties arise in interpreting these rules or relaxations are required for smooth functioning, the Director shall be the competent authority for approval on behalf of the Board of Governors. The decision of the Director will be final if there is diverse opinion on the rules written above.

35. Annual Maintenance Contract (AMC)

Depending on the cost and nature of goods to be purchased, it may also be necessary to enter into maintenance contracts for a suitable period either with the supplier of the goods or with any other competent firm, not necessarily the supplier of the subject goods. Such maintenance contracts are specially needed for sophisticated and costly equipment and machinery. It may however be kept in mind that the equipment or machinery is maintained free of charge by the supplier during its warranty period or such other extended periods as the terms of contract may provide for. The paid maintenance should commence only thereafter. If required, the cost of AMC may be paid in advance.

The AMC, repair contract, repair work from the manufacturer / manufacturer's authorized supplier, in respect of various equipment in the department, may be recommended by the HoD for entering for a maximum of 10% of the equipment cost or Rs.50,000/- whichever is less. In all other cases, quotations will be invited, and normal purchase rules shall be adhered to. However, preference may be given to award the AMC to the supplier who has originally supplied the machine / equipment for better maintenance after going through price negotiation, if required.

In case of renewal of the AMC, the following points may be taken care of:

- AMC should be from a prospective date. The HODs/PI shall be required to initiate action for renewal of AMC at least 90 days before the expiry of previous AMC.
- In case of renewal, the service report /logbook (of equipment) should be sent along with the proposal.
- Payment terms should be negotiated with the service provider and may be made either half-yearly or quarterly basis instead of annual advance payment.



- In case of any increase in the AMC cost as compared to previous AMC, necessary justification for increase in price may be obtained from the firm and enclosed along with the indent.
- Advance should be paid against bank guarantee, if the amount is more than Rs.2,50,000. In case the service provider is not ready to submit the Bank Guarantee, the Director may approve releasing advance payment on the recommendation of HoD and such advance shall be recorded against the Department till its adjustment.

36. Role of Purchase Section

Following is envisaged as the role of the Purchase Section:

- i) Processing and clearance of all Purchase Requisitions of Buyers.
- ii) Maintaining list of suppliers, for purchase through quotations/ tenders, in consultation with Departments/Centres.
- iii) Complete processing including inviting quotations for all purchase on the basis of specifications / requirements of indenting/User Department/ Centres.
- iv) Processing of all items such as stationery and their subsequent issue.
- v) Maintenance of Central Asset Registers for items under PA & LTA category of items.
- vi) Conducting physical stock verification.
- vii) Issue custom duty and excise duty exemption certificate(s).

37. Maintenance of Records

- i) **Permanent Assets Register:** For all Non-Consumable Stores, Fixed Assets Register shall be maintained by the Central Stores as well as the Department. Entries in the Fixed Assets (FA) Register shall be made only after the inspection of the stores by the authorised Inspection committee/Indenter as the case may be. Once the Inspection Report is signed by the inspecting authority, the material will be entered in the FA register and issued to the concerned indenter against proper issue slip. Wherever possible, serial no. of the equipment must be entered in the FA register. Location of the asset must be mentioned in both the registers i.e the FA registers maintained by the Central Stores/ Department. Each asset must be



properly numbered at the time of issue and that number must be recorded in the relevant registers.

Separate Registers to be maintained for institute purchases by Stores & Purchase (S & P) Section and the project purchases by Research & Development (R & D) Section.

The total value of all the assets entered in the Asset Register during the financial year shall indicate the value of the assets to be capitalized in the balance sheet of the corresponding financial year and both the figures must tally. Separate Registers to be maintained for institute purchase and the project purchase. The total value of all the assets entered in the Asset Register during the financial year shall indicate the value of the assets to be capitalized in the balance sheet of the corresponding financial year and both the figures must tally.

