

Procedure for Preparing Purchase Files

1. Where budgetary allocation for Plan/Non-Plan Fund is available and adequate, then Indent/Purchase Requisition should be first approved/recommended by Dean/HoD/HoS/HoC/PIC/Chairperson. However, before floating tender for an estimated value of more than Rs. 2 Lakh, administrative approval from the Director is essential (Form A).
2. In absence of budgetary allocation or when available budget is insufficient → Obtain administrative and budgetary approval mentioning estimated value of the proposed purchase from the Director (Form B).
3. Documents that are needed in the file:
 - a) Justification for purchase.
 - b) Technical write up on letterhead for all scientific equipment(s) and for all cases of foreign purchase(s).
 - c) Brief research activity on letterhead for all scientific equipment(s) and for all cases of foreign purchase(s).
 - d) Copy of Notice Inviting Tender (NIT)/ Tender Document.
4. All Procurements are to be carried out as per the Revised Purchase Procedure notified vide Administrative Circular 05/ 2015 dated April 07, 2015.
5. Any deviation from the above circular will need prior approval of the Competent Authority.
6. For Short Tender notice (if any) will need to be justified; prior approval of Competent Authority is required.
7. Tender Fee and EMD to be deposited in Finance & Accounts Section at the earliest; receipt must be kept in the file.
8. Attach proof of publication of the tender:
 - a) For newspaper: newspaper clipping; letter to advertising company by AR(E).
 - b) For website: screenshot of tender page; communication to Information Cell for uploading.
 - c) For limited tender: Proof of postal communication/ email communication etc.
9. Enclose minutes/recommendation of the Technical Evaluation Committee along with Technical Comparative Statement and also recommendation for opening of Price bid. In case of Single/Resultant Single Tender, Price bids to be opened after obtaining approval of Competent Authority.
10. Price Comparative Statement/ Rank Statement along with the recommendation of Tender Committee.
11. Original tender papers, envelopes and all other relevant documents duly signed by all members.
12. Duly filled-in and signed Requisition form along with the signed Check List.
13. Send File to concerned authority/section as per *flow diagram* of the Admin. Circular 05/ 2015 dated April 07, 2015 for Audit Vetting / Fund booking / Approval of CA.

Note:

- i. Dean/HoD/HoS/HoC/PIC/Chairperson should not be a member of DPC/Tender Committee for purchase within their respective delegation of financial powers notified vide Administrative Circular 05/2015 dated 7.4.15.
- ii. No Tender submitted in the form of email, Fax, or in open envelope will be accepted.

- iii. For estimated value of procurement of Rs.25 Lakh and more → One representative each from F&A Section and S&P Section shall be included in the Committee.
For estimated value of procurement between 2 Lakh and up to Rs. 25 Lakh → One faculty member from the other departments shall be included in the Committee.
- iv. PNC based purchase → Follow Circular no. IIT/S&P/General/PNC/2010-11 dt.11.10.10.
- v. Indian agents quoting directly on behalf of their foreign principals → Follow Institute circular no. IIT/S&P/General/GFR/2013-14 dated 05.02.14.
- vi. For Repeat Order Proposal → Follow Circular no. IIT/PO/EQ-27/S&P/2015 dated 07.09.15.