

# MANUAL FOR PROCUREMENT OF GOODS & SERVICES – 2025

NATIONAL INSTITUTE OF TECHNOLOGY  
WARANGAL

NIT WARANGAL



## **FOREWORD**

Government Procurement is a dynamic field where policies are constantly reviewed by the Government to achieve its socio-economic or strategic goals. Hence, there is a need to keep the Manual, Rules, and guidelines updated to ensure their continued relevance.

The Department of Expenditure issued the latest edition of Manual for Procurement of Goods, in July 22, 2024. This manual covers procurement-related instructions issued by Central Vigilance Commission and other government organizations from time to time.

The previous Institute Procurement Manual of Goods and Services, Rules and Guidelines for Procurement of Goods and Services and documentation were issued in 2022. The Manual, over a period of time, has become a standard reference manual for faculty and officers involved in Procurement across all Departments, Sections, and Centers.

Based on the recent amendments and updates in the GFR 2017 and also to streamline the procurement procedure in the Institute, the NIT Warangal Procurement Manual of Goods and Services 2025, has been adopted by the Institute in its 71<sup>st</sup> BoG meeting dated 28.02.2025.

I extend my special acknowledgment to Shri. S. P. Hota, Registrar, IIT Indore, and Dr. Rohan Dhiman, Registrar, NIT Rourkela, for their valuable insights and contributions. Their expertise and guidance have been instrumental in shaping this document. The role of Prof. Srinivasa Rao, Dean (IRAA) and Chairman of the Committee, Prof. N.V. Umamahesh, Ex. Registrar i/c, Shri Sunil Kumar Mehta, Registrar in taking the lead is specifically acknowledged.

I hope that this updated Manual will help faculty, Officers, and non-teaching staff working in various Departments, Sections, and Centers to procure goods and Services. This will deepen the impact of policy initiatives and improve the functioning of NIT Warangal.

**Prof. Bidyadhar Subudhi**  
**Director**



## **FOREWORD**

NIT Warangal faculty and officers procure variety of goods and services during the execution of works in pursuance of their duties and responsibilities. With a view to improving transparency in decision-making in procurement and reducing the scope for subjectivity, the NIT Warangal in 2022 had prepared a manual on Procedures for the Procurement of Goods and services in conformity with the General Financial Rules. Over the years, these Manuals have served as a guide for the procurement of Goods and services at NIT Warangal.

The Government of India has issued various instructions in the domain of public procurement. Some of these important decisions include the introduction of the Central Public Procurement Portal (CPPP), Government e-Marketplace (GeM), purchase preference for micro and small enterprises and preference for domestic manufacturers etc. Further, the Department of Expenditure, Ministry of Finance, Government of India has updated the Manual of Procurement of Goods & Services in line with the latest amendments with GFR 2017.

The present Institute Manual for Procurement of Goods and Services is the outcome of all the recent amendments in GFR 2017, latest editions of Procurement Manual of Goods and Services. I would like to extend my heartfelt appreciation to the committee constituted for the purpose of the updating the purchase procedures at NIT Warangal specially to Shri. S. P. Hota, Registrar, IIT Indore, and Dr. Rohan Dhiman, Registrar, NIT Rourkela, for their invaluable insights and contributions. I would like to acknowledge the efforts taken by Prof. Srinivasa Rao, Dean (IRAA) and Chairman of the Committee, Prof. N.V. Umamahesh, Ex. Registrar i/c, Shri Gaurav Chowdhury, Deputy Registrar (Purchase and Store), for their valuable input. I would also like to thank Shri. Ashok Kasthuri, Internal Auditor, Shri. Nagaraju Nagabandi Asst. Registrar (F&A) and all individuals who reviewed the drafts of the Manual.

I hope NIT Warangal Manual of Procurement of Goods and Services would be useful to procuring officials working in NIT Warangal as operating instructions and will bring about greater transparency in purchases and help in improving the ease of procurement.

**Sunil Kumar Mehta**  
**Registrar**

## **DISCLAIMER**

While every care has been taken to ensure that the contents of this manual are accurate and up to date, the procuring officers are advised to check the precise current provisions of law and other applicable instructions from the original sources. In case of any conflict between the provisions stipulated in this manual and in the original source such as GFR or the prevailing laws, the provision contained in the extant law and the original instructions shall prevail.

Any aspect not covered in this Manual will be governed by the relevant rule/provision contained in GFR 2017 as well as Manual for Procurement of Goods, 2024 and Manual for Procurement of Consultancy & Other Services, 2022 issued by the Ministry of Finance, Govt. of India, CVC guidelines and any other Orders of Govt. of India issued from time to time in this regard.

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## **ABBREVIATIONS**

AMC	Annual Maintenance Contract
AR	Assistant Registrar
AS	Account Section
BG	Bank Guarantee
BOG	Board of Governors
BoQ	Bill of Quantities
CA	Competent Authority
C –S	Consumable Stores
CDC	Condemnation and Disposal Committee
CEPC	Central Equipment Purchase Committee
CFA	Competent Financial Authority
CPPP	Central Public Procurement Portal
CRAC	Consignee Receipt & Acceptance Certificate
CRV	Certificate Receipt Voucher
DD	Deputy Director
DEAN (R&C)	Dean (Research & Consultancy)
DPC	Departmental Purchase Committee
DR	Deputy Registrar
EMD	Earnest Money Deposit
EOI	Expression of Interest
FC	Financial Committee
GFR	General Financial Rules
GeM	Government e-Market place
GeMAR&PTS	GeM Availability Report and Past Transaction Summary
GST	Goods and Service Tax
GTE	Global Tender Enquiry
HOD	Head of Department
IA	Internal Audit
INCOTERMS	International Commercial Term
IPC	Institute Procurement Committee
IR L1	Inspection Report Lowest Bidder

LC	Local Content
LD	Liquidated Damages
LoA	Letter of Award
LPC	Local Purchase Committee
LTE	Limited Tender Enquiry
MSE	Micro and Small Enterprises
MII	Make in India
NCS	Non - Consumable Stores
NIT	Notice Inviting Tender
OEM	Original Equipment Manufacturer
OTE	Open Tender Enquiry
PAC	Proprietary Article Certificate
PBG	Performance Bank Guarantee
PI	Project Investigator
PPF	Purchase Proposal Form
SRIC	Sponsored Research & Industrial Consultancy
RC	Rate Contract
RFP	Request for Proposal
TCEC	Techno Commercial Evaluation Committee

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## **CHAPTER-I**

### **INTRODUCTION**

The National Institute of Technology, Warangal spends a sizeable amount of its budget for procurement of various types of Goods and Services to discharge the duties and responsibilities assigned to it. It is imperative that these procurements are made following a uniform, systematic, efficient and cost-effective procedure, in accordance with the relevant rules and regulations of the Government. The Institute has been delegated powers to make its own arrangements for procurement of goods under the Delegation of Financial Power Rules, which have to be exercised in conformity with the orders and guidelines issued by competent authorities covering financial, vigilance, security, safety, countertrade and other regulatory aspects. Without purporting to be a comprehensive compendium of all statutory provisions, rules, regulations, orders and guidelines on the subject of public procurement, this Manual is intended to serve as a portal to enter this vast area and draw attention to basic norms and practices governing public procurement.

These “Rules and Guidelines” provides the essential information and brief step-by-step procedures for the procurement of goods and services. This Booklet is a guideline and all purchases are to be regulated as per procedure laid down therein excluding the purchases related to books, publications, periodicals, etc. to be made by the Library. However, in some specific cases, it may become necessary to arrange materials by adopting methods not indicated in the manual. In such case, specific approval of the Competent Authority must be obtained before initiating such action, detailing the reasons as to why procurement becomes necessary not as per the guidelines of the Purchase Manual.

Every Head of the Department /Section/Unit/Centre/PI making purchases shall have the responsibility and accountability to bring efficiency, economy, and transparency in the matters relating to public procurement and for fair and equitable treatment of suppliers and promotion of competition in public procurement.

#### **1.1. BASIC AIMS OF PROCUREMENT – THE FIVE R’S OF PROCUREMENT**

In every procurement, public or private, the basic aim is to achieve just the right balance between costs and requirements concerning the following five parameters called the Five R’s of procurement (as given below i-v). The entire process of procurement (from the time the need for an item, facility, or services is identified till the need is satisfied) is designed to achieve such a right balance. The word ‘right’ is used in the sense of ‘optimal balance’.

##### **(i) Right Quality**

Procurement aims to buy just the right quality that will suit the needs – no more and no less – with clear specification of the Procuring Entity’s requirements, a proper understanding of functional value and cost, understanding of the bidder’s quality system and quality awareness. The concept of the right balance of quality can be further refined to the concept of utility/value. For the Right Quality, Technical Specification is the most vital ingredient. In public procurement, it is essential to give due consideration to Value for Money while benchmarking the specification.

(ii) **Right Quantity**

There are extra costs and systemic overheads involved with both procuring a requirement too frequently in small quantities or with buying large quantities for prolonged use. Hence, the right quantity should be procured which balances extra costs associated with larger and smaller quantities.

(iii) **Right Price**

It is not correct to aim at the cheapest materials/facilities/services available. The price should be just right for the quality, quantity and other factors involved (or should not be abnormally low for a facilities/works/services which could lead to a situation of non-performance or failure of contract). The concept of price can be refined further to consider not only the initial price paid for the requirement but also other costs such as maintenance costs, operational costs and disposal costs.

(iv) **Right Time and Place**

If the material (or facility or services) is needed by an organisation in three months' time, it will be costly to procure it too late or too early. Similarly, if the vendor delivers the materials/facilities/services in another city, extra time and money would be involved in logistics. An unrealistic time schedule for completion of a facility may lead to delays, claims and disputes.

(v) **Right Source**

Similarly, the source of delivery of Goods, Works and Services of the requirement must have just right financial capacity and technical capability for our needs (demonstrated through satisfactory past performance of contracts of same or similar nature). Buying a few packets of printer paper directly from a large manufacturer may not be the right strategy. On the other hand, if our requirements are very large, buying such requirements through dealers or middlemen may also not be right.

**1.2. OBJECTIVES OF THE PROCUREMENT:**

- (i) Optimum utilisation of scarce resources of Funding Agency i.e., Government of India.
- (ii) Needles to mention that major fund flow to the government Treasury is in the form of Taxes mainly collected from the common man. Thereby utmost care needs to be exercised while incurring the expenditure.
- (iii) Further, the following principles need to be kept in mind while making any expenditure debitable to the Government account.
  - a) Transparency
  - b) Efficiency
  - c) Economy and
  - d) Elimination of /arbitrariness

Public procurement procedures must confirm to exemplary norms of best practices to ensure the above and to bring accountability in the system. Every procurement transaction is 'revenue out flow' in one form or the other. Thereby, bringing accountability is the prerequisite of any administrative machinery. The above is expected to be achieved when there is a clear-cut mechanism on responsibility and accountability in the System.

Generally, **transparency** is brought into the system through Committees (Not less than 03 Officials of different categories).

**Efficiency** can be measured only after completion of the transaction especially after the revenue outflow took place. Hence, Greater thrust need be given at every level of the transaction right from its inception.

A careful thought is to be given on the term '**Economy**' as it has a direct bearing on the treasury. All possible alternatives have to be checked while preparing the requisition to procure.

### **1.3. STANDARDS OF FINANCIAL PROPRIETY (RULE 21 OF GFR 2017)**

Every officer incurring or authorizing an expenditure from public money should be guided by high standards of financial propriety. Every officer should also enforce financial order and strict economy and see that all relevant financial rules and regulations are observed, by his own office and by subordinate disbursing officers. Among the principles on which emphasis is generally laid are the following: -

- (i) Every officer is expected to exercise the same vigilance in respect of expenditure incurred from public money as a person of ordinary prudence would exercise in respect of expenditure of his own money.
- (ii) The expenditure should not be prima facie more than the occasion demands.
- (iii) No authority should exercise its powers of sanctioning expenditure to pass an order which will be directly or indirectly to its own advantage.
- (iv) Expenditure from public money should not be incurred for the benefit of a particular person or a section of the people, unless –
  - a) a claim for the amount could be enforced in a court of law, or
  - b) the expenditure is in pursuance of a recognized policy or custom.

### **1.4. FUNDAMENTAL PRINCIPLES OF PUBLIC PROCUREMENT**

General Financial Rules, 2017 (Rule 144) lay down the Fundamental Principles of Public Procurement (for all procurements including procurement of works).

Every authority delegated with the financial powers of procuring goods in the public interest shall have the responsibility and accountability to bring efficiency, economy, and transparency in matters relating to public procurement and for fair and equitable treatment of suppliers and promotion of competition in public procurement.

The procedure to be followed in making public procurement must conform to the following yardsticks: -

- (i) The description of the subject matter of procurement to the extent practicable should –
  - a) be objective, functional, generic and measurable and specify technical, qualitative and performance characteristics.
  - b) not indicate a requirement for a particular trademark, trade name or brand.
- (ii) The specifications in terms of quality, type etc., as also the quantity of goods to be procured, should be clearly spelt out keeping in view the specific needs of the procuring organisations. The specifications so worked out should meet the basic needs of the

organisation without including superfluous and non-essential features, which may result in unwarranted expenditure.

- (iii) Where applicable, the technical specifications shall, to the extent practicable, be based on the national technical regulations or recognized national standards or building codes, wherever such standards exist, and in their absence, be based on the relevant international standards. In the case of Government of India funded projects abroad, the technical specifications may be framed based on requirements and standards of the host beneficiary Government, where such standards exist.
- (iv) Provided that a procuring entity may, for reasons to be recorded in writing, adopt any other technical specification.
- (v) Care should also be taken to avoid purchasing quantities in excess of requirement to avoid inventory carrying costs.
- (vi) Offers should be invited following a fair, transparent and reasonable procedure.
- (vii) The procuring authority should be satisfied that the selected offer adequately meets the requirement in all respects.
- (viii) The procuring authority should satisfy itself that the price of the selected offer is reasonable and consistent with the quality required.
- (ix) At each stage of procurement, the concerned procuring authority must place on record, in precise terms, the considerations which weighed with it while taking the procurement decision.
- (x) A complete schedule of the procurement cycle from the date of issuing the tender to the date of issuing the contract should be published when the tender is issued.
- (xi) All Departments/Schools/Office shall prepare Annual Procurement Plan before the commencement of the year.

#### **1.5. TRANSPARENCY, COMPETITION, FAIRNESS AND ELIMINATION OF ARBITRARINESS IN THE PROCUREMENT PROCESS (RULE 173 OF GFR 2017)**

All government purchases should be made in a transparent, competitive and fair manner, to secure the best value of money. This will also enable the prospective bidders to formulate and send their competitive bids with confidence. Some of the measures for ensuring the above are as follows: -

- (i) The text of the bidding document should be self-contained and comprehensive without any ambiguities. All essential information, which the bidder needs for sending a responsive bid, should be clearly spelt out in the bidding document in simple language. The condition of prior turnover and prior experience may be relaxed for Start-ups (as defined by the Department of Industrial Policy and Promotion) subject to meeting of

quality & technical specifications and making suitable provisions in the bidding document. The bidding document should contain, inter alia.

- (i) Description and Specifications of goods including the nature, quantity, time and place or places of delivery.
- (ii) The criteria for eligibility and qualifications to be met by the bidders such as minimum level of experience, past performance, technical capability, manufacturing facilities and financial position etc or, the limitation for the participation of the bidders, if any.
- (iii) Eligibility criteria for goods indicating any legal restrictions or conditions about the origin of goods etc which may be required to be met by the successful bidder.
- (iv) The procedure as well as the date, time and place for sending the bids.
- (v) Date time and place of opening of the bid.
- (vi) Criteria for evaluation of bids.
- (vii) Special terms affecting performance, if any.
- (viii) Essential terms of the procurement contract.
- (ix) Bidding Documents should include a clause that "if a firm quotes NIL charges/consideration, the bid shall be treated as unresponsive and will not be considered."
- (ii) Any other information which the procuring entity considers necessary for the bidders to submit their bids.
- (iii) Modification to bidding document;
  - a) In case any modification is made to the bidding document or any clarification is issued which materially affects the terms contained in the bidding document, the procuring entity shall publish or communicate such modification or clarification in the same manner as the publication or communication of the initial bidding document was made.
  - b) In case of clarification or modification is issued to the bidding document, the procuring entity shall, before the last date for submission of bids, extend such time limit, if in its opinion more time is required by bidders to take into account the clarification or modification, as the case may be, while submitting their bids.
  - c) Any bidder who has submitted his/her bid in response to the original invitation shall have the opportunity to modify or resubmit it, as the case may be, or withdraw such bid in case the modification to bidding document materially affect the essential terms of the procurement, within the period initially allotted or such extended time as may be allowed for submission of bids, after the modifications are made to the bidding document by the procuring entity: Provided that the bid last submitted or the bid as modified by the bidder shall be considered for evaluation.
- (iv) Suitable provision should be kept in the bidding document to enable a bidder to question the bidding conditions, bidding process and / or rejection of its bid. The reasons for rejecting a tender or non-issuing a tender document to a prospective bidder must be disclosed where enquires are made by the bidder.
- (v) Suitable provision for settlement of disputes, if any, emanating from the resultant contract, should be kept in the bidding document.
- (vi) The bidding document should indicate clearly that the resultant contract will be interpreted under Indian Laws.
- (vii) The bidders should be given reasonable time to prepare and send their bids.



- (viii) The bids should be opened in public and authorized representatives of the bidders should be permitted to attend the bid opening.
- (ix) The specifications of the required goods should be clearly stated without any ambiguity so that the prospective bidders can send meaningful bids. In order to attract a sufficient number of bidders, the specification should be broad-based to the extent feasible.
- (x) Pre-bid conference: In case of turn-key contract(s) or contract(s) of special nature for procurement of sophisticated and costly equipment or wherever felt necessary, a suitable provision is to be kept in the bidding documents for one or more rounds of the pre-bid conference for clarifying issues and clearing doubts, if any, about the specifications and other allied technical details of the plant, equipment and machinery etc. Projected in the bidding document. The date, time and place of the pre-bid conference should be indicated in the bidding document. This date should be sufficiently ahead of the bid opening date. The records of such conference shall be intimated to all bidders and, shall also be exhibited on the website(s) where the tender was published.
- (xi) Criteria for determining responsiveness are to be considered for evaluating the bids such as:
  - a) Time of delivery.
  - b) Performance / efficiency / environmental characteristics.
  - c) The terms of payment and of guarantees in respect of the subject matter of procurement.
  - d) Price.
  - e) Cost of operating maintaining and repairing etc.
- (xii) Bids received should be evaluated in terms of the conditions already incorporated in the bidding documents; No new condition which was not incorporated in the bidding documents should be brought in for evaluation of the bids. Determination of a bid's responsiveness should be based on the contents of the bid itself without recourse to extrinsic evidence.
- (xiii) Bidders should not be permitted to alter or modify their bids after the expiry of the deadline for receipt of bids.
- (xiv) Negotiation with bidders after bid opening must be severely discouraged. However, in exceptional circumstances where price negotiation against an ad-hoc procurement is necessary due to some unavoidable circumstances, the same may be resorted to only with the lowest evaluated responsive bidder.
- (xv) Deleted in response to OM no. F. 1/26/2018-PPD dated 02.04.2019, Dept. of Expenditure, Ministry of Finance, Govt. of India.
- (xvi) Contract should ordinarily be awarded to the lowest evaluated bidder whose bid has been found to be responsive and who is eligible and qualified to perform the contract satisfactorily as per the terms and conditions incorporated in the corresponding bidding document. However, where the lowest acceptable bidder against ad-hoc requirement is not in a position to supply the full quantity required, the remaining quantity, as far as possible, be ordered from the next higher responsive bidder at the rates offered by the lowest responsive bidder.
- (xvii) Procurement of Energy Efficient Electrical Appliances: Departments while procuring electrical appliances notified by the Department of Expenditure shall ensure that they carry the notified threshold or higher Star Rating of Bureau of Energy Efficiency (BEE).

- (xviii) The name of the successful bidder who has been awarded the contract should be mentioned in the CPPP, Institute website and their notice board or bulletin.
- (xix) Rejection of all bids is justified when;
  - a) Effective competition is lacking.
  - b) All Bids and Proposals are not substantially responsive to the requirements of the Procurement Documents.
  - c) The Bids / Proposals prices are substantially higher than the updated cost estimate or available budget; or
  - d) None of the technical Proposals meets the minimum technical qualifying score.
- (xx) Lack of competition in Rule 173(xix), GFR 2017 shall not be determined solely on the basis of the number of Bidders. Even when only one Bid is submitted, the process may be considered valid provided following conditions are satisfied:
  - a) The procurement was satisfactorily advertised and sufficient time was given for submission of bids.
  - b) The qualification criteria were not unduly restrictive; and
  - c) Prices are reasonable in comparison to market values.
  - d) When a limited or open tender results in only one effective offer, it shall be treated as a single tender contract.

