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 ₹50,000/-	Above ₹50,000/-					
Direct Purchase	Form a Purchase Committee (A)					
	P01-A (₹50K to ₹5L):					
	https://www.iitk.ac.in/centralstores/data/P01A.pdf					
	P01-B (Above ₹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 ₹5L):					
in for Clearance	https://www.iitk.ac.in/centralstores/data/P05A.pdf					
formalities	P05-B (above ₹5L):					
	https://www.i	https://www.iitk.ac.in/centralstores/data/P05B.pdf				
Ensure the		Email A, B	& C to gem@iitk.ac.in			
shipping			Value above ₹5L			
address below	Value ₹50K	to ₹5L	(As per the MII (Make in India) clause, Local content >20% is compulsory)			
to avoid KYC						
issues in	The S&P team will		The S&P team will place a			
Customs. KYC	issue GeM Non availabili		Bid/Tender on the GeM/CPP Portal			
issues, if any,	ty report (ADDTS)		for a period of 21 days (will be			
have to be	ty report (ARPTS)		extended by 7 days in case of less			
cleared by the			than 3 bids)			
buyer himself.						

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-							
2018-00-117-on-26-12-18.pdf							
Below ₹50,000/-	Above ₹50,000/-						
Direct	Form a Purchase Committee						
Purchase	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	Fill PAC (Proprietary Article Certificate) form, if procuring from a						
and claim	single source						
re-	P05-A (below ₹5L):						
imburseme	https://www.iitk.ac.in/centralstores/data/P05A.pdf						
nt	P05-B (al	P05-B (above ₹5L):					
	https://www.iitk.ac.in/centralstores/data/P05B.pdf						
Email	Value	Value ₹2.5K to ₹5L	Value above ₹5L				
Invoice of	₹50K to		(As per the MII (Make in India)				
Purchase to	₹2.5L		clause, Local content >20% is compulsory)				
import@iitk	The	Prepare detailed Technical	The S&P team will place a				
<u>.ac.in</u> for	purcha	Specifications and Tender	Bid/Tender on the GeM/CPP				
Clearance	se	Form	Portal for a period of 21 days				
formalities	Commi	https://www.iitk.ac.in/cent	(will be extended by 7 days in				
	ttee	ralstores/e-procurement	case of less than 3 bids)				
Ensure the	will	raistores/e procurement	• If local content is >20% in				
shipping	survey		the bid placed by the				
address	Julicy						

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

	The	_	If local content is >20% in the bid		
		•			
To,	purchase		placed by the Indian Agent, PO will		
Indian Institute	Committee		be processed.		
of Technology	will survey	•	If no bid is received / bids received		
Kanpur,	the market		do not qualify technical		
PO IIT Kanpur,	and collect 3		requirement / local content is <20%		
GT Road,	quotations.		in bids received		
Kalyanpur,			II GTE form for approval from the		
Kanpur-			linistry.		
208016(UP),			orm available on:		
INDIA			ttps://www.iitk.ac.in/centralstores/f		
Kind Attn: Your			<u>rms</u>		
Name. & deptt			pon approval, a Global Tender for a		
in		'	eriod of 28 will be floated on the		
abbreviations,			PP Portal.		
email:	Prepare a Purchase Committee report/Technical Evaluation report				
import@iitk.ac.	& Financial Evaluation report.				
in and Phone		ac.in/centralstores/data/P-%2002-			
No.: Your No.	25-07-19.pdf				
No four No.	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/IMP-01.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.				

below to avoid KYC issues in Customs. KYC issues, if any, have to be cleared by the buyer himself.	the market and collect 3 quotati ons	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)	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		
To,			Upon approval, a Global		
Indian			Tender for a period of 28 will		
Institute of			be floated on the CPP Portal.		
Technology	Prepare a Purchase Committee report/Technical Evaluation report &				
Kanpur,	Financial Evaluation report.				
PO IIT	P02 (for LPC): https://www.iitk.ac.in/centralstores/data/P-%2002-25-				
Kanpur, GT	<u>07-19.pdf</u>				
Road,	P-02A (Technical):				
Kalyanpur,	https://www.iitk.ac.in/centralstores/data/TechEva.pdf				
Kanpur-	P-02B (Financial): https://www.iitk.ac.in/centralstores/data/Fin Eva.pdf				
208016(UP)	Fill Indent Form				
, INDIA Kind Attn:	https://www.iitk.ac.in/centralstores/data/IMP-01.pdf				
Your Name.	Submit complete documents to R&D				
& deptt in	R&D will do the budgeting and send the file to Internal Audit for Auditing then for approval of ESA (Estimate Sanctioning Authority);				
abbreviatio	after that PO will be issued by the S&P.				
ns,		arter triat i e wiii se isse	ica sy the sair.		
email:					
import@iitk					
<u>.ac.in</u> and					
Phone No.:					

Your No.