



PURCHASE PROCEDURES (in a nutshell)

IIT(ISM) DHANBAD
OFFICE OF THE DEAN (RESEARCH & DEVELOPMENT)

Purchase procedure and various orders/notifications/Proforma are compiled here for the faculty members, who are working in the capacity of PI or CO-PI and handling the project purchases. As per the laid down guidelines, project purchases are to be made in conformity with the Purchase Manual of IIT(ISM), Dhanbad and other Government rules & regulations as amended time to time.

A brief guideline for the same is mentioned hereunder:

A. Delegation of Financial Powers applicable for project purchase:

Sl No. & Subject	Description: Nature and particulars of Powers	Functionary	Financial Powers	Authority on the subject
01. Purchase of Goods and services	1.1 Non-consumable (Capital)	Director	No upper limit	Annexure to Institute Notification No.10200/6-FCBOG/2018 dated 8 th August 2018
		Dy. Director, Dean(R&D) (for project purchase)	20 Lakhs	
		Deans/Registrar/HoD/HoC/PI/CI (for centre/project/consultancy) (For approval and Sanction)	4.0 Lakhs	
	1.2 Consumable store/Service (Revenue)	Director	No upper limit	Annexure to Institute Notificationno .10200/6-FCBOG/2018 dated 8 th August 2018
		Dy. Director, Dean(R&D) (for project purchase)	4 Lakhs	
		Deans/Registrar/HoD/HoC/PI/CI (for centre/project/consultancy) (For approval and Sanction)	1 Lakh	

Purchase through GeM portal is mandatory. Detailed guidelines are attached as **Appendix-I** (copy attached).

A. Purchase Up to Rs. 25000.00

1. Items up to a value of Rs. 25,000.00 can be directly purchased through GeM portal and bills may be forwarded to Accounts section as per **Appendix-II** (Copy attached).

B. Purchase Above Rs. 25000.00

After ascertaining the competent financial authority for the purchase, following steps have to be followed:

1. Invitation for DPAC meeting to the Standing DPAC members
2. Indent Approval (**Copy of blank indent form is at Appendix-III**)
3. Minutes of DPAC meeting for purchase of indented item
4. After recommendation of DPAC, purchase procedure has to be initiated

B1. Steps to be followed while making procurement through GeM (above Rs. 25000.00 and Up to 5 Lakhs) under Direct Purchase method (Direct purchase & Comparison method)

1. Items can be purchased using comparison method through GeM Portal and it can be done by the PI himself after getting financial approval as per the above table.
2. After generation of comparison sheet, a DPAC meeting may be called for and recommendation from DPAC may be obtained for placing the supply order in favour of GeM Lowest Bidder (L-1).
3. File along with recommendation of DPAC and other relevant documents may be forwarded to Internal Audit section and project Accounts section for Internal Audit & Financial Concurrence (IA&FC) purpose.
4. After clearance of Audit and getting financial concurrence from project accounts section, supply order may be placed on GeM portal in favour of GeM L-1.
5. On receipt of item, a Provisional receipt certificate (PRC) & Consignee receipt and acceptance certificate (CRAC) has to be generated, if item received is as per the requirement or placed supply order as stated in **Appendix-IV (Copy enclosed)**.
6. After following all these steps, purchase file may be forwarded to Project Accounts section for payment along with the under mentioned documents:
 - a. Copy of approved Indent
 - b. Approval of DPAC Constitution
 - c. All DPAC minutes
 - d. CRAC
 - e. Invoice (GeM generated as well as vendor generated)
 - f. Original sanction order, which was uploaded on GeM
 - g. Copy of contract order
 - h. Stock entry details on the body of Invoice
 - i. Installation certificate, warranty certificate, if applicable.
 - j. Any other documents which are related to the purchase file
7. While forwarding the bill for payment, PI has to process the bill from his GeM account by visiting "Bills" tab under Dash board **Appendix -IV** (Copy attached)

B2. Purchase through GeM when amount involved is above Rs. 5 Lakhs

1. Please follow steps as indicated in Item B (Steps 1 to 4)
2. Bidding procedure needs to be followed on GeM.
3. Bidding to be initiated through purchase section, hence the file may be forwarded to purchase section after approval of indent and first recommendation of DPAC for bidding purpose and other necessary action.
4. File may be routed through purchase section for IA & FC and further for payment purpose along with all aforementioned documents.
5. All documents as indicated in Item B1.6 are required for release of Payment

Note: This may be noted that bidding method may be adopted for less than Rs. 5 lakhs items also and for those purchases, file need not to be routed through Purchase section

B3. Cases in which bids are not received on GeM or Items are not available on GeM

1. Please follow steps as indicated in Item B (Steps 1 to 4)
2. In these cases purchase can be made outside GeM as per the laid down guidelines in purchase manual (please refer Para 4.1, 4.2, 4.5 etc.) after recording the reasons for the same. All purchases above **2.5 Lakhs** has to be routed **through purchase section**.

