

Standard Operating Procedures for affecting procurement as per GFR-2017 and its amendments

PURCHASE THROUGH GeM

STEP-I:

- (i) Submission of duly filled Indent Form by the Indenter to the Head of the concerned Department/Centre/Section.
- (ii) Placing of the Indent Form amounting more than Rs. 50,000/- along with the detailed justification before the Purchase Committee of the concerned Department/Centre/Section. In case, the Department Purchase Committee is not notified, the purchase case having estimated cost more than Rs. 50,000 /- shall be placed before the Section Purchase Committee (SPC) (as per the analogy of DPC) whose constitution shall be as follows:

Head of the concerned Section	Chairman
Faculty In-Charge (Purchase)/Nominee	Member
Indenter	Member- Convener

- (iii) The purchase case shall be deliberated in either the Department Purchase Committee or the above Section Purchase Committee depending upon the purchase case.
- (iv) After deliberating the case in light of the need of the item and justification furnished by the Indenter concerned, availability of space and readiness of site, the committee shall either recommend the purchase proposal for further processing or reject the purchase proposal.
- (v) The purchase cases related to furniture, printers, computer etc shall be forwarded to the Store & Purchase Section to avoid piecemeal purchase at Institute level.
- (vi) The purchase may be affected on GeM by the concerned department /centre/ section as per the notified Delegation of Financial Powers.

STEP-II:

(A) For Purchase Case up to Rs. 50000/- (Except Petty/Urgent Purchase):

- (i) The purchase case pertaining to department/centre shall be put up before the concerned head of the department/centre /section for seeking administrative approval as per notified delegation of financial powers.
- (ii) After seeking the administrative approval, the purchase case shall be strictly processed as per Rule-149(i) of GFR-2017 and subsequent amendments notified by Ministry of Finance, Government of India from time to time i.e. item can be procured from any of the available suppliers on the GeM preferably in the presence of the indenter, meeting the requisite quality, specification and delivery period.
- (iii) The indenter concerned shall submit an undertaking before placing the order: -
"I, (name), am personally satisfied that the item(s)/good(s) are being purchased at a reasonable price and of requisite specification".
- (iv) The case must be executed within the allocated budget and in accordance with the notified delegation of financial powers.
- (v) Administrative Approval-cum-Financial Sanction shall be uploaded on GeM portal for generating the contract

(B) For Purchase of equipment(s) / item(s) costing more than Rs. 50000/- but less than or equal to Rs. 10.0 Lacs:

- (i) The purchase case pertaining to department/centre shall be put up before the concerned head of the department/centre for seeking administrative approval. Further, for other purchase cases (Other than Academic Department/Centre), the Director shall be the approving authority.
- (ii) After seeking the administrative approval, the purchase case shall be strictly processed as per Rule-149(ii) of GFR-2017 and subsequent amendments notified by Ministry of Finance, Government of India from time to time i.e. item can be procured through comparison on GeM, preferably in the presence of the indenter, from the available sellers of at least three different manufacturers having lowest price, specification and delivery period. **However, the indenter concerned must ensure the requisite quality of the product being selected for generation of contract.**
- (iii) The indenter concerned shall also submit an undertaking before placing the order / generation of contract:-
"I, (name), am personally satisfied that the item(s)/good(s) are being purchased at a reasonable price and are of the requisite specification".
- (iv) After processing the case on GeM, the case shall be forwarded to Finance & Accounts Section for seeking the status of fund availability.
- (v) If funds are available, then the case shall be forwarded to Audit Section for pre-audit of the case through Store & Purchase Section.
- (vi) Once the case is pre-audited by the Audit Section, the case shall be put up before the competent authority as mentioned at point (i) for Administrative Approval-cum-Financial Sanction.
- (vii) After seeking Administrative Approval-cum-Financial Sanction from the competent authority, the same shall be uploaded on GeM for generating the contract / supply order.
- (viii) Once the material is / are received, it will be the sole responsibility of the indenter / intending department / centre / section to process the bill for timely payment.

(C) For Purchase Case more than 10.00 Lacs:

- (i) The purchase case shall be put up before the Institute Purchase Committee with the detailed justification and recommendations of the concerned Department Purchase Committee or Section Purchase Committee as the case maybe.
- (ii) While giving recommendations, the DPC/SPC must examine and record the availability of space & resources. Further, the HoD/HoC concerned must ensure the fund allocation to the respective department/centre before initiation of purchase recommendation.
- (iii) The Institute Purchase Committee shall deliberate the placed purchase proposal and after deliberating the case in light of the need of the item, justifications etc submitted by the indenter, recommendation of the DPC /SPC, the Institute Purchase Committee shall either recommend the purchase proposal for further processing or reject the purchase proposal by giving suitable reasons / observations.
- (iv) The purchase proposal recommended by the Institute Purchase Committee shall be put up before the Competent Authority, i.e. Director for seeking Administrative Approval of the purchase proposal.

