IIITDM KANCHEEPURAM

GUIDELINES AND FLOW CHART OF PURCHASE OF GOODS AND SERVICES

(as per GFR 2017)

Procurement Types & Flow Chart

As per GFR 149, All items available under Government E- Market (GeM) have to be mandatorily procured from GeM only. The following modes of purchase can be adopted for the items NOT available under GeM.

- **Direct Purchase (Local Purchase)**
- **Purchase by Local Purchase Committee (LPC)**
- **Purchase by Single Source (Proprietary Article Certificate)**
- **Limited Tendering Mode (Single Bid and Two Bid)**
- **Open/Global Tender Mode**

1. Direct Purchase (Indent value upto Rs.25,000/-)

Preparation of Indent/Note by the User

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Confirmation of Budget availability/Approval from the Director for purchase

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Direct Purchase of Items from Local Market

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Entry certificate by security /Receipt of goods certificate/Submission of Bills in Store

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Stock Certification in Store Ledger

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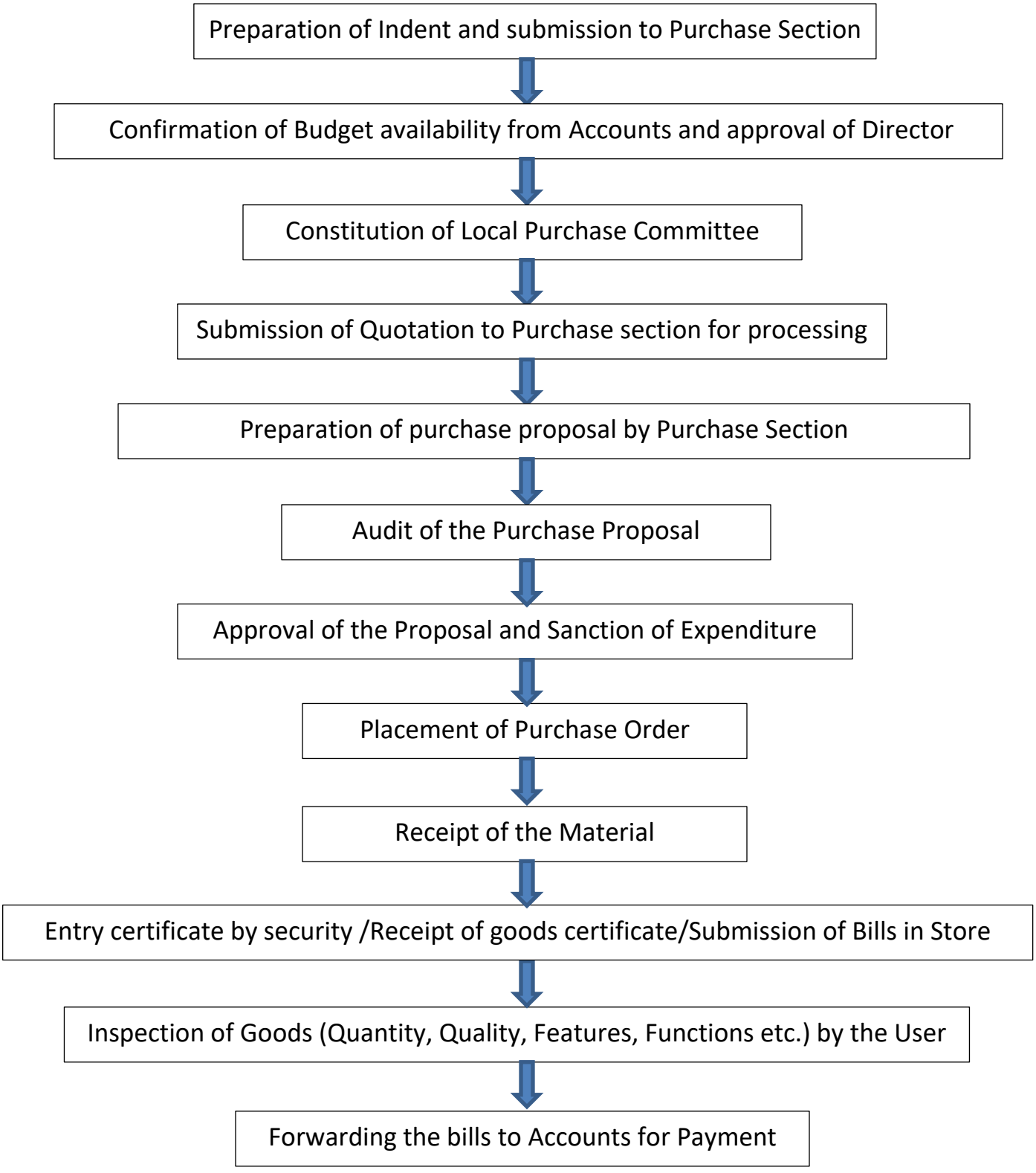
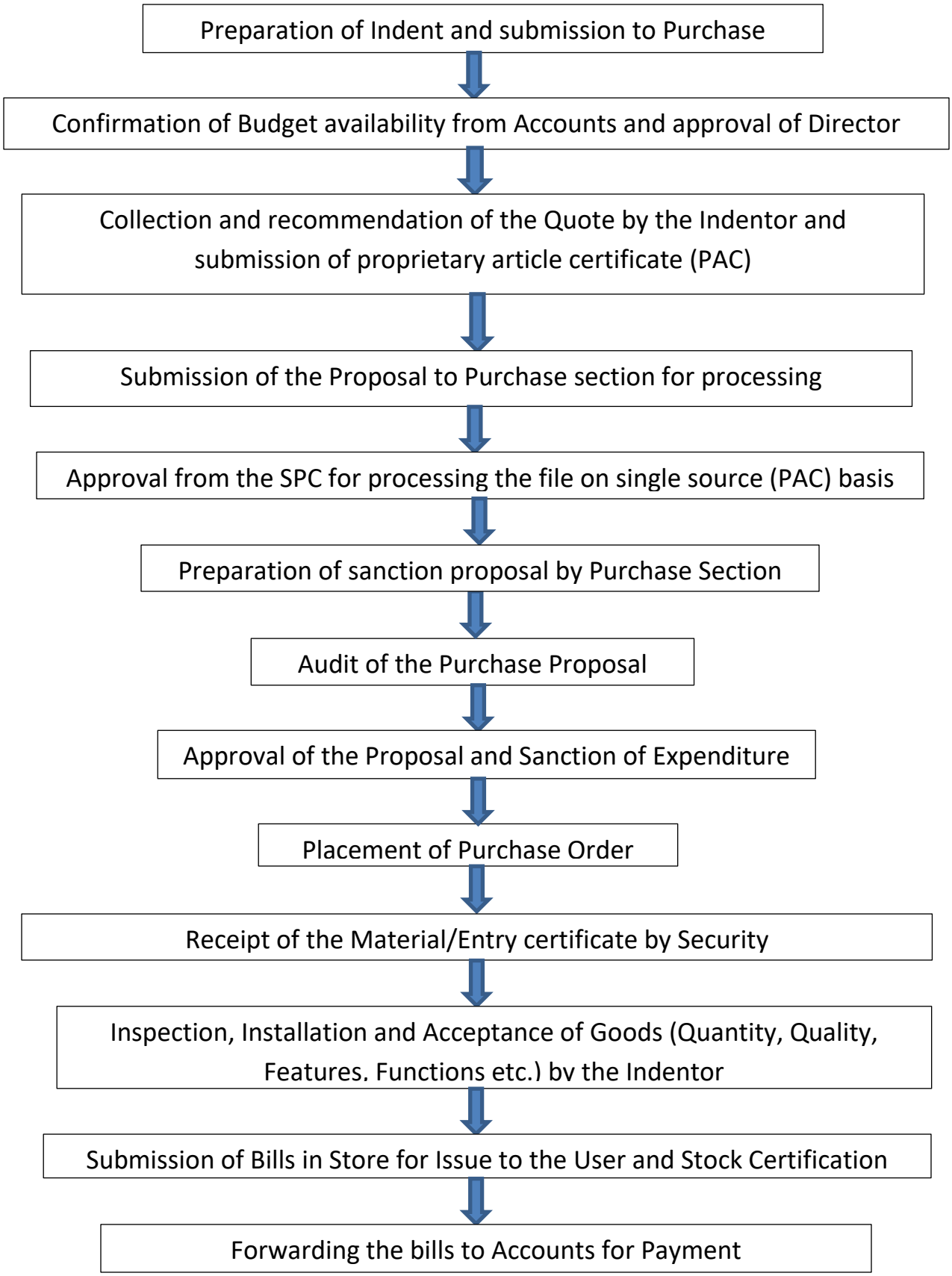
Forwarding the bills to Accounts for Payment

