



Brief of Purchase Rules (GFR 142 to GFR 176)

A. General Procedures for Purchases: All the purchases should be made in an efficient, economic, transparent, competitive and fair manner to secure best value. This will enable the agencies/bidders to formulate and send their competitive rates/bids with confidence. The procedure will generally be applied to all purchases of the Institute except purchase of Online Journals, periodicals, library books. All purchases shall be initiated with the approval of Director. An indent for the item will be raised specifying detailed specifications of the items required and the estimated value for the approval of Director.

B. Purchase of Goods from Government e-Marketplace GFR 149:

Government e-Market place (GeM): Government of India has established the Government e-Marketplace (GeM) for common use goods and services. The procurement of Goods and Services which are of common use, required in bulk quantity, meeting the specification and for which reasonability of rates can be established easily, may be made from GeM as per the procedure mentioned in the GFR-2017. GeM SPV will ensure adequate publicity including periodic advertisement of the items to be procured through GeM for the prospective suppliers. The Procurement of Goods and Services by Departments/ Sections will be mandatory for Goods or Services available on GeM. The credentials of suppliers on GeM shall be certified GeM SPV. The GeM portal may be utilized for direct on-line purchases as under:

- (i) Up to Rs.25,000/- through any of the available suppliers on the GeM, meeting the requisite quality, specification and delivery period and at reasonable price.
- (ii) Above Rs.25,000/- and up to Rs.5,00,000/- through the GeM Seller having lowest price amongst the available sellers, of at least three different manufacturers, on GeM, meeting the requisite quality, specification 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. 5,00,000.
- (iii) Above Rs.5,00,000/- through the supplier having lowest price meeting the requisite quality, specification and delivery period after mandatorily obtaining bids, using online bidding or reverse auction tool provided on GeM.
- (iv) The invitation for the online e- bidding/reverse auction will be available to all the existing Sellers or other Sellers registered on the portal and who have offered their goods/services under the particular product/service category, as per terms and conditions of GeM.
- (v) The above mentioned monetary ceiling is applicable only for purchases made through GeM. For purchases, if any, outside GeM, relevant Rules of GFR shall apply.

C. Purchase of Goods without Quotation GFR 154:

Purchase of goods upto the value Rs. 25,000 (Rupees twenty-five thousand only) only on each occasion may be made without inviting quotations or bids. In this case procuring authorities must ensure that the items are not available on GeM before procuring the same. The maximum permissible limit for purchase through sources other than GeM is Rs.25000 for items which are not available on GeM. A certificate to be recorded by the procuring authority in the following format:

“I..... am personally satisfied that these goods purchased are of the requisite quality and specifications and have been purchased from a reliable supplier at reasonable price. Further, these goods were not available on GeM portal before procuring from other source of purchase.”



D. Purchase of Goods by Purchase Committee with Quotation GFR 155:

In case a certain item is not available on GeM portal, Purchase of goods costing above Rs.25,000 (Rupees Twenty Five thousand only) and upto Rs.2,50,000 (Rupees two lakh and fifty thousand only) on each occasion may be made on the recommendations of a duly constituted Local Purchase Committee consisting of three members of an appropriate level as decided by the Competent Authority. The committee will survey the market to ascertain the reasonableness of rate, quality and specification and identify the appropriate suppliers. Before 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 recommended for purchase are of requisite specification and quality priced at the prevailing market rate and the supplier recommended is reliable and competent to supply the goods in question, and it is not debarred by Department of Commerce or Ministry/Department concerned.”

The purchase shall be made only from those reputed sellers with valid GST / Sales Tax Registration / CST Registration, Shop Act Registration, PAN (Income Tax) and wherever relevant Excise Registration. The seller must be manufacturer of the item or authorized dealer of the manufacturer of the item. The local purchase committee shall be responsible for entire procurement process right from identification of potential suppliers to the comparison and evaluation of the responses for recommendations.

E. Purchase of goods above Rs.2,50,000/- GFR 158 to 164:

Purchase of Goods above Rs.250000/- may be made by obtaining bids through E-Publishing, E-Procurement, Advertisement Tender Enquiry, Limited Tender Enquiry, two bid system and Two stage bidding.

For the purchases for the amount above Rs.2,50,000/-, quotation shall be invited following the prescribed procedure. For goods of estimated value Rs.25,00,000/- and above the procurement will be by open tender by advertisement. The advertised tender enquiry should be on the website of the Institute as well as notice inviting tender published in newspaper(s). The Institute should also post the bidding documents in its website and permit prospective bidders to make use of the document download from the website. If such downloaded bidding document is priced, there should be clear instructions for the bidder to pay the amount by demand draft etc. along with bid.

