	<p>सामग्री प्रबंधन अनुभाग भारतीय प्रौद्योगिकी संस्थान, रुड़की रुड़की-247667, हरिद्वार, उत्तराखण्ड, भारत दूरभाष-(0) 01332-28-4293/4886/4824 ई-मेल: mmiitr@iitr.ac.in</p>	<p>Material Management Section Indian Institute of Technology Roorkee Roorkee-247667(Haridwar) (Uttarakhand) (India) Phone-(O) 01332-28-4293/4886/4824 E-mail: mmiitr@iitr.ac.in</p>
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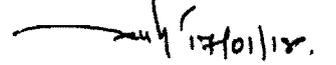
F.No.MM/Centralised Purchase Rules, 2018/1452

Dated: Jan. 17, 2018

NOTIFICATION

The Rules for Centralised Purchase, 2018 and Store Rules at IIT Roorkee has been approved by the Board of Governors in its meeting held on 16.12.2017 vide Resolution No. BG/23/2017 (Item No.54.9) and will be uploaded in the institute website. These Rules will come into force with immediate effect.

These Rules supersedes all the earlier rules.



(A.K. Srivastav)
OSD (Material Management)

Copy to:

1. All Deans
2. Head of the Departments/Centres/Office/Units
3. Registrars/Joint Registrars/Deputy Registrars/Asstt. Registrars
4. Asstt. Registrar, Director's Office for the kind information of the Director.
5. Superintendent, Deputy Director' Office for the kind information of the Deputy Director.
6. ERP Project Coordinator

INDIAN INSTITUTE OF TECHNOLOGY ROORKEE

Purchase & Store Rules 2018

1. Preamble

In the context of changing economic and business scenario, introduction of the General Financial Rule, 2017 (GFR, 2017), GST, use of online services, digital India mission, transparent and efficient governance and experience gained from centralized purchase system introduced in the year by IIT Roorkee in 2015, it is imperative to review the rules and regulations for purchase and stores. As a matter of policy institute encourages the adoption of established procedure, wide publicity, fair competition and efficient delivery of the desired objectives for which the purchases/orders are made in the institute.

IIT Roorkee being primarily a research and academic institution the requirements are scientific with limited vendors. The procurement is time as well as project specific.

The purchaser shall make reasonable efforts to draw precise and accurate specifications of products/works and find out the details of possible bidders for purchases.

2. Approval of items and funds

Items and funds for purchase may be approved by the Competent Authority as defined below:

Competent Authority

1. For purchase/orders up to Rs. 50,000/- is Head/ Principal Investigator (PI).
2. The online purchase up to Rs. 1 lakh from source within India and up to USD 2,000 from source in foreign country is Head/ PI.
3. For purchases from Rs.50,000/- to Rs.5lakhs is the concerned Departmental Purchase Committee (DPC)/Project Purchase Committee (PPC).
4. For purchases more than Rs.5Lakhs- and upto 50 lakhs is the Dean (F&P)/Dean (SRIC) as required.
5. For the purchase above 50lakhs the Director full power.
6. For purchases made by local purchase committee(LPC) up to Rs. 2.5 lakhs recommended by the Head/ PI and approved by Dean (F&P)/ Dean (SRIC) and above Rs. 2.5 lakhs to Rs. 25.0 lakhs by Director on the recommendation of Head/PI and Dean(F&P)/Dean (SRIC).

7. The annual maintenance/service contract from the original equipment/ machines/ ACs manufacturer/ manufacturer's authorized supplier, for a value of maximum of 10% of the original cost for the first 2 years and thereafter 15% of the original cost or 110% of previous year AMC value by Chairperson of DPC/PPC or Dean (F&P)/ Dean (SRIC) or Director.
8. Full service/ comprehensive maintenance from the original equipment/ machine/manufacturer/ manufacturer's authorized supplier by Chairperson of DPC/PPC or Dean (F&P)/Dean (SRIC) or Director.
9. The repair work, spare parts, calibration from the original equipment manufacturer/ manufacturer's authorized supplier, calibration from NABL accredited laboratory by Chairperson of DPC/PPC or Dean (F&P)/ Dean (SRIC) or Director.

