

Categories of Purchases based on Price

- Below Rs.25,000/-
- Rs.25,001/- to Rs.2,50,000/-
- Above Rs.2,50,001/-

Note: The above limits are inclusive of GST (5% or 12% or 18% , depending upon the Goods or Services)

Submission of Indents through Records Portal

Type of Grant / Purchase	Submitted to	Document
Institute	Stores & Purchase	<u>Below</u> <u>Rs.25,000/-</u>
Project / FSG	ICSR	
CPDA	Office of the Director	
Computers and Peripherals from various grants	CET	<u>Between Rs.</u> <u>25,001/- to Rs.</u> <u>2,50,000/-</u>
Furniture and related items from various grants	EWD	<u>Above Rs.</u> <u>2,50,001/-</u>

GeM User Statistics as on 31-03-2023 for IITPKD

- Buyer and Consignee – 7
 - Consignee – 32
- Total – 39**

GeM consignees are spread across various JA/JS/JT/JTS of different departments/sections.

Do anyone want to become a Consignee in GeM?

- Send a request to the PS through your Reporting Officer / Faculty, with a copy to the OIC (S&P)
- Provide your Aadhar Linked Mobile Number in the email.
- Becoming a GeM consignee is open for everyone.

Roles and Responsibilities of GeM Consignees

- Searching in GeM Portal for the availability of the proposed item
- Generation of GeM ARPTS or related document (should be enclosed with the indent)
- Coordinating with the Seller for timely delivery of the item, post the issuance of GeM Contract.
- Tracking the supply through the access provided
- Generating the PRC, within **48 HOURS** of receipt of the item.
- Generating the CRAC after verification and certification from the end user, within **TEN DAYS** from the date of generation of the PRC. CRAC may be generated and rejected (indicating the quantity as “0”) in the case of non-acceptance of the item by the Consignee.
- Ensuring that the Installation of the Computers and Peripherals are done with the assistance/guidance of CET
- Signing the SRB and sending the same to PS for processing the payment

Note:

- PRC will be auto generated after **48 HOURS**
- CRAC will be auto generated on the **ELEVENTH DAY**
- In all the official communications with the Seller, the Consignees shall ensure that the Indenter and PS are in loop.

Roles and Responsibilities of the SPoCs

- **Coordinating with the Supplier** for timely delivery of the item and arranging any prerequisites that may be required for the installation of the equipment.
- **Ensuring** the Site Readiness / Preparedness for **timely installation** of the equipment, upon its **delivery and verifying the Equipment** and its components upon receipt
- **Reporting any damages or discrepancies** observed in the equipment to the Indenter and record the same with proper proof. Communicate the details to the Supplier
- Obtaining and submitting the following documents
 - a) **Original Installation Report** duly signed by the Personnel from the Supplier's end and the Indenter
 - b) **Original Warranty Certificate, clearly indicating the Start and End of the Warranty Period**, as per the PO, Installation Certificate duly signing the same and get it endorsed by the indenter
 - c) **Original Invoice, checking the content of the invoice, ensuring that it is in line with the PO**, duly signing the same and get it endorsed by the indenter.
 - d) Submission of I-STEM Disclosure Report through Google Form

Note: In all the official communications with the Supplier, the SPoC shall ensure that the Indenter and PS are in loop.

Various Committees

- **Local Purchase Committee (LPC)** - LPCs is constituted for the purpose of purchases from Rs.25,001/- to Rs.2,50,000/-. Any such purchases shall be recommended by the LPC.
- **Computer and Software Purchase Committee (CSPC)** – CSPC is constituted for the purpose of purchases of software and computers from Any such purchases shall be recommended by the LPC.
- **Stores and Purchase Committee (S&PC)** - There is a S&PC (an Eight Member Committee), constituted for the approving the purchases (under the Institute Grant) above Rs.5,00,000/-. The S&PC acts on behalf of the Director.

