

# **INDIAN INSTITUTE OF TECHNOLOGY, KANPUR**

## **STORES & PURCHASE MANUAL**

(As approved by the Board of Governors in its 2008/5<sup>th</sup> meeting held on 28.11.2008. These guidelines supersede the earlier guidelines approved by the Board of Governors in its 1998/3<sup>rd</sup> meeting held on 26.08.1998).

### **1.0 Introduction**

This manual outlines the procedures to be adopted for the purchase of various kinds of equipment and stores by Departments/Inter-disciplinary Programmes/Centres/Central Facilities/Units/Sections, both from Institute's main account as well as from the projects funds, but excludes the purchases to be made by the Central Library and the Institute Works Department.

### **2.0 Abbreviations and Definitions**

#### **2.1 Abbreviations**

AS-Account Section  
BOG-Board of Governors  
CA- Competent Authority  
CS- Consumable Stores  
CFA- Competent Financial Authority  
DD-Deputy Director  
DORD-Dean of Research and Development  
FC – Finance Committee  
JEE- Joint Entrance Examination  
GFR- General Financial Rules  
GATE-Graduate Aptitude Test of Engineering  
HOD-Head of Department  
IA - Internal Audit  
IR – Inspection Report  
LTAS-Limited Time Asset Stores  
NCS-Non-Consumable Stores  
PI-Project Investigator  
PPF – Purchase Proposal Form  
R&D-Research and Development Office  
RC: Rate Contract  
SPS- Stores and Purchase Section  
SPO- Stores & Purchase Office

## **2.2 Definitions**

**Approved format:** At different places in this document reference is made to approved formats. All such formats shall be approved by the Director from time to time. The approved formats, as at present, are enclosed in annexure-I, II and III.

**Department:** In what follows, Department shall imply Department/ Inter-Disciplinary Program/Center/Central Facility/Section or any entity in the Institute which has a separately allocated budget.

**Project:** In what follows, Project shall mean and include any sponsored research, consultancy project or any other activity which has a valid project number given by the R&D office of the Institute.

**Project Investigator:** A regular employee of the Institute whose name is recorded as a project Investigator in the records pertaining to the project in the R&D office.

**Purchaser:** The individual who signs as purchaser in the purchase proposal form shall be referred to as a purchaser.

**Seller:** A seller refers to the company/vendor/dealer/agent/individual party from whom the institute may potentially buy goods or services.

**Temporary Contingent Advance:** It is an advance which can be taken to meet contingent expenses on NCS/LTAS/CS/Miscellaneous items. This should normally be taken from the appropriate budget head.

**Rate Contract:** A Rate Contract (commonly known as RC) is an agreement between the purchaser and the suppliers for supply of specific goods and allied services, if any, at specified price and terms and conditions during the period covered by the Rate Contract.

## **3.0 Classification of Stores**

All stores to be procured shall be classified into three categories viz, Non-Consumable Stores (NCS), Limited Time Asset Stores (LTAS) and Consumable Stores (CS).

**3.1 Non-Consumable Stores (NCS):** Stores satisfying any one of the following conditions shall be classified as non-consumable stores :

- (a) stores which are intended to be used over prolonged periods before becoming unusable, or obsolete,
- (b) stores having a significant disposal value,
- (c) stores which are sub-systems, or parts of an equipment, which can be potentially repaired and reused, and
- (d) stores which are either fabricated, or assembled equipment, and which if bought as a single item would have been classified Non-Consumable Stores.

All non-consumable stores have to be entered into the Asset Register of the Institute and the NCS Stock register of the appropriate Department.

Examples :(examples are indicative and not exhaustive) plant machinery, equipment, fabricated equipment, instruments, assembled instruments, motors, gas cylinder, workshop machines, furniture and books etc.

**3.2 Limited Time Asset Stores (LTAS):** Stores satisfying any one of the following conditions shall be classified as LTAS.

- (a) stores which have significant value when purchased but rapidly lose their value/relevance with the lapse of time and have very little or negligible disposal value, and/or
- (b) stores which can be upgraded either by replacing components/parts or which can be rendered obsolete by the release of new versions or editions.

All LTAS shall be entered into the Limited Time Asset Stores Register of the Institute and in a separate Limited Time Asset Stock Register in the appropriate Department.

Examples: (examples are indicative and not exhaustive) Computers, disk and other peripherals drives which are computer accessories, software, printers, monitors, UPS, telephones, mobile etc.

**3.3 Consumable Store (CS):** Stores satisfying any one of the following conditions shall be classified as CS:

- (a) stores which exhaust with lapse of time,
- (b) stores which are rendered unusable due to normal wear and tear,
- (c) stores which do not have significant disposal value, and
- (d) spares of equipment which do not fall either in the NCS or LTAS category.

The CS shall be entered in the CS Stock register of the appropriate department. For projects, the CS shall be entered in the CS Stock register for the project.

Examples: (examples are indicative and not exhaustive) chemicals, medicines, stationery items, printer ribbons and cartridges, pen drive, floppies, CD ROMs, magnetic tapes, chips and electronic components like resistors, capacitors, connectors etc, electrical components like wire switches, plugs, bulbs, cells, tool-bits and hand tools etc.

If the spares are purchased for fabricating or manufacturing any equipment, such spares are to be treated as Non Consumable items. However, if a spare is purchased to replacing any spare of an equipment, such spare be treated as CS, provided such spare do not have any replacement value.

In case of a dispute regarding the classification of an item, the decision of Director shall be final.

#### **4.0 Financial and Sanctioning Powers:**

The following table gives the financial limits up to which the concerned person has authority to approve purchases within the allocated budget of the department/project. Such a person shall be referred to as the Competent Financial Authority (CFA). It is the responsibility of the CFA to ensure that sufficient funds are available for the purchase.

Sr. No	Competent Financial Authority	Non-Consumable (NCS)	Limited Time Asset Store (LTAS)	Consumable Store (CS)	Temporary Contingent Advance for equipment
1	Registrar/HOD/Project Investigators (for project purchase only)	2,00,000/-	1,00,000/-	50,000/-	5,000/-
2	Deputy Director/DORD(for project purchase only)	10,00,000/-	5,00,000/-	2,00,000/-	1,00,000/-
3	Director	All cases	All cases	All cases	All cases

#### **Notes:**

1. All purchases of furniture's should be done through Stores and Purchase Section after duly approved by the Dy. Director.

2. The above limits apply to indigenous purchase as well as import. For the purposes of imports the Indian Rupee equivalent of the foreign currency on the date of sanction should be considered.
3. All temporary contingent advances shall be adjusted as per the guidelines approved by the BOG.
4. The financial and sanctioning powers as given above are approved by BOG and can be revised by the BOG from time to time.
5. Chairman JEE and Chairman GATE shall be treated as equivalent to HOD.
6. For the purposes of this manual, Acting HOD and Acting DORD shall exercise the same financial powers as the incumbent unless decided otherwise by the Director.

