

INDIAN INSTITUTE OF INFORMATION TECHNOLOGY, ALLAHABAD

Purchase Proposal

Name of Indenter*: _____

Date*: _____

Dept./Cell/Section*: _____

Institute Account/Seed Money/ Sponsored Project* _____

Types of Material/ Services	Tick*	Mode of Purchase	Tick*	Mode of Purchase	Tick*
Consumable		GeM		Proprietary Item	
Non-Consumable		Limited Tender		Below One Lac	
Limited Time Asset		Global Tender		Market Survey (Not to be decided by the Indenter)	
Services (AMC/ Maintenance/ After Sales Service)					

Please tick where ever-applicable

Suggested method of procurement*:

- (a) **Open tender:** Rule 161 of GFR 2017 (for goods costing ₹ 25 lakh or above)/ Institute's S&P Manual
- (b) **Limited Tender Enquiry:** Rule 162 of GFR 2017 (for goods costing upto ₹ 25 lakh)
- (c) **GEM:** Rules 149 of GFR 2017
- (d) **Single tender Enquiry of proprietary Item:** Rules 166 of GFR 2017 (attach Annexure -1)

(Indenter must visit GeM Portal and search if the indented item is available at GeM Portal. If it is available, then it will be procured through GeM. Indenter should finalise and attach the base parameters (technical parameters and warranty) which will be used to filter the product and comparison has to be done between products of at least three different manufacturers/ OEMs for purchases above ₹ 50,000/-)

Items Details*: (pl. use separate sheet for different MODE of PURCHASE)

Sl.No. *	Complete Description of Items(Specification Model, catalog No.) Use separate Sheet if required*	Stock held on date (Where ever applicable) *	Quantity Required*	Purpose& Justification*	Approx. Unit Price*	Approx. Total Cost*	Type of items*	Estimated No. of Users & suggested Installation Place (eg: No. of Students/ Research Scholars / Faculty) (only for Non-Consumables Items) *

Detailed specifications, purpose and justification may be provided in a separate sheet duly signed by Indenter & HOD/Chairman Cell/Section I/c

Last entry recorded in the stock register for indented items maintained in the HOD office/Cell/Section*

It is certified that the fund is available under allotted budget*:

Budget Allotted	Budget Available

HOD/ Chairman, Cell/ Section I/c/ Dean (R&D)(only for project)

* Fields are mandatory

Suggested Suppliers (In case of Limited Enquiry /Tender)

Sl.No.	Name	Address	Mobile No.	Email id
1.				
2.				
3.				
4.				
5.				
6.				

- i) The specifications in the terms of quality, type etc. and also quantity of goods to be procured is clearly spelt out keeping in view of the specific needs.
- ii) The specification given above are to meet the basic needs of the department/section/cell and are without including superfluous & non-essential features which may result in unwarranted expenditure.
- iii) The specifications are broad-based to the extent feasible. Efforts are made to use standard specifications, which widely known to the industry & do not have any restrictive parameters to suit a particular bidder.
- iv) Also certified that I have checked the indent and further certify that details & specifications of all accessories/add-ons/power supply/software required for installation/operation of indented item, have been indented in this indent.
- v) The indented item is high value machinery, hence may be procured under two-bid system as per rules 163 of GFR-2017.
- vi) Indenter and has to ensure that additional requirements are available to install/ use the product, if applicable. Such as: To purchase 10 computers and printers- table, chair, air condition, consumables, etc., will additionally require and for this purpose sufficient fund is also available in respective budget head.
- vii) The primary user of the Department/Cell/Section i.e., HOD/In-charge has to ensure that adequate fund is available to purchase the item and to fulfill all other related additional requirements.
- viii) A detail instruction for procurement of Proprietary Items is attached.
- ix) Integrity Pact must be included in the tender document for all procurement above ₹ 25 lacs.
- x) Report from Internal Audit Wing is mandatory for all procurement of ₹ 25 lacs and above.
- xi) Market Survey Procurement will be decided by Competent Authority/ Dean, IPRM.

Additional information:

- (i) Installation Required (Yes/No) (ii) Training Required (Yes/No)

Indenter's / PI Signature

Administrative approval accorded/ /Forwarded and Recommended

(put ✓ mark)

Signature of HOD/In-charge / Chairman/ Dean (R&D) (only for Projects)

Administrative approval accorded/ Administrative & Financial Approval accorded/Forwarded and Recommended

(put ✓ mark)

Dean (IPRM)

Approved/ Returned for Review

Director

Flow Chart for Purchase Proposal

Indenter/ PI

Fill-In the Purchase Form and attach duly signed supporting documents
(Attach supporting draft of Tender Document/ Proof of availability of product(s) at GeM/ PROPRIETARY Certificate)



Approval of Fund Availability by HOD/ Chairman, Cell/ Section I/c

(If Additional Fund required/ Fund Not Available - Obtain Financial & Administrative approval for additional budget from institute through DR(FA))



Admin Approval by HOD/ Chairman, Cell/ Section I/c for procurement Approval of Dean (R&D) (only for projects) or respective authorized CFA

(As per delegation of financial Power)



DEAN (IP & RM)

(If CFA is Director then file will route through Dean(IP&RM))



DIRECTOR



Purchase Section

(to send the file to concerned department/ section/ cell for STC)



STC – to evaluate and approve the technical specification, tender document and all related attached documents
(i.e., Tender-Enquiry Document/ GeM Product/ Proprietary Procurement)



