



राष्ट्रीय प्रौद्योगिकी संस्थान हमीरपुर
हमीरपुर 177005-(प्र.हि)
NATIONAL INSTITUTE OF TECHNOLOGY HAMIRPUR
HAMIRPUR (H.P.)-177005

[An Institute of National Importance under Ministry of Education (शिक्षा मंत्रालय)]

NOTIFICATION

In suppression to all previous orders the following Financial powers are hereby delegated to the following officers/functionaries for the smooth functioning of various Sections/Branches/Departments of the institute:-

Type of Expenditure		Authority	Delegation of Financial Powers
Contingent Expenditure	Recurring & Non Recurring	HOD/Registrar/PI	Purchase of goods upto the value of Rs. 25,000 (Rupees twenty five thousand) only on each occasion subject to availability of Funds & after completing all the codal formalities as per provisions contained in GFR -2017
		Deans/ Deputy Registrar's/ FI(Purchase) / Chief Warden/ Wardens/ Medical Officer/ FI(Workshop)/FI(Computer Centre)/ Librarian /AP (Sports)/Executive Engineer	Purchase of goods upto the value of Rs. 25,000 (Rupees twenty five thousand) only on each occasion subject to availability of Funds & after completing all the codal formalities as per provisions contained in GFR -2017. Further Registrar NITH is authorized for payment of Electricity, Water & Telephone Bills as per actual
	Non- Recurring	HOD/Registrar	Up to Rs.5,00,000/- (Only for lab Equipments/Material) on each occasion subject to availability of Funds & after completing all the codal formalities as per provisions contained in GFR -2017 & purchase procedure of NIT Hamirpur.
		Principal Investigator	In case of PI upto Rs.5,00,000/- to purchase the equipments/goods strictly as per the sanctioned guidelines of the funding agency after completing all the codal formalities as per GFR-2017 & adhering purchase procedure of NIT Hamirpur
		Dean (Student welfare)	Up to Rs.1, 00,000 (For sports items only) on each occasion subject to availability of Funds & after completing all the codal formalities as per provisions contained in GFR -2017 & purchase procedure of NIT Hamirpur.



Note:-

1. All the purchases to be affected under these delegations have to be within the allocated budget.
2. HOD will convene the meeting of the Faculty Board related to the procurement of the department in the month of April & October every Year and the duly recommended list of all equipment's along with minutes needs to be approved from the Director in Principle.
3. HOD must ensure generic specifications for healthy competition.
4. HOD will be solely responsible for adhering all the provisions of GFR 2017 and CVC Guidelines for procurement of equipment's /materials
5. Any Furniture Material, Equipment, Chemicals / Consumables required by HOD himself or in his Lab, prior permission of Competent Authority is must irrespective of cost of item(s).
6. As per GFR-2017 the procurement of Goods & Services by all the department(s)/Centre(s) will be mandatory for Goods or Services available on GeM . If the items is /are not available on GeM other mode of procurement as per GFR-2017 may be applied as per purchase rules with prior permission.
7. In order to bring economy in the procurement, item(s) of similar nature must be consolidated and splitting should be avoided.



REGISTRAR

Dated:- 25-05-2023

No.NIT/HMR/S&PS/DFR/2023/ 842-87

Copy to:-

- 1) Director for kind information please.
- 2) All the Deans/HOD's for information please.
- 3) All Branch Officers/Medical officers/XEN/Library Incharge, FI(CC),FI(Workshop)/Chief warden Hostels/AP(Sports) for information please.
- 4) FI (CC) for information along with the request to display in the institute website please.
- 5) PA to Registrar for record
- 6) AR(E&S) for information & keeping copy in the file (delegation of Financial Powers)
- 7) Copy to file.



REGISTRAR





राष्ट्रीय प्रौद्योगिकी संस्थान हमीरपुर
हमीरपुर (हि.प्र.) - 177 005 (भारत)
NATIONAL INSTITUTE OF TECHNOLOGY HAMIRPUR
HAMIRPUR (H.P.) - 177 005 (INDIA)
(An Institute of National Importance under Ministry of HRD)

INDENT FORM

No.

Date:

Department / Centre / Section	Indenter's Name	Designation

Item (s) Name	Item Type- (Consumable/ Non- consumable/Re pair case etc.)	Brief Description of item to be procured along with justification (Enclose separate sheet, if required)	Number/ quantity of item required	Estimated Cost per unit (in Rs.)	Total tentative Cost of the item (s) (in Rs.)