3. Purchase Committees

1. Material Management Section (MMS) shall make any purchase costing above Rs. 50,000/- except online purchases (Section 2, Point 2) and purchases for which an LPC(Section 2, Point 6) has been constituted.
2. All the purchases shall be made as per the Purchase Rules of the Institute. The following committees are proposed to simplify the purchase process:
 - (a) Departmental Purchase Committee (DPC) with minimum three members in addition to HOD or his nominee. HOD will constitute the DPC which will be approved by the Dean (F&P). HOD may constitute DPC as per requirement of each purchase/ specific equipment.
 - (b) Project Purchase Committee (PPC) with minimum 3 members including PI and nominee of the Dean (SRIC). PI shall be the Chairperson of PPC. Dean (SRIC) will constitute the PPC in consultation with the PI. The term of PPC shall be the duration of the project.
 - (c) For specific need the Director will constitute a Special Purchase Committee (SPC) including a member each from Internal Audit and MMS.
 - (d) Local Purchase committee (LPC) up to Rs. 2.5 lakhs will be constituted with three members recommended by the Head/ PI and approved by Dean (F&P)/ Dean (SRIC) and above Rs. 2.5 lakhs to Rs. 25.0 lakhs by Director on the recommendation of Head/PI and Dean(F&P)/Dean (SRIC) for making purchases which are urgent in nature or job/fabrication works for the completion of installation/experiments.

3. Each department/center/other academic units like IIC, library, administrative office, estate and works office and hospital etc. should have DPC to be constituted by the Head and approved by Dean (F&P).

4. The DPC of the concerned department where the project is undertaken may also act as the PPC, if there is not a specific PPC constituted for the project. However, PI shall be the indenter.

4. Types of purchase

1. Purchase upto Rs.50,000/- may be made without calling quotations.

2. Online purchases as follows:

(a) Upto Rs.1.00 lakh if the source of supply is within India.

(b) Upto USD 2,000 including the expenditure on courier, custom duty, custom clearance etc. The benefit of warranty and other clauses as available must be availed.

3. All purchases above Rs.50,000/- should invariably be made by the MMS through inviting quotations as well as website publication except on line purchases at point 2 above which may be made by the indenter and LPC at point 6 of Section 2. However, in case of single source purchases (other than proprietary items), website publication is not required. Along with Institute Website all enquiry letters/tender notices/pre-qualification tenders should be displayed on the Notice Board of the concerned department(s) and quotations received from firms on the basis of this notice should also be considered.

4. Limited Tender: For purchases from Rs. 50,000/- to Rs.5 lakhs, MMS will send Enquiry Letters under Limited Tender to minimum 5 potential vendors identified by the indenter.

5. Limited Tender: For purchases between Rs. 5 Lakhs and Rs. 50 Lakhs MMS will send Enquiry Letters under Limited Tender to minimum 6 potential vendors identified by the indenter. In case potential vendors are less than 6, indenter/ MMS can opt for open tender. However, for purchases above Rs. 25 Lakhs, the enquiry letters shall also be placed on GoI website (eprocure.gov.in).

6. Open Tender: Where the total cost of the purchase is estimated above Rs.50 lakhs, tenders will invariably be invited through publication of tender notice in national daily newspaper, e-publishing on GOI website (eprocure.gov.in) and tendering may be through e-procurement.

7. Single Tender: Purchase upto Rs.25 lakhs can be done by sending an Enquiry letter to a single firm under the following circumstances:

(a) It is in the knowledge of the user department that only a particular firm is the manufacturer/ supplier of the required goods or is proprietary item(s).

(b) The required goods are to be purchased from a particular source and the reason for such decision is to be recorded in the form of DPC/PPC Report.

(c) For standardization of machinery or spare parts to be compatible to the existing sets of equipment, the required item is to be purchased only from a selected firm.

(d) The notice regarding the purchase of item(s) of propriety in nature must be uploaded on the Institute's Website giving a minimum time of 15 days to submit quotation. However, in other cases of single source purchases e.g. a compatible spare part from manufacturer of the equipment, order can directly be placed without publishing the requirements on the web site.

(e) Many times, it is found that the certain items which carries some critical technologies are solely manufactured by some foreign companies who may not have any Indian counterpart/ representative/ dealer. In such cases, it becomes extremely difficulty to purchase these specialized/ customized items carrying critical technology which might be essentially desired to meet the objectives of research endeavours. In such cases, the notice regarding purchase of item(s) must be first uploaded on the Institute's website giving a minimum time of 15 days to submit quotations. In case there is no response, quotations may be collected through e-mail, with a clause that the proof of email communication with at least three relevent companies should be given by the indenter. Further, even if only one of the foreign manufacturer responds against the email enquiry, then it should be considered as the valid quote to place the PO.

