

Purchase Process

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

GFR			Non-GFR					
Using Budget from Main Account/Projects from government agencies Refer: https://www.iitk.ac.in/centralstores/data/GFR-2017-06-10-23.pdf			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/-		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		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 Non-GFR Order: https://web.iitk.ac.in/july14iitkn/data/directorateoff_orders/DIR-IITK-2018-OO-117-on-26-12-18.pdf				
Submit the Bill with Asset Form* to the Accounting Unit (F&A/R&D)	Prepare detailed Technical Specification in MSWord file (B)		Submit the Bill with Asset form* to the Accounting Unit (F&A/R&D)	Fill PAC (Proprietary Article Certificate) form, if procuring from a single source				
	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			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	Value ₹50K to ₹2.5L	Value above ₹2.5L		
	Email A, B & C to gem@iitk.ac.in			The purchase Committee will survey the market and collect 3 quotations		Prepare detailed Technical Specifications and Tender Form https://www.iitk.ac.in/centralstores/e-procurement		
	The S&P team will check for the availability of the item on the GeM Portal (mandatory process as per GFR-17)			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)		Prepare a Purchase Committee report/Technical Evaluation report & Financial Evaluation report.		
	Available on GeM	Not Available on GeM		P02 (for LPC): https://www.iitk.ac.in/centralstores/data/P-%2002-25-07-19.pdf		Fill Indent Form		
	S&P takes appropriate action	Value ₹50K to ₹5L		Value above ₹5L	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	
	1. Comparing 3 OEMs and proceeding with system generated L1 2. Placing a bid for 10 days. (will be extended by 3 days)	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)	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	

in case of less than 3 bids)	The purchase Committee will survey the market and collect 3 quotations.			P03-A: https://www.iitk.ac.in/centralstores/data/P-03A-Non-Gem.pdf
<p style="text-align: center;">Prepare a Purchase Committee report/Technical Evaluation report & Financial Evaluation report.</p>			Submit complete documents to R&D	
P02 (for LPC): https://www.iitk.ac.in/centralstores/data/P-%2002-25-07-19.pdf			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-02A (Technical): https://www.iitk.ac.in/centralstores/data/TechEva.pdf				
P-02B (Financial): https://www.iitk.ac.in/centralstores/data/Fin_Eva.pdf				
Fill Indent Form				
P03-A (for Non-GeM): https://www.iitk.ac.in/centralstores/data/P-03A-Non-Gem.pdf P03-B (for GeM): https://www.iitk.ac.in/centralstores/data/P-03B-GeM.pdf				
<p style="text-align: center;">For Budget from Main Account – Submit complete documents to S&P For Budget from R&D Account – Submit complete documents to R&D</p>				
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.				

*Asset Form link: <https://www.iitk.ac.in/centralstores/data/P-04-Asset-Form.pdf>