3. All documents as indicated in Item B1.6 are required for release of Payment. All other documentations will be same as above, except generation of CRAC and other GeM related documents. PLEASE Check it

Note: For any purchase outside GeM, GeM AR has to be generated and to be enclosed in the purchase file.

B.5: Procurement of Proprietary articles

1. Purchase action can only be initiated if purchase requirement is as per the conditions of Para 12 of Purchase Manual. However for purchase of proprietary article, Proprietary Article Certificate as Appendix –V has to be submitted before procuring the goods/services from a single source.
2. Please follow steps as indicated in Item B (Steps 1 to 4)
3. File may be routed through Purchase section, if amount involved is Rs. 2.5 Lakhs or above.
4. All documents as indicated in Item B1.6 are required for release of Payment. All other documentations will be same as above, except generation of CRAC and other GeM related documents.

**INDIAN INSTITUTE OF TECHNOLOGY
(INDIAN SCHOOL OF MINES), DHANBAD**

**DyDT/01
Date:31.07.2020**

NOTICE


Sub: Implementation of GeM (Government e-Marketplace) in IIT(ISM) Dhanbad

With reference to above subject, GeM buyer/consignee IDs have been created for all HOD/HOC/HOS as per the request received from them. The GeM IDs have been provided to all buyers personally/by email. Accordingly, all are requested to start procurement through GeM.

If indented goods are not available on GeM the below mentioned certificate needs to be provided by the Indentor on Indent form:

"Certified that the goods/services intended to be procured is/are not available on Government e-marketplace (GeM)."

In case of any assistance, Purchase and Stores Section may be contacted for the procurement through GeM. Detailed instructions are attached as "Annexure-A" for ready reference.


(Prof J. K. Pattanayak)
Dy. Director

To,
All Employees through Email.

Purchase of items under GeM

- Goods and Services available on GeM are required to be procured through GeM as per Rule 149.
- Individual Department/Section/Unit may procure the goods through GeM for an amount upto Rs.5,00,000/-
- Items costing upto Rs. 25000/- may be procured outside GeM, if there is an immediate requirement, items are not available at GeM portal, Items are available at GeM but delivery at IIT (ISM) is not available.

An extract of procurement through GeM under rule 149 of GFR is appended below:

- i. Up to Rs.25,000/- through any of the available suppliers on the GeM, meeting the requisite quality, specification and delivery period.
- ii. Above Rs.25,000/- and up to Rs.5,00,000/- through the GeM Seller having lowest price amongst the available sellers (excluding Automobiles where limit of Rs.30,00,000/- will be applicable), 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.
- iii. Above Rs.5,00,000/- through the supplier having lowest price meeting the requisite quality, specification and delivery period after mandatorily obtaining bids, using online bidding or reverse auction tool provided on GeM (excluding Automobiles where limit of Rs.30,00,000/- will be applicable).
- iv. The Government Buyers may ascertain the reasonableness of prices before placement of order using the Business Analytics (BA) tools available on GeM including the Last Purchase Price on GeM, Department's own Last Purchase Price etc.
- v. GFR rule 149 allows direct on-line purchases on GeM up to Rs. 25,000/- through any of the available suppliers on the GeM, meeting the requisite quality, specification and delivery period. However this is subject to procuring authorities certifying the reasonability of rates. While making such direct on-line purchase below Rs. 25,000/-, the buyer should have approval of competent authority and should also record reasons for selecting the specific product in case lowest priced products are not being accepted / ordered.
- vi. Tools have been deployed on GeM portal to show the price of compared products on other e-commerce sites (wherever available) and also the rates at which orders have been placed on GeM for such items in recent past. While taking decision on reasonableness of price, the buyers may also take into account the discount over MRP; Last Purchase Price on GeM, Department's own Last Purchase Price; rates on other e-commerce websites etc. The prices on e-commerce site give a broad idea and its terms and conditions may be different. If it is found that the price available on GeM marketplace is not reasonable or is substantially higher than ecommerce sites or LPP, the GeM Portal provides tools for online bidding or reverse auction which can be used by the Buyers to get better competitive rates and then satisfy themselves about reasonableness of the price as per GFR -2017 before placement of contract. Bidding should be considered as the preferred mode of procurement above Rs. 25,000/-.