Quotations should be floated by registered post, courier, fax, speed post, e-mail. Every quotation must be received in a sealed cover.

The enquiry sent to the firms should have all details especially on the following points :

- i. The text of bidding documents should be self-contained and comprehensive without any ambiguity of essential information, which a bidder needs for sending responsive bid should be clearly mentioned in the bidding document in a simple language.



ATAL BIHARI VAJPAYEE–
INDIAN INSTITUTE OF INFORMATION TECHNOLOGY & MANAGEMENT, GWALIOR
(An Institute of National Importance under Ministry of Education, GoI)

- ii. The criteria for eligibility and qualification to be met by the bidders such as minimum level of experience, past performance, technical capability, manufacturing facilities and financial position etc.
- iii. Eligibility criteria for goods indicating any legal rectification or conditions about origin of goods etc., which may require to be made by the successful bidder.
- iv. The procedure as well as date, time and place for sending the quotation.
- v. Date, time and place of opening of quotation and Terms of delivery.
- vi. Specific terms effecting performance, if any.
- vii. The bidders should be given reasonable time to send their quotations.
- viii. The specifications of the required goods should be clearly stated, so that the prospective bidders can send meaningful quotations.

F. General Purchase Guidelines of the Institute-

- i. All purchases either from Institute Head or Project Head, the indenter has to take Administrative approval on the attached ‘ **Indent Cum Administrative Approval Sheet** ’ from the Competent Authority.
- ii. The maximum permissible limit for purchase through sources other than GeM is **Rs. 25000 (twenty five thousand only)** without inviting quotations, for items which are not available on GeM. A certificate to be recorded by the procuring authority as mentioned in GFR 154.
- iii. For Purchase of goods/items costing **above Rs.25,000 (Rupees Twenty Five thousand only) and upto Rs.2,50,000 (Rupees two lakh and fifty thousand only)** provided that a certain item is not available on GeM portal as per GFR 155. The Registrar will recommend the members of Local Purchase Committee, for further approval of the Competent Authority.

The model constitution of Local Purchase Committee will be as follows:

- (i) **For procurement from Project Funds:**
 - a. Head of the Department – Chairman
 - b. Principal Investigator (PI) of the Project – Member & Convener
 - c. One Member of SPC – Member
 - d. One Member Account Section – Member
- (ii) **For procurement from Institute Funds:**
 - a. Dean (Infrastructure) – Chairman
 - b. Head of the Department/Section – Member
 - c. One Member of SPC – Member
 - d. One Member Account Section – Member
- iv. The **purchase of items/stores above Rs.2,50,000/-** shall be processed by **Standing Purchase Committee (SPC)** as per standard purchase rule of GoI. However, SPC may also consider the other matters of purchase below Rs.2.50 lakhs, if necessary.
- v. The bidders should not be permitted to alter or modify their quotations after expiry of the deadline for received quotations.



ATAL BIHARI VAJPAYEE–
INDIAN INSTITUTE OF INFORMATION TECHNOLOGY & MANAGEMENT, GWALIOR
(An Institute of National Importance under Ministry of Education, GoI)

- vi. Negotiations with bidders after quotation opening must be discouraged. However, in exceptional circumstances where price negotiation become essential it should be resorted to only with the lowest evaluated technically suitable bidder only.
- vii. The purchase order should be ordinarily be placed to the lowest evaluated bidder whose quotation has been found to be responsive and technically suitable and qualified to ensure the supply as per the terms and conditions incorporated in the bidding documents.
- viii. In the rate contract system where number of firms are brought on rate contract for the same item, negotiations as well counter offer of rates is permitted with the bidder in view.
- ix. Quotations must be opened in presence of all Purchase Committee Members and representative of firms, if any, and it will be serially numbered and signed by all members of the committee. Signatures are necessary on the covering envelope, financial part of the bid and the part which contains terms and conditions of quotations received.
- x. The Purchase Committee will prepare a report of opened quotations which will include:
 - a. Comparative statement of all sellers indicating all taxes, freight, forwarding etc. which will give the total cost of the purchase.
 - b. The seller from whom the purchase is recommended
 - c. In the event purchase is recommended from other than lowest quotation, the reason shall be specifically stated.
 - d. Any other relevant information.
- xi. The report completes in all respects along with all the documents shall be sent to the Purchase Section for taking further action.
- xii. The purchase of items of proprietary nature (i.e. items which do not have substitute or which are spare parts of existing equipment for which substitute/ replacement are not available) can be done on the basis of single quotation irrespective of the value of the item. In such cases the indenter must furnish the signed and certified 'Proprietary Article Certificate'. At the same time the supplier must furnish proprietary certificate that they are the only source of supply / manufacturer.
- xiii. All the purchase orders exceeding Rs.25,000/- must be pre-audited.
- xiv. A demand for goods shall not be divided into small quantities to make piecemeal purchases to avoid procurement through L-1 Buying / bidding / reverse auction on GeM or the necessity of obtaining the sanction of higher authorities required with reference to the estimated value of the total demand.
- xv. After placement of order, Indenter will coordinate with supplier for supply / delivery and installation of the item / complete the works on time as per purchase order.
- xvi. Once the items are supplied / delivered and installed by the item / works are completed as per purchase order, then necessary stores receipt certificates, stock entry details, payment release