## **5.0 Category of Firms, Registration & Blacklisting:**

There shall be the following categories of firms for inviting quotations for purchase of materials /services/equipments/instruments etc.

### **5.1. Local Registered Firms:**

Local (within municipal area of Kanpur) general suppliers, authorized agents/distributors of the manufactures/service providers and firms undertaking job works can be registered with the Institute as per the procedure mentioned in **annexure -IV**.

For obtaining such registration the firms shall be required to be registered with Sales Tax Office and should have Service Tax Registration, Tax Prayer Identification No (TIN) and PAN allotted to them. The firm must maintain an office/shop/show room registered in its own name, in the market/industrial area or another suitable place and should have a bank account wherein the payments may be sent directly in the bank.

Credentials including manufacturing capacity, quality control facilities, past performance, after-sales service, financial background etc. of the firm shall be carefully verified by the Institute.

The registered firms shall be liable to be removed from the list of approved firms if they fail to abide by the terms and conditions of the registration or fail to supply the goods on time or supply sub-standard items/goods or make any false declaration to the Institute or for any other grounds which, in the opinion of the Institute, is considered to be against the public interest.

The firm will be registered for a fixed period, normally upto 3 years, depending on the nature of the supplies to be made by them. At the end of

the period, the registered firms willing to continue with registration should be required to apply afresh for renewal of registration as per procedure given in **annexure-V**. New firm may also be considered for registration at any time, provided they fulfill all the required conditions.

All the firms should be registered with the SPS for supplies of specific items, including direct supply.

## **5.2 Outside Firms:**

The firms hailing from outside (beyond the municipal limits of Kanpur) must be manufacturing or authorized dealers/agents/stockiest/suppliers/service provider of manufacturer. Purchase can be made only from those reputed sellers who have sales tax registration/CST registration, UPTT registration, Shop Act registration, PAN (Income Tax), Tax Prayer Identification No (TIN) and relevant excise registration, wherever applicable. Such firms shall be required to provide an valid authority in this regard.

## **5.3 Black listing**

Black-listing of firm can be done on the recommendations of the HOD/PI and with approval of Competent Authority. The Officer-In-charge of Stores & Purchase Section shall process all such cases reported by the Department/Centers. A committee specially constituted by the Director/Dy Director shall examine the case and shall submit its recommendations to the competent authority for final action. The information on such firms shall be promptly and widely disseminated by Officer-Incharge of Stores & Purchase Section to all concerned.

## **6.0 General Procedures and Rules for Purchases:**

The following procedures shall apply to all purchases except where stated otherwise.

### **6.1 Purchase of Goods without Quotation**

**6.1.1** Purchase of goods upto a value of Rs.50,000/- (Rs Fifty Thousand only) on each occasion may be made without inviting quotations/bids by the competent authority on the basis of a certificate recorded by him in the following format:

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

Signature

All Purchases as in the serial number 6.1.1 can be made directly by the purchaser from the market/authorized dealers (after ensuring that the price is reasonable) or through SPS. Such purchases shall be done in the following three ways:

a) Directly by the purchaser through an advance drawn for the purpose. This advance shall be subsequently adjusted, for which cash memo/bill/receipt and proof of entry in the appropriate Stock and Asset (if relevant) Register must be submitted. Approved formats shall be used for drawing the advance and for adjustment. For project purchases the form for advance shall be sent to R&D office and for Non-project purchases it shall be sent to the AS. Intimation must be sent to SPS/R&D in case of NCS,CS and LTAS purchases for entering the item in Asset register, otherwise bills for payment will not be passed by AS/R&D office and shall be monitored by Internal Audit.

b) By the purchaser making the purchase directly from the seller and the payment being made by the R&D Account unit for project purchases and Accounts Section for non-project purchases. Payment will be made against proper invoice/bill/tax invoice proof of challan/transfer invoice of the item by the purchaser and entry in the appropriate stock register and Asset Register (wherever relevant). Intimation must be sent to SPS/R&D in case of NCS and LTAS purchases entering the item in Asset register, otherwise bills for payment will not be passed by AS/R&D office and shall be monitored by Internal Audit.

c) Through SPS, for which the quotation duly signed together with the PPF approved by the CFA shall be sent to SPS for placing the order and further processing.

#### **6.1.2 Purchase of goods by Purchase Committee**

Purchase of goods costing more than Rs.50,000/- (Rs. Fifty Thousand only) and upto Rs.1,50,000/- (Rs One Lakh Fifty Thousand only) on each occasion may be made on the recommendations of a duly constituted Local Purchase Committee consisting of at least three members of an appropriate level as decided by the HOD and approved by the competent authority. The committee will survey the market to ascertain the reasonableness of rate, quality and specifications and identify the appropriate supplier. Before recommending placement of the purchase order the members of the committee will jointly record a certificate as under:

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

## **6.2. Purchase of Goods with Quotation:**

**6.2.1** Purchases up to a value of Rs.1,50,000/- with a minimum three quotations, can be made by a committee approved by the HOD. Quotations should be opened and signed by at least two persons and the HOD/PI.

If the value of the enquired items is be more than Rs.50,000/-, a copy of all enquiry letters shall be displayed on the Institute website and notice board of the concerned department and quotations received from firms on the basis of this notice will be considered if these are from any of the categories of the registered firms. The notice inviting tenders/quotations along with specifications should also be released simultaneously on the website of the institute and the website address should be given in the tender notice.

Enquiry should be floated by registered post/courier/fax/e-mail/speed post but quotations must be received in a sealed cover.

**6.2.2** For purchases more than Rs.1,50,000/-, purchase will be done through a purchase committee of at least three members and approved by the appropriate CFA (DD/DORD). Departments may also get a committee approved by the CFA for a maximum period of one year to make such purchases.

A copy of all enquiry letters will be displayed on the Institute website and notice board of the concerned department and quotations received from firms on the basis of this notice will be considered if these are from any of the categories of the registered firms. The notice inviting tenders/quotations along with specifications should also be released simultaneously on the website of the institute and the website address should be given in the tender notice.

**6.2.3** Irrespective of the amount, for purchases which are directly initiated by the Stores & Purchase Section, the Director/Dy. Director shall constitute a committee for a period of one year comprising of at least three members including one from the SPO. This procedure is to be followed when bulk purchase of stores is involved (e.g. medicines, stationery items, chemicals & liveries etc) or items which are required by multiple departments.



### **6.3 Purchase of goods on single quotation basis (Proprietary Article)**

Procurement of goods on single quotation basis may be followed in the following circumstances.

