PURCHASE MANUAL

INDIAN INSTITUTE OF TECHNOLOGY
(INDIAN SCHOOL OF MINES)
DHANBAD

MAY 2026

PART I: PURCHASE PROCEDURE

1. About the Manual.

The policy of the Indian Institute of Technology (Indian School of Mines), Dhanbad is to make procurement of stores in such a way that efficiency, economy and transparency in the processes of procurement can be envisaged and the human resource involved in the process can effectively exercise their financial powers for making procurements in all stakeholders' interest.

This procurement manual elaborates the principles of segregation of responsibilities between requisitioning and procurement departments by specifying several of such separate and distinct functions within the overall procurement system. The procurement manual underlines the best practices available to help the institute to procure goods and services that meet the specifications at the best value for money and within the required time frame. This manual should be used as the definitive guide for procurement rules and should be followed in letter and spirit.

All rules as mentioned in General Financial Rules 2017 (GFR 2017) along with amendments / modifications in GFR notified by Ministry of Finance (Govt. of India) from time to time will be applicable for procurement of goods and services at IIT (ISM) involving grant in-aid of Government.

Nominated Purchase officer [Addl. Registrar (P&S)/JR (P&S)/DR (P&S)/AR (P&S)] may propose an addition/alteration /modification of rule time to time to meet the compliance requirements as per the approval of Director.

Director of the Institute may relax any rule for a particular purchase file in case-to-case basis provided that it is duly recommended by the concerned Departmental Purchase Advisory Committee (DPAC)/Institute Purchase Committee (IPC) with detailed justification. However, any such relaxation cannot be ground for relaxation in other purchase files / other cases.

These rules are not applicable in case of Works / Building construction / purchases of Books, Periodical and Journal for the Institute Library/ special collaborative projects/World bank assisted projects.

1.1 Intent of the Manual.

The intent/objective of the manual can be summarised as follows:

(i) To attain best value for money taking into account principles of efficiency, economy and transparency to satisfy the long-term goals of IIT (ISM), Dhanbad.

(ii) Transparent and fair procurement process facilitating optimum competition possible in procurement of goods and services.

(iii) Providing sufficient notice & opportunity to bidders and hence provide equal opportunity to market players to do business with the institute.

(iv) Ensuring proper diligence and accountability in all procurement decisions.

(v) Achieving a uniform, systematic, efficient and cost-effective procurement process. The process should also be in accordance with the applicable rules & regulations of the Government.

(vi) Procuring all stores funded by government agencies as per the General Financial Rules (GFR), Government of India, prevailing from time to time.

2. Abbreviations and Definitions.

2.1 Abbreviations.

AR - Assistant Registrar

Addl. R - Additional Registrar

AS – Accounts Section

EB – Executive Board

CA – Competent Authority

CI – Consultant In-charge

CS – Consumable Stores

CFA – Competent Financial Authority

CPPP - Central Public Procurement Portal

DPAC - Departmental Purchase Advisory Committee

DOFP – Delegation of Financial Powers

DORD – Dean (R&D)

DR - Deputy Registrar

FC – Financial Concurrence

JEE – Joint Entrance Examination

JR – Joint Registrar

GeM – Government e-Marketplace

GFR – General Financial Rules

HoC – Head of the Centre

HoD – Head of the Department

HoS – Head of the Section

IA – Internal Audit

IPC – Institute Purchase Committee

IR – Inspection Report

LPC – Local Purchase Committee

LTA – Limited Time Asset

NCS – Non-Consumable Stores

P&S - Purchase & Stores

PC – Project Coordinator

PI- Principal Investigator

PPF – Purchase Proposal Form (Indent Form)

PSO – Purchase & Stores Officer (Addl.R/JR/DR/AR)

R&D – Research and Development

RC – Rate Contract

2.2 Definitions.

Approved format: At different places in this Manual reference is made to approved formats. All such formats shall be approved by the Director from time to time. The approved formats, as at present, are enclosed in Appendices I - XIX.

Consultant In-charge: An employee or any person authorized by the Competent Authority of the institute whose name is recorded as a Consultant In-charge in the records pertaining to the consultancy project in the office of Dean (R&D).

Competent Authority: The financial limits up to which the concerned person has the authority to approve purchases within the allocated budget of the department/project/ financial area as specified in Section 5.0 'Indent Approval and Financial Sanctioning Powers'.

Department: Department shall imply Department/Inter-Disciplinary Program/Centre/Central Facility/Section or any entity in the Institute that has a separately allocated budget.

Indenter: The individual who initiates and signs the purchase proposal (Indent) form shall be referred to as an indenter.

Project: Project shall mean and include any sponsored research, consultancy project or any other activity which has a valid project number, given by the R&D office of the Institute.

Principal Investigator/ Project Coordinator: An employee or any person authorized by the competent authority of the institute whose name is recorded as a Principal

Investigator/ Project Coordinator in the records pertaining to the project in the R&D office.

Rate Contract: A Rate Contract (RC) is an agreement between the purchaser and the supplier(s) for supply of specific goods and allied services, if any, at specified price and terms and conditions during the period covered by the Rate Contract.

Seller: A seller refers to the company/vendor/dealer/agent/ individual party from whom the institute may potentially procure goods or services.

Temporary Contingent Advance: It is an advance which can be taken to meet contingent expenses on NCS/LTAs/CS/Miscellaneous items. This should normally be taken from the appropriate budget head.

3. Classification of Stores.

<table>
<tr><th rowspan="2">Types</th><th colspan="2">Non-Consumable Stores (NCS)</th><th rowspan="2">Consumable Stores (CS)</th></tr>
<tr><th>Permanent Asset (PA)</th><th>Limited Time Asset (LTA)</th></tr>
<tr><td>Details</td><td>Store satisfying any one of the following conditions shall be classified as Permanent Asset.

a) Stores that are intended to be used over prolonged period (more than 05 years) before becoming unusable/ unserviceable /beyond economic repair/obsolete.
b) Office furniture and fixtures.</td><td>Store satisfying any one of the following conditions shall be classified as Limited Time Asset.
a) Store costing of any amount and having a useful life of less than or equal to 5 years, which rapidly loss their value/relevance with the lapse of time or have very little or negligible disposal value.
b) Stores that can be upgraded either by replacing components/parts or which can be rendered obsolete by the release of new versions or editions.
c) Stores which can be used over any period of time but costing less than Rs. 75,000/- excluding office furniture and fixtures.

Examples of LTAs are PCs, Laptops, Tablets, Cameras, Mobiles, Projectors, LFT Monitors, Fax Machines, Software etc.</td><td>Store satisfying any one of the following conditions shall be classified as Consumable Stores.
a) Stores which exhaust rapidly with lapse of time (having less than one year of life).
b) Stores that are rapidly rendered unusable due to normal wear and tear.
c) Stores that have negligible disposal value.
d) Spare parts of equipment etc under PA or LTA category,

Examples of Consumable Stores are Chemicals, Stationary items, printer toner/cartridges, pen drives, computer parts requiring replacements (mother board, RAM, External Hard Disk up to value of Rs. 20,000/-) etc., Batteries of any kind (as a replacement only) (like UPS, Laptops, mobiles, portable instruments etc.), electronic components like resisters, capacitors, connectors, electrical wires, plugs, switches, tool bits and hand tools etc.</td></tr>
<tr><td>Stock Entry</td><td colspan="2">Asset Register of the institute and the NCS Stock Register of the appropriate department.</td><td>CS Stock Register of the appropriate department. For projects, the CS shall also be entered in the CS Stock Register of the department.</td></tr>
</table>

4. Purchase of Goods.

S. No.	Goods Value	Disposing End	Process
1	Up to Rs. 1,00,000 (Rule 154 of GFR 2017) ***Note: As per special provisions notified by Ministry of Finance, Govt. of India, vide OM no. F.20/42/2021-PPD dated 05.06.2025, for the procurement of scientific equipment and consumables for research purposes, the limit under rule 154 of GFR 2017 shall be Rs. 2,00,000.***	Individual	Purchase from relevant source without indent and quotations with valid GSTIN invoice subject to the approval of the Competent Authority as per the approved DoFP, as applicable. After recording necessary certificate and stock entry details on the back side of the invoice, the invoice along with Appendix-XII and Appendix-X (in case of NCS only) shall be sent to Account Section (General Accounts/Project Accounts) for payment / reimbursement.
2	Above Rs. 1,00,000 and up to Rs. 10,00,000 by market survey through LPC (Rule 155 of GFR 2017) ***Note: As per special provisions notified by Ministry of Finance, Govt. of India, vide OM no. F.20/42/2021-PPD dated 05.06.2025, for the procurement of scientific equipment and consumables for research purposes, the limit under rule 155 of GFR 2017 shall be above Rs. 2,00,000 and up to Rs. 25,00,000.***	Department/ Section	1. The LPC as approved by Head of the Department/Section shall be responsible to carry out purchase. The LPC will survey the market to ascertain the reasonableness of rate, quality and specifications and identify the appropriate supplier. The LPC will certify the quality and price reasonability. 2. The indent for purchase of goods through LPC must be approved by the Competent Authority as per DoFP the Institute.
3	Above Rs. 1,00,000 and up to Rs. 10,00,000 through bidding ***Note: As per special provisions notified by Ministry of Finance, Govt. of India, vide OM no. F.20/42/2021-PPD dated 05.06.2025, for the procurement of scientific equipment and consumables for research purposes as per OM no. F.20/42/2021-PPD dated 05.06.2025, the limit under this clause shall be above Rs. 2,00,000 and up to Rs. 25,00,000.***		The DPAC as approved by the Competent Authority* responsible for carrying out purchase by inviting quotations from more than three bidders through email/hard copy. The PO to L-1 responsive bidder shall be issued by HoD/HoC/HoS/PI/PC/CI subject to availability of fund and sanction of the Competent Authority as per DoFP the Institute.
4	Above Rs. 10,00,000 I. Advertised Tender Enquiry (Rule 161 of GFR 2017) II. Limited Tender Enquiry (Rule 162 of GFR 2017) III. Single Tender Enquiry (Rule 163 of GFR 2017) ***Note: As per special provisions notified by Ministry of Finance, Govt. of India, vide OM no. F.20/42/2021-PPD dated 05.06.2025, for the procurement of scientific equipment and consumables for research purposes, the limit under this clause shall be above Rs. 25,00,000.***	Purchase Section	The DPAC as approved by the Competent Authority* will recommend the indent for approval by CFA. After the approval of Indent, P&S section will invite bids/tenders (in two bid system except single tender enquiry). The technical evaluation shall be done by the DPAC. The DPAC shall prepare technical evaluation statement for technically qualified and technically not qualified bids and give its recommendations for opening of financial bids and for issue of the Purchase Order to responsive L1 bidder subject to availability of Fund (FC), Internal Audit Clearance and Sanction by CFA. In case the value of the procurement is more than 50 lakhs then after receiving clearance from Internal Audit and Financial Concurrence from the Account Section complete file shall be forwarded to the IPC. IPC shall scrutinize the complete file and give its recommendations for issue of the Purchase order to the responsive L-1 bidder.
5	Purchase of Goods from GeM.	Individual/ Department/ Section/ Purchase Section	As per section 4.3 of purchase manual following Institute directives/GFR. ***Note: Pre-audit is not required for procurement made through GeM of any value.***
6	Purchase of Goods under Rate Contract.	Department/ Section/ Purchase Section	As per section 23 of purchase manual following Institute directives

*The Standing DPAC of the Departments/Sections/Centre approved by the Deputy Director/Director may be used for all the procurements of the concerned Department/Section/Centre.

4(A). Special provisions for the procurement of scientific equipment and consumables for research purposes as per OM no. F.20/42/2021-PPD dated 05.06.2025.

The O.M. No. F.20/42/2021-PPD dated 05.06.2025 issued by the Ministry of Finance regarding implementation of special provisions for Scientific Ministries/Departments in General Financial Rules (GFR) 2017 for the procurement of scientific equipment and consumables for research purposes. The details of monetary ceilings are as under:

GFR 2017 Rule	General Procurement (non-GeM only) Monetary ceiling	Special Provision Procurement (non-GeM only) Monetary Ceiling as per OM No. F.20/42/2021-PPD dt. 05.06.2025.
Rule 154 Direct Purchase	Up to Rs. 1,00,000/-	Up to Rs. 2,00,000/-
Rule 155 Purchase through LPC	Above Rs. 1,00,000/- and upto Rs. 10,00,000/-	Above Rs. 2,00,000/- and upto Rs. 25,00,000/-
Rule 162 Limited Tender Enquiry	Above Rs. 10,00,000/- and upto Rs. 50,00,000/-	Above Rs. 25,00,000/- and upto Rs. 1,00,00,000/-
Rule 161 Advertised Tender Enquiry	Above Rs. 50,00,000	Above Rs. 1,00,00,000/-

For procurement under special provision monetary ceilings, Indenter must submit certificate in **Appendix-XVII** stating that the procurement being made is "a scientific equipment or consumable required only for research purpose".

A list of such procurement should be maintained at the Department/Centre/Section level and same may be compiled and shared with Purchase and Stores Section at the end of every financial year for further forwarding to Ministry of Education.

