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# **PURCHASE MANUAL**



**STORES AND PURCHASE SECTION**

**INDIAN INSTITUTE OF TECHNOLOGY GUWAHATI**

**GUWAHATI-781039, ASSAM, INDIA**

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The “Purchase Manual” provides the essential information and brief step-by-step procedures for procurement of goods and services. This Manual is a guideline and all purchases are to be regulated as per procedure laid down therein. However, in some specific cases, it may become necessary to arrange materials by adopting methods not indicated in the manual. In such case, specific approval of the Competent Authority must be obtained before initiating such action, detailing the reasons as to why procurement becomes necessary not as per the guidelines of the Purchase Manual. **The procedures followed for purchase at IIT Guwahati are broadly as per guidelines stated under General Financial Rules (GFR) of Government of India. However, so as to ensure adequate and timely supply of material to meet academic and scientific research activities on the one hand and to ensure fair and transparent manner of purchase on the other hand, the Institute has evolved the following purchase procedures.**

## **1. OBJECTIVES AND FUNCTIONS OF THE STORES AND PURCHASE SECTION, INDIAN INSTITUTE OF TECHNOLOGY GUWAHATI**

### **OBJECTIVES**

- To maintain uninterrupted flow of goods and services to support the development schedules of the Institute.
- To procure goods and services economically at a cost consistent with the quality and service required. However, generally all purchases may be attempted at the lowest cost.
- To maintain Organization reputation and credibility in the market by fair evaluation of bids and quotations, transparent, timely issue of purchase order or contracts and timely payment of dues.

### **FUNCTIONS**

- Procurement of stores through indigenous and foreign sources as required in accordance with the rules in force.
- Checking of requisitions/purchase indents.
- Monitoring and tracking of budgets and utilization of funds as per the Annual Budget.
- Selection of suppliers for issue of enquiries.
- Issuing enquiries/tenders and obtaining quotations.
- Preparation of comparative statement.
- Preparation of Sanction Sheet.
- Issue of Purchase Orders.
- Follow-up of purchase orders for delivery in due time
- Verification and passing of suppliers' bills to see that payments are made promptly.
- Correspondence and dealing with suppliers, carriers etc., regarding shortages, rejections etc.,
- Maintenance of purchase records.
- Maintenance of progressive expenditure statement, sub-head wise.
- Maintenance of vendor performance records/data.
- Arrangement for Insurance Surveys, as and when necessary.
- Clearance of foreign consignments.
- Collection and issue of Road Permit in coordination with Sales Tax Department, GoA.
- Preparing reports and statements of Institute purchase for DSIR certificate for availing custom duty and excise duty exemption.
- Maintenance of Central Stores.
- Maintenance of Annual Rate Contracts.
- Annual Maintenance Contracts.
- Maintenance of records of Advance and settlement.
- Serving as an information center on the materials' knowledge i.e. their prices, source of supply, specification and other allied matters.

## P 02. SUBMISSION OF INDENT

1. Indenting for purchase by end user departments/centres/sections is made after notification of budgetary allocations by the competent authority in the beginning of every financial year or as long as fund is available.
2. Indent is put up as per normal Indent Format [**FORM NO. SP-1P**] with adequate justifications for purchase of the required item(s) along with (a) Details Specifications, (b) Proposed Purchase Committee and (c) Proposed vendor list (in case of limited NIQ)
3. In case of indent for furniture, in addition to the above, appropriate drawing & design of the required furniture items are also to be provided
4. The indent is to be submitted to the Stores & Purchase (S&P) Section.
5. Approval of indents are done by the competent authorities as per Delegation of Financial Power.
6. A demand for goods should not be divided into small quantities to make piece meal purchases to avoid the necessity of obtaining the sanction of higher authority required with reference to the estimated value of the total demand.
7. Combing as many items as possible in one tendering process is expected.

## P 03. CONSTITUTION OF PURCHASE COMMITTEE

1. Each Department or Centre has its own Purchase Committee/s. Procedure for formation of Purchase Committee is as follow:
  - a. HOD/HOC constitutes a Purchase Committee for purchase up to their sanctioning limit i.e. as per the Delegation of Financial Power, and
  - b. for purchase above the sanctioning power, HOD/HOC forwards its proposal to the Deputy Director for approval.

## P 04. FINDING BUDGET

The S&P Section examines current availability (or non- availability) of fund against the appropriate account head; and, only if fund is available, the same is placed before the competent authority for consideration and approval.

## P 05. NOTICE INVITING QUOTATIONS

Institute resorts to **Single-Bid System** for purchase of consumables, furniture, minor equipment, and proprietary items etc., for other purchases mostly **Two-Bid System** is followed.

**Single-Bid System:** In the Single bid procedure, Bidders submit Bids in one envelope containing both the Price Proposal and the Technical Proposal. The Bids are evaluated, and following approval by the Competent Authority, the Contract is awarded to the Bidder whose Bid has been determined to be the lowest.

**Two bid system:** The objective of the exercise is to allow the Purchaser to evaluate the Technical Proposals without reference to price. Bids of Bidders who do not conform to the

specified requirements may be rejected as deficient Bids with approval. For purchasing high value plant, machinery etc. of a complex and technical nature, bids may be obtained in two parts as -

(a) Technical bid consisting of all technical details alongwith commercial terms and conditions; and (b) Financial bid indicating item-wise price for the items mentioned in the technical bid.

The technical bid and the financial bid should be sealed by the bidder in separate covers duly superscribed and both these sealed covers are to be put in a bigger cover which should also be sealed and duly superscribed. The technical bids are to be opened by the purchase committee at the first instance and evaluated. At the second stage financial bids of only the technically acceptable offers should be opened for further evaluation and ranking before awarding the contract.

## **P 06. MODE OF PROCUREMENT**

On receipt of approved Indent, S&P Section sends Notice Inviting Quotations (NIQ), by adopting one of the following modes of procurement:

**6.1 Open Tender:** Open Tender method is followed for all procurement worth Rs. 5 lakh (Rupees Five Lakh) and above. Notice Inviting tenders in this mode is given in at least one local dailies and one national dailies - if found necessary. In addition, the notice is put in the Institute's website. **Combining as many items as possible in one tendering process is expected.**

**6.2 Limited Tender:** The procedure for **Limited Tenders/Quotations** is generally resorted to for purchase of consumables, furniture (locally fabricated and involving low value items) and minor equipment, on the basis of vendor lists provided from the academic departments (in case of laboratory equipment) or as per standard vendor lists maintained in the S&P Section for general consumables (like stationeries etc.) and minor office equipment (like photocopiers etc.).

**6.3 Web Based Tender:** All open & limited Notice Inviting Quotations for most of its purchases is published in the Institute's Web site and News Paper (local or national as applicable). This practice has been resorted due to mainly to four reasons:

1. to ensure fair chance of competition is given to all qualified vendors;
2. lists of vendors supplied by the indenting departments are often found to be non-exhaustive;
3. suppliers for qualitatively better scientific equipment are not many; and
4. general problem of not getting minimum three technically acceptable quotes also gets minimized through this process .

**6.4 Single Tender:** Single quotation purchase shall be allowed in the following cases:

i) **Proprietary Item:** Single tender method is followed only in rare cases where it is in the sure knowledge of both the HOD/HOC and the indenter that the item to be procured is manufactured only by a particular manufacturer and there is no other option for the laboratory except to go in for this equipment. Proprietary certificate from the manufacturer along with end user certificate on the format provided at Annexure-II **[FORM NO. SP-2P(A)]** is to be attached with the Indent.

Indent-cum-Sanction format as provided at Annexure-III [FORM NO. SP-2P] may be used. Intentionally adding restrictive clauses to favour a single source is not allowed. All such cases of procurement on single tender basis must be approved by the competent authority on specific recommendations of the HOD/HOC, only after the competent authority satisfies himself that such procurement is unavoidable.

ii) **Spares:** Indent-cum-Sanction along with the proprietary certificate, for spare parts of equipments procured on single tender basis from the manufacturers or from their authorised dealers can be recommended by the HOD/HOC for final approval of the competent authority.

iii) **DGSND Purchase:** Orders against DGS&D rate contracts.

iv) **Cash purchase:** Purchase of goods upto the value of Rs. 15,000/- (Rupees Fifteen Thousand only) on each occasion is made without inviting quotations on the basis of a given by the indenting officer and duly approved by the competent authority, by drawing [FORM NO. SP-1M and SP-2M] . The certificate is given in a standardized format, wherein the indenting officer gives the following certificate: "I, \_\_\_\_\_, am personally satisfied that these goods purchased are of the requisite quality and specification and have been purchased from a reliable supplier at a reasonable price."

**6.5 Global Tenders:** Global tenders is issued if it is felt that bidding from the indigenous source through open tendering shall not result in competitive prices. In such cases, in addition to the open tendering procedures, copies of the NIQ is sent to the embassies of the countries where such manufacturers are located by giving them at least six weeks time so that they can forward the notice to the prospective bidders in their countries.

**6.6 Spot Quotation Purchase:** Purchase of goods up to the value of Rs.50,000/-(Rupees fifty thousand only) or higher as approved by the competent authority is adopted in case of emergent requirements and certain items such as Hostel utensil, livery, etc., which cannot be purchased through the normal procedure due to absence of universal standard for comparison.

**6.7 Rate Contracts:** An Annual Rate contract is established for frequently required consumable items such as chemicals, plastic wares, glass wares, UPS batteries, office stationary, etc (**ANNEXURE 1**). The Rate contracts are established on the basis of open tendering.

Rate contract should be placed only on registered and or reputed manufacturers or their authorised distributors who are capable of supplying the stores as required. In addition to all the usual terms & conditions, the following clauses should be included in all rate contracts.

1. The price charged for the stores supplied under the rate contract should in no event exceed the lowest price at which the party sells the stores of identical description to any other person during the period of the contract.
2. The stores shall be supplied within a period of fortnight for supplies against ex-stock deliveries.

In case the firm does not supply the items within the stipulated time schedule, the cancellation of the purchase order can be considered.

3. Parallel rate contracts for similar items can be placed at any time during the period of rate contract with one or more parties.

4. The rate contract can be terminated at any time by giving one months notice.

For procurement of Rate Contract Items Indent-cum-Sanction Sheet [**FORM NO. SP-3P** and **FORM NO. SP-4P**] may be used.