- It is in the knowledge of the user department that only a particular firm is the manufacturer of the required goods or proprietary item.
- In case of emergency, the required goods are necessarily to be purchased from a particular source and reason for such decisions is to be recorded and prior approval of the competent authority be obtained before effecting the purchase.
- For standardization of machinery or spare parts to be compatible with the existing sets of equipment, the required item is to be purchased only from a selected firm.
- The indenter should provide a certificate that the price quoted by the firm is reasonable and the same is a proprietary item.

Purchase of items of a proprietary nature (i.e. item which do not have substitutes, or are spare parts of already existing equipment for which substitute replacements are not available) can be done on the basis of a single quotation irrespective of the value of the item. In such cases the purchaser must furnish a proprietary certificate (as placed at **Annexure-VI**) countersigned by Head of the concerned, or associated department. If the total value of the item is more than Rs1,00,000/- a proprietary certificate must be obtained from the supplier stating that they are the only source of supply / manufacture.

### **6.4 Repeat Orders**

Repeat orders are processed subject to the following conditions:-

- The repeat order can be made with no change in the rates, specifications as well as terms & conditions of supply.
- the repeat order shall be placed within 120 days time from the date of the quotations.
- after ensuring that there is no significant reduction (more than 10%) in the cost of the item(s).
- no repeat order will be placed if buy-back is involved in the purchase.
- Any amended order shall not be considered for repeat order.

## **6.5 Purchase of Rate Contract Goods**

A Rate Contract (commonly known as RC) is an agreement between the purchaser and the suppliers for supply of specific goods and allied services, if any, at specified price and terms and conditions during the period covered by the Rate Contract.

Based on requirements identified by the SPS the Institute may enter into rate contract arrangements for specified terms from one or more sellers for a specified length of time. The details of such arrangements shall be negotiated by a committee constituted by the Director/Deputy Director. The recommendations of the committee shall be approved by the Director before they are formally adopted. The period for which the Rate contract is valid will be counted from the day the rate contract is formally adopted. The process for entering into rate contract arrangements shall be initiated by SPO.

In case of items for which Directorate General of Supplies & Disposals (DGS&D) Rate Contract exist, the SPO will procure these items by placing direct orders on the firms.

Any item may be purchased on single quotation basis at DGS&D approved rate from authorized and established firms authorized by the manufacturer. But the firm has to furnish latest DGS&D rate contract copy. Rate contract will not be a binding as long as other purchase process is followed.

## **6.6 E-Procurement**

Purchase of goods through electronic mode of interface with tenderers and IT enabled management of the entire procurement process (notice inviting tenders, supply of tender documents, receipt of bids, evaluation of bids, award of contract, and execution of contract through systematic enforcement of its various clauses and tracking claims ,counter-claims and payments) is called e-procurement. This is gradually gaining popularity. In order to cut down the transaction costs and improve efficiency and transparency, the Government aims to make it mandatory for all the organizations.

As such, all the departments/sections/centers are advised to proactively engage themselves in articulating user needs in the development of IT system for e-procurement. The system should be secure, capable of maintaining complete confidentiality at appropriate stages of the bidding process, so that the tenderers feel confidence in electronically transmitting their queries and bids. Untill a full fledged system for e-procurement is developed by the

Institute, the departments/sections/centers may receive quotations through hard copies as well as by e-mail, provided the quotations received via e-mail shall be included only when a hard copy duly completed in all respects is received from the concerned tenderer before the date of opening of the bid. It is in this context that all departments/sections/centers are advised to display all enquiry letters on the Institute website and notice board of the concerned departments/sections/centers so that the registered firms are able to submit their quotations to the concerned department within the specified period. After finalization of the e-procurement system Institute will implement the same.

### **6.7 Purchase under buy back scheme**

If any item is purchased under buy back scheme for old one, quotations are to be invited clearly mentioning the specification of old and new item asking the buy back offer from the vendor. After finalizing the deal a condemnation report is to be filled up on GFR-17 form for old item, signed by all members of condemnation/write-off committee, approved by Director and finally to be sent along with purchase indent. It is to be mentioned on GFR-17 in the column of mode of disposal that item is being given to the firm under buy back scheme.

### **6.8 Two bid system**

For purchasing capital equipment, high value plant, machinery etc. of complex and technical nature, tender enquiry document, complete in all respects, may be issued as usual. However, the tenderers should be asked to bifurcate their quotation in two parts. The first part is to contain the relevant technical specifications and allied commercial details as required in terms of the tender enquiry documents and the second part should contain only the price quotation. The first part is commonly known as a 'Technical Bid' and the second part 'Financial Bid'.

The technical bid and the financial bid should be sealed by the tenderer in separate covers. The technical bids are to be opened in the first instance, at the prescribed time and date and the same will be scrutinized and evaluated by the competent committee / authority with reference to the parameters prescribed in the tender documents and the offer received from the tenderers. Thereafter, in the second stage, the financial bids of only the technically acceptable offers (as decided in the first stage above) are to be opened for further scrutiny, evaluations, ranking and placement of contract.

### **6.9 Late Tender**

In the case of advertised tender enquiry, or limited tender enquiry, late tenders (i.e. tenders received after the specified date and time for receipt of tenders) should not be considered.

## **6.10 Purchase procedure for the items not covered under 6.1.1 above**

Quotation shall be invited by the Store & Purchase Section as per the prescribed procedure, however as a special case purchaser can call quotations but the rules should be followed and proper justifications be given for inviting quotations. Indenter will send approved indent with detailed specifications for inviting quotations to Store & Purchase Section for both the purchases (Institute and Projects). Store Purchase Section after inviting quotations and making comparative reports will send to concerned indenters of Institute/Projects purchases for making recommendations for placing order. The purchase shall be processed based on at least three quotations from reputed sellers unless an exemption to this effect has been explicitly obtained from the DD/DORD (for project). It is not correct that enquiry be sent to only three firms and get three quotations only. Enquiry should be floated to as many vendors as possible (almost all available vendors) to have competitive rates. Quotation can be called and received by registered post/speed post/courier service in sealed cover. Typically, the call for quotation should mention as follows:

- (i) the specification of the item(s) and end use of the required goods,
- (ii) quantity to be purchased,
- (iii) the date and time by which the quotation should be received,
- (iv) the date by which deliveries are expected,
- (v) the date on which the quotation will be opened (wherever necessary),
- (vi) warranty requirements,
- (vii) requirement of test certificate, if any,
- (viii) requirement of type approval for compliance of statutory requirements with respect to pollution ,emission, noise, etc.
- (ix) training, technical support, after sales service and annual maintenance contract requirements, if any.
- (x) period of validity of quotation,
- (xi) special requirements of packing and marking, if any,
- (xii) normal payment terms of the institute,
- (xiii) tax exemptions applicable and
- (ivx) any other special terms and condition which are applicable. An Approved format available for this shall be used.

