

# Categories of Purchases based on Price

## **GFR 154 ( Direct Purchase after submission of indents)**

- Up to Rs.1,00,000/- for Admin related Purpose
- Up to Rs 2,00,000/- for Academic and Research Purpose

## **GFR 155 (LPC) ( By approval of local Purchase Committee)**

- Rs.1,00,001/- to Rs.10,00,000/- for Admin related purpose
- Rs.2,00,001/- to Rs.25,00,000/- for Academic and Research Purpose

## **Tendering**

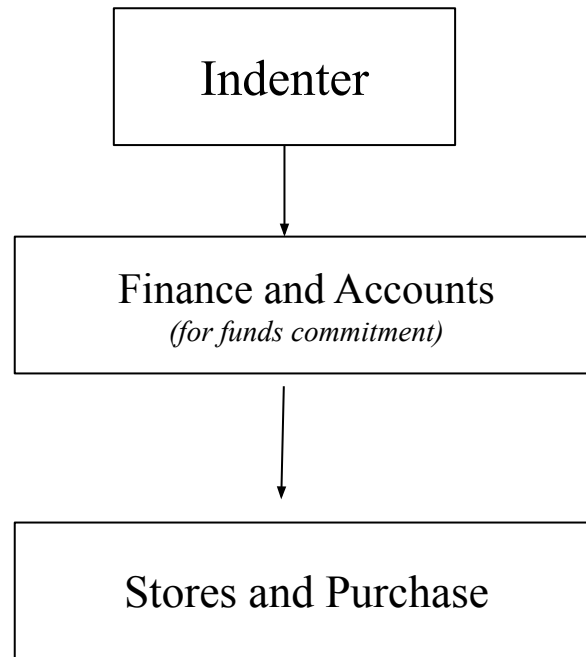
- Above Rs.10,00,001/-for Admin purpose
- Above Rs.25,00,001/-for Academic and Research Purpose

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

<b>Type of Grant / Purchase</b>	<b>Submitted to</b>
Institute	Stores & Purchase
Project / FSG	ICSR
CPDA	Office of the Dean Admin
Furniture and related items from various grants	EWD

# Flow of Indents Through Records Portal



# GeM User Statistics as on 31-03-2026 for IITPKD

- HOD – 01
- Buyer and Consignee – 07
- Consignee – 42

**Total – 50**

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

## **Do anyone want to become a Consignee in GeM?**

- Send a request to the Purchase Section through your Reporting Officer / Faculty, with a copy to the Officer In-charge (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)** - There is a LPC (a three member committee), constituted for the purchases from Rs. 1,00,001 to Rs. 10,00,000/- for administrative procurements and Rs. 2,00,001 to Rs. 25,00,000/- for procurements related with Academic / Research purposes. The members of the LPC are nominated by the indenter, and their details are provided in the indent. Any such purchases shall be recommended by the LPC.
- **Computer and Software Purchase Committee (CSPC)** - There is a CSPC (a Six Member Committee), constituted for the purchase of Computers and Peripherals above Rs. 1,00,000/- (Administrative) Rs.2,00,000 (Research) Any such purchases shall be recommended by the CSPC.
- **Stores and Purchase Committee (SPC)** - There is a SPC (a Seven Member Committee), constituted for the approving the purchases (under the Institute Grant) above Rs.25,00,000/-. The SPC acts on behalf of the Director.

## **Exclusive Purchase Committee (EPC)**

- Shall be constituted for purchases above Rs.50 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.25 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
  - Financial Statement/Financial Comparative Statement (FC/FCS)
  - Approval of FS/FCS by the Indenter/EPC
  - Re-appropriation of the Budget by the Competent Authority
  - MoM of the Negotiation Process
  - Administrative Approval 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.**

# **IEMs - Independent External Monitors**

Eminent persons are nominated as IEMs of the Institute for scrutiny of purchases above Rs.1 Crore.

In order to ensure transparency, equity and competitiveness in public procurement, the Commission recommends adoption and implementation of the concept of Integrity Pact (IP) by Government organizations, Public Sector Enterprises, Public Sector Banks, Insurance Companies, other Financial Institutions and Autonomous Bodies.

The Integrity Pact essentially envisages an agreement between the prospective vendors/bidders and the buyer, committing the persons/officials of both sides, not to resort to any corrupt practices in any aspect/stage of the contract. The Integrity Pacts would be implemented through a panel of Independent External Monitors (IEMs), appointed by the organization. The IEMs would review independently and objectively assess, as to whether and to what extent parties have complied with their obligations under the IP. IEMs would have access to all contract documents, whenever required. The bidders may raise disputes/complaints, if any, with the IEMs. The IEM's would examine all complaints received by them and give their recommendations/views to the Chief Executive of the organisation, at the earliest. They may also send their report directly to the CVO in case of suspicion of serious irregularities requiring legal/administrative action.

