



भारतीय प्रौद्योगिकी संस्थान, कानपुर
INDIAN INSTITUTE OF TECHNOLOGY, KANPUR
केंद्रीय भंडारण एवं क्रय अनुभाग
CENTRAL STORES & PURCHASE SECTION

GENERAL INSTRUCTIONS

(This document will be signed by the Indenter at the time of submission of the Indent for purchase of goods and services, **Rs. 1 Crore and above**)

In view of the advice of the Independent External Monitors (IEMs) and the approval of the Director, it must be ensured that the following points are incorporated while preparing the tender documents for Goods and Services exceeding Rs. 1 crore.

S.N.	Particular	Remarks
1	Technical specification	It should be unambiguous, precise, objective, functional, broad-based/ generic, standardized, and measurable.
2	CAMC/AMC	The Indenter should also inform about the duration of CAMC/AMC maintenance support of the equipment after the warranty period, if required.
3	Estimation of cost & Price reasonability	Estimation of cost and price reasonability should be ensured from any of the following: 1. Through the Last Purchase Price (LPP) of IIT Kanpur or any other Institution 2. Through the internal or external expert costing agencies 3. Published catalogues/ Maximum Retail Price (MRP) (on MRP, significant margins would be for distributors, wholesalers, and retailers) 4. A formal market survey online (GeM portal or other commercial market apps) or a physical survey of the market can provide a reasonable estimate of cost
4	Allocation of Budget	The indenter has to check the availability of funds allocated to their Section/ Department/ Centre and Facilities / Office.
5	Notice Inviting Tender type & Time of submission of bids	The Indenter has to first check the availability of the item/services on GeM. On non-availability of the Item on GeM (certificate for the same has to be submitted), the Indenter has to proceed with the procurement process through the CPP Portal. The Standard timeline for receiving the bids, as given in the GFR, may be followed.
6	Proprietary Article Purchase / Single Tender Enquiry, if applicable	Proprietary Article Certificate (PAC) to be submitted by the Indenter in the prescribed format.
7	Wider publicity of the Tender document	Tender should be published on the Institute website in the relevant page & GeM / Central public procurement portal (CPPP) as applicable. NIT has to be sent to all known contractors/vendors through e-mail, wherever such a database is available.
8	Integrity Pact	IP shall be part of the tender document.

I have read the above instructions and abide by above.

Signature of the PI/ Indenter:

Name:

PF Number:

Designation:



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Indent & Administrative-cum-Purchase Committee Approval Form

- ☐ **Purchase for common goods and services (above ₹50 Lakh)**
☐ **Scientific Equipment and consumables for research purposes (above ₹50 Lakh)**

Indent No		Indent Date	
Name of the Indenter		PF No	
Dept./Office/Section		Designation	
Disbursement A/C Details / Project No.		Email	
Type of Item (Tick one)	☐ Non-Consumable ☐ Limited Time Asset ☐ Consumable ☐ Services		
Delivery Period	 days	Warranty	 months
EMD (2 to 5%)	%	PBG (3 to 5%)	%
Duration (For Service)	00 Months / Year / Week/ Days		

Details of Item(s) to be purchased:

S No	Description of the Goods / Service (Attach technical specification)	Quantity	Estimated Amount
1.			
2.			
Total Estimated Amount (Inclusive of all taxes)			

***Please attach the documents in support of cost estimation.**

It is certified that.

- i) Description, technical specification, and quantity are in conformity with the guidelines in the Procurement Manual for Goods & Services.
- ii) Technical and financial approvals have been obtained at appropriate levels as per DFPRs.
- iii) Funds are provisioned in the budget.
- iv) The quantity indented does not exceed any sales, consumption, or usage limits of requirements, if any, laid down by the competent authority.

The proposed purchase, along with the following purchase committee, may kindly be approved:

<u>Technical Evaluation Committee:</u>	<u>Financial Evaluation Committee:</u>
1. _____ (PI/Indenter)	1. _____ (PI/Indenter)
2. _____ (HOD or Nominee)	2. OIC (S&P)
3. _____ (One Faculty member or One Group A officer, preferably from other department, who has knowledge in the respective field)	3. OIC (Internal Audit)
	4. OIC (F&A/R&D/Other Verticals)
	*Other Verticals: DOSA/GATE/JEE/OOA

	Forwarded	Approved	Approved
Signature of the PI/ Indenter	Deans/ Registrar / Librarian/ HOD/ HOS	DORD/ Dy. Director/ Director	FC/ BOG

Note: As per DFPRs-2022

Submission: A scanned copy of the duly approved form, along with technical specifications and supporting documents, will be emailed to: gem@iitk.ac.in for further processing.