

## Purchase Process

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

| <b>GFR</b>   |  |   | <b>Non-GFR</b>  |  |                   |   |
|--|--|---|---|--|-------------------|---|
| Using Budget from Main Account/Projects from government agencies<br>Refer: <a href="https://www.iitk.ac.in/centralstores/data/GFR-2017-06-10-23.pdf">https://www.iitk.ac.in/centralstores/data/GFR-2017-06-10-23.pdf</a> |  |   | Using Budget from PDA/DPA/LDA/Department Excellence Fund/Projects from Industry & International Agencies that do not mandate GFR compliance.<br>Refer: <a href="https://web.iitk.ac.in/july14iitkn/data/directorateoff_orders/DIR-IITK-2018-OO-117-on-26-12-18.pdf">https://web.iitk.ac.in/july14iitkn/data/directorateoff_orders/DIR-IITK-2018-OO-117-on-26-12-18.pdf</a>  |  |                   |   |
| Below ₹25,000/-  | Above ₹25,000/-  |   | Below ₹50,000/-   | Above ₹50,000/-  |                   |   |
| <b>Direct Purchase</b>   | <b>Form a Purchase Committee (A)</b><br>P01-A (₹25K to ₹2.5L): <a href="https://www.iitk.ac.in/centralstores/data/P01A.pdf">https://www.iitk.ac.in/centralstores/data/P01A.pdf</a><br>P01-B (Above ₹2.5L): <a href="https://www.iitk.ac.in/centralstores/data/P01B.pdf">https://www.iitk.ac.in/centralstores/data/P01B.pdf</a><br>Refer DFRs-2022: <a href="https://www.iitk.ac.in/centralstores/data/DFPRs-2022-11-10-23.pdf">https://www.iitk.ac.in/centralstores/data/DFPRs-2022-11-10-23.pdf</a> |   | <b>Direct Purchase</b>  | <b>Form a Purchase Committee</b><br>P01-C (₹50K to ₹2.5L): <a href="https://www.iitk.ac.in/centralstores/data/P01C.pdf">https://www.iitk.ac.in/centralstores/data/P01C.pdf</a><br>P01-D (above ₹2.5L): <a href="https://www.iitk.ac.in/centralstores/data/P01D.pdf">https://www.iitk.ac.in/centralstores/data/P01D.pdf</a><br>Refer Non-GFR Order: <a href="https://web.iitk.ac.in/july14iitkn/data/directorateoff_orders/DIR-IITK-2018-OO-117-on-26-12-18.pdf">https://web.iitk.ac.in/july14iitkn/data/directorateoff_orders/DIR-IITK-2018-OO-117-on-26-12-18.pdf</a> |                   |   |
| <b>Submit the Bill to the Accounting Unit (F&amp;A/R&amp;D)</b>  | <b>Prepare detailed Technical Specification in MSWord file (B)</b>   |   | <b>Submit the Bill to the Accounting Unit (F&amp;A/R&amp;D)</b>   | <b>Fill PAC (Proprietary Article Certificate) form, if procuring from a single source</b>  |                   |   |
|  | <b>Fill PAC (Proprietary Article Certificate) form, if procuring from a single source (C)</b><br>P05-A (below ₹2.5L): <a href="https://www.iitk.ac.in/centralstores/data/PAC_above_2.5Lac-08-10-20.pdf">https://www.iitk.ac.in/centralstores/data/PAC_above_2.5Lac-08-10-20.pdf</a><br>P05-B (above ₹2.5L): <a href="https://www.iitk.ac.in/centralstores/data/PAC_below_2.5Lac-08-10-20.pdf">https://www.iitk.ac.in/centralstores/data/PAC_below_2.5Lac-08-10-20.pdf</a>                            |   |   | Value ₹50K to ₹2.5L  | Value above ₹2.5L |   |
|  | <b>Email A, B &amp; C to <a href="mailto:gem@iitk.ac.in">gem@iitk.ac.in</a></b>  |   |   | <b>The purchase Committee will survey the market and collect 3 quotations</b>  |                   |   |
|  | The S&P team will check for the availability of the item on the GeM Portal (mandatory process as per GFR-17)   |   |   |  |                   | <b>Prepare detailed Technical Specifications and Tender Form</b><br><a href="https://www.iitk.ac.in/centralstores/e-procurement">https://www.iitk.ac.in/centralstores/e-procurement</a> |
|  | Available on GeM   | Not Available on GeM  |   | The tender will be placed on the Institute website for a period of min 10 days ( <b>email the tender form to <a href="mailto:webmaster@iitk.ac.in">webmaster@iitk.ac.in</a></b> )  |                   |   |
| S&P takes appropriate action   | Value ₹25K to ₹2.5L  | Value above ₹2.5L   |   |  |                   |   |
| 1. Comparing 3 OEMs and proceeding with system generated L1<br>2. Placing a bid for 10 days. (will be  | The S&P team will issue GeM Non-availability report (ARPTS)  | The S&P team will place a Bid/Tender on the GeM/ CPP Portal for a period of 21 days | <b>Prepare a Purchase Committee report/Technical Evaluation report &amp; Financial Evaluation report.</b><br>P02 (for LPC): <a href="https://www.iitk.ac.in/centralstores/data/P-%2002-25-07-19.pdf">https://www.iitk.ac.in/centralstores/data/P-%2002-25-07-19.pdf</a><br>P-02A (Technical): <a href="https://www.iitk.ac.in/centralstores/data/TechEva.pdf">https://www.iitk.ac.in/centralstores/data/TechEva.pdf</a><br>P-02B (Financial): <a href="https://www.iitk.ac.in/centralstores/data/Fin_Eva.pdf">https://www.iitk.ac.in/centralstores/data/Fin_Eva.pdf</a> |  |                   |   |