#### **1.6. PRODUCT RESERVATION AND PREFERENTIAL/MANDATORY PURCHASE FROM CERTAIN SOURCES:**

- (i) **Reservation of specific items for procurement from Micro and Small Enterprises (MSE):**  
To enable wider dispersal of enterprises in the country, particularly in rural areas, the Central Government Ministries or Departments or Public Sector Undertakings shall continue to procure items reserved for procurement exclusively from MSE, presently 358 (three hundred and fifty-eight) items including eight items of Handicrafts, from Micro and Small Enterprises, which have been reserved for exclusive purchase from them. The latest list may be seen from the website of the MSME Ministry.
- (ii) **Reservation of Procurement of certain class of Products from certain agencies- Khadi Goods/Handloom Textiles:**  
The Central Government has reserved all items of hand-spun and hand-woven textiles (Khadi goods) for exclusive purchase from Khadi & Village Industries Commission (KVIC).
- (iii) **Public Procurement Policy for Micro and Small Enterprises (MSEs)**  
From time to time, the Government of India lays down procurement policies to help inclusive national economic growth by providing long-term support to small and medium enterprises and disadvantaged sections of society and to address environmental concerns. They are given the following concessions which may be updated from time to time by the government of India.
  - a) The MSEs are provided tender documents free of cost and are exempted from payment of earnest money, Subject to the furnishing of a relevant valid certificate for claiming exemption.
  - b) There is a provision for ensuring timely payments to the MSE suppliers. The period agreed upon for payment must not exceed forty-five days after the supplies. For payment delays,

the buyer shall be liable to pay compound interest to the supplier on the delayed amount at three times the bank rate notified by the Reserve Bank.

- c) In tender, participating Micro and Small Enterprises (MSE) quoting price within a price band of L1+15 (fifteen) percent shall also be allowed to supply a portion of requirement by bringing down their price to L1 price in a situation where the L1 price is from someone other than an MSE and such MSE shall be allowed to supply up to 25 (twenty-five) percent of total tendered value. The 25(twenty-five) percent quantity is to be distributed proportionately among these bidders, in case there are more than one MSMEs within such price band.
- d) Within this 25% (Twenty Five Percent) quantity, a purchase preference of four (4) per cent s reserved for MSEs owned by Scheduled Caste (SC)/ Scheduled Tribe (ST) entrepreneurs and three (3) percent is reserved for MSEs owned by women entrepreneur (if they participate in the tender process and match the L1 price).However, in event of failure of such MSEs to participate in tender process or meet tender requirements and L1 price, four (4) percent sub-target for procurement earmarked for MSEs owned by SC/ST entrepreneurs and three (3) percent earmarked to women entrepreneur will be met from other MSEs.
- e) In case of tender item cannot be split or divided, etc. the MSE quoting a price within the band L1+15% may be awarded for full/ complete supply of total tendered value to MSE, considering the spirit of the Policy for enhancing Govt. Procurement from MSEs

**(iv) Public Procurement (Preference to Make in India):**

As per the Ministry of Commerce and Industry Department for Promotion of Industry and Internal Trade order, No. P-45021 /2/2017-PP (BE-II) dated 16.09.2020 and revised from time to time to be followed for procurement of Goods. The Government of India encourages 'Make in India' and promotes manufacturing and production of goods and services in India intending to enhance income and employment. Following purchase preference will be given

- a) Among all qualified bids, the lowest bid will be termed L 1. If L 1 is 'Class-I local supplier', the contract for full quantity will be awarded to L 1.
- b) If L 1 bid is not a 'Class-I local supplier', 50% of the order quantity shall be awarded to L 1. Thereafter, the lowest bidder among the 'Class-I local supplier' will be invited to match the L 1 price for the remaining 50% quantity subject to the Class-I local supplier's quoted price falling within the margin of purchase preference, and contract for that quantity shall be awarded to such 'Class-I local supplier' subject to matching the L 1 price. In case such lowest eligible 'Class-I local supplier' fails to match the L 1 price or accepts less than the offered quantity, the next higher 'Class-I local supplier' within the margin of purchase preference shall be invited to match the L 1 price for the remaining quantity and so on, and the contract shall be awarded accordingly. In case some quantity is still left uncovered on Class-I local suppliers, then such balance quantity may also be ordered on the L 1 bidder.

As per the directions of the Government of India Only 'Class-I local supplier' (Indian content more than 50 %) and 'Class-II local supplier', (Indian content more than 20 %) as defined under the Order, shall only be eligible to bid in all the bids of CPPP and GeM, except when Global tender inquiry has been issued.

## 1.7. Classification of Stores

All stores to be procured shall be classified into two categories viz., Non – Consumable Stores (NCS) and Consumable Stores (C – S).

**1.7.1. Non – Consumable Stores (NCS):** Stores satisfying any one of the following conditions shall be classified as non – consumable stores:

- a) stores which are intended to be used over prolonged periods before becoming unusable, or obsolete,
- b) stores having a significant disposal value,
- c) stores which are sub – systems, or parts of an equipment, which can be potentially repaired and reused, and
- d) Stores which are either fabricated, or assembled equipment, or which if bought as a single item would have been classified as Non – Consumable Stores.

All non – consumable stores have to be entered into the Asset Register of the Institute and the NCS Stock register of the appropriate Department. This is applicable to the equipment's procured from the funds of sponsored research and other projects also.

Examples: (examples are indicative and not exhaustive) plant machinery, equipment, fabricated equipment, instruments, assembled instruments, motors, gas cylinder, workshop machines and furniture etc.

**1.7.2. Consumable Stores (C – S):** Stores satisfying any one of the following conditions shall be classified as C – S:

- a) Stores which exhaust with lapse of time,
- b) Stores which are rendered unusable due to normal wear and tear,
- c) Stores which do not have significant disposal value, and
- d) Spares of equipment which do not fall in the NCS category.

The C – S shall be entered in the C – S Stock register of the appropriate department. For projects, the C – S shall be entered in the C – S Stock register for the project.

Examples: (examples are indicative and not exhaustive) chemicals, medicines, stationary items, printer ribbons and cartridges, pen drive, floppies, CD ROMs, magnetic tapes, chips and electronic components like resistors, capacitors, connectors etc., electrical components like wire switches, plugs, bulbs, cells, tool – bits and hand tools etc.

If the spares are purchased for fabricating or manufacturing any equipment, such spares are to be treated as Non-Consumable items. However, if a spare is purchased to replace any spare of an equipment, such spare is to be treated as C – S, provided such spare does not have any replacement value.

The Consumables shall be entered in the Consumable Stock register of the appropriate Department / Section/Unit/Centre/ Project/ and end-user section of the department.

For projects, the Consumables shall be entered in the Consumable Stock register for the project. Examples: (examples are indicative and not exhaustive) chemicals, medicines, stationery items, printer ribbons and cartridges, floppies, CD ROMs, magnetic tapes, monitors, hard disk, chips and electronic components like resistors, capacitors, connectors etc., electrical components like wire switches, plugs, bulbs, cells, tool-bits and hand tools etc.

If the spares are purchased for fabricating or manufacturing any equipment, such spares are to be treated as Non-Consumable items. However, if a spare is purchased for replacing any spare of equipment, such spare be treated as Consumable, provided such spare do not have any replacement value. In case of a dispute regarding the classification of an item, the decision of the Director shall be final. Page

NOTE: The Office/Purchaser must make stock entry into the appropriate stock register as given in Annexure-13 & 14 for every single purchase.

## 1.8. LEGAL ASPECTS IN PROCUREMENT

1.8.1. The hierarchy level of the rules to be followed for making public procurement is given below:

Hierarchy Level	
I – Statutory Framework	The Constitution of India
	Indian Contract Act, 1872; Sale of Goods Act, 1930 and Other Mercantile Laws
	Laws relevant to Public Procurement (Right to Information Act, 2005; The MSME Act, 2006; Prevention of Corruption Act, 1988)
II – Rules and Regulations	General Financial Rules, 2017
	Delegation of Financial Power Rules
	Any other financial, vigilance, security, safety, counter-trade and other regulatory aspects; orders and guidelines of the Government on the subject of Public Procurement
III –Ministry of Finance's Manuals	Ministry of Finance's Manual of Policies and Procedures for the Procurement of Good/Works and Consultancy Services (including non-consultancy services)
IV– NITW Manuals and Standard Bidding Documents	NITW Rules and Guidelines for procurement of Goods & Services
	Standard Bidding Documents for Procurement of Goods/Works/ Consultancy Services etc.

**Remarks:** The documents at Hierarchy Levels I and II above are of fundamental and generic nature. Documents at lower levels of the hierarchy must conform to the Documents higher up in the hierarchy

**1.8.2.** The following are the regulatory framework for the public procurement system.

1. Article 299 of the Constitution, which stipulates that contracts legally binding on the government have to be executed in writing by officers specially authorised to do so.
2. Indian Contract Act 1872.
3. Sale of Goods Act 1930
4. Goods and Services Tax (GST) Act
4. Customs Duty for Import Goods
5. Applicability of Insurance for the goods and transit.
6. Contracts and Agreements.
7. Fidelity Bonds.
8. GFR-2017 & Manual for procurement of Goods & Services
9. Guidelines issued by Vigilance Commission – CVC Act 2003
10. Right to Information Act 2005
11. Depreciation of Assets.
12. Familiarisation w.r.t.
  - (a) Annual Accounts,
  - (b) Quality Certifications,
  - (c) Registration of firms with Tax Authorities.
  - (d) % of Taxes on various Goods and Services
13. Competition Act 2002
14. Banking norms Vis-a-Vis UCPDC w.r.t. LC etc.
15. Audit by CAG (Concurrent and Voucher Audit)
16. Sale by Auction etc., for the goods no longer required by the institute.
17. Government e Market place (GeM)
18. Familiarisation with PFMS for payment to firms
19. Various Tendering Procedures
20. Indian Stamp Act
21. Foreign Trade Act -1992
22. FEMA – 1999
23. Prevention of Corruption Act – 1988.
24. Information Technology Act – 2000 (Cyber law).
25. MSME Act 2016
26. MII Order 2017



**NEED ASSESSMENT, FORMULATION OF SPECIFICATIONS**

**2.1. Need Assessment**

Procurements should be initiated only based on an indent from the user Department. The authority in the user Department initiating the indent for procurement shall first determine the need (including anticipated requirement) for the subject matter of the procurement. Description and Specification of Need assessment is of fundamental importance in ensuring value for money, transparency, competition and level playing field in procurement. The user Department shall maintain all documents relating to the determination and technical/financial/budgetary approvals of the need for procurement. During need assessments, the following matters are decided to comply with the 'Procurement Guidelines':

The expression/description of the need keeping in view the Value for Money (VfM) and to ensure wide competition. Therefore, to the extent practicable it should be:

- a) Unambiguous, complete, using common terminology prevalent in relevant trade;
- b) In accordance with the guidelines prescribed if any in this regard;
- c) Except in case of proprietary purchase from a selected single source, reference to brand names, catalogue numbers or other details that limit any materials or items to specific manufacturer(s) should be avoided as far as possible. Where unavoidable, such item descriptions should always be followed by the words "or substantially equivalent"

**2.2. Points to be considered while initiating demand**

Demands for procurement of stores/services will be initiated by an officer /faculty. Indenter shall ensure that:

- (i) The list of deliverables to be identified with specifications and quantity in case of procurement of goods/ stores. The desired and realistic delivery period also needs to be specified.
- (ii) The scope and period of work are identified in the case of procurement of services.
- (iii) The quality-related requirements are explicitly mentioned, where required.
- (iv) The cost of the proposal is estimated with due diligence and care. The basis of estimation will be placed on record. The estimated cost should be worked out professionally as it is a vital element in establishing the reasonableness of prices. It should be worked out realistically and objectively based on prevailing market rates, budgetary quotations, last purchased price, economic indices for raw material/labour, other inputs costs, and assessment based on intrinsic values, etc.
- (v) The goods/services available in the GeM portal should be procured through GeM portal only. So, the Indenter should verify the availability of the goods/services in the GeM portal.
- (vi) If the goods/services are not available in the GeM portal, GeM Availability Report and Past Transaction Summary should be generated from GeM and submitted along with the indent/demand.
- (vii) For the goods/services not available in the GeM portal, the proposed Mode of Bidding/ Rate Contract/ Open tender through CPPP/ Limited tender through CPPP is mentioned along with likely sources of supply.



- (viii) For exemption/relaxation of the minimum Local content (i.e. 20%) as per MII order, approval of the Minister-in-charge, Ministry of Education is mandatory. Whereas for Global Tender Enquiry, approval of the Secretary, Ministry of Education is to be submitted.
- (ix) The "Proprietary Article Certificate" (PAC) as per format for proprietary items or justification for procurement on Single Tender Enquiry (STE) as per format is submitted, if applicable.
- (x) The inspection/acceptance test procedure, mode of transportation, and requirement of insurance coverage along with other special instructions, as applicable are indicated.
- (xi) The waiver sought from the normal procurement process, if any, is explicitly specified with the approval of the competent authority. For example, from e-Publishing, from submission of Bank Guaranty (BG), where applicable, for Free Issue Material (FIM), etc.
- (xii) The allotted budget and expenditure to date are indicated clearly.
- (xiii) The Vendor Qualification Criteria (VQC), where required, and special terms & conditions for the particular purchase, as applicable, are mentioned.
- (xiv) If pre-despatch Inspection is to be carried out at the seller's premises, the approval of the Head of the Organisation is to be submitted.

### 2.3. Formulation of Technical Specifications

The Indenter should ensure that specifications are developed to ensure Value for Money, level playing field and wide competition in procurement [Rule 173 (ix) of GFR 2017]. The Technical Specifications constitute the benchmarks against which the Indenter will verify the technical responsiveness of bids and, subsequently, evaluate the bids. Therefore, well-defined Technical Specifications will facilitate the preparation of responsive bids by bidders as well as examination, evaluation and comparison of the bids by the Indenter. It would also help in ensuring the quality of the supplied goods.

- (i) The most important step in any procurement is drawing up the specifications that meet the requirement. With the increasing complexity of the systems, the materials and equipment need have also become exacting, requiring professional skill in drawing up the specifications. Detailed specifications supported by drawings and by specifying standard units of measure in the Request for Proposal (RFP)/demand will eliminate ambiguity. It will also minimize apprehension of bidders on the level of risks they are expected to bear and elucidate precise standards to which the commodity under purchase will be tested/ inspected. This will also reduce the chances of bidders inflating their prices to cover perceived risks.
- (ii) The Buyer will observe adequate caution and set up a mechanism to ensure that detailed specifications of an intended procurement are not tailor-made to suit a particular brand of product. Broad coverage of the functional performance and environmental parameters will be spelled out in the specifications to allow competition.
- (iii) While drawing specifications, we should ensure that it meets essential needs, is objective, functional, and sets out required technical/ qualitative performance characteristics. It should not indicate a requirement for a particular trademark/ brand. To the extent possible, the specifications should be based on national or international standards.
- (iv) The Indenter should ensure that the specification should have emphasis on factors such as efficiency, optimum fuel/power consumption, use of environmental-friendly materials, reduced noise and emission levels, low maintenance cost, and so on. Government of India has set up the Bureau of Energy Efficiency (BEE)

In case of lack of information while working out specifications, the Buyer may resort to any of the methods given below:

- (i) Drawing the broad performance/ environmental parameters from the product catalogues of reputed manufacturers. Detailed technical specifications may be sought from different vendors through inquiries made verbally or in official correspondence or press notification by inviting Expression of Interest (EOI)/ Request for Information (RFI).
- (ii) Seek expert advice from academic institutions and other scientific organizations having specialized knowledge and expertise.
- (iii) Assignment of contracts to suitable professional agencies/ consultants for drawing up detailed specifications and evaluation parameters.
- (i) Help of external experts may be taken for preparation of detailed specifications and other pre-contract activities for procurement of high-tech items costing more than 50 Lakhs. Honorarium may be paid as per institute norms.

## **2.4. Documents Required for Demand/Indent/Purchase Requisition Approval**

- (i) Duly filled Purchase Requisition/Indent as per format (Basic Approval).
- (ii) Detailed Technical Specifications & drawings of the product duly signed by the DPC.
- (iii) Duly filled Part-II
- (iv) Vendor Qualification Criteria, if any
- (v) Copy of PAC as per the format, if applicable.
- (vi) Copy of detailed justification for procurement through single tender enquiry without PAC, if applicable.
- (vii) List of vendors with vendor registration/CPPP registration number and basis of selection of vendors for Procurement through Selected Suppliers, if applicable.
- (viii) Approvals of Minister-in-Charge/Secretary for the waiver for preference to make in India / Preference to MSE/for Global Tender Enquiry, if applicable.

## **2.5. Supplier Relationship Management**

### **2.5.1. CODE OF INTEGRITY**

No official of a procuring entity or a bidder shall act in contravention of the codes which includes prohibition of

- (i) Making offer, solicitation, or acceptance of bribe, reward or gift or any material benefit, either directly or indirectly, in exchange for an unfair advantage in the procurement process or to otherwise influence the procurement process.
- (ii) Any omission, or misrepresentation that may mislead or attempt to mislead so that financial or other benefit may be obtained or an obligation avoided.
- (iii) Any collusion, bid rigging or anti-competitive behaviour that may impair the transparency, fairness and the progress of the procurement process.
- (iv) Improper use of information provided by the procuring entity to the bidder with intent to gain unfair advantage in the procurement process or for personal gain.
- (v) Any financial or business transactions between the bidder and any official of the procuring entity related to tender or execution process of contract; which can affect the decision of the procuring entity directly or indirectly.
- (vi) Any coercion or any threat to impair or harm, directly or indirectly, any party or its property to influence the procurement process.

- (vii) Obstruction of any investigations or auditing of a procurement process.
- (viii) Making false declaration or providing false information for participation in a tender process or to secure a contract;
- (ix) Disclosure of conflict of interest. Disclosure by the bidder of any previous transgressions made in respect of the provisions of sub-clause (i) with any entity in any country during the last three years or of being debarred by any other procuring entity.

### **2.5.2. Registered Firms:**

For goods and services not available on the GeM portal, suppliers can be registered with the Institute to supply of goods and services which are specifically required by that Department or Office, periodically. Registration of the supplier should be done as per the procedure by following a fair, transparent and reasonable procedure and after giving due publicity. Such registered suppliers should be boarded on GeM as and when the item or service gets listed on GeM. The Firms should be Manufacturers, who supply indigenous items, General suppliers, authorized agents / distributors of the manufactures / service providers.

For obtaining such registration, the firms shall be required to be registered with appropriate Tax authorities and should have Tax Registration No. and PAN allotted to them. The firm must maintain an office / shop / show room registered in its own name in the market / industrial area or another suitable place and should have a bank account wherein the payment may be sent directly in the bank.

Credentials including manufacturing capacity, distribution capacity, quality control facilities, past performance, after – sales service, financial background etc., of the firm shall be carefully verified by the Institute. Registration should be done by grading the firms (Grade A, B, and so on) on their capability for executing contract orders of different monetary limits in the relevant category of requirements. The monetary limits should be carefully fixed keeping in view the banker's reports, capacity and capability of the firm and other financial information indicated in the balance sheets, profit and loss statements. The firms that are registered for supply of orders valued above Rupees five lakh should invariably be manufacturers or their authorized agents. Within the monetary limits so prescribed, as also for the category of registration, the registered firm may be exempted from depositing the Earnest Money Deposit (EMD).

The registered firms shall be liable to be removed from the list of approved firms if they fail to abide by the terms and conditions of the registration or fail to supply the goods on time or supply sub – standard items / goods or make any false declaration to the Institute or for any other grounds, which, in the opinion of the Institute, is considered to be against the public interest.

The registration is valid for a period of one to three years and would be considered for extension based (on application by the supplier/contractor/service provider) on satisfactory performance of the firm. At the end of the period, the registered firms willing to continue with registration should be required to apply afresh for renewal of registration as per procedure. New firm may also be considered for registration at any time, provided it fulfills all the required conditions.

All the firms should be registered with Purchase and Stores for supplies of specific category of items, including direct supply.

The list of Registered Firms may be referred to while floating a Limited Tender/Local Purchase/Direct Purchase only.

Incase if the proposed item is of proprietary / patented / single source of supply quotations can be invited even from firms which are not registered with the Institute.

However, Director may give approval to float enquires to even unregistered firms depend upon the need and case to case basis with proper justification.

### **2.5.3. Blacklisting/Debarment**

The Institute can Debar/Blacklist the firms or any of its successors, from participating in any procurement process undertaken by it, for a period not exceeding two years, if it determines that the bidder has breached the code of integrity/terms & conditions of the tender/contract. However, the bidder shall not be debarred unless such bidder has been given a reasonable opportunity to represent against such debarment

Black – listing/debarment of the firm can be done on the recommendations of IPC and with approval of Competent Authority. The Purchase and Stores section shall process all such cases reported by the Departments/Centers. The IPC shall examine the case and submit its recommendations to the Director for final action. The information on such firms shall be promptly and widely to be disseminated by the Purchase & Stores section to all concerned.

**FINANCIAL POWERS & COMMITTEES****3.1. DELEGATION OF FINANCIAL POWERS**

The sanction of the fund will be made by the Competent Authority as per the Delegation of Financial Power approved by the Board of Governors (BoG) of the Institute from time to time. The following table gives the financial limits up to which the concerned person has authority to approve purchases within the allocated budget of the department/project already approved by the Competent Authority. Such a person shall be referred to as the Competent Financial Authority (CFA). It is the responsibility of the CFA to ensure that sufficient funds are available for the purchase.

