

Modified Purchase Process
Effective date for start August 01, 2012

General Comments

The centre follows GFR (current version) in all purchase related matters and as purchase procedure. The following process has been framed within the general frame work of GFR to facilitate the process of initiating the indents. There is no deviation from the GFR is envisaged in this process. This approved in 65th CAC meeting.

- All quotations from Vendors will be called by Assistant Registrar (purchase)/Indentors (for certain categories) unless other-wise specified.
- All indents should be accompanied by a check-list for Internal Audit when submitted with the Comparative statement.
- All comparative statements will be made by the indentors.
- Purchase section, Internal Auditor (IA) and Indentors will work within a declared time frame.
- All departments /sections should form a Departmental purchase subcommittee (DPSC) consisting of the HOD/Head of section, indentor and one more member of the academic/administrative/technical/Engineering staff (nominated by HOD/Head of section) for processing purchase of value from Rs. 15,001 upto Rs. 1,00,000 as per provisions of GFR.No deviation from GFR is envisaged.
- Attempts should be made to obtain quotations from as many technically qualified vendors as possible.
- Standard enquiry letter be made by purchase section and will be kept in the intranet for use by indentors where they are authorized to call for quotation as in purchase for value from Rs. 15,001 upto Rs. 1,00,000 .
- Standard format for check-list Internal Auditor be made and will be kept in intranet.
- No purchase file should be waiting in any position for more than 10 working days without a valid reason. Exceeding the time frame will have to be explained to the Director.
- Payments above Rs.15000/- to Vendors will be made by e-payments.
- Delay in bill-payment without valid reason as well as undue haste in such payments be avoided.
- For quotations to be received by mail/Courier should come in envelopes marked "Purchase Section" In bold. This should be clearly stated in the enquiry letter. Such letters will be delivered directly to purchase section by central registry without delay.

Process to be followed :

- 1) **For purchase upto Rs.15000/-** indentor may directly purchase and send the bill to accounts for payment with following certification as per rule 145 of GFR duly forwarded by the Indentor/user:

I, am personally satisfied that these goods purchased are of the requisite quality and specification and have been purchased from a liable supplier at a reasonable price.

However, purchase of furniture will not be allowed in this. For such items procedure of making proper indent be followed.

- 2) **For item of cost between Rs.15001/- and up to Rs.1 lac the following process will be followed:**

2(a) The indentor will fix the quantity needed and the technical specifications and will call for quotations in specified format using any of the methods: by hand, by mail, by email, by fax.

2(b) Based on the quotation so obtained, a comparative statement will be made by the indentor for submission to the departmental purchase subcommittee (DPSC) along with a filled up check-list (Form-A) for audit. At this stage, the indentor should check the fund availability.

2(c) Recommendation of the DPSC will be sent to the Assistant Registrar (Purchase) along with the Audit check-list.

2(d) The DPSC will recommend the purchase with following certification:

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

2(e) Assistant Registrar (Purchase) (AR(P)) will obtain the FC and place the indent to registrar for concurrence and purchase order release. If there is fund shortage or procedural deficiency the indent will be sent back to indentor.

- 3) **For Purchases of items with costs above Rs.1 lac and upto Rs.25 lac (the limit of open tender)**, the existing purchase process will be followed by the Purchase Section. The enquiry letters will be issued by the purchase section directly to enlisted vendors and/or recommended by the Indentor.

The technical comparative statements will be made by the Indentor. The indentor when he/she submits the selected quotation with comparative statement should also submit a check-list (Form-B) for the internal auditor.

Two weeks time should be allowed to the vendors for the submission of their bids. If three valid quotations are not received within the given time, it should be automatically retendered. In the eventuality if the second call also leads to less than three valid tenders the purchase order can be released even if one valid tender is received.

The time limit for these purchases from the date of approval of indent to release of PO should not be more than 30 working days.

- 4) **For purchases above Rs.25 lacs, open tender will be advertised.** An internal Standing technical committee will be constituted by the competent authority for recommending for purchase of item costing between Rs.25 lacs upto Rs. 100 lacs. The items costing above Rs.100 lacs will be placed before the full Technical Committee, as per the existing process.

The technical comparative statements will be made by the Indentor .

For open tender items purchase can be processed even with one valid quotation obtained by the open tender process.

The time limit for these purchases from the date of approval of indent to release of PO should not be more than 60 working days.

- 5) The technical cell may propose names of some reputed companies from whom Chemicals can be purchased directly based on their purity, etc. Proposals may also be raised for making Rate Contract for purchase of fast moving goods like UPS, etc.
- 6) For supply of gases and such items that are purchased regularly, rate contract should be made with enlisted suppliers. Indents will be moved based on rate contracts, that will be validated on yearly basis. The quotation can be called by the indentor from enlisted vendors and sent to Assistant registrar (Purchase) with Indent and check list (Form-C) for IA. The Purchase section will release the PO within 7 working days.
- 7) **For items/spare parts required as replacements for emergency repairs, it will be treated as propriety item** and the quotation will be directly called from the specific vendor by the indentor. The indent along with the quotation and the check-list for IA will be sent to Purchase section. The Purchase section and IA will treat it on priority and will release the PO within 5 working days.

8) Purchase of Proprietary items (other than emergency repair):

An item can be indented as proprietary item if the following criteria are made.

The item is a replacement part	Yes /NO (Check one)	
The item will be used in a set-up that uses a design which is based on this model	Yes /NO (check in)	
The vendor is sole manufacturer	Manufacturer certificate enclosed	Yes /NO (check in)
The vendor is sole manufacturer	Established by web-search	Yes /NO (check in) If yes the search copy should be enclosed

For proprietary item (below Rs. 25 lakhs) , the indenter can obtain the quotation from the vendor with a enquiry letter of specific format that clearly states the technical specifications. The indent with the quotations and the check-list above and a check-list (Form-D) for IA should be forwarded to Purchase section for further processing.

For propriety items costing more than Rs 25 lakhs and less than 100 lakhs will be placed to standing (internal) technical committee. Based on the recommendation of the committee the purchase section will obtain the quotation.

For propriety items costing above Rs. 100 lakhs it will be placed to Technical committee before moving the indent. Based on the recommendation of the committee the purchase section will obtain the quotation.