

Import Purchase Process

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

*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/GTE-Relaxation-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 Purchase	Form a Purchase Committee (A)		
	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-2022-11-10-23.pdf		
Pay directly and claim reimbursement	Prepare detailed Technical Specification in MSWord file (B)		
Email Invoice of Purchase to import@iitk.ac.in for Clearance formalities	Fill PAC (Proprietary Article Certificate) form, if procuring from a single source (C)		
	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-08-10-20.pdf		
Ensure the shipping address below to avoid KYC issues in Customs. KYC issues, if any, have to be	Email A, B & C to gem@iitk.ac.in		
	Value ₹25K to ₹2.5L	Value ₹2.5L to ₹5L	Value above ₹5L (As per the MII (Make in India) clause, Local content >20% is compulsory)
	The S&P team will issue GeM Nonavailabili	The S&P team will place a Bid/Tender on the GeM/ CPP Portal for a period	The S&P team will place a Bid/Tender on the GeM/ CPP Portal for a 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-OO-117-on-26-12-18.pdf		
Pay directly and claim reimbursement	Fill PAC (Proprietary Article Certificate) form, if procuring from a single source		
	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-08-10-20.pdf		
Email Invoice of Purchase to import@iitk.ac.in	Value ₹50K to ₹2.5L	Value ₹2.5K to ₹5L	Value above ₹5L (As per the MII (Make in India) clause, Local content >20% is compulsory)

cleared by the buyer himself. To, Indian Institute of Technology Kanpur, PO IIT Kanpur, GT Road, Kalyanpur, Kanpur-208016(UP), INDIA Kind Attn: Your Name. & deptt in abbreviations, email: import@iitk.ac.in and Phone No.: Your No.	ty report (ARPTS) The purchase Committee will survey the market and collect 3 quotations.	of 21 days (will be extended by 7 days in case of less than 3 bids)	extended by 7 days in case of less than 3 bids) <ul style="list-style-type: none"> 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/centralstores/forms Upon approval, a Global Tender for a period of 28 will be floated on the CPP Portal.
	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 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, Kalyanpur, Kanpur-208016(UP), INDIA Kind Attn: Your Name. & deptt in abbreviations, email: import@iitk.ac.in and Phone No.: Your No.	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) <ul style="list-style-type: none"> 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/centralstores/forms Upon approval, a Global Tender for a period of 28 will be floated on the CPP Portal.
	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.		