

Brief Purchase procedure and mode of procurement as per recent amendments in GFR-2017 and Manual for Procurement of Goods – 2024

GFR-2017, Rule No.: **149**

Mode of Procurement: **Government e-Marketplace (GeM)**

Sl. No.	Mode of Procurement and GFR Rule No.	Checklist / Required documents for processing
1.	GeM (GFR-149)	<p>a) <u>Procurement of Goods value up to ₹1,00,000/-</u>: Indenters may buy directly and submit the bill with a duly made stock entry along with Annexure – C (revised format attached) to the F&A Section for release of Payment to the ordered firm.</p> <hr/> <p>b) <u>Procurement of Goods value above ₹1,00,000/- and up to ₹10,00,000/-</u>: Indenters may submit the following documents to S&P Section:</p> <ul style="list-style-type: none"> i. Indent Form along with Fund booking form (Annexure – A), ii. Justification for Procurement, iii. Technical Specification, iv. Pre-installation requirements (For Custom Bidding) v. Three-member committee recommendation (Annexure – D) vi. Price Reasonableness Certificate. vii. L1 GeM Link along with Golden Parameters. <p>If Indenters wants to go for custom bidding, then the estimated cost should be above ₹5,00,000/-.</p> <hr/> <p>c) <u>Procurement of Goods value above ₹10,00,000/-</u> : Bid / Custom Bid / BoQ Bid is mandatory. S&P Section will float the bids, subject to submission of the following documents:</p> <ul style="list-style-type: none"> i. Indent Form along with Fund booking form (Annexure – A), ii. Justification for Procurement, iii. Technical Specification, iv. Pre-installation requirements, etc. v. Valid GeMARPTS (For Custom/BoQ Bidding) vi. Custom Bid Undertaking vii. GeM Link (for link-based bidding).

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	<p>Non-GeM and Non-Scientific equipment</p> <p>(GFR-154)</p>	<p>a) <u>Procurement of Goods value up to ₹50,000/-:</u> Indenters may procure directly from the concerned supplier and submit the bill along with the following documents to the F&A section for release of Payment to the ordered firm:</p> <ul style="list-style-type: none"> i. The Invoice / Bill with a duly made stock entry ii. Annexure – C (GFR-154) (format attached) <p>b) <u>Procurement of Goods value above ₹50,000/- and up to ₹1,00,000/-:</u> Indenters may procure directly from the concerned supplier and submit the following documents to the F&A section for release of Payment to the ordered firm:</p> <ul style="list-style-type: none"> i. GeMARPTS ii. The Invoice / Bill with a duly made stock entry iii. Annexure – C (GFR-154) (format attached)
2.	<p>Non-GeM and Scientific equipment</p> <p>(GFR-154)</p>	<p>a) <u>Procurement of Goods value up to ₹50,000/-:</u> Indenters may procure directly from the concerned supplier and submit the bill along with the following documents to the F&A section for release of Payment to the ordered firm:</p> <ul style="list-style-type: none"> i. The Invoice / Bill with a duly made stock entry ii. Annexure – C (GFR-154) (format attached) <p>b) <u>Procurement of Goods value above ₹50,000/- and up to ₹1,00,000/-:</u> Indenters may procure directly from the concerned supplier and submit the following documents to the F&A section for release of Payment to the ordered firm:</p> <ul style="list-style-type: none"> i. GeMARPTS ii. The Invoice / Bill with a duly made stock entry iii. Annexure – C (GFR-154) (format attached) <p>c) <u>Procurement of Goods value above ₹1,00,000/- and up to ₹2,00,000/-:</u> Indenters may call for a quotation through mail / by post from the prospective vendor and submit the following documents to the S&P Section for release of Purchase Order:</p> <ul style="list-style-type: none"> i. GeMARPTS (If not ready to submit the GeMARPTS, then the proposal may be routed through SCoGeM). ii. Indent Form along with Fund booking form (Annexure – A) iii. Justification for Procurement should be signed by both Indenter and Head. iv. Justification to be mentioned clearly that “this is Scientific equipment and Consumable items for Research purpose only” v. Single Quotation vi. Annexure – C (GFR-154) (format attached) <p>S&P Section will put up the same to the Competent Authority for approval and placement of the order.</p>