Sl. No.	Competent Authority	Financial Non-Consumable Store (NCS)	Consumable Store (CS)	Temporary Contingent Advance
1.	Director	All Cases	All Cases	All Cases
2.	Deputy Director / Registrar/ Dean (R&D)	10,00,000/-	5,00,000/-	--
3.	HoD	2,50,000/-	1,00,000/-	--

**Notes:**

1. The Deputy Director and Registrar shall have the powers for purchase of goods / services from the institute funds of all departments and centres. The Dean (R & C) shall have the powers for purchase related to Research and other projects. In the absence of Deputy Director or Registrar, the Dean (R & C) shall have the powers for purchase of goods from the funds of the institute and the research and other projects as well.
2. As per Rule 157 of GFR 2017, demand for goods should not be divided into small quantities to make piecemeal purchases to avoid the necessity of obtaining the sanction of higher authority required with reference to the estimated value of the total demand.
3. The Competent Authority may use his due diligence while approving the proposals for procurement.
4. The above limits apply to indigenous purchases as well as imports. For the purposes of imports, the Indian Rupee equivalent of the foreign currency on the date of sanction should be considered for the aforesaid limit.
5. All temporary contingent advances shall be adjusted as per the approved guidelines.

**3.2. Powers for Emergency Purchases**

The Director is empowered to sanction an advance of **Rs.2,00,000/- only** on each occasion to enable the Deputy Director/ Registrar/ Deans / Heads of the Departments/ Centres etc. to make emergency purchases to meet some unforeseen and urgency, subject to a maximum of **Rs. 50.00** lakhs for the whole Institute in a financial year, provided that justification for such a purchase is made in the proposal. This is considered only in exceptional cases when there is no sufficient time to adopt the stores purchase

rules and procedures. Also, the Director is empowered to ratify the expenditure that is already incurred by the concerned user department/centre to meet some urgency after getting satisfied with the justification of the proposal.

### **3.3. PURCHASE COMMITTEES:**

The approval of the Competent Authority must be obtained for the constitution of each purchase committee as mentioned below. Further, only regular employees holding substantive posts or equivalent in the Institute (either Permanent OR on On-Probation OR on Deputation) may be made members of any Procurement/ Purchase Committee.

#### **3.3.1. Major Purchase Committee:**

There should be a Central Purchase Committee to be constituted by the Competent Authority. The Committee may co-opt members, if required, with prior approval of the Competent Authority. The Committee will aid and advice the Director in all matters related procurement and services except on Civil works i.e., maintenance and construction of building which will go through Building & Works Committee. All the procurements of goods and Services exceeding Rs. 30.00 Lakhs should be put up to Major Purchase Committee for its recommendations.

The composition of the Major Purchase Committee shall be as decided by the Director:

**NOTE:** In the absence of the Chairman of Major Purchase Committee, Dean (R&C) will be the Chairman of this committee.

Following are the functions of the Institute Procurement Committee:

- (i) To ensure the provisions as contained in this manual and other Govt of India norms as amended from time to time.
- (ii) To scrutinize the purchase proposals, as per prescribed norms, sent by the Departments/ Centre and to make recommendations if the file is complete and correct in all respects including the availability of the budget.
- (iii) To make recommendations for registration/empanelment of vendors with the Institute and debarring the vendors when there is a breach of code of integrity by the vendor.
- (iv) To inspect with the help of designated Technical Officer & make recommendations to phase out the unserviceable / obsolete items which are recommended by the Head and Survey & Condemnation Committee.
- (v) If the file is incomplete or does not comply with the Stores Purchase Rules of the Institute, the SPC records in its minutes and the file will be sent back to the respective Department for compliance of the rules.
- (vi) To make recommendations in any matter that are referred by the Director of the Institute.
- (vii) Carrying out the price negotiations with the L1 vendor with the approval of the Director by recording the reasons for negotiations.
- (viii) To make recommendations in any matter that are referred by the Director of the Institute.

#### **3.3.2. Departmental Purchase Committee (DPC):**

There should be a Departmental Purchase Committee to be constituted by the Competent Authority. The Committee will aid and advice the Head of the Department in all matters related to procurement of goods and services. The functions of DPC are including planning, budgeting and inventory management

which are needed for the Department/Centre. Also, it includes the required steps to be taken for removal of obsolescence and Annual verification of stocks.

The composition of the Departmental Purchase Committee shall be as decided by the Director:

**NOTE:** In the absence of the Chairman of the Departmental Purchase Committee, the HoD of the concerned Department will be the Chairman of this committee.

Following are the functions of the DPC:

- (i) To suggest in finalising the technical specifications with an approximate budget required for the transaction. The infrastructure and manpower required shall be borne in mind before recommendations.
- (ii) To scrutinise and recommend all the proposals pertaining to procurement and services if there are no deviations.
- (iii) To plan for removal of obsolescence and aid & advice for replacement of items which are no longer required as per the curriculum.
- (iv) To verify the veracity of the requirement at the department level.

### **3.3.3. Central Equipment Purchase Committee (CEPC):**

There should be a Central Equipment Purchase Committee to be constituted by the Competent Authority. The Committee will consist of a Chairman and 4 to 5 members, drawn from various end-users. The Committee may co-opt members, if required, with prior approval of the Competent Authority. The Committee will aid and advice the Director in all matters related to procurement of Equipments which exceeds the estimated value of Rs. 10 Lakhs.

The composition of the Central Equipment Purchase Committee (CEPC) shall be as decided by the Director:

**NOTE:** In the absence of the Chairman CEPC, Dean (R&C) will be the Chairman of this committee.

Following are the functions of CEPC:

- (i) To recommend guidelines for procurement of equipments and their maintenance in different departments and central facilities.
- (ii) To verify the availability of similar equipments in other departments, which can meet the purpose.
- (iii) To give priority to the equipments for the central facilities and usage by different departments.
- (iv) To verify the return on investment, in terms of research output, training the students and revenue generation.
- (v) To verify the plan for AMC/Warrantees and recurring expenditure.
- (vi) To verify the Requirement of manpower for operating the equipment.
- (vii) To make recommendations in any matter that are referred by the Director of the Institute.

### **3.3.4. Local Purchase Committee (LPC):**

There should be a Local Purchase Committee to be constituted by the Competent Authority for procurements valued above Rs. 1,00,000/- (Rupees One Lakh) and up to Rs. 10, 00, 000/- (Rupees



Ten Lakhs) only on each occasion which are not available in GeM portal. The composition of the LPC shall be as decided by the Director:

Following are the functions of LPC:

1. The committee will survey the market to ascertain the reasonableness of rate, quality and specifications and identify the appropriate supplier and will jointly record a certificate before placement of the purchase order.

### **3.3.5. Price Negotiation Committee:**

The Price Negotiation Committee is a subcommittee of the Institute Procurement Committee. The committee negotiations with the L1 firms / suppliers with the prior approval of the Director based on the reasons recorded by the user department/section.

The composition of the LPC shall be as decided by the Director:

- 3.3.6. Central AC Committee:** The Central AC Purchase Committee shall advise the Director in all matters related procurement of ACs required for Central Units or bulk Purchase by the Departments. The composition of the Central AC Committee shall be as decided by the Director:

Following are the functions of Central AC Committee:

- (i) To verify the requirement and specification for procurement of AC
- (ii) To verify the survey report of the Estate Office mentioning the load capacity of the Department.
- (iii) Advise the Director accordingly

The process flow shall be as follows:

1. Raising the requirement by concerned Indenter/ HoD in the Indent/Basic approval form along with the specification.
2. Submission of the form to PS Section.
3. PS Section shall forward the requirement to Estate Office/ EMU for site inspection, providing specification and sharing load capacity of the building.
4. Site inspection report and specification to be placed before the Central AC Purchase Committee for verification and suitable recommendation.
5. The basic approval with the revised specification and estimates to be forwarded to the concerned authority for approval by the concerned HoDs.

- 3.3.7. Central Furniture Committee:** The Central Furniture Committee shall advise the Director in all matters related to bulk procurement of readymade furniture's. The composition of the Central Furniture Committee shall be as decided by the Director:

Following are the functions of Central Furniture Committee:

- (i) To verify the requirement and specification for procurement of bulk Furniture's
- (ii) Advise the Director accordingly

The process flow shall be as follows:



1. Raising the requirement by concerned Indenter/ HoD in the Indent/Basic approval form along with the specifications and drawings.
2. Submission of the form to PS Section
3. PS Section shall forward the requirement to Estate Office/ EMU for site inspection and providing specification.
4. Site inspection report and specification to be placed before the Central Furniture Purchase Committee for verification and suitable recommendation.
5. The revised basic approval along with the revised specification and estimate to be forwarded to the concerned authority for approval by the concerned HoD.

Note: Procurement of furniture items which requires customization and assembly, the detailed specification and estimate and drawings shall be provided by the Indenter in consultation with the Estate Office.

**3.3.8. Central Computer Committee:** The Central Computer Committee shall advise the Director in all matters related to procurement of Desktop/ laptops and workstations.

Following are the functions of Central Computer Committee:

- (i) To verify the requirement and specification for procurement of Desktop/Laptop/ Workstation.
- (ii) Advise the Director accordingly

The process flow shall be as follows:

1. Raising the requirement by concerned Indenter/ HoD in the Indent/Basic approval form along with the specifications.
2. Submission of the form to PS Section
3. PS Section shall place the matter before the CCPC for verification and suitable recommendation.
4. The revised basic approval along with the revised specification and estimate to be forwarded to the concerned authority for approval by the concerned HoD.

## DELEGATION OF POWERS FOR PROCESSING PURCHASE FILES

### Purchase Process for **Consumables** at NIT Warangal

Sl. No.	Financial Limits	Mode of Procurement	Initiated by	Approved by	To be processed by	TCE by	Price Evaluation by	Audit Vetting by	Scrutiny by	Approval by	Release of Purchase Order by
1	Up to Rs. 1,00,000/-	Direct Purchase/ LPC/Bidding	Indenter	HoD (for other than project funds)	DEPT.	DEPT.	DEPT.	Not Required	HoD	HoD (for other than project funds)/Dean (R&D) – for projects	HoD
2	From Rs. 1,00,001/- To Rs.5,00,000/-	LPC/Bidding/Tender	Indenter	Dean (R&D) – for projects/ Registrar (for other than project funds)	P&S	DEPT.	P&S	IAW (>2.5 Lakhs only)	DPC	Dean (R&D) – for projects/ Registrar (for other than project funds)	P&S
3	Above Rs.5,00,000/-	LPC/Bidding/Tender	Indenter	Director	P&S	DEPT.	P&S	IAW	DPC (≤ 30L) DPC (>30L)	Director	P&S

### Purchase Process for **Non-Consumables** at NIT Warangal

4	Up to Rs. 1,00,000/-	Direct Purchase/ LPC/Bidding	Indenter	HoD (for other than project funds)/Dean (R&D) – for projects	DEPT.	DEPT.	DEPT.	Not Required	HoD	HoD (for other than project funds)/Dean (R&D) – for projects	HoD
5	From Rs. 1,00,001/- to Rs.2,50,000/-	LPC/Bidding/Tender	Indenter	HoD (for other than project funds)/Dean (R&D) – for projects	DEPT.	DEPT.	DEPT.	Not Required	DPC	HoD (for other than project funds)/Dean (R&D) – for projects	HoD
6	From Rs. 2,50,001/- To Rs.10,00,000/-	LPC/Bidding/Tender	Indenter	Dean (R&D) – for projects/ Registrar (for other than project funds)	P&S	DEPT.	P&S	IAW	DPC	Dean (R&D) – for projects/ Registrar (for other than project funds)	P&S
7	Above Rs.10,00,000/-	Bidding/Tender	Indenter	Director	P&S	DEPT.	P&S	IAW	DPC (≤ 30L) MPC (>30L)	Director	P&S

#### Notes:

1. If a rate contract /price agreement is available, the specific items are to be procured through Purchase and Stores only.
2. For all the imported items (irrespective of value), approval of the Director is required.
3. **TCE**-Techno-Commercial Evaluation, **DPC** – Departmental Purchase Committee, **MPC**- Major Purchase Committee.
4. For procurements up to Rs. 2,00,000/- for consumables and Rs. 5,00,000/- for non-consumables, approval may be accorded by the concerned Deans (other than the Dean R&D)/the Chief Warden for funds other than research funds.

**MODES OF PROCUREMENT**

**Introduction:**

Offers from prospective bidders for public procurement must be invited according to a procedure that achieves a balance between the need for the widest competition, on the one hand, and the complexity of the procedure, on the other hand. Different modes of procurement and bidding systems are used to suit various procurement circumstances to achieve this balance. There are laid down procedures for delegation of powers of procurement to various competent authorities under different modes as given in Chapter 1.

The various modes of procurement that can be used for public procurement are:

- 1. Procurements without Calling Tenders**
- 2. Procurement through Selected Suppliers**
- 3. Nomination Basis Tenders**
- 4. Open Tenders**
- 5. Mandatory Procurement of Goods and Services for Goods or Services available on GeM**
- 6. Procurement through Rate Contract basis**

It is clarified that as per Rule 149 of GFR 2017, it is mandatory to make the procurement of Goods and Services which are available in the GeM portal by Departments/ Offices/Sections/Units through the GeM portal only. Hence, only in case Goods and Services are not available on GeM, the purchaser can purchase by other modes as specified below.

**4.1 Procurements without Calling Tenders**

**4.1.1 Direct Procurement without Quotation: (Rule No. 154 of GFR-17)**

Direct procurement of goods without formal quotations is normally done for the smallest value procurements. This is also called petty purchase. It should be used for off the-shelf goods of simple and standard specifications and when the required goods (of required specification or within required delivery period etc.) are not available on GeM. However, it is mandatory for a buyer to generate a “GeM Availability Report and Past Transaction Summary” (GeMAR&PTS) with a unique ID on GeM portal using his login credentials on GeM for procurement outside GeM. The procedure is the simplest and quickest but VfM may be poor; hence it is suitable only in very low value, urgent and simple requirements in the following situations:

- (i) Procurements do not exceed the threshold (for each requirement) of **Rs. 1,00,000/- (Rupees One Lakh) for each case;**
- (ii) The requirement is urgent but was not covered in the procurement plan; and
- (iii) The requirement is for off-the-shelf goods of simple and standard specifications. Examples of procurement are day-to-day needs of the office and field units, and so on.

**Terms and Conditions:**

- (i) The competent officer of the procuring entity can initiate and complete this purchase after diligent enquiries from the market and filling the certificate prescribed. Such powers to a limited extent can also be given to various user sections for operational needs.
- (ii) In a summary form, records should be kept of the vendors/contractors approached and prices indicated by them.
- (iii) Selection of seller by diligent market enquiry is of essence of this mode of procurement.
- (iv) In larger cities, the presence of reputed Shopping Malls may also be included in the market survey. Reputed internet shopping portals may also be explored.

A certificate in the following format to be recorded by the competent authority.

**“I, am personally satisfied that these goods purchased are of the requisite quality and specification and have been purchased from a reliable supplier at a reasonable price.”**

**Signature of Purchaser**

#### **4.1.2 Purchase by Local Purchase Committee: (Rule No. 155 of GFR-17)**

This mode of procurement is used for procurements valued above Rs. 1,00,000/- (Rupees One Lakh) and up to Rs. 10,00,000 (Rupees Ten Lakh) only on each occasion. It is made by a local purchase committee constituted by Head of the Institute only in case when a certain item is not available on the GeM portal (of required specification or within required delivery period etc.). However, it is mandatory for a buyer to generate a “GeM Availability Report and Past Transaction Summary” (GeMAR&PTS) with a unique ID on GeM portal using his login credentials on GeM for procurement outside GeM. This mode of procurement is described in parlance of procurement of goods; however, in principle, it is equally applicable to contingency expenditure on small works/services also. This procedure is slightly complex and is likely to provide better Value for Money than direct procurement without quotation and hence is suitable for marginally higher thresholds

##### **Terms and Conditions**

- i) The Competent Authority may lay down an annual ceiling value per office/unit for such procurements;
- ii) This is intended to be fast track, simple mode of procurement. The committee will survey the market to ascertain the reasonableness of rate, quality and specifications and identify the appropriate supplier.
- iii) Selection of suitable product and supplier by actual market survey is of essence of this mode.
- iv) Before recommending placement of the purchase order, members of the committee will jointly record the certificate prescribed below.
- v) In larger cities, the presence of reputed Shopping Malls may also be included in the market survey. Reputed internet shopping portals may also be explored.
- vi) As per resolution no. 40.4 of the Finance Committee, the rates offered by the e-commerce portals like Amazon, Flipkart, e-bay, etc., can be considered for carrying out the LPC procurement.

A certificate to be recorded by the Committee Members in the following format:

**“Certified that we, members of the purchase committee are jointly and individually satisfied that the goods recommended for purchase are of the requisite specification and quality, priced at the prevailing market rate and the supplier recommended is reliable and competent to supply the goods in question, and it is not debarred by Department of Commerce or Ministry/Department concerned”**

**Signature of Purchase Committee**

## **4.2 Procurement through Selected Suppliers:**

### **4.2.2 Limited Tender Enquiry – LTE:**

LTE is a restricted competition procurement, where a preselected list of vendors is directly approached for bidding; bids from uninvited bidders are treated as unsolicited and are normally not entertained, except in special circumstances. This mode provides a short and simple procedure, but may not provide as good a Value for Money as in the case of open tendering – still a good balance for procurements below a threshold.

**LTE procedures may be used when the estimated value of procurement is up to 50.00 lakh (up to fifty lakhs).** The bidding documents should be simple normally consisting of a single page with terms and conditions printed overleaf. (Rule 162 of GFR 2017).

**Note: This mode of procurement is not advisable in normal cases. The indenting officer should furnish proper justification while proposing for LTE.**

#### **Terms and Conditions:**

- (i) This mode of procurement will be resorted to only in the cases where the goods are not available in the GeM portal and are having very limited sources of supply.
- (ii) The proposed bidders/vendors should be registered with the Institute before sending the tender enquiries.
- (iii) Copies of the bidding documents should be sent only to the registered vendors/contractors of CPPP. Apart from CPPP, the bid is also to be published on the NIT Warangal website.
- (iv) The minimum number of bidders to whom LTE should be sent is approximately six.
- (v) A minimum of three quotations must be received for processing the case.
- (vi) Vendors In case less than three approved vendors/contractors are available, LTE may be sent to the available approved vendors/contractors with approval of the competent authority, duly recording the reasons. The requirement should then be marked for the development of more sources by the Supplier Registration section.
- (vii) Suppliers or contractors should be selected in a non-discriminatory manner. All past successful vendors/bidders should invariably be invited. In case it is proposed to exclude any registered/approved vendor/contractor from being shortlisted for inviting LTE, detailed reasons, such as failure in supply, should be duly recorded and approval of the competent authority be taken before exclusion.
- (viii) The selection of bidders should be with due diligence, to ensure that bidders who do not meet eligibility criteria do not get shortlisted. At the evaluation stage, in LTE, passing over of a duly shortlisted bidder on grounds of poor past performance or eligibility may raise questions about transparency

## **4.3 Nomination Basis Tenders**

Procurement on nomination basis may be resorted to in the following circumstances:

- (i) It is in the knowledge of the user department /section/unit that only a particular firm is the manufacturer of the required goods.
- (ii) In a case of emergency, the required goods are necessarily to be purchased from a particular source and the reason for such a decision is to be recorded and approval of competent authority obtained.

- (iii) For standardisation of machinery or spare parts to be compatible with the existing sets of equipment (on the advice of a competent technical expert and approved by the competent authority), the required item is to be purchased only from a selected firm.

#### 4.3.2 Proprietary Article Certificate

In procurement of goods, certain items are procured only from Original Equipment Manufacturers (OEMs) or manufacturers having proprietary rights (or their authorised dealers/stockists) against a PAC certificate (Annexure-3) signed by the Competent authority. Once a PAC is signed by the CA, the powers of procurement are the same as in normal conditions as per the delegation of powers. This mode may be shortest but since it may provide lesser Value for Money as compared to LTE/OTE and also strains the transparency principle, it should be used only in justifiable situations.

##### Terms and Conditions

- (i) Users should enclose, a Proprietary certificate (Annexure 3) indicating the justification and approval of Competent Authority, for sourcing an item from OEM or PAC (Proprietary Article Certificate) firms or their authorised agents;
- (ii) Proprietary items shall be purchased only from a nominated manufacturer or its authorised dealer as recorded in the PAC certificate;
- (iii) The firm may be asked to certify that the rates quoted by them are the same and not higher than those quoted to other Government, public sector or private organisations;
- (iv) In certain unavoidable cases, payment of EMD/PBG for procurement on a proprietary basis may be waived;
- (v) It is clarified here that a particular brand, make or model of a manufacturer should not be considered a proprietary item.
- (vi) In case of PAC/single tender procurements, internal audit may check at least 10 (ten) percent of such cases;
- (vii) Details of such contracts should be published on the NITW website.