4.1 Purchase of goods/services without quotations (Rule 154 of GFR 2017).

4.1.1 Purchase of goods/services up to a value of Rs.1,00,000 (Rs. 2,00,000, for the procurement of scientific equipment and consumables for research purposes as per OM no. F.20/42/2021-PPD dated 05.06.2025) on each occasion may be made without raising indent and inviting quotations/bid subject to approval of competent authority as per the approved DoFP, as applicable (HoD/HoC/HoS/PI/PC/CI) on the basis of a certificate recorded by him/her on the back side of the invoice. The format of the certificate is as follows.

I,………………. (name of HoD/HoC/HoS/PI/PC/CI**), am personally satisfied that these goods/services purchased are of the requisite quality and specification and have been purchased from a reliable supplier at a reasonable price."**

Signature of HoD/HoC/HoS/PI/PC/CI

An audit is not required for procurement values up to Rs. 1,00,000 (Rs. 2,00,000, for the procurement of scientific equipment and consumables for research purposes as per OM no. F.20/42/2021-PPD dated 05.06.2025. Appendix-XVII is mandatory.). However, a sample audit may be carried out by the IA section upon request from the Account Sections. The procured items shall be entered in the appropriate Stock Register/Assets Register maintained by the concerned Department and same shall be recorded on the back side of invoice. After recording necessary certificate and stock entry details on the back side of the invoice, the invoice along with Appendix-XII and Appendix-X (in case of NCS only) shall be sent to Account Section for payment to the supplier/reimbursement to the indenter.

4.2 Purchase of goods/services by Local Purchase Committee (Rule 155 of GFR 2017).

4.2.1 Purchase of goods/services costing above Rs. 1,00,000 and up to Rs.10,00,000 (above Rs. 2,00,000 and up to Rs. 25,00,000 for the procurement of scientific equipment and consumables for research purposes as per OM no. F.20/42/2021-PPD dated 05.06.2025. Appendix-XVII is mandatory.) on each occasion may be made on the recommendations of a duly constituted Local Purchase Committee (LPC) consisting of three members of an appropriate level as decided by the Head of the Department/Section/Centre. The committee will survey the market to ascertain the reasonableness of rate, quality and specifications and identify the appropriate supplier.

4.2.2 While recommending placement of the purchase order, the members of the committee will jointly record a certificate as under.

"**Certified that we, members of the purchase committee are jointly and individually satisfied that the goods/services 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/services in question, and it is not debarred by Department of Commerce or Ministry/ Department concerned**."

Note: 1. **The above modes of procurement (4.1 & 4.2) to be used only when the required goods are not available on Government e-Market place (GeM) as stipulated in the OM No. 6/1/2018-PPD dated 19.01.2018 of Ministry of Finance, Government of India.**
2. **All the HoD/HoC/HoS will invariably maintain the records of above mentioned procurements**.

4.3 Purchase of Goods/services through Government e-Marketplace (Rule 149 GFR 2017).

For procurement of common use goods and services, Government e-Marketplace (GeM) should be preferred. The GeM portal may be utilized by institute for direct online purchases as under:

(i) Up to Rs. 1,00,000 through any of the available suppliers on the GeM, meeting the requisite quality, specifications and delivery period.
Note: In case of automobiles, procurement under this sub-rule is permitted without any ceiling limit.

(ii) 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, specifications and delivery period. The tools for online bidding and online reverse auction available on GeM can be used by the Buyer even for procurements less than Rs. 10,00,000.

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

An audit is not required for procurement values up to Rs. 1,00,000/-. However, a sample audit may be carried out by the IA section upon request from the Account Sections. All the direct procurements under point (i) and point (ii) above shall be executed by the departments/sections/centres. Bids/Reverse Auctions under point (ii) above and all procurements under point (iii) above shall be executed by the Purchase Section of the Institute as follows:

Normal Bidding/Category based Bidding: Under this category, for the items which are available on GeM portal, buyers can initiate a bid for the specific product/category so that eligible vendors can participate for their product/services registered on GeM.

Custom Bidding: This mode may be adopted when categories/items are not available on GeM. The Custom Bid functionality allows Buyers to create a custom catalogue by providing relevant information such as Title, reference price, selling unit, specifications, reference images, related categories etc for unavailable items. Duly signed GeM Availability Report generated by the indenter/PI/CI/HoD and Undertaking for Custom Bid/BoQ Bid are mandatory for the custom Bid. The Custom Bidding provides capability to the Buyer to customize their eligibility criteria, scope of work, additional terms and conditions.

BoQ Bidding: In case the desired product is unavailable on the GeM portal, and if buyers wish to amalgamate other products and services, they can create a BoQ so that the sellers can participate against the requirement in the GeM bidding process. A minimum of five line items are required for BoQ bidding. Duly signed GeM Availability Report generated by the indenter/PI/CI/HoD and Undertaking for Custom Bid/BoQ Bid are mandatory for the custom Bid.

The P&S Section shall prepare the draft bid (Normal Bid/Custom Bid/BoQ Bid) as per the technical specifications/terms and conditions duly recommended by the DPAC and guidelines of the GeM/Govt. of India. The draft bid shall be vetted by the indenter. The draft bid vetted by the indenter shall be published on GeM portal. For smooth bidding process points/steps as mentioned in clause 4.6 may be followed.

Pre-audit is not required for procurement made through GeM of any value.

Appropriate directives from the Competent Authority will be issued from time to time to the Departments/Sections as applicable.

4.4 Departmental Purchase Advisory Committee (DPAC).

4.4.1 The DPAC shall normally be a four members committee. The constitution of the DPAC shall be as under:

1. Head of the Department/Centre/Section/Unit–Chairman,
2. Two Faculty members (in case of Academic Department) /Two officers or senior staff members (in case of Centre /Section/Unit)– Member,
3. Indenter.

4.4.2 In project related purchase, PI/PC/CI shall be one of the members of DPAC. In any case Chairman of the DPAC cannot be the indenter.

4.4.3 Minimum three members (Chairman, one member as at sl. no.-2 of 4.4.1 above and Indenter are compulsory).

4.4.4 In the absence of HoD, the official having charge of HoD may convene the DPAC meeting.

4.4.5 Each DPAC will be constituted with the approval of the Competent Authority. The Standing DPAC of the Departments/Sections/Centres approved by the Deputy Director/Director may be used for all the procurements of the concerned Department/Section/Centre.

4.4.6 The function of DPAC shall be as under:

(a) to examine the need of purchase.
(b) to suggest complete specification of the store indented.
(c) to indicate available source of supply in case of scientific/technical/ sophisticated/made to order equipment.
(d) to examine the authenticity of proposal wherever required.
(e) to examine the Techno-commercial / technical bids / EoI / financial bids and give suitable and logical recommendations.
(f) to review its recommendations in response of Internal Audit section/IPC.
(g) DPAC will be fully responsible for item procurement justification, price justification, and justification about proprietary nature of the item.
(h) DPAC will be responsible for any kind of technical query/observation received from firms/Internal Audit/CAG Audit/Central Vigilance Commission.

4.4.7 The recommendation of the DPAC would be put up for approval of the competent authority by the Indenting Department/ Section. After getting approval, the proposal will be forwarded to the Purchase section for taking procurement action.

4.5 Purchase of goods/services by obtaining bids at Department Level (Non-GeM procurement).

4.5.1 All goods/services of value more than Rs.1,00,000 (Rs. 2,00,000, for the procurement of scientific equipment and consumables for research purposes as per OM no. F.20/42/2021-PPD dated 05.06.2025) need to be indented through a Departmental Purchase Advisory Committee (DPAC). For procurement under special provision monetary ceilings, Indenter must submit certificate in **Appendix-XVII.**

4.5.2 Purchase of goods/services up to Rs. 10,00,000 (Rs. 25,00,000, for the procurement of scientific equipment and consumables for research purposes as per OM no. F.20/42/2021-PPD dated 05.06.2025) by the DPAC by calling quotations through e-mail/written enquiry and placing formal purchase order to L1 responsive bidder. Quotations must be asked from more than three supplier firms. At least 3 quotations are required.

4.5.3 No Purchase for more than Rs. 1,00,000 (Rs. 2,00,000 for the procurement of scientific equipment and consumables for research purposes as per OM no. F.20/42/2021-PPD dated 05.06.2025) will be made without IA clearance & Finance Concurrence from the respective budget head. In case of deviation from the same, no post facto FC shall be accorded. For processing of such payment, approval of the Deputy Director/Dean (R&D) must be obtained by the department.

4.5.4 The HoD/HoC/HoS/PI/PC/CI/Competent Authority vested with financial powers as per DoFP will be the sanctioning authorities for the expenditure within the limits of this clause including advance payments if required.

4.5.5 For the purchase of goods/services up to Rs. 10,00,000 (Rs. 25,00,000, for the procurement of scientific equipment and consumables for research purposes as per OM no. F.20/42/2021-PPD dated 05.06.2025) under this clause, the purchase order/supply order will be issued by HoD/HoC/HoS/PI/PC/CI.

4.5.6 All the HoD/HoC/HoS will invariably maintain the records of above mentioned procurements.

4.6 Purchase of goods/services by obtaining bids at Purchase Section (Non-GeM procurement).

4.6.1 Non-GeM purchase of all goods/services not covered under clause 4.1, clause 4.2, and clause 4.5 above will be taken up by the Purchase Section based on the approved indent received from the HoD/HoC/HoS/PI/PC/CI along with the recommendations of the DPAC and approval of CFA.

4.6.2 All bids will be obtained through e-procurement system of CPPP in electronic mode only.

4.6.3 All bids will be obtained in two-bid system (simultaneous receipt of separate technical and financial bids) through e-procurement system in electronic mode only.

4.6.4 The Notice Inviting Tender (NIT)/Bid shall be hosted on the institute's website.

4.6.5 For the procurement of goods of estimated value of Rs. 50 lakhs (Rupees Fifty Lakh) and above, Advertised Tender Enquiry should be made in the CPPP.

4.6.6 There should be minimum 21 days from the date of floating of the tender for submission of bids by the prospective bidders.

4.6.7 Bid opening dates will be kept two days after the bid submission deadlines for all e-procurement modes and same day for hard-copy sealed tender mode. Bid submission deadline and its opening date must be a working day only. If these dates falls under any holiday or weekend day, then these dates will be re-scheduled suitably by the P&S Section.

4.6.8 The bidders must be informed about the date, time and venue of tender opening so that they may attend the same, if interested.

4.6.9 In case, number of submitted bids are less than three, then P&S section will extend the bid submission deadline by another two weeks. Even after this extension, total number of received bids are less than three, then bids will be opened irrespective of number of bids (even if one bid is received) on this extended scheduled date & time.

4.6.10 If the total number of submitted bids is zero, then the purchase process will be closed, and the indent will be cancelled.

4.6.11 After opening of bids, the techno-commercial / technical bids will be forwarded to DPAC for technical bid evaluation.

4.6.12 DPAC will evaluate all the technical bids and submit its clear recommendations.

4.6.13 If any query/clarification is sought from the bidder by DPAC/IPC, then the same will be communicated to the bidder by the P&S Section. Bidders are required to submit clarifications/replies of queries within five days. If Bidder(s) will fail to submit the clarifications/replies within five days, then DPAC may take decision in this regard and may declare such bid(s) non-responsive.

4.6.14 The final recommendations of DPAC will be forwarded to P&S section. The DPAC must mention details of technically qualified bidders and/or technically not qualified bidders along with reasons in its minutes. The remarks regarding opening of financial bids of technically qualified bidders must be clearly mentioned in the minutes of the DPAC. The DPAC shall also prepare a technical bid comparative statement for the received bids and same must be attached with the decision of the DPAC.

4.6.15 Based on the final decision of DPAC, financial bids will be opened by P&S section and will be forwarded to the DPAC for final evaluation. The DPAC shall give its clear recommendations for placement of order to L-1 bidder. The recommendations must also contain the following statement:

"The DPAC recommended to issue the Purchase Order to L-1 bidder i.e M/s…………………with total value of Rs………………….."

4.6.16 Based on Lowest (L-1) offer and recommendation of DPAC, P&S section will forward the file to Internal Audit Section for audit clearance and financial concurrence. After receiving the audit clearance and financial concurrence, P&S Section shall obtain expenditure sanction from the competent authority for placing purchase order. Addl. R/JR/DR/AR (P&S) shall issue the Purchase Order/Work Order/Supply Order. All draft P.O. are required to be duly checked by Purchase & Stores Officer and vetted by the Indenter before placement of purchase order.

4.6.17 After placement of order, Indenter will coordinate with the supplier for supply/ delivery and installation of the item/to complete the works on time as per purchase order.

4.6.18 If item is received in the department then indenter shall inform the P&S Section immediately with duly filled Appendix-II. Once the items are installed by the seller /works are completed as per purchase order, then indenter shall submit the Payment Proposal Form (in triplicate), Information for Asset Register (in triplicate), Invoices with stock entry details, Installation Report/Work Completion and Warranty Certificate (if applicable) to P&S section through HoD/HoC/HoS.

4.6.19 After getting all the documents from the supplier required for payment release process viz. Invoice / challans, Performance Security etc. and stock entry details etc. from the indenter / department, P&S Section will make the appropriate entry in the Central Stock Register and forward the file to Finance & Account section for release of payment after LD deduction (if any) and entry in Central Stock Register.