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	<p>Non-GeM and Non-Scientific equipment (GFR-155)</p>	<p>a) <u>Procurement of Goods value above ₹1,00,000/- and up to ₹10,00,000/- for non-scientific equipment.:</u> Indenter may call Quotations through mail / by post from a minimum of three vendors, and the following documents to be submitted to the S&P Section in a sequential order:</p> <ol style="list-style-type: none"> i. GeMARPTS ii. Indent Form along with Fund booking form (Annexure – A) iii. Justification for Procurement should be signed by both Indenter & Head. iv. Three different Quotations from three different vendors (Preferably different OEMs). v. OEM Authorisation Letters from all the vendors vi. MII Declaration (for estimated cost ₹5 Lakh and above proposals only) vii. Land Border Sharing Undertaking viii. Techno-Commercial Evaluation Statement ix. Financial Evaluation Statement x. Price Reasonableness Certificate xi. Similar PO copies xii. Annexure – D (GFR-155) (format attached) <p>S&P Section will put up the same to the Competent Authority for approval and placement of the order. However, for the Indents with estimated cost above ₹5,00,000/- may be procured through custom bidding mode through GeM if Indenters want, as per GFR-149.</p>
3.	<p>Non-GeM and Scientific equipment (GFR-155)</p>	<p>b) <u>Procurement of Goods value above ₹2,00,000/- and up to ₹25,00,000/- for scientific equipment.:</u> Indenter may call for quotations through mail / by post from a minimum of three vendors, and the following documents to be submitted to the S&P Section in a sequential order:</p> <ol style="list-style-type: none"> i. GeMARPTS ii. Indent Form along with Fund booking form (Annexure – A) iii. Justification for Procurement should be signed by both Indenter and Head. Justification to be mentioned clearly that “this is Scientific equipment and for Research purpose only” iv. Three different Quotations from three different vendors (Preferably different OEMs). v. OEM Authorisation Letters from all the vendors vi. Land Border Sharing Undertaking. vii. PBG to be submitted by the supplier for value above Rs. 10 Lakhs is mandatory. viii. Techno-Commercial Evaluation Statement ix. Financial Evaluation Statement x. Price Reasonableness Certificate xi. Similar PO copies xii. Annexure – D (GFR-155) (format attached) <p>S&P Section will put up the same to the Competent Authority for approval and placement of the order. However, for the Indents with estimated cost above ₹5,00,000/- may be procured through custom bidding mode through GeM if Indenters want, as per GFR-149.</p>

GFR-2017, Rule No.: 166

Mode of Procurement: Both GeM and Non-GeM

Sl. No.	Mode of Procurement and GFR Rule No.	Checklist / Required documents for processing
4.	PAC (GFR-166)	<p>a) Procurement of Goods / Services / AMCs / Spare Parts value up to ₹10,00,000/-, Indenter may call for a quotation from OEM or their Authorised Dealer/Distributor and send the file to S& P Section along with the following documents in a sequential order:</p> <ul style="list-style-type: none">i. GeMARPTSii. Indent along with Fund booking form (Annexure – A)iii. Justification for Procurementiv. MII Declaration (for estimated cost ₹5 Lakh and above proposals only)v. Land Border Sharing Undertakingvi. PAC from Institute (Annexure – B)vii. PAC from the firm/companyviii. Quotation duly signed by SDPC members,ix. Price Reasonableness Certificatesx. Similar PO copies <p>S&P Section will put up the same to the Competent Authority for approval and placement of the order.</p> <p>b) Procurement of Goods / Services / AMCs / Spare Parts value above ₹10,00,000/-, it should be mandatory to go for Bidding through GeM/CPPP, subject to submission of the following documents in a sequential order:</p> <ul style="list-style-type: none">i. GeMARPTSii. Indent along with Fund booking form (Annexure – A)iii. Justification for Procurementiv. PAC from Institute (Annexure – B)v. PAC from the firm/company <p>S&P Section will float a Bid/Tender through GeM/CPPP.</p>

Other Important Points:-

1. Indent should be in INR only, and all the columns must be mandatorily filled. No blanks will be acceptable, and such proposals may be returned to the concerned schools for compliance.
2. Justification for procurement should be signed by both the Indenter and the Head.
3. For Calling Quotations, all the stakeholders of the institute should ensure that the Quotation must have Quotation Number & Date, Delivery Period, Warranty, Validity, etc.