8. Orders to the government bodies on nomination basis:

If the purchase is proposed from the Central/ State Government or Central/ State Public Sector Undertaking/Organization/Company, the competent authority may approve proposal on the recommendations of concerned DPC/PPC and Dean (F&P)/Dean (SRIC)for purchase up to Rs. 1.0 Crore, without inviting any type of tender as per terms and conditions of the Government/Public Sector Undertaking/ Organization as the case may be.

9. Government e-Market place (GeM):

Government of India recently initiated online Government e-Marketplace (GeM) for common use Goods and Services. The GeM portal may be utilized by institute for direct on-line purchases as under:

(i) Up to Rs.50,000/- through any of the available suppliers on the GeM, meeting the requisite quality, specifications and delivery period.

(ii) Above Rs.50,000/- and up to Rs.30,00,000/- through the GeM seller having lowest price amongst the available sellers, of at least three different manufacturers, on GeM, meeting the requisite quality, specifications and delivery period.

(iii) Above Rs.30,00,000/- through the supplier having lowest price meeting the requisite quality, specifications and delivery period after mandatorily obtaining bids, using online bidding or reverse auction tool provided on GeM.

10. Expression of Interest (EOI):In case, there is unawareness or not enough clarity about the specifications of the intended purchase/services/orders for an estimated amount of Rs. 50 lakhs and above and their possible bidders, the method of inviting "expression of interest" and also known as "two stage bidding" may be adopted through open tender process and after receiving the details, the specifications may be finalized and offers be obtained as limited tender from the eligible vendors.

Enquiry for seeking EOI should include in brief, the broad scope of the work or service, inputs to be provided, eligibility and the pre-qualification criteria to be met by the bidders and their past experience in similar work/ service. The bidders may also be asked to send their comments on the scope and specifications of the works or services projected in the enquiry. Adequate time should be allowed for getting responses from interested bidders.

On the basis of the responses received from the interested parties, bidders meeting the requirements should be short listed for further consideration. The number of short listed bidders normally should not be less than three. Based on the inputs received from the shortlisted bidders, detailed specifications/terms of reference/ general and special conditions/ formats shall be drawn to seek two part bids as technical and financial proposals only from shortlisted bidders. If it is appropriate a pre bid meeting may also be scheduled where the suggestions from prospective bidders on the issued document be discussed and amended

if necessary. Amendments, if any, need to be shared with all short listed bidders in writing before the bid submission.

11. Rate Contract:

Rate Contract approved by IIT Roorkee or by other government institutions or purchase from government institution as follows:

(a) The MMS may finalize a rate contract with the approval of the competent authority for personal computers, laptops, computer peripherals, chemicals, printing, AC, photocopier machine, furniture or any other item/services with various manufacturers, so as to offer a wider choice. Different rates may also be approved for any item depending on the specifications and quality of item offered by different manufacturers. Tenders/Quotations for this purpose shall be called from manufacturers only.

(b) If the purchase is proposed on the basis of rate contract approved by Central Government Company, or on rate Contract approved by other IITs/GeM/DGS&D, orders for purchase upto Rs. 25 Lakhs, may be approved by the competent authority, without inviting any type of tender as per terms and conditions of the Government/Public Sector Undertaking/ Organization as the case may be.

12. Purchase through LPC:

Purchase of goods, in case of urgency/ to complete installations/running experiments/chemicals/ some specific needs of time-bound research projects (e.g. thermo-couple, isotopes etc.)/ machine parts/liveries or sundry items etc. duly recorded, on each occasion may be made on the recommendations of a duly constituted LPC. At least three quotations (by email or fax or collected personally in a cover) be obtained by LPC. The committee will survey the market to ascertain the reasonableness of rate, quality and specifications and identify the appropriate suppliers. Roorkee being the small town, nearby cities like Haridwar, Dehradun, and Delhi etc. are also covered for such purchase. In specific cases other places in India or abroad may be considered for such purchases. Before recommending placement of the purchase order, the members of the committee will jointly record a certificate as under. "Certified that we, members of the purchase committee are jointly and individually satisfied that the goods recommended for purchase are of the requisite specification and quality, priced at the prevailing market rate and the supplier recommended is reliable and competent to supply the goods in question, and it is not debarred by the Department of Commerce or Ministry".

The benefit of warranty and other clauses as available must be availed. The committee may also make purchase by taking advance. However, purchase in such case should invariably be made by placing order by the concerned department of the indenter.

13. Special Purchase Committee (SPC): Purchase of any special kind or need duly recorded may be processed through a SPC.

14. Tender notices must also be displayed on the Institute's website. Those downloading the tender document from the website should deposit tender fee, if any, while submitting their quotation/tender. Earnest money deposit (EMD) should also be submitted along with the quotation/tender, if required.