Exclusive Purchase Committee (EPC)

- Shall be constituted for purchases above Rs.25 Lakh by the Competent Authority

Composition of EPC

- ❖ Chairperson
- ❖ Indenter (Convenor)
- ❖ Two/Three faculty from same/different departments
- ❖ Purchase Nominee
- ❖ Finance Nominee

Auditing

- Details of the purchases above Rs.2.5 lakh (Institute / FSG / Project Grants) are presented to the Audit for their perusal and approval.
 - The following details are presented to the Audit by the PS for their perusal and approval:
 - Indent with PBA, FC and AA
 - Sanction of the Nodal Ministry in case of GTE
 - Tender Document
 - TE and TCE
 - Details of the EPC
 - Technical Bids
 - Commercial Bids submitted by the technically qualified bidders
 - FS/FCS
 - Approval of FS/FCS by the Indenter/EPC
 - Re-appropriation of the Budget by the CA
 - MoM of the Negotiation Process
 - AA of the Registrar / Dean (ICSR) for the Purchase
 - Any queries raised by the Auditor are clarified
- Upon receipt of the approval from the Audit for the purchase, the PO/WO is issued.**

Purchases through GeM

- The Procurement of Goods and Services from GeM Portal by Ministries or Departments will be mandatory for Goods or Services available on GeM.
 - a) Direct Purchase
 - b) Bidding or Reverse Auction.

GeM Bidding

Direct GEM
Bidding

PAC Bidding

BoQ Bidding

Bunch Bidding

Direct Purchase -GFR 154

If the item is not available in GeM, approval from the competent authority will be conveyed to the Indenter for direct purchase if the indent value is less than Rs.25,000/-.

Local Purchase Committee – GFR 155

If the item is not available in GeM, Enquiries will be sent to the prospective list of suppliers and the quotes will be sent to the indenter for TE. Any such purchases shall be recommended by the LPC.

The following details are presented to the LPC by the Purchase Section for their perusal and recommendation:

- Indent with PBA, FC and AA
- Enquiry made by the PS or the Indenter through email
- Quotations received from the suppliers
- TE submitted by the Indenter
- FCS/FS prepared by the PS based on the TE
- Re-appropriation of the budget by the CA in case of deviation from the approved budget.

Upon receipt of the recommendations from the LPC as per **GFR 155**, the details are presented to the Registrar / Dean (ICSR) for approval for issuing PO / WO

Domestic Vs Global Tendering

- **By default, all the Tenders shall be Domestic or Non-global Tenders only.** Global Tenders are similar to Open Tenders with the additional provision of payments in specified foreign currencies as per the OM No.F.12/17/2019-PPD from the PPD, DoEx, MoF, GoI dt. 06-02-2020
- **No Global Tender Enquiry shall be invited for Tenders upto Rs.200 Crore** as per the Communication F.No.12/17/2019-PPD from the PPD, DoEx, MoF, GoI dt. 15-05-2020
- Restriction to GT is applicable on all procurements including **Goods, Non-consulting services, Consultancy Services and Works including turnkey projects** as per the Communication No.F.12/17/2019-PPD from the PPD, DoEx, MoF, GoI dt. 28-05-2020
- **Minimum Local Content for participation in bidding process** as per the Communication No.P-45021/2/2017-PP(BE-II)(E-1588) from the Secretary, DPIIT, MoCI, GoI dt.08-06-2020

Domestic Vs Global Tendering

- **Preference to MII in Public Procurement** shall be given as per the Communication No.P-45021/2/2017-PP (BE-II) from the PPD, DPIIT, MoCI, GoI dt. 16-09-2020
- **Relaxation for Procurement of Spares from OEMs/OES/OPMs**, when no other source is available and no competitive tenders are invited as per the Communication F.No.29-7/2020-IFD from the IFD, DoHE, MoE, GoI dt.23-11-2020
- **Guidelines for Efforts to locate domestic suppliers, resorting to GTE and Certificates to be issued** as per the OM No.F.20/45/2020-PPD from the PPD, DoEx, MoF, GoI dt.08-01-2021
- **Guidelines and GTE Format for Seeking Approval from the Nodal Ministry for GTE** as per the Communication No.1-15/2017-TS.I Part(2) from the TSI Section, DoHE, MoE, GoI dt. 29-01-2021.
- **Floating of Domestic Open Tenders before seeking Ministry's Approval for GTE** as per the Communications F.No.29-7/2020-IFD from the IFD, DoHE, MoE dt. 24-11-2020 and F.No.29-7/2020-IFD from the IFD, DoEd, MoE, GoI dt. 01-10-2021