4.6.20 Finance & Accounts section will release the payment as per rules / procedures and intimate the supplier with details of the amount viz., PO amount, Invoice Amount, LD, TDS, final net paid amount, UTR / DD No. etc. via e-mail. If any query from the vendor / indenter is required, then P&S Section will ask for the same from the vendor/ indenter.

4.6.21 The purchase file is required to be returned to P&S Section after payment along with payment details (amount, TDS, UTR / DD / Cheque no. etc.) and a copy of e-ledger / ledger / e-mail sent to vendor.

4.7 Limits of purchases as laid down above can be amended by Director from time to time taking into account of GFR 2017.

5. Indent Approval and Financial Sanctioning Powers.

5.1 The financial limits up to which the concerned person has authority to approve and sanction purchases within the allocated budget of the department/project/functional area is as per the financial limits approved by the BoG in the name of 'delegation of financial powers (DOFP)'. 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.

5.2 An extract of DOFP is shown in Table below:

S. No.	Competent Financial Authority	Financial Powers as per DOFP (Rs. in Lakhs)	
		Non-Consumable	Consumable
1	HOC/PI/PC/CI (Sponsored Projects and Consultancies)	4.00	1.00
2	Registrar/Heads of the Academic Departments/Deans	4.00	1.00

3	Dean (R&D) (Sponsored Projects and Consultancies)/Dean (CEP)/Dean(IRAA)/Dean(IIE)	20.00	4.00
5	Deputy Director	20.00	4.00
6	Director	No upper limit	

The above-mentioned Table may be replaced as and when DOFP changes

5.3 Finance & Account section will block the required fund for the proposed indent, which is called Financial Concurrence. Before any purchase, concerned Head must ensure the availability of the required fund i.e. Financial Concurrence (FC) should be obtained before any purchase. In the absence of FC, purchase procedure must not be initiated. In the anticipation / expectation of any grant in future or availability of fund in future, any purchase procedure should not be initiated. An indent should be considered by the final indent approving authority only after ensuring of fund availability and FC. In case of deviation from the same, No post facto FC shall be accorded. For processing of payment, approval of the Deputy Director/Dean (R&D) must be obtained by the department.

5.4 FC should normally be accorded for 10% above of the estimated cost.

5.5 Immediately after completion of purchase procedure and 100% release of payment in respect of the purchase, balance FC (if any) should be cancelled by F&A section, so that balance fund can be utilized for other purchases / purposes.

5.6 F&A section will arrange with the help of MIS team for development of an automated system for FC, so that concerned Head can check the budget / fund availability for his/her department/centre/section/unit and can block the required fund at his/her end using this automated system. Such automated system will reduce the time in FC process.

6. Purchases from Government Organizations.

Stores manufactured by Public Sector Undertakings, Government Organizations like Khadi Bhandar, State Khadi Udyog, Coir Board of India, KVIC, NTC etc. and such other stores/materials the prices of which are controlled/fixed by the Government may be purchased without inviting quotations from the open market . In case of availability of more than one government organization for a particular item, purchase may be made after getting quotations from the government organizations. Whenever a new government organization approaches for making supplies, they may be asked to submit documents authorizing purchase from them.

7. Emergency Purchases.

7.1 On the specific recommendation of the HoD/HoC/HoS/PI/PC/CI, emergency purchases may be made to meet any emergent requirement of stores with the prior approval of the Director. Such purchases will not require processing of orders through the IPC and may be made on single/limited quotation basis.

7.2 Any such purchase, costing more than Rs. 50.00 lakh along with the circumstances under which the purchases had to be made shall be reported to the Chairman, BoG for his information.

8. Negotiation.

Negotiation with bidders after opening of bid should 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 /single proprietary bidder with the prior approval of Director, IIT (ISM). All the guidelines issued by the CVC regarding negotiation must be followed.

9. Repeat Orders.

Repeat orders are processed subject to the following conditions:

i. The repeat order can be made with no change in the rates, specifications as well as terms & conditions of supply.
ii. The repeat order shall be placed within 6 months from the date of the initial placement of purchase order or 4 months from the date of satisfactory installation whichever is later.
iii. After ensuring that there is no reduction in the cost of the item(s).
iv. No repeat order will be placed if buy-back is involved in the purchase.
v. Any amendment of initial order shall not be considered for repeat order.

10 Purchase under Buy Back scheme.

If any item is purchased under buy back scheme for old one, quotations are to be invited clearly mentioning the specification of old and new item asking the buyback offer from the vendors. When it is decided with the approval of competent authority to replace an existing old item(s) with a new and better version, 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 perspective and interested bidders may formulate their bids accordingly.

11. Single Tender Enquiry [Rule 194 of GFR 2017].

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/ provider of the required goods/ services.

(ii) In a case of emergency, the required goods/ services are necessarily to be purchased from a particular source and the reason for such decision is to be recorded and approval of competent authority to be 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.

(iv) Under some special circumstances, it may become necessary to select a particular consultant where adequate justification is available for such single source selection in the context of the overall interest of the Ministry or Department. Full justification for single source selection should be recorded in the file and approval of the competent authority obtained before resorting to such single-source selection.

(v) It shall ensure fairness and equity, and shall have a procedure in place to ensure that the prices are reasonable and consistent with market rates for tasks of a similar nature; and the required consultancy services are not split into smaller sized procurement.

Proprietary Article Certificate in Appendix-XVIII must be submitted before procuring the goods/services from a single source.

<u>Proprietary Article Certificate</u>

1. The Equipment/Instrument/Store wanted is/are manufactured by M/s...
....
2. No other make is acceptable for the following reasons:
....
....

Signature of the Indenter
Name:..
Deptt./ Centre/ Section:..

3. Approval of HoD/HoC/HoS ....

12 Bid Security (EMD) and **Performance Security.**

12.1 Bid Security (EMD): In case of advertised or Limited tender enquiry, where value is Rs. 10,00,000/- or above, Bid Security (also known as Earnest Money Deposit) to be obtained from the bidders, except Micro and Small Enterprises (MSEs) as defined in MSE Procurement Policy issued by Department of Micro, Small and Medium Enterprises (MSME) or are registered with the Central Purchase Organisation or the concerned Ministry or Department [or Startups as recognized by Department for Promotion of Industry and Internal Trade (DPIIT)] as amended by the Government of India from time to time. The amount of bid security shall be 2% to 5% (or as per amendment in GFR time to time) of the estimated value of the

Bid and may be submitted in any form as per Rule 170 of GFR 2017 to safeguard the purchaser's interest in all respects.

12.2 Performance Security: Performance Security is not mandatory for the purchase value up to Rs. 10,00,000. However, if the LPC/DPAC requires, the same may be asked for. The Performance Security should be 3% to 5% (or as per amendment in GFR time to time) of the Purchase order value. Performance Security may be furnished in any form as per Rule 171 of GFR 2017 and should remain valid for a period of 60 days beyond the date of completion of all contractual obligations of the supplier, including warranty obligations.

13 Pre-requisite of Firms & Blacklisting.

The following pre-requisites shall be complied with by the firms for participating in purchase of materials/services/equipment/instruments etc.

13.1 Local Firms.

The local firms should have GSTIN and PAN allotted to them, as applicable. 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 payments may be sent directly in the bank. Such firms shall be required to provide aforementioned documents as and when required, by the institute.

Credentials including manufacturing capacity, quality control facilities, past performance, after-sales service, financial background etc. of the firm shall be carefully verified by the institute.

13.2 Outside Firms.

The firms hailing from outside (beyond Dhanbad district) must be manufacturing or authorized dealers/agents/stockiest/suppliers/ service providers of manufacturers. Purchase can be made only from those reputed sellers who have GSTIN and PAN (Income Tax), wherever applicable and should have a bank account wherein the payments may be directly sent. Such firms shall be required to provide aforementioned documents as and when required, by the institute.

Credentials including manufacturing capacity, quality control facilities, past performance, after-sales service, financial background etc. of the firm shall be carefully verified by the institute.

13.3 Black listing.

Black-listing of firm can be done on the recommendations of the HoD/HoC/HoS/PI/PC/CI/ JRs/DRs/ARs of P&S/ Accounts/IA and with the approval of the Competent Authority. The Addl. R/JR/DR/AR (P&S) shall process all such cases reported by the departments. A committee specially constituted by the Director shall examine the case and shall submit its recommendations to the

Competent Authority for final decision. The information on such firms shall be promptly and widely disseminated byAddl.R/ JR/DR/AR of P&S to all concerned.

14. Institute Purchase Committee (IPC).

14.1 All indents for the purchase of stores costing above Rs.50,00,000/- will be scrutinized and approved by an Institute Purchase Committee after processing by the Purchase Section based on the recommendation of the DPAC. The Institute Purchase Committee will consist of the members nominated by the Director in such a way that no member of IPC should be reporting directly to any other member of such Committee (**GFR 173 XXII**).

14.2 Indenter concerned/Representative of Head of the Deptt/Centre /Section shall be invited to attend the meeting of IPC. This shall be mandatory for consideration of the purchase proposal for the said Department/Centre/Section. IPC meeting should be organized every week to facilitate the purchase in a time-bound manner.

14.3 After purchase proposals have been recommended by Institute Purchases Committee, the same will be sent for obtaining financial sanction from the competent financial authority and placing the purchase order.

15. Payment Terms.

15.1 Ordinarily payment for services rendered or supplies made, should be made only after the services have been rendered or supplies made with satisfactory installation certificate from indenter.

15.2 Payment terms against dispatch documents through bank may be allowed for the purchases made from Government Firms. In general, in such cases, 90% payment may be made against the dispatch of documents and balance 10% on receipt of the consignment or the installation of the consignment as the case may be.

15.3 Any advance payment to any private firm shall normally be discouraged. However, under exceptional circumstances, an advance payment may only be made against a bank guarantee of a scheduled commercial bank equivalent to the advance amount for an indigenous purchase.

15.4 Payment for Import Purchase.

(a) Payment for import shall normally be made through 90% irrevocable confirmed letter of credit (against submission of documents) and the balance 10% on satisfactory installation report from the user department through wire transfer.

(b) In case of purchase order value less than Rs.10 lakhs, 100% payment can also be made by a foreign demand draft after satisfactory installation report received from the user department. In this case demand draft will be prepared against Proforma Invoice (PI) and photocopy of the same will be forwarded to the foreign supplier.

(c) Advance payment (other than (a) and (b) above) by a foreign currency draft/Telegraphic Transfer can be made up to a value of US$ 10,000/- (or equivalent in foreign currency). For such payments, the advance payment will be treated as an advance against the purchase until it is adjusted. However, in such a case the credential of the supplier needs to be verified and recommended by the Indenter/HoD/HoC/HoS before release of payment.

15.4.1 All advance payments shall be approved by the Director on the basis of recommendation of the DPAC/IPC (if the purchase value is more than Rs.5 lakhs).

15.4.2 If the payment term is against delivery/COD (cash on delivery)/ then after receiving the goods indenter shall inform P&S to release the payment after satisfactory installation.

15.4.3 In the case of balance 10% payment, after receipt of satisfactory Inspection Report, the items must be entered in appropriate Stock Register. The P&S will submit the necessary documents within two working days to AS for release of payment. The AS will ensure that the payment due are released within three working days through bank transfer/cheque/draft directly to the seller.

15.4.4 Under exceptional circumstances, with specific request from the P&S Section the cheque/draft can be given to the purchaser for onward transmission to the seller. In such a case the purchaser shall be responsible for submission of the receipt from the seller to AS. In all other cases, when payments are released by AS, intimation to this effect must be sent by the AS to the supplier and P&S Section for information.

16. Liquidated Damages (Late Delivery).

16.1 There should be a suitable provision in the terms & conditions of the contract for claiming liquidated damages of appropriate amount from the supplier to take care of delays in supplies and performance, for which the supplier is responsible. Such recovery through liquidated damages should be without prejudice to the other remedies to the purchaser under the terms of the contract.

16.2 A penalty clause for a penalty of 0.5% of the delivered price of the delayed goods for each week or part thereof subject to a maximum of 5% of the delivered price is to be incorporated in the contract terms and this will be deducted from the bill of the supplier for a purchase value more than Rs. 10,00,000. In case of inordinate delay the maximum liquidated damages shall be 10% of the total contract value.

16.3 The original delivery period may be re-fixed by the DPAC without any liquidated damages subject to force majeure conditions and also on the grounds/reasons of delay attributable to the buyer/consignee. The reasons for late delivery must be recorded in writing by the DPAC in its minutes.

16.4 The competent authority may relax the liquidated damages/penalty clause under exceptional circumstances on recommendations of the DPAC.

17. Purchase sanction and Receipt of stores.

17.1 The sanction notes shall be prepared by the P&S Section for all types of purchases to be handled by P&S Section. The sanction note thus prepared along with all associated documents shall be sent for pre-audit to IA & FC prior to expenditure sanction by the CFA. Based on the sanction, the purchase order shall be placed by P&S Section by signature of Additional Registrar/Joint Registrar/Deputy Registrar/Assistant Registrar (P&S) within two to three working days.

17.2 Any increase in the price of item(s) ordered which is directly and entirely attributable to fresh imposition or increase in government levies and taxes may be allowed subject to furnishing of sufficient valid written proof by the supplier. If for any reason such a financial change in the purchase order is required, the request for such a change shall be thoroughly examined by IA and shall be approved by the CFA before the change is issued in the form of an amendment to the original purchase order by the P&S Section.

