

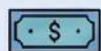
IIT Bhubaneswar: SRIC Purchase Procedure Ready Reckoner

GeM Procurement (Rule GFR-149)



Government e-Marketplace (GeM)

Up to ₹1,00,000 (Direct Purchase)



Indenters may buy directly; submit the bill, stock entry, and **Annexure-C** (revised) to the SRIC Section for payment.

>₹1,00,000 to ₹10,00,000 (L1 Procurement)



Requires Indent Form (**Annexure-A**), Justification, Tech Specs, 3-member committee recommendation (**Annexure-D**), Price Reasonableness Certificate, and L1 GeM Link with Golden Parameters.

Above ₹10,00,000 (Mandatory Bidding)



Bid/Custom Bid/BoQ Bid is mandatory; SRIC floats the bid after receiving indent (**Annexure-A**), Justification, Tech Specs, and Valid GeMARPTS.

Custom Bidding Threshold: For any GeM custom bidding, the estimated cost must be above ₹5,00,000.

Non-GeM Procurement (Scientific vs. Non-Scientific)



Scientific & Non-Scientific



Small Value (Up to ₹50,000)

Both Scientific and Non-Scientific goods: Direct procurement from supplier; submit Invoice, Stock Entry, and Annexure-C (GFR-154).



Mid Value (₹50,001 to ₹1,00,000)

Both types: Direct procurement; requires GeMARPTS, Invoice with Stock Entry, and Annexure-C (GFR-154).



Scientific Equipment Only (₹1,00,001 to ₹2,00,000)

Call for a single quotation; requires GeMARPTS (or SCoGeM routing), Annexure-A, signed Justification (Indenter & Head), and Annexure-C.



High Value Non-Scientific (>₹1L to ₹10L)

Call for minimum 3 quotations; requires GeMARPTS, MII Declaration (for >₹5L), Land Border Undertaking, and Annexure-D (GFR-155).



High Value Scientific (>₹2L to ₹25L)

Call for minimum 3 quotations; requires specific justification for research use, PBG (for >₹10L), and Annexure-D (GFR-155).

Proprietary Article Certificate (PAC) (Rule GFR-166)



Proprietary Items



PAC Up to ₹10,00,000

Call for quotation from OEM/Authorized Dealer; submit GeMARPTS, **Annexure-A**, PAC from Institute (**Annexure-B**), PAC from Firm, and Price Reasonableness Certificate.



PAC Above ₹10,00,000

Mandatory Bidding through GeM/CPMP; SRIC floats the tender based on **Annexure-A**, PAC from Institute, and PAC from Firm.



High-Value Committee Oversight

CPMC examines computer systems/software >₹25 Lakhs; IPC considers any procurement (machinery, furniture, etc.) >₹2 Crore.

Critical Compliance (GeMARPTS & Committees)



GeMARPTS Validity & Timing

Valid for only 1 month; files must be forwarded to SRIC at least 20 days before expiry to ensure PO release.



The Rule of Consistency

Nomenclature of Items must be identical across the Indent Form, Justification, and GeMARPTS, or the proposal will not be processed.

Quick Documentation Checklist

	GeM <₹1L	GeM ₹1L-₹10L	Non-GeM >₹1L	PAC <₹10L
Annexure-A	✓	✓	✓	✓
Annexure-C/D	C	D	D	No
GeMARPTS	No	No	Yes	Yes
Justification	No	Yes	Yes	Yes
Quotations	0	0	3	1 (OEM)