Domestic Vs Global Tendering

- Classification of Suppliers
 - Class-I Local – Local Content is minimum 50%
 - Class-II Local – Local Content is minimum 20%
 - Non-Local – Local Content is less than 20%

Purchase Preference always goes to Class-I Local Supplier

- Public Procurements, whose estimated value is less than Rs.5 lakh are exempted from the MII and GTE Orders/Communications/OMs from various Ministries
- Purchase of any **Proprietary Item of Foreign Origin** shall be approved by the Nodal Ministry
- If the proposed item is available in GeM and if the Non-Local Suppliers are to be allowed for Bidding, approval from the Nodal Ministry is essential. Preference to MII would have to be opted in GeM in case of Domestic Bidding.

Publication of Domestic / Global Tenders in ePP

Draft tender is prepared and sent to the indenter/EPC for approval.

Aspects to be checked by the indenter in the DTD

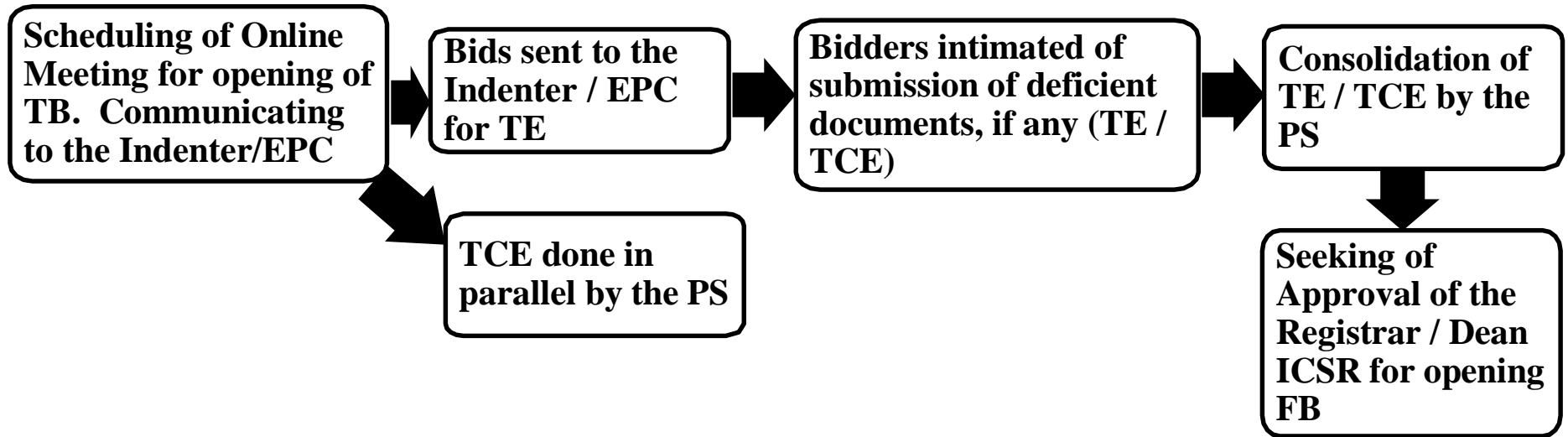
- Annual Turnover of the firm in the last three FY
- No. of similar orders in the last three FY
- No. of years of experience (CFTI, No. of similar POs executed, etc)
- Technical Specifications
- Standard Warranty – No. of years, Terms and Conditions
- Extended Warranty – No. of years, Terms and Conditions
- Annual Maintenance Contract – No. of years, Terms and Conditions
- Need for a Pre-bid Meeting
- List of Prospective Bidders with their contact details (valid email addresses and mobile/landline numbers)
- BoQ Commercial - Whether a simple or detailed BoQ is to be uploaded

Tender will be live for 21 days from the date of publication. Extension of the Closing Date will be decided based on the number of responses and suggestion of the Indenter/EPC.