17.3 All purchases, except those listed above in serial no 4.1 & 4.2, shall be made through a purchase order placed on the seller by the P&S of the institute, who shall be responsible for receipt of goods and the subsequent dispatch of the receipted goods to the indenter along with copies of Inspection Report.

18. Procedure for Placement of Order.

18.1 Normally the order should be placed on the lowest rates with the tenderers whose offer meets the requirement and the technical specifications as specified by the indenter mentioned in the tender enquiry. Offers which do not meet the required specifications are to be rejected. In case an unknown/unregistered firm submits quotation, they may be given a trial order with security deposit clause.

18.2 The purchase order will invariably contain the following information:

i) Name and address of the supplier along with the phone number and email address.
ii) Date by which stores are to be delivered and also if part supply is acceptable to the institute. No stores will be accepted after expiry of delivery date without a written order of the competent authority extending delivery date.
iii) Consignee’s name and address to whom the stores are to be dispatched by the supplier along with full postal and telegraphic email address.
iv) Instructions regarding dispatch of stores by rail/road/air/post and parcelling instructions.
v) Instructions regarding dispatch of documents.
vi) Address of inspecting authority.

vii) Officer deputed by the institute for inspection of stores and the place of inspection and the condition that acceptance or rejection of stores by the institute shall be final.

viii) Terms of payment as also the mode of payment and if payment against part supply will be admissible.

ix) Guarantee/ Warranty clauses.

x) Penalty clause in case of failure to supply stores value of which exceeds Rs. Ten lakh.

xi) Full specification of the stores ordered, quantity rate and amount will be mentioned and if these include taxes or these are to be paid separately.

xii) Liability for insurance of goods in transit, and any other incidental charges, agents' commission, brokerage, etc.

xiii) The head of account against which the expenditure is to be booked (to be given in the copies of order for internal distribution).

18.3 All the stores shall be entered in the appropriate Stock Register of the concerned department. However, files of the stores procured through P&S section shall also need to be sent to the P&S Section through the HoD within three working days for entry in Central Stock Register (maintained by P&S section) and further processing. For the articles rejected, a rejection memo/report shall be prepared and sent to the P&S through the HoD within 5 working days. The P&S Section will immediately take action and inform the supplier through fax/ email/ speed post with a copy to the concerned HoD/HoC/HoS/PI/PC/CI. The unacceptable stores will be subject to removal/replacement at the risk, cost and responsibility of the supplier and related intimation may be sent to the seller by P&S Section within five working days.

All stock entries including purchases made in various sponsored projects shall be signed by the concerned HoD/HoC/HoS as a rule. In case of purchase under projects, PI/PC/CI shall also countersign the stock entry in the register maintained for this purpose.

18.4 Where the Invoice/Bill of Lading/Railway Parcel Way Bill have been sent by the supplier through Bank, the P&S Section shall prepare an advance bill on receipt of the instruction from the bank and arrange to retire the documents within the shortest possible time.

18.5 The P&S Section shall be responsible for clearance of all consignments at railway stations, sea, airport, and transport godowns and safe transportation and storage. Insurance of items may be done before dispatch either by seller or by the authorized clearing and forwarding agent appointed by the institute.

18.6 In the event of any shortage/damage/wrong supply, prompt action will be initiated by P&S Section to rectify the same. In case the supplier fails to rectify the shortage/damage/wrong supply in a reasonable time, the matter shall be referred to the legal cell to recover the full cost paid. P&S Section shall lodge Insurance claims, and pursue them vigorously to realize the sum insured.

18.7 The Director may at his discretion permit deviations from any of the above provisions if he is satisfied that such deviation will be in the interest of the institute and that the insistence on the above provisions can cause inconvenience and delay.

19. Duties and Taxes.

The applicable concessional custom duty for educational institute is payable for imported items. In case the order is on Ex-works or FOB/FCA basis, the institute may be required to pay freight/insurance charges as per prevailing rate.

As per the prevailing taxation policy of the Government, duties/taxes shall be payable for all indigenous items. The taxes as appropriate, shall be applicable for service and for Annual Maintenance Contract (AMC).

The institute is partially exempted from paying custom/excise duty for all import and indigenous items, for which an excise/custom duty exemption certificate shall have to be provided by the institute. Whenever any item is purchased through high sea sale agreement, the concessional custom duty certificate will be issued to the supplier and the amount of custom duty paid by the supplier will be reimbursed by the institute. However, sale tax shall not be paid by the institute in such purchases.

Any concession on taxes and levies such as excise duty, custom duty and sales tax granted by the state/central Government in procurement of any item must be availed. The P&S Section shall obtain all such information and apprise all concerned about the applicability of tax/levy rates and charges brought about, if any, from time to time. The P&S Section shall issue the required declaration/certificate to this effect for all purchases on demand and account for all such issues and furnish the required report to the government agencies, as and when required.

20. Purchase of Import Items.

20.1 Any category of stores can be purchased from foreign suppliers subject to restrictions on imports as imposed by the Government of India from time to time.

20.2 Provision of exemption in customs duty must be availed.

20.3 Import should normally be made directly from the foreign principal manufacturers. In the event a purchase is made through an Indian agent of the foreign company, proof that the Indian agent is an authorized agent of the foreign company must be obtained and must be part of the documents pertaining to the purchase. Any commission of the agency which may be payable to the Indian agent can be paid only in Indian Rupees (unless there is a change in Government of India rules which may necessitate payment in foreign currency).

20.4 If a foreign company has opened an office in India then it can authorize any Indian agent to deal with IIT (ISM), Dhanbad.

20.5 All imports shall be done through the P&S Section. The P&S Section shall ensure that the item being imported does not fall under the restricted /negative/banned category.

20.6 Request for quotation for items to be procured through import may be sent through email, in addition to registered post /speed post/courier/fax.

20.7 The exchange rate should be considered on the date of opening of tender. This should be mentioned in the tender enquiry as well as documents clearly.

20.8 Term of shipment should be on FOB/FCA/CIP price basis. However any other price basis as per INCO terms may be accepted as a special case on case to case basis depending on the situation.

20.9 The Addl.R/JR/DR/AR (P&S) will be responsible for placing orders, customs clearance, insurance and transportation of goods etc. The Accounts Section will arrange through bank the opening/amending or extending letters of credit.

20.10 Wherever required, the institute shall avail the services of clearing and forwarding agents for foreign consignments arriving by air/sea. Such clearing and forwarding agents shall be hired on the basis of agreed terms or single consignment basis; whichever may be advantageous to the institute.

20.11 The Addl. R/JR/DR/AR (P&S) shall maintain a stock register in which all imported items received shall be entered. Delivery of foreign consignment to the purchaser will be made against the signature in this register. All imported items shall be appropriately entered in the departmental stock register and asset register (if applicable).

20.12 Inspection Reports (IR) must be returned to P&S Section duly approved, or rejected, within three days of installation, failing which it will not be possible to lodge the claim of damage to the insurance company and it will be presumed that materials supplied are acceptable to the indenter.

21. Import of items through individual International Credit Card.

21.1 Limit of payment of individual credit card is up to US$ 2000, or equivalent as per directives of the RBI. The indenter must take the approval from the CFA in advance.

21.2 Indenter must ensure through P&S Section if the item is not banned/canalized.

21.3 Indenter should also declare that the item is not for sale, or profit and making it clear that it is exclusively for research purpose.

21.4 Indenter should ensure that the item is of proprietary nature and only this firm is manufacturing and simultaneously he/ she should also declare that the requirement will be fulfilled by this item only.

21.5 If the item is not of proprietary nature then the indenter should declare the price quoted by the firm on the e-mail is quite reasonable in comparison with national/ international market and that he/ she has assured himself/ herself by seeing the prices of different firms on the internet.

21.6 Indenter should get approval of CFA before placing the order by credit card and inform P&S Section for recording the amount for onward submission to Ministry of Science & Technology, Department of Scientific & Industrial Research, Delhi, for the registration of exemption of customs duty. For this, one copy of order is to be sent to P&S.

21.7 Shipping mode and port of shipment must be clear in the order as to whether the shipment will be Ex-works/FOB/CFR/CIF/FAS etc.

21.8 Shipping details should be intimated by the indenter to the P&S before it is dispatched and shipping should be through institute authorized Freight Forwarder.

21.9 Each and every event development must be intimated to the P&S Section to avoid delay in release leading to demurrages for the material.

21.10 After the receipt and installation / acceptance of the indented material, the stock-entry certificate must be given on the body of the invoice by the department to be submitted by the indenter to P&S Section for central stock entry along with the copy of the purchase order, approval of the purchase, sanction of expenditure, the Credit Card statement etc. The P&S Section after proper recording forward the claim to AS for necessary reimbursement.

22 Global Tender Enquiry.

22.1 Under rule 161 of GFR 2017: GTE is a procurement method that is similar to advertised tender enquiry but aims to attract foreign firms with the provision of payment in foreign currency. It is aimed at inviting the participation of interalia foreign firms. This mode may be considered only when goods are not available locally or there is no local branch of the global principal manufacturer. Additionally, it may also be used when specific international standards are not met or when there is a shortage of domestic bidders.

22.2 Conditions for GTE: It is viable only in the following situations:

(a) Where Goods of required specifications/quality are not available within the country and alternatives available in the country are not suitable for the purpose; or not having minimum 20% local content for all purchase costing

Rs. 50,00,000/- (Rupees Fifty Lakh) and above (reference: OM: No. P-45021/2/ 2017-PP (BE-ll)-Part (4) Vol. II dated 08.07.2025).

(b) PAC basis import items costing Rs. 50,00,000/- (Rupees Fifty Lakh) and above.

22.3 Process of GTE:

(a) No Global Tender Enquiry (GTE) shall be invited upto Rs. 200 crores or such limit as may be prescribed by the Department of Expenditure from time to time. For procurement of scientific equipment and consumables required only for research purpose by procuring entities, Director, IIT (ISM) Dhanbad shall be the Competent Authority to approve such cases of Global Tender Enquiry (GTEs) upto Rs. 200 crore under Rule 161(iv) of GFRs, 2017, where they are satisfied that there is justification for such exemptions. The Request for GTE approval should be approved by the Director IIT (ISM) Dhanbad after due justification and recommendations of the DPAC. The GTE shall be processed through Store and Purchase Section.

(b) The duly filled in proposals shall be submitted along with required documents.

(c) Before sending the proposals for approvals of the Global Tenders, following is to be ensured by the indenter and DPAC:

(i) Search in GeM, if not available, generate GeM non-availability report.

(ii) Check whether the item is relaxed or not for procurement through GTE as per the Gol norms.

22.4 Procurement through "Make in India" policy: Notification no. P-45021/2/2017-PP (BE-II)-Part(4)Vol. II dated 19.07.2024 and subsequent amendments thereon, regarding Public procurement (Preference to Make in India), Order 2017, should be followed to encourage 'Make in India' and promote manufacturing and production of goods and services in India with a view to enhancing income and employment.

(a) Local content means the amount of value added in India which shall, unless otherwise prescribed by the nodal ministry, be the total value of the item procured (excluding net domestic indirect taxes) minus the value of imported content in the item (including all custom duties) as a proportion of the total value in percent. Bidders cannot claim the services such as transportation, insurance, installation, commissioning, training and after sales service support like AMC/CMC etc. as local value addition.

(b) Class-I local supplier means a supplier or service provider whose goods/ services offered for procurement, meets the minimum local content as prescribed for Class-I local content under this order (Minimum local content requirement is 50%).

(c) Class-II local supplier means a supplier or service provider whose goods, service or works offered for procurement, meets the minimum local content as prescribed for Class-II local supplier but less than that prescribed for Class-I local supplier' under this order. (Minimum local content requirement is 20%).

(d) Non-local supplier means a supplier or service provider whose goods, service or works offered for procurement, has local content less than that prescribed for Class-II local supplier' under this order.

E. Exemptions from PPP-MII order.

(a) Exemption to procurement of services like AMC and auxiliary/add-on components for existing equipments/Plant & Machinery, etc. on nomination basis from OEM/OES/OPM as no competitive tenders can be invited in such cases.

(b) Exemption to procurement of spares parts of the equipments/Plant & Machinery etc. on nomination basis from OEM/OES/OPM as no competitive tenders can be invited in such cases.

(c) All others items/equipments/services etc. notified by the concerned ministry/department of the Govt. of India time to time.

22.5 Fundamental principles of public buying under Land border sharing.

Any bidder from a country which shares a land border with India will be eligible to bid in any procurement whether of goods, service (including consultancy service and non-consultancy service) or works including turnkey projects) only if the bidder is registered with the Competent Authority (Reference: Order No. F.7/10/2021-PPD(1) dated 23.02.2023 issued by Ministry of Finance, Govt. of India).

22.6 Competent authority to approve GTE exemption.

For procurement of scientific equipment and consumables required only for research purpose by procuring entities, Director, IIT (ISM) Dhanbad shall be the Competent Authority to approve issuance of Global Tender Enquiry (GTEs) up to Rs.200 crore under rule 161 (iv) of GFR 2017, where they are satisfied that there is justification for such exemptions. This clause is subject to special provisions notified by the ministry vide OM no. F.20/42/2021-PPD dated 05.06.2025 and subsequent amendments.