|  |  |   |  |
|--|--|---|--|
| <p>extended by 3 days in case of less than 3 bids)</p>   | <p>The purchase Committee will survey the market and collect 3 quotations.</p> | <p>(will be extended by 7 days in case of less than 3 bids)</p> | <p style="text-align: center;"><b>Fill Indent Form</b></p> <p>P03-A: <a href="https://www.iitk.ac.in/centralstores/data/P-03A-Non-Gem.pdf">https://www.iitk.ac.in/centralstores/data/P-03A-Non-Gem.pdf</a></p>   |
| <p style="text-align: center;"><b>Prepare a Purchase Committee report/Technical Evaluation report &amp; Financial Evaluation report.</b></p> <p>P02 (for LPC): <a href="https://www.iitk.ac.in/centralstores/data/P-%2002-25-07-19.pdf">https://www.iitk.ac.in/centralstores/data/P-%2002-25-07-19.pdf</a><br/> P-02A (Technical): <a href="https://www.iitk.ac.in/centralstores/data/TechEva.pdf">https://www.iitk.ac.in/centralstores/data/TechEva.pdf</a><br/> P-02B (Financial): <a href="https://www.iitk.ac.in/centralstores/data/Fin_Eva.pdf">https://www.iitk.ac.in/centralstores/data/Fin_Eva.pdf</a></p> |  |   | <p style="text-align: center;"><b>Submit complete documents to R&amp;D</b></p> <p>R&amp;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&amp;P.</p> |
| <p style="text-align: center;"><b>Fill Indent Form</b></p> <p>P03-A (for Non-GeM): <a href="https://www.iitk.ac.in/centralstores/data/P-03A-Non-Gem.pdf">https://www.iitk.ac.in/centralstores/data/P-03A-Non-Gem.pdf</a><br/> P03-B (for GeM): <a href="https://www.iitk.ac.in/centralstores/data/P-03B-GeM.pdf">https://www.iitk.ac.in/centralstores/data/P-03B-GeM.pdf</a></p>   |  |   |  |
| <p style="text-align: center;"><b>For Budget from Main Account – Submit complete documents to S&amp;P</b><br/> <b>For Budget from R&amp;D Account – Submit complete documents to R&amp;D</b></p>   |  |   |  |
| <p>S&amp;P/R&amp;D will send the file to Internal Audit for Auditing, F&amp;A/R&amp;D for budgeting then for approval of ESA (Estimate Sanctioning Authority); after that, PO will be issued by the S&amp;P.</p>   |  |   |  |