#### 4.3.3 Single Tender Enquiry without a Proprietary Certificate

Procurement from a single source may be resorted to in the following circumstances:

- (i) It is in the knowledge of the user department that only a particular firm is the manufacturer of the required 41 goods.
- (ii) In a case of emergency, the required goods are necessarily to be purchased from a particular source and the reason for such decision is to be recorded and approval of competent authority obtained.
- (iii) For standardization of machinery or spare parts to be compatible to the existing sets of equipment (on the advice of a competent technical expert and approved by the competent authority), the required item is to be purchased only from a selected firm

Note: Proprietary Article Certificate in Proprietary Article Certificate in the following form is to be provided by the Ministry/ Department before procuring the goods from a single source under the provision of sub-Rule 166 (i) and 166 (iii) as applicable.

- (i) The indented goods are manufactured by M/s .....
- (ii) No other make or model is acceptable for the following reasons:  
.....
- (iii) Concurrence of finance wing to the proposal vide: .....
- (iv) Approval of the competent authority vide:  
(Signature with date and designation of the indenting officer)

#### Terms and Conditions

- (i) The reasons for a STE and selection of a particular firm must be recorded and approved by the CA as per the delegation of powers laid down at in DPFR/SoPP, prior to single tendering. Unlike in PAC, powers of procurement of STE are more restricted; and
- (ii) Other terms and conditions of PAC procurement mentioned above would also apply in this case.
- (iii) All purchases/ Service contracts awarded on nomination basis without PAC should be brought to the notice of the Board of Governors.

### 4.4 Open Tenders

#### 4.4.2 Open Tender Enquiry (OTE)

In OTE, an attempt is made to attract the widest possible competition by publishing the Notice Inviting Tender (NIT) simultaneously on the CPPP and NITW website. This is the default mode of procurement and gives the best value for money but the procedure is relatively complex and prolonged.

OTE procedures through e-Procurement or traditional tendering should be adopted in the following situations:

- (i) Procurements exceeding the threshold of Rs. 50.00 lakh (Rupees Fifty lakhs);
- (ii) All common use requirements with clear technical specifications;
- (iii) For requirements that are ordinarily available in the open market but it is necessary to evaluate competitive offers to decide the most suitable and economical option available; and
- (iv) When requirements are not available from known sources or sources are presently limited and need to be broad-based. In such situations, even for procurements below Rs.5,00,000/- (Rupees five lakh), OTE mode may be used, if warranted. Physical quotations may be invited by the purchase section for the cases under Rs 10,00,000/- (Rupees Ten Lakhs only) if the situation warranted with the approval of the Director.

#### Terms and Conditions

- i) Bidders already registered are also free to participate;
- ii) Advertisement in such cases should be given on Central Public Procurement Portal (CPPP) at [www.eprocure.gov.in](http://www.eprocure.gov.in) and GeM. It will also be published on the NITW website.
- iii) NITW will post the complete bidding document on its website and on CPPP to enable prospective bidders to make use of the document by downloading it from the website. The advertisements for the invitation of tenders should give the complete web address from where the bidding documents can be downloaded, to promote wider participation and ease of bidding,
- iv) no cost of tender document may be charged for the tender documents downloaded by the bidders;
- v) The sale/availability for downloading of tender documents against NIT should not be restricted and should be available freely.
- vi) Tender documents should preferably be sold/ available for download up to the date of opening of tenders;



#### 4.4.3 Global Tender Enquiry (GTE)

GTE is similar to OTE but, through appropriate advertising and provision for payment in Foreign Currencies through Letter of Credit, it is aimed at inviting the participation of inter-alia foreign firms. The point of balance between Value for Money and the cost/complexity of the procedure is further aggravated as compared to OTE. Development of local industry also needs to be kept in mind. Hence, it may be viable only in the following situations:

- i) Where Goods of required specifications/quality are not available within the country and alternatives available in the country are not suitable for the purpose;
- ii) Non-existence of a local branch of the global principal of the manufacturer/vendors/contractors;
- iii) Requirement for compliance to specific international standards in technical specifications; and
- iv) The absence of a sufficient number of competent domestic bidders is likely to comply with the required technical specifications, and in case of suspected cartel formation among indigenous bidders.
- v) **Approval of Secretary, Department of Higher Education, Ministry of Education, is required to float the tender inquiry on a Global tender basis for the items costing less than 200 crores. The initiating officer should submit the duly filled in Annexure-4 for getting the approval of the CA.**
- vi) **However, before sending for the approval of the Secretary as per above clause, a domestic tender must be published through GeM/CPP Portal for identifying the indigenous vendors who can meet the requirement or for verifying the substitute products available in the market.**

#### **Terms and Conditions**

- i) Advertisement in such cases should be given on Central Public Procurement Portal (CPPP) at [www.eprocure.gov.in](http://www.eprocure.gov.in) and GeM.
- ii) NITW will publish all its advertised tender inquiries on the website. The complete bidding document will be available on the NIT W website and on CPPP to enable prospective bidders to make use of the document by downloading it from the website.
- iii) The advertisements for the invitation of tenders shall give the complete web address from where the bidding documents can be downloaded.
- iv) To promote wider participation and ease of bidding, no cost of tender document may be charged for the tender documents downloaded by the bidders;
- v) The sale/availability for downloading of tender documents against NIT should not be restricted and should be available freely. Tender documents should preferably be sold/ available for download up to the date of opening of tenders;
- vi) The tender documents shall be priced minimally keeping in view the value of the tender as also the cost of preparation and publicity of the tender documents;
- vii) GTE tender documents must be in English and the price should be asked in Indian Rupees or US Dollars or Euros or Pound Sterling or Yen or currencies under the Reserve Bank of India's notified basket of currencies;
- viii) GTE tender documents must contain technical specifications which are in accordance with national requirements or else based on an international trade standard;
- ix) In such cases e-Procurement may not be mandatorily insisted upon;



- x) The due date fixed for the opening of the tender shall be a minimum of four weeks from the date of advertisement which may vary taking into account the nature of material called for as well as the time required to prepare the bids. The due date may be subsequently extended with the approval of the CA only to promote better competition and also consider account delivery requirements; and
- xi) Relevant INCOTERMS should be included in the tender.

#### **4.5 Mandatory Procurement of Goods and Services for Goods or Services available on GeM:**

4.5.2 Up to Rs.1,00,000/- through any of the available suppliers on the GeM, meeting the requisite quality, specification, and delivery period (to be purchased by the department through their provided login account).

**Note:** In case of automobiles procurement under this rule is permitted without any ceiling limit.

4.5.3 Above Rs.1,00,000/- and up to Rs.10,00,000/- through the GeM Seller having lowest price amongst the available sellers, of at least three different manufacturers, on GeM, meeting the requisite quality, specification and delivery period. The tools for online bidding and online reverse auction available on GeM can be used by the Buyer if decided by the competent authority.

4.5.4 Above Rs.10,00,000/- through the supplier having the lowest price meeting the requisite quality, specification, and delivery period after mandatorily obtaining bids, using online bidding or reverse auction tool provided on GeM

4.5.5 In the cases where the exact requirement is not available in GeM portal and requirement is below 5 Lakhs, the bidding can be carried out with 4-5 additions in the specifications for. Whereas for requirements above 5 lakhs, Custom bidding and BOQ bidding is permitted.

4.5.6 A demand for goods shall not be divided into small quantities to make piecemeal purchases to avoid procurement through L-1 Buying / bidding / reverse auction on GeM or the necessity of obtaining the sanction of higher authorities required with reference to the estimated value of the total demand.”

#### **4.6 Procurement through Rate Contract basis:**

A Rate Contract (commonly known as RC) is an agreement between the purchaser and the supplier for supply of specified goods (and allied services, if any) at specified price and terms & conditions (as incorporated in the agreement) during the period covered by the Rate Contract. No quantity is mentioned nor is any minimum drawal guaranteed in the Rate Contract. The Rate Contract is in the nature of a standing offer from the supplier firm. The firm and/or the purchaser are entitled to withdraw/cancel the Rate Contract by serving an appropriate notice on each other giving 15 (fifteen) days of time. However, once a supply order is placed on the supplier for supply of a definite quantity in terms of the rate contract during the validity period of the rate contract, that supply order becomes a valid and binding contract.

The Director is empowered to enter into rate contract with one or more suppliers for the purchase of chemicals and glassware items / or any other items deemed fit.

**Benefit of Rate Contract:**

- (i) Competitive and economical price due to aggregation of demands.
- (ii) Saves time, efforts, man-hours and related costs involved in time consuming as well as repetitive tendering process. It thus reduces lead time for procurement.
- (iii) Availability of quality goods with full quality assurance back-up.
- (iv) Enables procurement as and when required and thus reduces inventory carrying cost.
- (v) Provides one single point of contact to procure such items.

**4.7 Buy-Back Offer**

When the Department decides to replace an existing old item(s) with a new and better version, Department may take approval of Director through DPC for items up to Rs. 4.00 Lakhs (Rupees Four Lakhs only) and through central condemnation committee for items costing more than Rs. 4.00 Lakhs (Rupees Four Lakhs only) the department may trade the existing old item while purchasing the new one. For this purpose, a suitable clause is to be incorporated in the bidding document so that the prospective and interested bidders formulate their bids accordingly. Depending on the value and condition of the old item to be traded, the time as well as the mode of handing over the old item to the successful bidder should be decided and relevant details in this regard suitably incorporated in the bidding document. Further, suitable provision should also be kept in the bidding document to enable the purchaser either to trade or not to trade the item while purchasing the new one.

**4.8 Expression of Interest**

Expression of Interest (Eoi) bids may be invited in following situations:

It is not feasible for the Procuring Entity to formulate detailed specifications or identify specific characteristics for the subject matter of procurement, without receiving inputs regarding its technical aspects from bidders;

The character of the subject matter of procurement is subject to rapid technological advances or market fluctuations or both;

The Procuring Entity seeks to enter into a contract for the purpose of research, experiment, study or development, except where the contract includes the production of requirements in quantities sufficient to establish their commercial viability or to recover research and development costs; or

The bidder is expected to carry out a detailed survey or investigation and undertake a comprehensive assessment of risks, costs and obligations associated with the particular procurement.

**Stages involved in Expression of Interest Tenders:**

**In the first** stage of the bidding process, the Procuring Entity shall invite Eoi bids containing the broad objectives, technical and financial eligibility criteria, terms and conditions of the proposed procurement etc without a bid price. On receipt of the Expressions of Interest, received bids will be evaluated on the basis of requirement mentioned in EOI and result of the same may be notified.

In the **second stage** of the bidding process, the Procuring Entity shall invite bids from all those bidders whose bids at the first stage were not rejected, to present final bid with bid prices in response to a revised set of terms and conditions of the procurement;

If the Competent Authority is of the view that after Eoi stage, there is likelihood of further participation by many more bidders and to avoid getting trapped into a legacy technology, the second stage bidding

may not be restricted only to the shortlisted bidders of EoI stage and it may be so declared in the EoI document ab-initio. Thereafter in the second stage, normal Advertised Tendering may be done.

DELEGATION OF POWERS FOR PROCESSING PURCHASE

NIT WARANGAL

**PRE-CONTRACT MANAGEMENT****5.1. Preparing bid document**

**5.1.1** The text of the bid document should be self-contained and comprehensive without any ambiguity. All essential information, which a bidder needs for sending a responsive bid, should be spelled out in the bidding document in simple language. This will also enable the prospective bidders to formulate and send their competitive bids with confidence. A carefully prepared tender document avoids delays and complaints

Bid must necessarily address the following essential aspects:

- (i) Description of the subject matter of procurement, its specifications including the nature, scope, quantity, time and place or places of delivery;
- (ii) Limitation or preference for participation by bidders in terms of the Government policies;
- (iii) The criteria for eligibility and qualification to be met by the bidder (the eligibility criteria should take care of the supplier's eligibility to receive such a Government contract. The qualification criteria should take care of the supplier's past performance, experience, technical competence and production capacity of the subject goods, financial strength to handle the contract successfully, compliance with environmental protection regulations/ Environment Management System and so on);
- (iv) There are no such qualifications for the bidders that would be advantageous to the foreign manufactured goods at the cost of domestically manufactured goods;
- (v) The tender may include quality, technical merit, aesthetic and functional characteristics, environmental characteristics, running costs, cost-effectiveness, after-sales service, technical assistance, delivery date and delivery period or period of completion, etc.
- (vi) Criteria for determining the responsiveness of bids, criteria as well as factors to be taken into account for evaluating the bids on a common platform and the criteria for awarding the contract to the responsive, most advantageous (lowest/highest as the case may be) bidder should be clearly indicated in the bidding documents. Standard Bid Documents should include a clause that "if a firm quotes NIL charges/consideration, the bid shall be treated as unresponsive and will not be considered";
- (vii) Suitable provision for settlement of disputes, if any, emanating from the resultant contract, should be kept in the bidding document;
- (viii) Essential terms of the procurement contract including a suitable clause mentioning that the resultant contract will be interpreted under Indian laws
- (ix) No criteria shall be indicated in the tenders that cannot be verified.

**5.1.2. Notice Inviting Tender**

The Notice Inviting Tender (NIT) is crucial for attracting wide competition in the tender. The model NIT format in SBD should be used for publishing the tender notice. The NIT should be brief but must contain sufficient detail for a prospective bidder to decide whether to participate in the tender or not and, if he decides to participate, how to go about it. To ensure competition, attention of all likely tenderers, for example, registered vendors, past suppliers and other known potential suppliers, should be invited to the NIT through email/ SMSs/ letters.

**5.1.3. Mandatory e-Publishing of Tenders (Rule 159 of GFR 2017)**

It is mandatory to publish the tender inquiries, corrigenda thereon, and details of bid awards on the Central Public Procurement Portal (CPPP). In the case of procurements made through Rate Contracts only award details need to be published. These instructions apply to all Tender Enquiries, Requests for Proposals, Requests for Expressions of Interest, notice for pre-Qualification/Registration, or any other notice inviting bids or proposals in any form whether they are advertised, issued to a limited number of parties or a single party. These instructions would not apply to the purchase of goods without quotations or the Purchase of goods by the purchase committee.

### **5.2. Opening of the bids:**

The opening/decryption of the bid will be done as specified schedule mentioned in the bid document manually by a committee/on the Central Public Procurement Portal, unless otherwise postponed. In the event of the specified date of Bid Opening being declared a holiday for the Institute, the Bids shall be opened at the appointed time and location on the next working day.

Part-I (Techno-Commercial) of the bid will be opened at the first stage on the due date and time indicated for opening in this Notice Inviting Tender.

Part-II (Price) of the bid will be opened for those bidders whose Part-I of the bid is found to be technically acceptable to the Purchaser and intimation thereof has been given by the Purchaser.

### **5.3. Tender Evaluation**

- (i) There must be a techno-evaluation committee for all the procurements.
- (ii) The evaluation of tenders is one of the most significant areas of purchase management and the process must be transparent. All tenders are to be evaluated strictly based on the terms and conditions incorporated in the tender document and those stipulated by the tenderers in their tenders. No hearsay information or hitherto undeclared condition should be brought in while evaluating the tenders.
- (iii) Care should be taken that preferences provided to any category of bidders on certain specified grounds should not result in a single vendor selection. Similarly, no tender inquiry condition (especially the significant/essential ones) should be overlooked/relaxed while evaluating the tenders.
- (iv) The aim should be to ensure that no tenderer gets an undue advantage at the cost of other tenderers and/or at the cost of NIT Warangal.
- (v) Information relating to the evaluation of tenders and the Techno –commercial evaluation committee (TCEC) deliberations should be confidential and not be shared with persons not officially connected with the process.
- (vi) TCEC should not be very large as it may slow down the evaluation process. However, suitable domain/technical experts may be included in the committee to render assistance in the evaluation of the bids.
- (vii) There is no need to constitute any other committee for technical evaluation, preliminary evaluation, etc.
- (viii) The representative of the user Department will work as a convenor of the TCEC.
- (ix) As per Rule 173 (xxii) of GFR 2017, no member of the tender evaluation committee should be reporting directly to any other member of such committee in the case the estimated value of the procurement exceeds Rs. 50.00 lakhs.

- (x) Though the GFR stipulates this provision only when the estimated value of the procurement exceeds Rs 25 lakh, the same provision should be followed in the constitution of all purchase committees irrespective of the value of procurement.
- (xi) **Comparative statement of Bids:**
  - a) Part I of CSB will record details of the bids received and indicate their compliance visa-a – vis the terms and conditions of the bid. That's is pre-qualification criteria etc. Bids without deviations to be considered in Part II.
  - b) Part II – will record the compliance details of the specifications, deliverables, warranty, etc
  - c) Part III will indicate details of the offer i.e., nomenclature, payment terms, statutory levies, duties, etc.
- (xii) Techno –commercial evaluation of the cases below 30.00 Lakhs to be done by the Indenter and Head of the Department.
- (xiii) The TCEC also evaluates the commercial terms such as payment terms, warranty /guarantee, taxes & duties, End-use certificate, export license, installation and commissioning, training, etc.
- (xiv) The composition of the TCEC shall be the same as Departmental Purchase Committee. The Indenter /user- Member secretary.

#### **5.4. Procedure in Case of Inadequate Response:**

In some cases, a response may be inadequate consequent to open/ limited bidding. This situation may arise in a single bid system as well as in two bid systems before or after technical evaluation indicating a lack of competition. In such situations, the following aspects may be examined before proceeding further:

- i) Is it possible to redefine the specifications and make them broad-based/industry-friendly for wider competition? (Yes/ No)
  - ii) Whether time and criticality of requirement permit reformulation of the specifications. (Yes/ No)
  - iii) Whether proper vendor selection has been done in the case of LTE or wide publicity has been given in the case of OTE. (Yes/ No)
  - iv) Whether vendor qualification criteria / special terms and conditions of RFP were very restrictive. (Yes/ No)
  - v) Review if sufficient time was given to the bidders to respond while issuing the RFP.
  - vi) Whether the RFP had been properly dispatched and duly received by the prospective bidders to whom these were sent. (Yes/ No)
- 
- a) The above examination would be done, based on the information provided by the DPC/ Technical Evaluation Committee. If the examination reveals that answers to (i), (ii), and (iv) are no, and answers to (iii) & (v) are yes, recommendations of the committee would be processed and approval of the competent authority to be obtained. Otherwise, the case will be re-floated i.e. in case of any doubt about the bidding process or it is considered feasible to reformulate specifications/ terms and conditions of RFP/ vendor qualification criteria without compromising the requirement, the RFP should be retracted and re-issued after rectifying the deficiencies.
  - b) Receipt of two quotations (in single bid system) or technically qualified (in two bid system): Approval of Director for OTE/ LTE procurements would be obtained for processing the procurement case further.
  - c) Receipt of only one quotation (in single bid system) or technically qualified (in two bid system): In such cases, the mode of bidding should be changed to Single Bid without PAC and

appropriate approval of Director as per delegation of financial powers would be obtained for processing the procurement case further.

## **5.5. Commercial Negotiations**

- (i) **As per CVC guidelines and rule no. 173 (iv) of GFR-2017 Negotiation with bidders after bid opening must be severely discouraged. However, in exceptional circumstances, the same may be resorted to only with the lowest evaluated responsive bidder with proper justification and with the approval of the competent authority.**
- (ii) It is not necessary to hold commercial negotiations in each case, particularly in open and limited mode of bidding, where the response has been substantial and the L1 price is found to be very close to the reasonable price, provided such assessment had been carried out before the opening of the price bids.
- (iii) However, commercial negotiation may become necessary to ensure that the interest of the State is fully protected and the price paid is reasonable.
- (iv) Commercial negotiations are invariably conducted in case of single-source situations, including PAC cases, or when the price is considered high with reference to the assessed reasonable price, irrespective of the mode of bidding.
- (v) Such negotiations should be conducted by Major Purchase Committee or a duly appointed committee, which should invariably include a finance member unless the negotiation is carried out by the committee Director itself.

## **5.6. Award of Contract:**

### **5.6.1. Letter of Intent to Successful Bidder**

Prior to the expiry of the period of bid validity, the successful bidder will be notified (briefly indicating therein relevant details such as quantity, specification of the goods ordered, prices, and so on) in writing by a registered letter or any other acknowledgeable and fool proof method that his bid has been accepted. Legally communication of acceptance of offer is considered complete as soon as it is sent to the supplier. In the same communication, the successful tenderer is to be instructed to furnish the required performance security within a specified period (generally 14 (fourteen) days). In respect of contracts for purchases valued Rupees two and a half lakh and above, where tender documents include the General Conditions of the Contract, Special Conditions of the Contract and schedule of requirements, the letter of acceptance will result in a binding contract. All delivery liabilities would be counted from the date of Letter of Acceptance.

### **5.6.2. Acknowledgement of Contract by Successful Bidder and Execution**

The supplier should acknowledge and unconditionally accept, sign, date and return the agreement within 14 (fourteen) days from the date of issue of the contract in case of OTE and 28 (twenty-eight) days in case of GTE. Such acknowledgements may not be required in low value contracts, below Rupees two and a half Lakh or when the bidders offer has been accepted in entirety, without any modifications.



