Purchase Process

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

GFR				Non-GFR		
Using Budget from Main Account/Projects from government agencies Refer: https://www.iitk.ac.in/centralstores/data/GFR-2017-06-10-23.pdf				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-		
					<u>1:</u>	<u>17-on-26-12-18.pdf</u>
Below ₹50,000/-	Above ₹50,000/-			Below ₹50,000/-		Above ₹50,000/-
Direct		rm a Purchase Committee (A)		Direct	Form a Purchase Committee	
Purchase	P01-A (₹50K to ₹5L): https://www.iitk.ac.in/centralstores/data/P01A.pdf			Purchase	P01-C (₹50K to ₹2.5L): https://www.iitk.ac.in/centralstores/data/P01C.pdf	
	P01-B (Above ₹5L): https://www.iitk.ac.in/centralstores/data/P01B.pdf					ttps://www.iitk.ac.in/centralstores/data/P01D.pdf
	Refer DFRs-2022: https://www.iitk.ac.in/centralstores/data/DFPRs-2022-11-				Refer Non-GFR Order:	
	<u>10-23.pdf</u>					uly14iitkn/data/directorateoff orders/DIR-IITK-2018-
					<u>00-117-on-26-12-18.p</u>	
Submit the	Prepare detailed	Prepare detailed Technical Specification in MSWord file (B)		Submit the		
Bill with				Bill with	DOE 4 (L. TEL) L.	source
Asset				Asset	P05-A (below ₹5L): https://www.iitk.ac.in/centralstores/data/P05A.pdf P05-B (above ₹5L): https://www.iitk.ac.in/centralstores/data/P05B.pdf	
Form* to	Fill DAC (Droppiston: Article Contifeets) forms if properties from a single		form* to	Value ₹50K to ₹2.5L	Value above ₹2.5L	
the	Fill PAC (Proprietary Ar	Proprietary Article Certificate) form, if procuring from a single		the	value 350K to 32.5L	value above <2.5L
Accounting Unit	source (C) P05-A (below ₹5L): https://www.iitk.ac.in/centralstores/data/P05A.pdf			Accounting Unit		
				(F&A/R&D)		
(F&A/R&D)	ros-b (above (SE). https://www.ntk.ac.m/centralstores/data/rosb.pdf			(FRA/NRD)		
	Email A, B & C to gem@iitk.ac.in The S&P team will check for the availability of the item on the GeM Portal			The purchase	Prepare detailed Technical Specifications and	
				Committee will	Tender Form	
	(mandatory process as per GFR-17)				survey the market	https://www.iitk.ac.in/centralstores/e-
	Available on GeM	Not Available on GeM			and collect 3	<u>procurement</u>
	S&P takes appropriate	Value	Value above ₹5L	1	quotations	
	action	₹50K to ₹5L				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)
	1. Comparing 3 OEMs	The S&P team will	The S&P team will place a	1	Prepare a Purchase Committee report/Technical Evaluation report &	
	and proceeding with issue GeM Non- Bid/Tender on the		Financial Evaluation report.			
	system generated L1 2. Placing a bid for 10 days. (will be extended by 3 days system generated L1 (ARPTS) (ARPTS) (will be extended by 7 days in case of less than 3 bids)			ww.iitk.ac.in/centralstores/data/P-%2002-25-07-		
				<u>19.pdf</u>		
				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	

bids) Committee will survey the market and collect 3 quotations. 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/Fin Eva.pdf P-02B (Financial): https://www.iitk.ac.in/centralstores/data/P-03A-Non-Gem.pdf P03-A (for Non-GeM): https://www.iitk.ac.in/centralstores/data/P-03A-Sem.pdf Po3-B (for GeM): https://www.iitk.ac.in/centralstores/data/P-03B-GeM.pdf For Budget from Main Account – Submit complete documents to S&P For Budget from R&D Account – Submit complete documents to R&D 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. Fill Indent Form P03-A (for Non-GeM): https://www.iitk.ac.in/centralstores/data/P-03A-Non-Gem.pdf For Budget from Main Account – Submit complete documents to S&P For Budget from R&D Account – Submit complete documents to R&D	in case of less than 3	The purchase	P03-A: https://www.iitk.ac.in/centralstores/data/P-03A-Non-Gem.pdf		
and collect 3 quotations. 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/Fin Eva.pdf P-02B (Financial): https://www.iitk.ac.in/centralstores/data/P-03A- Non-Gem.pdf P03-A (for Non-GeM): https://www.iitk.ac.in/centralstores/data/P-03B- GeM.pdf For Budget from Main Account – Submit complete documents to S&P	bids)		Submit complete documents to R&D		
repare 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/Fin Eva.pdf P-02B (Financial): https://www.iitk.ac.in/centralstores/data/P-03A-Non-Gem.pdf P03-A (for Non-GeM): https://www.iitk.ac.in/centralstores/data/P-03B-GeM.pdf For Budget from Main Account — Submit complete documents to S&P		·	R&D will do the budgeting and send the file to Internal Audit for Auditing		
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/Fin Eva.pdf P-02B (Financial): https://www.iitk.ac.in/centralstores/data/Fin Eva.pdf Fill Indent Form P03-A (for Non-GeM): https://www.iitk.ac.in/centralstores/data/P-03A- Non-Gem.pdf P03-B (for GeM): https://www.iitk.ac.in/centralstores/data/P-03B- GeM.pdf For Budget from Main Account – Submit complete documents to S&P			• • • • • • • • • • • • • • • • • • • •		
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 P03-A (for Non-GeM): https://www.iitk.ac.in/centralstores/data/P-03A- Non-Gem.pdf P03-B (for GeM): https://www.iitk.ac.in/centralstores/data/P-03B- GeM.pdf For Budget from Main Account — Submit complete documents to S&P	Prenare a Purchase (will be issued by the S&P.		
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 P03-A (for Non-GeM): https://www.iitk.ac.in/centralstores/data/P-03A- Non-Gem.pdf P03-B (for GeM): https://www.iitk.ac.in/centralstores/data/P-03B- GeM.pdf For Budget from Main Account — Submit complete documents to S&P	·	•			
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S&P/R&D will send the file to Internal Audit for Auditing, F&A/R&D for	S&P/R&D will send the	e 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.	that	r, PO will be issued by the S&P.			

^{*}Asset Form link: https://www.iitk.ac.in/centralstores/data/P-04-Asset-Form.pdf