**6.11** Quotation must be opened in the presence of all purchase committee members/purchaser as the case may be. All quotations must be signed by all members of the committee / purchaser (along with date). Signatures are necessary on the covering envelope, financial part of the bid and the part which contains the terms and conditions. Negotiations should be done only with L-1 bidder.

There shall be a standing committee comprising of In-charge-SPO, Audit Officer and one more official for opening general quotations of all the

purchases which is scheduled every week normally. ie every Thursday at 3 pm in the office of the central Store.

**6.12** In all purchases with multiple quotations, the report of the purchaser/purchase committee should include the following:-

- a)** A comparative statement of all dealers/sellers indicating all taxes, freight, forwarding etc (i.e. the total cost of the purchase).
- b)** The dealers from whom purchases is recommended.
- c)** In the event purchase is recommended not on the basis of lowest quotation, the reason thereof shall be explicitly stated.
- d)** Any other relevant information (an approved format is available for this). The report complete in all respects along with associated documents shall be sent to R&D (for project purchases) SPS (for non project purchases).

**6.13** All the purchases exceeding Rs. 50,000/- (Rupees Fifty Thousand only) must be pre-audited through Internal Audit. This will be applicable for direct purchases as well as purchase through SPS

## **7.0 Payment Terms:**

**7.1** Except for purchases under serial no 6.1.1, the payment terms shall be as approved by the CFA in the sanction sheet, however normal payment terms for indigenous purchases shall be 90% on delivery of the items and the remaining 10% after satisfactory installation/inspection. Terms of payments may be changed from item to item, for example, liveries, stationery and furniture etc. For such items the payment may be made 100% against delivery subject to the inspection and approval by the competent authority. For small purchases upto 50,000/- of any items 100% payment against delivery and inspection may be done.

**7.2** Payment terms against dispatch documents through bank is not allowed as far as possible keeping in view the risk involved. However, this may be allowed for Government Firms.

**7.3** Any advance payment to the seller (ie private firm) shall normally be made only against a bank guarantee of the requisite amount. Any deviation from this or advance payment against any other mode of guarantee shall be specifically approved by DD/DORD (for project purchase).

**7.4** If the payment term is against delivery/COD(cash on delivery)/ then after receiving the goods indenter shall inform store purchase section to release the payment after being satisfied.

**7.5** For balance payment, after receipt of satisfactory IR the items must be entered in appropriate stock and asset register. The SPS will submit the necessary document within one week to R&D office for project purchases and to AS for all other purchases for release of payment by R&D and AS, as the case may be. The R & D / AS will ensure that the payment due are released within 7 days through cheque/draft directly to the seller by registered post/courier.

On specific request from the purchaser the cheque/draft can be given to the purchaser for onward transmission to the seller. In such a case the purchaser shall be responsible for submission of the receipt from the seller to R&D/AS. When cheques are sent to sellers directly by Account Section for the balance and final payment a copy of covering letter must be sent to Store Purchase Section for information and closing the file.

## **8.0 Liquidated Damages (Late Delivery)**

There should be a suitable provision in the terms & conditions of the contract for claiming liquidated damages of appropriate amount from the supplier to take care of delays in supplies and performance, for which the supplier is responsible. Such recovery through liquidated damages should be without prejudice to the other remedies to the purchaser under the terms of the contract.

A penalty clause for a penalty of 1% of the delivered price of the delayed goods for each week or part thereof subject to a maximum of 10% of the delivered price is to be incorporated in the contract terms. If the payment term is 100% against delivery and if there is delay in supplying the material then a cheque of penalty amount must be taken from the seller in favour of the Director, IIT Kanpur.

## **9.0 Purchase sanction and receipt of items:**

The sanction sheet for all purchases except those in serial no 6.1.1 must be approved by the CFA. These sanction sheets shall be prepared by the R&D office for project related purchases and by SPS for non-project related purchases. The sanction sheet thus prepared along with all associated documents shall be sent for pre-audit to IA prior to approval by the CFA. Based on the approved sanction sheet the purchase order shall be prepared by R&D (for project purchases) and sent to SPS. For all other purchases the order shall be prepared by SPS.

**9.1** If for any reason a financial change in the purchase order is required, the request for such a change shall be thoroughly examined by IA and shall be approved by the CFA before the change is issued in the form of an amendment to the original purchase order by the SPO.

**9.2** All purchases, except those listed above serial no 6.1.1, shall be made through a purchase order placed on the seller by the SPO of the institute, who shall be responsible for receipt of goods and the subsequent dispatch of the received goods to the purchaser along with copies of IR. The purchaser shall return the IRs within 15 days after recording appropriate comments.

Wherever the purchase has been processed through a purchase committee, the purchaser shall ensure that the committee has carried out the inspection of the items prior to submission of the IRs to SPS.

**9.3** Inspection Reports (I.R.) must be returned to Store Purchase Section duly approved or rejected within fifteen days, otherwise it will be presumed that materials supplied are acceptable to the purchaser and necessary action will be taken for making the payment to the firm.

**9.4** The SPS shall be responsible for clearance of all consignments at railway stations, sea, airport, and transport godowns and safe transportation and storage. Insurance of items shall be done before dispatch either by seller or SPS.

**9.5** Normally delivery of items purchased shall be done at the SPS. However, in exceptional situations the suppliers may also deliver the items directly to the purchaser in which case the purchaser shall be responsible to inform the SPO about such delivery, within seven days of receipt of the items.

**9.6** In the event of any shortage/damage/wrong supply, prompt action will be initiated by SPS to rectify the same. In case the supplier fails to rectify the shortage/damage/wrong supply in a reasonable time, the matter shall be referred to the legal cell to recover the full cost paid. SPO shall lodge Insurance claims, and pursue them vigorously to realize the sum insured.

**9.7** Once the purchase has materialized satisfactorily, the items must be entered in the appropriate stock register of the department/project and in the Asset Register of the Institute, where ever relevant.

**9.8** The payment order, signing of bills, signing of cheques for the processing of payments and adjustment shall be in accordance with the delegation of powers as enumerated in clause 4.0.

**9.9** Any increase in the price of item(s) ordered which is directly and entirely attributable to fresh imposition or increase in Government levies and

taxes may be allowed subject to furnishing of sufficient valid written proof by the supplier.

**9.10** The Director may at his discretion permit deviations from any of the above provision if he is satisfied that such deviations will be in the interest of the institute and that the insistence on the above provisions can cause inconvenience and delay.

**9.11** All purchases/Rate Contract Arrangements will be audited by the Internal Audit Section (IA) of the institute except in the following circumstances;

- a) Individual purchases done as per an existing Rate Contract arrangement,
- b) a repeat order if there is no change in price.