### POST CONTRACT MANAGEMENT

The purpose of post contract management is to ensure that the contract delivers the desired outcomes as per the terms and conditions of the contract. It also ensures that the payments made to the contractor match the performance. Implementation of the contract should be strictly monitored and notices issued promptly whenever a breach of provisions occurs. Monitoring should ensure that contractor adhere to contract terms, performance expectations are achieved (such as timely deliveries, quality of goods supplied, adherence to proper procedure for submitting invoices, and so on) and any problems are identified and resolved in a timely manner. Without a sound monitoring process, there can be no assurance that “we get what we pay and contract for and pay for only for what we get”. Normally, the following issues are handled during this phase:

- i) Amendments to the contract;
- ii) Operation of the option clause;
- iii) Payments to the contractor and handling of securities;
- iv) Delays in performance of the contract;
- v) Breach of contract, remedies and termination of contract;
- vi) Goods receiving;
- vii) Accountal and payment of bills; and
- viii) Storage and issue of inspected goods.

**Costs of delay in Contract Management Decisions:** Delays Payments and decisions in contract management requested by the suppliers should be made within a reasonable time. An atmosphere of lackadaisical dilatory functioning in such matters is liable to lead to bidders quoting higher prices in future bids, besides delays in supplies and disputes in the contract.

#### **6.1. Amendment:**

Once a contract has been concluded, the terms and conditions thereof should not be varied. No amendment to the contract should be made that can lead to a vitiation of the original tender decision or bestow an undue advantage on the contractor. However, due to various reasons, changes and modifications are needed in the contract. Where it becomes necessary/ inescapable, any modification will be carried out with the prior approval of the CA with the Associated/ integrated Finance's concurrence. Requests for such changes and modifications mostly emanate from the supplier. Any amendment to the contract may have, inter alia, financial/technical/legal implications. The 149 Indenters may be consulted regarding the technical implications. Financial concurrence should be obtained before issuing any amendment that has financial implications/repercussions. Further, if considered necessary, legal opinion may also be sought.

#### **6.2. Operation of Option Clause:**

Under this clause, the purchaser retains the right to place orders for an additional quantity up to a specified percentage of the originally contracted quantity at the same rate and terms of the contract, during the currency of the contract. This clause and percentage should be part of the Bid Document and the contract and ideally should not exceed 25-30%. Approval should be taken from the CA (who originally approved the tender decision) to exercise the option clause based on the value of the contract with the increased quantity. In case the recalculated value of the contract goes beyond the delegation of powers of the original CA, approval of the CA for the enhanced value may be taken.

#### **6.3. Payments to the Contractor and Handling of Securities**



It should be ensured that all payments due to the firm, including release of the performance security, are made on a priority basis without avoidable delay as per the tender/contract conditions. Before the payment is made, the invoice should be crosschecked with the actual receipt of material to ensure that the payment matches the actual performance.

Proper procedures for safe custody, monitoring and return of bank guarantees and other instruments may be followed. Whenever a bank guarantee is released following due procedure and safeguards, acknowledgement thereof should also be taken from the contractor

#### **6.4. Delays in Performance of Contract:**

##### **6.4.1. Delivery Period:**

The period for delivery of the ordered goods and completion of any allied service(s) thereof (such as installation and commissioning of the equipment, operators' training, and so on) are to be properly specified in the contract with definite dates and these shall be deemed to be the essence of the contract. The delivery period stipulated in contracts should be specific and practical.

##### **6.4.2. Extension of Delivery:**

Suppliers shall be required to adhere to the delivery schedule specified in the purchase order and, if there is delay in supplies, LD shall be levied wherever there is failure by the 153 party. No correspondence should be entered into with the supplier after expiry of the contract delivery period or towards the end of it, which has the legal effect of condoning the delay/breach of contract. When it is necessary to obtain certain information regarding past supplies, it should be made clear that calling for such information is not intended to keep the contract alive and that it does not waive the breach and that it is without prejudice to the rights and remedies available to the purchaser under the terms of the contract.

##### **6.4.3. Liquidated Damages:**

Compensation of loss on account of late delivery (actually incurred as well as notional) where loss is pre-estimated and mutually agreed to is termed as LD. Law allows recovery of pre-estimated loss provided such a term is included in the contract and there is no need to establish actual loss due to late supply

##### **6.4.4. Quantum of LD:**

While granting extension of the delivery period, where the delivery of stores or any instalment thereof is accepted after expiry of the original delivery period, the CA may recover from the contractor, as agreed, the LD a sum equivalent to 0.5 (half) per cent of the prices of any portion of stores delivered late, for each week or part thereof of delay. The total damages shall not exceed 10 (ten) per cent of the value of delayed goods. The LD cannot exceed the amount stipulated in the contract

##### **6.4.5. Waiver of LD:**

There should normally be no system of waiver of LDs for delayed supplies in supply contracts and it may be strictly be an exception rather than a rule. For an extension of the 156 delivery date with waiver of LD, approval of the CA with consultation of associated Finance may be taken and justifications recorded.

#### **6.5. Breach of Contract, Remedies and Termination**

**6.5.1.** In case the contractor is unable to honour important stipulations of the contract, or gives notice of his intention of not honouring or his inability to honour such a stipulation, a breach of contract is said to have occurred. Mostly, such breaches occur in relation to the

performance of the contract in terms of inability to supply the required quantity or quality. It could also be due to breach of ethical standards or any other stipulation that affects Procuring Entity seriously. The purchaser or its authorised representative is not to enter into correspondence after expiry of the delivery date stipulated in the contract because such a correspondence will keep the contract alive and would amount to abrogation of the purchaser's right and remedies for delays by the contractor. This situation will not allow the purchaser to cancel the contract straight away without first serving a performance notice to the supplier.

#### **6.5.2. Cancellation of Contract for Default**

Without prejudice to any other remedy for breach of contract, such as removal from the list of the registered supplier, by written notice of default sent to the supplier, the contract may be terminated in whole or in part:

- (i) If the supplier fails to deliver any or all of the stores within the time period(s) specified in the contract, or any extension thereof granted; and
- (ii) If the supplier fails to perform any other obligation under the contract within the period specified in the contract or any extension thereof granted.
- (iii) If the contract is terminated in whole or in part, recourse may be taken to any one or more of the following actions:
  - a) Forfeiture of the performance security;
  - b) Upon such terms and in such manner, as it deems appropriate, goods similar to those undelivered may be procured and the supplier shall be liable for all available actions against him in terms of the contract (popularly called risk purchase); and
  - c) However, the supplier shall continue to fulfil the contract to the extent not terminated. Before cancelling the contract and taking further action, it may be desirable to obtain legal advice.
- (iv) Before cancelling the contract and taking further action, it may be desirable to obtain legal advice.

#### **6.5.3. Termination of Contract for Insolvency**

If the supplier becomes bankrupt or becomes otherwise insolvent or undergoes liquidation or loses substantially the technical or financial capability (based on which he was selected for award of the contract), at any time, the contract may be terminated, by giving written notice to the supplier, without compensation, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to Procuring Entity.

### **6.6. Receipt of Goods**

- (i) The supplier shall send all the relevant dispatch documents well in time to the department to enable the department to clear or receive (as the case may be) the goods in terms of the contract, the supplier shall notify the consignee of the complete details of dispatch and also supply the following documents by registered post/ speed post/airmail/courier
  - a) The invoices must be pre-stamped and shall indicate the details of the lorry receipt or railway receipt number, as the case may be,
  - b) The invoice must also indicate the purchase order number and date, unit rate, and net total price;

- c) The packing list shall include the total weight of the consignment and items dispatched.
  - d) All documents are to be duly signed by the supplier's representative. Bank charges towards the processing of the bills for payment shall be as per terms and conditions of the purchase order.
- (ii) **Receipt of Consignment:** At the time of the delivery at the stores, the department should receive the goods on a "subject to inspection" basis and should issue the preliminary receipt after a preliminary inspection as an acknowledgment of having received the claimed quantity (not the quality) of consignment.
- (iii) **Detailed Inspection on Receipt:** Before accepting the ordered goods, the department must ensure that the goods have been manufactured as per the required specifications and are capable of performing the functions as specified in the contract. To achieve this, the tender document and the subsequent contract should include references to standards or specifications that specify the details of inspection and tests to be carried out and stages and manner of carrying out these tests. The required inspections and tests should be carried out by technically qualified and competent personnel.
- (iv) **Installation and Commissioning:** This method is adopted to check the performance and output of equipment or machinery after it is commissioned and operational at the site.
- 6.7. Payment to the Vendor:** It is mandatory to make payment within 10 days for the GeM order and within 30 days for other than the GeM order. After acceptance of the material following documents are to be submitted to the Purchase and store section for processing the bill.

- (i) Original bill/invoice in triplicate with Inward stamp and date.
- (ii) Delivery challan, if applicable
- (iii) Departmental Stock entry certification with page number and folio number
- (iv) Pass order duly approved by HoD along with the undertaking from the Initiating Officer/HoD stating that **"I, am personally satisfied that these goods purchased are of the requisite quality and specification."**
- (v) Copy of Basic Approval form (if the PO is issued by the Department).
- (vi) Copy of NITW Purchase order / Contract order and sanction order copy
- (vii) Consignee Receipt and Acceptance certificate (CRAC) report (for GeM. Contracts only)
- (viii) Copy of the Warranty Certificate (for all non-consumables)
- (ix) Copy of PBG acceptance letter (if applicable)
- (x) Copy of satisfactory Installation & Commissioning or Training certificate from the vendor (if applicable)
- (xi) Copy of Amendments (if applicable)
- (xii) Liquidated Damages deductions if delivery is delayed beyond delivery date.

### **PROCUREMENT OF SERVICES**

**7.1.** The procedure for 'Procurement of Services' is similar to the procedure for 'Procurement of Goods'. However, the following need to be adhered.

Basically 'Services' can be defined as (a) Consulting Services and (b) Outsourcing of Services.

**7.1.1.** Consulting Services refers to Rule – 177 of GFR - 2017, means any subject matter of procurement other than goods or works, except those incidental or consequential to the service, and includes professional, intellectual, training and advisory services or any other service classified or declared as such by a procuring entity but does not include direct engagement of a retired Government servant.

**7.1.2.** Outsourcing of services refers to Rule – 197 of GFR – 2017 and can be termed as Non-Consultancy Service, means any subject matter of procurement involve physical, measurable deliverables/outcomes, where performance standards can be clearly identified and consistently applied, other than goods or works, except those incidental or consequential to the service and includes maintenance, hiring of vehicles, outsourcing of building facility management, security, photocopier service, janitor, office errand services, drilling, aerial photography, satellite imagery, mapping etc.,

The following are the methods to procure the Services.

- Least cost System i.e., Cost based procurement of services (LCS) – Rule-193 of GFR
- Single Source Selection/Consultancy by nomination-Rule-194 of GFR-2017
- Quality and Cost based Selection of procurement of services (QCBS)-Rule 192 of GFR-2017.

Unless specifically required the LCS shall be used. For adopting the rest of the two services a specific approval needs to be obtained from CFA before the process is initiated.

A detailed Note has to be prepared before initiating the process for procurement of services. The internal resources especially 'Manpower' required for any services must be viewed and if not possible then the required clearance need to be obtained from the CFA.

Generally, the procurement of Services shall be through a Committee generally known as Consultancy Evaluation Committee (CEC) for that particular purpose with clear terms of reference.

The financial limits shall be as per GFR-2017.

**7.2.** Procedure for procurement of services for maintenance of Capital Goods i.e., AMC/CAMC:

The following need to be brought out while preparing the file at initial stages.

- (i) Date of Procurement of the Product to be placed under AMC/CAMC.
- (ii) Cost at the time of procurement.
- (iii) Whether the product is still under Warranty.
- (iv) Justification to place under AMC/CAMC.
- (v) Expenditure is to be met from 'Recurring Grants' only.
- (vi) Justification to go on single quotation if proper procedure is not adopted.
- (vii) Normally cost of the AMC need to be justified based on the procurement cost of the product to be brought under AMC.
- (viii) 'Run Down Time' & 'Penalty Clause' need to be specified in the Invitation for Proposal.

- (ix) Qualification and experience of Service Engineers need to be specified.
- (x) Generally, 'in-situ' repairs to be encouraged.
- (xi) Preventive Maintenance Schedule need to be specified.
- (xii) Change of spares if becomes mandatory OEM parts shall be insisted.
- (xiii) The Service Provider shall be the manufacturer or an authorised dealer of the Manufacturer.
- (xiv) Experience of the Service Provider need to be checked before award of contract.
- (xv) Clauses with respect to accidents/incidents to the account of Service Provider need to be specified while concluding the AMC contract.

For any other Services a clearly defined terms and conditions shall be laid down. The following shall be taken into consideration while preparing the Bidding documents.

- a) Need for procuring such services to be spelt out unambiguously.
- b) Specific approval for adoption of 'procurement procedure' need to be obtained from CFA.
- c) Quantum of job in terms of Manpower and consumable materials need to be estimated.
- d) The process for carrying such services shall be clearly defined.

Financial Limits for procuring the services.

The Director alone is the sanctioning authority for any procurement of services irrespective of the volume of work involved.

### **7.3. Annual Maintenance Contract:**

Depending on cost and nature of the goods to be purchased, it may also be necessary to enter into maintenance contracts for a suitable period either with the supplier of the goods or with any other competent firm, not necessarily the supplier of the subject goods. Such maintenance contracts are specially needed for sophisticated and costly equipment and machinery. It may, however, be kept in mind that the equipment or machinery is maintained free of charge by the supplier during its warranty period or such other extended periods as the terms of contract may provide for. The paid maintenance should commence only there afterwards.

The annual maintenance contract, repair contract, repair work from the manufacturer /manufacturer's authorized supplier, in respect of various equipment in the department, may be entered into for maximum of 10% of the equipment cost. Else specific permission shall be obtained from the Director.

In case of renewal of the Annual Maintenance Contract, the following points may be taken care of while sending the proposal for renewal of Annual Maintenance Contract:

- (i) AMC should be from a prospective date. In order to ensure this, the Head of the Departments shall be required to initiate action for renewal of AMC at least 90 days before the expiry of previous AMC.
- (ii) In case of renewal, the service report /log book (of Xerox copier) should be sent along with the proposal.
- (iii) In case of any increase in the AMC cost when compared to previous AMC, necessary justification for increase in price may be obtained from the firm and enclosed along with the indent.
- (iv) Payment towards AMC shall be paid quarterly on completion of quarter.
- (v) However, Advance may be paid against bank guarantee obtained from the Nationalized Banks.

### **INVENTORY MANAGEMENT**

Fidelity Bonds need to be considered for the Inventory. Stores Layout is the prime consideration while maintaining the Inventory items. Well Ventilation is needed in the Stores. Stores shall not be organised at inaccessible places.

The 'DELAING ASSISTANT' shall be well trained for preserving the various items and he shall be responsible for maintaining the items under his control. The store keeper is accountable for all the items under his control. Some of the examples for better preservation of stores as follows:

- Paper shall not be stored on the floor.
- Cylinders filled with various gases etc., shall not be stored in closed rooms.
- Fuels, Oils, Greases shall not be stored along with other items.
- Chemicals and drugs shall be stored only in designated places with special precautions and to be handled by specially trained personnel.
- Special care needs to be taken for handling the tools. Sharp objects shall be specifically closed or wrapped in covers etc.,

Instructions are such that the Store Keeper shall always issue the items against the approved Indents only. As items have to be drawn from the stores, the personnel collecting the items need to be authorised and their specimen signatures shall be held by the Store Keeper. While drawing the items from stores, the authorised personnel must check for its correct quantity etc.

#### **1.1. Receipt of Stores (Refers to Rule-208 (1), Chapter -7 of GFR-2017**

- (i) Arrangement with suppliers should be made to have the stores delivered FOR destination basis. In case the freight is to be paid by the Institute, the supplier should be requested to send the materials at site (NIT, Warangal) on Freight-to-pay (door delivery) basis as per the terms of the Purchase Order.
- (ii) All stores and furniture ordered shall be received by the Purchase & Stores.
- (iii) All suppliers should send 3 copies of invoices and 3 copies of delivery challans along with the materials under intimation to the Stores Officer and the concerned Head of Dept. / Centre.
- (iv) Instructions available in the above-mentioned Rule – 2018 of GFR shall be strictly adhered.

#### **1.2. Collection of stores**

- (i) On receipt of such information about stores, the Stores Officer shall arrange collection of stores from the Railway Station/Transport agencies and inform the concerned user Dept./Centre to collect the parcels from Purchase & Stores.
- (ii) Stores purchased for common use of the departments/centres will be kept in the Purchase & Stores. They will be issued by the Store Keeper on requisition by the Head of Dept. / Centre from time to time and the necessary accounting of these items shall be looked after by the Store Keeper.

#### **1.3. Damaged/lost goods**

In case of damaged/lost goods the DR will arrange to lodge the Insurance claim to the appropriate authority on receipt/non-receipt of materials from the Railway / Airport/ dockyard/transport agencies.

#### **1.4. Discrepancy in Supply**

- (i) Where the supplied stores are not acceptable for various reasons, the Department concerned will immediately notify the supplier directly, giving the grounds on which, such rejection has been made, and send a copy to the DR (Purchase & Stores).

- (ii) If the stores are partially defective and are capable of being repaired/rectified by the Institute, the Supplier will be informed at an early date giving the exact nature of the defect and the estimated cost of the repair/rectification. Extra expenditure, if any, in this regard shall be borne by the supplier. The Asst. Registrar will be kept informed.
- (iii) If the stores are found defective and is considered necessary to have them repaired by the supplier at site, particulars of such defects will be sent to the supplier along with a copy to the Asst. Registrar (Purchase & Stores).
- (iv) If the stores are found defective and it is necessary to have the defective rectified by returning the articles to the supplier, the particulars will be notified to the Asst. Registrar immediately who will take appropriate action.

#### **1.5. Demurrages, Wharf age, Terminal Charges & Port Rent**

The Director is empowered to give approval for payment of Demurrages, Wharf age, Terminal Charges, Port Rent, etc., in connection with the purchase of Equipment, Stores, etc. Utmost care may be taken to see that the expenditure on this account, which is considered as loss, is absolutely necessary and unavoidable and against each such sanction there should be proper justification.



### CONDEMNATION AND DISPOSAL OF STORES

#### 9.1. Introduction:

The Institute had purchased many equipment's, machineries, computers, instruments etc in the past. Due to fast obsolescence of these scientific equipment and machineries especially the computers and electronic instruments and also due to the wear and tear of these types of equipment, it is necessary to replace them with new ones after their useful life. We have generated considerable quantity of obsolete/surplus materials, which occupy enormous storage space and gives erroneous inflated picture of holdings resulting in wastage of resources in terms of effort and money. Therefore, it is required to review the holdings of departments to identify disposable items which is having no further utility.

#### 9.2. Condemnation:

An item may be declared surplus or obsolete or unserviceable, if the same is of no use to the institute or when the item is beyond economical repair. An item may be rendered surplus, obsolete or unserviceable in the process of upgrading or replacing institute property or when institute property or equipment no longer serves a functional use due to programme, procedure or other changes. Under such circumstances the property and equipment may be disposed of in the best interest of the institute as per the following guidelines with prior approval of the Director.

- a) Wherever possible, the stores/equipment is traded under buy back scheme, so as to reduce the cost impact on the new stores/ equipment.
- b) If the above option is not available, the property and equipment may be sold out-rightly with due procedures.
- c) Obsolete, unusable materials beyond economic repair may be disposed-off as per procedure.

#### 9.3. Categories of Stores for Disposal

##### (i) Serviceable items

These items have become surplus/obsolete from Research point and usage at NITW point of view but are still useful to industry and academic institutions.

##### (ii) Unserviceable items:

Items/equipment/instruments/machineries or their components/parts rendered unserviceable due to wear and tear and out of their usable life. And which are Beyond Economical Repairs (BER).

##### (iii) Scrap / Swarf

- a) Scrap/Swarf generated from machining or repeated rework.
- b) Used printer cartridge which can be recycled.
- c) All types of Packing cases including metallic containers, cable drums, etc., which are declared unfit for further use
- d) Waste generated from any type of processing.

#### 9.3.1. Initiation of Conditioning & Disposal Action



- (i) Heads of Department, Center to examine the holdings in their respective divisions/Center to identify and demark the stores which are obsolete, not serving useful purpose and BER and send a list of such stores to central stores through Departmental Purchase Committee for forwarding to Standing Conditioning Disposal Committee.
- (ii) It is necessary to send separate lists for each category of items so that separate lists can be prepared for convenient disposal of items through MSTC, Local Tendering etc. The separate list for following categories of items to be sent to the center Store will be as under:

<b>Categories of Items</b>			
<b>Sl.No</b>	<b>Type of item</b>	<b>Depreciation rate</b>	<b>Life of the item in years</b>
1	Plant & Machinery	5%	20
2	Scientific & Laboratory Equipment	8%	12.5
3	Office Equipment	7.50%	13.5
4	Audio Visual Equipment	7.50%	13.5
5	Computers & Peripherals	20%	5
6	Furniture, Fixtures & Fittings	7.50%	13.5
7	Vehicles	10%	10
8	Small Value of assets	8%	12.5

<b>Types of Items</b>	
A	MS Scrap/Brass/Copper Scrap/Wooden Scrap (Scrap Items)
B	Machineries,
C	IT equipment's (Computer/photocopier etc.)
D	System & subsystem/Electrical & Electronics Items (TV, Air conditioner, Refrigerators, Machinery & spares etc.)
E	Assorted types of batteries
F	Wooden furniture
G	FRP moulds/components etc.
E	Software / CD on charge -Prepare list, but destroyed locally after recommendation of board/duly approved by Director

### **9.3.2. Following details to be provided**

- (i) Category of Items as per para 1.3.1 above
- (ii) Stock Ledger No, Page No,
- (iii) Full Nomenclature of items,
- (iv) Accounting Unit,
- (v) Cost of items at the time of procurement, (Book Value)
- (vi) Date/Year of Procurement,
- (vii) No. of years of its useful service,
- (viii) No. of years of its non-utilization,
- (ix) Deprecation cost

- (x) Book Value after depreciation
- (xi) Recommended Reserve Guide price
- (xii) Type of Material such as copper, aluminum, steel, brass, wood, plastic etc.
- (xiii) Scrap Value
- (xiv) Reason for its disposal etc.

