**Procedure for Floating Single Tender Enquiry/Single Source Procurement**

1. Approved Technical Committee will ascertain the need of Single Tender Enquiry (STE) and recommend in prescribed Proprietary Article Certificate (PAC) format.

2. Supporting documents for claiming necessity of ‘STE/Single Source Procurement’ should be enclosed with PAC (PAC of vendor, patent, market survey report, etc.)

3. For approval PAC must be put forward to competent authority as per DFPRs-18 through S&P.

4. Flow Chart/movement is as follows:

   - Technical Committee will ascertain the need of STE publication
     - Filling up of PAC by the indenter, signed by committee and forwarded by HOD
         - For Purchases below Rs. 2.5 Lac
             - Approval of HOD
         - For Purchases above Rs. 2.5 Lac
             - Forwarded to S&P
                 - Dean, Administration
                    - Approval (DORD/DD/Director)