23 Purchase of Goods under Rate Contract.

23.1 Wherever there is a rate contract between IIT(ISM), Dhanbad and a supplier/ distributor/manufacturer, then Head of an indenting division may place purchase order directly to the concerned firm subject to approved indent and FC. However, in such cases, a single order should not be of more than Rs. 5,00,000 (Five Lakh) on each occasion.

23.2 For order of more than Rs. 5,00,000 and up to Rs. 50,00,000 (Fifty Lakh), preferably limited tender enquiry should be floated by the indenting division among all the firms having rate contract with IIT (ISM) for similar type of goods to obtain sealed bids. Offered price in this case must be same or less than the rate contract price. For goods costing more than Rs. 50,00,000 (Fifty Lakh), open tender is required.

23.3 If there is only one vendor of a particular type of goods, then direct order may be placed for the goods costing up to Rs. 5,00,000 (Five Lakh) on each occasion. For goods costing more than Rs. 5,00,000 and up to Rs. 50,00,000 (Fifty Lakh), limited tender enquiry may be floated by P&S section among available vendors (list to be collected by internet searches) is required.

23.4 However in all cases, final L-1 offered rate (either by way of open tender or limited tender) should not increase the rate contract price. If final L-1 offered rate is higher than the rate contract price, then order must be placed on the rate contract vendor (having lower rate than the L-1 offer based on tendering process) irrespective of indent value.

23.5 Even if rate contract exist, the indenting division may procure such items (available in rate contract) costing up to Rs. 2,50,000 from any other supplier, if the offered prices are lower than the rate contract price.

24. Annual Maintenance Contract (AMC).

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 thereafter. If required, the cost of AMC may be paid in advance.

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 by the HoD/HoC/HoS for maximum of 10% of the equipment cost or within the delegated financial power whichever is less following the purchase rules. In all other cases, quotations will be invited by the P&S Section and the normal purchase procedure shall be adhered to. However, preference may be given to award the AMC to the supplier who has originally supplied the machine/equipment for better maintenance after going through price negotiation if required.

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;

- AMC should be from a prospective date. In order to ensure this, the HoD/HoC/HoS shall be required to initiate action for renewal of AMC at least 90 days before the expiry of previous AMC.
- In case of renewal, the service report/log book (of xerox copier) should be sent along with the proposal.

- 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.
- In case of high-value AMC, the payment terms should be negotiated with the service provider and may be made either half-yearly or quarterly basis instead of annual advance payment.

25. General Instructions.

A list of suppliers/firms dealing with different items will be maintained by the P&S. This list will be up-dated periodically based on response given by the firms and also adding new firms entering the market for the particular items. A copy of the Industrial Directory, published by the Govt. of India Press must also be kept on record in the P&S.

25.1 To avoid delay in processing of orders, the following time schedule will normally be adhered to:

i)	Inviting tender (P&S Section) (after receipt of indent duly approved)	3 working days
ii)	Receipt of tender (from tenderers)	21-30 * days
iii)	Opening of tenders and preparation of details (P&S Section)	3 working days
iv)	Department/Indenters recommendations (concerned department/section)	2 – 10** working days
v)	Internal Audit - (AS)	1 working day
vi)	Financial concurrence – (FC)	1 working day
vii)	Purchase Committee (DPAC) recommendation,	5 working days
viii)	Financial Sanction (CFA)	5 working days
ix)	Placing of Purchase Order - (P&S Section)	2 working days
	Total	37 - 52 working days

* 21 working days required in case of Open Tender

** 10 working days required for DPAC/IPC recommendation under two-bid system (inclusive of technical and commercial evaluation, and intimation to suppliers by P&S for opening of price bid). Another 10 working days is given for the final recommendation of DPAC/IPC for purchase above Rs. 50.00 lakh.

In case of urgent indent under emergency purchase (refer clause 7), the purchase order should be placed quickly – say within 7 working days.

25.2 The P&S Section shall be the nodal agency to guide the departments/PI/PC/CI as to the procedure for procurement of stores and maintenance of Stock Registers etc. P&S Section will, as a part of its duty, shall inspect the stock books of the Department/Centres and guide the departments in the physical verification of stores annually. P&S Section will also help/guide them regarding procedure for disposal of unserviceable items of stores.

26. Maintenance of Record.

This section describes the records pertaining to stores that must be maintained by P&S Section, departments, sections, units so as to facilitate proper stock verification, write off and revaluation of stores, besides the transfer of stores from one department to another.

26.1 The institute shall maintain a record of all purchases in the NCS category in the Asset Register of the institute. Each entry must contain at least the following information: (a) purchase order number and date, (b) brief specification of the item, (c) date of entry in the Asset Register, (d) name of the department, (e) name and address of the supplier, (f) Invoice number and date and (g) cost and project number (if applicable). The total value of all the assets entered in the Asset Register during the financial year shall indicate the value of the assets to be capitalized in the balance sheet of the corresponding financial year. For this purpose, the indenter and HoD/HoC/HoS shall submit a separate statement in duplicate to maintain a Central Assets Register in the institute while forwarding invoice for payment. The format for Assets Receipt and Information Register is available in Appendix–X).

26.2 Each department shall maintain the two separate registers, NCS Stock Register, and Consumables Stock Register. Items in the different categories purchased by the Department shall be entered in the appropriate register.

26.3 All CS/NCS items must be entered in the CS/NCS Stock register of the associated department. Project investigators, if they wish, may maintain separate CS/NCS stock register for their project, but it is necessary to enter NCS items as the case may be in the stock register of the associated department. Each register must have consecutively numbered pages after the certificate page and the index, which shall be at the beginning of the register.

26.4 The P&S Section shall maintain a Purchase Register in which all orders placed will be entered chronologically. The Register will also show, name of supplier, description of goods, date by which the supplier is required to supply goods, date of receipt of good, accepted/rejected , date on which bills forwarded to finance section for payment etc. At the close of financial year, a list of outstanding orders, with their likely cost, will be sent to the finance section.

26.5 The Asset Register for NCS and all others as per the requirement shall be maintained by AS of the institute.

26.6 All the required registers should have following certificate on the first page;

"Certified that this register contains a total of ------------ pages and each page has been consecutively numbered on both sides from ----to-- --".

Date : Signature of HoD/HoC/HoS

26.7 The P&S Section shall be the custodian of all stores, purchase records pertaining to NCS items of the institute (including those for projects). All original documents related to any such purchase (including for inquiries, report of purchase committee, sanction note, purchase order, invoice/bill, delivery challan, and inspection reports etc) shall remain with P&S after purchase is complete. These records /documents will be maintained for such periods as stipulated by the office procedure of the institute. After the stipulated period, the record / documents may be destroyed with the specific approval of the Director.

26.8 All HoDs/HoCs/HoSs shall appoint a committee to conduct an annual stock verification of all items on the previous stock register of the department/ project at the end of financial year. The committee shall submit a report in the approved format to the HoDs/HoCs/HoSs for onward transmission to P&S. The P&S shall be responsible for issuing a notice for annual stock verification every year. It is essential that the annual physical verification is completed by 31st July of every year.

26.9 Once a year the HoDs/HoCs/HoSs shall constitute a Stores Survey and Physical Stock Verification committee of not less than three members. This committee shall survey all the NCS stores and recommend write-off for NCS items which are not useable and not serviceable and revaluation for items which have become obsolete. For NCS the committee shall record the reason for recommending write-off. HoDs/HoCs/HoSs shall forward the report to the Competent Authority as per DoFP for approval. This report subsequently shall be sent to P&S Section for necessary action.

27. Records of items received through gifts, donations and samples by the Institute (CS and NCS).

A consolidated record of these items shall be maintained by the P&S Section on the basis of the information initially recorded and subsequently supplied by different departments/ units. The concerned departments/user sections are, therefore, required to maintain the inventory/details of such items/gifts/samples in their own records and an information to this effect is to be sent to the P&S Section in one month of receipt of such items/gifts/samples, and P&S Section will forward it to AS for record in Asset Register.

28. Interpretation of rules.

28.1 While utmost care has been taken to ensure that the contents of this purchase manual are accurate and up to date. In case of any conflict between the provisions stipulated in this purchase manual and in the original source such as updated/amended GFR 2017, Manual for procurement of Goods and Manual for procurement of Consultancy and Non-Consultancy Services notified by the Ministry of Finance, Government of India or the prevailing laws, the provision contained in the extant law and the original instructions shall prevail.

28.2 Any rule/purchase procedure not covered here shall be governed by the GFR 2017, Manual for procurement of Goods and Manual for procurement of Consultancy and Non-Consultancy Services notified by the Ministry of Finance, Government of India.

28.3 Wherever, difficulties arise in interpreting the rules of this manual or if any relaxations are required for smooth functioning of Teaching and Research work, Director, IIT (ISM) Dhanbad shall be the Competent Authority for approval on behalf of the Board of Governors.

28.4 For purchase/procurement matters related to the projects, all the functions, duties and responsibilities of the P&S Section and Addl. R/JR/DR/AR (P&S) mentioned in this manual shall be carried out/performed by the Project Purchase Section (PPS) and Addl. R/JR/DR/AR (PPS) respectively.

PART II – STORES & ISSUE

1. General.

1.1 It is the responsibility of each store holding authority to make arrangements for safe custody, for keeping good and efficient condition and for protecting from loss, damages or deterioration, of all stores received by him and under his custody. The keeping of proper accounts with a view to prevent losses through theft, accident, fraud or otherwise and to make it possible at any time to check the actual balances with the book balances is also the responsibility of each store-holding authority.

1.2 The work of a stores section consists of the following:

a) Receipt and inspection of stores,
b) Storage, maintenance and issue of material,
c) Maintenance of ledgers and accounting of stores,
d) Recoupment of stocks, and
e) Disposal of surplus stores and/or unserviceable materials.

1.3 The responsibility for custody of stores should be that of a staff member, who should be responsible for physical receipt, custody and issue of stores of his section. The stores should also be applied with preservatives where there is possibility of deterioration due to long storage.

1.4 All transactions of receipts and issues of stores should be recorded strictly in accordance with the prescribed rules in the order of occurrence and as soon as they take place. There should be documentary authority in the form of issue voucher, challan, requisition, etc. for each and every transaction.

1.5 Stores received should be accompanied with the challan of the supplying firm. One copy shall be retained and other copy will be returned to the firm after recording thereon, over the signature of the officer-in-charge the acknowledgement of the receipt of the stores. Simultaneously necessary entries should be made in the Receipt Register/Stock Register and duly initialled. The endorsement "*Stores covered by the challan with the exception of received in good condition; entries made in the Stores Register/Stock Register as per page No….* "should then be made on the challan under the dated signature of the officer-in-charge. A copy of the challan should be retained as the office copy of the store holding authority.

The store holding authority shall intimate purchase section of the receipt/non-receipt (Appendix-II) of the stores by the prescribed date and in any case immediately on receipt of the stores.

2. Passing of Bills.

2.1 Action with regard to passing of bills against supplies received should be taken expeditiously. Any payment not released within ten working days from the date of satisfactory receipt of material should be reported to Registrar/Director with reasons by AS. Following time schedule should be strictly followed:

i) Verification & stock entry in the stock holding dept. - 3 working days
ii) Stock taking in P&S Section - 3 working days
iii) Release of payment by AS - 4 working days

2.2 An intimation slip as per Appendix-II should thereafter be sent to P&S by the indenting department.

2.3 A special point to be seen before passing a bill is that a copy of the challan does always contain the endorsement regarding the entry of stores in the prescribed register. It should also be seen that the supply was made by the stipulated delivery date or by the period as subsequently extended.

3. Deadstock.

3.1 Every independent holder of the dead stock should maintain an "Inventory of Dead-stock" (Appendix - III) such as furniture, fixture, plants, equipment and machinery. Only one item should be written on each page; each page should be numbered and each register will have an index showing contents arranged in alphabetical order with relevant page numbers. Pagination certificate should be signed by the officer-in-charge of the P&S Section.

3.2 As soon as an item of dead stock is received, it should be entered in the inventory of dead stock; simultaneously arrangement should be made to inscribe or otherwise affix a distinct number on every item, so as to facilitate its identification.

3.3 It should be remembered that the issue of any item of dead stock to individuals belonging to the same office/department will not reduce the stock balance and as such need not be exhibited in the Register of Dead Stock, but proper acknowledgement should be taken in respect of issues so made. Sub-registers/location registers may be maintained to indicate the issue.

4. Consumable Stores.

Consumables stores are those which are used up completely or lose their separate identity as such in the course of particular operations for which they are meant, e.g., chemicals, paints, lubricant, wood, nails, screws, etc. The term also include those stores which are not ordinarily expected back after issue from stock, e.g. glass tumblers, bulbs, minor laboratory glass wares like test tubes etc. The definition is not however absolute.

Each divisional head should prepare a list of consumable stores handled by his division. Please refer clause 3 for examples.

4.1 Consumable Stores Ledger.

There shall be one ledger folio for each item of consumable stores. These folios should have a serial page number. On completion of a page, balance may be transferred to a new page; closing of new page and opening of a new page should bear the initials of the concerned stock holding authority. The ledger may have the following information.