15. Only those quotations which are received within the due date and time, specified in the enquiry letter/ tender notice, will be considered

16. Black listing of a firm can be done by the MMS on the basis of recommendation of PPC/DPC, advice from legal cell and with the approval of the Competent Authority.

17. The firms for the purpose of inviting quotations for purchase of materials/ services/ equipment/ instrument etc. will be manufactures or authorized dealer/agents/ stockiest/ suppliers/ service providers or firms undertaking job works.

5. Procedure for Inviting Quotations:

The following procedure should be observed for inviting quotations/tenders:

1. The DPC/PPC will prepare the specifications of the required item and also, prepare the list of suppliers. However, the MMS can also identify vendors in addition to the list provided.

2. In the indent the DPC/ PPC should duly mention the quantity of proposed item, copy of the approval of funds (with allotted grant code) for the required item, complete specifications as well as requirements of warranty, training/ technical support, after sales service, AMC, packing etc. The indent should be submitted to MMS along with the hard and soft copies of the addresses of the likely suppliers and precise and accurate specifications.

3. The MMS will examine the indent/documents and initiate the purchase process by inviting quotations

(a) Single-bid system: For purchases with estimated cost of up to Rs.15 lakhs under single bid system (technical and financial bid together and opened at single instance). Bids will be opened by MMS in the presence of bidders and indenter if they so desire. Techno-commercial comparative statement will be prepared by the department/PI.

(b) Two-bid system: For purchase with estimated cost of more than Rs. 15 lakhs two bid system (Part A: Technical Bid and Part B: Financial Bid in separate sealed envelopes to be opened at different instances) shall be followed. Technical bid will be opened by MMS in the presence of bidders and indenter if they so desire. Technical comparative statement will be prepared by the department/PI.

If required, the concerned PI/ indenter may obtain clarification/ document from bidders at the time of technical evaluation regarding any technical aspect(s) as per the enquiry letter/tender document.

4. In case of inviting quotations by sending enquiry letters (under Limited Tender), a minimum period of 15 days' notice should be given.

5. In case of inviting tenders through newspapers, a minimum period of 21 days' notice (after publication of the tender in the newspaper) should be given and minimum 4 weeks in case of Global Tender. In the enquiry letter the firm should be asked to enclose copies of the last two supply orders for the same item as a justification for reasonability of rates.

6. In case of purchase of special/sophisticated equipment, costing above Rs. 25.0 lakhs, a performance bank guarantee or Bank Draft or FDR pledged in favor of IIT Roorkee for an amount equal to or more than 5% of the cost price for the duration of the warranty period plus sixty days will be taken from the supplier/Indian Agent.

7. A fixed amount as Earnest Money Deposit (EMD in the form of Bank Guarantee or Bank Draft or FDR pledged in favor of IIT Roorkee should be demanded from the firms and should be mentioned against specification of each item/equipment whose estimated cost is above Rs. 25.0 lakhs. The amount of EMD, Valid 45 days beyond the validity period of bid, will be determined at the time of inviting quotations/tenders, by the Institute on case to case basis, which will not be less than 2% of the estimated cost of the purchase.

8. All the terms, conditions, stipulations and information to be incorporated in the bidding document are to be shown in the appropriate Chapters as below:

- (a) Chapter 1: Instruction to bidders.
- (b) Chapter 2: Conditions of contract.
- (c) Chapter 3: Schedules of requirements.
- (d) Chapter 4: Specifications and allied technical details.
- (e) Chapter 5: Price schedule (to be utilized by the bidders for quoting their prices)
- (f) Chapter 6: Contract form
- (g) Chapter 7: Other Standard Forms, if any, to be utilized by the purchaser and bidders.

9. Approximate quantities may also be mentioned and the firms should be asked to give samples along with the quotations/ tenders, wherever possible/ necessary. The descriptive literature, if available, should be enclosed with the quotations/ tenders.

10. If the estimated cost of equipment is more than Rs.25.0 lakhs, tender bids shall preferably include AMC for a period of minimum three years.

11. All enquiries should be sent through speed post, registered post, courier services or through personal local delivery on official peon book as deemed suitable.

6. Procedure for Opening Quotations:

1. Preferably the GST number should be given on the quotation of each firm; however, this will not be mandatory. In case any change towards GST or other statutory levy is claimed by the firm, the registration number for the same should be available on the bill/invoice.