Chargeable Head	
Proposed Mode of Procurement as per GFR-2017*	(GeM , Direct Purchase/ Purchase Committee/ Open Tender/Limited Tender/ Proprietary basis etc.)

*If the mode is other than GeM, Indenter to specify reasons and submit GeM non availability certificate

Description of previous purchase of the above Item (if any):

In Working Condition	
Not in working condition	

Signature of Indenter

Recommended by (Head/PI/TPO/CW/XEN/Section Head/.)
(Minutes of DPC to be enclosed)
(Minutes of IPC/ PPC to be enclosed for items costing more than Rs. 5 Lac)

Administrative Approval

The purchase case for procurement of _____ at an estimated cost of

Rs _____ through mode of procurement as _____

_____ is recommended and is submitted for seeking administrative approval by competent authority.

Recommending Officer(s): _____

(Approved / Not Approved)
Competent Sanctioning Authority





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NATIONAL INSTITUTE OF TECHNOLOGY HAMIRPUR
HAMIRPUR (H.P.) - 177 005 (INDIA)

(An Institute of National Importance under Ministry of Education (Shiksha Mantralaya))

FINANCIAL SANCTION FORM

No.

Date:

Department / Centre / Section		Indenter's Name		Designation	
Item Name	Item (s) Type (Consumable/ Non- consumable Repair case etc.)	Brief Description of item (s) procured (Make/Model etc.- Enclose separate sheet, if required)	Number/ quantity of item purchased	Actual Cost per unit (in Rs.)	Cost of the item (s) (in Rs.)

Chargeable Head		Mode of Purchase	
-----------------	--	------------------	--

Signature of Indenter

Recommended by: (Head/PI/TPO/CW/XEN/Section Head/..)

Availability of Fund

Sanctioned grant under chargeable head	Expenditure till date	Balance available	Funds Available / Not Available

Dealing Officials and Officers

1. 2. 3.

Pre-Audit

The complete purchase case for procurement of costing
Rs.....has been pre-audited and is found to be in order.

Dealing Officials and Officers

1. 2. 3.

Financial Sanction (only for Non-GeM cases)#

The purchase case for procurement of (Item:) _____ is in
order and is recommended for seeking financial sanction of Rs _____, (in words,
Rs _____) for purchasing the item /
placing the supply order in favour of M/s

Recommending Officer(s): -----

Sanctioned
Competent Sanctioning Authority

#Administrative approval cum financial sanction to be uploaded on GeM portal by the sanctioning authority separately





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हमीरपुर (हि.प्र.)-177005

NATIONAL INSTITUTE OF TECHNOLOGY HAMIRPUR

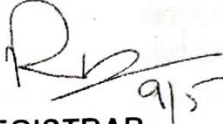
HAMIRPUR (H.P.)-177005

[An Institute of National Importance under Ministry of Education (शिक्षा मंत्रालय)]

OFFICE OF THE REGISTRAR

NOTIFICATION

Pursuant to the approval of Competent Authority, the Standard Operating Procedure (SoP) for various purchase/procurement at the Institute level under GFR-2017 devised by the Committee constituted vide office order No. NIT/HMR/Admn/F-16(Vol-37)/2023/1764-69 dated 08/02/2023, is hereby notified for implementation in the Institute.

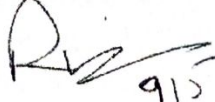

9/5

REGISTRAR
NIT HAMIRPUR (HP)

Dated:- 09/05/2023

No. NIT/HMR/Admn./F-16/Vol-37/2023- 5013-37
Copies to:-

1. Director for kind information.
2. All Deans/HoDs/HoCs for information.
3. Chief Warden (Hostels)/ all Branch Officers for information.
4. Faculty Incharge (Purchase) for information.
5. Deputy Registrar (Finance & Accounts) for information.
6. Faculty In-charge (CC) with the request to **upload the same** on the Institute Website.
7. PA to Registrar for putting it in Guard File.
8. Meeting Assistant for information and necessary action.