CONSUMABLE STORES LEDGER FOLIO

Section: **Description of stores:**
Unit : **Item Code:**

RECEIPT SIDE

Date	Reced. From	Receipt Vr. No.	Qnty	Rate	Value

ISSUE SIDE			BALANCE SIDE		
Issued On	Qnty	Signature of issuing official	Qnty	Signature of Store Keeper	Remarks

4.2 All issues should be made on written requisitions and should be signed by an officer. Where the stores are collected by the representative of the indenting officer from the stores, he will bring an authorization letter from the indenting officer and sign the issue vouchers with a remark "received the above quantity issued in good order". These issue vouchers which are the authority for making entries on the issue side of the stores ledger, should be numbered serially, arranged chronologically and stitched suitably in bundles and retained with care.

5. Return of Stores.

5.1 All the stores which are not required by the consumer whether new, serviceable, second-hand, repairable or unserviceable should be returned on the return voucher (R/V) (Appendix-IV) to the P&S Section wherefrom it has been issued on the return vouchers should be prepared for each class and for new, second-hand and unserviceable stores. This voucher should be prepared in 3 foils; first foil may be retained by the official returning the stores and 2nd and 3rd foils will be submitted to the P&S along with the items returned; the P&S Section should check the stores, arrange to post the ledgers and return one copy (3rd foil) duly acknowledged to the Returning Officer and 2nd foil should be retained by the P&S Section for its record. If there is a loss or deterioration in condition of stores due to reasons other than normal wear and tear, the reference of competent authority's sanction for write-off of loss should be given.

5.2 The official returning the stores may reduce the balance from his ledgers after recording the Return Voucher number and date and reasons for the return.

5.3 The Return Vouchers should be serially numbered and stitched together at periodical intervals and preserved with care.

5.4 A red line should be drawn across the pages of the stores ledger after the last entry for a particular financial year has been made. A little gap also should be left below this line before making entries pertaining to the next year.

6. Stores other than Dead Stock and Consumable Stores.

6.1 This category of stores mainly comprises of those articles which are ordinarily meant to be issued on loan to officers and staff for the due performance of their duties and are as such returnable on fulfilment of the purpose for which they were taken or on the expiry of certain prescribed period.

6.2 While posting issues in the Stores Ledger, simultaneous entries should be made in the Register of Loans of Stores (Appendix-V). A number of consecutive pages should be set apart for each person to whom stores are issued. Receipts should be posted exactly against corresponding issues. Un-squared issues would thus show the stores outstanding against a particular individual on any date.

6.3 The Register of Loan of Stores should be reviewed in the first week of June each year and lists prepared there from showing the stores outstanding against each individual. The lists should thereafter be forwarded to the respective persons with the request to acknowledge their correctness. Discrepancies if any pointed out should be regularized. The process of forwarding lists should be completed by the 30th June of every year.

6.4 Issue for repairs/fabrication/printing: Issues made to private parties for repair or for fabrication or printing etc. for embodiment /incorporation of certain modifications in the original equipment or samples given to guide fabrication will all be made only against suitable security deposit safeguarding the interest of IIT (ISM), DHANBAD. While asking for the expenditure sanction in these cases, the approval for issue of these should also be taken. The items will be issued on regular issue voucher with the words 'on loan' and will be entered in the Loan of Stores Register.

6.5 Each capital equipment shall be carrying a running log book and "Repairs and Maintenance Log Book" and it is the responsibility of the officer in whose custody the capital equipment exists to maintain the log books properly and maintain them neatly and safety.

6.6 In case of vehicles, the Workshop Superintendent or any official of the institute attached to transport section will be responsible for the registration of vehicle as also for the renewal of certificates of fitness. Spare parts and accessories may be consumable or non-consumable depending on their nature and the specific cases to which they are put. All spare parts and accessories shall be accounted for in the general ledgers of the Transport Section of IIT (ISM), Dhanbad.

7. Empties.

Wooden boxes, tins and other containers received along with stores should be preserved and disposed of at convenient intervals. Accounting of empties should be kept in the same general ledger as for other stores. As soon as a box is unpacked and the stores therein are taken out the empties should be released and taken into stock.

8. Responsibility for correct accounting.

It is the primary responsibility of all stock holding officers to see that the ledgers under their charge are posted up to date in every respect and all receipt and issues are posted immediately in such ledgers and no undue delay is allowed to take place in such postings. It is the responsibility of every departmental Head to see that the consumption of stores in his department is normal and fully justified. The mileage covered by vehicles during the month and the fuel consumed by each vehicle should be watched so that the average is within reasonable limit and prompt action is taken for unduly high average.

9. Physical Verification and Regularization of Discrepancies.

9.1 The objective of verification of stores is to ensure that the materials accord with the description and specification shown in the stores (NCS/CS) ledgers, that actual balances of such stocks agree with the balances appearing in the books and that excess or deficiencies if any noticed on such verification or properly investigated and accounted for.

9.2 Verification should always be conducted in the presence of the officer responsible for the custody of the stores or a responsible person deputed by him.

9.3 Each verification team should consist of at least three officers depending on the volume and nature of stores to be verified. The officer attached to the team will be known as verifier and in-charge of the team or senior most official will be called Physical Verification Officer. It is essential that the annual physical verification is completed by the 31st July of every year. Physical verification should not be entrusted to a person who is the store holding authority. A notification in this regard by P&S Section should be communicated to various store-holding authorities.

9.4 The stock-verifier will first verify the physical balance without knowing the ledger balance; the ledger balance will then be noted and then discrepancies may be brought out. The stock-verifier should personally count, weigh or measure all items of store he proposes to verify with the assistance of peons where necessary. The stock-verifier will see that nothing is left unverified.

9.5 The Physical verification officer should prepare the stock verification sheets in quadruplicate for all items of stores in which any discrepancy has been noticed with regard to shortage, excess, reclassification, etc. If the discrepancy is minor due to wrong description/posting etc. it should be rectified without preparing a stock sheet. The concerned persons handling physical stores may be given reasonable time to locate the reasons for discrepancy. The stock verification sheets (Appendix-VI) should be prepared from the data collected and signature of the person handling the stores (in that particular department/unit) be obtained on all the copies of the verification sheet. Verification results should also be recorded in respective ledgers.

9.6 Posting of verification results in the ledgers after the actual stock figures of an item of stores have been ascertained and accepted by the store-keeper should be done in the following manner:

(a) If there is no difference in the ground balance and the ledger balance, the remarks "stock verified and found correct" will be written in black or blue ink on the ledger under the date of verification and initialled by the stock verifier.

(b) If the difference be an excess i.e. the actual stock figures are greater than the book balance, stock verification sheet should show the excess quantity and posted in the ledger as excess in stock. The excess quantity will be recorded in the receipt column and the balance struck by adding the excess to the book balance. The date of posting will be recorded in the column for date, "excess in stock" will be written in "Received from" column and the Stock Verification Sheet number will be recorded in the column "voucher no". The entry should be initialled by the Physical Verification Officer.

(c) The same procedure will be adopted by recording the shortages except that in column No.2 of the register will be written by "Shortage in stores stock" and the quantity short will be shown in red ink on the Receipt side.

9.7 While the excesses will be shown with blue or black ink, the shortages shall be recorded with red ink. The Physical verification officer should ensure that all the registers etc. are properly maintained and there is no undue delay in the accounting/disposal of stores. The Physical Verification Officer should also bring out in his report all damages or deterioration of the items in stock. The physical verification team shall prepare a list of stores in which there is no issue for the last two years. These lists shall be given to the stock holding authority with the report, and these lists after careful scrutiny by the concerned departmental heads are to be put up to the P&S Section with appropriate recommendations whether the stores may be retained or disposed of.

9.8 A certificate for verification of stores with its results shall be recorded in the stock ledgers under the dated signature of the Physical Verification Officer.

9.9 If at any time, certain unaccounted material has to be taken into stock books, it shall be so done through the same form as that of the stock verification sheet.

9.10 The Workshop Superintendent or any other designated official of IIT (ISM), DHANBAD, who is the store holding authority for vehicles, should obtain in the first week of April every year a certificate in the following form from each officer to whom any vehicle has been allotted.

Certified that vehicle No._____ Registration No._____ is/was under my charge on the 31st March, 20____ . The vehicle is serviceable/repairable/unserviceable.

Station:	Signature:
Date :	Designation:

9.11 The fact that the necessary certificate has been obtained from the concerned authority should be recorded in the remarks column of the stock register of vehicles.

PART III – WRITE OFF, CONDEMNATION AND DISPOSAL

1. Concept.

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 Competent Authority as per DoFP.

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.

This manual outlines the procedure for write off and disposal of unserviceable materials purchased by department/inter-disciplinary programme/centres/central facilities/sections and purchases in projects etc.

2. General Procedure for writing off the unserviceable Materials/Items.

2.1 The items to be declared obsolete /surplus/ unserviceable should be examined by a survey committee. The survey committee will normally consist of three officers and will be duly approved by the Director, IIT (ISM), Dhanbad. The chairman will normally be of the division to which the stores pertain. The store holding officer will be one of the three members of the survey committee. The stock holding authority shall prepare the forms for survey committee reports for the material which is to be put up to the survey committee for survey. The forms of survey committee report for the stores which do not belong to NCS category, have been prescribed at Appendices VII and VIII.

2.2 The survey committee should inspect critically the condition of all the stores:

(i) that have deteriorated in value for any reason,
(ii) broken or damaged in transit or while in stock,
(iii) 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,
(iv) received as unserviceable from the fields/camps.

Here the “life period” has been prescribed on any item and if the same 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.

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.

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/HoC/HoS, if it is so desired.

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.

2.3 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.

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, ‘Central Write-off/Condemnation Committee’ for further necessary action.

2.4 The report of the above-mentioned survey committee shall be submitted to a duly constituted ‘central write-off/condemnation committee’ by the Director, IIT (ISM).

2.5 The function of the ‘central write-off/ condemnation committee’ shall be thoroughly examining the report submitted by the survey committee and verifying the physical condition of the identified stores. The committee shall then record their recommendations either to accept or to reject the write-off/condemnation of those identified stores along with the method of disposal if any. This committee shall also fix the reserve price of the identified stores. All these recommendations so prepared shall be submitted to the Director, IIT (ISM) for his approval. The reserve price, as suggested by the committee shall be kept in sealed cover and will be opened while finalizing the auction/ tender.

3. Disposal of Surplus and Obsolete Stores.

3.1 List of surplus stores, i.e. stores which have not moved for over 24 months consumption in the department should be prepared by the Physical Verification Team every year class-wise. This list should be put to the respective Divisional Head for his remarks as to whether there is any possibility of issue of the stores in the near future or whether the concerned stores are to be treated as "Dead Surplus" or "Obsolete". The items which are recommended as dead surplus or obsolete should be listed out and presented to the survey committee and their survey be arranged by the store holding authority. In such cases, the stores shall be transferred to the unserviceable stores section only after the approval of the competent authority for write-off has been obtained. The unserviceable stores section shall arrange their disposal.

3.2 The stores need to be disposed preferably through MSTC Ltd./GeM Portal or any other disposable agencies will continue to be under the custody of the concerned store holding authority until they are disposed of. It should be ensured that proper protection is given to these stores till their removal by the purchaser and that the time lag between the declaration and the actual disposal is required to be the minimum.

3.3 The sale-proceeds from disposal arranged by preferably by MSTC Ltd./GeM Portal or any other disposable agencies will be credited to IIT (ISM), Dhanbad and accounted for in the books of Registrar, IIT (ISM), Dhanbad.

4. Mode of Disposal.

4.1. By E-auction through MSTC / Forward Auction through GeM portal. (Forward the duly filled & signed Survey Committee Report to P&S Section for E-auction process).

4.2. By offline "Advertised/Open Tender" at department level for disposal of items with total purchase value upto Rs. 4,00,000/-(Rupees Four Lakh) (and individual item value up to Rs. 1,00,000/-(Rupees One Lakh), based on original purchase price), such disposals should be undertaken only in urgent cases and with the approval of the respective Competent Authority as per DoFP.

Process for offline "Advertised/ Open Tender" for disposal at department level.

(i) Obtain Survey Committee Report.

(ii) The approval of the respective Competent Authority as per DoFP must be obtained for write-off of the items proposed for disposal by survey committee.

(iii) Prepare offline tender document for disposal. Offline tender for disposal should be published on IIT (ISM) Dhanbad website.

(iv) Offline sealed bids should be invited as per tender due date. Reserved Price shall be determined by the Survey Committee and approved by the Competent Authority as per DoFP one day before tender opening date.
(v) All sealed bids should be opened in front of a duly constituted committee comprising three members and should be signed by all committee members.
(vi) Sale Order should be awarded to H-1 bidder (H-1 price must be above reserve price as determined by the Survey Committee).
(vii) H-1 bidder must submit the complete sale price within the stipulated time as mentioned in Sale Order.
(viii) Issue delivery order to H-1 bidder for pickup of material/scrap after confirmation of received full payment by dept. from accounts section.
(ix) Account Section will generate sale invoice. HoD/HoC/HoS will issue gate pass to H-1 bidder after receiving full payment from the vendor.
(x) Forward a copy of sale order, delivery order and gate pass to Account Section and P&S Section for deletion of inventory from records.