2. In case of purchase of an item under single tender enquiry, the quotations through e-mail/fax from the manufacturer may also be considered. But the proof of e-mail requesting the rate of the propriety item must be placed in the purchase file.

3. In case of two bid system, the Financial Bids will be opened on the due date and time by the MMS in the presence of the indenter and the technically qualified vendors, if they so desire. The date of opening the Financial Bid will be informed to the technically qualified bidders and the indenter well in advance. The Financial Comparative Statement will be prepared by the MMS and sent to Indenter for vetting.

7. Procedure for Processing the Purchase Cases

1. In case of purchase with estimated cost of more than Rs 50,000/- upto Rs. 5 Lakhs less than three valid quotations can be considered for

opening of bids as well as further processing of the purchase case. However, the concerned DPC have to certify the price reasonability with appropriate justification.

2. In case of purchase with estimated cost of more than Rs. 5 Lakhs minimum three valid quotations are required. If the number of quotations received against an enquiry letter/tender notice is less than three, quotations have to be re-invited by MMS after the specific recommendation of indenter to do so. Any other approval is not required. However, if the number of quotations received is still less than three after retendering, the MMS should process the purchase on the basis of these quotations with specific justification by the concerned DPC/PPC.

3. If the number of quotations/bids received against open tendering (through newspaper) is less than three, the purchase case can also be processed with specific justification by the concerned PI/Indenter.

4. Negotiation normally may not be held. However, whenever necessary may be held with the lowest bidder only with the approval of competent authority.

5. To avoid delays and unnecessary file movement, as far as possible, MMS and internal audit should convey their observations on the file in one single step.

8. Processing the Purchase and Placing the Orders by the MMS

1. The MMS will prepare and submit the purchase proposals in the prescribed format and will get it vetted from the Indenter. Then the case will be forwarded to the Internal Audit Section for pre-audit. After pre-audit the case will be forwarded to competent authority/approving authority for approval. However, purchase cases below Rs.5 lakhs need not be pre-audited by Internal Audit Section.

2. The purchase order will be prepared by the MMS on the basis of the duly approved Purchase Proposal.

3. The Purchase Order will be sent to the eligible firm on its address by post/mail by the MMS. A copy of the Purchase Order will be sent to the concerned department/ PI for information.

4. In case of import, the copy of the Purchase Order will be sent to the Clearing Agent. The MMS will take necessary action about the advance to be sent to the Clearing Agent for clearing goods from the customs office to avoid demurrage and sending the same to the concerned department of IIT Roorkee.

5. On receipt of written request/ necessary documents from the firm/ clearing agent, the MMS will process the file for issue of all types of certificates e.g. Customs Duty Exemption/ Excise Duty Exemption/ Trade Tax Declaration etc., under the signature of the DR/AR of the MMS as nominated by the institute.

6. No formal order is required to be placed for purchases upto Rs.50,000/-.

9. Repeat order:

Repeat purchase order may be placed by the Material Management Section subject to the following conditions:

- (a) Within a period of 120 days of placing the original order or 45 days of receiving supplies against the original order, whichever is later.
- (b) With no change in rates as well as terms and conditions of supply.
- (c) For purchases on the basis of limited/open tender inviting quotations but not through LPC.
- (d) The Material Management Section will not place more than five repeat orders and the amount or number of items shall not exceed that of the original order.
- (e) No repeat order will be placed if buy-back is involved in the purchase.
- (f) Purchase Orders placed by other IITs may also be considered for placing repeat orders by IITR with the approval of Competent Authority after due diligence study and obtaining a certificate from the sister IIT to the effect that the cost is justified and the equipment is performing satisfactorily.

10. Goods Receipt and Processing of Bill:

1. On receipt of goods by the concerned Indenter as per Purchase Order along with packing slip, bills in duplicate / triplicate etc., necessary entries will be made by the department /center/ unit in the stock register. The bill for payment along with necessary documents, installation certificate etc. will then be sent by the indenting department to the Material Management section for necessary checking and forwarding to the Finance & Accounts Section for payment.

2. In case of short supply/any damage /supply is not found as per Purchase Order, the department/center/office will inform in writing to DR/AR, Material Management who will request the firm to rectify it within a suitable time otherwise the matter will be referred to Legal Cell for further necessary action.

11. Payment Term:

1. In purchase generally the payment is after delivery and installation (Wherever installation is required).

2. For the purchases having FOR/destination, 100% payment on receipt and acceptance of goods/service by the indenter subject to production of relevant documents.