9/5

REGISTRAR
NIT HAMIRPUR (HP)



PURCHASE THROUGH GeM

STEP-I: AT DEPARTMENT LEVEL:

- (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 before the Purchase Committee of the concerned Department/Centre as notified vide Office Order No.:NIT/HMR/S&PS/2022/DFR/1137-1150 dated 21/02/2022. In case, the Department Purchase Committee is not notified vide Notification No.:NIT/HMR/S&PS/2022/DFR/1137-1150 dated 21/02/2022, then the purchase case having estimated cost more than Rs. 25,000/- shall be placed before the Section Purchase Committee whose constitution shall be as follow:

(a) Chairperson (Institute Purchase Committee)	Chairperson
(b) Faculty In-Charge (Purchase)	Member
(c) Head of the concerned Section	Member
(d) Indenter	Member
(e) Assistant Registrar (Store & Purchase)	Member-Convener
- (iii) The purchase case shall be deliberated in the either Department Purchase Committee or the above mentioned committee depending upon the purchase case.
- (iv) After deliberating the case in light of the need of the item, 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: AT STORE & PURCHASE SECTION LEVEL:

(A) For Purchase Case up to Rs. 25,000/- (Except Petty Purchase):

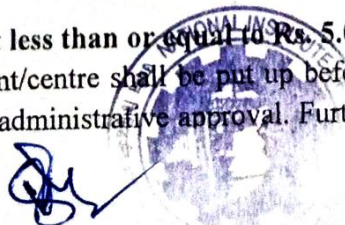
- (i) The purchase case pertaining to department/centre shall be put up before the concerned head of the department/centre for seeking administrative approval. Further, for any other purchase cases, the Faculty In-Charge (Purchase) shall be the approving authority.
- (ii) After seeking the administrative approval, the purchase case shall be strictly processed as per Rule-149(i) of GFR-2017 and subsequent amendment notified by Notification No.F.1/26/2018-PPD dated 02/04/2014 by Ministry of Finance, Government of India i.e. item can be procured from any of the available suppliers on the GeM in the presence of the indenter, meeting the requisite quality, specification and delivery period.
- (iii) The indenter shall submit a undertaking before placing the order:-

"I, (name), am personally satisfied that the item/good purchased are of the requisite quality and specification and is being purchased at a reasonable price."
- (iv) After processing the case on GeM, the case shall be forwarded to Accounts & Finance Section for seeking the status of fund availability.
- (v) If funds are available, then the case shall be put up before the competent authority as mentioned at point (i) for Administrative Approval-cum-Financial Sanction.
- (vi) After seeking Administrative Approval-cum-Financial Sanction from the competent authority, the supply order shall be placed on GeM.

(B) For Purchase Case more than Rs. 25,000/- but less than or equal to Rs. 5.00 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 any other

7
10/10/2022

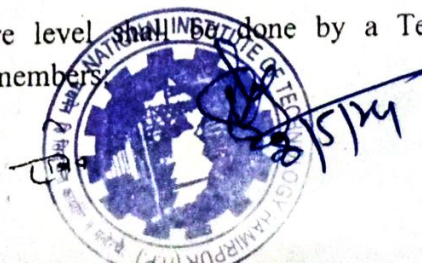


per Rule-149(ii) of GFR-2017 and subsequent amendment notified by Notification No.F.1/26/2018-PPD dated 02/04/2014 by Ministry of Finance, Government of India i.e. item can be procured through the GeM Seller having lowest price amongst the available sellers, of at least three different manufacturers, on GeM in the presence of the indenter, meeting the requisite quality, specification and delivery period.

- (iii) The indenter shall submit a undertaking before placing the order:-
"I, (name), am personally satisfied that the item/good purchased are of the requisite quality, specifications and is being purchased at a reasonable price."
- (iv) After processing the case on GeM, the case shall be forwarded to Accounts & Finance 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.
- (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 supply order shall be placed on GeM.

(C) For Purchase Case more than Rs. 5.00 Lacs but less than 25.00 Lacs:

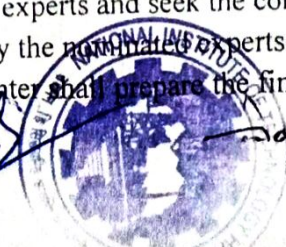
- (i) The purchase case shall be put up before the Institute Purchase Committee with the detailed justification and recommendations of the concerned Department Purchase Committee or Section Purchase Committee.
- (ii) The Institute Purchase Committee shall deliberate the placed purchase proposal and after 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.
- (iii) The recommended purchase proposal by the Institute Purchase Committee shall be put up before the Competent Authority i.e Director for seeking Administrative Approval of the purchase proposal.
- (iv) After seeking the administrative approval, the purchase case shall be strictly processed as per Rule-149(iii) of GFR-2017 and subsequent amendment notified by Notification No.F.1/26/2018-PPD dated 02/04/2014 by Ministry of Finance, Government of India i.e. 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 online bid shall be floated on GeM in the presence of the indenter and the indenter has to sign each & every page of the bid document mentioning the following comment:
"The bid is floated in my presence. I have checked the specifications of the equipments to be procured and terms & conditions of the bid."
- (v) On the date of opening of bids, a Bid Opening Committee consisting of following member shall open the bids and send the soft copy of all the bid documents to the concerned department/centre/section for technical evaluation:
- | | |
|--|-----------------|
| (a) Faculty In-Charge (Purchase) | Chairperson |
| (b) Assistant Registrar (Store & Purchase) | Member |
| (c) Indenter | Member |
| (d) Staff Member operating GeM | Member-Convener |
- (vi) The technical evaluation at department/centre level shall be done by a Technical Evaluation Committee consisting of following members



- (a) Head of Department/Centre
(b) One Senior faculty member of the concerned Department/Centre preferably with related specialization
(To be nominated by concerned Head of Department/Centre)
(c) One External faculty member of the other Department as notified vide Notification No.:NIT/HMR/S&PS/2022/DFR/1137-1150 dated 21/02/2022
(d) Section Head (Store & Purchase) or his/her Nominee
(e) Indenter
- Chairperson
Member
Member
Member
Member Convener
- (vii) 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.
- (viii) The representation(s) received from Technically Non-Qualified bidder, if any, shall be forwarded to 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 communicated to the concerned bidder before opening of the financial bid.
- (ix) Bid Opening Committee as mentioned at point-(iv) 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.
- (x) The Indenter shall check the price quoted in respect of the prevailing market rates and if the price quoted are justified, then the Indenter shall recommend for placing the supplying order and send the complete case to Store & Purchase Section.
- (xi) After that, the case shall be forwarded to Accounts & Finance Section for seeking the status of fund availability.
- (xii) If funds are available, then, the case shall be forwarded to Audit Section for pre-audit of the case.
- (xiii) Once the case is pre-audited by the Audit Section, the case shall be put up before the competent authority i.e. Director for Administrative Approval-cum-Financial Sanction.
- (xiv) After seeking Administrative Approval-cum-Financial Sanction from the competent authority, the supply order shall be placed on GeM

(D) For Purchase Case more than 25.00 Lacs (Except for Furniture & Stationary Items):

- (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 Authority for nominating 02 experts out of the names mentioned by the indenter or by his own. 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 of the nominated experts.
- (iv) After 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, as well as indent form 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 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 subsequent amendment notified by Notification No.F.1/26/2018-PPD dated 02/04/2014 by Ministry of Finance, Government of India i.e. 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 online bid shall be floated on GeM in the presence of the indenter and the indenter has to sign each & every page of the bid document mentioning the following comment:
"The bid is floated in my presence. I have checked the specifications of the equipments to be procured and terms & conditions of the bid."
The bid document shall clearly mention the schedule of the pre-bid meeting.
- (ix) The committee consisting of the following members shall convene the pre-bid meeting 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) Experts who vetted the specifications | Member |
| (e) One External faculty member of the other Department as notified vide Notification No.:NIT/HMR/S&PS/2022/DFR/1137-1150 dated 21/02/2022 | Member |
| (f) Section Head (Store & Purchase) or his/her Nominee | Member |
| (g) Indenter | Member Convener |
- (x) Based upon the pre-bid meeting, the necessary amendments shall be made in the specifications of the equipment, if any.
- (xi) On the date of opening of bids, a Bid Opening Committee consisting of following member shall open the bids and send the soft copy of all the bid documents to the concerned department/centre/section for technical evaluation:
- | | |
|--|-----------------|
| (a) Faculty In-Charge (Purchase) | Chairperson |
| (b) Assistant Registrar (Store & Purchase) | Member |
| (c) Indenter | Member |
| (d) Staff Member operating GeM | Member-Convener |
- (xii) The technical evaluation at department/centre level shall be done by a Technical Evaluation Committee consisting of following members:




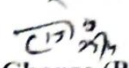
- | | | |
|---------|---|-----------------|
| (a) | Head of Department/Centre | Chairperson |
| (b) | One Senior faculty member of the concerned Department/Centre preferably with related specialization
(To be nominated by concerned Head of Department/Centre) | Member |
| (c) | One External faculty member of the other Department as notified vide Notification No.:NIT/HMR/S&PS/2022/DFR/1137-1150 dated 21/02/2022 | Member |
| (d) | Section Head (Store & Purchase) or his/her Nominee | Member |
| (e) | Indenter | Member Convener |
| (xiii) | 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 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 communicated to the concerned bidder before opening of the financial bid. | |
| (xv) | Bid Opening Committee as mentioned at point-(iv) 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 shall check the price quoted in respect of the prevailing market rates and if the price quoted are justified, then the Indenter shall recommend for placing the supplying order and send the complete case to Store & Purchase Section. | |
| (xvii) | After that, the case shall be forwarded to Accounts & Finance 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 that, the 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) | Head of Department/Centre | Member |
| (c) | One Senior faculty member of the concerned Department/Centre preferably with related specialization
(To be nominated by Director) | Member |
| (d) | One External faculty member of preferably with related specialization either from the same Institute or outside the Institute
(To be nominated by Director) | Member |
| (e) | Faculty In-Charge (Purchase) | Member |
| (f) | Indenter | Member |
| (g) | Assistant Registrar (Store & Purchase) | Member Convener |
| (xx) | The Special Purchase Committee, after scrutinizing the case, may either recommend the purchase proposal or reject the purchase proposal or direct to incorporate any amendment(s). | |

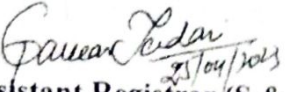



- (xxi) The recommended case by the Special Purchase Committee shall be put up before the competent authority i.e. Director for Administrative Approval-cum-Financial Sanction.
- (xxii) After seeking Administrative Approval-cum-Financial Sanction from the competent authority, the supply order shall be placed on GeM.


Assistant Registrar (Audit)
Member


Deputy Registrar (F&A)
Member


Faculty In-Charge (Purchase)
Member


Assistant Registrar (S & P)
Member-Convener
25/04/2023


Dean (P&D)
Chairperson 27/04/23





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हमीरपुर (हि.प्र.) – 177 005 (भारत)
[भारत सरकार शिक्षा मंत्रालय के तहत एक राष्ट्रीय महत्व का संस्थान]
NATIONAL INSTITUTE OF TECHNOLOGY HAMIRPUR
HAMIRPUR (H.P.) - 177 005 (INDIA)
[An Institute of National Importance under Ministry of Education (Shiksha Mantralaya)]

NOTIFICATION

In partial modification to Departmental Purchase committee Notification No. NIT/HMR/S&PS/2022/DFR/1137-1150 dated 21/02/2022, the list of expert member from other department (as per Table A) is hereby revised as mentioned below:

Departmental Purchase Committee (DPC)

1	Concerned HOD/HOC/HOS/FI(CC)	Chairperson
2	Indenter	Member
3	OIC (Purchase)	Member
4	Section Head (Store)/Nominee or Section Head (Audit)/Nominee	Member
5	One expert member from other department as per (Table-A) to be nominated by the HOD of the corresponding department(as per the technical requirement of the equipment / item to be procured)	Member

Table A

Sr. No.	Name of Department	Name of corresponding department for the nomination of external member	Name of External Members from the corresponding department(s)
1.	DoECE	DoCSE	Dr. T.P. Sharma Dr. Rajeev Kumar
2.	DoCSE	DoECE	Dr. Manoranjan Rai Bharti Dr. Rakesh Sharma
3.	DoEE	DoECE	Dr. Ashok Kumar Dr. Manoranjan Rai Bharti
4.	DoME	DoEE	Dr. Veena Sharma Dr. Bharat Bhushan Sharma
5.	DoCE	DoArch	Dr. Vandana Sharma Dr. Mohit Pant
6.	DoChemical	DoChemistry	Dr. Kalyan Sundar Ghosh Dr. Raj Kaushal
7.	DoArch	DoCE	Dr. U.K. Pandey Dr. A.K.Roy
8.	DoMS	DoHSS/DoME/DoCE	Dr. Somesh Sharma Dr. Vijay Shankar
9.	DoPPS	DoMSE	Dr. Rita Maurya