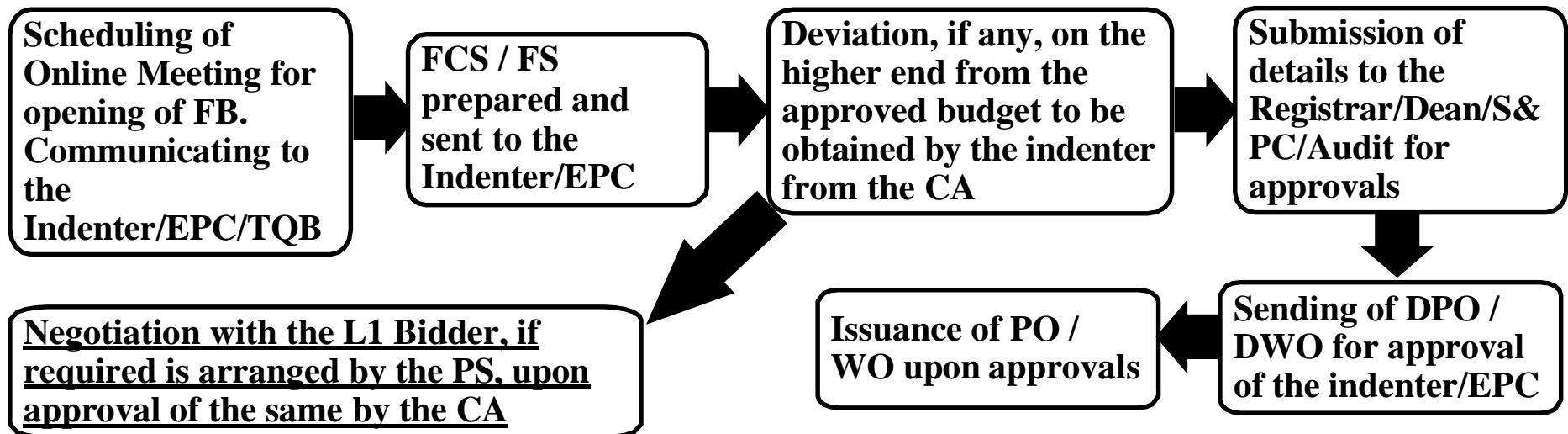
Processing of GTE Proposals

- PS sends an email to all the stakeholders requesting for proposals in the **GTE Format** giving a time of three to four weeks for submission
- Duly filled-in GTE proposal signed by the end user and countersigned by the Dean (ICSR) shall be sent to the PS.
- PS takes the responsibility of consolidating the proposals and sending the same to the Head of the Institution (Director) for his perusal and Signature.
- The consolidated proposals signed by the Head of the Institution are sent to the Nodal Ministry for Sanction/Approval.
- The end users are informed for submitting indents for GTE, upon receipt of Sanction/Approval from the Nodal Ministry.
- Upon receipt of the indents for GTE, Tenders are published, and usual procedure is followed.
- For Proprietary Items of Foreign Origin, for which the Nodal Ministry's Sanction / Approval has been obtained from the Nodal Ministry, procedure as detailed from Slide No. 13 is followed.