**9.12** The rates should preferably be quoted both in words and figures. All cuttings, overwriting should be duly initialled, failing which the quotation/tender/bid shall be liable to be rejected.

## **10.0 Duties & Taxes:**

Presently the applicable concessional custom duty for educational Institute is 5.15% which is payable for imported items. In case the order is on Ex-works or FOB basis, the Institute may be required to pay freight / insurance charges as per prevailing rate

As per the prevailing taxation policy of the Government, VAT/CST shall be payable for all indigenous items. The service tax shall be applicable for service and for Annual Maintenance Contract (AMC). The present rate of service tax is 12.36%.

The institute is partially exempted from paying custom/excise duty for all import and indigenous items, for which an excise/custom duty exemption certificate shall have to be provided by the institute.

Whenever any item is purchased through high sea sale agreement, the concessional custom duty certificate will be issued to the supplier and the amount of custom duty paid by the supplier will be reimbursed by the Institute. However sale tax shall not be paid by the institute in such purchases.

Any concession on taxes and levies such as excise duty, custom duty and sales tax granted by the state/central Government in procurement of any item must be availed. The SPO shall obtain all such information and apprise



all concerned about the applicability of tax/levy rates and charges brought about, if any, from time to time. The SPO shall issue the required declaration/certificate to this effect for all purchases on demand and account for all such issues and furnish the required report to the Government Agencies, as and when required.

### **11.0 Annual Maintenance Contract:**

Depending on cost and nature of the goods to be purchased, it may also be necessary to enter into maintenance contracts for a suitable period either with the supplier of the goods or with any other competent firm, not necessarily the supplier of the subject goods. Such maintenance contracts are specially needed for sophisticated and costly equipment and machinery. It may however be kept in mind that the equipment or machinery is maintained free of charge by the supplier during its warranty period or such other extended periods as the terms of contract may provide for. The paid maintenance should commence only there afterwards.

The annual maintenance contract, repair contract, repair work from the manufacturer / manufacturer's authorized supplier, in respect of various equipment in the department, may be entered into by the HOD for maximum of 10% of the equipment cost or Rs 1,00,000/- whichever is less. In all other cases, quotations will be invited and normal purchase rules shall be adhered to.

In case of renewal of the Annual Maintenance Contract, the following points may be taken care of while sending the proposal for renewal of Annual Maintenance Contract;

- AMC should be from a prospective date. In order to ensure this, the HODs shall be required to initiate action for renewal of AMC at least 90 days before the expiry of previous AMC.
- In case of renewal, the service report /log book (of xerox copier) should be sent along with the proposal.
- In case of any increase in the AMC cost when compared to previous AMC, necessary justification for increase in price may be obtained from the firm and enclosed along with the indent.
- Advance should be paid against bank guarantee, if the amount is more than Rs.1,00 ,000/-

## **12.0 Purchasing of Import Items:**

Generally the procedure outlined in the previous section shall be followed for procurement of items through import. However, the following is especially applicable to imports made by SPS.

**12.1** Any category of stores can be purchased from foreign suppliers subject to restrictions on imports as imposed by the Government of India from time to time.

**12.2** Provision of exemption in customs duty must be availed.

**12.3** Import should normally be made directly from the foreign principal manufacturers. In the event a purchase is made through an Indian agent of the foreign company, proof that the Indian agent is an authorized agent of the foreign company must be obtained and must be part of the documents pertaining to the purchase. Any commission of the agency which may be payable to the Indian agent can be paid only in Indian Rupees (unless there is a change in Government of India rules which may necessitate payment in foreign currency).

**12.4** If a foreign company has opened an office in India then it can authorize any Indian agent to deal with IIT Kanpur

**12.5** All imports shall be done through the import unit of the SPS. The in-charge import unit shall ensure that the item being imported does not fall under the restricted /negative/banned category.

**12.6** Request for quotation for items to be procured through import may be sent through email, in addition to registered post /speed post/courier/fax.

**12.7** Quotations may be accepted by e-mail for amount less than US\$ 2000 or equivalent but it should be duly verified by the indenter.

**12.8** Payment for import shall normally be made through a letter of credit. However, payment can also be made by a draft, subject to the restrictions placed by the Reserve Bank of India.

**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). For such payments, the advance payment will be treated as an advance against the purchase until it is adjusted.

**12.10** Term of shipment should be on FOB price of that country and not CIF, as Institute has hired the services of a Freight Forwarder. However CIF price may be accepted as a special case on case to case basis depending on the situation.

**12.11** The in-charge, import unit will be responsible for placing orders, opening/amending extending letters of credit, insurance, clearance and transportation of goods, processing for short shipped/damaged goods.

**12.12** Wherever required, the Institute shall avail the services of clearing/consolidation agents for foreign consignments arriving by air/sea. Such clearing agents shall be hired on the basis agreed terms or single consignment basis; whichever may be advantageous to the institute.

**12.13** The In-charge, Import Unit shall maintain a stock register in which all imported items received shall be entered. Delivery of foreign consignment to the purchaser will be made against the signature in this register. All imported items shall be appropriately entered in the departmental stock register and asset register (if applicable).

**12.14** Inspection Reports (I.R.) must be returned to Store Purchase Section duly approved, or rejected, within three days, failing which it will not be possible to lodge the claim of damage to the Insurance Company and it will be presumed that materials supplied are acceptable to the indenter.

### **13.0 Import of items through individual International Credit Card:**

**13.1** Limit of payment of individual credit card is upto US\$ 2000, or equivalent as per directives of the RBI. The purchaser must take the approval from the CFA in advance.

**13.2** Indenter must ensure through import section if the item is not banned/canalized.

**13.3** Indenter should also declare that the item is not for sale, or profit, making it clear that it is exclusively for research purpose.

**13.4** Indenter should ensure that the item is of proprietary nature and only this Firm is manufacturing and simultaneously he should also declare that the requirement will be fulfilled by this item only.

**13.5** If the item is not of proprietary nature then the indenter should declare the price quoted by the Firm on the e-mail is quite reasonable in comparison with national/international market and that he has assured himself by seeing the prices of different Firms on the internet.

**13.6** Indenter should get approval of CFA before placing the order by credit card and inform import section for recording the amount for onward submission to Ministry Of Science & Technology, Department of Scientific & Industrial Research, Delhi, for the registration of exemption of customs duty. For this, one copy of order is to be sent to import section.

**13.7** Shipping mode and port of shipment must be clear in the order as to whether the shipment will be Ex-works/FOB/C&F/CIF/FAS/CIF etc.

**13.8** Shipping details should be intimated by the indenter to the Import Section before it is dispatched and shipping should be through Institute authorized Freight Forwarder.

**13.9** Each and every event development be intimated to the import section to avoid delay in release leading to demurrages for the material.