**6.8 Repeat Order:** If an indent is received for an item of identical to one for which an earlier purchase order has been placed, purchase is made on repeat order basis, provided that:

1. the new purchase order is placed within six months from the date of issue of the original purchase order.
2. the supplier concerned is willing to accept the repeat order on identical terms and conditions.
3. the quantity to be ordered/purchased on repeat basis does not exceed quantity of the original purchase order.
4. there is no downward trend of the prices since the original purchase order was placed.

For procurement by Repeat Order, Indent-cum-Sanction Sheet [**FORM NO. SP-2P**] may be used.

## **P 07. BUY-BACK PURCHASES**

Buy-back of items like Computers, Scanners, Servers, laptops, LCD Projectors, Printers, Photocopiers, Faxes, Refrigerators and the like of five-year vintage or more are made subject to the approval of the competent authority.

1. The approval of the competent authority for declaring the item as obsolete etc. has to be obtained as per the present practice.
2. Prices be obtained from various bidders and the bids should clearly mention that the offer is under buy-back scheme and the buy-back price be mentioned separately.
3. Once the purchase is completed, the original value of the item be written off from the books of the respective labs.

## **P 08. EARNEST MONEY**

To safeguard against a bidder's withdrawing / altering its bid during the bid validity period in the case of advertised or limited tender enquiry, EMD is obtained from the bidders except those who are registered with Central Purchase Organization (e.g. DGS&D), National Small Industries Corporation or the concerned Ministry / Department. The bidders are required to



furnish EMD along with their bids. In case of items, if the quoted value is INR 5 lacs or above, an Earnest Money Deposit (**EMD**) for an amount of 2.5% on quoted value, in the form of Demand Draft drawn in favour of the Registrar, IIT Guwahati, issued from a Nationalized Bank, will have to be submitted along with the bid (technical Bid in case of two bid system) only. The EMD of unsuccessful bidders shall be returned after award of contract. EMD of the successful bidder will be released on submission of the PBG. If exemption is sought from production of EMD, the same should clearly be mentioned in the bid (Technical Bid in case of two bid system) indicating the clause under which exemption is sought.

Submission of EMD is exempted under the following conditions:

- i. If the quoted value is less than INR 05 lacs.
- ii. Vendors who have successfully executed minimum of 02(two) purchase orders in last 03(three) financial years (i.e 2009-10, 2010-11, 2011-12) in IIT Guwahati. Order copies must be enclosed along with the quotation.
- iii. Firms which are specifically registered for the required items with DGS&D or with NSIC. Copy of valid registration must be enclosed along with the quotation.
- iv. Firms already registered in IIT Guwahati under 'One Time Earnest Money Deposit Certificate' (OEMDRC). Copy of OEMDRC must be enclosed along with the quotation.

#### **P 09. PERFORMANCE BANK GUARANTEE (PBG)**

To ensure due performance of the contract, Performance Bank Guarantee (PBG), in a standard format, is obtained from the successful bidder, who is awarded the contract. PBG, unless otherwise approved by the competent authority, is obtained from every successful bidder. In case of PO value Rupees five lakhs (INR) and above, the successful bidder, to whom the PO is placed, shall furnish an unconditional Performance Bank Guarantee from a scheduled bank, of India, for 10% of the Purchase Order value, within 21 days of placement of order. In case of foreign purchase the local Agent shall submit the PBG. Where the PBG is to be necessarily given by a foreign bank it shall be endorsed by its counterpart in India. Validity of the PBG, which shall be effective from the date mentioned therein, shall be at least 14 months+ expected delivery period. In case 14 months of validity is not possible, then when the system is delivered, the PBG's validity will have to be suitably extended before payment is released.

**(i)By submitting the PBG, the vendor is understood to have guaranteed that,**

- (a) The Purchase Order (PO) shall be executed as per terms and conditions mentioned therein.
- (b) The equipment shall function satisfactorily for a period up to 60 days after the warranty period.
- (c) The equipment and components are free from poor workmanship, bad quality, and faulty designs.
- (d) The vendor shall at his/their own cost rectify/replace the defects, if any, during the guarantee period.
- (e) The guarantee is to the extent of 10% of the order value.

**(ii) Condition for invoking PBG:** In case of failure to comply with the guarantees above, IITG may terminate the contract / purchase order in whole or in part and forfeit the PBG. In addition, IITG may, at its discretion, procure upon such terms and in such manner as it deems appropriate, goods similar to the undelivered items/products and the defaulting supplier/vendor shall be liable to compensate IITG for any extra expenditure involved."

## **P 10. RECEIPT OF TENDERS**

1. Tenders are received either through post or through courier or by hand. The tenders shall be dropped in the tender box, which shall remain locked, and its keys with the Purchase officer.
2. If a tender, received in a cover without any superscription about its contents, is opened by any official receiving it, he shall himself mark on the cover the tender number and the date of its receipt and the date of its opening and shall sign it and cause it to be delivered to the purchase officer before the opening date.
3. Late/Delayed Tenders: Tenders received after the specified time and date of opening are treated as "Late" while tenders received after the last date specified for receipt of tender but before the date of opening of the tender are treated as "Delayed". Such tenders shall be marked as late/delayed as the case may be and filed. They shall be rejected and returned to the bidders in their original envelope without opening.

## **P 11. POSTPONEMENT OF THE TENDER OPENING DATE**

1. Requests for the postponement is not normally entertained. In rare cases however, if the response to a notice is poor, a decision to postpone the opening date of the tender by a minimum 15 days may be taken by the competent authority. The time extension so granted may be intimated to all concerned so that adequate response is received.
2. In case where the response to limited tender method in respect of materials costing more than Rs. 5.00 lakhs is poor (if the response is only from two or less bidders, it is considered poor), then open tender method shall be resorted to. The bidders who responded to the limited tender enquiry must be informed that their tenders shall also be considered along with the tenders received through open enquiry. If a decision is taken to change the specification to make it broad-based, the bidders who had responded to limited enquiry shall be asked to bid again as per the revised specifications. Any exception to this should have the approval of competent authority.

## **P 12. OPENING OF THE QUOTATION**

1. Quotations shall be opened as per schedule given in the NIQ. Quotations received against Press Tender centrally floated by the S&P for two or more department/ Centre is opened by the Quotation Opening Committee duly constituted for the same. All other quotation shall be opened and evaluated by the respective purchase committees constituted for the purpose.
2. The officer opening the tender shall read out or clause to make the following particulars only for the information of the representatives attending the tender opening.
  - a) Tender number
  - b) Name of the firm
  - c) Description of the item to be purchased
  - d) Price
  - e) Whether the price is inclusive of taxes & duties or exclusive
  - f) Discount offered.

- g) Delivery Schedule.
- h) Any other extra charges quoted for packing, transport etc.
- i) Terms of delivery
- j) Warranty obligations.

3. All the pages of the tender has to be initialed by the tender opening committee. Alterations/ corrections in the tenders should be initialed legibly by the officers opening the tender and dated. A similar procedure shall be followed wherever any erasing/ cutting is observed.

4. Any correction in the price quoted in the tender both in the words and figures shall be circled in red ink by the representative of finance and signed. The members of the tender opening committee shall endorse this. In addition, a list of the representatives of the bidders present at the time of opening shall be prepared who shall write their name and the bidder they represent under their signature.

5. If there is any discrepancy between the price quoted in figures and words, whichever is the higher of the two shall be taken as the bid price

### **P 13. EVALUATION OF QUOTATION BY PURCHASE COMMITTEE**

**1. A neat comparative statement:** A neat comparative statement of the opened quotations to be made as per the standard format wherever possible, by the Purchase Committee constituted for the purpose. The recommendation shall contain details like rate, delivery schedule, make, taxes etc. and finally the quoted price. The final landing cost of Purchase after all discounts, taxes must be mentioned on the comparative statement for indigenous items and CIF price for imported items. When bids are received in different currencies, the comparative statement shall clearly give the exchange rate on the date of opening of the bid and the quoted price in rupees. In case of imported item where there is no mention of packing, forwarding, freight, insurance charges, the offers shall be rejected as incomplete.

**2. Two Bid System Evaluation:** In regard to tenders/quotations received under Two Bid System, the recommendation of the purchase committee on Technical Bids is first placed before the competent authority for consideration and approval; and after approval of which only the Price Bids of the technically qualified vendors are opened. Consequently final evaluation and recommendation is made.

**3. Audit scrutiny:** Recommendations relating to minor equipment (i.e. equipment costing less than Rs.5 lakh) and consumables costing less than Rs.1 lakh, shall be sent to the S&P Branch for scrutiny and further necessary action. However, in case of major purchase of furniture and equipment costing more than Rs.5 lakh and consumables costing more than Rs. 1 lakh file/s is to be sent for scrutiny by the Internal Audit Section.

**4. No rejection on flimsy grounds:** Evaluation of tenders must be done in a scientific and logical manner. It is not always necessary that the lowest quoted price shall finally emerge as the lowest evaluated price. It may be that the lowest bidder has not quoted according to the specifications and has left out certain items asked for. Thus evaluation of tenders is a serious exercise which should not be done mechanically: Extraneous considerations, that is, considerations that were not mentioned in the technical and of other specifications, shall not be a cause for rejecting a tender as non responsive. Similarly no tender shall be technically rejected on flimsy grounds or on such vague grounds as unsatisfactory service during earlier

purchases without providing any documentary proof. The reasonability of the price quoted can only be arrived at by making formal inquiries with other clients who have made similar purchases and by taking into account last purchase price.

**5. Negotiation only in Exceptional Cases:** There should normally be no post tender negotiations. If at all negotiations are warranted under exceptional circumstances, then it can be with L1 (Lowest vendor).

#### **P 14. AUDIT**

While recommendations relating to minor equipment (i.e. equipment costing less than Rs.5 lakh) and consumables costing less than Rs.1 lakh, are sent to the S&P Branch for further scrutiny and subsequent raising of sanctions, those relating to major purchase of furniture and equipment (i.e. furniture and equipment costing more than Rs.5 lakh) and consumables costing more than Rs.1 lakh are sent for scrutiny by the Internal Audit Section.

However, in regard to tenders/quotations received under Two Bid System, the recommendation of the purchase committee on Technical Bids is first placed before the competent authority for consideration and approval; and after approval of which only the Price Bids of the technically qualifying vendors are allowed to be opened by the purchase committee for making final evaluation and recommendation.

The final recommendation of the purchase committee (i.e. the part relating to evaluation of the price bids of the technically qualifying vendors only) is thereafter scrutinized by the Internal Audit Section. After clearance of the subject from the Internal Audit Section only, the S&P Branch prepares Sanction Sheet for obtaining sanction from the competent authorities as per delegation of financial power.

