

Import Purchase Process

*Text in Red: Process to be completed by the Indenter.

*As per the MII (Make in India) clause, Local content >20% is compulsory for Purchases above ₹5lac. Refer: <https://www.iitk.ac.in/centralstores/data/PP-MII-Order-dated-4th-June-2020-11-10-23.pdf>. Some equipments are exempted; exempted list on <https://www.iitk.ac.in/centralstores/data/GTE-Relaxation-11-10-23.pdf>

GFR		
Using Budget from Main Account/Projects from government agencies Refer: https://www.iitk.ac.in/centralstores/data/GFR-2017-06-10-23.pdf		
Below ₹50,000/-	Above ₹50,000/-	
Direct Purchase	Form a Purchase Committee (A)	
	P01-A (₹50K to ₹5L): https://www.iitk.ac.in/centralstores/data/P01A.pdf P01-B (Above ₹5L): https://www.iitk.ac.in/centralstores/data/P01B.pdf Refer DFRs-2022: https://www.iitk.ac.in/centralstores/data/DFPRs-2022-11-10-23.pdf	
Pay directly and claim reimbursement	Prepare detailed Technical Specification in MSWord file (B)	
Email Invoice of Purchase to import@iitk.ac.in for Clearance formalities	Fill PAC (Proprietary Article Certificate) form, if procuring from a single source (C)	
	P05-A (below ₹5L): https://www.iitk.ac.in/centralstores/data/P05A.pdf P05-B (above ₹5L): https://www.iitk.ac.in/centralstores/data/P05B.pdf	
Ensure the shipping address below to avoid KYC issues in Customs. KYC issues, if any, have to be cleared by the buyer himself.	Email A, B & C to gem@iitk.ac.in	
	Value ₹50K to ₹5L	Value above ₹5L (As per the MII (Make in India) clause, Local content >20% is compulsory)
	The S&P team will issue GeM Non availability report (ARPTS)	The S&P team will place a Bid/Tender on the GeM/CPP Portal for a period of 21 days (will be extended by 7 days in case of less than 3 bids)

Non-GFR			
Using Budget from PDA/DPA/LDA/Department Excellence Fund/Projects from Industry & International Agencies that do not mandate GFR compliance. Refer: https://web.iitk.ac.in/july14iitkn/data/directorateoff_orders/DIR-IITK-2018-OO-117-on-26-12-18.pdf			
Below ₹50,000/-	Above ₹50,000/-		
Direct Purchase	Form a Purchase Committee		
	P01-C (₹50K to ₹2.5L): https://www.iitk.ac.in/centralstores/data/P01C.pdf P01-D (Above ₹2.5L): https://www.iitk.ac.in/centralstores/data/P01D.pdf Refer DFRs-2022: https://web.iitk.ac.in/july14iitkn/data/directorateoff_orders/DIR-IITK-2018-OO-117-on-26-12-18.pdf		
Pay directly and claim reimbursement	Fill PAC (Proprietary Article Certificate) form, if procuring from a single source		
	P05-A (below ₹5L): https://www.iitk.ac.in/centralstores/data/P05A.pdf P05-B (above ₹5L): https://www.iitk.ac.in/centralstores/data/P05B.pdf		
Email Invoice of Purchase to import@iitk.ac.in for Clearance formalities	Value ₹50K to ₹2.5L	Value ₹2.5K to ₹5L	Value above ₹5L (As per the MII (Make in India) clause, Local content >20% is compulsory)
Ensure the shipping address	The purchase Committee will survey	Prepare detailed Technical Specifications and Tender Form https://www.iitk.ac.in/centralstores/e-procurement	The S&P team will place a Bid/Tender on the GeM/CPP Portal for a period of 21 days (will be extended by 7 days in case of less than 3 bids) • If local content is >20% in the bid placed by the

<p>To, Indian Institute of Technology Kanpur, PO IIT Kanpur, GT Road, Kalyanpur, Kanpur-208016(UP), INDIA Kind Attn: Your Name. & deptt in abbreviations, email: import@iitk.ac.in and Phone No.: Your No.</p>	<p>The purchase Committee will survey the market and collect 3 quotations.</p>	<ul style="list-style-type: none"> • If local content is >20% in the bid placed by the Indian Agent, PO will be processed. • If no bid is received / bids received do not qualify technical requirement / local content is <20% in bids received <p>Fill GTE form for approval from the Ministry. Form available on: https://www.iitk.ac.in/centralstores/forms Upon approval, a Global Tender for a period of 28 will be floated on the CPP Portal.</p>
	<p>Prepare a Purchase Committee report/Technical Evaluation report & Financial Evaluation report.</p>	
	<p>P02 (for LPC): https://www.iitk.ac.in/centralstores/data/P-%2002-25-07-19.pdf P-02A (Technical): https://www.iitk.ac.in/centralstores/data/TechEva.pdf P-02B (Financial): https://www.iitk.ac.in/centralstores/data/Fin_Eva.pdf</p>	
	<p>Fill Indent Form https://www.iitk.ac.in/centralstores/data/IMP-01.pdf</p>	
	<p>For Budget from Main Account – Submit complete documents to S&P For Budget from R&D Account – Submit complete documents to R&D S&P/R&D will send the file to Internal Audit for Auditing, F&A/R&D for budgeting then for approval of ESA (Estimate Sanctioning Authority); after that, PO will be issued by the S&P.</p>	

<p>below to avoid KYC issues in Customs. KYC issues, if any, have to be cleared by the buyer himself.</p> <p>To, Indian Institute of Technology Kanpur, PO IIT Kanpur, GT Road, Kalyanpur, Kanpur-208016(UP), INDIA Kind Attn: Your Name. & deptt in abbreviations, email: import@iitk.ac.in and Phone No.: Your No.</p>	<p>the market and collect 3 quotations</p>	<p>The tender will be placed on the Institute website for a period of min 10 days (email the tender form to webmaster@iitk.ac.in)</p>	<p>Indian Agent, PO will be processed.</p> <ul style="list-style-type: none"> • If no bid is received / bids received do not qualify technical requirement / local content is <20% in bids received <p>Fill GTE form for approval from the Ministry. Form available on: https://www.iitk.ac.in/centralstores/forms Upon approval, a Global Tender for a period of 28 will be floated on the CPP Portal.</p>
<p>Prepare a Purchase Committee report/Technical Evaluation report & Financial Evaluation report.</p>			
<p>P02 (for LPC): https://www.iitk.ac.in/centralstores/data/P-%2002-25-07-19.pdf P-02A (Technical): https://www.iitk.ac.in/centralstores/data/TechEva.pdf P-02B (Financial): https://www.iitk.ac.in/centralstores/data/Fin_Eva.pdf</p>			
<p>Fill Indent Form https://www.iitk.ac.in/centralstores/data/IMP-01.pdf</p>			
<p>Submit complete documents to R&D R&D will do the budgeting and send the file to Internal Audit for Auditing then for approval of ESA (Estimate Sanctioning Authority); after that PO will be issued by the S&P.</p>			