#### **14.0 Maintenance of Record**

This section describes the records pertaining to stores that must be maintained by the Institute, departments, sections, units so as to facilitate proper stock verification, write-off and revaluation of stores, besides the transfer of stores from one department to another.

**14.1** The Institute shall maintain a record of all purchases in the NCS category in the Asset Register of the Institute. Each entry must contain at least the following information: **(a)** purchase order number and date, **(b)** brief specification of the item, **(c)** date of entry in the Asset Register, **(d)** name of the department, and **(e)** cost and project number (if applicable). The total value of all the assets entered in the Asset Register during the financial year shall indicate the value of the assets to be capitalized in the balance sheet of the corresponding financial year.

**14.2** The Institute shall maintain a record of all purchases in the LTAS category in the Limited Time Asset Store Register of the Institute. Each entry must contain at least the following information; **(a)** purchase order number and date, **(b)** brief specification of the item, **(c)** date of entry in the Asset Register, **(d)** name of the department, and **(e)** cost and project number (if applicable). The total value of all the assets entered in the LTAS register during the financial year shall indicate the value of the limited time assets to be capitalized in the balance sheet of the corresponding financial year.

**14.3** Each Department shall maintain the following three separate registers. NCS Stock Register, LTAS Stock Register and Consumables Stock Register. Items in the different categories purchased by the Department shall be entered in the appropriate register.

**14.4** Each project shall maintain a project consumables register. All CS items purchased from the project shall be entered in this register. All NCS and LTAS items must be entered in the NCS Stock register or the LTAS Stock register of the associated department. Project investigators, if they wish, may maintain separate NCS and LTAS stock register for their project, but it is necessary to enter NCS and LTAS items as the case may be in the stock register of the associated department. Each register must have consecutively numbered pages after the certificate page and the index, which shall be at the beginning of the register.

**14.5** The register should have following certificate on the first page ;

“Certified that this register contains a total of ----- pages and each page has been consecutively numbered on both sides from ----to-- --”.

Date :

Signature of HOD

**14.6** The SPO shall be the custodian of all Stores, purchase records pertaining to NCS and LTAS items of the institute (including those for projects). All original documents related to any such purchase (including for inquiries, report of purchase committee, sanction sheet, purchase order, invoice/bill, delivery challan, and inspection reports etc) shall remain with SPS after purchase is complete. These records /documents will be maintained for such periods as may be stipulated by Government Financial Rules of the Central Government. After the stipulated period, the record / documents may be destroyed with the specific approval of the Director.

**14.7** All HODs/PIs shall appoint a committee to conduct an annual stock verification of all items on the previous stock register of the department/project at the end of financial year. The committee shall submit a report in the approved format to the HOD/PI for onward transmission to SPO/DORD (for project). The SPO/DORD shall be responsible for issuing a notice for annual stock verification every year.

**14.8** Once a year the HODs/PI shall constitute a Stores Survey and Physical Stock Verification committee of not less than three members. This committee shall survey all the NCS and LTAS stores and recommend write-off for NCS items which are not useable and not serviceable and revaluation for LTAS items which have become obsolete. For NCS the committee shall record the reason for recommending write-off. For LTAS the committee shall revalue the LTAS and report all those items which may be considered to be as of no value with reasons recorded. HODs/PI shall forward the report to the Director for approval. This report subsequently shall be sent to SPS for necessary action.

## **15.0 Transfer of Stores**

**15.1** Transfer of stores within the institute from one department to another can be done by using the approved format available in the Stores & Purchase Section. For transfer of items whose individual value is greater than 1,00,000/-, the explicit written approval of the Director will be required. The transfer must be duly recorded in the relevant register of both the departments. For transfer of item of any value Director's permission is required.

**15.2** Transfer of stores from the institute to another institute/college/university/ industry can be done only with the explicit written approval of the Director. For the stores whose book value is greater than Rs.1,00,000/-, the approval of the Finance Committee will be necessary. In case of project purchase, the transfer of stores on specific instructions of the sponsoring agency can be done with the explicit approval of the Director.

**15.3** Subsequent to transfer of stores as mentioned above, the appropriate Stock and Asset Registers shall be suitably updated. The value of stores so transferred shall be deducted from the capitalized assets of the institute as indicated in the balance sheet.

## **16.0 Records of Consumable, non consumable and LTAS items received through Gifts, donations and samples received by the Institute.**

The Institute has been receiving various types of gifts, donations and non-returnable samples/components under various schemes as complimentary, under sales promotion or in kind etc from various universities, laboratories, manufacturers, suppliers and even persons. A consolidated record in this regard is maintained by the Stores & Purchase Section. The concerned departments/user sections are, therefore, required to maintain the inventory/details of such items/gifts/samples in their own records and a confirmation to this effect is to be sent to the Store & Purchase Section not more than with one month of receipt of such items/gifts/samples.

## **17.0 Write off, Condemnation and Disposal**

**17.1** An item may be declared surplus or obsolete or unserviceable, if the same is of no use to the Institute or when the item is beyond economical repair. An item may be rendered surplus, obsolete or unserviceable in the process of upgrading or replacing institute property or when institute property or equipment no longer serves a functional use due to programme, procedure or other changes. Under such circumstances the property and

equipment be disposed of in the best interest of the Institute as per the following guidelines with prior approval of the Director.

- a) Wherever possible, the stores/equipment is traded under buy back scheme, so as to reduce the cost impact on the new stores/ equipment.
- b) If the above option is not available, the property and equipment be sold out rightly with due procedures.
- (c) Obsolete, unusable materials beyond economic repair be disposed off as per procedure.

This manual outlines the procedure for write off and disposal of unserviceable materials purchased by Department /Inter-disciplinary programme /Centers /Central facilities/Sections and purchases in projects etc.

### **17.2 Financial Powers**

The following table gives the financial limits for writing off of the unserviceable items/materials with an individual value;

<b>Sl. No</b>	<b>Competent Authority</b>	<b>Write off material items for disposal with an value of Rs.</b>
1	Director	Below Rs. 2,00,000/-
2	Board of Governors	Above Rs. 2,00,000/-

### **17.3 General Procedure for writing off the unserviceable Materials/Items.**

**17.3.1** The items to be declared the obsolete /surplus/ unserviceable should be examined by a committee at appropriate level to be appointed by the Director/Dy. Director to declare an item of stores as obsolete, surplus or unserviceable and order their disposal. The committee should take into account the prescribed or stipulated life period of the stores. In case, such period is not prescribed /stipulated or it is not over, the committee should examine the conditions of stores and record suitable reasons. If an item has become obsolete/surplus/ unserviceable on account of negligence, fraud or mischief on the part of employee, the same should be brought out clearly.