3. For the purchases having FOR/destination and involving installation and commissioning by the supplier, 80 % payment on receipt and acceptance of goods/service by the indenter and balance 20 % on successful installation and commissioning by the supplier and acceptance by indenter.

4. Advance payments to supplier:

Ordinarily, payments for supplies/ services should be released only after the services have been rendered or supplies made. However, it may become necessary to make advance payments for example in the following types of cases:

(a) Advance payment demanded by firms for supplying equipment/services etc., upto 100% advance amount against 110 % Bank Guarantee may be allowed.

(b) Advance payment demanded by firms holding maintenance contracts for servicing of air-conditioners, computers, other costly equipment/construction etc. against fabrication contracts, turnkey contracts etc. Such advance payments should not exceed the following limits:

(c) Thirty percent of the contract value to private firms.

(d) Forty percent of the contract value to a State or Central Government agency or a Public Sector Undertaking;

(e) In case of maintenance contract, the amount should not exceed the amount payable for six months under the contract.

(f) Competent authority may relax the ceilings (including percentage laid down for advance payment for private firms) mentioned above.

(g) While making any advance payment as above, adequate safeguards in the form of bank guarantee etc. should be obtained from the firm as per point (a) above.

(h) 100% advance payment without any bank guarantee in case of software, licenses or specific instruments with the approval of competent authority on the recommendation of DPC/PPC and Dean (F&P)/Dean (SRIC).

(i) Payment of demurrage: Upto 20,000/- may be approved by Head of the department/ PI. For higher amounts approval of the competent authority is required.

5. However, Government firms or public sector undertakings may be exempted from providing the bank guarantee. But for public limited firms having an annual turnover of Rs.500 crores or more the requirement of bank guarantee may be waived-off by the competent authority if the payment involved is upto Rs. 25 lakhs.

6. Any additional payment in the Bill/ Invoice on account of revision of taxes/duties may be considered by the MMS provided it is as per the terms and conditions of purchase order.

7. Payment to Foreign Supplier:

(a) All Letters of Credit will be opened by the MMS against the purchase orders and grant (plan/project/miscellaneous) allocated to the concerned department.

(b) Payment can also be made by sight draft/Bank Transfer/ Wire Transfer after receipt of material in good condition.

8. Payments to Govt./Public Sector Undertaking/ Organization:

The terms of payment to the Govt./ Public Sector Undertakings/ Organizations/ Company will be as per the terms and conditions given by them in their quotation/ proforma invoice/ rate list/ rate contract. 100% advance can be made to such organizations along with the order if it is in the terms and conditions of the said organization.

12. General Rules:

1. Liquidated Damage (Late Delivery):

There should be a suitable provision in the terms and conditions of a contract/ purchase order for claiming liquidated damages of appropriate amount from the supplier to take care of delays in supplies and performance, for which the supplier is responsible.

A penalty of 0.5% of the delivered price of the delayed goods for each week subject to a maximum of 5% (five percent) of the delivered price is to be incorporated in the terms and conditions of the purchase order. Delivery period shall include supply of the item in good condition and satisfactory installation. Any request for extension of time by vender (with specific reasons) should be carefully reviewed and approved by DPC/PPC. No approval is required for extension of time from competent authority. Any delay in fulfillment of the requirements for paying the bills shall be counted under penalty clause. The Material Management section will pass bills for payment only after receipt of report of the concerned HOD regarding supply in good condition, satisfactory installation and performance by the firm as per the terms and conditions of the purchase order.

2. The "buy-back" for purchase through quotation/tender or through rate contract for supply of equipment and systems including personal computers, refrigerators, air-conditioners, photocopy machines, data projector etc. is admissible. While inviting quotations/tenders or proposal for rate contract, the supplier/vendor will be asked to quote rates and other terms for 'buy-back' of existing equipment/systems. However, the following conditions shall apply:

(a) In case of computers, system should be at least three years old.

(b) In case of photo-copier machines, a machine should be at least seven years old or five lakhs of copies should have been generated on the old machine.

(c) In case of refrigerators and air-conditioners, they should be at least seven years old.

(d) Un-serviceable/ beyond repair items

(e) Cost of operation and maintenance is high

3. For the purchase of the books/publication and periodicals by the library and the department/centers the Institute Library Advisory Committee shall frame and issue the policy and rules from time to time with the approval of Competent Authority.

4. The points, which are not covered by the purchase rules of the Institute, will be as per the GFR of the Government of India.