Guidelines for Generation of GeMARPTS

1. Responsibility for Generation of GeMARPTS:

- The GeM Availability Report and Past Transaction Summary (GeMARPTS) shall be generated by the Indenting Officer (Consignee) using their respective GeM IDs for all non-GeM procurement proposals.
- Those who do not possess a GeM ID are requested to submit the prescribed application form (available on the Institute website) along with self-attested supporting documents for the creation of a new GeM ID.

2. Consistency in Nomenclature:

- The name of the item/equipment/consumable must be identical in the Indent Form, Justification, and GeMARPTS.
- Any discrepancy in nomenclature will result in the proposal not being processed further.

3. Single GeMARPTS per Indent:

- Multiple GeMARPTS shall not be generated for different items under the same indent.
- For indents involving multiple items, the “Create Bulk Report” option shall be used instead of the “Create Manual Report” option.

4. Items Available on GeM:

- Recently, the S&P Section has received many non-GeM proposals for items commonly available on GeM (e.g., computers, furniture, printers).
- To avoid audit observations, please generate GeMARPTS along with a screenshot showing non-availability parameters for the above-mentioned items. An example is as follows:

Required Item	GeMARPTS to be generated
“Desktop Computer” with i9 core 14 th Generation.	Use a generic string as “Desktop Computer”
	Screenshot to be attached with non-available parameters in the GeM portal.

5. Validity of GeMARPTS:

- The GeMARPTS is valid for **1 month** from the date of generation.
- It is reiterated that the **Purchase Order or Work Order must be released before expiry of the GeMARPTS**; otherwise, the entire procedure will lapse, and a fresh proposal will need to be initiated. Therefore, it is requested that all concerned Schools/Sections **forward the files to the S&P Section at least 20 days prior to the expiry of GeMARPTS** to ensure timely processing and avoid procedural delays.

6. Quotations: Quotations may be invited from vendors through mail / by post / by hand /by telephonic enquiry, etc., after generating GeMARPTS and attaching the relevant screenshot regarding non-available parameters.

In view of the above, it is requested that the prescribed guidelines be strictly adhered to. This will ensure smooth and speedy processing of files and help prevent any audit observations in the future.

Procurement of Goods (Computer Systems and All Software) through CPMC

(Refer Office Order No.: 390/2024)

1. The Computer Purchase & Maintenance Committee (CPMC) shall examine and recommend the need, specification and mode of procurement for the purchase of all kinds of Computer Systems, including Desktops, Laptops, Tablet PCs, as well as all kinds of software in respect of the various schools/ Departments of the Institute, for more than 25 lakhs in a single indent.
2. However, the schools/ Departments may directly procure Computer peripherals like Hard Disks, RAM, USB Drive, Cartridges, etc., as well as Printers within a monetary ceiling up to 25.00 lakh without routing through CPMC.
3. The CPMC may recommend Rate Contracts for the procurement of various Computer Systems, Computer peripherals and accessories as may be necessary.

Procurement of Goods through Institute Purchase Committee (IPC)

(Refer Office Order No.: 149/2025)

1. The Institute Purchase Committee (IPC) will consider procurement of goods, equipment, machinery, and furniture, etc., **of more than Rs. 2 crore** and also the centralised purchase of items which are required by multiple Schools /Sections. IPC's recommendation will be placed before the Director for his approval.
2. The committee will decide the periodicity of procurement of the repetitively needed items by fixing the minimum and maximum levels.
3. The Institute purchase committee will evaluate relevant specifications and recommend standardisation of items wherever felt necessary.