### 9.3.3. **RGP to be calculated as follows**

- (i) Calculate depreciation cost. The formula for **Deprecation Cost** is as follows

$$\text{Deprecation Cost} = \text{Book value} \times (\text{age of items} / \text{prescribed life period})$$

- (ii) There after calculate the Reserve Guide Price as per following formula

$$\text{Reserve Guide Price} = \text{Book value} - \text{Deprecation cost}$$

### 9.3.4. **Duties of Survey Committee /DPC:**

- (i) The survey committee/DPC should inspect critically the condition of all the stores. The survey committee should inspect critically the condition of all the stores:
  - a) that have deteriorated in value for any reason,
  - b) broken or damaged in transit or while in stock,
  - c) lying in the custody of various stock-holding authorities for a long time and considered by the respective stock-holding authority as having become surplus owing to obsolescence or other causes,
  - d) Received as unserviceable from the fields/camps/ trials.
- (ii) The survey Committee to check that “life period” which has been prescribed of any item which is already over, it should normally be taken as enough ground for declaring the item obsolete and unserviceable. However, the condition of the item should still be thoroughly examined to see whether the item could be put to further use
- (iii) In other cases, where the life period is not over or no life period has been prescribed or stipulated, the reason for declaring the item unserviceable should be clearly recorded such as, may be normal wear and tear, excessive use in public interest, accidental fire, flood and other natural causes, damage due to insect, rats etc.
- (iv) In case of NCS items, the survey committee should examine all records in addition to the inspection of the physical stores with the existing condition. In this case, the committee may also call for a technical report of ‘Beyond Economical Repairs’ from the concerned HOD, if it is so desired.
- (v) An item may be declared obsolete / surplus if it is no longer required by the departments. Reasons for the same should be recorded. In case of loss due to negligence fraud or mischief on the part of any employee, responsibility should be fixed and losses should be made good.
- (vi) The survey committee should determine after such inspection and offer their recommendations on the following:
  - (a) the condition of the stores, whether these are unserviceable or dead surplus stores;

- (b) the method of disposal, i.e. by sale through auction/tender or by issue to particular user of a particular division etc.
- (vii) The function of the survey committee shall be only inspecting the physical condition of the stores and then record their observations. The report so prepared shall be submitted to the Chairman, Standing Condemnation & Disposal Committee' for further necessary action.
- (viii) The report of the above-mentioned survey committee shall be submitted to a duly constituted "Standing Condemnation & Disposal Committee" by the Director, NIT Warangal as per Annexure-11

#### **9.3.5. Determining Reserve Price:**

Material should not be sold at rates per lot but bids should be registered by rate per unit (number, length or weight) so that a complete check on the quantity delivered can be exercised, at any time. The Head of Department holding the stock may determine the reserve Guide price. Some methods for determining reserve prices are:

- (i) Book value with depreciation. In case the Book value is not available or has become insignificant, the reserve price may be based on 5% of the Original or Market cost of the new item;
- (ii) Last sale price moderated by quantity, quality, location, market condition, price trend of various metals, and so on;
- (iii) Prevailing market price ascertained through a market survey; and
- (iv) Costing analysis based on costs of various elements of the item (discounted for melting losses) labour charges and transportation cost; etc.
- (v) In cases where the reserve price cannot be fixed as per the laid down procedure an Insurance Regulatory and Development Authority (IRDA)-approved valuer may be engaged for valuation of such material and the Reserve Price Committee will take into account the valuation given by the valuer while recommending the reserve price

#### **9.3.6. Action by the User Department/ Center**

- (i) The concerned Department /Center will segregate and keep the stores/items as per the list submitted by them separately for physical inspection/ examination/ evaluation by the Standing Condemnation and Disposal Committee.
- (ii) Scrap recommended for disposal should be segregated from other materials into an identifiable lot. It should be marked as such with a board, indicating the lot number and brief description
- (iii) Once the items have been inspected by the Standing Condemnation and Disposal Committee. The items will be marked / labelled / tagged properly indicating the details of the Ledger No, page No., Nomenclature, Accounting Unit, Conditioning Board No., Board date etc.
- (iv) Once the Central condemnation committee has inspected and recommended for disposal, no components/parts will be removed or replaced from the instruments/ equipment/ machineries.
- (v) The department will store the items in a covered and closed area and offer them to Central Store for disposal action whenever it is demanded
- (vi) The heavy machineries/ equipment/ items are to be kept in the concerned division itself and offered for disposal 'as is where' condition.
- (vii) Segregation of costly scrap like copper, brass, aluminium, other special alloys etc will be done and these items to be stored in enclosed space

- (viii) The concerned department will initiate necessary Conversion Vouchers to strike them off from the concerned central stock ledgers after disposal.
- (ix) It will be the responsibility of the concerned department to initiate necessary voucher action immediately so that there is no discrepancy during stock verification

#### **9.4. Disposal:**

The steps in disposal are as under:

- (i) Identification of types of disposable stores - surplus, obsolete, Unserviceable or scrap.
- (ii) Categorization of item as surplus, obsolete etc.
- (iii) Consideration and Inspection by Survey Committee /DPC
- (iv) Consideration and Inspection by the Standing Condemnation and
- (v) Disposal Committee
- (vi) Deciding mode of disposal
- (vii) Fixation of Reserve Guide Price
- (viii) Approval of the Competent Authority
- (ix) Bidding and Evaluation of the offers
- (x) Identifying the H1 Bidder
- (xi) Payment by the H1 Bidder
- (xii) Collection of the scrap by the H1 bidder
- (xiii) Accounting Entries and Removal of the disposed of from the stock Registrar

##### **9.4.1. The function of the Standing Condemnation and Disposal Committee (CDC):**

The functions of the Committee will broadly include the following:

- (i) To thoroughly examining the report submitted by the survey committee and verifying the physical condition of the identified stores. It will inspect the materials that are proposed to be declared as Surplus, Obsolete, and Unserviceable by the Heads of the Departments/ Centres/ Sections and decide whether the stores are surplus or obsolete or unserviceable as the case may be.
- (ii) The committee shall then record their recommendations either to accept or to reject the write-off/condemnation of those identified stores
- (iii) It will inspect the materials that are proposed to be declared as Surplus, Obsolete, and Unserviceable by the Heads of the Departments/ Centres/ Sections and decide whether the stores are surplus or obsolete or unserviceable as the case may be.
- (iv) It will decide the mode of disposal.
- (v) It will fix the Reserve Guide Price for disposal of items and also arrange to ensure that the lifted items are as per the disposal list.
- (vi) All these recommendations so prepared shall be submitted to the Director, NIT Warangal for his approval as per Annexure-12

##### **9.4.2. Write-off Committee:**

The constitution of the **Write-off Committee** for the Institute shall be as decided by the Director of the Institute.

The Committee shall meet periodically and as and when required.

**9.4.3. Mode of Disposal:** The mode of disposal may be determined by the Competent Authority / CDC, keeping in view the necessity to avoid accumulation of such goods, consequent blockage of space and also deterioration in value of goods to be disposed of. The usual modes of disposal of scrap are:

- (i) Small value scrap such as waste paper or industrial sweepings, and so on, up to a value of Rs. 5,000 (Rupees Five thousand) in each case may be sold directly to the local scrap dealers on a summary quotation basis;
- (ii) Scrap up to Rs. 4.00 Lakhs (Rupees Four Lakhs only) may be sold on a Limited Tender basis to locally known Scrap Dealers of relevant category;
- (iii) Surplus or obsolete or unserviceable goods of assessed residual value above Rupees Four Lakh should be disposed of by: (a) obtaining bids through advertised tender or (b) public auction.
- (iv) Sale through the e-auction portal, or a tender for disposal or traditional public auction may be resorted to for scrap value above Rupees two lakh. E-Auction should be the preferred mode for such disposals, using the e-Auction platforms of NIC, MSTC, Indian Railways or any other appropriate portal;
- (v) Certain useable machinery/spare may still be useable by other Ministries/Departments/PSUs; these should be disposed at book value plus 20 (Twenty) per cent (7.5 (Seven and a half) per cent freight +12.5 (Twelve and a half) per cent handling charges) directly to the concerned organisation.
- (vi) Sales by Submission of Tenders: Disposal may also be done by submitting bids in response to public invitations for tenders for supplying materials, whether such invitations are issued by Government Departments, PSUs or by private bodies. This method of sale is particularly suitable where it is proposed to dispose of its 'overstocks' and surplus stores' which are in fit to use condition.
- (vii) Scrap which is a security or safety risk (stamps, negotiable instruments, money value documents, security press items) may be destroyed suitably in an eco-friendly manner in accordance with guidelines of Central Pollution Control Board (CPCB) or State Pollution Control Board (SPCB) in the presence of a committee after obtaining Competent Authority's approval. The committee should issue a certificate of having destroyed these. Video recording may also be done of such disposal.
- (viii) Sale of hazardous waste items would be governed by the following procedures in addition to guidelines/notifications issued by the Central Pollution Control Board (CPCB)/Ministry of Environment and Forests (MoEF) from time to time:
  - a) Sale of old batteries/lead acid batteries will be governed by the Batteries (Management & Handling) Rules, 2001 or as amended from time to time;
  - b) Sale of other categories of hazardous waste items will be governed by the Hazardous and Other Wastes (Management and Transboundary Movement) Rules, 2016 or as amended from time to time;
  - c) Sale of e-waste shall be governed by E-Waste (Management) Rules, 2016 or as amended from time to time;
  - d) Bidders must submit a notarized copy of the valid registration certificates issued by the State (or Union Territory) Pollution Control Board (SPCB) and produce it at the time of taking delivery of the materials, failing which their bid will be liable for

rejection. In case of lead acid batteries, used/waste oils and nonferrous metal wastes, in addition to submitting necessary valid registration from the SPCB, the bidder must also submit a notarized copy of the valid registration certificate from CPCB (or MoEF); and

- e) In case of a sale involving inter-state movement of goods, the buyer shall also submit an NOC from the concerned SPCB, with whom the buyer is registered, to the seller before taking delivery, failing which the buyer will be responsible for the consequences and the seller shall take further decision as may be deemed fit.

#### **9.4.4. Disposal through Tender:**

Disposal through tender could take place through the e-Procurement portal or normal tendering. In the bidding documents, General Conditions of Sale (GCS, in place of GCC in procurement tenders) may be laid out.

The broad steps to be adopted for this purpose are:

- (i) Preparation of bidding documents;
  - (ii) Invitation of tender for the surplus goods to be sold;
  - (iii) Opening of bids;
  - (iv) Analysis and evaluation of bids received;
  - (v) Selection of the highest responsive bidder;
  - (vi) Collection of sale value from the selected bidder;
  - (vii) Issue of sale release order to the selected bidder;
  - (viii) Release of the sold surplus goods to the selected bidder; and
  - (ix) ix) Return of bid security to the unsuccessful bidders;
  - (x) x) Any special conditions of contract for each lot may also be given. Important aspects to be kept in view while disposing the goods through an advertised tender are:
  - (xi)
- a) The basic principle for sale of such goods through an advertised tender is ensuring transparency, competition, fairness and elimination of discretion. Wide publicity should be ensured of the sale plan and the goods to be sold;
  - b) All required terms and conditions of sale are to be incorporated in the bidding document comprehensively in plain and simple language. The applicability of taxes, as relevant, should be clearly stated in the document. The bidding document should also indicate the location and present condition of the goods to be sold so that the bidders can inspect the goods before bidding;
  - c) Bidders should be asked to furnish bid security (EMD) along with their bids. The amount of bid security should ordinarily be five per cent of the assessed or reserved price of the goods. The exact bid security amount should be indicated in the bidding document. The EMD shall be forfeited if the tenderer unilaterally withdraws, amends, impairs or derogates from his offer in any respect within the period of validity of his offer;
  - d) Late bids, that is, bids received after the specified date and time of receipt should not to be considered;
  - e) The bid of the highest acceptable responsive bidder should normally be accepted and an acceptance/sale order be issued. However, if the price offered by that bidder is not acceptable, a negotiation may be held only with that bidder;



- f) In case the selected bidder does not show interest in depositing the balance sale value or in lifting the goods, the bid security should be forfeited and other actions initiated including resale of the goods in question at the risk and cost of the defaulter;
- g) In case the total quantity to be disposed cannot be taken up by the highest acceptable bidder, the remaining quantity may be offered to the next higher bidder(s) at the price offered by the highest acceptable bidder. The minimum quantity to be accepted shall be indicated in the tender;
- h) If the tenderer's offer is not accepted, the tenderer's EMD shall be refunded to him. No interest shall be payable on such refunds. The EMD deposited by the successful tenderer shall remain with the disposing Department till payment of the SD money has been made. It may be adjusted as part of the total SD money at the discretion of disposing Department;
- i) The offer should be examined by the competent level of Tender Committee as per Tender terms and recommendations should be accepted by the Competent Authority as per the laid down Tender terms
- j) The acceptance letter/sale order would be issued to the successful bidder(s) notifying the amounts and schedule of submission of SD and Balance Sale Value (BSV);
- k) Successful tenderers, herein after referred to as purchasers, shall have to submit a SD @ 25 (Twenty-Five) per cent of the total sale value of the contract within seven calendar days of the issue of the acceptance letter/sale order (excluding the date of issue).
- l) The SD shall be deposited in the form of bank draft/pay order, drawn on any of the commercial bank in favour of officer concerned as mentioned in the Tender document;
- m) BSV: The successful bidder in an e-auction or tender sale may be allowed 15 (Fifteen) calendar days (including the date of acceptance letter/sale order) for payment of BSV. The Head of Office (or the Officer delegated by an order as) after taking into consideration the prevailing market rates and trends, may grant an extension of time for the payment of BSV with late payment charges @ one per cent per week or part thereof up to two weeks only and, thereafter, the SD will stand forfeited without notice. Extensions should not be granted as a matter of routine. The date of submission of the demand draft in the cash office
- n) Is the date of payment for all purposes. No interest will be paid to the purchaser for the amounts paid or deposited and subsequently found refundable to the purchaser under any of the conditions of the contract; and
- o) Delivery Order: Delivery Order is an essential document required to be produced to take delivery of the material from the custodian and therefore after depositing BSV, the Delivery Order should be issued and the delivery should be made to
- p) Purchaser or his agent on the strength of the Delivery Order and after verifying cashier's receipt.

#### **9.4.5. Disposal through Auction:**

- (i) We may undertake auction of goods to be disposed of either directly or through approved auctioneers; the basic principles to be followed here are similar to those applicable for disposal through the advertised tender so as to ensure transparency, competition, fairness and elimination of discretion. The auction plan including details of the goods to be auctioned and their location, applicable terms and conditions of the sale, and so on, should be given wide publicity in the same manner as is done in case of the advertised tender While starting the auction process, the condition and location of the goods to be auctioned, applicable terms and conditions of sale, and so on, (as

already indicated earlier while giving wide publicity to it), should be announced again for the benefit of the assembled bidders;

- (ii) During the auction process, acceptance or rejection of a bid should be announced immediately on the stroke of the hammer. If a bid is accepted, SD (not less than 25 (Twenty-Five) per cent of the bid value) should immediately be taken on the spot from the successful bidder either in cash or in the form of deposit-at-call-receipt, drawn in favour of the FA of the disposing organisation. The goods should be handed over to the successful bidder only after receiving the balance payment as in case of sale through tenders;
- (iii) The composition of the auction team will be decided by the Competent Authority. The team should preferably include an officer of the Accounts section and a representative of security staff.

#### **9.4.6. Disposal at scrap value or by other modes**

If NITW is unable to sell any surplus or obsolete or unserviceable item at the reserve price, in spite of its attempts through an advertised tender or auction, it may dispose it off at its scrap value with the approval of the Competent Authority in consultation with the Accounts and Finance section. In case the NITW is unable to sell the item even at its scrap value, it may adopt any other mode of disposal including destruction of the item in an eco-friendly manner.

#### **9.4.7. Gift to Educational Institutes:**

The items that have been declared as Surplus or Obsolete and are in working order can only be gifted to other recognized educational institutions on the following terms & conditions:

- (i) The items of equipment will be offered as gift on "as is where is basis".
- (ii) Imported items can be gifted to an educational institution as per the provisions of FEMA/Exchange Control manual (ECM) of RBI.
- (iii) The title of the equipment will pass on to the receiving organizations on receipt of a formal acknowledgement.
- (iv) Any cost associated with transfer shall be borne by the receiving organization.
- (v) Equipment received as gift under agreement with the international bodies like UNDP/UNESCO etc. would be disposed only in accordance with the terms and conditions agreed to between NITW & such bodies.
- (vi) Preference may be given to schools situated within the Tri-cities of Warangal, Hanamkonda and Kazipet, Central Government/State Government schools/Colleges/training institutes.

#### **9.4.8. Sale of Newspaper etc.**

Articles of low or nil value like empties, Newspapers, packing wood, plastics, bottles etc. which are voluminous in nature and also hazardous, i.e. flammable etc. may be disposed off directly by the Central Stores/EMU after adequate publicity without reference to the CDC whenever, the need arises on periodic basis, so as to make space available for other purposes.

#### **9.5. Approval of the Competent Authority:**

Director shall be the competent authority to declare the store as obsolete/surplus/unserviceable and order its disposal as per the recommendations of the Committee irrespective of its value.

#### **9.6. Evaluation of the offers:**



After the bids were opened, a comparative statement will be prepared by the Dy. Registrar (P & S). The highest bid will be compared with the reserve price. If the highest bid price is more than the reserve price, the approval of the competent authority will be taken and the items will be offered to the highest bidder. In case, the highest bid price is less than the reserve price, the CDC will once again go through the reserve price to take a decision either to recommend disposal at the highest bid price if the difference between the reserve price and highest bid price is less than 20% or to negotiate with the highest bidder to increase his bid price above the reserve price or to re-tender.

**9.7. Removal of the disposed off stores by the Purchaser:**

The delivery of the stores will be given to the highest bidder or his authorized representative only after the full payment is realised in Bank account. On production of the receipt, the Head of Department will physically hand over the item(s) sold to the party and Dy. Registrar (P&S) will issue the Gate Pass enabling the purchaser to take out the items sold. The details of the items sold to the vendor should be available on the gate pass in order to facilitate security check etc. Dy. Registrar (P&S) shall also record disposal/removal of the stores in the relevant columns of the Disposable Stores Register, which has to be a permanent record with the Stores.

**9.8. Accounting Entries:**

Immediately after surplus/obsolete/unserviceable items are handed over to H1 Vendor, these items will be removed from the Stock Ledgers with suitable entries and shall be entered in the Disposable Stores Register, which will be maintained in the Central Stores. Office Memorandum containing details of item, its value and head of account etc. will be issued by the Dy. Registrar (Purchase & Stores) conveying the approval of the Competent Authority to declare such items surplus/obsolete/unserviceable and also convey the items to be written off in the books of Accounts of the Institute.

A copy of each order declaring Stores surplus/ obsolete/ unserviceable should be endorsed to the Dy. Registrar (Finance & Accounts) of the Institute as per the procedure. Based on the order issued by the Dy. Registrar (P&S), Dy. Registrar Finance & Accounts) shall reduce the value of assets & liabilities in the Annual Accounts of the Institute.

## **FORMS/FORMATS**

New forms for procurement of goods and services, starting from indent to receipt and installation of the items are detailed below:

## PROCUREMENT

S. No.	Name of the Form	Form No.
1	<a href="#">Basic Approval</a>	PSP-01
2	<a href="#">GeM Non Availability Certificate for procurement outside GeM</a>	PSP-02
3	<a href="#">Proprietary Article Certificate/Single Tender Form</a>	PSP-03
4	<a href="#">Format for Direct Purchase Indent under GeM</a>	PSP-04
5	<a href="#">Local Purchase Committee Certificate</a>	PSP-05
6	<a href="#">Tender Form/Tender Input Form</a>	PSP-06
7	<a href="#">Techno-Commercial Evaluation Report (Single Cover Bids)</a>	PSP-07
8	<a href="#">Technical Evaluation Report (Two Cover Bids)</a>	PSP-08
9	<a href="#">Financial Evaluation Report (Two Cover Bids)</a>	PSP-09
10	<a href="#">Purchase Proposal</a>	PSP-10
11	<a href="#">Check List for Audit Vetting</a>	PSP-11
12	<a href="#">Installation Commissioning Service Report</a>	PSP-12
13	<a href="#">Payment Processing Form</a>	PSP-13

## STORES:

S. No.	Name of the Form	Form No.
1	<a href="#">Stores Requisition-Cum-Issue Form</a>	PSS-01
2	<a href="#">Stores Transfer Form</a>	PSS-02
3	<a href="#">CDIS Inspection Report Form</a>	PSS-03
4	<a href="#">Returnable Gate Pass</a>	PSS-04
5	<a href="#">Non-Returnable Gate Pass</a>	PSS-05
6	<a href="#">Survey Committee ReportH:\Revision of Purchase Procedures\Other\Stores\10. Survey Committee Report.docx</a>	PSS-06
7	<a href="#">Condemnation and Disposal Committee Report</a>	PSS-07



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 तेलंगाना / Telangana – 506004, India.