5. Any matter not covered by these rules and GFR may be referred to the Director.

Notes:

1. These rules may be revised as and when required but not later than 3 years.
2. For the purpose of this document Head is the Head of academic department/ Centre/ Unit/ Dean/ Registrar/ Estate and Works/ GATE/ JEE/ ICC/ IIC/ Library/ Hospital/ Students Activities etc.
3. E-procurement mode shall be made effective by 01 April 2018.

Store Rules

Revised Addition

1. Classification of stores:

All stores procured shall be classified into following three categories:

- (A) Major Asset (MAS)
- (B) Minor Asset (MIA)/ Limited Life Time Asset (LLTA)
- (C) Consumable Stores (CS)

(A) Major Assets (MAS):

Stores satisfying any one of the following conditions shall be classified as major Assets.

- (i) Stores, which are intended to be used over, prolonged periods before becoming unusable and/ or obsolete.
- (ii) Any item, which is classified as Major Assets (MAS) by the standing committee (as given in note below) constituted for this purpose.

Examples: Laboratory Equipment, Assembled Instruments, Brass Ware, Flower Pots, Lamp Stand etc. Fabricated Instruments, Gas Cylinders, Almirahs Steel, Main frame computers/servers, Motors, Networking Devices, Plot Printers, Welding Machine, Workshop heavy equipment (Lathe Machines, Drilling & Milling Machines, Power Saw, Wood Working Machines) etc.

(B) Minor Assets (MIA) or Limited Life Time Asset (LLTA)

Stores may be classified as Minor Assets or "Limited Life Time Assets" for the items with a life of 4-5 years. Examples: All Laboratory Equipment, (Power supplies, CVTs/CRO etc.), type writers, accessories and audiovisual systems, All room fixtures (door closers, blinds, boards, wall/ exhaust fan etc.), UPS, Wooden and Steel Furniture (chairs, tables, racks, trolleys, cabinet etc.), Battery chargers, Computer Accessories, Work Stations, Photocopying Machines, Multimedia Projectors, Cryogenic containers, Cyclostyling machines, Fume Hoods, Modems/hubs (Routers) switches, Personal Computers, Portable Generators, inkjet/laser printer Small portable electrical hand tools (Hand drill, planners, grinders etc.), Software, Telephone sets including mobile phones, Vacuum cleaners, desktop, palmtop calculators, CCTV cameras etc.

(C) Consumable Stores (CS):

Stores satisfying any of the following conditions shall be classified as Consumable Stores.

- (i) Stores, which exhaust with lapse of time.
- (ii) Stores, which are rendered unserviceable due to normal wear and tear.
- (iii) Stores, which have negligible disposal value.

Examples: Chargeable and non-chargeable batteries, Chemicals & plastic material, Components installed inside the Cabinet of the Personal Computers (motherboard, RAM, ports, Hard Disk, DVD, PCI cards etc.), Electrical items like plugs, tops, switches, fixtures, heater plates etc., Electronic Component like resistors, ICs, LED's, Transistors, Diodes, transformers, soldering iron and solder etc.), fabrication materials like Metal sheets, rods, wires, Glass and Quartz ware, Hand Tools (screw drivers, pliers, scissors, tools related to gardening and other tools etc.), plant pots. Light sources (bulbs, tubes, laser pointers etc.), Optical components like Lenses, Prism, Gratings, filters, optical fibers, patch cord etc., printer consumables (Ribbon, Cartridges etc.), Stationery items (papers, cutters, staplers, pens, pencils, alpenes, u-clips, sharpeners, dispensers, pen stands, CD covers etc.), tubing (copper, Aluminum, rubber, PVC etc.), umbrellas & raincoats, Workshop cutting tools (Bits, hacksaws, blades, drill bits, oil & coolants, files etc.), Capacitors, CD ROMs, CDs, Conductivity bridge, Connectors, Curtains, Daris /Carpets & other cloth items, Electric wires / UTP Cables /Optical Fibers, Electrodes, Floppies/pen drives, Handheld water sprayer/sprinkler, Heating mantles, Iron meter, Keyboard, mouse and speakers, Lab. Apparels (shoes, lab coats, goggles, aprons, gloves etc.), Magnetic tape, Medicines, Non electrical balance, pH meters, Plastic buckets. Room Heaters and Blowers, Shakers, Small Measuring components and instruments (current/volt/Ohm meters costing less than Rs. 10,000/-), Stirrer, Table covers, Thermostat, Torch, Water bath, Water distillation glass units, Water distillation stills etc.

NOTE: The Competent Authority may constitute a standing committee to resolve any confusion in classifying the assets not covered above.

