

6.0.0 Recording of no-stock certificate by the Stores Department

- 6.1.0 The indent together with its enclosures will be sent to the Stores Department which will verify its stock, render a no-stock certificate wherever applicable and check it for correctness of details and place it before the relevant Standing Purchase Committee.

7.0.0 Standing Purchase Committee

There shall be two Standing Purchase Committees, namely SPC-I and SPC-II in the Institute to be nominated by the Director.

8.0.0 Standing Purchase Committee-I

- 8.1.0 Standing Purchase Committee-I (SPC-I) will consider procurement of items which are needed on an on-going basis, such as, general chemicals, glassware, sanitary stores, hard-ware items, paints, oils, lubricants, photographic material, stationary items, soaps, detergents and other cleaning material, building materials, electric goods and electronic components required for maintenance and replacement, spare parts, Liveries, computer consumables and course material/camp equipment costing upto Rs. 2.00 lacs. For all these items, a minimum and maximum level will be maintained by SPC I which should be clearly indicated when the indent comes up for consideration before the SPC-I. The provision of para 26 may be observed.
- 8.2.0 The SPC-I will also consider procurement of furnishing, decorative items, crockery, cutlery, bed Linen, curtains and other items of minor value.
- 8.3.0 The SPC-I will function under the chairmanship of Head of Office. There will be five members, namely one HoD (to be nominated by Director), user officer, Finance Officer & Internal Audit Officer. Administrative Officer/Academic Officer (as the case may be) will act as member secretary. The senior most member will act as alternate chairman in the absence of Chairman. Presence of all members for the meeting is mandatory. In case of dissent by any member including finance member, the Director shall record reasons in writing while giving his decision. This committee will meet as and when necessary.
- 8.4.0 The SPC-I will devise its own methods within the ambit of the extant rules & regulations on the subject for making purchases. However, its function will broadly include the following:
- a) It will decide periodicity of procurement of the repetitively needed items by fixing the minimum and maximum levels.
 - b) It will make relevant specification for such purchases.
 - c) It will decide the mode of procurement. The detailed procedures and practices in this regard are given at 11.0.0.
- 8.5.0 Purchases without calling for quotations up to Rs. 15000/- without any ceiling on any occasion may be made by the Head of Office. Further, these powers can be exercised without reference to SPC-I/SPC-II and the requisite certificate as per Annexure “A” should be furnished by the officer exercising these powers.

9.0.0 Standing Purchase Committee-II (SPC-II)

- 9.1.0 The SPC-II will consider procurement of major one-time purchases, such as computers, equipments, machinery, plants, special accessories & spares, and furniture items costing more than Rs. 2.00 lacs. This committee will also consider regular/annual maintenance contracts of these items wherever applicable.
- 9.2.0 Emergency purchases of items coming under purview of SPC-I will be handled by SPC-I and for items coming under the purview of SPC-II will be handled by SPC-II.
- 9.3.0 The SPC-II will be constituted by the Director under the chairmanship of Dean. The other members' will be two scientific officers, Finance Officer, Internal Audit Officer & Administrative Officer / Academic Cell who will act as member convenor also. The senior most member will act as alternate chairman in the absence of Chairman. The concerned indenter/project leader or officer nominated by the Project Leader shall be co-opted as a member of the committee in case the SPC so desires. The co-opted member can only advise the committee.
- 9.4.0 The quorum will be 50% with the proviso that the presence of Chairman, FO or IAO, one HoD and Administrative Officer / Academic Cell is mandatory. In case of dissent by any member, the Director shall record reasons in writing while giving his decisions. The SPC-II will meet as and when required.
- 9.5.0 The SPC-II will go through carefully the specifications given by the indenter and make it as broad-based as possible in order to induce competition. The very purpose of the SPC-II is to ensure that fair chance is given to every genuine competitor. Thus, restrictive clauses and tailor-made clauses that suit a particular or a Group of suppliers should be avoided. It may also request the Director, if necessary, to constitute a Technical Committee with experts from outside to finalise specifications of special items of procurement.
- 9.6.0 The SPC-II shall device its own methods and procedures within the ambit of the extent rules and regulations for making purchases as quickly as possible. As regards the mode of purchase the detailed procedure and practices in this regard are 11.0.0.
- 9.7.0 The Chairman of the SPC-II will forward the recommendations of the SPC to the competent authority for approval through a check list for equipments costing more than Rs. 10.00 lakhs.
- 9.8.0 Emergency purchases valuing more than Rs. 15,000/- may be recommended by SPC-I/SPC-II by constituting a sub Committee either by collecting hand quotations and placing it before the SPC-I/ SPC-II or by deciding the purchase on the spot after surveying the market within the sanctioned amount. For this the sub Committee will be the user, representatives of member Finance and Stores & Purchase. For this purpose the Sub-Committee has to furnish a Certificate as per Annexure-C.
- 9.9.0 For purchase of goods costing above Rs. 15000.00 and up to Rs. 100000.00 only on each occasion and without any ceiling may be made on the

recommendations of a duly constituted local purchase committee consisting of three members of an appropriate level as decided by the Director. The requisite certificate as per Annexure “B” should be furnished and the indenter should ensure availability of funds before sanctioning the expenditure. Indenter must enclose the indent, quotation of the firm selected by the duly constituted Committee along with terms & conditions and the requisite certificate and forward to the Purchase Section for further necessary action. The Administrative Officer/Academic Officer thereafter has to place purchase order as recommended without reference to SPC-I/SPC-II.

10.0.0 Indents

- 10.1.0 They shall be thoroughly checked in order that they are strictly raised as per the Purchase Procedure. The Administrative Officer / Academic Cell should not normally accept indents, which are faulty or incomplete and return such indents to the indenter within two working days. Minor defects in the indents, however, should be set right by discussions with the indentors.
- 10.2.0 The Administrative Officer / Academic Cell shall ensure while purchasing office equipment that the provisions of official Language Act 1963 are complied with.
- 10.3.0 The Administrative Officer / Academic Cell shall check that items sought to be imported do not fall within the restrictive list contained in the Exim policy.
- 10.4.0 The Administrative Officer / Academic Cell shall satisfy himself if necessary by verifying from Finance Officer that funds are available commensurate with the delivery schedule.
- 10.5.0 The Indenter/PI/HOD shall ensure that the specifications suggested by the indenter confirm to the latest BIS specifications wherever applicable.
- 10.6.0 Since speed is of the essence, the Administrative Officer / Academic Cell while vetting the indents must play a facilitating role. This role is to guide the indenter in order that the right item is bought at the right price. If necessary, he could help the indenter raise the indent in the correct manner by giving him relevant inputs.

11.0.0 Mode of Procurement

- 11.1.0 The SPC must select after deliberation one of the following modes of procurement:
 - a) Open tender - by advertising in the press.
 - b) Limited tender - by sending written enquiries to known, reputed suppliers.
 - c) Single tender - by sending written enquiries to a single supplier if it is in the knowledge of the indenter that the stores/equipment required is manufactured only by that supplier and none else.
- 11.2.0 Advertised or open tender must be resorted to when the purchase value is beyond Rs. 25.00 lakhs. Splitting of indents, in order to bring it outside the ambit of open tender method is strictly prohibited. In addition, a demand should not be deliberately divided to avoid necessity of obtaining sanctions of higher authority.