(v) After seeking the administrative approval, the purchase case shall be strictly processed as per Rule-149(iii) of GFR-2017 and its subsequent amendment(s) notified by Ministry of Finance, Government of India, through the supplier having lowest price meeting the requisite quality, specification and delivery period, using online bidding or reverse auction tool provided on GeM. The bid shall be floated on GeM preferably in the presence of the indenter. Representation(s) if any related to the floated bid on specification etc shall be forwarded to the indenter concerned and corrigendum, if proposed shall be issued by S&PS on GeM

(vi) The GeM bid will be opened by the below-mentioned bid opening Committee at Store and Purchase Section Level.

Faculty In-charge (Purchase)	Chairperson
Deputy Registrar / Assistant Registrar of S&PS	Member
Staff Member operating GeM at S&PS	Member Convener

(vii) After opening the bid by the bid opening committee, the soft copies of the bids received / complete case will be sent/given to the concerned Department/Centre/Section/Indenter for Technical Evaluation. The technical evaluation at department/centre / section level shall be done by a Technical Evaluation Committee consisting of following members:

(a)	Head of Department/Centre/ Section	Chairperson
(b)	One Senior faculty member of the concerned Department/Centre preferably with related specialization \$* (To be nominated by concerned Head of Department/Centre)	Member
(c)	OIC(Purchase)\$*	Member
(d)	Indenter (Store & Purchase Section can provide assistance in technical evaluation, if required).	Member Convener

***One technical expert from other department can be included by Chairperson of the Technical Evaluation Committee (if deemed fit) with the approval of Director.**

\$* Head of the section may nominate suitable functionaries against (b) and (c) for the technical evaluation.

(viii) The Technical Evaluation Committee shall prepare a consolidated statement and submit the list of Technically Qualified bidders and Technically Non-Qualified bidder(s) if any along with the reasons for non-qualification. Subsequently, the result of technical evaluation shall be completed on GeM portal.

(ix) The representation(s) received on GeM portal from Technically Non-Qualified bidder, if any, shall be forwarded to convener of the Technical Evaluation Committee of the concerned department/centre for evaluation. After evaluation of the representation(s) received, the comments of the Technical Evaluation Committee shall be posted on GeM for the information of the concerned bidder(s) before opening of the financial bid.

(x) The financial bid of all the Technically Qualified bidders shall be opened on GeM by the S&PS and the financial quotes of the Technically Qualified bidders shall be forwarded to the concerned Indenter / department / centre / section for recommendations and comments on the reasonability of price quoted for placing the supplying order and send the complete case to Store & Purchase Section.

(xi) The case shall subsequently be forwarded to Finance & Accounts Section for seeking the status of fund availability by the Store & Purchase Section.

(xii) If the funds are available, then, the case shall be forwarded to Audit Section for pre-audit check of the case.

- (xiii) Once the case is pre-audited by the Audit Section, the case shall be put up to Director, NIT Hamirpur(H.P) for seeking the Administrative Approval-cum-Financial Sanction.
- (xiv) After seeking Administrative Approval-cum-Financial Sanction from the Director, NIT Hamirpur(H.P), the same shall be uploaded on GeM for generating the contract / supply order.
- (xv) Once the material is / are received, it will be the sole responsibility of the indenter / intending department / centre / section to process the bill for timely payment.

(D) For Purchase Case of an equipment / item costing more than 25.00 Lacs:

Whenever, the cost of an equipment / an item as a single entity is more than Rs. 25 Lacs, the procedure to be adopted is listed hereunder:

- (i) The indenter shall submit purchase proposal duly recommended by the DPC to Store & Purchase Section along with the names of at least 03 external experts who are having same specialization for vetting of the specifications of the equipment costing more than 25 Lacs.
- (ii) The purchase proposal shall be placed before the Competent Authority for nominating 02 experts out of the names proposed by the indenter. The Competent Authority may add any name on his own also.
- (iii) The indenter shall e-mail the purchase proposal along with the specifications of the equipment to the nominated experts and seek the comments on the specifications.
- (iv) The indenter shall prepare the final specifications after incorporating the modification(s) suggested by the experts, if any, as well as revised indent form, if applicable and submit it to the Store & Purchase Section.
- (v) The purchase case shall be put up before the Institute Purchase Committee with the detailed justification and recommendations of the concerned Department Purchase Committee or Section Purchase Committee & comment(s) of the experts.
- (vi) The Institute Purchase Committee shall deliberate the placed purchase proposal and after deliberating the case in light of the need of the item, justifications submitted by the indenter etc., the Institute Purchase Committee shall either recommend the purchase proposal for further processing or defer/reject the purchase proposal.
- (vii) The recommended purchase proposal by the Institute Purchase Committee along with the comment(s) of the nominated experts shall be put up before the Competent Authority i.e. Director for seeking Administrative Approval of the purchase proposal.
- (viii) After seeking the administrative approval, the purchase case shall be strictly processed as per Rule-149(iii) of GFR-2017 and its subsequent amendment notified by Ministry of Finance, Government of India, through the supplier having lowest price meeting the requisite quality, specification and delivery period, using online bidding or reverse auction tool provided on GeM. The bid shall be floated on GeM preferably in the presence of the indenter. Representation(s) if any related to the floated bid on specification etc shall be forwarded to the indenter concerned and corrigendum, if proposed by the concerned indenting department / centre / section shall be issued by S&PS on GeM

The bid document shall clearly mention the schedule of the pre-bid meeting, if required. Normally pre-bid will not be scheduled for product based bid floated on GeM.

(ix) The committee consisting of the following members shall convene the pre-bid meeting wherever required and freeze the specifications after pre-bid meeting:

- | | | |
|-----|---|-----------------|
| (a) | Chairperson, Institute Purchase Committee | Chairperson |
| (b) | Concerned Head of the Department/Centre | Member |
| (c) | One Senior faculty member of the concerned Department/Centre preferably with related specialization
(To be nominated by concerned Head of Department/Centre) | Member |
| (d) | One of the Experts* who vetted the specifications | Member |
| (e) | FI(P) or his nominee | Member |
| (f) | Indenter
(Store & Purchase Section can provide assistance related to pre-bid meeting, if required) | Member Convener |
- *TA/DA and Honorarium to the external expert will be given as per Institute Rules.**

(x) Based upon the pre-bid meeting, the necessary amendments shall be made in the specifications of the equipment, if any and Store and Purchase Section shall issue corrigendum on GeM.

(xi) The GeM bid will be opened by the below-mentioned bid opening Committee at Store and Purchase Section Level.

- | | |
|--|-----------------|
| Faculty In-charge (Purchase) | Chairperson |
| Deputy Registrar / Assistant Registrar of S&PS | Member |
| Staff Member operating GeM at S&PS | Member Convener |

(xii) After opening of the GeM bid by the bid opening committee, the soft copies of the bids received / complete case will be sent/given to the concerned Department/Centre/Section/Indenter for Technical Evaluation. The technical evaluation at department/centre / section level shall be done by a Technical Evaluation Committee consisting of the following members:

- | | | |
|-----|---|-----------------|
| (a) | Head of Department/Centre | Chairperson |
| (b) | One Senior faculty member of the concerned Department/Centre preferably with related specialization
(To be nominated by concerned Head of Department/Centre) | Member |
| (c) | OIC (Purchase) | Member |
| (d) | Indenter
(Store & Purchase Section can provide assistance in technical evaluation, if required). | Member Convener |

*** One technical expert from other department can be included by Chairperson of the Technical Evaluation Committee (if deemed fit) with the approval of Director.**

(xiii) The Technical Evaluation Committee shall prepare a consolidated statement and submit the list of Technically Qualified bidders and Technically Non-Qualified bidder(s), if any along with the reasons for non-qualification. Subsequently, the result of technical evaluation shall be completed on GeM portal.

(xiv) The representation(s) received from Technically Non-Qualified bidder(s), if any, shall be forwarded to the convener of the Technical Evaluation Committee of the concerned department/centre / section for evaluation. After evaluation of the representation(s) received, the comments of the Technical Evaluation Committee shall be posted on GeM for the information of the concerned bidder(s) before opening of the financial bid.

- (xv) The financial bid of all the Technically Qualified bidders shall be opened by the Store & Purchase Section on GeM and the financial quotes of the Technically Qualified bidders shall be forwarded to the concerned indenting Department/Centre/Section for comments on the reasonability of price quoted.
- (xvi) The Indenter shall check the price quoted in respect of the prevailing market rates and if the price quoted are justified, then the Indenter and HoD/HoC/Section Head shall recommend the case for placing the supply order after its due vetting and to send the complete case to Store & Purchase Section.
- (xvii) The recommended case shall be forwarded to Finance & Accounts Section for seeking status of fund availability.
- (xviii) If funds are available, then, the case shall be forwarded to Audit Section for pre-audit of the case.
- (xix) After seeking Administrative Approval-cum-Financial Sanction from the Competent Authority, the Sanction shall be uploaded on GeM for generating the contract/Supply Order.
- (xx) In case the purchase case has an overall cost of more than Rs. 50 Lacs, then the case shall be put up before the Special Purchase Committee for scrutinizing of the purchase case whose composition shall be as follow after adhering all points mentioned above:

(a)	Dean (Planning & Development)	Chairperson
(b)	Chairperson (IPC)	Member
(c)	Head of Department/Centre	Member
(d)	One Senior faculty member of the concerned Department/Centre preferably with related specialization (To be nominated by Director)	Member
(e)	One External faculty member of preferably with related specialization either from the same Institute or outside the Institute (To be nominated by Director)	Member
(f)	Faculty In-Charge (Purchase)	Member
(g)	Indenter	Member
(h)	Assistant Registrar (Store & Purchase)	Convener

***TA/DA and Honorarium to the external expert will be given as per Institute Rules.**

The Special Purchase Committee, will scrutinize the procurement case only for the adoption of proper procedure to materialize the purchase as defined under SOP. The recommended case by the Special Purchase Committee shall be put up before the Director, NIT Hamirpur(H.P) for Administrative Approval-cum-Financial Sanction.

PURCHASE THROUGH OPEN TENDER

STEP-I:

- (i) Submission of duly filled Indent Form by the Indenter to the Head of the concerned Department/Centre/Section. The indenter shall enclose a "GeM Availability Report and Past Transaction Summary" mentioning the date & time at which the availability of the equipment/item was checked on GeM.
- (ii) Placing of the Indent Form amounting more than Rs. 50,000/- along with the detailed justification before the Purchase Committee of the concerned Department/Centre/Section. In case, the Department Purchase Committee is not notified, the purchase case having estimated cost more than Rs. 50,000 /- shall be placed before the Section Purchase Committee (SPC) (as per the analogy of DPC) whose constitution shall be as follows:

Head of the concerned Section	Chairman
Faculty In-Charge (Purchase)/Nominee	Member
Indenter	Member Convener
- (iii) The purchase case shall be deliberated in either the Department Purchase Committee or the above Section Purchase Committee depending upon the purchase case.
- (iv) After deliberating the case in light of the need of the item and justification furnished by the Indenter concerned, availability of the space and readiness of the site, the committee shall either recommend the purchase proposal for further processing or reject the purchase proposal.
- (v) The recommended purchase proposal along with all the supporting documents shall be forwarded to the Store & Purchase Section.

STEP-II:

(A) Purchase Case with estimated value of less than 25 Lacs:

- (i) The purchase proposal along with the recommendation of the Department Purchase Committee / Section Purchase Committee shall be put up before the Institute Purchase Committee (**for purchase cases costing more than Rs. 5 Lacs**). The Institute Purchase Committee shall deliberate the placed purchase proposal and after deliberating the case in light of the need of the item, justifications etc submitted by the indenter, the Institute Purchase Committee shall either recommend the purchase proposal for further processing or reject the purchase proposal by giving suitable observations. The recommendation of the IPC shall be put up before the Director, NIT Hamirpur(H.P) for seeking Administrative Approval of the purchase proposal.
- (ii) After seeking the administrative approval from Director, NIT Hamirpur (H.P) for affecting the purchase, the S&PS shall adhere to all the procedural steps till the material is received by the indenting department / centre / section as per defined rules of GRF-2017 and its amendments. The online bid shall be floated on CPPP portal preferably in the presence of the indenter. The details must also be got published on Institute website for wider publicity.
- (iii) The S&PS shall open the bids and send the soft copies of all the bids received / complete case to the concerned Department/Centre/Section/Indenter for the technical evaluation.