PSP-01

**BASIC APPROVAL**  
**(PART-I)**

Department Indent No.		Indent Date	
Department		Quotation Attached (Y/N)	
Indenter Name, Designation, Email, and Telephone Number.			
Name of the equipment/item and Sr. No. approved in the annual procurement plan			

Arrangements may please be made to procure the article(s) shown below

**(A) Details of Required Items**

Sl. No.	Complete description of Items, Specifications.	Quantity	Unit	Approx. Unit Price	Approx. Total Cost
1.					
2.					
3.					
				<b>Sub Total</b>	
				<b>Taxes &amp; Duties</b>	
				<b>Grand Total</b>	
<b>Detailed Justification</b>					

**(B) Mode of Procurement: GeM/ CPPP/ NIQ (LPC)/Other mode** (please specify): \_\_\_\_\_ (For LPC provide detailed justification in a separate sheet)

Please enclose GeM Non-availability report for procurement outside GeM.

**(C) Budget Type:** (a) Plan (Institute)/ OH 35      (b) Non-Plan / OH 31      (c) Project      Code: \_\_\_\_\_  
 (d) Other (Specify)-\_\_\_\_\_ (Tick the Options)

Certified that sufficient funds are available under above mentioned Head. The specifications, if required (for procurements under OH-35), duly certified by the Departmental Purchase Committee (DPC) are attached.

Forwarded & Recommended/Approved

**Indenter/PI Name & Signature**

**Head of the Department**

Forwarded & Recommended/Approved

Approved/Not Approved

**Dean (R&D)/ Registrar**

**Director**

Approving Authority	
HoD	Up to ₹1L for CS, ₹2.5L for NCS (excluding projects)
Dean (R&D)	Up to ₹5L for CS, ₹10L for NCS (projects only)
Registrar	Up to ₹5L for CS, ₹10L for NCS (excluding projects)
Director	More than ₹5L for CS, ₹10L for NCS
Note: CS=Consumable, NCS=Non-consumable	



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**BASIC APPROVAL**  
**(PART-II)**

The following information may be invariably furnished while sending purchase proposals:

1.	Estimated cost (Currency to be indicated)	
2.	Category of Item	
	Electrical / Electronics / Mechanical / Communication Devices / Chemical / Metals / Optical / Computer / Hardware & Software/Others	
3.	Whether Pre-Dispatch Inspection (PDI) required?	
	In case the answer to the above is 'Yes', furnish detailed justification.	
4.	Delivery Schedule (in Days/Weeks/Months)	
5.	Whether item requires any installation & commissioning (Yes/No)	
(a)	If Yes, indicate in whose scope (Supplier / Department)	
(b)	If Installation & Commissioning are required, confirm whether the site is ready? If not, period by which date site will be ready.	
6.	Whether training is required?	
(a)	If yes, please indicate the place i.e., at purchaser's premises or at supplier's premises	
(b)	If the answer to (6) above is yes, please indicate the number of personnel to be trained and the number of days to be given training.	
7.	Warranty Required (mention No. of years)	
8.	Whether the item is of Proprietary nature? Please furnish Proprietary Article Certificate with detailed justification and with the approval of competent authority as per Annexure-III.	
9.	Whether the item being procured is imported (Yes/No)	
10.	Whether the item being procured is of urgent nature	
	If the answer to 10 is yes, a separate note to be furnished	
11.	Pre-Bid meeting is required (Yes/No)	

- Detailed Technical Specifications to be submitted duly signed by the Departmental Purchase Committee.
- Technical Eligibility (any specific) Criteria may be specified.

Signature of Indenter/PI :  
Name & Designation :  
Department :  
Tel. No. (Direct/Extn. No.) :  
E-mail ID (Official) :

Head of the Department



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PSP-02

**Goods/Service not available on Government e-Marketplace (GeM)**  
 (to be submitted along with GeM Non-Availability Report and the Basic Approval)

S. No	File Number and Date Reference	
1	Reference of the concurrence of Purchase Section to the proposal.....	
2	Description of article	
3	Forecast of quantity/annual requirement	
4	The approximate estimated value for the above quantity	
5	Name(s) of Authorized dealers/ stockist	
6	I/We certify that: The required Goods/Services need to procure through the conventional method (Open Tender/Other (please specify) _____) because	
(a)	This Goods/Service is not available on GeM	OR
(b)	The Specifications are not matching with required one.	OR
(c)	The Goods/Service was tried to procure through GeM but bidders were non-responsive.	OR
(d)	The Goods/Services are Proprietary in nature & there is the only one firm who is manufacturing/stocking this item (Proprietary Article Certificate is submitted for the same). And the firm is not registered with GeM.	
(e)	any other reasons, if any ..... .....	

(Note: Tick to whichever is applicable and cross out others. Please do confirm by ticking it – without which certificate will be invalid.)

Signature of Indenter

Chairman of DPC

Signature of HOD



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PSP-03

**Proprietary Article Certificate/Single Tender Form**

Sr. No	File Number and Date Reference	
1	Description of Article	
2	Forecast of Quantity/Annual requirement	
3	Approximate estimated value for above quantity	
4	Maker's name and address	
5	Name(s) of Authorized Dealers/Stockist	
6	I approve the above purchase on PAC basis and certify that: Note: Tick to retain only one out of (b), (c-1) or (c-2) whichever is applicable and cross out others. Please do confirm (a) by ticking it – without which PAC certificate will be invalid.	
6 (a)	This is the only firm who is manufacturing/stocking this item AND	
6 (b)	A similar article is not sold by any other Distributor	
6 (c)	A similar article is not manufactured/sold by any other firm, which could be used in lieu..... (OR)	
6 (c1)	No other make/brand will be suitable for following tangible reasons (like OEM/warranty spares):.....(OR)	
6 (c2)	No other make/brand will be suitable for following intangible reasons (if PAC was also given in the last procurement cycle, please also bring out efforts made since then to locate more sources):..... (OR)	
7	Enclose PAC provided by the manufacturer (if applicable)	

Signature of Indenter

Chairman (DPC)

Signature of HOD

**Observation of the Internal Audit Section:** The proposal for procurement of goods and/or services on single tender basis has been examined. Considering the stated circumstances, the proposal is acceptable.

Asst. Registrar (IAW)

Proposal for procurement of goods under single tender basis is **approved/not approved**.

**Dean (R&D)** (projects only) / **Registrar** (excluding projects)  
 (Up to ₹5L for Consumable and ₹10L for Non-consumable)

**Director** (for more than 5 lakhs)



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PSP-04

**Format for Purchase Indent under GeM**  
**(Direct Purchase through GeM upto ₹ 1,00,000/-)**

Indent No. \_\_\_\_\_ Date: \_\_\_\_\_

Department/Division: \_\_\_\_\_

Name of Indenter: \_\_\_\_\_

Designation: \_\_\_\_\_

Indent Approving Authority: \_\_\_\_\_

01. Type of Indent: (a) Equipment/Assets (b) Consumable (c) Services (d) Others:  
\_\_\_\_\_ (Tick the Option)

02. Budget Type: (a) Plan (Institute)/ OH 35 (b) Non-Plan / OH 31 (c) Project  
Code: \_\_\_\_\_  
(d) Other (Specify)- \_\_\_\_\_ (Tick the Options)

03. Total Estimated Cost (based on budgetary quotes): INR \_\_\_\_\_ (In Words \_\_\_\_\_)  
\_\_\_\_\_  
\_\_\_\_\_

04. Specification/s:

Sl. No.	Item	Nomenclature/Description of the item	Quantity	Unit	Estimated Cost	Remarks(Teaching/Research/Other)

05. Purpose of the requirement with complete need justification indicating Teaching/Research/facility/other requirements (separate sheet may be attached)

06. Expected Delivery Terms

a. Delivery Period:

b. Venue (Point of Destination and Installation) :

c. Contact person details like mobile no. & Email etc.



07. Any others requirement such as installation/Commissioning/Warranty/PDI/Training etc. :

08. Login date (GeM) \_\_\_\_\_ time \_\_\_\_\_ ( Login time 09.30AM to 5.30 PM, MON-FRI)

09. Name of representative to finalize the item through GeM on non –availability of user/ \_\_\_\_\_

\_\_\_\_\_ Certified that the Specification of this Indent are Generic and broad based without having any Restrictive Parameters to suit any particular Source of Supply.

Certified that sufficient funds are available under above mentioned head. DPC Minutes and specifications duly certified by the committee are attached.

**Indenter Name & Signature**

**Head of Dept./Centre/Section**

**(D) Expenditure Sanctioning Authority:**

Approved/Not approved

**HOD (other than projects)/Dean (R&D) (for Projects) / Registrar (for others)**



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PSP-05

**LOCAL PURCHASE COMMITTEE CERTIFICATE (For Purchase up to ₹ 10.00 lakhs)**

Ref No:			
Place:	Date:		
Indenter:			
Estimated cost:			

As approved by the Authority, the undermentioned local purchase committee had surveyed the market for ascertaining the reasonableness of rates. The quotations/market survey were conducted by the LPC members and the details are as below:

		Bidder 1			Bidder 2			Bidder3		
Item:	Quantity	UnitRate	Taxes/Duties	Total	UnitRate	Taxes/Duties	Total	UnitRate	Taxes/Duties	Total
Status										

This is to certified that we, members of the purchase committee are jointly and individually satisfied that the goods recommended for purchase are of the requisite specification and quality, priced of the prevailing market rate and the supplier recommended is reliable and competent to supply the goods in question, as per rule No. 155 of GFR-17.

The Local Purchase Committee recommended to purchase the \_\_\_\_\_ from M/s. \_\_\_\_\_ at the cost of \_\_\_\_\_

Member-1 (LPC)

Member-2 (LPC)

Member-3 (LPC)

Convenor (LPC)

Chairperson (LPC)



### TENDER INPUT FORM

**(A) Basic details:**

1.	<b>Tender Type. *</b> (Select any one)	1. Open 4. Auction 7. Global Tender	2. Limited 5. Single	3. EOI 6. Closed Limited
2.	<b>Form of Contract *</b> (Select any one)	Item Rate, Item Wise, Percentage, Supply, Service, Piece-work, Lump-Sum, Turn-Key, Multi-Stage, Fixed Rate		
3.	<b>No. Of Covers*</b> (Select any one)	1. One Cover. 3. Three Cover	2. Two Cover.	
4.	<b>Tender Category*</b> (Select any one)	Goods, Works, Services		
5.	<b>Payment Mode*: Offline</b>	Instruments: 1. BG- Bank Guarantee 2. BC- Bankers Cheque 3. DD- Demand Draft		

**(B) Cover Details:**

Sl. No	No. Of Covers	Covers type	Contents from covers type
1.	<b>Single Cover</b>	Fee/Prequalification/Technical/Financial	
2.	<b>Two Covers</b>	a) Fee/Prequalification/Technical b) Financial (BOQ)	
3.	<b>Three Covers</b>	a) Fee/Prequalification b) Technical and commercial c) Financial (BOQ)	

**(C) Notice Inviting Tender (NIT) Document (only .jpg and .pdf files are supported)**

Sl. No	File name	Type:	Attached
1.	Notice Inviting Tender Doc. [attached]	MS Word	(Yes/No)

**(D) Work Item Details:**

1.	Procurement Title*	
2.	Work/Goods/Services Description*	
3.	Pre-qualification Details	(As per tender documents, if any other please specify)
4.	Product category*	Scientific Equipment/Software/ etc.
5.	Product Sub-category	
6.	Contract Type*	Tender, Empanelment
7(a).	Grant Head (Make your text Bold)	Project Grant/ HEFA Grant/ <b>Institute Grant/</b> if, any other.
7(b).	<b>Head of Account:</b> <b>Tender estimated value (in Rs.) *</b> (Make your text Bold) Do you want to display estimated value of tender to bidder(s)?	<b>ID:</b> <b>Rs.</b> (Yes/No)

	Mention foreign currency (in case of multi-currency BOQ)	<del>INR, GBP, YEN, USD, EURO .....</del> or INR only.
8.	Bid Validity Days* If other, specify	30,45,60,75, <b>90</b> ,105,120,135,150,165,180,195,210,225,240
9.	Completion/Delivery Period in days	30,45,60,75, <b>90</b> ,105,120,135,150,165,180
10.	Location of (Work/services/items) *	
11.	Pin code	
12.	Pre-Bid Meeting*	Yes, No
	If Pre-Bid Meeting is Yes	
12(a)	Pre-Bid Meeting Place*	
12(b)	Pre-Bid Meeting Address*	
13.	Bid Opening Place*	Purchase & Stores
14.	Tendered Class*	As per tender documents.
15.	Inviting Officer*	Registrar
16.	Inviting Officer Address* Phone/email	National Institute of Technology (NIT), Warangal.
17.	Procuring Faculty/ Officer (Name & Designation, Address & e-Mail ID, Contact No):	

**(E) Fee Details:**

1	<b><u>Tender Charges:</u></b>	
1(a)	Tender Fee (non-refundable)	Rs. ____/- (Fixed)
1(b)	Tender Fee Payable To*	Director, NIT Warangal
	Tender Fee Payable At*	Warangal
1(c)	Processing Fee	As per e-Procurement Portal
2	EMD Fee	Instead of Fee: <b>Bid Security Declaration</b> kept
2(a)	If EMD Fee is Fixed EMD Amount:	Bid Security Declaration clause as per <u>Annexure-I</u> <b>incorporated in Tender Documents</b>
3	EMD Exemption Allowed	<b>Partial</b>
3(a)	If EMD Exemption Allowed is Partial (Applicable in case of Goods/ Services)	1. NSIC 2. KVIC 3. MSME Firms

**(F) Critical Dates:**

S. No.	Details	<u>DD/ MM/ YYYY</u>	<u>HRS: MINS</u>
--------	---------	---------------------	------------------

1	Publishing/Document Sale/Bid Submission Start Date		
2	Seek Clarification Start Date		
3	Seek Clarification End Date		
4	Pre-Bid Meeting Date		
5	Bid Submission/Document sale End Date		
6	Bid Opening Date		

(E) Uploading the tender documents (only pdf, xls files allowed):

**Tender Related Documents:** Relevant tender documents like description of items/works/services, General Terms and Conditions etc. along with **BOQ (Bill of Quantity)** have been attached as per requirement of e-Procurement Module( <https://eprocure.gov.in/eprocure/app> )

Sl. No	Filename	Type	Attached (Yes/No)
01	Main Tender Documents	MS Word	
02	Bills of Quantity (BOQ)	MS Excel	
03	<b>“GeM Availability Report and Past Transaction Summary” (GeMAR&amp;PTS) with a unique ID on GeM Generated</b>	.pdf	

Name:

Designation:

Address:

e-Mail ID/ Contract No.:

Recommended by

Indenter/PI

Head of the Department

Deputy Registrar (P&S)

Forwarded & Recommended/Approved

Approved/Not Approved

Dean (R&D)/ Registrar

Director

Approving Authority	
HoD	Up to ₹1L for CS, ₹2.5L for NCS (excluding projects)
Dean (R&D)	Up to ₹5L for CS, ₹10L for NCS (projects only)
Registrar	Up to ₹5L for CS, ₹10L for NCS (excluding projects)
Director	More than ₹5L for CS, ₹10L for NCS
Note: CS=Consumable, NCS=Non-consumable	



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PSP-07

No.:

Date:

Tender No.:

Tender Ref. No.:

**TECHNO-COMMERCIAL EVALUATION REPORT OF SINGLE COVER BID/TENDER (PREFERABLY FOR BELOW 10 LAKHS)**

Sr. No	Item Description	Qty.	Important features of specifications as per indent/ tender	OFFERS RECEIVED		
				Bidder 1 Name	Bidder 2 Name	Bidder 3 Name
				Specifications of the bidder 1	Specifications of the bidder 2	Specifications of the bidder 3
A. PRE-QUALIFICATION EVALUATION						
1						
			Warranty: __ Years			
			EMD			
			MSE (Micro/Small) [Manufacturer/Service] – Mention the appropriate Category in the Evaluation Report			
			Percentage of Local Content available in the offered product as per the Make in India (MII) order (Mention the percentage explicitly in the Evaluation Report). For procurement above 5.00 Lakhs			



## B. TECHNICAL EVALUATION

Item Sr No.	ITEM DESCRIPTION	QTY.	Technical Requirement	Bidder 1 Name	Bidder 2 Name	Bidder 3 Name
				Specifications of the bidder 1	Specifications of the bidder 2	Specifications of the bidder 3
1						
2						

### C. FINANCIAL EVALUATION

Validity: <b>As per the tender terms (Yes/No)</b>			
Payment Terms: <b>As per the tender terms (Yes/No)</b>			
Delivery period: <b>As per the tender terms (Yes/No)</b>			
Basic Price			
Packing & Forwarding (if any)			
Insurance (if any)			
Freight charges (if any)			
Installation & Commissioning (if any)			
Training (if any)			
GST @ _____			
GRAND TOTAL (In Rupees)			
Remarks/Technical suitability of bids			

Final Recommendation for  
placement of purchase order

Based on the above techno-commercial evaluation, it is observed that M/s. XYZ is technically lowest bid. Hence the committee recommends to place the purchase order on M/s. XYZ at the cost of Rs. \_\_\_\_\_ for supply of \_\_\_\_\_.

Indenter

Member-1 (DPC)

Member-2 (DPC)

Member-3 (DPC)

Convenor (DPC)

Chairman (DPC)

Head of the Department



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PSP-08

No.: \_\_\_\_\_ Date: \_\_\_\_\_  
Tender No.: \_\_\_\_\_ Tender Ref. No.: \_\_\_\_\_

**TECHNICAL EVALUATION REPORT OF TWO COVER BID/TENDER**

Sr. No	Item Description	QTY.	Important Features of Specifications As Per Indent/ Tender	OFFERS RECEIVED		
				Bidder 1 Name	Bidder 2 Name	Bidder 3 Name
B. PRE-QUALIFICATION EVALUATION						
1						
			MSE (Micro/Small) [Manufacturer/Service] – Mention the appropriate Category in the Evaluation Report			
			Percentage of Local Content available in the offered product as per the Make in India (MII) order (Mention the percentage explicitly in the Evaluation Report). For procurement above 5 Lakhs.			

## B. TECHNICAL EVALUATION

Item Sr No	Item Description	Qty.	Technical Requirement	Bidder1 Name	Bidder 2 Name	Bidder 3 Name
				Bidder 1 Specification	Bidder 2 Specification	Bidder 3 Specification
1						
2.						

C. OTHER EVALUATION						
			Validity: 90 days			
			Payment Terms: <b>As per Institute norms</b>			
			Delivery period: ___ days/weeks/months			
			Warranty: ___ Years			
			Technical Status	Qualified/Not Qualified	Qualified/Not Qualified	Qualified/Not Qualified
Final Recommendation of the Techno-Commercial Evaluation		Based on the documents submitted regarding eligibility and technical specifications of the products offered by various bidders, the technical evaluation was carried out and tabulated as above. As per the above sheet, ___ out of ___ bids are technically qualified and recommended for opening of the financial bids.				

Indenter

Member-1 (DPC)

Member-2 (DPC)

Member-3 (DPC)

Convenor (DPC)

Chairman (DPC)

Head of the Department



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PSP-09

No.:  
Tender No.:

Date:  
Tender Ref. No.:

**FINANCIAL EVALUATION REPORT (TWO COVER BID/TENDER)**

Sr.No	ITEM DESCRIPTION	QTY.	IMPORTANT PARAMETER AS PER TENDER	BIDS QUALIFIED		
				NAME OF THE VENDOR 1	NAME OF THE VENDOR 2	NAME OF THE VENDOR 3
				1/3	2/3	3/3
1	ITEM DESCRIPTION		Basic Price			
			Discount (if applicable)			
			Installation & Commissioning Charges (if applicable)			
			Training Charges (if applicable)			
			GST @_____			
			<b>Total (In Rupees)</b>			
			Status of the bids	L1	L2	L3
Final Recommendation for placement of purchase order		The above financial statement is made based on the rates offered by the technically qualified bidders on the CPPPP/GeM portal. Based on the above comparison, it is observed that M/s. _____ has quoted the lowest rates. So, it is proposed to place the purchase order on M/s._____ for supply_____ for an amount of Rs._____. (Rupees _____ only in words)				

Indenter

Member-1 (DPC)

Member-2 (DPC)

Member-3 (DPC)

Convenor (DPC)

Chairman (DPC)

Head of the Department



**PURCHASE PROPOSAL FORM**

No.

Date:

Name of the Department/ Centre/Section:

Ref:

**I. Item details**

Sl. No.	Description of item (s)	Qty. required	Rate per unit in Rs.	Total Amount in Rs.
1.				
Taxes				
Grand Total				

2. Order to be placed to (name & address of the firm):

3. The quoted prices are reasonable:

4. Validity of offer up to (Date):

5. Terms of payment recommended and agreed by the Supplier: As per Institute norms

6. In case of foreign purchase:

i) Name and address of the Indian Agent:

7. The Competent Authority may kindly approve the proposal to procure the following item(s).

Name & Signature of Indenter

Head of Dept./Centre/Section

Contact No.