Assets, the individual value of each of which is Rs. 2000 or less (except library Books) are treated as small value Assets, 100 % depreciation is provided in respect of such assets at the time of their acquisition. However, physical accounting and control are continued by the holders of such assets.”

- ii) **Consumable Stores Register:** All CS items purchased shall be entered in this Consumable Stores Register. For all the consumable stores received against the formal purchase orders, Inspection Report shall be prepared and signed by the inspecting authority. Consumable Stores Register shall be maintained by the concerned departments only. All the items of consumable nature purchased directly must be entered in the CSR within 7 days from the date of receipt of material. Stores will maintain the Consumable Stores Register for the general items like Stationery/other consumable items issued centrally to different departments.

Purchase Section shall be the custodian of all Stores, Purchase records pertaining to NCS and LTAS items of the institute. All original documents related to any such purchase (including inquiries, report of Purchase committee, sanction sheet, Purchase order, invoice/ bill, delivery challan and inspection reports etc) shall remain with SPS after purchase is complete. These records/documents will be maintained for such periods as



may be stipulated by GFR. After the stipulated period, the record / documents may be destroyed with the specific approval of the Director.

38. Physical Verification

All HODs/ PI's shall constitute a Physical Stock Verification committee of not less than three members. Purchase section shall issue notice for Physical verification of NCS. This committee shall physically verify all the NCS stores and recommend for writing-off of NCS, items which are not usable and have become obsolete. For NCS, the committee shall record the reasons for recommending for writing-off. HODs/ PI shall forward the report to S & P Section. This Consolidate report (for all Department) shall be sent to the Director/ Competent Authority for approval by Stores & Purchase Section. Accordingly, Stores & Purchase Section forward the list to the Accounts Section for necessary action/ entries in the Books of Accounts (refer Annexure-IV).

39. Transfer of Stores

Transfer of stores within the institute from one department to another can be done by using the Transfer Voucher available in the Purchase Section. For transfer of items, the explicit written approval of the Director will be required. The transfer must be duly recorded in the relevant stock registers of Stores as well as both the departments.

40. Records of items received through Gifts, donations.

For the gifts, donations and non-returnable samples/ components received by the institute through Purchase Section under various schemes as complimentary, sales promotion or in kind etc. from various universities, laboratories, manufacturers, suppliers and even persons, a consolidated record in this regard is maintained by the Purchase Section. The concerned departments/ user sections are also required to maintain the inventory/ details of such items/ gifts/ samples in their own records and a confirmation to this effect is to be sent to the Purchase Section within one month of receipt of such items/ gifts/ samples if directly received by them.

41. Write off, Condemnation and Disposal

An item may be declared surplus or obsolete or unserviceable, if the same is of no use to the Institute or when the item is beyond economical repair. An item may be rendered surplus, obsolete or unserviceable in the process of upgrading or replacing institute property or when institute property or equipment no longer serves a functional use due to programme, procedure or other changes. Under such circumstances the property and equipment be disposed of in the best interest of the Institute as per the following guidelines with prior approval of the Director.

- i) Wherever possible, the stores/equipment are traded under buy back scheme, so as to reduce the cost impact on the new stores/ equipment.
- ii) If the above option is not available, the property and equipment be sold out rightly with due procedures.
- iii) Obsolete, unusable materials beyond economic repair be disposed-off as per procedure.

41.1 Write off, Condemnation and Disposal of Assets

The HOD shall constitute a Stores Survey Committee of not less than three members. This Survey Committee shall inspect/ survey the PA stores and recommend writing off those items which are ordinarily more than five years old and in this view are obsolete, unserviceable, beyond economical repair and not usable at all. The Committee shall record the specific reasons against each item while recommending the write-off.