Steps to be followed while buying goods & services under direct purchase from GeM Portal:-

- **When Value of Goods/Services is up to Rs 25000/-**

- Go to the webpage of GeM portal <https://gem.gov.in/>
- Login with your credentials i.e. user ID and password, fill in the captcha
- Please search the item from search bar or by shop by category
- Provide the name of consignee, delivery location and quantity of items required
- Add that item to cart, item will remain there for 10 days
- Go to your cart and proceed, click direct purchase and continue
- Provide financial details
- Upload the sanction of competent authority in pdf format (As per Annexure-II)
- Please accept and save general contract form
- E- verify the same by getting OTP on registered mobile no.
- Fill the OTP at stated place to generate Contract order
- Contract order will be generated and information related to supplier will be found mentioned on supply order.
- For other queries related to goods in question you can contact supplier.
- After receiving of goods please login and go to Dashboard.
- Click on Contract No. and generate PRC (provisional Receipt Certificate)
- After acceptance of goods kindly generate CRAC (Consignee's Receipt cum Acceptance Certificate) which will be enabled after PRC.
- After receiving the invoice from the firm with goods, do the stock entry and send the file immediately to Accounts Section for payment. **Payment should be done within 10 days of generation of CRAC otherwise interest will be payable.**

- **When value of goods is more than Rs.25000 and upto Rs. 5Lakhs.**

- Go to the webpage of GeM portal <https://gem.gov.in/>
- Login with your credentials i.e. user ID and password, fill in the captcha
- Please search for desired item
- Provide the name of consignee, delivery location and quantity of items required
- You can apply filters to get the specifications of desired item as per your requirement (Filters are provided at left hand corner)
- Select desired item of three different brands/make to compare
- Add one by one these items to compare
- After adding three different make of desired item, please click on "start compare"
- A comparison sheet will be generated
- As per comparison sheet, please cart the L-1 product
- The carted item will remain in cart for 10 days
- Go to your cart and proceed, click on "get best price"
- GeM will create a purchase requisition for the said item
- After 2 calendar days you will get the best price for the selected item
- Proceed to create order
- Provide financial details
- Upload the sanction of competent authority in pdf format (As per Annexure-II)
- Please accept and save general contract form
- E- verify the same by getting OTP on registered mobile no.

- Fill the OTP at stated place to generate Contract order
- Contract order will be generated and information related to supplier will be found mentioned on supply order
- For other queries related to goods in question you can contact supplier.
- After receiving of goods please login and go to Dashboard.
- Click on Contract No. and generate PRC (provisional Receipt Certificate)
- After acceptance of goods kindly generate CRAC (Consignee's Receipt cum Acceptance Certificate) which will be enabled after PRC.
- After receiving the invoice from the firm with goods, do the stock entry and send the file immediately to Accounts Section for payment. **Payment should be done within 10 days of generation of CRAC otherwise interest will be payable.**

You may follow the following links for procurement through GeM:

Procurement- Product:

https://gem.gov.in/resources/pdf/direct_purchase_product.pdf

https://gem.gov.in/resources/pdf/L1_purchase_product.pdf

https://gem.gov.in/resources/pdf/bid_creation_product.pdf

https://gem.gov.in/resources/pdf/ra_creation_product.pdf

https://gem.gov.in/resources/pdf/purchase_requisition_products.pdf

https://gem.gov.in/resources/pdf/ra_awarding.pdf

https://gem.gov.in/resources/pdf/bid_awarding.pdf

Procurement- Service:

https://gem.gov.in/resources/pdf/direct_purchase_services.pdf

https://gem.gov.in/resources/pdf/L1_purchase_service.pdf

https://gem.gov.in/resources/pdf/bid_creation_services.pdf

https://gem.gov.in/resources/pdf/ra_creation_services.pdf

https://gem.gov.in/resources/pdf/purchase_requisition_services.pdf

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DHANBAD**

Financial Concurrence & Internal Audit Clearance

for the purchase through Government e-Marketplace (GeM)

Purchase File No.	
GeM Reference No.	
Name of the official / Buyer (Indentor)	
Designation	
Department	
Item to be purchased	
Name of the vendor	
Total Value of the Item in Rs. in figure	
Total Value of the Item in Rs. in words	