For ensuring the desired transparency and objectivity in dealing with the complaints arising out of any tendering process or during execution of contract, the matter should be examined by the full panel of IEMs jointly, who would look into the records, conduct an investigation, and submit their joint recommendations to the Management.

The provision for the Integrity Pact is to be included in all requests for Proposal/Tender documents issued in respect of the procurements/contracts of value of INR 1 crore and above. In all tenders covered under the Integrity Pact, particulars of all IEMs, including their email IDs, should be mentioned.

The details of the IEMs for IIT Palakkad are as follows:

1. Shri. Ashok Kumar Poddar

Noida-201301(U.P)

Email:- [ashokpoddar62@gmail.com](mailto:ashokpoddar62@gmail.com)

2. Shri G Venugopal Reddy

Hyderabad-500084

Email:-[venu1960@gmail.com](mailto:venu1960@gmail.com)

# 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.

- Direct Purchase: For items less Rs 1,00,000
- L1 Purchase: For items with value greater than Rs.1,00,000 and upto Rs.10,00,000
- Bidding
- Custom bid
- BoQ based bidding
- PAC: Procurement of specific product with Proprietary Article Certificate

# GeM Bidding

Direct GEM  
Bidding

PAC Bidding

BoQ Bidding

Bunch Bidding

## **Direct Purchase - GFR 154**

### **(Value up to Rs. 2,00,000)**

**In case of procuring items through Purchase Section, the following procedure should be followed:**

- The indenter searches for the required item on the GeM portal. If the item is not available, a printout or screenshot of the search result is taken as documentary evidence of non-availability.
- The indenter submits a purchase proposal to the Purchase Section, enclosing the GeM non-availability report along with all other necessary supporting documents.
- The Purchase Section reviews the proposal and forwards it to the competent authority for administrative and financial approval.
- Upon receiving the necessary approval, the Purchase Section formally informs the indenter to proceed with the purchase.
- The indenter procures the item from a suitable vendor and submits the original invoice along with the duly filled GFR 154 form to the Purchase Section.
- The Purchase Section verifies the submitted documents and forwards them to the Accounts Section for processing and release of payment to the vendor.

**In case of procuring items not through Purchase Section, the following procedure should be followed:**

- The indenter searches for the required item on the GeM portal. If the item is not available, a printout or screenshot of the search result is taken as documentary evidence of non-availability.
- The indenter procures the item from a suitable vendor and submits the original invoice along with the duly filled GFR 154 form and the GeM non-availability report to the Finance and Accounts Section for payment processing/reimbursement.

# Local Purchase Committee GFR 155

- If the required item is not available on the GeM platform, the Purchase Section (PS) initiates procurement outside the GeM platform.
- Enquiries will be sent via email to the list of prospective suppliers in order to obtain quotations.
- Quotations received from suppliers will be forwarded to the indenter for the preparation of the Technical Evaluation.
- The Purchase Section compiles the following documents and presents them to the LPC for review and recommendation:
  - Indent with PBA, FC, and AA
  - Copies of enquiries sent
  - Quotations received from the suppliers
  - Technical Evaluation submitted by the indenter
  - Financial Comparison Statement / Financial Statement based on the Technical Evaluation.
  - Re-appropriation of budget in case of deviation from the approved budget.

Upon receipt of the recommendations from the LPC as per GFR 155, the details will be presented to the Registrar/Stores Purchase Committee for approval for issuing a 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 lakhs (for administrative) Rs.50 lakhs(for research) 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

# Tendering through e-Procurement Portal

- All purchases with a value above Rs.10 / Rs. 25 lakh will go through the tendering process.
- The tender document will be published as an Open Tender on the e-Procurement Portal and remain live for three weeks. Based on the number of responses received, the Indenter or EPC may recommend an extension of the closing date.
- On the closing date, the Technical Bids will be opened online and sent to the Indenter for Technical Evaluation. Simultaneously, a Techno-Commercial Evaluation will be prepared by the Purchase Section.
- The Purchase Section consolidates the Technical Evaluation from the Indenter, the Techno-Commercial Evaluation, and the commercial bids of technically qualified bidders. A Financial Comparison Statement is prepared as part of the evaluation.
- All compiled documents will be submitted to the Registrar / Dean (ICSR), SPC, and Audit for review and approval.
- Upon approval from the competent authorities, the contract is formally awarded to the selected vendor.