#### **P 15. PURCHASE ORDER**

Once the purchase proposal/recommendation/ Sanction Sheet of the Purchase Committee is approved by the competent authority, S&P section shall prepare the purchase order and arrange to send it to the vendor. The purchase order shall contain the make and model of the item with description, rate, quantity ordered, Amount and terms & conditions like Delivery schedule, Place of Delivery, Payment terms, taxes & duties, any other charges like packing, forwarding, transportation, insurance etc., discounts offered by the firm, warranty period, training if any etc. Suitable clauses like Fall Clause, Option clause for repeat order, Arbitration Clause, force majeure Clause and Liquidated damage Clause etc. may be incorporated in the supply order wherever applicable. The order shall also contain the inspection procedures to be followed for inspecting the ordered goods for acceptance and the probable time needed for inspection. In case the order confirmation is not received within thirty days, it shall be presumed that the vendor has not accepted the order and further action has to be initiated as per the conditions given in the tender document etc. A copy of the purchase order shall also be sent to the Head of the indenting department for information.

## **P 16. AMENDMENT OF PURCHASE ORDER**

Amendments to all purchase orders not involving financial implications shall be made by the HoS, S&P.

## **P 17. GUIDELINES FOR ISSUE OF ROAD PERMIT**

As per Assam Entry Tax Act, 2008, Road permit will be issued only on basis/availability of following two documents:

- (i) Institute's Purchase Order (PO), officially issued as per normal practice, and
- (ii) Proforma Invoice, bearing reference of the concerned Purchase Order.

In case of Repair/Spares:

- (i) Original PO
- (ii) Proforma Invoice, bearing reference of the concerned Purchase Order.

Head of Section, Stores and Purchase Section is only authorized to sign on the Road Permit.

## **P 18. RECEIPT OF GOODS**

After arrival of ordered goods at the Institute, the S&P Branch arranges direct delivery of the same at the indenting department/ section, by obtaining the physical receipt certification (as "Goods received subject to inspection") from the concerned indenter or the Head of the Department/Section on the body of the Challan or Consignment Note (C/N) itself.

However, in case of General Office Stationeries, spot verification and acceptance (or rejection) is made by the members of the standing inspection committee for the purpose i.e. Asst. Registrar (S&P), Asst. Registrar (F&A), and Asst. Registrar (Establishment) or their representatives by recording comments on the body of the original Challan itself; and therefore no further inspection report becomes necessary on this subject.

## **P 19. INSPECTION AND ACCEPTANCE OF GOODS**

As stated above, all ordered goods (except general office consumables) are received at the Institute subject to inspection.

Normally the concerned indenting division should ensure completion of inspection within five (5) days of receipt of inspection report from the stores. For imported equipments the packing may be opened in the presence of the Indian agent to avoid short/ damaged supply due to improper packing. In any case the inspection shall be completed within the validity period of the insurance policy so that the claims for shortage/ damage if any, can be lodged with the insurance company. Failure to inspect the material within the time schedule shall make the Indentor/department/Centre concerned responsible for the loss.

Once the inspection is complete and the indenter certifies the inspection report [**FORM NO.**

**SP-9P]**, Stores should ensure that the bill containing the stock entry reference and copy of the inspection report is sent to Purchase within three working days.

The Purchase section shall send the same directly to accounts within four working days for payment and then the accounts must arrange payment to the vendor within five days from the date of receipt of bill. If for any reason, the payment is held up beyond the period stipulated, the matter shall be brought to the notice of the Deputy Director for his decision.

## **P 20. PAYMENT**

### **Foreign purchase:**

(A) Above INR 5 lacs: By an irrevocable letter of Credit at CIF/CIP Kolkata value negotiable through any overseas branch of Axis Bank with unrestricted provision. FDD/LoC is opened only on receipt of Letter of Acknowledgement and Performance Bank Guarantee(as applicable pls. see PBG clause) in original, by IIT Guwahati.

(B) Below INR 5 lacs by FDD/Wire Transfer as given below:

(i) Advance payment Against Bank Guarantee: 90% of the price is paid in advance against equivalent bank guarantee from a scheduled bank, of India provided by the supplier/Indian Agent. The remaining 10% is released only after receipt and acceptance of materials in good condition or after satisfactory installation and commissioning of the equipment. or

(ii) Payment Against Proof of Dispatch: 90% of the price is paid against receipt of proof of dispatch such as AWB, Invoice, Packing List, Insurance certificate, etc.. The remaining 10% is released only after receipt and acceptance of materials in good condition or after satisfactory installation and commissioning of the equipment.

or

(iii) 100% Payment Basis: On request by the supplier/s 100% payment by FDD is made. In this case on receipt of Order Acknowledgement an FDD is established for total ordered value, thereupon, a copy of the FDD is sent to the supplier which enable them to send the materials. On satisfactory receipt and acceptance of the materials or satisfactory installation and commission of the equipment the Original FDD is sent to them.

### **Local or indigenous purchase:**

(a) 100% payment within 30(thirty) days from date of delivery, installation and acceptance.

Or

(b) 90% payment on delivery against receipt of P.O. acknowledgement and PBG (as applicable). The remaining 10% is released only after satisfactory installation, commissioning and acceptance of the equipment/ordered item.

While clauses as above are applicable to all orders competent authority may take appropriate decisions on exceptional cases.

## **P 21. ANNUAL MAINTENANCE CONTRACT (AMC)**

Depending on the cost and nature of the goods to be purchased, it may also be necessary to enter into maintenance contract(s) of 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 especially 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 contract terms may provide and the paid maintenance should commence only thereafter.

In case of Annual maintenance contracts/ repairs, advance payment sufficient to cover one year AMC charges shall be allowed by the competent authority. In cases where the AMC payment is for more than a year specific approval of the Director shall be obtained. Any other payment terms can be accepted in exceptional cases on the approval of Director with concurrence of Finance.

For Annual Maintenance Contracts, Indent-cum-Sanction Sheet [**FORM NO. SP-6P**] to be submitted.

## M 22. DISPOSAL RULE

With the passage of time, many of the goods purchased by the Institute (IITG) has become unserviceable, scrap or obsolete. In order to avoid unnecessary inventory carrying cost, decrease in resale price values etc. a procedure for disposal of such items has been formulated, as laid down below.

### 1.0 Title: 'Disposal Manual of IITG'

This procedure for disposal of items declared Surplus, Obsolete, Unserviceable and Scrap in IIT Guwahati shall be known as 'Disposal Manual of IITG'.

### 2.0 Competent Authority to Dispose

The competent authority to declare the Stores as obsolete/ surplus/ unserviceable and order its disposal as per the recommendations of the Committee shall be:

- (i) up to Rs. 5 lakhs (purchase value) – Deputy Director,
- (ii) above Rs. 5 lakhs - Director.

### 3.0 Disposal Committee (DC)

There shall be two disposal committees: (i) a Central Disposal Committee for the Institute as a whole, and (ii) a departmental disposal committee for each department/centre/ section. If desired by the competent authority, administrative sections may be combined under one committee.

#### 3.1 Institute Central Disposal Committee (ICDC):

There shall be an Institute Central Disposal Committee, which shall be a Standing Disposal Committee

The Committee shall consist of the following:

Deputy Director	Chairman
Representative from indenting department / centre/ section	Member
AR/DR, Establishment Section	Member
AR/DR, Finance and Accounts Section	Member
AR/DR, Stores and Purchase Section	Convener

The chairman may co-opt or invite other members as he may deem fit.

#### 3.2 Functions of the Institute Disposal Committee:

**The Institute Disposal Committee** shall carry out the following functions as per due approval of the competent authority.

- i. Obtain approval of the competent authority to dispose items recommended by the Departmental Disposal Committee/s.
- ii. Decide mode of disposal.
- iii. Fix the Reserve Price for items proposed to be disposed.



- iv. Float tenders, open and evaluate bids received.
- v. Select highest responsive bidder and if required negotiate with highest responsive bidder.
- vi. Issue sale release order to the selected bidder
- vii. Collect sale value from the selected bidder
- viii. Release the sold goods to the selected bidder and ensure that the items are lifted by the bidder as per the disposal list and time schedule
- ix. Return bid security to the unsuccessful bidders
- x. Prepare a Sale Account for goods disposed off in a prescribed form for Sale Account (**FORM NO SP-3M**), and forward the duly signed form for Sale Account to the S&P Section.

### **3.3. Departmental Disposal Committee Committee**

A Departmental Disposal Committee (DDC) may be either a Standing Disposal Committee (i.e for one or more year), or a one time Disposal Committee, as decided by the department. The Committee, as and when required, shall be formed by HOD/HOC/HOS/Convener Hostel Affairs Board.

The Committee, unless decided otherwise by the competent authority, shall consist of the following:

HOD/HOC/HOS/ Convener Hostel Affairs Board or representative	Chairman
Faculty from the Department/centre/section/Warden	Member
Technical Officer from outside the department/centre	External Member
Technical officer of the department/centre	Member
JS/JA/JTS/TS	Non member secretary

### **3.4.Functions of Departmental Disposal Committee: The Departmental Disposal Committee is**

1. to inspect materials that are proposed to be declared as surplus, obsolete, un-serviceable, etc., and to take decisions to declare items as surplus, obsolete, un-serviceable, etc.
2. to forward its recommendation for disposal to the ICDC, as per the format provided.
3. to recommend fixation of responsibility in case an item becomes unserviceable due to negligence, fraud or mischief.
4. For recommendation in regards to disposal, the Committee shall use **FORM NO. SP-6M**.

### **4.0. Proposal for Disposal to be Initiated by Dept/Centre/Section:**

Disposal process will be initiated by the departmental disposal committee. The committee shall identify/inspect/compile a list of material that has become Surplus/obsolete/ unserviceable stores including scrap in the prescribed format i.e **[FORM NO. SP-6M]** and forward the same to the Chairman, Central Disposal Committee for further action.

### **5.0. Ground for Declaring Items Surplus, Obsolete, Unserviceable and Scrap:**

**5.1. Surplus:** Items that are in working order but are not required for use in a particular department/Centre/Section, and stock lying in Stores for more than five years shall be deemed as surplus unless there is any good reason to treat them otherwise.

**5.2. Obsolete:** Items in working order but cannot be put into use effectively being outdated due to change in technology/design, or have outlived their normal span of life.