Processing of TB

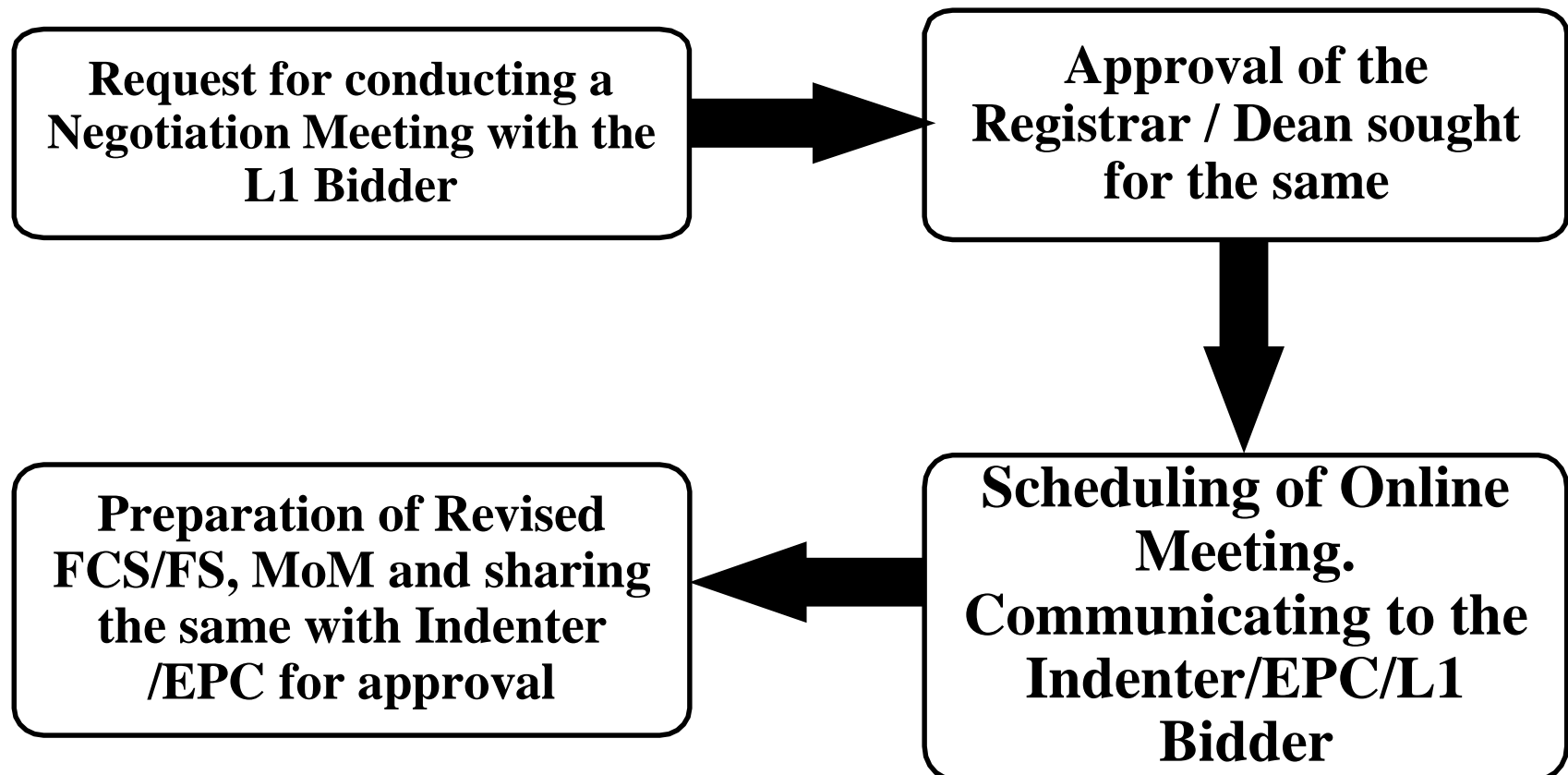


Processing of FB



Negotiation Meeting

The Indenter /EPC may opt for a Negotiation with the **L1 bidder ONLY**, if it is felt that the price quoted is on the higher side.