2. Purchase by Local Purchase Committee (LPC)
(Indent value above Rs.25,000/- upto Rs.2,50,000/-)



3. Purchase by Single Tender/Proprietary Article Procurement



4. Limited Tendering Mode
(Indent Value above Rs.2,50,000/- upto Rs.25, 00,000/-)

Preparation of Indent with Specification details (nomenclature, Units, Quantity, and Features etc./previous cost/life of the item etc.)

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Confirmation of Budget availability from Accounts and approval of Director

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Approval of Director if less than Rs.5.00 lakhs / if more than Rs. 5.00 lakhs Recommendation by SPC and approval by Director

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E-Tendering, Receipt and Opening of Bids

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Evaluation by the Indentor/committee

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Preparation of Comparative Statement (Price, Terms and conditions of supply) to ascertain Lowest Responsive Bid (L.1. offer)

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Consideration and recommendation of purchase committee if cost is more than Rs. 5.00 lakhs.

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Approval of the Proposal and Sanction of Expenditure

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Placement of Purchase Order

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Receipt of the Material/Entry certificate by Security

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Inspection, Installation and Acceptance of Goods (Quantity, Quality, Features, Functions etc.) by the Indentor

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Submission of Bills in Store for Issue to the User and Stock Certification

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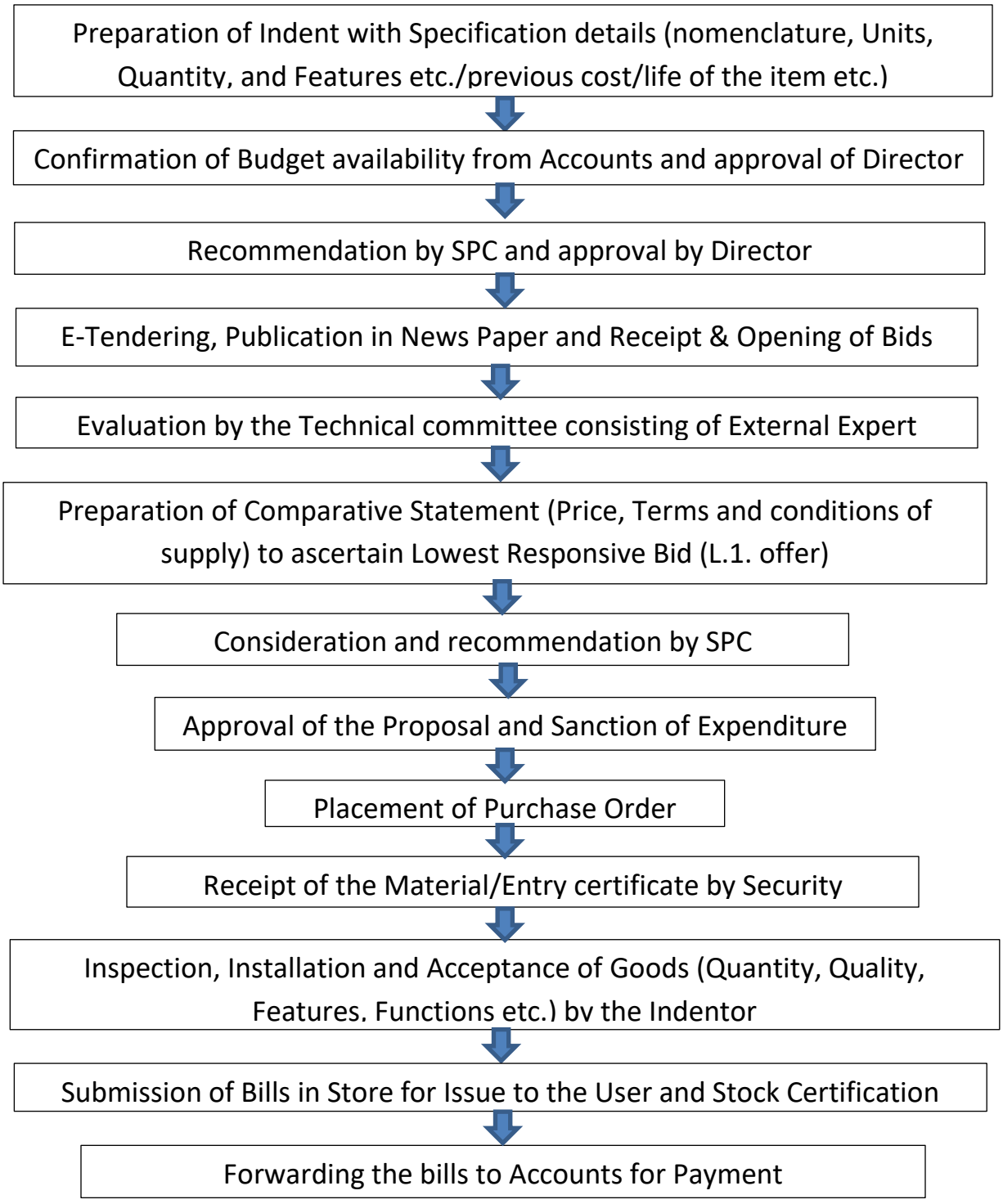
Forwarding the bills to Accounts for Payment

5. Open/Global Tender Mode
(Indent Value above Rs.25,00,000/- and above)



CATEGORY AND FUNCTIONS OF STORES

1. **General Stores**
   - Function under the control of Stores and Purchase section of the Institute.
   - Will stock all the general purpose items.
   - Items will be issued on demands on specified dates.
   - Maintains the CAPITAL GOODS ASSET REGISTER.
   - **ALL** capital goods are received by the general stores and issued to respective Indentor/sections.
   - The details are entered in the respective Personal Inventory Register (PIR)
   - The physical verification of the capital items carried out every year.

2. **Central Technical Stores(CTS)**
   - Function under the control of Faculty-In-Charge – CTS
   - Will stock all the technical items for lab use.
   - Maintains the Accountable consumables Stock Register
   - Hard disk, Pen drive, Mouse, Keyboard and other long durable usage items are treated as accountable consumables
   - Needs to returned by the Indentor/ sections on expiry of life/damage
   - Maintains consumables registers.
   - Issues the items periodically.

3. **Departmental / Project Stores (Imprest)**
   - Function under the control of Head of the Department(HOD's)/Project Investigator(PI)
   - Will stock all items purchased from Imprest/project funds
   - Maintains the stock register by lab wise/project wise
   - The physical verification of the items will be carried out at periodical interval by the HoD's / PI

Note:

All Purchase and stores forms are available in Institute Intranet.

By
Stores & Purchase section
IIITDM KANCHEEPURAM