4.3 On the spot disposal of unserviceable, outlived, obsolete goods/items with a total purchase value of less than Rs. 50,000/-(Rupees Fifty Thousand), not more than once in a financial year for one category of items, to a local kabadi wala/scrap vendor (minimum 03 quotations should be there) at the department level after taking approval from Competent Authority as per DoFP only in emergent/urgent cases. (quantities should not be split by department to fall in prescribed financial ceiling limit).

Process for inviting Spot Quotations for disposal.

(i) Obtain survey committee report.
(ii) Obtain approval for the disposal.
(iii) Prepare "Spot quotation" document for disposal. Reserved Price shall be determined by the Survey Committee and approved by the Competent Authority as per DoFP one day before the date of 'spot quotation'.
(iv) Invite scrap vendors as per scheduled due date & time mentioned in "Spot quotation" document and receive bid security and sealed on-spot financial bids.
(v) Open the financial bid and declare the H-1 bidder.
(vi) Issue Sale Order to the H-1 Bidder. (H-1 price must be above reserve price as determined by the Survey Committee). Return bid security to bidders other than H-1 bidder.
(vii) H-1 bidder must submit the complete sale price within the stipulated time as mentioned in Sale Order.
(viii) Issue delivery order to H-1 bidder for pickup of material/scrap after confirmation of received full payment by dept. from accounts section.
(ix) Account Section will generate sale invoice. HoD/HoC/HoS will issue gate pass to H-1 bidder after receiving full payment from the vendor.
(x) Forward a copy of sale order, delivery order and gate pass to Account Section and P&S Section for deletion of inventory from records.

4.4 The bid security should be taken from the bidders and it should not be less than 25% of the total bid amount. The bid security should be handed over to the cashier who should furnish proper receipt duly signed for delivery to the party on the spot.

4.5 Balance 75% may be paid at the discretion of the party through online mode. The party should be asked to surrender the receipt given to him in acknowledgement of 25% bid security and transaction receipt for balance of 75% before the stores can be released. On receipt of the same Delivery order should be drawn up by the store holding authority in triplicate. One copy should be retained in his office, one copy should be sent to party and the third should be sent to the Unserviceable store depot with their copy of the release order which will be surrendered by the party to the depot officer with their note on that copy. The Depot shall issue the stores on Sales Issue Note. The Sale Issue Note will be prepared in triplicate; one copy may be given to the party along with the stores which will form the basis for making the gate-pass and checking the stores at the gate. Acknowledgement of the party to be taken in 2 copies of which one will be kept by the Store Keeper and the other passed on to Stores Section for posting in the ledger.

4.6 In case the buyer, for some reason or other refuses to take delivery of part of the stores for which payment has been made, the store holding authority should not refuse permission to remove the portion of the lot which the buyer wants to remove. The store holding authority at the same time should serve on the buyer in writing his protest against the buyer’s refusal to remove the rest of the goods sold and warn him that the stores left out will be forfeited in accordance with the conditions of the sale.

4.7 After the stores have been delivered, the ledger of unserviceable stores shall be posted with the copy of the sale issue note (Appendix-IX). Record of such Sale Issue Notes should be maintained and watch to be kept that there is no missing serial number.

4.8 The copies of the sale order, delivery order and gate pass should be sent to the AS for making necessary entries in the books of accounts and the Asset Register and P&S Section to necessary entries in Central Stock Register.

5. Donation.

LTA category items identified for disposal may be given to NGO, Government body, Government body academic institution as donation after due approval from Director for donation and write-off. Requests for the same should be sent to P&S Section (request must bear the signature of inventory holder). Gate pass will be issued by the department of staff/faculty concerned. Deletion of items from inventory record only after submission of material acceptance/receiving letter and gate-pass copy to Account Section and P&S Section.

6. Retention at the time of Superannuation.

Detailed Guidelines regarding retention of Personal Computers and other Personal Electronics Items to the Faculty and Officers of the Institute, issued in their names, at the time of their Superannuation or Pre-Mature retirement/end of academic year are as follows:

(i) The staff member should have served the Institute for a minimum period of five years.

(ii) The staff member should have purchased the PC and other electronic items from the PDF/other project funds (if funding agency permits so).

(iii) The PC and other electronics items should have been with the staff member at least for a period of five years or were upgraded at least five years back, before the date of superannuation or pre-mature retirement or end of Academic Year (i.e. 30^{th} June).

(iv) No amount is to be paid by the staff member, if the current book value of the item is Rs. 1/-. In case, if the current book value is more than Rs. 1/-, then the item can be retained only after deposit of current book value plus applicable GST.

(v) Each staff member may retain only one computer (either a laptop or a desktop) along with one printer, one mobile phone and an additional electronic device.

7. Retention.

7.1 In case the faculty/ staff members would like to retain electronic category LTA items issued against his/her name (e.g. Computer and its peripherals, printer, laptop, scanner, headphone, earphone, tablet, pointer, UPS (as computer peripheral only) etc.) After completion of five years of procurement (for mobile phone - Three years of use/procurement), they may do so by paying 5% value of original purchase price plus GST as per record, if the current book value is Rs. 1/-. In case, if the current book value is more than Rs. 1/-, then the item can be retained only after deposit of current book value plus applicable GST. Sale Invoice shall be issued accordingly. Note : Items to be retained should not have been upgraded in last five years.

7.2 In such cases, no write-off procedure/disposal survey committee recommendation is required.

7.3 Individual request in prescribed format for such item to be sent to P&S Section through HoD/HoC/HoS for further necessary action. Request must bear signature of inventory holder.

7.4 After obtaining approval (Appendix-XV) from the Deputy Director/Dean (R&D) for retention, P&S Section/PPS will notify for retention of those items and F&A/Project Section shall write-off the items.

7.5 Deletion of items from inventory record only after submission of payment receipt duly verified by the account section and copy of gate-pass to P&S Section.

7.6 Gate pass will be issued by the Head of Department/Centre/Section, as the case may be.

7.7 Retention of old electronic items is extended for Project/Contractual/Outsourced staff members also.

7.8 Those items which are not for personal use will not be considered for retention (e.g. Refrigerator, Hotcase, Coffee machine, Microwave oven, Heater etc.).

8. Miscellaneous.

8.1 It has been observed that very negligible value is quoted for items like computers, printers, typewriters and furniture etc. It will be, therefore, appropriate, if the preference is given to institute employees while selling off the above items after taking approval from the Director.

8.2 The institute shall reserve the right to reject all or any tender without assigning any reason. The decision of the Director in this behalf and all other matters relating to the disposal shall be final and binding.

8.3 Cases not covered by the Stores & Purchase manual will be decided by the Director in the interest of Institute.

Appendix-I

Indian Institute of Technology (Indian School of Mines), Dhanbad
Purchase Proposal Request Form
Ref No.: ______________________ **Indent Date :** __________

1. Indenter's Name:______________________________

2. Department / Section: ______________________________

3. Department Indent No.: ______________________________

4. Quotation Attached (Yes/No)______________________________

5. Type of Item:	**6. Purchase Order Type**
Consumable *Non-Consumable*	*Normal* *Repeat Order* *Rate Contract*
7. Mode of Procurement: **GeM** **Non-GeM**	**8. Item Category**______________

9. Details of Required Items.

Sl. No.	Complete Description of Items (Specification Model, Catalogue No.) Use a separate sheet if required.	Stock Held as on date (Wherever applicable)	Quantity Required	Purpose	Method of Procurement [LPC/Bid at deptt. Level (clause 4.5) / Bid through P&S Section)	Estimated Units Price	Total Estimated Cost
Total Cost							

10. Budget Details

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

11. Whether Indigenous / Imported: ______________________________

Indenter's Signature

Name:______________ **Employee Code:**__________**Email** ______________

Recommendations of the DPAC

[Applicable only for purchase above Rs. 1,00,000 (Rs. 2,00,000, for the procurement of scientific equipment and consumables for research purposes as per OM no. F.20/42/2021-PPD dated 05.06.2025]

The DPAC recommends the details of the required item(s) as mentioned at Sl. No. 9 above and Indent for the procurement and approval of the Competent Authority.

( )	( )	( )	( )
Chairman	**Member**	**Member**	**Indenter**

Approved

HoD/HoC/PI/PC/CI/Registrar/Dean / Dy. Director/ Director
(Signature)

Appendix–II

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

STORES RECEIPT/NON-RECEIPT INTIMATION SLIP

Purchase Order No.____________________ Dated ____________

Name of the Supplier ____

Prescribed date of delivery ____

Details of stores received/non-received __________________________________

Description of stores	Quantity received	Quantity not received	Remarks with Date

Whether Goods/Items received as per the specifications and terms & conditions of the GeM Contract/Purchase Order (Yes/No)___________, (Please attach delivery Challan).

Date ________ Signature of Indenter/Receiver

Department/Section ______ Name and Designation____________________

Appendix–III

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

DEAD STOCK REGISTER

Name of Item No.

Receipt						Issue			Balance	Initials		Remarks
Recd. from	Ledger No	Challan No. & date	Recd. Qty	Rate	Value	Issued to	Voucher No.	Issued Qty	Balance Qty.	Store Keeper	Head of the Section	
1	2	3	4	5	6	7	8	9	10	11	12	13

Appendix -IV

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

RETURN OF STORES VOUCHER

(To be filled in quadruplicate)

Name of the Returning Officer:
Designation with Section/Department:
V. No. Date:

Part-I (To be filled up by returning officer)											Part-II (To be filled in the Department)			
Sl. No	Class & SL. No	Description of Stores	Unit	Qty	Condition of Stores : New Serviceable/ Repairable Unserviceable	Original Issue No. & Date or receipt Challan No. & Date	Purchase price or book value	Life	Period put into use	Remarks	Qty received by deptt.	Condition of stores accepted	Date of posting with stock taking	Remarks
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15

Signature of the officer Section Head

Signature of Returning Officer

Store Keeper/Store holding Authority

Appendix -V

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

REGISTER OF LOAN OF STORES

Designation:

Date	Description of Stores	Qty	Regn. No. if any	Ref. To stores ledger with class & N L No.	Purpose of Issue	Sign of the receiver	Date	Qty	Reqn No.	Condition of stores	Ref. To stores ledger	Sign of the returning officer	Sign of store keeper	Remarks
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15

Appendix -VI

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

STOCK VERIFICATION SHEET

Name of the Dept/Centre/Section : **Stock Verification Sheet No.**

Date of verification :

Sl. No.	Class and N.L. No	Ledger and Ledger Folio No.	Description of stores	Unit	Ground Balance	Ledger Balance	Difference between Ground & ledger balance Qty Rate Value	Explanation of the stock holding authority	Remarks of the Head of Division or Region	Orders of the competent authority
1	2	3	4	5	6	7	8 9 10	11	12	13

Signature of the Stock Holding Officer or his authorized representative:
Designation:

Date:

Signature of the Verification Officer Designation:

Date:

Appendix - VII

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

SURVEY COMMITTEE'S REPORT FOR CS ITEMS

Holding Authority: **Section/Department:**

No.	Class No. & SL. No.	Description of Stores	Quantity No.	Quantity Wt	Purchase Book value Rate	Purchase Book value Unit	Price/ Amount	Brief Reasons For the Survey	Recommendations of Survey Committee i) Condition of sores ii) Method of disposal	Recommendation of Condemnation Committee	Remarks
1	2	3	4	5	6	7	8	9	10	11	12

Name, Designation and Signature of the Committee members:

Member No.1 Member No.2 Member No.3

Signature of HoD/HoC/HoS

Appendix–VIII

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

SURVEY COMMITTEE'S REPORT FOR NCS ITEMS

Store Holding Authority **Section/Department:**

Sl. No	Class No.& SL. No	Description of stores	Registration No. or Department. No.	Quantity	Value	Book Value/ Replacement value	Ref. to Stock Register / Store Ledger	Date of Acquisition	Date of Commissioning
1	2	3	4	5	6	7	8	9	10

Date out of commission	Period in Use or Mileage in Case of Vehicle	Brief Reasons For the Survey	Technical Report of BER from Competent Authority	Observation of the Survey Committee	Recommendation of Condemnation Committee	Remarks
11	12	13	14	15	16	17

Name, Designation and Signature of the Committee members:

Member No.1 Member No.2 Member No.3

Signature of HoD/HoC/HoS

Appendix– IX

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

SALE NOTICE

Date:

The following stores lying at ……………………………………………….
be sold by Public Auction at site to be held on…….. the ……. 20… at …. am/pm

Sl. No.	Description of the stores	Quantity	Remarks
1	2	3	4

The Sale is on 'AS IS WHERE IS' basis,
The stores may be inspected between 10.00 am and 1.00 pm on …… and on ….. Cash payment to the extent of 25% of the amount of the accepted bid will have to be made as earnest money on the fall of hammer. The balance 75% will have to be paid within 7days of the auction but before recovery of stores.
The stores will have to be removed completely within three days of the issue of the release order.
Failure to pay the balance 75% or to remove the stores completely in time may entail the forfeiture of the earnest money and the cancellation of the sale.
If the buyer refuses to take the delivery of any part of the stores within the specified date, the stores left out will be treated as abandoned and amount paid for the same shall be forfeited to the Institute.

Signature
Designation

Appendix– X

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

ASSETS RECEIPT AND INFORMATION REGISTER

(To be filled in triplicate along with PO copy, invoice, etc.)