**5.3. Unserviceable:** Items which are not in working order and are beyond economically viable repair.

**5.4. Scrap:** Process waste, broken items and items not covered above but which has got resale value such as empty containers, crates, furniture, bottles, plastic products, etc.

### **6.0. Inspection**

The Departmental Disposal Committee (DDC) shall examine the material to be declared as surplus/obsolete or unserviceable taking into account the stipulated life period of each item, overall condition of the items, requirement of such items in future. It will also investigate if negligence or mischief or fraud on the part of any individual causes such loss. The DDC may recommend appointment of a Technical Committee for the purpose, if required.

### **7.0. Mode of disposal**

1. By Public Auction,
2. By Limited Tender,
3. By Open Tender,
4. To a Single Party
5. Disposal at scrap value or by other modes, and
6. Destruction of items in an eco-friendly manner

#### **7.1. Public Auction**

Public Auction is to be resorted to for items whose value is estimated by the ICDC to be above Rs.5 lakhs and which is likely to be sold for its scrap value. If the value of material is substantial, engaging a Govt. recognized auctioneer to conduct a public auction may be considered by the competent authority. The ICDC should ensure fixation of Reserve Price before the auction commences. Every bidder in an auction shall have to deposit caution money to become eligible for bidding. The ICDC shall fix the amount of caution money. An EMD of 25% has to be paid by the successful firm at the fall of hammer after adjustment of the caution money. The caution money of the unsuccessful bidders should be refunded immediately after the auction. The highest bidder shall pay the balance 75% within 5 days. The material will be handed over to the bidder on receipt of payment. The ICDC may attend the public auction or nominate a sub-committee to attend the same.

#### **7.2. Limited tender**

The ICDC may recommend disposal of stores by Limited Tender if the item is specialised in nature (for example scientific equipment in useable condition) and the parties likely to be interested are few and are known. The ICDC may decide on the quantum of EMD which should be in the form of demand draft/banker's cheque. The Tender Opening Committee in the presence of the bidders will open the quotations on a particular date and time. The ICDC should ensure fixation of Reserve Price before the bids are opened. The time limit for the bidders for taking delivery of the goods after payment of the bid value including amount of penalties for late lifting may be decided on case to case basis by the ICDC. EMD of unsuccessful bidders has to be refunded immediately.

### **7.3. Open tender**

The ICDC may recommend disposal of stores by Open Tendering. In this case all the procedure outlined for Limited Tendering will be followed. For all items in working condition with a reserve price of above 2 lakhs, this is the recommended method.

**7.4. To a Single Party:** If the item is specialised in nature and in working condition, and the buyer is a Govt. Department (Central or State) or a research or educational institution substantially funded by the government, then the item may be disposed off by negotiating a suitable price with this single party. The depreciated value of the item will be a benchmark for deciding the value of the item.

**7.5. Disposal at scrap value or by other modes :** If the ICDC is unable to sell any surplus or obsolete or unserviceable item in spite of its attempts through advertised tender or auction, it may dispose off the same at its scrap value with the approval of the competent authority. In case the ICDC is unable to sell the item even at its scrap value, it may with due concurrence from the competent authority adopt any other mode of disposal including destruction of the item in an eco-friendly manner.

**7.6. Destruction of items in an eco-friendly manner:** If the items are certified by the ICDC to have no resale value whatsoever, as the items are damaged, have rotted, or have otherwise become unusable in any form, then the items may be destroyed in an eco-friendly manner.

### **8.0. Reserve Price:**

Before the bids are opened, the ICDC will meet to decide the Reserve Price for disposal of such stores. To fix a reserve price the Committee shall take in to account the book value i.e. the original purchase price, the depreciated value, the overall condition of the item and the market price of such second-hand material.

The Reserve Price shall be kept in a sealed cover which will be opened after opening the bids to compare the bid prices with the Reserve Price.

### **9.0. Evaluation of offers**

After the bids are opened, a comparative statement will be prepared by ICDC. The highest bid will be compared with the Reserve Price. If the highest bid price is more than the Reserve Price, the items shall be offered to the highest bidder.

In case, the highest bid price is less than the Reserve Price, the ICDC will once again go through the Reserve Price to take a decision either to recommend disposal at the highest bid price, provided the difference between the Reserve Price and highest bid price is less than 10%, or to negotiate with the highest bidder to increase his bid price or recommend re-tendering. Recommendation of the ICDC, as a result of such exercise, will be placed to the competent authority for final decision.

### **10. Lifting by bidder**

The delivery of the material will be given to the selected bidder or his authorized representative only after full payment is deposited in cash or through demand draft/banker's check. On payment, the ICDC will physically hand over the items to the party and issue a Gate Pass

enabling the purchaser to take out the items. The details of the items sold should be made available with the Gate Pass in order to facilitate security checks.

#### **11. Role of Administrative Sections:**

##### **11.1 S&P Section:**

- (a) Prepare bidding documents as per mode of disposal recommended by the ICDC.
- (b) Invite tender for the disposal on behalf of the ICDC
- (c) Issue of O.M. based on Sale Account received from the DC and forward copy of the OM to the concerned Dept/Centre/Section, Establishment Section and F&A.

##### **11.2. Departmental staff:**

Based on the OM issued by the AR/DR (S&P) the listed items will be removed from the departmental/sectional Stock Register with suitable entries at the remark column by the dept/Centre/Section duly countersigned by HOD/HOC/HOS.

##### **11.3. Finance & Accounts:**

Based on this O.M., the AR/DR (F&A) will reduce the value of Assets & Liabilities in the Annual Balance Sheet.

**12. Life of inventories:** Life period of inventories is fixed as below. An inventory on completion of its life period may be recommended for either disposal or to be written off by the departments/centres/section to the competent authority.

Sl No.	Inventory	Life
1	Furniture wooden & Steel	10 (ten) years
2	Machinery/Lab. Equipment	06 (six) years
3	Kitchen equipment and Utensils	05(five) years
4	Copier/Printer/Fax Machine	05(five) years
5	Refrigerators/Purifier/AC etc.	05(five) years
6	Computers and networking hardware / computer peripherals and accessories	03(three) years
7	Furniture plastic	03(three)years
8	Stationary items such as calculator, stapler, pen stand	03(three) years
9	Stationary items except calculator, stapler, pen stand	01(one) year

#### **13 Depreciation value of the Inventories :**

**13.1.Rates of depreciation:** Rates of depreciation per annum shall be as fixed below:

Sl No.	Inventory	Rate in percentage
01	Computers	40%
02	Copier/Printer/Fax machine	30%
03	Refrigerators/Purifier/AC etc	30%
04	Machinery/Lab. Equipment	30%
05	Furniture	20%

**13.2. Method of Calculation:** Method of Calculation shall be as provided below:

**Table A**

Description of Item	Date of purchase	Book Value	Rate of depreciation	Period	Depreciation value	Next assessable value
Computer	2006	30,000.00	40%	2007	12000	18000.00
		18000.00	40%	2008	7200	10800.00
		10800.00	40%	2009	4320	6480.00
		6480.00	40%	2010	2592	3888.00
Go on till nil amount is arrived						

#### **14 Special Cases**

The Director is authorised to override these rules and grant approval for disposal in special cases. Sufficient reasons and justifications will be placed on record for each such special case. Further, all such special cases will be reported to the Board of Governors.

## **M 23. MAINTENANCE & PHYSICAL VERIFICATION OF STOCKS & ASSETS**

As per Audit requirement, maintenance and annual verification of Asset & Stocks is mandatory. The following guidelines have been laid down for information and compliance of all concerned.

### **1. Maintenance of Assets & Stocks:**

(a) Each department/centre/section/hostel shall maintain two types of registers namely Asset Register and Stock Register.

#### **(i) Asset Register:**

There should be three Asset Registers.

1. Equipment Asset Register (including project equipment after completion of the project).
2. Office Equipment Asset Register (including AC, Water Cooler, Water Purifier etc.).
3. Furniture Asset Register.

#### **(ii) Stock Register:**

This should have entries of consumables. Departments may maintain more than one Consumable Stock Register for different items.

(b) Assets & Stocks Register (both hard & soft copies) shall be maintained by each Dept/ Centre/ Section/ Hostel.

(c) HoD/ HoC/ HoS/ Warden shall be the custodian of assets in their respective Department/ Centre/ Section/ Hostel.

2. Annual Verification of Assets & Stocks: Verification shall be on the basis of the Assets & Stock Register maintained in the Department/Centre/Section/Hostel etc. Verification reports be approved by HoD / HoC/ HoS/ Chairman Hostel/ Deans/ Registrar As applicable.

a. Schedule of Verification: The physical verification shall be conducted during the month of April every year. Approved reports of the Verification of Asset (both hard and soft copy) must be sent to S&P Section on or before 30<sup>th</sup> April.

b. Committee for Verification: The committee for verification consists of three members. The Committee, unless decided otherwise by the competent authority, shall be formed by the HOD/HOC/HOS/ Chairman Hostel/ Dean/ Registrar (as applicable) and consist of the following:

1. Chairman (Faculty/ Warden/ Section Head etc.)
2. Member (SO/ JTS/ TS/ Warden/ Caretaker etc.)
3. Member (JTS/ TS etc.)

Duties of the Committee:

(i) To ensure that the materials are physically available according to the nomenclature, description, specification shown in the Assets & Stock Register.

- (ii) Report of Assets: Verification Report of Assets along with the findings shall be recorded in the Asset Register as well as in the **FORM NO. SP-4M**. Report of the verification duly approved by the HoD/ HoC/ HoS/ Deans/Registrar etc. as applicable, must be forwarded to the S&P Section on or before 30<sup>th</sup> of April.
- (iii) Report of Stock: Verification Report of Stocks be approved HoD/ HoC/HoS/ Chairman Hostel/Deans/ Registrar etc. (as applicable) and be recorded and maintained in the concerned department/ section/ centre in **FORM NO. SP-5M**.
- (iv) Discrepancies: Discrepancies, including shortage, damages and unserviceable goods if any, has to be brought to the notice of the competent authority (HoD/ HoC/ HoS as applicable) for taking appropriate action.

