Import Purchase Process

^{*}As per the MII (Make in India) clause, Local content >20% is compulsory for Purchases above ₹5lac. Refer: https://www.iitk.ac.in/centralstores/data/PP-MII-Order-dated-4th-June-2020-11-10-23.pdf. Some equipments are exempted; exempted list on https://www.iitk.ac.in/centralstores/data/PP-MII-Order-dated-4th-June-2020-11-10-23.pdf.

GFR Using Budget from Main Account/Projects from government agencies Refer: https://www.iitk.ac.in/centralstores/data/GFR-2017-06-10-23.pdf						
Below ₹25,000/-	Above ₹25,000/-					
Direct	Form a Purchase Committee (A)					
Purchase	P01-A (₹25K to ₹2.5L):					
	https://www.iitk.ac.in/centralstores/data/P01A.pdf					
	P01-B (Above ₹2.5L):					
	https://www.iitk.ac.in/centralstores/data/P01B.pdf					
	Refer DFRs-2022:					
	https://www.iitk.ac.in/centralstores/data/DFPRs-2022-11-10-					
	<u>23.pdf</u>					
Pay directly	Prepare detailed Technical Specification in MSWord file (B)					
and claim re-						
imbursement						
Email Invoice	Fill PAC (Proprietary Article Certificate) form, if procuring from a					
of Purchase to	single source (C)					
import@iitk.ac	P05-A (below ₹2.5L):					
<u>.in</u> for	https://www.iitk.ac.in/centralstores/data/PAC_below_2.5Lac-08-					
Clearance	<u>10-20.pdf</u>					
formalities		P05-B (above ₹2.5L):				
	https://www.iitk.ac.in/centralstores/data/PAC above 2.5Lac-08-					
Ensure the	<u>10-20.pdf</u>					
shipping)/ I TOT!/	Email A, B & C to ger				
address below	Value ₹25K	Value ₹2.5L to ₹5L	Value above ₹5L			
to avoid KYC	to ₹2.5L		(As per the MII (Make in India) clause, Local content >20% is			
Customs, KYC			compulsory)			
issues, if any,	The S&P	The S&P team will	The S&P team will place a			
have to be	team will	place a Bid/Tender	Bid/Tender on the			
nave to be	issue GeM	on the GeM/CPP	GeM/CPP Portal for a			
	Nonavailabili	Portal for a period	period of 21 days (will be			

Non-GFR Using Budget from PDA/DPA/LDA/Department Excellence Fund/Projects from Industry & International Agencies that do not mandate GFR compliance. Refer: https://web.iitk.ac.in/july14iitkn/data/directorateoff orders/DIR-IITK-							
2018-OO-117-on-26-12-18.pdf							
Below ₹50,000/-	Above ₹50,000/-						
Direct Purchase	Form a Purchase Committee						
	P01-C (₹50K to ₹2.5L):						
	https://www.iitk.ac.in/centralstores/data/P01C.pdf						
	P01-D (Above ₹2.5L):						
	https://www.iitk.ac.in/centralstores/data/P01D.pdf						
	Refer DFRs-2022:						
	https://web.iitk.ac.in/july14iitkn/data/directorateoff_orders/						
	DIR-IITK-2018-00-117-on-26-12-18.pdf						
Pay directly and	Fill PAC (Proprietary Article Certificate) form, if procuring from a						
claim re-	single source						
imbursement	P05-A (below ₹2.5L):						
	https://www.iitk.ac.in/centralstores/data/PAC_below_2.5Lac-						
	08-10-20.pdf						
	P05-B (above ₹2.5L):						
	https://www.iitk.ac.in/centralstores/data/PAC above 2.5Lac-						
Facail Invalor of	08-10-20.pdf	\/-l =2 F// +-	\/				
Email Invoice of	Value ₹50K to	Value ₹2.5K to	Value above ₹5L (As per the MII (Make in India)				
Purchase to	₹2.5L	₹5L	clause, Local content >20% is				
import@iitk.ac.i			compulsory)				

^{*}Text in Red: Process to be completed by the Indenter.