- (iv) The technical evaluation at Department/Centre/Section level shall be done by a Technical Evaluation Committee consisting of following members:
- | | | |
|-----|---|-----------------|
| (a) | Head of Department/Centre/Section | Chairperson |
| (b) | One Senior faculty member/ official of the concerned Department/Centre/Associated with Section preferably with related specialization
(To be nominated by concerned Head of Department/Centre/Section) | Member |
| (c) | OIC(Purchase) | Member |
| (d) | Indenter | Member Convener |
- (v) The Technical Evaluation Committee shall prepare a consolidated statement and submit the list of Technically Qualified bidder(s) and Technically Non-Qualified bidder(s) along with the reasons for non-qualification. Subsequently, the result of technical evaluation shall be completed on CPP portal by the S&PS.
- (vi) The representation(s) received from Technically Non-Qualified bidder(s), if any, shall be forwarded to the member convener of the Technical Evaluation Committee of the concerned department/centre /section for evaluation. After evaluation of the representation(s) received, the comments of the Technical Evaluation Committee shall be posted on CPP portal for the information of the concerned bidders before opening of the financial bid.
- (vii) Store and Purchase section shall open the financial bid of all the Technically Qualified bidders and the financial quotes of the Technically Qualified bidders shall be forwarded to the concerned Indenter / Department / Centre for recommendations and comments on the reasonability of price quoted.
- (viii) The Indenter shall check the price quoted in respect of the prevailing market rates and if the price quoted are justified, then the Indenter and HoD/HoC/Section Head shall recommend the case for placing the supply order after its due vetting and to send the complete case to Store & Purchase Section.
- (ix) The recommended case shall be forwarded to the Finance & Accounts Section for seeking the status of fund availability.
- (x) If funds are available, then, the case shall be forwarded to the Audit Section for pre-audit check of the case.
- (xi) Once the case is pre-audited by the Audit Section, the case shall be put up before the Director, NIT, Hamirpur(H.P) for Administrative Approval-cum-Financial Sanction.
- (xii) After seeking Administrative Approval-cum-Financial Sanction from the Director, NIT Hamirpur (H.P), the supply order shall be issued by FI(P).

(B) For Purchase Case of an equipment / an item costing more than 25.00 Lacs and above

- (i) The indenter (competent purchase authority) shall submit the purchase proposal to Store & Purchase Section along with the list which includes the name of at least 03 external experts who are having same specialization for vetting of the specifications of the equipment to be procured as well as minutes of the DPC.
- (ii) The purchase proposal shall be placed before the Director, NIT Hamirpur (H.P) for nominating 02 experts out of the names mentioned by the indenter. The Director may add any name on his own also.
- (iii) The indenter shall e-mail the purchase proposal along with the specifications of the equipment to the nominated experts and seek the comments of the nominated experts.
- (iv) Based upon the modification(s) suggested (if any) by the nominated experts, the indenter shall prepare the final specifications after incorporating the modification(s) in the indent form and submit the revised indent (if applicable) to the Store & Purchase Section.
- (v) The purchase case shall be put up before the Institute Purchase Committee with the minutes of the Department Purchase Committee concerned or Section Purchase Committee & comment(s) of the experts.
- (vi) The Institute Purchase Committee shall deliberate the placed purchase proposal and after deliberating the case in light of the need of the item, justifications submitted by the indenter etc., the Institute Purchase Committee shall either recommend the purchase proposal for further processing or reject the purchase proposal.
- (vii) The recommended purchase proposal by the Institute Purchase Committee along with the comment(s) of the nominated experts shall be put up before the Director, NIT Hamirpur (H.P) for seeking Administrative Approval of the purchase proposal.
- (viii) After seeking the administrative approval by Director, NIT Hamirpur (H.P) for affecting the purchase, the S&PS shall adhere to all the procedural steps till the material is received by the indenting department / centre / section as per defined rules of GRF-2017 and its amendments. The online bid shall be floated on CPP portal preferably in the presence of the indenter. The details must also be got published on Institute website for wider publicity.

The bid document shall clearly mention the schedule of the pre-bid meeting, if required.

- (ix) The committee consisting of the following members shall convene the pre-bid meeting (if applicable) and freeze the specifications after pre-bid meeting:
- | | | |
|-----|---|-----------------|
| (a) | Chairperson, Institute Purchase Committee | Chairperson |
| (b) | Concerned Head of the Department/Centre/Section | Member |
| (c) | One Senior faculty member / Senior Official of the concerned Department/Centre/Section preferably with related specialization
(To be nominated by concerned Head of Department/Centre/Section) | Member |
| (d) | One of the Experts* who vetted the specifications | Member |
| (f) | Faculty Incharge(Purchase) or nominee | Member |
| (g) | Indenter | Member Convener |