**M 24. BUDGET HEAD MAINTAINED BY STORES & PURCHASE SECTION (FINANCIAL POWERS IN RESPECT OF THE DELEGATION OF POWERS OF THE BOARD AND OF THE DIRECTOR TO DIFFERENT FUNCTIONARIES OF THE INSTITUTE AS PER 72nd BOG HELD ON 26/2/2013) –**

A/C Code	Accounts Head	Delegation of Power
96	Convocation Expenses	DOAA (100000) /DIR
97	Contingency (Academic)	DOAA (20000) /DIR
98	Others Expenses (Academic, incl. printing)	DOAA (20000) /DIR
103	Advertisement (S&P & etc.)	DD
105	Advertisement (Others - Dept.)	DD
112	Biotechnology (consumable)	HOD(30000)/DD(100000)/DIR
113	Chemical Engineering (consumable)	HOD(30000)/DD(100000)/DIR
114	Chemistry (consumable)	HOD(30000)/DD(100000)/DIR
115	Civil Engineering (consumable)	HOD(30000)/DD(100000)/DIR
116	Computer Science and Engineering (consumable)	HOD(30000)/DD(100000)/DIR
117	Design (consumable)	HOD(30000)/DD(100000)/DIR
118	Electronics and Electrical Engg. (consumable)	HOD(30000)/DD(100000)/DIR
119	Humanities and Social Science (consumable)	HOD(30000)/DD(100000)/DIR
120	Mathematics (consumable)	HOD(30000)/DD(100000)/DIR
121	Mechanical Engineering (consumable)	HOD(30000)/DD(100000)/DIR
122	Physics (consumable)	HOD(30000)/DD(100000)/DIR
123	Computer Centre (consumable)	HOD(30000)/DD(100000)/DIR
124	Central Instrumentation Facility (consumable)	HOD(30000)/DD(100000)/DIR
125	Centre for Education Technology (consumable)	HOD(30000)/DD(100000)/DIR
126	Centre for Energy (consumable)	HOD(30000)/DD(100000)/DIR
127	Centre for Environment (consumable)	HOD(30000)/DD(100000)/DIR
128	Centre for Mass Media Communication (consumable)	HOD(30000)/DD(100000)/DIR
129	Centre for Nanotechnology (consumable)	HOD(30000)/DD(100000)/DIR
130	Work Shop (consumable)	HOD(30000)/DD(100000)/DIR
131	Miscellaneous (consumable)	DD(100000)/DIR
137	Biotechnology (AMC)	HOD(30000)DD(300000)/DIR
138	Chemical Engineering (AMC)	HOD(30000)DD(300000)/DIR
139	Chemistry (AMC)	HOD(30000)DD(300000)/DIR
140	Civil Engineering (AMC)	HOD(30000)DD(300000)/DIR
141	Computer Science and Engineering (AMC)	HOD(30000)DD(300000)/DIR
142	Design (AMC)	HOD(30000)DD(300000)/DIR
143	Electronics and Electrical Engineering (AMC)	HOD(30000)DD(300000)/DIR
144	Humanities and Social Science (AMC)	HOD(30000)DD(300000)/DIR
145	Mathematics (AMC)	HOD(30000)DD(300000)/DIR
146	Mechanical Engineering (AMC)	HOD(30000)DD(300000)/DIR
147	Physics (AMC)	HOD(30000)DD(300000)/DIR
148	Computer Centre (AMC)	HOD(30000)DD(300000)/DIR
149	Central Instrumentation Facility (AMC)	HOD(30000)DD(300000)/DIR
150	Centre for Education Technology (AMC)	HOD(30000)DD(300000)/DIR
151	Centre for Energy (AMC)	HOD(30000)DD(300000)/DIR
152	Centre for Environment (AMC)	HOD(30000)DD(300000)/DIR
154	Centre for Nanotechnology (AMC)	HOD(30000)DD(300000)/DIR
155	Work Shop (AMC)	HOD(30000)DD(300000)/DIR
180	Network Expenses	DIR
186	Printing and Stationery (Academic)	DOAA
187	Printing (Others)	DD
190	Academic Section (office contingency)	HOS(2500)/DOAA
191	Administration Section (office contingency)	HOS(2500)/REG
192	Audit Section (office contingency)	HOS(2500)/REG
193	Central Library (office contingency)	HOS(2500)/DIR
194	Director's Office (office contingency)	DIR
195	Dy. Director's Office (office contingency)	HOS (2500)/ DD



196	Engineering Cell (office contingency)	HOS (2500)/ DIW
197	Establishment Section (office contingency)	HOS(2500)/ DD
198	Finance & Accounts Section (office contingency)	HOS(2500)/REG
199	Faculty Affairs Section (office contingency)	HOS(2500)/DOFA
200	Medical (office contingency)	HOS(2500)/ DD
201	Placement Cell (office contingency)	Fac I/C
202	Public Relation Office (office contingency)	HOS(2500)/REG
203	Registrar's Office (office contingency)	REG
204	Research and Development Section	HOS(2500)/DORD
205	Stores & Purchase Section (office contingency)	HOS(2500)/ DD
206	Student Affairs Section (office contingency)	HOS(1000)/DOSA
207	Miscellaneous Office Expenses (office contingency)	REG (30000)/DD(30000)/DIR
207.1	Office AMC	
208	External Relation Section (office contingency)	HOS(2500)/DAAER
219	Annual Maintenance Contracts for Establishment	DD(100000)/DIR
220	Annual Maintenance Contracts for Office	DIW(100000) / DIR
251	Sports Board (Gymkhana)	ChmnTech (30000)/DOS (100000) /DIR
255	Other Recurring Expenses (Gymkhana)	DOS (100000)/DIR
14001.1	Biotechnology	HOD(50000)DD(500000)/DIR
14001.2	Civil Engineering	HOD(50000)DD(500000)/DIR
14001.3	Chemical Engineering	HOD(50000)DD(500000)/DIR
14001.4	Comp. Science & Engg.	HOD(50000)DD(500000)/DIR
14001.5	Chemistry	HOD(50000)DD(500000)/DIR
14001.6	Design	HOD(50000)DD(500000)/DIR
14001.7	Electrical & Electronics Engg.	HOD(50000)DD(500000)/DIR
14001.8	Physics	HOD(50000)DD(500000)/DIR
14001.9	Mathematics	HOD(50000)DD(500000)/DIR
14001.10	Mechanical Engineering	HOD(50000)DD(500000)/DIR
14001.11	Humanities & Social Science	HOD(50000)DD(500000)/DIR
14001.12	Centre for Energy	HOC(50000)DD(500000)/DIR
14001.13	Centre for Environment	HOC(50000)DD(500000)/DIR
14001.14	Centre for Nanotechnology	HOC(50000)DD(500000)/DIR
14001.15	Central Instrumentation Facility	HOC(50000)DD(500000)/DIR
14001.16	Work Shop (ME)	HOD(50000)DD(500000)/DIR
14001.17	Computer Centre	HOC(50000)DD(500000)/DIR
14001.20	Gymkhana	HOC(50000)DD(500000)/DIR
14001.23	Office Equipment	
14001.23.1	- HOSTELS	Chmn HAB(50000)/ DOSA(500000)/ DIR
14001.23.2	- KV	DIR???
14001.23.3	- MEDICAL	DD(150000)/DIR
14001.23.4	- OFFICE	DD(50000)/DIR
14002	Furniture & Fixtures	DD(50000)/DIR

## M 25. MISCELLANEOUS

- The operation of the above procedure shall be in super cession of all existing rules & instructions. In respect of areas, which are not covered in the above procedure, the provisions contained in the GFR/ MHRD manual shall be operative.
- A few formats for the Indents, Proprietary certificate, Indent-cum-Sanction etc. are enclosed.
- In case of any doubt on the interpretation of this procedure, matters can be referred to the Deputy Director.
- The procedure may be reviewed at suitable intervals for further modifications.
- The Director, may relax any of the provisions outlined in this procedure.

## ANNEXURE 1

Please find below the list of vendors/firms with whom IIT Guwahati have Rate Contract Agreements for supply of goods and services as on 18.06.13:

Sl. No.	Items	Period	Vendor
01	STATIONERIES	01.04.13 to 31.03.14	<b>M/s Commercial Sales Corporation,</b> Tip Top Gali, Lakhtokia, Guwahati 781 001
			<b>M/s Kuldip Trading Corporation,</b> 3 <sup>rd</sup> Dharamsala Market, S.R.C.B. Road, Fancy Bazar, Guwahati – 781001
	COPIER PAPER	14.06.13 to 13.06.14	<b>M/s Commercial Sales Corporation,</b> Tip Top Gali, Lakhtokia, Guwahati – 781 001
02	CARTRIDGES OF HP PRINTERS	01.04.13 to 31.03.14	Hewlett Packard India Sales Pvt. Ltd., Vikash Building, 1, Dr. U.N. Brahmachari Street, Kolkata, W.B.  <u>Registered Supplies Reseller:</u>  <b>M/s. Balaji Computers,</b> 1 <sup>st</sup> Floor, Purabi Complex Near Flyover Bridge, A.T. Road, Guwahati – 781 001
03	UPS BATTERIES	01.10.13 to 01.10.14	<b>M/s. DS Systems Pvt. Ltd,</b> Odalbakra, Near Sabiri Bharali ME School, Guwahati-781 034
			M/s. Indus Group, Goswami Complex, Paltan Bazar, Near Nandan, Guwahati – 781 008

04	UPS	17.04.13 to 16.04.14	<b>M/s. DS Systems Pvt. Ltd.,</b> Odalbakra, Near Sabiri Bharali ME School, Guwahati-781 034
			<b>M/s. Uniline Energy Systems (P) Ltd.,</b> Uniline House, 198/ 23, Ramesh Market, East of Kailash, New Delhi-110065
			<b>M/s Novateur Electrical &amp; Digital Systems Pvt. Ltd.,</b> House No.: 2, Rajgarh Girls High School Road, Guwahati – 781 007
05	SCRAPPED UPS BATTERIES DISPOSAL	01.12.12 to 30.11.13	<b>M/s. Nirman Industries,</b> D7 ABC, DICC Campus, Numalijalah, P.S. Amingaon, Guwahati, Distt. Kamrup (Assam)
06	FULL REXINE BINDING OF BOOKS, ETC. FOR CENTRAL LIBRARY	05.02.13 to 04.02.14	<b>M/s. Guwahati Book Binding Works,</b> Jashwanta Road, Panbazar, Guwahati – 781 001
07	GAS CYLINDERS REFILLING	05.06.13 to 04.06.14	<b>M/s Jainex Gases Company,</b> Kochar House, Sati Jaimati Road, Athgaon, Guwahati – 781 001
			<b>M/s Assam Air Products Pvt. Ltd.,</b> Maniram Dewan Road, Chandmari,Guwahati – 781 003
08	CHEMICALS AND PLASTIC WARES	01.10.12 to 31.10.13	<b>M/s. Sigma Aldrich Chemicals Pvt. Ltd.,</b> P-10, Taratola Road, Kolkata : 700 088
09	CHEMICALS	01.12.12 to 30.11.13	<b>M/s. Pro Lab Marketing Pvt.Ltd.,</b> A-303, Ansal Chambers-I, 3-Bhikaji Cama Place, New Delhi – 110 066
			<b>M/s. Derrick &amp; Co.,</b> Near Basic Training Centre, Rukasen, Diphu – 782 460