2. General Rules:

1. Stock registers for all Major Assets, Minor Assets and Consumables should be maintained separately in each department and kept with the concerned Head of the department.
2. Stock Registers for Major Assets and Minor Assets shall also be maintained separately in each laboratory.
3. Stock Registers for Assets and consumables purchased under project shall be maintained separately by the concerned PI and at the closure of the project the items assets and consumables have to be transferred to the stock register of the Institute.
4. Stock Registers (for all Major Assets, Minor Assets and consumable items) for each Project shall be maintained separately (and kept with the concerned Laboratory/ P.I.) but all the assets shall also be entered simultaneously in the departments T & P register.
5. Details of the assets & consumables shall simultaneously be intimated to the Material Management Section by the different departments as and when purchase is made by them.

3. Store Verification:

The annual verification of all Major and Minor Assets of all laboratories in the Department shall be done by the verifying officer appointed by the Head of the Department and the O.C. laboratory at department level and also by a centrally appointed committee including a member of Material Management Section. On recommendations of the O.C. and verifying officers of all laboratories regarding the irrecoverable losses and losses due to stores lost, or rendered unserviceable due to fair wear and tear the Head of the Department /Centre/ Unit will constitute the committee for survey of unserviceable (Major & Minor Assets) in their respective department. This committee of the Department shall inspect such losses and fix their depreciated value. It will also pin-point responsibility for losses of items found short and shall recommend as to how these are to be made up/paid for by the individuals responsible for the loss. The report of the committee shall be considered by the Department Policy Committee and its recommendations in respect of major assets shall be sent to the Deputy Registrar / Assistant Registrar (Material Management) on prescribed Proforma, for consideration by the Institute Technical Committee for writing off and disposal.

4. Writing off and disposal of Unserviceable Stores:

(a) On the recommendation of DPC, the Head of the department may allow writing off the minor assets with intimation to the Deputy Registrar / Assistant Registrar (Material Management).

(b) On the recommendation of DPC, the Head of the department may send the proposal for writing off the major assets to the Deputy Registrar / Assistant Registrar (Material Management).

(c) The Competent Authority shall appoint an Institute Technical Committee which shall examine the proforma- sent by the Departments etc. and shall recommend the Major Assets which are actually unserviceable /beyond economic repair/beyond local repair, to be considered for writing off, by the Competent Financial authority. The Technical Committee may delete those items, which in its opinion, are serviceable or are not beyond local/economic repair. Thereafter, prescribed proforma will be forwarded to the Deputy Registrar/Assistant Registrar (Material Management), for consideration by the Competent Authority. The composition of the Technical Committee shall be as under:

(i) One Professor to be nominated by the Director for three years who shall be the Chairman.

(ii) One Faculty member/Officer nominated by the concerned Department/Limb of the Institute for a period of three years.

(iii) Two other Faculty Members as members to be nominated by the Director for a period of three years.

(iv) One Faculty Member/Officer as member from outside the concerned Department to be nominated by the concerned Department/Limb of the Institute for a period of three years.

(d) The recommendations of the Institute Technical Committee (ITC) are to be considered by the Competent Financial Authority (CFA) to write off as under:

CFA	Normal Wear & Tear, Individual Item Costing (Rs.)	Abnormal Wear & Tear, Individual Item costing (Rs.)
Head of the Deptt.	Nil	Nil
Director	Above 15000	Any amount
BoG	Above 20.00 lacs	Above 2.00 lacs

After approval of the Competent Financial Authority, a proper notification for writing off is to be issued by the Deputy Registrar/Assistant Registrar (Material Management)

5. Institute Disposal Committee:

The stores, written off, will be inspected and auctioned by the Institute Disposal Committee (IDC). The committee shall consist of the following members:

- (i) One Professor to be nominated by the Director, who shall be the Chairman for a period of three years.
- (ii) One Faculty member nominated by the concerned Department/Limb of the Institute for a period of three years.
- (iii) A Member Secretary to be appointed by the Director for a period of three years.
- (iv) An Assistant Registrar (Material Management) as the Joint Member Secretary to be appointed by the Director for a period of three years.

Items are required to be disposed in line with guidelines/rules of govt. for hazardous & non-hazardous items.

Notes:

1. These rules may be revised as and when required but not later than 3 years.
2. For the purpose of this document Head of the department (Head) is the Head of academic department/ Centre/ Unit/ Dean/ Registrar/ Estate and Works/ GATE/ JEE/ ICC/ IIC/ Library/ Hospital/ Students Activities etc.