	Ι					
cleared by the	ty report	of 21 days (will be	extended by 7 days in case			
buyer himself.	(ARPTS)	extended by 7 days	of less than 3 bids)			
	The	in case of less than	• If local content is >20% in			
To,	purchase	3 bids)	the bid placed by the			
Indian Institute	Committee		Indian Agent, PO will be			
of Technology	will survey		processed.			
Kanpur,	the market		If no bid is received / bids			
PO IIT Kanpur,	and collect 3		received do not qualify			
GT Road,	quotations.		technical requirement /			
Kalyanpur,			local content is <20% in bids received			
Kanpur-			Fill GTE form for approval			
208016(UP),			from the Ministry.			
INDIA			Form available on:			
Kind Attn: Your			https://www.iitk.ac.in/centr			
Name. & deptt			alstores/forms			
in			Upon approval, a Global			
abbreviations,			Tender for a period of 28			
email:			will be floated on the CPP			
import@iitk.ac			Portal.			
<u>.in</u> and Phone	Prepare a Purchase Committee report/Technical Evaluation report &					
No.: Your No.	Financial Evaluation report.					
	P02 (for LPC): https://www.iitk.ac.in/centralstores/data/P-%2002-					
	<u>25-07-19.pdf</u>					
	P-02A (Technical):					
	https://www.iitk.ac.in/centralstores/data/TechEva.pdf					
	,	P-02B (Financial): https://www.iitk.ac.in/centralstores/data/Fin_Eva.pdf				
	nttps://www.iii					
	Fill Indent Form					
	https://www.iitk.ac.in/centralstores/data/Import-Indent-12-10-					
	20.pdf For Budget from Main Account – Submit complete documents to					
	S&P					
	For Budget from R&D Account – Submit complete documents to					
	R&D					
	S&P/R&D will send the file to Internal Audit for Auditing, F&A/R&D					
	for budgeting then for approval of ESA (Estimate Sanctioning					
	Authority); after that, PO will be issued by the S&P.					

n for Clearance formalities Ensure the shipping address below to avoid KYC issues in Customs. KYC issues, if any, have to be cleared by the buyer himself. To, Indian Institute of Technology Kanpur, PO IIT Kanpur, GT Road,	The purchase Committee will survey the market and collect 3 quotations	Prepare detailed Technical Specifications and Tender Form https://www.iitk. ac.in/centralstore s/e-procurement The tender will be placed on the Institute website for a period of min 10 days (email the tender form to webmaster@iitk. ac.in)	The S&P team will place a Bid/Tender on the GeM/CPP Portal for a period of 21 days (will be extended by 7 days in case of less than 3 bids) If local content is >20% in the bid placed by the Indian Agent, PO will be processed. If no bid is received / bids received do not qualify technical requirement / local content is <20% in bids received Fill GTE form for approval from the Ministry. Form available on: https://www.iitk.ac.in/cent		
Kanpur- 208016(UP),			Tender for a period of 28 will be floated on the CPP		
INDIA			Portal.		
Kind Attn: Your Name. & deptt in abbreviations, email: import@iitk.ac.i n and Phone No.: Your No.	Prepare a Purchase Committee report/Technical Evaluation report & Financial Evaluation report. P02 (for LPC): https://www.iitk.ac.in/centralstores/data/P-%2002- 25-07-19.pdf P-02A (Technical): https://www.iitk.ac.in/centralstores/data/TechEva.pdf P-02B (Financial): https://www.iitk.ac.in/centralstores/data/Fin Eva.pdf Fill Indent Form https://www.iitk.ac.in/centralstores/data/Import-Indent-12-10-				
	20.pdf				
	Submit complete documents to R&D				

R&D will do the budgeting and send the file to Internal Audit for Auditing then for approval of ESA (Estimate Sanctioning Authority); after that PO will be issued by the S&P.