

## **Categories of Purchases based on Price**

- Below Rs.50,000/-
- Rs.50,001/- to Rs.5,00,000/-
- Above Rs.5,00,001/-

Note: The above limits are inclusive of GST (5% or 12% or 18% , depending upon the Goods or Services)

# Roles and Responsibilities of GeM Consignees

- Searching in GeM Portal for the availability of the proposed item
- Generation of GeM ARPTS or related document (should be enclosed with the indent)
- Coordinating with the Seller for timely delivery of the item, post the issuance of GeM Contract.
- Tracking the supply through the access provided
- Generating the PRC, within **48 HOURS** of receipt of the item.
- Generating the CRAC after verification and certification from the end user, within **TEN DAYS** from the date of generation of the PRC. CRAC may be generated and rejected (indicating the quantity as „0”) in the case of non-acceptance of the item by the Consignee.
- Ensuring that the Installation of the Computers and Peripherals are done with the assistance/guidance of CET
- Signing the SRB and sending the same to PS for processing the payment

## Note:

- PRC will be auto generated after **48 HOURS**
- CRAC will be auto generated on the **ELEVENTH DAY**
- In all the official communications with the Seller, the Consignees shall ensure that the Indenter and PS are in loop.

# Roles and Responsibilities of the SPoCs

- **Coordinating with the Supplier** for timely delivery of the item and arranging any prerequisites that may be required for the installation of the equipment.
- **Ensuring** the Site Readiness / Preparedness for **timely installation** of the equipment, upon its **delivery and verifying the Equipment** and its components upon receipt
- **Reporting any damages or discrepancies** observed in the equipment to the Indenter and record the same with proper proof. Communicate the details to the Supplier
- Obtaining and submitting the following documents
  - a) **Original Installation Report** duly signed by the Personnel from the Supplier's end and the Indenter
  - b) **Original Warranty Certificate, clearly indicating the Start and End of the Warranty Period**, as per the PO, Installation Certificate duly signing the same and get it endorsed by the indenter
  - c) **Original Invoice, checking the content of the invoice, ensuring that it is in line with the PO**, duly signing the same and get it endorsed by the indenter.
  - d) Submission of I-STEM Disclosure Report through Google Form

**Note:** In all the official communications with the Supplier, the SPoC shall ensure that the Indenter and PS are in loop.

## **Purchases through GeM**

- The Procurement of Goods and Services from GeM Portal by Ministries or Departments will be mandatory for Goods or Services available on GeM.
  - a) Direct Purchase
  - b) Bidding or Reverse Auction.

# GeM Bidding

Direct GEM  
Bidding

PAC Bidding

BoQ Bidding

Bunch Bidding

## **Direct Purchase -GFR 154**

If the item is not available in GeM, approval from the competent authority will be conveyed to the Indenter for direct purchase if the indent value is less than Rs.50,000/-.

## Local Purchase Committee – GFR 155

If the item is not available in GeM, Enquiries will be sent to the prospective list of suppliers and the quotes will be sent to the indenter for TE. Any such purchases shall be recommended by the LPC.

The following details are presented to the LPC by the Purchase Section for their perusal and recommendation:

- Indent with PBA, FC and AA
- Enquiry made by the PS or the Indenter through email
- Quotations received from the suppliers
- TE submitted by the Indenter
- FCS/FS prepared by the PS based on the TE
- Re-appropriation of the budget by the CA in case of deviation from the approved budget.

Upon receipt of the recommendations from the LPC as per GFR 155, the details are presented to the Registrar / Dean (ICSR) for approval for issuing PO / WO