**17.3.2** Where the “life period” has been prescribed on any item and the same is already over, it should normally be taken as enough ground for declaring the item obsolete and unserviceable. However, the condition of the item should still be thoroughly examined to see whether the item could be put to further use.

**17.3.3** In other cases, where the life period is not over or no life period has been prescribed or stipulated, the reason for declaring the item unserviceable should be clearly recorded such as, may be normal wear and tear, excessive use in public interest, accidental fire, flood and other natural causes, damage due to insect, rats etc.

**17.3.4** An item may be declared obsolete / surplus if it is no longer required by the Departments. Reasons for the same should be recorded.

**16.3.5** In case of loss due to negligence fraud or mischief on the part of any employee responsibility should be fixed and losses made good.

**17.3.6** Authority competent to purchase a store shall be competent to declare the store as obsolete / surplus /unserviceable.

**17.3.7** The condemnation Committee shall submit its recommendations in the prescribed form (i.e. FORM GFR -17) obtainable from the Store Purchase Section (or from the web page of the Central Stores - simply log on to IITK home page then click Amenities and Service and then go to service and then click Central Stores) after ensuring that items have become unserviceable, obsolete due to wear and tear and is beyond economic repairs. Separate GFR-17 form should be filled for Account -I , Account-II items/equipments as well as for the value below Rs. 2,00,000/- and above Rs. 2,00,000/- respectively.

**17.3.8** After approval of the Director on the recommendations of condemnation Committee, Head of the Department / Section shall forward a copy of the Director’s approval to the convener of the Auction Committee with copy to Store Purchase Section.

**17.3.9** Actual physical disposal of items which have been written-off will be done only after the Director has approved the recommendations of the write-off /condemnation committee.

**17.3.10** Label the items/ materials for write off.

**17.4 The write- off/condemnation Committee shall consist of :**

i) Head of the Department /Centre/ Section -Chairman



- ii) One Dy. Registrar, or equivalent -Member
- iii) In-charge (S & P), or his nominee -Member
- vi) In-charge (Internal Audit), or his nominee -Member
- v) Technical expert (Group 'A' rank) or his equivalent -Member

**17.5 General procedure for materials that have been selected for disposal or obsolete, surplus or unserviceable stores.**

Auction Committee shall consist of

- 1. Deputy Director or his nominee -Chairman
- 2. In-charge (S& P) -Member Secretary
- 3. Dy. Registrar (F&A), or his nominee -Member
- 4. In-charge (Internal Audit), or his nominee -Member
- 5. Security Officer or his nominee -Member
- 6. Officer-in-Charge (R&D) or his nominee -Member

**17.6 Procedure for Auction**

**17.6.1** After approval of the Director on the recommendations of Condemnation Committee, Head of the Department / Section shall forward a copy of the Director's approval to the Member Secretary, Auction Committee.

**17.6.2** The concerned department / section / center, shall make arrangement to remove the condemned articles/materials from the Department/Section concerned to the place earmarked for their temporary storage, within a week from the date of receipt of the copy of the condemnation report. Items to be disposed of shall be under the custody of the Member Secretary, Auction Committee until their disposal.

**17.6.3** The unserviceable materials shall be disposed of at least once in a month through open/sealed tendering.

**17.6.4** The Auction Committee shall decide the mode of auction. As far as possible, the disposal would be through Institute tender notice/press tender notice where interested parties would be issued tender forms to quote the rate under sealed cover.

**17.6.5** The tenders in a sealed cover superscripted "Tenders for unserviceable materials", should be submitted in the second week or last week of the month

up to 3.00 PM (in case of holiday, the next working day) and will be opened at 3.30 PM on same day in the presence of Committee members and tenderer who may wish to be present.

**17.6.6** The tenders shall be accompanied with earnest money deposit for items/stores, by way of demand draft drawn in favour of the Registrar, IIT Kanpur.

**17.6.7** Tenders received without Earnest Money Deposit would be straight away get rejected, or shall not be entertained.

**17.6.8** The tender forms along with the terms and conditions may be obtained from the office of the Central Store on payment of Rs. 500/- (Rupees Five Hundred only)

**17.6.9** The party whose tender is accepted will be required to deposit the balance amount (after adjustment of earnest money deposit) within a period of five days of the receipt of the order/notification. If the amount is not deposited within the aforesaid period, the acceptance of offer shall stand cancelled and the earnest money shall be forfeited.

**17.6.10** After depositing the balance amount the party should lift the goods within a period of seven days. If the goods are not removed within the said period, the tenderer shall have no right or claim to the goods and whatever money have been deposited shall be deemed to have been forfeited. The institute shall be free to dispose of the goods in any manner as it may deem fit.

**17.6.11** A sale account of auction shall be prepared (in triplicate) in the prescribed form (GFR-18) and shall be submitted to the Dy Director duly signed by the Chairman/ Members Secretary of Auction Committee.

**17.6.12** The institute shall reserve the right to reject all or any tender without assigning any reason. The decision of the Director in this behalf and all other matters relating to the disposal shall be final and binding.

**17.6.13** On receipt of the sale account the department/section/store purchase section will write off the auctioned items from the inventory/Asset Register.

**17.6.14** For item not covered by the above procedure, special permission of the Director shall be obtained.

**17.6.15** The Members Secretary Auction Committee shall arrange for the handing over of unserviceable materials to the successful tenderer after the deposit of the auction money in the cash branch of the institute.

**17.6.16** It has been observed that very negligible value is quoted for items like Computers, Printers, Typewriters and Furniture etc. It will be, therefore, appropriate, if the preference is given to institute employees while selling off the above items after taking approval from the Director/Deputy Director.

**17.6.17** In case of any dispute, the jurisdiction of the matter should invariably remain with the courts situated at Kanpur City (U.P.)

**17.6.18** The tender should be complete in all respects and should be duly signed. Late and delayed tenders due to any reason including postal delays should not be considered. Incomplete and unsigned tenders should not be considered at all. Offers sent through fax/email/telegram will not be accepted.

**17.6.19** Cases not covered by the Stores & Purchase manual will be decided by the Director in the interest of Institute.

Purchase Proposal Request Form

Page \_\_\_\_ of \_\_\_\_

File No. \_\_\_\_\_

To

Officer In-charge

Store & Purchase Division

IIT Kanpur

Dept. Indent No.: \_\_\_\_\_

Indent Date \_\_\_\_\_

Department : \_\_\_\_\_

Quotation Attached (Y/N)

Indenter PF No.: \_\_\_\_\_

Types of Material:	Purchase Order Type
Consumable	Normal
Non-Consumable	Repeat Order
Limited Time Asset	Rate Contract

Please tick where ever-applicable

Item Category \_\_\_\_\_

(Please see the next page for Detailed info.of category)

Item Details of Required Items

Sl.No.	Complete Description of Items (Specification Model, Catalog No.) Use separate Sheet if required	Stock Held on date (Wherever applicable)	Quantity Required	Purpose	Approx Units Price	Approx Total Cost
<b>Total Cost</b>						

Budget Details

Sl.No.	Department Name/Project No.	Budget Head	Budget Amt.