[Back](#)

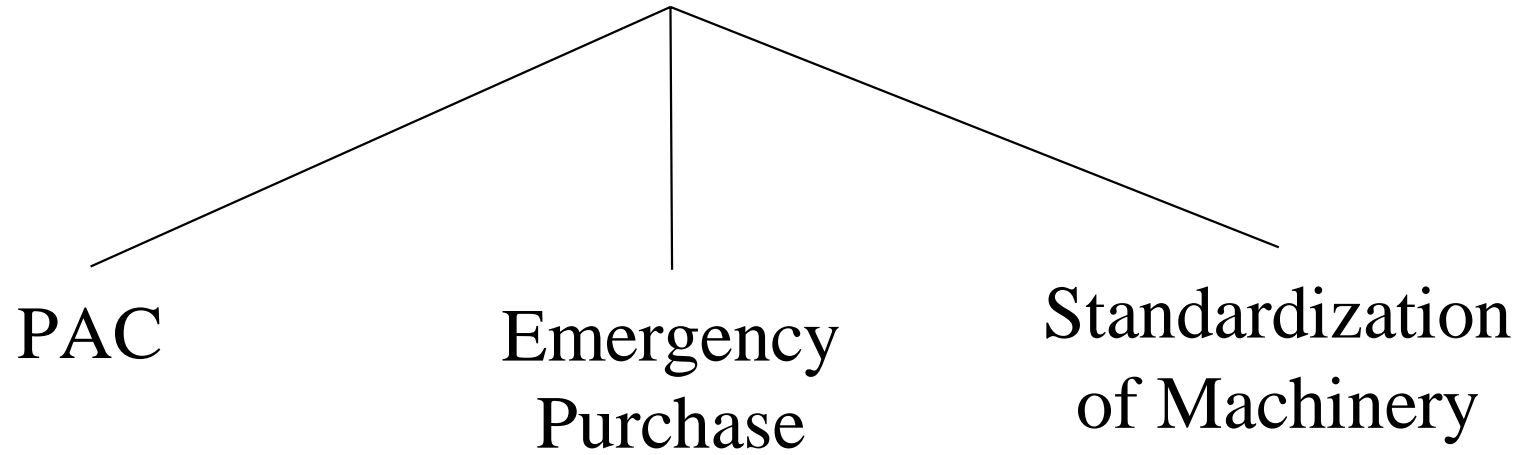
Purchases under GFR 166
Single Tender Enquiry
(Physical Asset / Software / Consumable)

Details / Documents to be sent through the Records Portal (Prior to Purchase)

- Filled-in Indent (Annexure A / Annexure-B)
- Single Point of Contact (SPoC)
- PBA from the CA
- GeMARPTS duly signed by the Consignee and Certified by the Indenter or GeM PID
- Certificate as per the GFR 166
- Technical Specifications/Relevant details
- Budgetary Quote obtained from the supplier
- Constitution of EPC (for purchases above Rs.25 lakh in case of equipment and Rs.5 lakh in case of Software) (**if applicable**)
- Proprietary Article Certificate from the Supplier (**if applicable**)
- Certification from the Supplier that the item is of Indian Origin (**if applicable**)
- Sanction from the Nodal Ministry in the case of Proprietary Item of Foreign Origin (**if applicable**)

Terms and conditions for GFR 166 Enquiry

GFR 166



Letter of Credit (LC)

- Letter of Credit is a financial document that is established with the Bank associated with the Institute by the Finance Section
- The terms of payment may be fixed in the LC [Viz. 80% on Supply and 20% after Installation].
- A Single Point of Contact (SPoC) from the Finance Section would be coordinating between the Bank, the Supplier and the PS in ensuring that the LC is established and executed successfully

Processing of Payments

Documents Essential for initiating Payments (Less than or upto Rs.25,000/-)

1. Original Tax Invoice received along with the Consignment
2. CRAC (GeM)
3. Warranty Certificate (if applicable) with PoW
4. Installation / WC Certificate (if applicable) with DoI
5. SRB (if applicable)
6. **Annexure-C**

(Fedena Approval Sheet for Purchase to be provided along with **Annexure-C** / CRAC/Tax Invoice)