			<b>M/s. Qiagen India Pvt. Ltd.,</b> Samyak Towers, 39, Pusa Road, Karol Bagh, New Delhi – 1100 005
			<b>M/s. Becton Dickinson India Pvt. Ltd,</b> Flat No. GB Saltee Plaza, AN Block, Salt Lake Naya Patty, Paschimpara, Kolkata – 700 102
			<b>M/s U.D. Scientific,</b> 3 <sup>rd</sup> Floor, House No. 06, Hazarika Bhaban, H.R. Path, Zoo Road Tiniali, R.G.Baruah Road, Guwahati–781 003
			<b>M/s. Invitrogen BioServices India Pvt. Ltd.,</b> Omega Tower, Bengal Intelligent Park, 5 <sup>th</sup> Floor, Plot Nos. A3, M2 & N2, Block-EP & GP, Sector-V, Salt Lake City, Kolkata – 700 091
			<b>M/s North East Chemicals Corporation,</b> S.C. Goswami Road, Panbazar, Guwahati – 781 001
	GLASS WARE	01.12.12 to 30.11.13	<b>M/s. Agarwal Scientific Glass Industries,</b> 46, Industrial Estate, Nunhai, Agra – 282 006 (UP)
			<b>M/s. Spinchrom Life Sciences Pvt. Ltd.,</b> Plot No.2, Block D, Kakatiya Nagar, Street No.3,Habsiguda,Hyderabad–500007
			<b>M/s U.D. Scientific,</b> 3 <sup>rd</sup> Floor, House No. 06, Hazarika Bhaban, H.R. Path, Zoo Road Tiniali, R.G.Baruah Road, Guwahati–781 003
			<b>M/s North East Chemicals Corporation,</b> S.C. Goswami Road, Panbazar, Guwahati – 781 001
	PLASTIC WARE	01.12.12 to 30.11.13	<b>M/s. Jyoti Pharmaceuticals,</b> Rehabari, Madhabdevpur, (Opp. Police House Building Corporation office), Guwahati – 781 008
			<b>M/s North East Chemicals Corporation,</b> S.C. Goswami Road, Panbazar, Guwahati – 781 001

	FILTRATION	01.12.12 to 30.11.13	<b>M/s North East Chemicals Corporation,</b> S.C. Goswami Road, Panbazar, Guwahati – 781 001
	MIXED CATALOGUE	01.12.12 to 30.11.13	<b>M/s. Axiva Sicheem Biotech,</b> C-2, Dsidc Engineering Complex, Mangolpuri Industrial Area, Phase-I, Delhi–110 083
			<b>M/s. Planters,</b> Tribeni Path, Opp. Canara Bank, Near Prasar Bharati Office, Ganeshguri, Guwahati – 781 006
			<b>M/s. Wipro GE Healthcare Pvt. Ltd.,</b> 3, Pretoria Street, 3 <sup>rd</sup> Floor, Kolkata – 700 071
			<b>M/s. Himedia Laboratories Pvt. Ltd.,</b> A-516, Sawastik Disha Business Park, Behind Vadhani Industrial Estate, Opposite Damodar Park, L.B.S. Marg, Ghatkopar, Mumbai – 400 086
			<b>M/s. Thermo Fisher Scientific India Pvt. Ltd.,</b> Macmet House, 6 <sup>th</sup> Floor, 10B, O.C. Ganguly Sarani, Kolkata-700020
			<b>M/s. Imperial Life Sciences (P) Ltd.,</b> Site No # 463, Sector-37, Pace City II, Gurgaon – 122 001
			<b>M/s U.D. Scientific,</b> 3 <sup>rd</sup> Floor, House No. 06, Hazarika Bhaban, H.R. Path, Zoo Road Tiniali, R.G.Baruah Road, Guwahati–781 003
			<b>M/s North East Chemicals Corporation,</b> S.C. Goswami Road, Panbazar, Guwahati – 781 001
	SEQUENCING SERVICES	01.12.12 to 30.11.13	<b>M/s. Eurofins Genomics India Pvt. Ltd.,</b> #183, Gayanthri Tech Park, EPIP 2 <sup>nd</sup> Phase, Whitefield, Bangalore–560066
			<b>M/s. SciGenom Labs Pvt. Ltd.,</b> Plot No.: 43A, SDF, 3 <sup>rd</sup> Floor, CSEZ, Kakanad, Kochi, Kerala – 682 037
10	BIOCHEMICAL KITS &	01.03.13	<b>M/s Premier Scientific Corporation,</b>

	REAGENTS FOR MEDICAL SECTION	to 31.03.14	Opp. Kalpataru, H.B.Road, Panbazar, Guwahati – 781 001
			<b>M/s Jyoti Pharmaceuticals,</b> Rehabari, Mahavdevpur, Guwahati – 781 008

**CONTRACT AGREEMENT FOR SERVICES**

Sl. No.	Services Provided	Period	Service Provider
01	All logistic matters relating customs clearance and freight forwarding of imported consignments	01.10.13 to 30.09.14	<b>M/s Prakash Freight Movers Limited,</b>  26B, Camac Street, 7 <sup>th</sup> Floor, Neel Kanth Building, Kolkata 700 016
02	Comprehensive Marine-cum-Erection/Storage Insurance Coverage	01.08.12 to 31.10.14	<b>M/s The Oriental Insurance Company Ltd.,</b> 'Mani Bhavan', 1st Floor, Rly. Gate No:1, Maligaon, Guwahati - 781 011



भारतीय प्रौद्योगिकी संस्थान गुवाहाटी  
INDIAN INSTITUTE OF TECHNOLOGY GUWAHATI  
**STORES AND PURCHASE SECTION**

FORM NO. SP-1P

Phone :

Date :

**PURCHASE INDENT** (To be submitted to S&P Section)

Indentor :

Fund Code :

Email ID :

Account Head :

Designation :

Department/ Centre/ Section :

Sl. No.	Item Description	Justification	Qty.	Est. Rate (In Rs.)	Est. Amount (In Rs.)
01	Detail technical specification of the item to be purchased	Proper justification for proposed purchase of the required items			
<b>Total Estimated Value</b>					

(Indentor)

HoD/ HoC/ HoS

**FOR USE BY STORES & PURCHASE SECTION**

Rs. .... is available in the FC "....." of Dept of ..... and Rs. .... is recorded in the Budget Register.

S&P Office

AR(S&P)

Approved/ Not Approved

Dean/ HoD/ HoC/ HoS

Deputy Director

Director

Sanctioning/Approving Limit:

Account Head

HoD/ HoC

Deputy Director

Director

Equipment

Upto 50 thousand

Upto 5 lacs

Beyond 5 lacs

Consumable

Upto 30 thousand

Upto 1 lacs

Beyond 1 lacs

Contingency (AMC)

Upto 30 thousand

Upto 3 lacs

Beyond 3 lacs

N.B.: (A) Following must accompany a Purchase Indent:

- i. Detail technical specification and quantity of the item(s) proposed to be purchased as ANNEXURE-I.
- ii. Proposed list of vendors in case of limited NIQ as ANNEXURE-II.
- iii. Proposal for formation of a Purchase Committee as ANNEXURE-III.

(B)

- i. No modification in this format is allowed.
- ii. Indent(s) not complying with this format shall be returned.



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INDIAN INSTITUTE OF TECHNOLOGY GUWAHATI  
**STORES AND PURCHASE SECTION**

FORM NO. SP-2P

Phone :

Date :

**PURCHASE INDENT-CUM-SANCTION SHEET – GENERAL PURPOSE**

**Indentor :** \_\_\_\_\_ **Fund Code :** \_\_\_\_\_  
**Email ID :** \_\_\_\_\_ **Account Head :** \_\_\_\_\_  
**Designation :** \_\_\_\_\_ **Department/ Centre/ Section :** \_\_\_\_\_

Sl. No.	Description of Item/s	Justification	Qty	Estd. Rate (Rs.)	Estd. Amount (Rs.)
01	Detail technical specification of the item to be purchased	Proper justification for proposed purchase of the required items. Please attach PO copy if proposed to place repeat order.			
Total Estd. Basic Value					
Less: Discount @....if any					
Sub-total					
Add.: CD/ED/CST/VAT @...					
Total					

(Rupees ..... only)

**Terms & Condition:**

1. Mode of Payment
2. Delivery Period
3. Warranty etc.
4. Supplier Name & Address:

(Indentor)

**HoD/ HoC/ HoS**

**FOR USE BY STORES & PURCHASE SECTION**

**Rs. .... is available in the FC “.....” of Dept of ..... and Rs. .... is recorded in the Budget Register**

JA/SA/JS(S&P)

AR(S&P)

**Approved and Sanctioned**

**Dean/ HoD/ HoC/ HoS**

**Deputy Director**

**Director**

**Sanctioning/Approving Limit:**

Equipment	HoD/ HoC	Deputy Director	Director
Consumable	Upto 50 thousand	Upto 5 lacs	Beyond 5 lacs
Contingency (AMC)	Upto 30 thousand	Upto 1 lacs	Beyond 1 lacs
	Upto 30 thousand	Upto 3 lacs	Beyond 3 lacs



Form No.. SP-2P (A)

[Proprietary Certificate]

**Proprietary Item/s:** Certified that to the best of our knowledge, the item indented is the proprietary item of M/s \_\_\_\_\_ and is marketed by them / their only authorized distributor M/s \_\_\_\_\_ in India. To the best of our knowledge there is no other product available in the market that meets the specifications of this item.

**OR**

**Emergent Item/s:** Certified that the requirement could not be anticipated earlier and it is emergent in nature. The item is required for \_\_\_\_\_ a sponsored/ In house project and the deadline for delivery is \_\_\_\_\_. The consequence if the item is not procured within the dead line is \_\_\_\_\_.

**OR**

**Standardized Item/s:** Certified that the items indented are standardized items/spare parts found to be compatible to the existing sets of equipment. Hence, the required item is to be purchased only from M/s \_\_\_\_\_. No other make or model is acceptable for the following reasons: \_\_\_\_\_.