Suggested Supplier

Sl.No.	Name	Address

1) Whether items are available in Central Stores : Y / N

2) Certified that Allocation exist for the above Amount

Indenter's Signature

HOD Signature

DORD/Dy-Director/Director

Name: \_\_\_\_\_

(Signature)

(Signature)

PF No. \_\_\_\_\_

Email \_\_\_\_\_

**INDIAN INSTITUTE OF TECHNOLOGY, KANPUR**  
**RESEARCH & DEVELOPMENT OFFICE**

**Purchase Proposal Request Form**

**Annexure-II**

Requester's Name: \_\_\_\_\_ P.F. No.: \_\_\_\_\_

Project No.: \_\_\_\_\_

Purchase order type: Normal/ Rate Contract/ Repeat Order No. \_\_\_\_\_

Recommended Quotation No.: \_\_\_\_\_ Dated: \_\_\_\_\_

Delivery Period: \_\_\_\_\_ Despatch Mode: \_\_\_\_\_

S.No.	Complete Description/Specification of items required	Qty.	Unit price	Total Amount (Rs.)
	(Consumable/Non-Consumable /LTAS.....).....			
<b>Total Cost Rs.</b>				

**Other Charges**

**Budget**

	<u>Amount</u>	<u>Project No</u>	<u>Project Head</u>	<u>Amount</u>
1. Excise Duty _____ %				
2. Sales Tax/Trade tax _____ %				
3. Freight				
4. Packing & Forwarding				
5. Transit Insurance				
6. Specific Condition (if any )				

**Payment Terms** Project Investigator's Signature  
of HOD

Signature **Vendor's Address**  
Approved

<p>1. 90% against delivery</p> <p>2. 80% against delivery</p> <p>3. 90% against delivery through SBI, IIT Kanpur</p> <p>4. 100% against installation Name:</p> <p>5. _____% advance against Bank Guarantee</p> <p>6. Any other specify –detailed overleaf</p> <p>Tel. No.:</p>	<p>M/s. _____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p style="text-align: center;">DORD/DD/Director</p>
--	--

**\*\* PLEASE MAKE ALL ENTRIES IN CAPITAL LETTERS.\*\***

**(IN TRIPLICATE)**

**REQUISITION FORM FOR IMPORTED ITEMS THROUGH IMPORT SECTION.**

**Annexure-III**

DEPARTMENT \_\_\_\_\_

REQUISITION NO. \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_

INDENTOR'S NAME \_\_\_\_\_ PF NO. \_\_\_\_\_ TEL. NO. \_\_\_\_\_

SOURCE OF FUND : *in case of account one (I)* NAME OF DEPT. \_\_\_\_\_ budget.des. \_\_\_\_\_

SOURCE OF FUND : *in case of account two (II)* PROJECT NO. \_\_\_\_\_ budget.des. \_\_\_\_\_

MODE OF SHIPMENT \_\_\_\_\_ Consumable \_\_\_\_\_ Non Consumable \_\_\_\_\_ LTA \_\_\_\_\_

**PARTICULARS OF GOODS REQUESTED FOR IMPORT :**

S . N O . .	PARTICULARS/DESCRIPTION OF THE ITEMS AS GIVEN IN QUOTATION/INVOICE OF THE SUPPLIER ( <i>USE CAPITAL LETTERS</i> )  Quotation No. _____ Date _____	Q U A N T I T Y	COUNTRY OF IMPORT	VALUE IN FOREIGN CURRENCY	VALUE IN INDIAN RS.
1					
2					
3					
4					
5					

TOTAL FOB VALUE = \_\_\_\_\_  
 TOTAL CIF/C&F VALUE = \_\_\_\_\_  
 DISCOUNT IF ANY = \_\_\_\_\_  
 AGENCY COMMISSION = \_\_\_\_\_  
 FREIGHT = \_\_\_\_\_  
 INSURANCE = \_\_\_\_\_  
 Other details /charges if any = \_\_\_\_\_

SUPPLIER'S ADDRESS  
(FULL ADDRESS IN CAPITAL LETTERS)

LOCAL AGENT'S FULL ADDRESS  
( IN CAPITAL LETTERS)

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

INDENTOR/HOD/PROJECT INT.

**APPROVED BY**

\_\_\_\_\_

DORD/DY. DIRECTOR/ DIRECTOR  
(Signatures with date of approval )

Enclosures :-

1. proforma invoice (three copies) valid for 60 days.
2. list of goods (6 copies )
3. end use certificate, NMLC, Proprietary certificate
4. check list duly



**INDIAN INSTITUTE OF TECHNOLOGY KANPUR  
STORE & PURCHASE SECTION**

**Renewal Registration Form**

Firm's Name : \_\_\_\_\_

Owner's Name : \_\_\_\_\_

Full Postal Address : 1. \_\_\_\_\_  
\_\_\_\_\_ PIN \_\_\_\_\_

E-mail address : \_\_\_\_\_ Website  
address : \_\_\_\_\_

Contact Person's Name : \_\_\_\_\_

Contact No. : Phone No: \_\_\_\_\_ Mobile No  
Fax No. \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

TIN No. : \_\_\_\_\_

PAN : \_\_\_\_\_  
(Enclosed Xerox copy)

Shop Act Registration No. : \_\_\_\_\_  
(Enclosed Xerox Copy)

Current Bank Account No. : \_\_\_\_\_

Manufacturer or Supplier : \_\_\_\_\_  
(In case of supplier please enclose authorization of your Principal)  
List of the organizations to which the materials have been supplied  
Item(s) name you want to supply: (Major category)  
Computer Furniture Chemical Glassware Electronic Liveries Medicines  
Scientific Equip. Stationery etc. \_\_\_\_\_

**Signature with Seal**

**Note: Supplier must print CST/UPTT/TIN No. on their Letter Head/Bill/Quotations**



**PROPRIETARY CERTIFICATE FORM**

I hereby certify to the best of my knowledge and belief that the stories indented for are of proprietary dealers being M/s -----  
-----  
-----

And the requirement of the department will not be met by any substitute stores due to the following reasons:

1. -----
2. -----

This is against purchase indent No. ----- Dated -----

Indenter Signature

Head of the Department Signatures

With Office seal with office seal

Date :

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**INDIAN INSTITUTE OF TECHNOLOGY KANPUR**

**STORES & PURCHASE MANUAL**

**Approved by the Board of Governors in its 2008/5<sup>th</sup> meeting  
held on 28.11. 2008.**



**Agenda item No. 2008.5.27**