41.2 General procedure for writing off the unserviceable Materials / Items

- 41.2.1 The items to be declared obsolete /surplus/ unserviceable should be examined by a survey committee at appropriate level in the department to declare an item of stores as obsolete, surplus, or unserviceable and which shall recommend its disposal. The chairman of the survey committee in such a case will normally be the head of division to which the stores pertain. The store holding officer will be one of the three members of the survey committee. The store holding authority shall prepare the survey reports for the material which is to be put up to the survey committee for survey. The committee shall consider the prescribed or stipulated life period of stores. In case, such a period is not prescribed/ stipulated,



or it is not over, the committee shall examine conditions of stores and record suitable reasons. If an item has become obsolete/ surplus/ unserviceable on account of negligence, fraud or mischief on the part of the employee, the same should be brought out clearly.

- 41.2.2 Where the “life period” has been prescribed for any item and the same is already over, it should normally be taken as enough ground for declaring the item obsolete and unserviceable. However, the condition of the item should still be thoroughly examined to see whether the item could be put to further use.
- 41.2.3 In other cases, where the life period is not over or no life period has been prescribed or stipulated, reason for declaring the item unserviceable should be clearly recorded such as, wear and tear, excessive use in public interest, accidental fire, flood and other natural causes, damage due to insect, rats etc.
- 41.2.4 An item may be declared obsolete/ surplus if it is no longer required by the Department. Reasons for the same should be recorded.
- 41.2.5 In case of loss due to negligence, fraud or mischief on the part of any employee, responsibility should be fixed and losses be made good.
- 41.2.6 The condemnation Committee shall submit its recommendations in the prescribed form (i.e. FORM GFR -10) after ensuring that certain items have become unserviceable, obsolete due to wear and tear and are beyond economic repairs.
- 41.2.7 Actual physical disposal of items which have been recommended to be written-off will be done only after the Director has approved the recommendations of the write-off / condemnation committee.
- 41.2.8 Label the items/ materials to be written off.
- 41.2.9 The write-off/condemnation Committee should normally consist of :-
Head of the Department/Centre/Section/Unit as Chairman,
Department Faculty members or Concerned Deputy Registrar/ Asst Registrar as Member
Deputy Registrar (S & P) as Member
Deputy Registrar (F & A) or Internal Auditor as Member.
Technical expert (Group ‘A’ rank) or his equivalent.
(refer Annexure-V)

42. Procedure for Auction

Director shall constitute an Auction Committee which shall consist of One Senior Faculty Member as Chairman, Dy. Registrar (F&A) or his nominee as Member, In-charge (Internal Audit) as Member, Faculty/Staff concerned as Member, and In-charge (S&P) as Member Secretary. The procedure will be as follows:

- 29.1 The concerned Department / Section / Unit shall make arrangements to remove the condemned articles/materials from the Department / Section concerned to the place earmarked for their temporary storage from the date of receipt of the copy of the condemnation report. Items to be disposed of shall be under the custody of the Member Secretary, Auction Committee until their disposal.
- 29.2 The unserviceable materials shall be disposed of as and when required through open/ sealed tendering.
- 29.3 Auction Committee shall decide the mode of auction. As far as possible, disposal would be through Institute tender notice (Institute Website/ Eprocurement portal) where interested parties would be issued tender forms to quote rates under sealed cover.
- 29.4 The tenders shall be accompanied with earnest money deposit for items/stores.
- 29.5 Tenders received without Earnest Money Deposit would be straightway rejected or shall not be entertained.
- 29.6 The tender forms along with the terms and conditions should be available on the institute website.
- 29.7 The party whose tender is accepted will be required to deposit the balance amount (after adjustment of earnest money deposit) within the stipulated period. If the amount is not deposited within the aforesaid period, the acceptance of offer shall stand cancelled, and the earnest money shall be forfeited.
- 29.8 After depositing the balance amount, the party should lift the goods within a period of seven days. If the goods are not removed within the prescribed period, the tenderer shall have no right or claim to the goods and whatever money may have been deposited shall be deemed to be forfeited. The institute shall be free to dispose-off the goods in any manner as it may deem fit.



