



**INDIAN INSTITUTE OF TECHNOLOGY KANPUR
CENTRAL STORES & PURCHASE SECTION**

No. S&P/OO/PP/2018-19/284
Dated : April 13, 2018

Office Order

In view of adoption of GFR-2017 in the Institute, competent authority has approved the following arrangements for procurement of goods/service. :

A. Formation of Purchase committee (formulation & evaluation of tenders)

Sl. No.	Estimated Purchase Price	Representation	Reference
1	Above Rs. 50 Lakh	(i) Finance Officer (ii) Officer-in-charge (S&P)	As per DFPR (3.1.1)
2	Above Rs.2.5 Lakh and upto Rs.50 Lakh	(i) Officer-in charge (A/c-I or II) or their nominee (ii) Officer-in-charge (I.A) or his nominee (iii) Officer-in-charge (S&P) or his nominee (Nominee to be not below Group 'B')	As per DFPR (3.1.2)
3	Above Rs.25000/- upto 2.5 Lakh	(i) Officer-in-charge (S&P) or his nominee not below Group 'B' (ii) Technical Expert or his nominee not below Group 'B'	Mentioned in GFR 2017 Rule 155

B. Competent Authority to approve the Purchase Committee

Sl. No.	Financial Limit	Approving Authority
1	Upto Rs.2.5 Lakh	Head of Department
2	Above Rs. 2.5 Lakh	Deputy Director / DORD

It is also approved that DD's approval is required for procurement of furniture irrespective of any value and the proposal has to be routed through S&P Section.

C. Purchase through GeM

The Indenter should submit the indent alongwith specification of item(s) priced between **Rs. 50,000.00 to Rs. 30 Lac** directly to S&P section. S&P section will do the needful to procure the desired item(s). Whenever GeM gives trouble or fails to perform, users may switch over to other methods of purchases.




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D. Import procedure

The following three major rules specified in S&P manual are reinstated by the competent authority to import the item(s). :

Sl. No.	Store & Purchase Manual
1	Rule 12.7 Quotations may be accepted by email for an amount less than US\$ 2000 or equivalent but it should be duly verified by the indenter.
2	Rule 12.9 Advance payment by a foreign currency draft/TT can be made up to a value of US\$ 10,000/- (or equivalent in foreign currency).
3	Rule 13.0 Import of items through individual International Credit Card with prior approval of the competent authority.

All concern please take a note of it.


Sharif 16/4/18
 Jt. Registrar (S&P)
  16/04

Copy to :

- i. Director
- ii. Dy. Director
- iii. All Deans
- iv. Registrar
- v. Finance Officer
- vi. Superintending Engineer, IWD
- vii. All HOD/Warden Incharge Hall/Sections/Centres/Unit Incharge
- viii. Website through webmaster