We shall be held responsible in case the certificate is found to be incorrect.

Signature and Name of the Indentor

Signature and Name HoD/ HoC with seal



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INDIAN INSTITUTE OF TECHNOLOGY GUWAHATI  
**STORES AND PURCHASE SECTION**

FORM NO. SP-3P

Phone :

Date :

**INDENT-CUM-SANCTION - CHEMICALS, SOLVENTS, GLASSWARE/ PLASTICWARE UNDER RC**

Indentor :  
Email ID :  
Designation :

Fund Code :  
Account Head :  
Department/ Centre/ Section :

**INDENTER/ARC FIRM'S DETAILS & UNDERTAKING BY THE INDENTER**

The items as per the details mentioned overleaf, are required for my teaching/ research (or as the case may be) purpose and these items are available with: (Please mention here the name of the firm as per ARC circular)

Principal	Local Agent
M/s .....	M/s .....

Certified that the items mentioned overleaf are for my experiments which are to be procured from the above mentioned firm/its authorized dealer only.

Certified that the (a) Items, (b) Catalogue Numbers, (c) Page Numbers and (d) Prices of the above mentioned items are furnished as per the CURRENT APPLICABLE PRICE LIST only and we shall be held responsible in case the information is found to be incorrect, at a later stage.

The materials are to be delivered within \_\_\_\_\_.

Signature Of The Indentor (Sign Above)

Signature of the HoD/ HoC (Sign Above)

**FOR USE BY STORES & PURCHASE SECTION**

Rs. .... is available in the FC "....." of Dept of ..... and Rs. .... as mentioned overleaf is recorded in the Budget Register

S&P Office

Signature of AR (S&P)

The amount of Rs. .... as mentioned overleaf is sanctioned for placement of order on ARC.

HoD/ HoC

Deputy Director

Director

**DETAILS OF ITEMS BASED ON THE LATEST APPLICABLE ARC PRICE/PRODUCT CATALOGUE OF THE FIRM**

Sl. No.	Item Description	Cat. Number	Page No.	Unit Rate	Qty.	Total (·)
01						
02						
03						
04						
05						
06						
07						
08						
09						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						
22						
23						
24						
25						
26						
27						
28						
29						
30						
TOTAL						
<div>You Can Add more Items By Increasing The Nos. of Rows Above. Add Additional Sheet In The Same Format If Required. Please Refer To the ARC Agreement Copy For the Discounts offered. Rounding Off Should Be Done Towards Higher Side. Only Actual Amount Is Paid.</div>		a	Less : Discount @ ____ (If Any)			
		b	Total After Discount ( TOTAL – a)			
		c	Add : Packing/Freight Etc. (If Any)			
		d	Total After Packing Etc. ( b + c)			
		e	Add : VAT/ST/Customs Duty* @ .....			
		f	Total After Tax ( d + e)			
GRAND TOTAL (Round Off)						

**Signature of the Indentor**



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INDIAN INSTITUTE OF TECHNOLOGY GUWAHATI  
**STORES AND PURCHASE SECTION**

FORM NO. SP-4P

Phone :

Date :

**INDENT-CUM-SANCTION FOR UPS, UPS BATTERY, HP PRINTER CARTRIDGES, ETC., UNDER RC**

Indentor : Fund Code :  
Email ID : Account Head :  
Designation : Department/ Centre/ Section :

Sl. No.	Description of item/s	Justification	Qty.	Rates (Rs.)	Amount (Rs.)
01		Required for.....			
02		Proposed to be purchased under our Annual Rate Contract with M/s. ??			
Total Basic Value					
Less: Discount (if any)					
Sub-Total					
Add: VAT (to be deducted at source) @?? %					
Grand Total FOR IIT Guwahati (Rounded off)					

(Rupees ..... only)

(Indentor)

HoD/ HoC/ HoS

**FOR USE BY STORES & PURCHASE SECTION**

Rs. .... is available in the FC "....." of Dept of ..... and Rs. .... is recorded in the Budget Register.

S&P, Office

AR(S&P)

Approved and Sanctioned

Dean/ HoD/ HoC/ HoS

Deputy Director

Director

Sanctioning/Approving Limit:

HoD/ HoC

Equipment

Consumable

Contingency (AMC)

Deputy Director

Upto Rs. 50 thousand

Upto Rs. 30 thousand

Upto Rs. 30 thousand

Director

Upto Rs. 5 Lacs

Upto Rs. 1 Lacs

Upto Rs. 3 Lacs

Beyond Rs. 5 Lacs

Beyond Rs. 1 Lacs

Beyond Rs. 3 Lacs



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INDIAN INSTITUTE OF TECHNOLOGY GUWAHATI  
STORES AND PURCHASE SECTION

FORM NO. SP-5P

Phone :  
Date :

INDENT FOR SENDING ITEMS FOR REPAIR/ REPLACEMENT

Indentor : Fund Code :

Email ID : Account Head :

Designation : Department/ Centre/ Section :

1. Item/s Name :
2. P.O. No. under which the item was purchased:
3. Justification/ Purpose (Please attach separate sheet if needed):

--

4. Dimention & Weight of the item/s after packing:
5. Item currently under warranty period: YES / NO
6. Detail Address of Vendor to whom item is proposed to be sent:
7. Proposed Carrier:
8. Estimated expenditure to be incurred:
9. Mode of Payment:

Signature of the Indentor

Signature of HOD/HOC/HOS

FOR USE BY STORES & PURCHASE SECTION

Rs. .... is available in the FC "....." of Dept of ..... and Rs. .... as mentioned overleaf is recorded in the Budget Register

S&P Office

AR(S&P)

Approved/ Not Approved

Deputy Director

Director



भारतीय प्रौद्योगिकी संस्थान गुवाहाटी  
INDIAN INSTITUTE OF TECHNOLOGY GUWAHATI  
**STORES AND PURCHASE SECTION**

FORM NO. SP-6P

Phone :

Date :

**INDENT CUM SANCTION SHEET FOR ANNUAL MAINTENANCE CONTRACT**

Indentor : Fund Code :  
Email ID : Account Head :  
Designation : Department/ Centre/ Section :

It is requested that Annual Maintenance Contract or Annual Maintenance Contract Renewal as per details given below may kindly be concluded.

Ref. P.O. Number/reference ..... dated ..... and basic value (BV) of the PO .....

Sl. No.	Description	Duration of AMC	Value of the AMC in Rs. @..... % of BV
01	Name of the Equipments:..... Model No./ Sl. No :..... Date of Installation :.....		
		Add.: Service Tax @ .....%	
		Add.: Any other Taxes/ Charges .....%	
		Grand Total	

a. Proposal/Quotation No : .....& date ..... for AMC from Service Provider (**enclosed**)

b. Name of Service Provider : Contact No :

Email :

c. Mode of payment : : after completion of work/ advance

d. Whether the services rendered during the previous year have been satisfactory or not :

Signature of the Indentor

Signature of HOD/HOC/HOS

**FOR USE BY STORES & PURCHASE SECTION**

Rs. .... is available in the FC "....." of Dept of ..... and Rs. .... is recorded in the Budget Register

S&P Office

AR(S&P)

Approved/ Not approved

HOD/HOC/Deputy Director

Director

.....



भारतीय प्रौद्योगिकी संस्थान गुवाहाटी  
INDIAN INSTITUTE OF TECHNOLOGY GUWAHATI  
**STORES AND PURCHASE SECTION**

FORM NO. SP-7P

Phone :

Date :

**[REQUISITION-CUM-ISSUE SLIP FOR STORES CONSUMABLE]**

Indentor : Fund Code :  
Email ID : Account Head :  
Designation : Department/ Centre/ Section :

Signature of HOD/HOC/HOS :

Sl. No.	Description of Items	To be filled by S&P Section				
		In Stock	Quantity Required	Issued	Rate per unit	Total (Rs.)
(1)	(2)	(3)	(4)	(5)	(6)	(7)
1						
2						
3						
4						
Total to be deducted from Fund Code .....						Rs.

(Columns 1 to 4 to be filled by the indenter)

**FOR USE BY STORES & PURCHASE SECTION**

Rs. .... is available in the FC "....." of Dept of ..... and Rs. .... is recorded in the Budget Register

S&P Office

Asst. Registrar (S&P)

Received.

Signature of receiver

(Name in capital)

**NB:** Counter signature of the sanctioning authority (Dean/Registrar/HOD/HOC/HOS/Chairman etc. as per delegation of financial powers of IITG) is taken as approval and sanction for booking the expenditure. Requisition without countersignature of sanctioning authority cannot be processed. Items requested and issued may vary depending upon availability.

# FORM NO. SP-8P(1)

## COMPLIANCE TO NIQ TERMS

Technical and financial evaluation and recommendation is to be made only if vendors complied the following essential NIQ terms and conditions (as mentioned in the NIQ).

Sl. No.	Name of Firm (M/s.) Conditions for acceptance	Vendor-1	Vendor -II	Vendor -III	Vendor -IV	Vendor -V	Vendor -VI	Vendor -VII	Vendor -VII
01	EMD submitted	Yes/No	Yes/No	Yes/No	Yes/No	Yes/No	Yes/No	Yes/No	Yes/No
02	PBG (assured to submit PBG)								
03	Payment term complied								
04	Delivery term/period complied								
05	Door delivery complied								
06	Warranty period complied								
07	Manufacturer certificate provided								
08	Dealership / distributorship certificate (in case of dealers/agents) provided								
09	Literature: Printed Literature provided								
10	ISO/ ISI certification provided								
11	Sales Service :Availability of after Sales Service in India(preferably in Guwahati) provided								
12	CST/VAT number enclosed								
13	Service tax Registration No. and PAN No. provided								
14	Validity period of Rate /quotation complied								
15	AMC RATE :Rate of AMC after warranty period( in %) provided								
Accepted/Rejected									

Note: In case any term mentioned above is not complied by a vendor but the Purchase Committee would like to go ahead, recommendation to this effect with valid and justifiable reasons must be provided for consideration and advice of the competent authority.

Member I

Member II

Member III



FORM NO. SP-8P(2)

[Technical Comparison Statement]

Technical comparisons of quotations received for the purchase of (item name) against our NIQ No. ...., dated .....