***Bills against the purchase of consumables can be directly given to the F&A along with the approval conveyed for the purchase, Issue Voucher, filled-in Annexure-C and any relevant document, for payment.**

Documents above shall be duly signed by the SPoC/ Indenter

Documents Essential for initiating Payments (Rs.25,001/- to Rs.2,50,000/-)

1. Original Tax Invoice received along with the Consignment
2. CRAC (GeM)
3. Warranty Certificate (if applicable) with PoW
4. Installation / WC Certificate (if applicable) with DoI
5. SRB / IV (if applicable)
6. PO Acknowledgement from the Supplier

7. Annexure-D

(Fedena Approval Sheet for Purchase to be provided along with CRAC/Tax Invoice)

1 to 5 shall be duly signed by the SPoC/ Indenter

Documents Essential for initiating Payments (Above Rs.2,50,000/-)

1. Original Tax Invoice received along with the Consignment
 2. CRAC (GeM)
 3. Warranty Certificate (if applicable) with PoW
 4. Installation / WC Certificate (if applicable) with DoI
 5. SRB / IV (if applicable)
 6. I-STEM Report
 7. PO Acknowledgement from the Supplier
 8. Performance Security from the Supplier
- (Fedena Approval Sheet for Purchase to be provided along with CRAC/Tax Invoice)

1 to 6 shall be duly signed by the SPoC/ Indenter

Import Purchases

- Any item that is imported (even for free of cost), not routed through the PS, should be intimated to the PS along with the Technical Write Up.
- The PS shall provide necessary documents along with the Technical Write Up to the Customs for timely clearance of the item.
- In case of Project / FSG related purchases, copy of the prior approval of the Dean (ICSR) shall be provided to the PS.
- The import should be in the name of “**The Registrar, IIT Palakkad**”.
- For the items that are imported in Courier Mode (DHL/FedEx/UPS), the necessary documents along with the Technical Write Up (given by the Indenter / end user) shall be provided by the PS to the Courier Agency for timely clearance of the consignment.
- The Customs Duty and associated charges, in case of Courier Mode, may be paid by the indenter / end user at the time receipt of the item. The bills may be submitted to the Accounts Section for reimbursement (if applicable), keeping PS in loop.

Documents Essential for Customs Clearance

- Letter of Authorization
- CDEC/Essentiality Certificate
- DSIR
- Invoice
- Packing List
- Bill of Lading
- **Technical Write Up**
- Purchase/Work Order
- GST Certificate
- IEC
- AD Code

I-STEM Disclosure Report

- I-STEM disclosure report is essential and mandatory as per the OM F.No.13-30/2018-TC from the Technical Coordination Section, DoHE, MoE, GoI dated 02-01-2020
- Click [here](#) to submit the I-STEM Disclosure Report.

Registers for Fixed Assets and Consumables

- A **Register for the Fixed Assets** is maintained by the Central Stores to keep the track of the Physical Assets purchased from various grants. The register shall be in the **format prescribed by the GFR 2017**.
- Physical Verification of Assets for every Financial Year is done by a duly constituted Committee, which is coordinated by the Central Stores and SPoCs nominated by various Departments/Sections. A Report of the same is prepared and submitted to the authorities.
- For instance, the PV for the FY 2020-21 (01-04-2020 to 31-03-2021) has been completed between July and October 2021.
- Annual Stock Taking is planned during January 2022 and the modalities for the same would be informed in due course.
- A **Register for the Consumables** shall be maintained by each lab/facility to keep the track of consumables being issued to them in the **format prescribed by the GFR 2017**.
- Printed forms of Consumable Registers may be obtained from the Central Stores.