Signature of the official/Indentor

Recommendation of concerned HOD/PI/PC/CI

Internal Audit Clearance

Financial Concurrence

Annexure-II

**INDIAN INSTITUTE OF TECHNOLOGY (INDIAN SCHOOL OF MINES)
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Sanction Order for the purchase through Government e-Marketplace (GeM)

Purchase File No.	
GeM Reference No.	
Name of the official / Buyer (Indentor)	
Designation	
Department	
Item to be purchased	
Name of the vendor	
Total Value of the Item in Rs. in figure	
Total Value of the Item in Rs. in words	

Signature of the official/Indentor

Approval of the proposal and Sanction of the amount by the competent authority

APPENDIX-II

(As prescribed in Purchase Manual)

Indian Institute of Technology (Indian School of Mines), Dhanbad

Purchase and Stores Section

Appendix - XII

Format for Purchase up to Rs.25000/-

Following item(s) has/have been procured as per the details furnished below:

Name of the item :-----
Unit Price :----- (In Rupees-----)
Quantity :-----
Total Cost :----- (Qty. x Unit Price)
Source of Supply :-----

Source of Fund : Institute (Budget Head)-----

(✓ any one) Projects (Project No.-----)

The Undersigned is personally satisfied that these goods purchased are of the requisite quality and specification and have been purchased from a reliable supplier at reasonable price.

Signature :-----

Name :-----

Department :-----

Emp. Code :-----

Sanctioned Rs. from

(Sanctioning Authority)

Reimbursement to the Purchaser / Payment to the supplier may be made as per attached invoice

DR (F&A) / AR (Project)

Enclosure: Invoice (with stock entry certificate)

Indian Institute of Technology (Indian School of Mines), Dhanbad						
Purchase Proposal Request Form						
						File No.:.....
1. Indenter's Name:						
2. Department / Section:						
3. Department Indent No.:						
4. Indent Date:						
Quotation Attached (Y/N)						
5. Types of Material: <input type="checkbox"/> Consumable <input type="checkbox"/> Non-Consumable				6. Purchase Order Type <input type="checkbox"/> Normal <input type="checkbox"/> Repeat Order <input type="checkbox"/> Rate Contract		
Please tick where ever-applicable				Item Category _____		
7. Item Details of Required Items						
Sl. No.	Complete Description of Items (Specification Model, Catalogue No.) Use separate sheet if required	Stock Held on date (Wherever applicable)	Quantity Required	Purpose	Approx. Units Price	Approx. Total Cost
Total Cost						

8. Budget Details

Sl No.	Department Name/Project No.	Budget Head	Budget Amount

9. Whether Indigenous / Imported:**10. DPAC Recommendation (for purchase above Rs. 2,50,000 to be enclosed):****11. Suggested Supplier (Name and Address to be enclosed)****Indenter's Signature**

Name: _____

Email _____

Approved
HOD/HOC/PI/PC/CI/Registrar/Dean / Dy. Director/ Director
(Signature)

APPENDIX-IV

How to issue PRC and CRAC

☞☞Go to the webpage of GeM portal <https://gem.gov.in>

☞☞Login with your credentials i.e. user ID and password, fill in the captcha

☞☞Go to Dashboard Recent order Click on Contract No. Process order

Process PRC---Enter Delivery Date---Good Receipt voucher No. and voucher Date ----

Save Complete ----Confirm -----Select Book Entry Details Enter Page No. and

Sr. No. of stock Register---- Save & Continue---- Verify Enter OPT Submit ---

Close window ----Click on drop down Menu under Invoice type -----Download CRAC -----

Take print of CRAC, -----enclose with Bill and send immediately to Accounts Section for payment

As payment has to be released within ten (10) days of issue of CRAC.

How to process bills after generating CRAC

☞☞Go to the webpage of GeM portal <https://gem.gov.in>

☞☞Login with your credentials i.e. user ID and password, fill in the captcha

☞☞Go to Dashboard Bills ----- Process Bills ----- Select pending bills (CRAC older than 40 days) -----Click on show bills----- view bill -----Process Bill -----Whether Deductions are to be imposed No (For bills up to 2.50 Lakh) ---- Save

Draft Bill Submit Bill Now bill be approved by Accounts Department.

Auth: Dy DT. Mail dated 02/07/21

Proprietary Article Certificate

i. The Equipment/Instrument/Store wanted is/are manufactured by
M/s.....
.....

No other make is acceptable for the following reasons:
.....
.....

Signature of the Indenter

Name:.....

Deptt./ Centre/ Section:.....

ii. Approval of HOD/HOC

as store holding authority.....