- 29.9 A sale account of the auction shall be prepared in the prescribed form (GFR11) and shall be submitted to the Director duly signed by the Chairman/ Member Secretary of the Auction Committee
- 29.10 On receipt of the sale account, the department / section / store Purchase Section will write off the auctioned items from the inventory / Asset Register and make the required entries in the account books maintained by the Accounts Section under the relevant Head.
- 29.11 The Auction Committee shall arrange for the handing over of unserviceable materials to the successful tenderer after the deposit of the auction money in the institute.
- 29.12 In cases where a negligible/ nominal value is quoted by the bidders for the items like Computers, Printers, and Furniture etc. the preference may be given to institute employees while selling off the above items with the approval of CA.
- 29.13 The tender should be complete in all respects and should be duly signed. Late and delayed tenders due to any reason including postal delays should not be considered. Incomplete and unsigned tenders should not be considered at all. Offers sent through fax/email will be accepted.

Note: - As of above, Please refer GFR 2017 & Manual for Procurement of Goods (Updated June,2022) for any issue related to Stores & purchase.

43. Timelines for procurement activities

To avoid delay in processing of orders, the following time schedule will normally be adhered-to so that all actions are completed expeditiously.

Activity	Responsibility	Time
Inviting tender (After receipt of duly approved Requisition Form)	S&P Section	5 working days
Receipt of tender (from tenderers)	S&P Section	3 – 5 weeks for Domestic 5-25 Weeks for Imports



Opening of tenders and preparation of financial comparative statement	S&P Section	3 working days
Recommendation(s) from Department/Indenters	Concerned Department/ Section	3 – 8** working days
Financial concurrence	Finance & Account Section	2 working day
Recommendation of Institute Purchase Committee (IPC)	IPC	5 working days
Financial Sanction	Competent Authority	3 working days
Placing of Purchase Order	S&P Section	5 working days
Stock entry of stores	S&P Section	5 working days
Release of payment	Finance & Account Section	7 working days

In case of urgent indent, the entire procurement activities should be carried out within 7 working days with the involvement of all concerned.



INDIAN INSTITUTE OF TECHNOLOGY BHILAI

RAIPUR 492 015

PROPRIETARY ARTICLE CERTIFICATE

Certified that --

1) The indented Instruments / goods is/are
manufactured by and marketed by
M/s.

2) No other make or model is acceptable for the following reasons: -

.....
.....
.....
.....

Signature of the Indentor

Name:
Designation:
Date:

Signature of the HOD / FIC-DoRD



PURCHASE REQUISITION FORM

Date:

1	Name of Indenter			
2	Department			
3	Budget Head (Pl. Tick)	Institute	Project	CPDA
4	Budget Details			
	Department Name / Project No.	Budget Head	Budget Amount	
5	Justification / Purpose of the procurement			
6	Whether the material will be used interdepartmentally? (Pl. Tick)	Yes / No		
7	Type of Material (Pl. Tick)	Consumables	Limited Time Asset	Non- Consumables

8. Details of the item/s to be procured: (Attach a sheet giving the complete specifications, number of the item/s needed and estimated cost including taxation - checked & verified by DPC/ IPC/CIF Purchase Committee)

9. Availability of the item in GeM (Govt. e-Marketplace) Portal: (Pl. Tick) Yes/ No

10. Procurement method: (Pl. Tick) GeM/ Open tender/ Limited tender/ PAC*/
Other mode (specify) _____
(*For PAC Procurement, PAC certificate or Justification should be attached)

11. Any specific supplying requirements: (To be mentioned clearly by the indenter)

--

12. Suggested supplier(s)*:

S. No.	Name and Address	Email (Registered with CPP Portal) & Contact No.
1		
2		
3		
4		
5		

*In case of limited tender, minimum five potential bidders/ suppliers must be included.