<i>Our(NIQ) Specifications</i>	<b>VENDOR 1 (Vendor 1 Name)</b>	<b>VENDOR 2 (Vendor 2 Name)</b>	<b>VENDOR 3 (Vendor 3 Name)</b>
Specification 1			
Specification 2			
.....			
.....			
.....			
.....			
<b>Specification n</b>			
Remarks			

Member I

Member II

Member III

FORM NO. SP-8P(3)

[Price Comparison Statement]

Price comparisons of technically qualified quotations received for the purchase of (item name) against our NIQ No. ...., dated .....

	Qty.	VENDOR 1 (Vendor 1 Name)	VENDOR 2 (Vendor 2 Name)	VENDOR 3 (Vendor 3 Name)
Make & Model:				
Total Ex-Works Value				
Less: Discount				
Net Total Ex-Works Value				
Packing, Forwarding Charges				
Taxes & Levies				
<b>Grand Total Value</b>				
Remarks				

Member I

Member II

Member III

FORM NO. SP-8P(4)

[Final Recommendation Report]

Against NIQ No. ????????, dated ????????, for purchase of ????????, altogether N nos. quotations were received from:

1. M/s Vendor 1 Name
2. M/s Vendor 2 Name
3. M/s Vendor 3 Name
4. ....
5. M/s Vendor N Name

Based on technical evaluation report (as at C/Form 2), the committee found the following technically qualified:

Vendor Name	Item Name	Make	Model
Vendor 1			
Vendor 2			
Vendor N			

A price comparative statement was made on technically qualified vendors (as at C/Form 3). Based on price comparative statement it is found that the lowest priced quoted by M/s (Vendor Name), vide their quotation No. (Quotation No.), for Model: (Model Name), Make: (Make Name).

**Therefore the purchase recommends purchase of (item name), from M/s (Vendor Name), as per details mentioned in Form 5.**

**The softcopy of Form 5 has already been forwarded to AR(S&P).**

Indentor

Member I

Member II

Member III

Verified & Recommended.

HoD/ HoC

## **FORM NO. SP-8P(5)**

### **[Technical Specification as per Quotation of Recommended Vendor]**

Technical Specification of the (item name), recommended by the purchase committee to be purchased from M/s (Vendor Name), vide quotation no. (recommended vendors quotation no.), dated ....., is as mentioned below:

Sl. No.	Description	Qty.
01	Item Name: Make: Model: Description: Details description of the item as mentioned in the quotation of recommended vendor.	
02	.....	
	Optional accessories (if required)	
a.	Item Name: Make: Model: Description: Details description of the item as mentioned in the quotation of recommended vendor.	
b.		

Indentor

Member I

Member II

Member III

HoD/ HoC



# Form No. SP-9P [Inspection Report]

**A/c Head: Equipment/ Furniture**

**Fund Code:** .....

Name of Department/ Centre/ Section : .....

P.O. No.: ..... Dated .....

Name of the Supplier: M/s .....

Invoice No. .... Dated .....

and Challan No. .... Dated .....

Sl. No.	Description of Items	Qty.	Accepted/ Rejected	Stock Entry
01				Stock Register No.:
02				
03				Page No. :
				Sl. No. : :

[Additional Inspection Report Sheet may be used with proper details, if space is found to be inadequate]

Signature with Name and Designations and date:

I

**ndentor**  
**Name :**

**Laboratory In-Charge**  
**Name :**

**Head of Department**  
**Name :**

**Date :**

**Date :**

**Date :**

**PLEASE ENCLOSE A COPY OF THE INSTALLATION REPORT / ELSE MENTION THE DATE OF INSTALLATION .....**



FORM NO. SP-1M

Phone :  
Date :

**REQUEST FOR TEMPORARY ADVANCE (To be submitted to S&P Section)**

1. Fund Code. :  Head  Consumable/ Contingency/ Equipment

2. Department/ Centre/ Section:

3. Details of Faculty/Staff /Students authorized to receive the amount of Advance

Name of the Employee	Phone	Emp. Code	Designation	Dept./Centre
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

4. Details of Temporary Advance to be drawn (in Rupees)

In figures	In words
Rs. <input type="text"/>	<input type="text"/>

5. Purpose/ Justification of Temporary Advance:

6. Certified that the items as above/as per list enclosed are required urgently.

(Signature of the Applicant)

The settlement against this advance should be submitted within a period of 30 days from the date of the advance drawn.

**FOR USE BY RELEVANT DEPARTMENTS ONLY**

Temporary Advance for the above purpose to Prof./ Dr./ Mr.  chargeable to Account Head(s).

Last advance drawn : Amount Rs.  and date

Date of submission of settlement of last advance in accounts section on

Put up for consideration.

Approved/ Not Approved

Dealing Assistant

HoD/ HoC/ REG/DEAN/ DD

**FOR USE BY STORES & PURCHASE SECTION**

Rs. .... is available in the FC "....." of Dept of ..... and Rs. .... is recorded in the Budget Register.

S&P Office

Asst. Registrar

Delegation of Power			
	HOD/HOC	DY. DIRECTOR	DIRECTOR
Equipment	Upto Rs.50,000.00	Above Rs.50,000.00 to Rs.5 lacs	Above Rs.5.00 lacs
Consumables	Upto Rs.30,000.00	Above Rs.30,000.00 to Rs.1 lacs	Above Rs.1.00 lacs
Contingency	Upto Rs.30,000.00	Above Rs.30,000.00 to Rs.3 lacs	Above Rs.3.00 lacs



भारतीय प्रौद्योगिकी संस्थान गुवाहाटी  
INDIAN INSTITUTE OF TECHNOLOGY GUWAHATI  
**STORES AND PURCHASE SECTION**

FORM NO. SP-2M

Phone :  
Date :

**SETTLEMENT OF TEMPORARY ADVANCE (To be submitted to S&P Section)**

1. Fund Code. :  Head  Consumable/ Contingency/ Equipment
2. Amount. :  Date of Advance
3. Details of Expenditure

Sl. No.	Date	Vendors Name	Particulars	Amount (Rs.)
Total Expenditure				
Less: Advance Drawn				
Unspent balance refunded (Cheque No..... dt...../ MR No ..... Dt.....)				(-)
Over Expenditure to be reimbursed				

(Enclose separate sheet in the above format if necessary)

(Signature of the Applicant)

NB:

1. The settlement against advance should be submitted within a period of 30 days from the date of advance drawn.
2. Enclose a copy of the approval of the advance.
3. Enclose the original cash memo/ retail invoice/ money receipt initialed by the Drawer.
4. Stock entry details on the reverse side of the cash memo/ retail invoice/money receipt of the Consumables/ Equipment purchased from this advance. Drawer and HOD's signature on Stock Entry.
5. If unspent balance is to be refunded by Drawer, enclose an A/c Payee cheque in favour of "Registrar, IIT Guwahati".
6. The purchase process as placed on the webpage of S&P section(Intranet) may be followed.
7. For refund by students however only cash is accepted.
8. Certify all the purchase made above Rs.1,000.00, else enclose at least three supporting quotation.
9. Make sure that all purchases are made after approval of advance.

**FOR USE BY RELEVANT DEPARTMENTS ONLY**

Checked and found to be OK. Put up for consideration.

Dealing Assistant

Approved/ Not Approved

HoD/ HoC/ REG/DEAN/ DD

**FOR USE BY STORES & PURCHASE SECTION**

Recorded in the Budget Register.

S&P Office

Asst. Registrar, S&P



**INDIAN INSTITUTE OF TECHNOLOGY GUWAHATI**

GUWAHATI-781 039

**FORM NO. SP-3M****SALE ACCOUNT OF THE INSTITUTE DISPOSAL COMMITTEE**

Item No.	Particulars of Items	Quantity / Weight	Name and full address of purchaser	Highest bid accepted	Highest bid rejected	Earnest money realized on the spot	Amount and date on which credited into IITG account	Actual date of handing over of the articles with quantities
1	2	3	4	5	6	7	8	9

Certified that the item/s referred above have been disposed of by the Disposal Committee as per normal procedures of the Institute on .....

Signature: .....

(Member)

.....

(Member )

.....

( Member)

.....

(Member)

.....

(Chairman)

# **INDIAN INSTITUTE OF TECHNOLOGY GUWAHATI**

## **FORM NO. SP-4M**

### **PHYSICAL VERIFICATION REPORT**

#### **Equipment/ Office Equipment/ Office Furniture**

**(Please mention Department/ Centre/ Section/ Hostel etc. Name here)**

Sl. No.	Description of Item with Make and Model	P.O. No. with Date	Qty.	Price as mentioned in the Asset Register	Location	Dept. Asset Register No.	Status (Working/ Not working)	Remarks (Reasons if not working or any other observation)
	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

Certified that the item/s referred above has been verified and the information given here in is true to the best of our knowledge.

**Member**

**Member**

**Chairman**

**HoD/ HoC/ HoS/ Dean/ Registrar (as applicable)**

**INDIAN INSTITUTE OF TECHNOLOGY GUWAHATI**  
**FORM NO. SP-5M**

**PHYSICAL VERIFICATION REPORT**

**Consumable/ Spare Parts (Contingency)**

**(Please mention Department/ Centre/ Section/ Hostel etc. Name here)**

Sl. No.	Description of Item	P.O. No. with date	Qty.	Price as mentioned in the Stock Register	Location	Dept. Stock Register No.	Status	Remarks
	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

Certified that the item/s referred above has been verified and the information given here in is true to the best of our knowledge.

**Member**

**Member**

**Chairman**

**HoD/ HoC/ HoS/ Dean/ Registrar (as applicable)**

**INDIAN INSTITUTE OF TECHNOLOGY GUWAHATI**  
**FORM NO. SP-6M**

**DECLARATION OF SURPLUS/OBSOLETE/UNSERVICEABLE/SCRAP**

Sl. No	Particulars of the Item	Qty./ Wt.	Year of purchase	Departmental Stock Reg.No. Page No. & SI No.	Total Book value/Original purchase value	Condition

Leaving the relevant line, cross out all the other lines:

1. Certified that the items referred above are in working condition but are no longer required for use. The items may be declared as surplus.
2. Certified that the items referred above have become outdated technically and are no longer useful / have outlived their normal span of life. The items may be declared as obsolete.
3. Certified that the items mentioned above are not in working order, have outlived their normal span of life and are beyond economically viable repair. They may be declared as unserviceable.
4. Certified that the items mentioned above have no use and have only got scrap value. They may be declared as scrap.

**Member(DDC)**

**Member(DDC)**

**Member(DDC)**

**Member(DDC)**

**Chairman (DDC)**

**TO**

**The Chairman,**

**Institute Central Disposal Committee**