Purchase Section

(After internal processing, Purchase Section will send files to respective Member Secretary of Purchase Committee's, i.e., CPC/ IT-ECE PC/ AS-MS PC/ BOLC/ MSC for vetting and recommendation)



DIRECTOR



DR(F&A)

(to block the budget as per approval)



Purchase Section

(to issue the Purchase Order / Work order)

- if value is <1 lacs – send it to AR(P) for BOLC Committee
- if value is <2.5 lacs and it is to be procured through Market Survey – send it to AR(P) for Market Survey Committee (MSC)
- if procurement is through GeM – send it to AR(P)
- if value is < 5 lacs – procurement through Single Bid
- if value is > 5 lacs – procurement through Two Bid

Role of Purchase Section/ CPC/ IT-ECE PC/ AS-MS PC/ STC)

1. For Procurement through **BOLC/ Market Survey Committee**–
 - (i) Nomination of Committee Members by the Chairman for Market Survey
 - (ii) Collection of Quotations
 - (iii) Preparation of Compliance Sheet by the Indenter.
 - (iv) Verification and approval by BOLC/MS.
 - (v) Approval of Competent Authority.
 - (vi) Issuance of Work Order by Purchase Section after blocking of fund by finance section.
2. For Procurement through **GeM**(by Purchase Section) –
 - (i) Add product to Cart
 - (ii) Indenter to fill-in the GeM Procurement Form
 - (iii) Approval of Finance Section
 - (iv) Approval of Competent Authority
 - (v) Place order at GeM Portal by Purchase Section.
3. For Procurement through **Tender-Quotation** –
 - (i) Upload Tender Document (by purchase section)
 - (ii) Upload Tender Document at CPPP Portal (if value is > 10 lacs) (by purchase section)
 - (iii) Respective CPC/PC will open all the tender. Purchase Section will send files to concerned HOD Office to prepare the technical compliance sheet for two bid system and to forward it to concerned STC. STC will verify the technical detail of firms and give their recommendation as Qualified or Not Qualified. STC will

then send the files to Purchase Section. Purchase Section will send the files to Member Secretary of respective Purchase Committee for further action.

- (iv) In case of Single Bid and Two Bid Procurement, CPC/ IT-ECE PC/ AS-MS PC/ BOLC/ MSC will open the financial bid, purchase section will prepare the comparative statement of Financial Bid and will send it to CPC/ IT-ECE PC/ AS-MS PC/ BOLC/ MSC, who will verify and sign and then forward its recommendation to the competent authority for final approval.
- (v) Purchase Section will issue the Purchase Order after blocking of fund by finance section.
- (vi) AMC agreement must be prepared by concern department according to terms and conditions and signed by Registrar within the prescribed time-limit. Indenter will ensure the timely compliance of signing of agreement as mentioned in the work order.
- (vii) Indenter and concerned Department/ Section/ Cell will ensure that PBG is submitted by the vendor within the prescribed time-limit.

Roles and responsibilities of Indenter/ PI

- a. To fill the Purchase Proposal Form correctly and effectively.
- b. Indenter must visit GeM Portal and search if the indented item is available at GeM Portal. If it is available, then it will be procured through GeM. Indenter should finalize and attach the base parameters (technical parameters and warranty) which will be used to filter the product and comparison has to be done between products of at least three different manufacturers/ OEMs for purchases above ₹ 50,000/-)
- c. If item based on single vender or purchase through Proprietary Procurement: Provide all supporting documents
- d. To provide the specification for Tender-Enquiry Document
- e. To prepare Tender-Enquiry Document
- f. To **Present** Tender-Enquiry Document/Specification in STC for verification
- g. To **Sign on each page of** Tender-Enquiry Document after approval of STC
- h. To send one hard signed copy with Purchase proposal from and one soft copy by mail (info.purchase@iiita.ac.in and fp@iiita.ac.in)
- i. To inform vendors through e-mail to participate in the tender

Roles and responsibilities of STC

- a. Verification of Specification
- b. Vetting and Verification of Tender-Enquiry Document
- c. Approval of technical qualified firms after opening of tender-enquiry

Roles and responsibilities of Departments (AS/ MBA/ ECE/ IT)

- a. Documentation of Indented Items.
- b. To maintain the records of budget and files.
- c. Custodian of files up to financial bid opening.
- d. Take the approval from CPC/ PC and prepare extension for Tender-Enquiry Document and send to purchase section for uploading

Roles and responsibilities of Purchase Section

- a. Upload the Tender-Enquiry Document on institute website and CPP portal (after recommendation of purchase committee)
- b. To inform vendors through e-mail to participate in the tender as per information available in Purchase Section
- c. Process the files through GeM portal
- d. Opening of tender box (in presence of two members of Purchase Section and one member of concerned department/cell/ section)
- e. Preparation of document for tender box opening
- f. Preparation of document for financial bid opening
- g. Maintain of EMD/PBG record and return EMD/PBG returns to vendors
- h. To prepare the Comparative Statement for Single Bid and Comparative Financial Statement for Two Bid and get it approved by respective Purchase Committee and Hon'ble Director.
- i. Custodian of files since financial bid opening
- j. Issuing of Purchase order
- k. Receiving of all the files/proposal and updating the database in/out
- l. All preparation of E way bill (Road Permit)
- m. All Bill Processing
- n. Clearance of Audit objection
- o. Extension of delivery period
- p. Vendors related queries
- q. Arrange the meeting of all Purchase Committee
- r. To process files related Proprietary Purchase
- s. Provide the formats of Tender-Enquiry Document form (one-time e-circulation)