			Dr. Raj Bahadur Singh
10.	DoChemistry	DoChemical	Dr. Tapas Palai Dr. Subhajit Majumder
11.	DoMSC	DoCSE	Dr. Kamlesh Dutta Dr. Siddharth Chauhan
12.	DoHSS	DoCSE	Dr. Rajeev Kumar Dr. Siddharth Chauhan
13.	DoMSE	DoPPS	Dr. Subhash Chand Dr. Arvind Kumar
14.	Central Workshop	DoME	Dr. Param Singh Dr. Dilshad Ahmad Khan
15.	Computer Centre	DoECE/ DoEE	Dr. Surinder Soni Dr. Bharat Bhushan Sharma
16.	CoES	DoME/ DoEE	Dr. O.P. Rahi Dr. Varun

Further, if required, the Head of the Department can seek expert advice / technical opinion from the faculty / functionary of other department(s)/section(s) of the Institute by inviting the concerned as special invitee, depending upon the requirement and need of the procurement case. **In case expert advice / opinion is required from any external expert, prior approval of Competent Authority is required.**

Expert technical opinion for specifications of Lab equipments costing above Rs. 25 lacs is mandatorily required from 02 no.s external members from reputed institute after due approval of the competent authority.

As per GFR-2017 the procurement of Goods & Services by all the department(s)/Centre(s) will be mandatory for Goods or Services available on GeM. Any deviation from Gem will require certification by purchase committee that item is not available on GeM. If similar item is available on GeM but there is one or two specifications deviating from the Specification on GeM then it must be recorded why the item on Gem is not procured by the purchase committee. Any manipulation of specification just to avoid purchase on GeM will result in fixing of responsibility and all responsibility in such cases will be that of the HOD of the department. In case the item is not available on GeM then other mode of procurement as per GFR-2017 may be applied as per purchase rules.


REGISTRAR 5/7

Dt. 10-07-2023

No. NIT/HMR/S&PS/2023/1093-1125

Copy to:-

- 1) Director for kind information please.
- 2) All the Deans/HODs for information, please.
- 3) All Branch Officers/Medical officer/XEN/In-charge(Central Library), FI(Workshop)/Chief Warden (Hostel)/AP(Sports)/ FI(IVS), FI(TPO) for information please.
- 4) FI (CC) for information with the request to upload on Institute Website.
- 5) PA to Registrar for record
- 6) AR(Admin) for information & keeping copy in the file (Delegation of Financial Powers)/SOP for purchase process.
- 7) Copy to file.




REGISTRAR 5/7



राष्ट्रीय प्रौद्योगिकी संस्थान हमीरपुर
हमीरपुर (हि.प्र.) - 177 005 (भारत)
| भारत सरकार शिक्षा मंत्रालय की तहत एक राष्ट्रीय महत्व का संस्थान |
NATIONAL INSTITUTE OF TECHNOLOGY HAMIRPUR
HAMIRPUR (H.P.) - 177 005 (INDIA)
[An Institute of National Importance under Ministry of Education (Shiksha Mantralaya)]

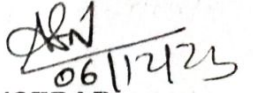


{ OFFICE OF THE REGISTRAR }

OFFICE ORDER

Consequent upon the approval of the Competent Authority, partial modification in the Standard Operating Procedure (SoP) for various purchase / procurement at the Institute level under GFR-2017 issued vide notification no. NIT/HMR/Admn/F-16/Vol-37/2023-5013-37 dated 09/05/2023 is notified as under:

"Expert opinion for the procurement of item costing above rupees Twenty Five Lakhs (25 Lakhs) due to multiple of single item, is hereby relaxed (for the cases under pipe line or fresh). However, expert opinion is still required in procurement cases costing above Rs.25,00,000/- for single item / equipment".


REGISTRAR
NIT HAMIRPUR(H.P)

No.NIT/HMR/SPC/2023/ 1979 — 1985

Dated:- 06-12-2023

Copy to:-

- 1) Director, NIT Hamirpur for kind information please.
- 2) The Chairperson (IPC) for information and appropriate action
- 3) All the committee members of IPC for information.
- 4) DR (F&A)
- 5) AR(Audit)


REGISTRAR
NIT HAMIRPUR(H.P)