# **Publication of Domestic / Global Tenders in ePP**

## **Aspects to be checked by the indenter in the DTD**

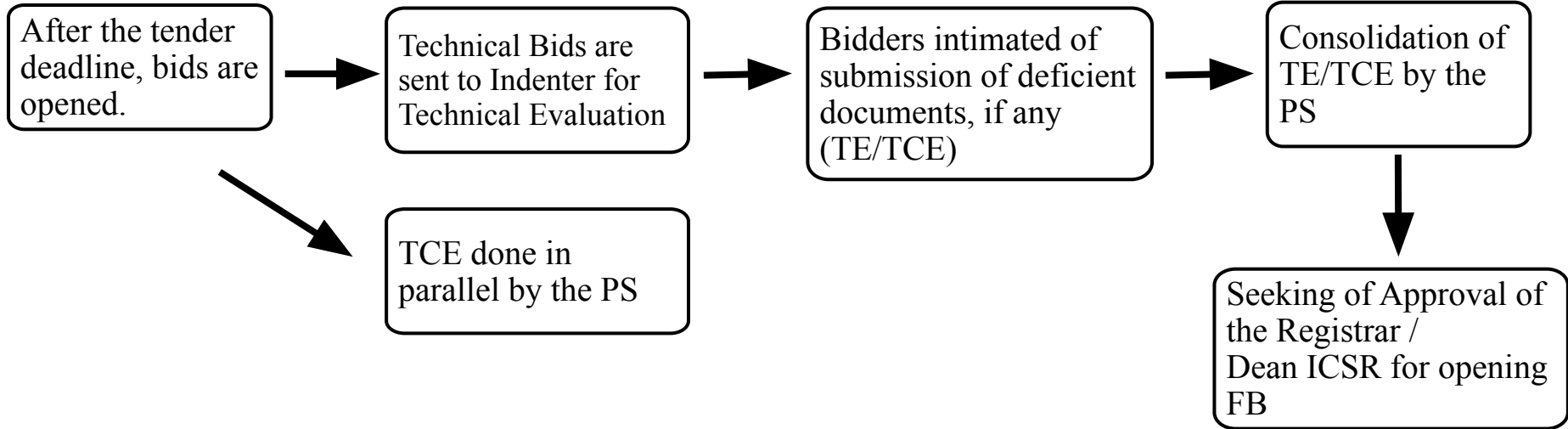
- Annual Turnover of the firm in the last three FY
- No. of similar orders in the last three FY
- No. of years of experience
- Technical Specifications
- Standard Warranty – No. of years, Terms and Conditions
- Extended Warranty – No. of years, Terms and Conditions
- Annual Maintenance Contract – No. 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)

**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.**

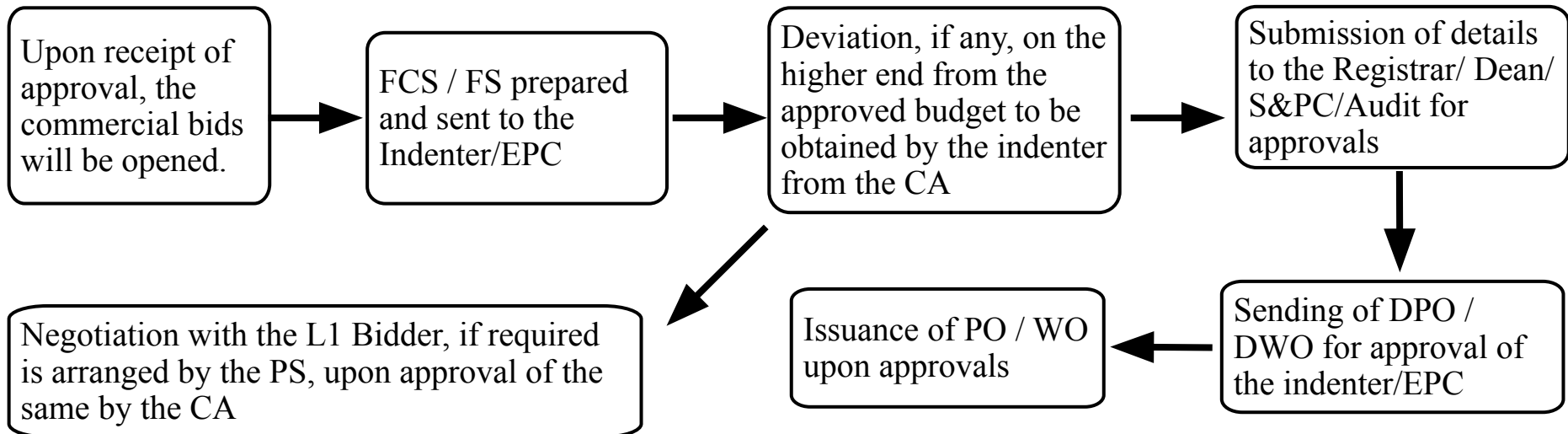
# Processing of GTE Proposals

- 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 Purchase Section.
- 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 Sanction / Approval has been obtained from the Nodal Ministry.