***TA/DA and Honorarium to the external expert will be given as per Institute Rules.**

- (x) Based upon the pre-bid meeting, if applicable, the necessary amendments shall be made in the specifications of the equipment by the Indenter, if required and the S&PS shall issue the corrigendum.
- (xi) The Store and Purchase section shall open the bids and send the soft copies of all the bids received / complete case to the concerned department/centre/section for technical evaluation.
- (xii) The technical evaluation at department/centre/section level shall be done by a Technical Evaluation Committee consisting of following members:
- | | | |
|-----|---|-----------------|
| (a) | Head of Department/Centre/Section | Chairperson |
| (b) | One Senior faculty member / Senior Official of the concerned Department/Centre/Section preferably with related specialization
(To be nominated by concerned Head of Department/Centre/Section) | Member |
| (c) | OIC Purchase | Member |
| (d) | Indenter
(Store & Purchase Section can provide assistance in technical evaluation (if required)) | Member Convener |
- *One technical external expert can be included by Chairman of the Technical Evaluation Committee (if deemed fit) with the approval of Director. TA/DA and Honorarium to the external expert will be given as per Institute Rules
- (xiii) The Convener of the Technical Evaluation Committee shall prepare a consolidated statement and submit the list of Technically Qualified bidders and Technically Non-Qualified bidder along with the reasons for non-qualification.
- (xiv) The representation(s) received from Technically Non-Qualified bidder, (if any), shall be forwarded to the convener of the Technical Evaluation Committee of the concerned department/centre/section for evaluation. After evaluation of the representation(s) received, the comments of the Technical Evaluation Committee shall be communicated to the concerned bidder before opening of the financial bid through CPP portal by S&PS.
- (xv) Store and Purchase section shall open the financial bid of all the Technically Qualified bidders and send the financial quotes of the Technically Qualified bidders to the concerned Indenter for comments on the reasonability of price quoted.
- (xvi) The Indenter and HoD/HoC/Section Head shall recommend the case for placing the supply order after its due vetting and send the complete case including the PR Form to S&PS.
- (xvii) The recommended case shall be forwarded to Finance & Accounts Section for seeking status of fund availability.
- (xviii) If funds are available, then, the case shall be forwarded to Audit Section for pre-audit of the case.



(xix) The pre-audited case shall be put up before the Special Purchase Committee for scrutinizing of the purchase case whose composition shall be as follow:

(a)	Dean (Planning & Development)	Chairperson
(b)	Chairperson (IPC)	Member
(c)	Head of Department/Centre	Member
(d)	One Senior faculty member of the concerned Department/Centre preferably with related specialization (To be nominated by Director)	Member
(e)	One External faculty member of preferably with related specialization either from the same Institute or outside the Institute (To be nominated by Director)	Member
(f)	Faculty In-Charge (Purchase)	Member
(g)	Indenter	Member
(h)	Assistant Registrar (Store & Purchase)	Convener

***TA/DA and Honorarium to the external expert will be given as per Institute Rules.**

(xx) The Special Purchase Committee, will scrutinize the procurement case for the adoption of proper procedure to materialize the purchase as defined under GFR-2017 / SOP. The recommended case by the Special Purchase Committee shall be put up before the Director, NIT Hamirpur (H.P) for Administrative Approval-cum-Financial Sanction.

(xxi) After seeking the Administrative Approval-cum-Financial Sanction from the competent sanctioning authority i.e Director, NIT Hamirpur(H.P), the supply order shall be issued by the FI(P).

Note:- The Competent Sanctioning Authority {i.e Director, NIT Hamirpur (H.P)} may constitute any other Committee in special cases which are not specified in any of the sections above.

PURCHASE/REPAIR ON PROPRIETARY BASIS

STEP-I:

- (i) Submission of duly filled Indent Form by the Indenter to the Head of the concerned Department/Centre/Section (Competent Recommending Authority). If the equipment/item/software is to be procured on Proprietary Basis, then, the indenter shall enclose the following documents:
- (a) "GeM Availability / Non-Availability Report and Past Transaction Summary duly signed by indenter and countersigned by concerned HoD/HoC/Section Head" mentioning the date & time at which the equipment was checked on GeM".
 - (b) Proprietary Article Certificate as prescribed in Rule 166 (Single Tender Enquiry) of GFR – 2017, which is available on Institute Website is required to be submitted by the concerned indenter along with the Proprietary Article Certificate from the manufacturer. However, while submitting the purchase request, the indenter must examine and satisfied rule-149 of GFR-2017
 - (c) Price reasonability certificate to be submitted by the Seller mentioning that the product has not been sold at a price lesser than the offered price to any other Institute/Organization in India during last financial year.
 - (d) Price reasonability certificate to be submitted by the indenter and counter signed by the concerned HoD/HoC/Section Head with the remarks that to the best of their knowledge the price of the product is minimum and there is no other manufacturer of the product.
 - (e) Indenter to ensure that the supplier has executed at least one supply of the item during the current/previous financial year that is proposed to be procured on proprietary basis
- (ii) Placing of the Indent Form amounting more than Rs. 50,000/- along with the detailed justification before the Purchase Committee of the concerned Department/Centre/Section. In case, the Department Purchase Committee is not notified, the purchase case having estimated cost more than Rs. 50,000 /- shall be placed before the Section Purchase Committee (SPC) (as per the analogy of DPC) whose constitution shall be as follows:
- | | |
|--------------------------------------|------------------|
| Head of the concerned Section | Chairman |
| Faculty In-Charge (Purchase)/Nominee | Member |
| Indenter | Member- Convener |
- (iii) The purchase case shall be deliberated in either Department Purchase Committee or the above Section Purchase Committee depending upon the purchase case.
- (iv) After deliberating the case in light of the need of the item, readiness of site and justification furnished by the Indenter concerned, the committee shall either recommend the purchase proposal for further processing or reject the purchase proposal.
- (v) The recommended purchase proposal along with all the supporting documents shall be forwarded to the Store & Purchase Section.

