



PROCESSING OF PROCUREMENT GUIDELINE

1. An Indentor would raise the requirement for the procurement of any item/service in the Institute indent form. The following are to be borne in mind whilst raising an indent :-

- (a) DPR provision
- (b) Budgetary status
- (c) PAC certificate- if any, for procurement of proprietary items the Indentor would require to provide detailed technical justification for the approval of the Director during indenting. Proprietary Article Certificate (PAC) is to be obtained from the OEM and also a proprietary declaration from the Indentor as per circulated format is required to be submitted for the approval of the competent authority.
- (d) Likely Expenditure- The final cost should not vary more than 10%
- (e) Benchmarking data– for price reasonability

2. Purchase section is the nodal point for all tender enquiries, the Indentor may submit the Indent/Requisition to the purchase section along with the Tender Specifications & known sources of supply for sending enquiry.

3. **Purchase of goods (domestic) without quotation:** Purchase of goods upto the value of Rs. 15,000/- (Rupees Fifteen Thousand) only on each occasion may be made without inviting quotations or bids on the basis of a certificate to be recorded by the competent authority **(HoD)** in the following format.

“I, _____, am personally satisfied that these goods purchased are of the requisite quality and specification and have been purchased from a reliable supplier at a reasonable price.”

4. **Purchase of Goods (domestic) by Local Purchase Committee:** Purchase of goods costing above Rs. 15,000/- (Rupees Fifteen Thousand) only and upto Rs. 1,00,000/- (Rupees One lakh) only on each occasion may be made on the recommendations of a duly constituted Local Purchase Committee consisting of three members of an appropriate level as decided by the Head of the Division. The committee will survey the market to ascertain the reasonableness of rate, quality and specifications and identify the appropriate supplier. Before recommending placement of the purchase order,

the members of the committee will jointly record a certificate as under. The details of the Committee may kindly be forwarded to the AO III.

“Certified that we _____, members of the local purchase committee are jointly and individually satisfied that the goods recommended for purchase are of the requisite specification and quality, priced at the prevailing market rate and the supplier recommended is reliable and competent to supply the goods in question. “

5. **Urgent Procurements** In case of urgency, the Indentor may send enquiry to the prospective suppliers on behalf of the Purchase Section with a copy to the purchase section. All divisions are required to create an unique ID for the said purpose ie division.purchase@sinp.ac.in. The instructions should clearly indicate that that the vendor is to send the quotation/bid in sealed condition addressed to the Administrative Officer, Purchase (Foreign) / In-Charge, Purchase (Domestic) Section as the case may be.

Time to be allowed for submission of tender: Not less than 30 days from the date of issue of tender.

Validity of offer: In respect of limited tender, the validity should be for a minimum period of 60 days from the date of opening of tender.

6. The following number of enquiries is to be ensured for acceptance of the **limited tender** enquiry:-

- | | |
|--|------------------|
| (a) Estimated value – Below Rs.50,000/- | -three(03) |
| (b) Estimated value – Rs.50,001/- Rs.2.00 lakhs | -five (05) |
| (c) Estimated value – More than Rs.2.00 lakhs to Rs.5.00 lakhs | -Ten(10) |
| (d) Estimated value – More than Rs.5.00 lakhs to Rs.25.00 lakhs | - CPPP & website |

In case of the lack of the minimum number of vendors, the enquiry is to be uploaded in the GoI web portal (CPPP) as well as the Institute website to provide wide publicity.

7. The enquiry letters are to be enclosed with the Indent/Requisition form. If the value is more than five lakh (Proposed), tender should be published in Institute website & CPPP. If it is more than Rs.25.00 lakhs, open tender will be launched through reputed dailies & Institute website & CPPP.

8. The tender enquiries should contain technical specifications, commercial terms&conditions such as payment terms, quantity,delivery period or date of completion of work, statutory taxes & levies i.e. CST, VAT, Service

Tax Regn. No., TAN, PAN, excise duty, octroi, packing & forwarding, installation, insurance charges, warranty clause, validity of price / offer, escalation clause, liquidated damage clause, last date of submission, date of opening etc. The Indentor **should not** mention any brand name, catalogue number while inviting quotation. Technical specification should be broad based to encourage wider participation by the suppliers. Draft tender enquiries are attached as enclosure.

9. The tenders would be opened by the Tender Opening Committee on the indicated date in the presence of the Indentor and the vendor/ authorised rep. The Tender Opening Committee should have the intimation about enquiries being sent and to be opened.

10. The Indentor & the HOD would evaluate the bid strictly as per the laid down conditions and prepare the comparison table. The duly recommended documents would be forwarded to the purchase section (Foreign / Domestic).

11. All documents are to be indexed and tagged and forwarded to the Purchase committee (Foreign / Domestic) with the recommendations of the Purchase.

12. The proposal would be examined by the Purchase Committee. In case of the value beyond Rs.5.00 lakhs, the procurement would be referred for the approval of the Pre-Audit Purchase and Audit Support Cell (PAC). On completion the proposal would be vetted by the Purchase, DCA and the Registrar to be forwarded to the Director for financial approval.

13. In case of procurement of proprietary item/service the indentor may send enquiry directly to the original equipment manufacturer (OEM) or their authorized distributor/ service provider.

14. For AMC proposal the Indentor should submit a data sheet as per circulated format & also the P.O. copy of the Original equipment. The justification for any specialised AMC may be indicated for OEM support. If it is for renewal of AMC, the service charges are to be verified & compared with the charges of the previous year. In case of renewal, AMCs are to be approved prior to the completion of the ongoing AMC, if any.

15. For procurement of spares, accessories & upgradation of an existing equipment sufficient justification should be submitted. Inspection & Service Report, provided by the company engineer is also to be submitted wherever applicable.

16. Technical specifications once finalized by the Indentor cannot be changed after opening of the bid. In case change of technical specifications is required after publication of the Tender, the matter is to be intimated immediately to Purchase Section well within the Last date of Tender so that necessary corrigendum can be published.

17. If the value of an Indent is more than Rs 5.00 lakhs, PAC Form, duly filled in is to be enclosed with the Indent.

18. All certificates such as Proprietary Article Certificate, Agency authorization Certificate etc. should be submitted always in updated condition.

19. In case of direct procurement under Central Purchase Organisation (e.g. DGS&D) rate contract, all the updated contractual documents are to be submitted along with the Indent. For procurement purposes, such rate contracts may be utilized if the delivery schedule prescribed can be met by the supply against rate contract.

20. Purchase department would forward the draft purchase order to the Indentor for examination. The Indentor may kindly respond within 48 hrs/ two working days. In case of any non receipt of comments from the Indentor, the draft would be considered accepted and released under intimation to the Indentor.

21. After installation of equipment/instrument, the Indentor should forward the original installation & commissioning certificate to Purchase Section for keeping in the respective Purchase Order file.

22. The rules of Directorate of Purchase and Stores (DPS), DAE; General Financial Rules (GFR) 2005 of Ministry of Finance, Govt. of India; CVC guidelines / manual; CPWD should be abided by.