## Processing of Technical Bid



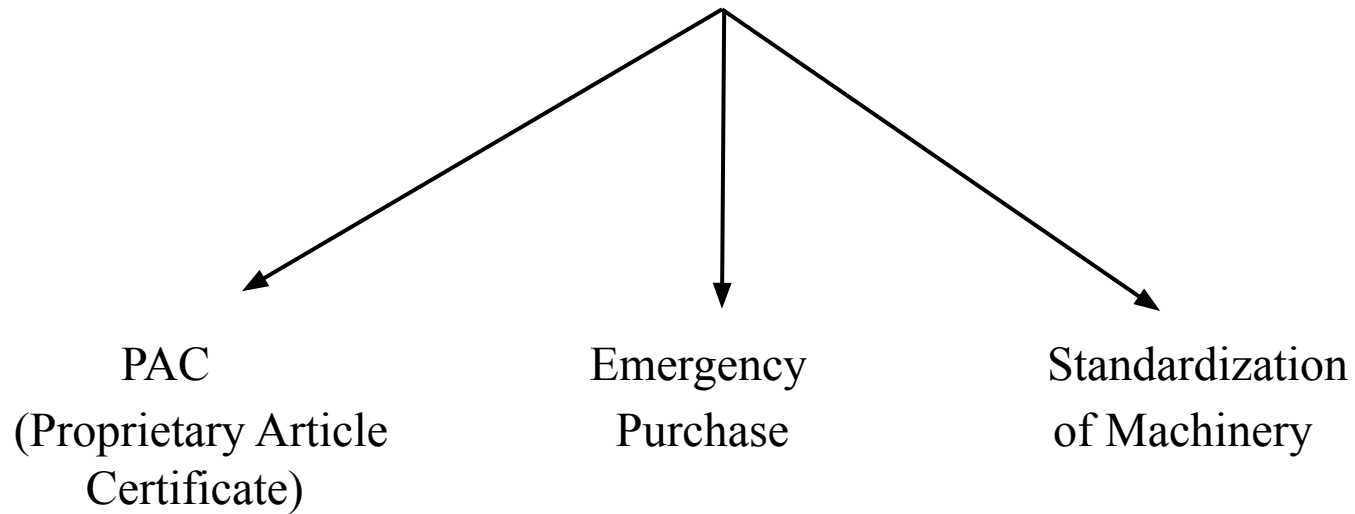
## Processing of FB



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

# GFR 166

## Single Tender Enquiry



# Details / Documents to be sent through the Records Portal

- Filled-in Indent ([Annexure-A](#))
- 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
- Quotation obtained from the supplier
- Constitution of EPC (for purchase value above Rs.50 Lakh in case of equipment and Rs.5 lakh in case of Software) (if applicable)
- Proprietary Article Certificate from the Supplier (if applicable)
- Make in India (MII) certificate must be obtained and submitted for all procurements with a value above Rs.50 lakh.
- Sanction from the Nodal Ministry in case of Proprietary item of foreign origin (if applicable)

# Letter of Credit (LC)

- Letter of Credit is a financial document that guarantees that the receipt of the buyer's payment on time based on the terms and conditions.
- Letter of Credit is often used with the **Import Purchases**.
- The terms of payment may be fixed in the LC Terms and Conditions [Viz. 80% on Supply and 20% after Installation].
- LC for any import purchase is established with the Bank associated with the Institute by the Finance Section
- 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

**Documents Essential for initiating Payments  
(Less than or up to Rs.1,00,000/- for admin  
related procurements and  
Rs.2,00,000/- for Academic / Research  
related)**

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. Certificate (GFR 154)

(Fedena Approval Sheet for Purchase to be provided along with **GFR 154 form** / CRAC/Tax Invoice)

**Documents above shall be duly signed by the SPoC/ Indenter**

# **Documents Essential for initiating Payments**

**(Rs.1,00,001/- to Rs.10,00,000/-**

**Rs.2,00,001/- to Rs.25,00,000/-)**

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 for equipments with value greater than Rs. 2,50,000/-.

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

## **Documents Essential for initiating Payments (Above Rs.25,00,000/-)**

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

**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
- Airway Bill
- 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

# 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 June / July 2025 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 Slip 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
CSPC	Computer and 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

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

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

OPM	Original Part Manufacturers
DTD	Draft Tender Document
TB	Technical Bid
FB	Financial 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