Gate Pass Registers

- A **Register for the Gate Pass** has been issued to various sections/labs/facilities to facilitate easy movement of items between the Campuses and from the Campus to the Supplier, in case of any repair or related aspects. (Sample)
- The movement can be a temporary one between the campuses. Still a gate pass on both the directions (Campus 1 to 2 and vice versa) is essential.
- The following is the SoP:
 - White and Blue Slips to be provided to the person carrying the asset, which will be shown to the Security
 - Blue Slip to be sent to the Central Stores with the signature of the Security on duty
 - Green Slip to be retained in the book for the reference of the Lab/Facility/Section/Center
- Separate gate passes are being printed and will be issued to the PIs of different projects to facilitate the easy movement of items purchased from Project / FS Grants

Abbreviations Used in the Presentation

AA	Administrative Approval
FC	Financial Commitment
PC	Purchase Committee
CA	Competent Authority
EPC	Exclusive Purchase Committee
CPC	Computer Purchase Committee
ICSR	Industrial Collaboration and Sponsored Research
CPDA	Cumulative Professional Development Allowance
DFPR	Delegation of Financial Power Rules
CET	Centre for Education Technology
GEM ARPTS	GeM Availability Report & Past Transaction Summary
LPC	Local Purchase Committee
SPC	Software Purchase Committee
S & PC	Stores and Purchase Committee
FSG	Faculty Seed Grant
HTRA	Half Time Research Assistantship
GFR 2017	General Financial Rules 2017

Abbreviations Used in the Presentation

FCS	Financial Comparative Statement
FS	Financial Statement
STC	Standard Terms and Conditions
TE	Technical Evaluation
TCE	Techno-commercial Evaluation
GeM PID	GeM Product ID
FB	Financial Bids
MII	Make in India
OM	Office Memorandum
PPD	Public Procurement Division
DoEx	Department of Expenditure
MoF	Ministry of Finance
GoI	Government of India
DPIIT	Department for Promotion for Industry and Internal Trade
MoCI	Ministry of Commerce and Industry
IFD	Integrated Finance Division
DoEd	Department of Education
DoHE	Department of Higher Education
OEM	Original Equipment Manufacturers
OES	Original Equipment Suppliers

Abbreviations Used in the Presentation

GeM	Government e-Market
PS	Purchase Section
CS	Central Stores
S & P	Stores and Purchase Section
SRB	Stores Receipt Book
IV	Issue Voucher
PAO	Pay and Accounts Officer
PRC	Provisional Receipt of the Consignment
CRAC	Consignee's Receipt and Acceptance Certificate
SPoC	Single Point of Contact
NO	Nodal Officer
PO	Purchase Order
WO	Work Order
GST	Goods and Services Tax
CGST	Concessional GST
DSIR	Department of Scientific & Industrial Research
CET	Computer and Education Technology
F&A	Finance and Accounts Section
OIC (S&P)	Officer In-charge (Stores and Purchase)

Abbreviations Used in the Presentation

TE	Technical Evaluation
FCS	Financial Comparative Statement
FS	Financial Statement
STC	Standard Terms and Conditions
TCE	Techno-commercial Evaluation
GeM PID	GeM Product ID
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MII	Make in India
OM	Office Memorandum
PPD	Public Procurement Division
DoEx	Department of Expenditure
MoF	Ministry of Finance
GoI	Government of India
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MoCI	Ministry of Commerce and Industry
IFD	Integrated Finance Division
DoEd	Department of Education
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OEM	Original Equipment Manufacturers
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Abbreviations Used in the Presentation

OPM	Original Part Manufacturers
DTD	Draft Tender Document
TB	Technical Bid
BA	Budget Approval
MoM	Minutes of the Meeting
PBA	Prior Budget Approval
FY	Financial Year
ePP	e-Procurement Portal
TQB	Technically Qualified Bidders
WC	Work Completion
DoI	Date of Installation
PoW	Period of Warranty
IEC	Importer-Exporter Code
CDEC	Customs Duty Exemption Certificate
AD Code	Authorized Dealer Code
I-STEM	Indian Science Technology and Engineering facilities Map
PV	Physical Verification
PI	Principal Investigators
EWD	Engineering and Works Department

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PV	Physical Verification
PI	Principal Investigators
EWD	Engineering and Works Department