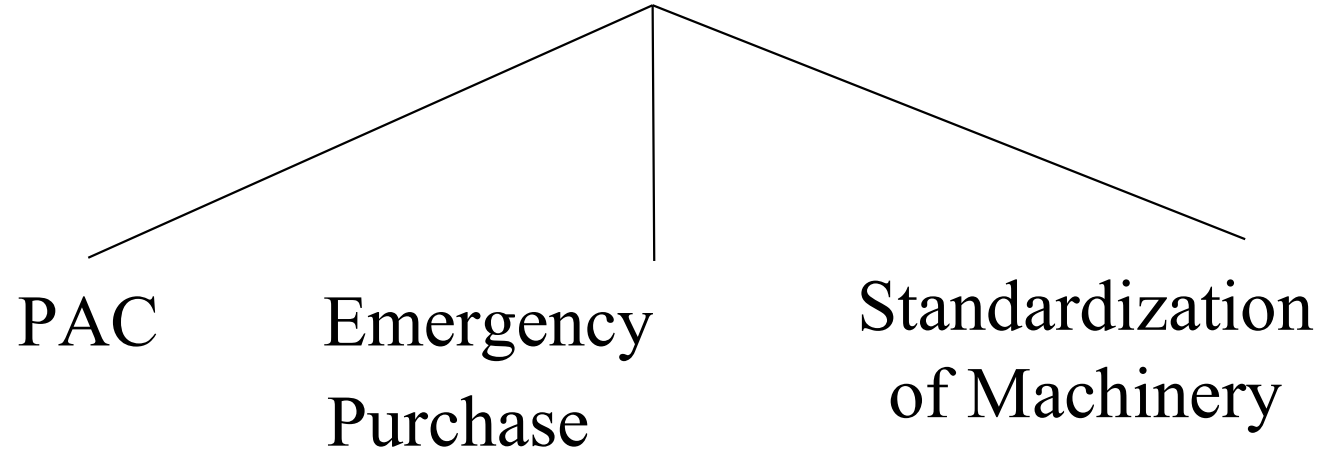
**Purchases under GFR 166**  
**Single Tender Enquiry**  
**(Physical Asset / Software / Consumable)**

# Details/Documents to be sent through the Records Portal (Prior to Purchase)

- Filled-in Indent (Annexure A / Annexure-B)
- Single Point of Contact (SPoC)
- PBA from the CA
- GeMARPTS duly signed by the Consignee and Certified by the Indenter or GeM PID
- Certificate as per the GFR 166
- Technical Specifications/Relevant details
- Budgetary Quote obtained from the supplier
- Constitution of EPC (for purchases above Rs.25 lakh in case of equipment and Rs.5 lakh in case of Software) (**if applicable**)
- Proprietary Article Certificate from the Supplier (**if applicable**)
- Certification from the Supplier that the item is of Indian Origin (**if applicable**)
- Sanction from the Nodal Ministry in the case of Proprietary Item of Foreign Origin (**if applicable**)

Terms and conditions for GFR 166 Enquiry

# GFR 166



# Letter of Credit (LC)

- Letter of Credit is a financial document that is established with the Bank associated with the Institute by the Finance Section
- The terms of payment may be fixed in the LC [Viz. 80% on Supply and 20% after Installation].
- A Single Point of Contact (SPoC) from the Finance Section would be coordinating between the Bank, the Supplier and the PS in ensuring that the LC is established and executed successfully

# **Processing of Payments**

## **Documents Essential for initiating Payments (Less than or upto Rs.50,000/-)**

1. Original Tax Invoice received along with the Consignment
2. CRAC (GeM)
3. Warranty Certificate (if applicable) with PoW
4. Installation / WC Certificate (if applicable) with DoI
5. SRB (if applicable)
6. **Annexure-C**

(Fedena Approval Sheet for Purchase to be provided along with Annexure-C / CRAC/Tax Invoice)

**\*Bills against the purchase of consumables can be directly given to the F&A along with the approval conveyed for the purchase, Issue Voucher, filled-in Annexure-C and any relevant document, for payment.**

**Documents above shall be duly signed by the SPoC/ Indenter**

## **Documents Essential for initiating Payments** **(Rs.50,001/- to Rs.5,00,000/-)**

1. Original Tax Invoice received along with the Consignment
2. CRAC (GeM)
3. Warranty Certificate (if applicable) with PoW
4. Installation / WC Certificate (if applicable) with DoI
5. SRB / IV (if applicable)
6. PO Acknowledgement from the Supplier
7. **Annexure-D**

(Fedena Approval Sheet for Purchase to be provided along with CRAC/Tax Invoice)

**1 to 5 shall be duly signed by the SPoC/ Indenter**

## **Documents Essential for initiating Payments (Above Rs.5,00,001/-)**

1. Original Tax Invoice received along with the Consignment
2. CRAC (GeM)
3. Warranty Certificate (if applicable) with PoW
4. Installation / WC Certificate (if applicable) with DoI
5. SRB / IV (if applicable)
6. I-STEM Report
7. PO Acknowledgement from the Supplier
8. Performance Security from the Supplier

(Fedena Approval Sheet for Purchase to be provided along with CRAC/Tax Invoice)

**1 to 6 shall be duly signed by the SPoC/ Indenter**

## **Documents Essential for Customs Clearance**

- Letter of Authorization
- CDEC/Essentiality Certificate
- DSIR
- Invoice
- Packing List
- Bill of Lading
- Technical Write Up
- Purchase/Work Order
- GST Certificate
- IEC
- AD Code