STEP-II:

(A) Purchase Case less than equal to Rs. 5.00 Lacs:

- (i) The recommended purchase proposal by the Department Purchase Committee / Section Purchase Committee shall be put up before the Director, NIT Hamirpur (H.P) for seeking Administrative Approval of the purchase proposal.
- (ii) After seeking Administrative approval of the Director, NIT Hamirpur(H.P), the Indenter shall check the price quoted in respect of the prevailing market rates and if the price quoted are justified, then , then the Indenter and HoD/HoC/Section Head shall recommend the case for placing the supply order after its due vetting and to send the complete case to Store & Purchase Section.
- (iii) The vetted supply order shall be forwarded to Finance & Accounts Section for seeking the status of fund availability.
- (iv) If funds are available, then, the case shall be forwarded to Audit Section for pre-audit check.
- (v) Once the case is pre-audited by the Audit Section, the case shall be put up before the Director, NIT Hamirpur(H.P) for Administrative Approval-cum-Financial Sanction.
- (vi) After seeking Administrative Approval-cum-Financial Sanction from the Director, NIT Hamirpur(H.P), the supply order shall be issued by the FI(P).

(B) Purchase Case more than Rs. 5.00 Lacs but less than Rs. 50.00 Lacs:

- (i) The purchase case shall be put up before the Institute Purchase Committee with the detailed justification and recommendations of the concerned Department Purchase Committee or Section Purchase Committee as the case maybe.
- (ii) The Institute Purchase Committee shall deliberate the placed purchase proposal and after deliberating the case in light of the need of the item, justifications submitted by the indenter etc., the Institute Purchase Committee shall either recommend the purchase proposal for further processing or reject the purchase proposal by giving suitable observations.
- (iii) The recommended purchase proposal by the Institute Purchase Committee shall be put up before the Director, NIT Hamirpur(H.P) for seeking Administrative Approval of the purchase proposal.
- (iv) After seeking Administrative approval of the Director, NIT Hamirpur(H.P), the Indenter and HoD/HoC/Section Head shall recommend the case for placing the supply order after its due vetting and to send the complete case to Store & Purchase Section.
- (v) The case with vetted supply order shall be forwarded to Finance & Accounts Section for seeking the status of fund availability.
- (vi) If funds are available, then, the case shall be forwarded to Audit Section for pre-audit of the case.
- (vii) Once the case is pre-audited by the Audit Section, the case shall be put up before the Director NIT Hamirpur(H.P) for Administrative Approval-cum-Financial Sanction.
- (viii) After seeking Administrative Approval-cum-Financial Sanction from the Director, NIT Hamirpur(H.P), the supply order shall be placed.

(C) For Purchase Case more than 50.00 Lacs:

- (i) The indenter shall submit purchase proposal to Store & Purchase Section along with the list which includes the name of at least 03 experts who are having same specialization for vetting of the specifications of the equipment to be procured.
- (ii) The purchase proposal shall be placed before the Competent Sanctioning Authority i.e. Director, NIT Hamirpur for nominating 02 experts out of the names mentioned by the indenter or by his own. The Director may add any name on his own also.
- (iii) The indenter shall e-mail the purchase proposal along with the specifications of the equipment to the nominated experts and seek the comments of the nominated experts.
- (iv) After vetting of the specifications by the nominated experts or modification(s) suggested by the nominated experts, the indenter shall prepare the final specifications after incorporating the modification(s) of the experts, if any, and submit revised indent form, if applicable, and submit it to the Store & Purchase Section.
- (v) The purchase case shall be put up before the Institute Purchase Committee with the detailed justification and recommendations of the concerned Department Purchase Committee or Section Purchase Committee & comment(s) of the experts.
- (vi) The Institute Purchase Committee shall deliberate the placed purchase proposal and after deliberating the case in light of the need of the item, justifications submitted by the indenter etc., the Institute Purchase Committee shall either recommend the purchase proposal for further processing or reject the purchase proposal.
- (vii) The recommended purchase proposal by the Institute Purchase Committee along with the comment(s) of the nominated experts shall be put up before the Director, NIT Hamirpur(H.P) for seeking Administrative Approval of the purchase proposal.
- (viii) After seeking Administrative approval the Competent Authority, the Indenter and HoD/HoC/Section Head shall recommend the case for placing the supply order after its due vetting and send the complete case to Store & Purchase Section.
- (ix) The case with vetted supply order shall be forwarded to Finance & Accounts Section for seeking the status of fund availability.
- (x) If funds are available, then, the case shall be forwarded to Audit Section for pre-audit of the case.