Signature of Indenter



Technical specification checked & verified by			
Remarks (if any):			
Member	Member	Member	Member

**Purchases related to all cases should be checked & verified by related DPC/ IPC/CIF Purchase Committee.*

Recommendation and Certification
Remarks (if any): I certify that the items being requisitioned for purchase are not stocked in the department in sufficient numbers and these items are required in numbers in addition to those stocked in the department.
*Faculty In-charge (DoAA/DoFA/DoSA/ DoRD) / HoD / Registrar

- *Purchase related to Academics affairs to be recommended by Faculty I/c DoAA.*
- * Purchase related to Faculty affairs to be recommended by Faculty I/c DoFA.*
- *Purchase related to Student affairs to be recommended by Faculty I/c DoSA*
- *Purchase related to Research/Project to be recommended by Faculty I/c DoRD*
- *Purchase related to all other cases to be recommended by HoD / Registrar.*

Availability of Fund (to be verified by Account Section & Recommended by Registrar)		
Dealing Assistant (F & A/ R&D)	Deputy Registrar (F & A/ R & D)	Registrar

Approval of the Competent Authority
Remarks (if any)
HOD/ Dean / Registrar/ Director



INDIAN INSTITUTE OF TECHNOLOGY BHILAI

Stock Register

Page No.- _____

S. No.	Date	PO/Ref. No.	Received From /Supplier Name	Invoice No. & Date	Item Description	Qty	Rate	GST /Taxes	Amount	Issued to/ Dept & Location	Date Of Installati on	Remark	Signatur e

The above format may be used for the stores under Non-consumable/ Consumable Stores.



Annexure – IV

Report of Physical Verification of stores/Items

Department / Section

Classes of stores: - Non-Consumables

S. No.	Ledger No (Pg/Sl)	PO. No. / Ref. No. & Date	Received From / Supplier name	Item Description	Ground balance	Ledger balance	Qty & Unit	Funding Head (Institute/ RIG / Project)	pls mention RIG/ Project code	Amount (Incl. GST)	Location (Room No...)	Difference			Capitalized Financial Year	Remarks of the Stock holding Authority	Remarks of HOD/ HOC	Order of the CA	Asset Code	Final Supply / Installation date	Asset Head	Bill / Invoice No. and Date
												QTY	Rate	Value								
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23
1																						
2																						
3																						
4																						

Signature of the Stock holding officer

Signature of the Verification Officer

or his authorized representative



Annexure – IV

Report of Physical Verification of stores/Items

Department / Section

Classes of stores: - Non-Consumables

S. No.	Ledger No (Pg/Sl)	PO. No./ Ref. No. & Date	Received From / Supplier name	Item Description	Ground balance	Ledger balance	Qty & Unit	Funding Head (Institute/ RIG / Project)	pls mention RIG/ Project code	Amount (Incl. GST)	Location (Room No...)	Difference			Capitalized Financial Year	Remarks of the Stock holding Authority	Remarks of HOD/ HOC	Order of the CA	Asset Code	Final Supply / Installation date	Asset Head	Bill / Invoice No. and Date
												QTY	Rate	Value								
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23
1																						
2																						
3																						
4																						

Signature of the Stock holding officer

Signature of the Verification Officer

or his authorized representative



Annexure – V

Format for Survey of Condemnation Committee’s Report for NCS stores

Department/ Section.....

S. No.	Ledger No (Pg/Sl)	PO. No. / Ref. No. & Date	Received From / Supplier name	Item Description	Qty & Unit	Purchase Amount (Incl. GST) (In Rs.)	Book Value (In Rs.)	Location (Room No.....)	Capitalized Financial Year	Asset Code	Final Supply / Installation date	Brief reason	Recommendation of the committee		Recommendation of the condemnation committee	Remarks
													Condition of stores	Method of desposal		
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
1																
2																
3																
4																

Signature of the Stock holding officer

Signature of the Verification Officer

or his authorized representative