ATAL BIHARI VAJPAYEE–
INDIAN INSTITUTE OF INFORMATION TECHNOLOGY & MANAGEMENT, GWALIOR
(An Institute of National Importance under Ministry of Education, GoI)

recommendation and installation / work completion certificate are required to be submitted by the Indenter to store and purchase section.



INDENT CUM ADMINISTRATIVE APPROVAL SHEET

1. Name of the Section/Department :.....
2. Item required (without Brand Name) :.....
3. Details specification of the item required
(Without mentioning the brand name) :.....
.....
.....
4. Link for GeM (if available) :.....
(Attach a certified copy)
5. Purpose/Justification :.....
6. Quantity (Approx.) :.....
7. Cost (Approx.) :.....
8. Budget Head (4/5) : Institute Head Project Head
- If Project,**
Name of Project :.....
- Budget Sub Head :.....
- Additional Information (If any) :.....
9. If item is proprietary in nature :.....
(Attach Certificate as per enclosure) (4/5) : Indenter Certificate Supplier Certificate

- i. Signature:.....
- ii. Name of Person Requesting.....
- iii. Department /Section

Forwarded by:

Name & Signature of HoD/PI:.....



10. Store In Charge (issued record of item) :

.....
.....

11. Store In Charge : **Available** **Non Available** **Comments (If any)**

.....
.....

Name & Signature AR (Stores) :

12. Availability of Funds in the Proposed

Budget Head :

Name & Signature AR (F&A) :

13. GeM office for availability of items with specifications & Costs at GeM Portal :

.....
.....

Name & Signature AR (Purchase) :

Joint Registrar (Purchase) –

Registrar –

Director –

(SPC/Registrar for necessary action)



ATAL BIHARI VAJPAYEE–
INDIAN INSTITUTE OF INFORMATION TECHNOLOGY & MANAGEMENT, GWALIOR
(An Institute of National Importance under Ministry of Education, GoI)

Proprietary Article Certificate (by Indenter)

Valid for the Current Financial Year

File Number and Date Reference		
1	Description of Article	
2	Forecast of quantity/annual requirement	
3	Approximate estimated value for above quantity	
4	Maker's name and address	
5	Name(s) of authorised dealers/stockists	
6	I approve the above purchase on PAC basis and certify that: -- Note- Tick to retain only one out of (b), (c-1) or (c-2) whichever is applicable and cross out others. Please do confirm (a) by ticking it – without which PAC certificate will be invalid.	
6 (a)	This is the only firm who is manufacturing/stocking/publishing this item. AND	<input type="checkbox"/>
6 (b)	A similar article is not manufactured/sold by any other firm, which could be used in lieu OR	<input type="checkbox"/>
6 (c-1)	No other make/brand will be suitable for following tangible reasons (like OEM/ warranty spares): OR	<input type="checkbox"/>
6 (c-2)	
6 (c)	No other make/brand will be suitable for following intangible reasons (if PAC was also given in the last procurement cycle, please also bring out efforts made since then to locate more sources): OR	<input type="checkbox"/>
7	Reference of concurrence of finance wing to the proposal

History of PAC purchases of this item for past three years may be given below:

Name of Supplier:			
Order/Tender Reference & Date	Quantity Ordered	Basic Rate on Order (Rs.)	Adverse Performance Reported if Any

Name Signature of the Indenter

Date.....