

Expected Time – Stores and Purchase					
Sl No	Details of the Service	Requirement from the stake holders	Check List	Maximum processing time for the office	Contact details of the concerned official
1	Enquiry for inviting quotations	Indent, Budget Approval & Admn. Approval from CA	Indent, Budget Approval, FC , AA and GeM	5 Working Days	Joint Registrar (S&P)
2	Publishing of tender	Tender document and BOQ	Tender document and BOQ	3 days from the date of TD and BOQ approval.	Joint Registrar (S&P)
3	Release of PO upon Technical Evaluation (Below 2.5 Lakhs)	NA	LPC/CPC/SPC Approval, DPO approval by Intender	10 Working days subject to timely clearance of LPC/CA	Joint Registrar (S&P)
4	Release of PO upon Technical Evaluation (Above 2.5 Lakhs)	NA	SPC Approval, Audit Approval, DPO approval by Intender	10 Working days subject to timely clearance of SPC, Audit and CA.	Joint Registrar (S&P)
5	Refund of EMD	EMD return request if unsuccessful, BG if successful	Receipt of BG if successful	10 Working Days	Joint Registrar (S&P)
6	Return of Bank Guarantee	BG Return Request Letter	BG Return Request Letter	10 Working Days	Joint Registrar (S&P)