Details of item(s) received and accepted:

Sl. No	Complete Description of Items (Use a separate sheet if required)	Quantity	Basic Price (Rs.)	GST (Rs.)	Total Amount (Rs.)
1					
2					
3					
	Grand Total				

Name of Department / Section / Centre	
Location of Asset(s)	
Custodian of Asset(s) (Name with Employee ID)	
Stock Holding Authority - HoD/HoC/HoS (Name with Designation)	
Purchase Order No. and date	
Invoice No. and Invoice Date	
Name & Address of the Supplier	
Date of final acceptance of Asset as per PO terms and conditions.	

Asset Category	
Asset Number	
Date of Capitalization of Asset	

This is to certify that the item/asset is received as per the specifications of the GeM Contract/purchase order. Stock Entry has been made in the Non-Consumable Stock Register, volume no______ at Folio/Page no. ______ Sl No________ , of the Department /Centre/Section.

Signature of Indenter Signature Custodian Signature of HoD/HoC/HoS with official Seal

Appendix– XI

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

REPORT OF SURPLUS, OBSOLETE AND UNSERVICEABLE STORES FOR DISPOSAL

Item No.	Particulars of stores	Quantity/ Weight	Book Value/Original purchase price	Condition and year of purchase	Mode of disposal (sale, public auction or otherwise)	Remarks
1	2	3	4	5	6	7

Signature...

Name..

Designation..

Date...

Indian Institute of Technology (Indian School of Mines), Dhanbad
Purchase and Stores Section

Format for Purchase up to Rs.1,00,000/- Under clause 4.1 (Non-GeM Purchase) / up to Rs. 1,00,000/- under clause 4.3 (Purchase through GeM)/ up to Rs 2,00,000 for scientific equipment and consumables for research purpose under clause 4(A) (Non-GeM Purchase)

Note: Approval of Competent Financial Authority as per DoFP must be obtained before procurement.

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

Type of Goods : ☐ Consumable. ☐ Non-Consumable.

Name of the item :____

Unit Price :Rs.______________(In words________________________

Quantity : ____

Total Cost :__________________________(Quantity x Unit Price)

Name of the Seller : ____

Source of Fund : Institute (Budget Head __________________)

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

The Undersigned is personally satisfied that these goods/services 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 ……………………………………………………………

Sanctioned/Recommended	Sanctioned
(HoD/HoC/HoS/PI/PC/CI) (As per DoFP of the Institute)	(Deputy Director/Dean (R&D/IRAA/CEP/IIE) (As per DoFP of the Institute)

Forwarded for the reimbursement to the Purchaser / payment to the supplier.

To
DR (F&A) / AR (Project)

Note : Following enclosures must be attached.

1. Invoice with certificate as per clause 4.1.1 and stock entry details on the back side.
2. GeM Availability Report – In case of Non-GeM procurement only.
3. Appendix-X – In case of NCS only.
4. Appendix-XVII – In case of scientific equipment and consumables for research purpose.

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

Purchase and Stores Section

Format for Purchase above Rs.1,00,000 & up to Rs. 10,00,000 under clause 4.2 (Non-GeM Purchase) / above Rs.2,00,000 & up to Rs. 25,00,000 under clause 4(A) for scientific equipment and consumables for research purpose (Non-GeM Purchase)

The Purchase Committee consisting of following members recommends the purchase of following items as per details below:

Type of Goods : ☐ Consumable. ☐ Non-Consumable.

Name of the item :____

Name of the Seller :____

Unit Price : Rs.______________________ Quantity ________________

Total Cost :______________________________(Qty. x Unit Price)

Source of Fund ☐Institute (Budget Head __________ ☐ Project (Project No. _______)

LPC Members:

The LPC recommends to issue purchase order/supply order to M/s…………………………………..

Certified that the following members of the purchase committee are jointly and individually satisfied that the goods/services 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/services in question and it is not debarred by Department of Commerce or Ministry/Department concerned or by IIT (ISM), Dhanbad.

Signature------------------ Name---------------------- Department--------------- Emp. Code-----------------	Signature------------------ Name---------------------- Department--------------- Emp. Code-----------------	Signature------------------ Name---------------------- Department--------------- Emp. Code-----------------

Forwarded for IA & FC.

Signature of HoD/HoC/HoS/PI/PC/CI

Clearance from Internal Audit	Financial Concurrence

Sanctioned Rs.______________________________ from________________________________

Sanctioned/Recommended	Sanctioned/Recommended	Sanctioned
(HoD/HoC/HoS/PI/PC/CI) (As per DoFP of the Institute)	Deputy Director/Dean(R&D/IRAA/CEP/IIE) (As per DoFP of the Institute)	(Director)

To,

Indenter - for issuance of purchase order/supply order through HoD/HoC/HoS/PI/PC/CI.

Appendix - XIV

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

PAYMENT RELEASE FORM (for Release of Payment)

Type of Goods/Services	*Consumable* *Non-Consumable*
Purchase Order No. and date	
Total Amount as per Purchase Order	
Item's Description and Quantity	
Name, Designation & Department of the Indenter	

Compliance statement.	**YES**	**NO**	**Remarks**
Whether item(s) supplied as per specifications and terms and conditions of the GeM Contract/Purchase Order?			
Whether item(s) received in good condition and accepted?			
Whether item(s) installed as per terms and conditions of the GeM Contract/Purchase Order and requirement?			
Date of delivery/delivery and installation as per GeM Contract/PO.			
Date of actual delivery in the Department/Centre/Section.			
Date of Satisfactory Installation as per installation certificate. (Attach Original Satisfactory Installation Report duly signed by the indenter)			
Original Invoice / Bills and Original Challan is attached (if submitted to the Department)			
Invoice / Bills No., Date and Total amount			
Credit / Debit Note Date and amount, (if any received from supplier)			
Challan No., Date and Receiving date of the items			
Original Warranty Certificate effective from date of satisfactory installation attached (with clear mention of the date of satisfactory installation and warranty period, if applicable)			
Original Performance Security (PBG) received as per PO terms & conditions.			
Materials/ items supplied and installed within delivery period as per Purchase Order			
Mention the period of delay in delivery/delivery and installation of the item (in number of days)			
Whether liquidated damages to be deducted from the invoice amount?			
Details of Departmental Stock Entry	Register No._______ Page No_______ Sl. No.________		
Store Receipt Certificate and Asset information form and Additional information form (if applicable) are attached			
Generated Asset Number is entered in Departmental NCS Register			
Mention the Asset Number so generated.			
Asset number has been written/fixed on particular asset.			
Final Amount to be released to the vendor____________________________ ____(Name of the Vendor)	Rs.		

Signature of the Indenter with date **Signature of the HoD/HoC/HoS with date**

Appendix - XV

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

Ref. No.______________________________ Date:_____________

Retention request form

Subject: Permission for retention of Electronic category LTA items as per institute approved norms.

As per institute rules, I would like to retain following item/s for my personal use. I may be allowed to take away following item(s) for which I am ready to pay applicable value of the item(s).

Sl. No.	Description of Item	Asset No.	Date of Capitalization	Original Purchase Price	Signature of Stock Holding Official	Signature of Custodian of Asset

I certify that:
1. The above mentioned items has/have not been upgraded in past five years.
2. All items mentioned above are five years old (Three years for mobile phone).
3. All items are required for my personal use only.

Signature:__________________________ Signature of HoD/HoC/HoS:_______
Name:______________________________ Employee Code:_______________
Designation:__________________________
Department:__________________________
Employee Code:______________________

(To be used by P&S Section)

____
____
____

JA (P&S)/ SA (P&S) JS (P&S)/Supdt. (P&S) AR/DR/JR/Addl. R (P&S)

[Approved/ Not Approved]

Deputy Director/Dean (R&D)

Forwarded to the Competent Authority as per DoFP for approval of Write-off.

Signature of Competent Authority as per DoFP.

To
Addl. R/JR/DR/AR/(F&A) : For collection of amount and write-off in Books of Accounts and Asset Register.

Appendix - XVI

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

Ref. No.____ Date:_________________

Retention request form (at the time of Superannuation)

Subject: Permission to take away Personal Computers and other Personal Electronics Item by the Faculty of the Institute at the time of their superannuation.

I am a regular faculty of the Institute and due for retirement on ____________As per BoG approved norms, I would like to retain following item(s) in my personal possession after my retirement. Hence, I may be allowed to take away following item(s) for which I am ready to pay depreciated value of the item(s) as per Institute norms.

Sl. No.	Description of Item	Asset No.	Date of Capitalization	Original Purchase Price	Source of Fund	Remarks

Terms & conditions:-

1. The faculty should have served the Institute for a minimum period of five years.
2. The faculty should have purchased the PC and other electronic items from the PDF/other project funds.
3. The PC and other electronics items should have been with the faculty at least for a period of two years or were upgraded at least two years back, before the date of superannuation OR pre-mature retirement OR end of Academic Year (i.e. 30th June).
4. Each faculty may retain only one computer (either a laptop or a desktop) along with one printer, one mobile phone and any additional electronic device.

I have read the above mentioned terms & conditions and I fulfil them. Approval of Director is solicited.

Signature:___________________________________
Name:______________________________________
Designation:_________________________________
Department:_________________________________
Employee Code:_____________________________

Signature of HoD/HoC/HoS__________
Employee Code:______________________

(To be used by PPS)

____

____

JA (P&S)/ SA (PPS) JS (PPS)/Supdt. (PPS) AR/DR/JR/Addl. R (PPS)

[Approved/ Not Approved]

Dean (R&D)

Forwarded to the Competent Authority as per DoFP for approval of Write-off.

Signature of Competent Authority as per DoFP

To,

Addl. R/JR/DR/AR/(Project Accounts) : For collection of amount and write-off in Books of Accounts and Asset Register.

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

Undertaking for the procurement of scientific equipment and consumables for research purposes

(Please strike out whichever is not applicable)

I……………………………..……………………(name)....……………………………..(designation) …………………………………………….(department), do hereby undertake that;

(1) The equipment………………………………………………………………….…...., comes under the category of Scientific Equipment, and the equipment proposed for the procurement shall be used for research purposes. Hence, the procurement of the proposed equipment can be done in accordance with the special provisions contained in O.M. No. F.20/42/2021-PPD dated 05.06.2025.

(2) The consumables……………………………………………………………………………… ....shall be used for research purposes. Hence, the procurement of the proposed consumables can be done in accordance with the special provisions contained in O.M. No. F.20/42/2021-PPD dated 05.06.2025.

(3) I agree, confirm and undertake that whatever is stated herein is true and correct.

(4) I am fully aware that in case of a false undertaking, disciplinary action may be initiated by the Institute against me, and I shall abide by the decision of the Institute.

Signature………………………………………
Name…………………………………………..
Designation……………………………………
Department…………………………………..

Countersigned.

Signature of the HoD/HoC/HoS
Name………………………………………………
Date………………………………………………..
Seal:

Note: (1) The provisions of the O.M. No. F.20/42/2021-PPD dated 05.06.2025 shall be applicable for **the procurement of scientific equipment and consumables for research purposes** under all externally funded Research Projects.

(2) In case of **procurement of scientific equipment and consumables for research purposes** under the grant of the Ministry of Education, this Appendix-XVII is mandatory.

Appendix - XVIII

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

Proprietary Article Certificate

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

2. No other make/model is acceptable for the following reasons:
   ....
   ....
   …………………………………………………………………………………………
   ………………………………………………………………………………………….

Signature of the Indenter
Name:.......................................
Deptt./ Centre/ Section:.......................................

3. Approval of HoD/HoC/HoS ....

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

Purchase and Stores Section

Format for Purchase above Rs.1,00,000 & up to Rs. 10,00,000 (above Rs.2,00,000 & up to Rs. 25,00,000 for scientific equipment and consumables for research purpose) Under clause 4.5 (Non-GeM Purchase).

Type of Goods : ☐ Consumable. ☐ Non-Consumable.

Source of Fund : ☐ Institute (Budget Head _______) ☐ Project (Project No. __________)

The DPAC meeting held on ____________________. The DPAC opened the quotations received through emails from__________bidders on ___________________. Details are as under:

Name of the item :____Quantity__________

Details of quotations received.

1.____

2.____

3.____

4.____

Name of the L-1 bidder :____

L-1 Price (incl. GST) :Rs. ____

Recommendations of the DPAC:

The DPAC has evaluated the quotations received from the_____bidders. On the basis of technical and financial evaluation the L-1 bidder is_____________________________________. The DPAC recommends to issue purchase order/supply order to L-1 bidder with L-1 price i.e. Rs.________________
The DPAC certify that the recommended item(s) 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/services and the bidder is not debarred by Department of Commerce or Ministry/Department concerned or by IIT (ISM), Dhanbad.

( )	( )	( )	( )
Chairman	**Member**	**Member**	**Indenter**

Forwarded for IA & FC.

Signature of HoD/HoC/HoS/PI/PC/CI

Clearance from Internal Audit	**Financial Concurrence**

Sanctioned Rs.___________________________________ from_______________________________________

Sanctioned/Recommended	Sanctioned/Recommended	Sanctioned
(HoD/HoC/HoS/PI/PC/CI) (As per DoFP of the Institute)	Deputy Director/Dean(R&D/IRAA/CEP/IIE) (As per DoFP of the Institute)	(Director)

To,
Indenter - for issuance of purchase order/supply order through HoD/HoC/HoS/PI/PC/CI.