**II. TO BE FILLED BY INTERNAL AUDIT WING**

AUDIT COMMENTS (for more than 2.5 Lakhs only)	
Vetted/ Not Vetted	:
Observations, if any (Advance/Part Payment/ Foreign Payment/ LC)	:
Terms of payment	:
Delivery Terms	:

Assistant Registrar (IAW)

**III. TO BE FILLED BY FINANCE & ACCOUNTS**

FUND BOOKING	
Budget Year	:
i) Head of Account	:
ii) Amount sanctioned	:
iii) Expenditure including the proposed expenditure	:
iv) Balance available	:

Funds are available under the above Head of Account.

Deputy Registrar (F & A)



IV. TO BE FILLED BY PURCHASE & STORES

The above audited proposal is placed for administrative approval and expenditure sanction with confirmation of funds.

Deputy Registrar (P & S)

V. TO BE RECOMMENDED/APPROVED BY DEAN (R&D) / REGISTRAR

Recommended/ Not-Recommended/Approved/Not Approved

Dean (R&D) / Registrar

VI. TO BE APPROVED BY THE DIRECTOR

Approved/Not Approved

Director

Sanctioning Authority	
HoD	Up to ₹1L for CS, ₹2.5L for NCS (excluding projects)
Dean (R&D)	Up to ₹5L for CS, ₹10L for NCS (projects only)
Registrar	Up to ₹5L for CS, ₹10L for NCS (excluding projects)
Director	More than ₹5L for CS, ₹10L for NCS
Note: CS=Consumable, NCS=Non-consumable	

Copy to (1) Department (2) Accounts Section (3) Purchase & Stores



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PSP-11

**PURCHASE REQUISITIONS - CHECKLIST FOR VETTING**

Sl. No.	DESCRIPTION OF THE CHECK (All Checks are Compulsory)	DEPARTMENT			IA
		Yes	No	N/A	
1	In case of STE, enquiry sent to the manufacturer	<input type="checkbox"/>	<input type="checkbox"/>	---	<input type="checkbox"/> OK
	If NO, copy of dealership certificate of the agency attached	<input type="checkbox"/>	---	---	<input type="checkbox"/> OK
2	In case of LTE, enquiry sent to at least SIX firms	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> OK
	If NO, reason recorded and approved by competent authority	<input type="checkbox"/>	---	---	<input type="checkbox"/> OK
3	Required time allowed for submission of quotations	<input type="checkbox"/>	<input type="checkbox"/>	---	<input type="checkbox"/> OK
	If NO, reason recorded and approved by competent authority	<input type="checkbox"/>	---	---	<input type="checkbox"/> OK
4	In case of LTE, at least THREE quotations received	<input type="checkbox"/>	---	<input type="checkbox"/>	<input type="checkbox"/> OK
5	All bids/quotations received by Online / Post / Courier / Tender Box	<input type="checkbox"/>	<input type="checkbox"/>	---	<input type="checkbox"/> OK
6	Quotations/Bids received after due date and by hand / e-mail are rejected	<input type="checkbox"/>	<input type="checkbox"/>	---	<input type="checkbox"/> OK
7	Quotations/Bids opened on date and time as mentioned in enquiry/tender	<input type="checkbox"/>	<input type="checkbox"/>	---	<input type="checkbox"/> OK
8	Quotations/Bids opened in presence of at least 2 members of Purchase Committee	<input type="checkbox"/>	<input type="checkbox"/>	---	<input type="checkbox"/> OK
9	All members present signed on envelopes and quotations	<input type="checkbox"/>	<input type="checkbox"/>	---	<input type="checkbox"/> OK
10	Comparative Statement prepared based on price inclusive of all taxes as applicable, freight, etc. for all firms	<input type="checkbox"/>	---	---	<input type="checkbox"/> OK
11	Recommendation in favor of lowest bidder [L <sub>1</sub> ]	<input type="checkbox"/>	<input type="checkbox"/>	---	<input type="checkbox"/> OK
	If NO, justification for rejection noted in the Comparative Statement	<input type="checkbox"/>	---	---	<input type="checkbox"/> OK
12	Recommendation for different items made separately	<input type="checkbox"/>	<input type="checkbox"/>	---	<input type="checkbox"/> OK
13	All members of the Purchase Committee signed in the Comparative Statement	<input type="checkbox"/>	---	---	<input type="checkbox"/> OK
14	In case of procurement of foreign items, P.O to be placed on the foreign agency [may be through Indian agent] only	<input type="checkbox"/>	---	<input type="checkbox"/>	<input type="checkbox"/> OK
	If NO, payment [to Indian agent] to be made in INR only	<input type="checkbox"/>	---	---	<input type="checkbox"/> OK
15	Terms of payment recommended as per institute rules	<input type="checkbox"/>	<input type="checkbox"/>	---	<input type="checkbox"/> OK
	If No, reason recorded and approved by competent authority	<input type="checkbox"/>	---	---	<input type="checkbox"/> OK
16	Head of Account mentioned in the Basic Approval Form	<input type="checkbox"/>	---	---	<input type="checkbox"/> OK
17	All required forms are properly filled, signed and arranged	<input type="checkbox"/>	---	---	<input type="checkbox"/> OK
18	All papers including envelopes are serially numbered in ascending order starting from copy of enquiry as Sl. No. - 01	<input type="checkbox"/>	---	---	<input type="checkbox"/> OK
19	Tender Ref. No., Name of Department, etc. mentioned on file cover	<input type="checkbox"/>	---	---	<input type="checkbox"/> OK

If answer to any Checklist Question is NO, please explain the reason.

Jr. Asst./Sr. Asst.

Superintendent

Asst. Registrar (IAW)



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PSP-12

**INSTALLATION / COMMISSIONING / SERVICE REPORT**

(To be submitted along with the bills for payment)

Ref. PO No. \_\_\_\_\_ Date: \_\_\_\_\_

1. Name of Equipment: \_\_\_\_\_

2. Equipment Model No.: \_\_\_\_\_ MAKE: \_\_\_\_\_

3. The above equipment has been successfully Installed/Commissioned/Service by \_\_\_\_\_ (Name of service engineer) of M/s. \_\_\_\_\_ (Address of Supplier/Firm/Dealer) on \_\_\_\_\_ (Date of Installation)

4. Details \_\_\_\_\_ of \_\_\_\_\_ Installation \_\_\_\_\_ Person/Technician/Engineer \_\_\_\_\_ from \_\_\_\_\_ the \_\_\_\_\_ firm  
Contact No.: \_\_\_\_\_ e-mail id: \_\_\_\_\_

5. In the presence of Dr./Mr. \_\_\_\_\_ of \_\_\_\_\_ Department at NIT Warangal.

6. Date of Visit \_\_\_\_\_ Time of visit: \_\_\_\_\_

STATUS OF WORK:



COMPLETE



INCOMPLETE



REJECTED

A. The Equipment/Instrument was unpacked, Commissioned / Installed and found to function to the satisfaction level of the User/Indenter.  
(Tick A or B)

OR

B. The Equipment / Instrument was unpacked, Commissioned / Installed but was not working/functioning properly to the satisfaction of the User/Indenter due to the following reasons:  
(Tick A or B)

- (i)
- (ii)
- (iii)
- (iv)

Signature with seal of the User/Indenter Name & Designation	Signature with seal of the Head of Department	Signature with seal Name & Designation of the Service Engineer
---	--	---



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PSP-13

**REQUEST FOR PROCESSING PAYMENT AGAINST AN INVOICE**  
(FORM TO BE ATTACHED TO EVERY INVOICE SENT TO ACCOUNTS SECTION)

No.

Date:

Department:

1) Type of Transaction:

- (a) Purchase Order No. and Date :  
(b) Direct Purchase by the department :  
(c) Others, if any :

2) Name of the Firm :

3) Invoice Amount :

4) Invoice No. and Date :

5) a. Invoice Received on:

b. Invoice Certified on:

c. Reasons for delay, if any (including the name of the person responsible)

6) Major Stores (if any) (Items of value exceeding Rs. 5.0 Lakh):

1. Name:

2. Name:

Stock Ref:

Stock Ref:

7) Warranty certificate:

- ☐ Enclosed herewith  
☐ Retained in the Department  
☐ Not relevant

Indenter/PI

Head of the Department/Section

8) Enclosures:

- ☐ Certified Invoice (2 copies)  
☐ Challan/Packing Slip/Courier Receipt  
☐ Others

9) Certified that the stores/services billed in the attached invoice(s) or receipt(s) have been received in good condition and have been taken in to stock. Appropriate stock entry certificate has been given on the back of the invoice(s)/receipt(s). The department has retained copies of their document in its file.

**PURCHASE & STORES SECTION**

- ☐ The Invoice is in order. Recommended for payment.  
☐ The Invoice contains items of value exceeding Rs.5.0 lakh. The items may be entered in the Major Stock/ Asset Register.

Deputy Registrar (P&S)

**FINANCE & ACCOUNTS SECTION**

The Stores have been entered in the "Major Stock/Asset Register" (For items with value exceeding Rs.5.0 lakh) vide Folio No. . Recommended for approval of Competent Authority.

Deputy Registrar (F&A)

**To  
Registrar/Dean/Director**

Approved for Payment

Registrar/Dean/Director

NIT WARANGAL



राष्ट्रीय प्रौद्योगिकी संस्थान वरंगल  
NATIONAL INSTITUTE OF TECHNOLOGY WARANGAL

**STORES REQUISITION-CUM- ISSUE FORM**

(For Equipment, Stationery, consumables, etc.  
demanded from Store Section)

Store Indent No. \_\_\_\_\_ - \_\_\_\_\_

PSS-01

Financial Year: \_\_\_\_\_

Date: \_\_\_\_\_  
(To be filled by Assistant)

(To be prepared in **duplicate**. One copy will be returned to the Indenter along with the material issued.)

Name of Custodian of Assets/Stock: \_\_\_\_\_ Designation: \_\_\_\_\_

Department/Project No: \_\_\_\_\_

Location: Building \_\_\_\_\_ Room No.: \_\_\_\_\_

Contact No.: \_\_\_\_\_ E-mail id: \_\_\_\_\_

Please issue following items for my office use to me/or the bearer Mr./Ms. \_\_\_\_\_ whom I authorize to receive the stores on my behalf.

Signature of the Indenter  
Name: \_\_\_\_\_

Signature of HOD  
Name: \_\_\_\_\_

Sl. No.	Item Name	Item Specification	Con/ N-Con	Quantity	
				Req.	Issued
1	2	3	4	5	6

Brief of Purpose/Reason \_\_\_\_\_

Requirement Receiver	Checked by	Recommended by	Approved by	Receiver Signature
Signature of Jr. Asst. /Sr. Asst. Name: Date:	Signature Superintendent Name: Date:	Signature of AR/DR Name: Date:	Signature of Registrar Name: Date:	Signature Name: Designation: Date:



राष्ट्रीय प्रौद्योगिकी संस्थान वरंगल  
NATIONAL INSTITUTE OF TECHNOLOGY WARANGAL

Store Indent No. \_\_\_\_\_

PSS-02

**STORES TRANSFER FORM**

(For Transfer of Equipment from One Custodian/Department/ Section to other Custodian/Department/Section)

Financial Year: \_\_\_\_\_

Date: \_\_\_\_\_  
(To be filled by Assistant)

(To be prepared in **Triplicate**. One copy each for Assets Handing over, Taking Over and original to be retained by the Store Section. )

TRANSFERRED BY				TRANSFERRED TO				
Department /Section:				Department/Section:				
Name & Designation:				Name & Designation:				
ID No:				ID No:				
Store relates to Dept/Project No: (If any)				Store relates to Dept/Project No: (If any)				
Sl. No.	Ref. PO No/GeM No/ Direct Purchase & Date	Name of Item	Item Specification with Make & Model No/ Part No./ Sl.No.	Qty Transferred	Stock Entry No. & Year	/Unit Rate	Total Cost incl. Of taxes	Remarks
1	2	3	4	5	6	7	8	9

Sign of Custodian (Handing Over)

Name :

Date:

Sign of Custodian (Taking Over)

Name :

Date:

Signature of HoD

Name:

HoD (Handing Over)

Date :

Signature of HoD

Name :

HoD ( Taking Over)

Date :

**FOR USE OF STORE SECTION**

**Updated Inventory Ledgers**

Signature of Jr. Asst. /Sr. Asst.

Name:

Date:

Signature Superintendent

Name:

Date:

Signature of AR/DR

Name:

Date:





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NATIONAL INSTITUTE OF TECHNOLOGY WARANGAL

**CDIS INSPECTION REPORT**

(For all IT items/parts/accessories to be returned/for repair)

File No. \_\_\_\_\_

PSS-03

Financial Year: \_\_\_\_\_

Date: \_\_\_\_\_  
(To be filled by Assistant)

(Note: It is important to fill all the fields and make sure that all the fields are filled correctly)  
(Report To be filled by CDIS Department)

Date: \_\_\_\_\_

**Recipient Details: - (To be filled by the user department)**

Name of Custodian of Assets: \_\_\_\_\_ Designation: \_\_\_\_\_  
Department: \_\_\_\_\_ Inventory No.: \_\_\_\_\_  
Contact No.: \_\_\_\_\_ E-mail id: \_\_\_\_\_

**Details to be filled by the CDIS**

Name of Computer/Peripheral/Equipment: \_\_\_\_\_  
Equipment Model No.: \_\_\_\_\_ MAKE: \_\_\_\_\_  
Serial Number: \_\_\_\_\_  
Equipment has been Attended/Service/Checked by \_\_\_\_\_  
Date of Attended/Service/Checked \_\_\_\_\_  
Contact No.: \_\_\_\_\_ E-mail id: \_\_\_\_\_

**CERTIFICATION OF CDIS TEAM (Note: Please fill all the fields before submission to stores):**

Description	Status
Any part/accessories are missing in the IT equipment	
Any part/accessories are found in damaged/non-working condition	
IT Equipment is in repairable condition within economic repair cost	
Repairing/Replacement Required	
IT Equipment repair cost in INR	

**STATUS OF STORES:**

WORKING ☐

REPAIRABLE ☐

UNSERVICEABLE ☐

Brief Summary (If any)

It is to certify that the above-mentioned IT equipment information is correct on my behalf.

Signature of Technician/Technical Officer CDIS  
Name:

Signature of Head CDIS  
Name:



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**STORES RETURNABLE GATE PASS**

(For Equipment issued to vendors for repair by user section with probable date for return of items back to institute)

File No. \_\_\_\_\_

PSS-04

Financial Year: \_\_\_\_\_

Date: \_\_\_\_\_  
(To be filled by Assistant)

(To be prepared in **Triplicate**. Two copies will be presented by the vendor, out of which one copy for the Vendor and one for security. The vendor will present his copy while bringing the item back. One copy will be with Store Section for record Purpose.)

Name of Custodian of Assets: \_\_\_\_\_ Designation: \_\_\_\_\_

Department/Project No: \_\_\_\_\_ Inventory No.: \_\_\_\_\_

Contact No.: \_\_\_\_\_ E-mail id: \_\_\_\_\_

Ref. PO/GEMC No. /Direct Purchase: \_\_\_\_\_

Security Staff/ Supervisor may please allow Shri/Smt. \_\_\_\_\_ Designation \_\_\_\_\_ of \_\_\_\_\_ (Name of organization) to take out the following material(s) from NIT Warangal

(Building Name: \_\_\_\_\_/Room No. : \_\_\_\_\_).

The Probable date of Return of the material(s) is \_\_\_\_\_.

Sl. No.	Item Name	Item Specification with Make & Model No/ Part No./ Sl.No.	Qty	Stock Entry No. & Year	Remarks
1	3	4	5	6	7

Firm Name and Destination of material (Address): \_\_\_\_\_

Reason for taking out: \_\_\_\_\_

Signature of the Custodian/Indenter  
Name: \_\_\_\_\_

Signature of HOD  
Name: \_\_\_\_\_

For use of Store Section	For use of Security staff only
<b>Approved/Not Approved</b>	The Gate Pass has been entered in Material Out Register at Sl. No. _____
<b>Signature of AR/DR</b>	Page No. _____
Name: _____	Date: _____ /Time Out: _____
	Vehicle No. _____
	Name: _____
	Signature _____
<b>Items Received Back on:</b>	<b>Certified that the above mentioned material(s) have been checked correct.</b>
Security Material IN Reg. Sl. No. _____ Date _____	
Store Loan Inward Date: _____	
Date: _____	Date: _____
Signature of Assistant Name: _____	Security Officer Name: _____



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PSS-05

**STORES NON – RETURNABLE GATE PASS**

(For Equipment issued to vendors/Agencies by User Section/Store  
Section as permanent issue)

File No. \_\_\_\_\_

Financial Year: \_\_\_\_\_

Date: \_\_\_\_\_  
(To be filled by Assistant)

(To be prepared in **Triplicate**. Two copies will be presented by the vendor, out of which one copy each for the Vendor, security and with Store Section for record Purpose.)

Name of Custodian of Assets: \_\_\_\_\_ Designation: \_\_\_\_\_

Department: \_\_\_\_\_ Inventory No.: \_\_\_\_\_

Contact No.: \_\_\_\_\_ E-mail id: \_\_\_\_\_

Ref. PO/GEMC No. /Direct Purchase: \_\_\_\_\_

Item returned under buy-back (Yes/No):- Item purchase information (Purchase date/ PO No/ GeM /Direct purchase \_\_\_\_\_)

Security Staff/ Supervisor may please allow Shri/Smt. \_\_\_\_\_ Designation \_\_\_\_\_

of \_\_\_\_\_ (name of organisation) to take out the following material(s) from NIT Warangal

(Building Name: \_\_\_\_\_/Room No. : \_\_\_\_\_).

Sl. No.	Item Name	Item Specification with Make & Model No/ Part No./ Sl.No.	Qty	Stock Entry No. & Year	Remarks
1	3	4	5	6	7

Firm Name and Destination of material (Address): \_\_\_\_\_

Reason for taking out: \_\_\_\_\_

Signature of the Custodian/Indenter  
Name: \_\_\_\_\_

Signature of HOD  
Name: \_\_\_\_\_

For use of Store Section	For use of Security staff only
<b>Actioned in Non-Returnable Register</b>  Non-returnable Reg. Sl. No. _____ Date _____  Signature of Assistant Date: _____ Name: _____	<b>Certified that the above mentioned material(s) have been checked and found correct.</b>  Security Officer Name: _____ Date: _____
<b>Approved/Not Approved</b>  Signature of AR/DR Name: _____	The Gate Pass has been entered in Material Out Register at Sl. No. _____ Page No. _____ Date: _____ Time Out: _____ Vehicle No. _____ Name: _____  Signature



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**NATIONAL INSTITUTE OF TECHNOLOGY WARANGAL**  
(शिक्षा मंत्रालय, भारत सरकार के अधीन राष्ट्रीय महत्व का एक संस्थान)  
(An Institute of National Importance under Ministry of Education, Govt. of India)  
तेलंगाना / Telangana – 506004, India.

PSS-06

**SURVEY COMMITTEE REPORT**

**DEPARTMENT:**

**DATE:**

Sl. No	Category of item.	Stock page No./reference	Purchasing Year and Month/Date	Book Value (Rs)	Age Of items	Particulars of Item	Qty	Weight	Deprecation Cost	RGP In RS.	Scrap Value	Type of Material	Recommended mode of Disposal	Brief reason for survey (Attach BER certificate if Required)

- 1 Certified that the item referred above is in working order but is no longer used by me/ my Department. The item may be declared as surplus.
- 2 Certified that the item referred above has become outdated technically and is not useful within the laboratory/workshop. The replacement parts are also not available for its repair and so same may be declared as obsolete.
- 3 Certified that the item mentioned above has lived a normal life of years and become unserviceable (inspection report attached) due to normal wear & tear. The item is beyond economic repair and thus may be declared as unserviceable.

Member and Convener

Member 1

Member 2

Member 3

Recommended & Forwarded

Chairman

Head of the Dept.



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(An Institute of National Importance under Ministry of Education, Govt. of India)  
तेलंगाना / Telangana – 506004, India.

PSS-07

**CONDEMNATION & DISPOSAL COMMITTEE REPORT**

DEPARTMENT:

DATE:

Sl. No	Category of item.	Stock page No./reference	Purchasing Year and Month/Date	Book Value (Rs)	Age Of items	Particulars of Item	Qty	Weight	Deprecation Cost	RGP In RS.	Scrap Value	Type of item	Recommended mode of Disposal

The material in question has been inspected by us and found to be surplus/ obsolete/ unserviceable due to its normal wear & tear. The committee recommends the following course of action for its disposal.

a) Disposal through Tender, b) Disposal through Auction, c) Gift to Educational Institutes, d) Disposal at scrap value or by other modes

Member 1

Member 2

Member 3

Member 4

Dy. Register (P&S)

Dy. Register (F&A)

Chairman

Forwarded/Recommended/Not-Recommended

Approved /Not Approved

Registrar

Director

NIT WARANGAL