(xi) The pre-audited case shall be put up before the Special Purchase Committee for scrutinizing of the purchase case whose composition shall be as follow:

(a)	Dean (Planning & Development)	Chairperson
(b)	Chairperson (IPC)	Member
(c)	Head of Department/Centre	Member
(d)	One Senior faculty member of the concerned Department/Centre preferably with related specialization (To be nominated by Director)	Member
(e)	One External faculty member of preferably with related specialization either from the same Institute or outside the Institute (To be nominated by Director)	Member
(f)	Faculty In-Charge (Purchase)	Member
(g)	Indenter	Member
(h)	Assistant Registrar (Store & Purchase)	Convener

(xii) The Special Purchase Committee, will scrutinize the procurement case for the adoption of proper procedure to materialize the purchase as defined under SOP. The recommended case by the Special Purchase Committee shall be put up before the Director, NIT Hamirpur (H.P) for Administrative Approval-cum-Financial Sanction.

(xiii) After seeking Administrative Approval-cum-Financial Sanction from the Director, NIT Hamirpur (H.P), the supply order shall be placed.

Note: The repair/maintenance of equipment(s) may be initiated as per Rule 169.

Handwritten signature/initials

PURCHASE THROUGH LOCAL PURCHASE COMMITTEE

{For the Purchase Cases Costing above (Rs. 50,000 upto Rs 5,00,000)}

Prior to initiation of purchase through local purchase committee, the indenter and concerned department/centre/section must examine Rule 149 of GFR-2017 and thereafter explicitly specify the reasons for proposing the mode such purchase.

STEP-I:

- (i) Submission of duly filled Indent Form by the Indenter to the Head of the concerned Department/Centre/Section.
- (ii) Placing of the Indent Form along with the detailed justification as well as GeM Availability Report and Past Transaction Summary before the Purchase Committee of the concerned Department/Centre/Section. In case, the Department Purchase Committee is not notified, then the purchase case shall be placed before the Section Purchase Committee whose constitution shall be as follow:
- | | |
|--------------------------------------|-----------------|
| Head of the concerned Section | Chairperson |
| Faculty In-Charge (Purchase)/Nominee | Member |
| Indenter | Member Convener |
- (iii) The purchase case shall be deliberated in either the Department Purchase Committee or the above mentioned Section Purchase Committee depending upon the purchase case.
- (iv) After deliberating the case in light of the urgent need of the item and justification furnished by the indenter concerned i.e. the Competent Authority for initiating Purchase, the committee shall either recommend the purchase proposal for further processing or reject the purchase proposal. The committee shall examine the **URGENCY** of the item, shall record the urgency and then only, recommend it the case for processing it through Local Purchase Committee as per Rule 155 of GFR-2017.
- (v) The recommended purchase proposal along with all the supporting documents shall be forwarded to the Store & Purchase Section.

STEP-II:

The recommended purchase proposal by the Department Purchase Committee / Section Purchase Committee shall be forwarded to Finance & Account Section for seeking fund availability. After ensuring the fund availability under the relevant budget head, the purchase case to be put up before the Competent Authority i.e. Director for seeking Administrative Approval of the purchase proposal through Purchase Committee whose composition shall be as follow:

- | | |
|--|------------------|
| (a) Head of concerned Department/Centre/Section | Chairperson |
| (b) Faculty In-Charge (Purchase) or his/her nominee | Member |
| (c) Deputy Registrar /Assistant Registrar or his/her nominee
(Accounts Section) | Member |
| (d) Indenter | Member-Secretary |

- (i) After seeking the Administrative approval, the committee will survey the market to ascertain the reasonableness of rate, quality and specifications.
- (ii) The Chairperson of the committee shall issue an enquiry letter containing all the details viz. quantity, specification etc. and the committee will collect quotation from at least three suppliers/vendors.
- (iii) The committee shall open the collected quotation & prepare a consolidated comparative statement based upon the quotations received by due date.
- (iv) The committee shall declare L-1 based on the comparative statement and the Chairperson of the Local Purchase Committee will issue camp supply order on the spot to the L-1 firm.
- (v) The Local Purchase Committee will give the certificate below mentioned on bill:

“Certified that we, members of the 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”

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