

	सामग्री प्रबंधन अनुभाग	Material Management Section
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दिनांक: 29 मई, 2025
Dated: 29 May, 2025

अधिसूचना / NOTIFICATION

एतद्वारा सूचित किया जाता है कि संकल्प सं. BG/09/2025 (मद सं. 72.13) द्वारा अभिशासक परिषद ने दिनांक 15.04.2025 को हुई अपनी बैठक में वर्तमान में लागू IITR S&P Rules, 2018 (जो अधिसूचना सं. MM/Centralised Purchase Rules, 2018/1452 दिनांक 17.01.2018 द्वारा अधिसूचित किए गए थे) एवं समय-समय पर जारी किए गए विभिन्न संशोधनों के स्थान पर IITR Stores and Purchase Manual, 2024 (प्रति संलग्न) को Repeat Order के अतिरिक्त प्रावधान (प्रति संलग्न) के साथ अनुमोदित किया है, जो तत्काल प्रभाव से लागू होगा।


It is hereby notified that vide Resolution No. BG/09/2025 (Item No. 72.13), the Board of Governors in its meeting held on 15.04.2025, in supersession of existing IITR S&P Rules, 2018 (notified vide Notification No. MM/Centralised Purchase Rules, 2018/1452 dated 17.01.2018) and various amendments issued time to time, has approved IITR Stores and Purchase Manual, 2024 (copy attached) with an additional provision for Repeat Order (copy attached), which will come into force with immediate effect.

यह सक्षम प्राधिकारी के अनुमोदन से जारी किया जाता है।

This is issued with the approval of Competent Authority.

संलग्न: उपरोक्तानुसार

Encl: As above


29/05/2025
 उप-कुलसचिव (सामग्री प्रबंधन)
 Deputy Registrar (Material Management)

प्रतिलिपि / Copy to:

1. निदेशक / Director
2. उप-निदेशक / Deputy Director
3. समस्त कुलशासक / All Deans
4. कुलसचिव / Registrar
5. समस्त विभागाध्यक्ष / केन्द्र / कार्यालय / यूनिट्स / अनुभाग
Heads of All Departments/Centres/Offices/ Units/Sections.
6. Staff-notices@iitr.ac.in
7. चैनल-आई / Channel-i

STORES & PURCHASE MANUAL 2024



INDIAN INSTITUTE OF TECHNOLOGY ROORKEE

DISCLAIMER

While every care has been taken to ensure that the contents of this manual are accurate and up to date, the procuring officers are advised to check the precise current provisions of law and other applicable instructions from GFR-2017.

Any aspect not covered in this Manual will be governed by the relevant rule/provision contained in GFR 2017 as well as Manual for Procurement of Goods, 2017 and Manual for Procurement of Consultancy & Other Services, 2017 issued by Ministry of Finance, Govt. of India and any other Orders of Govt. of India issued from time to time in this regard.

Also, if there is any change in the monetary limits in GFR from time to time for types of purchase, the same will be applicable to the IITR Store & Purchase Manual with the approval of the Director, IIT Roorkee.

Any aspect not covered in above will be referred to the Director, IIT Roorkee.

PROCUREMENT GLOSSARY

In this Manual and in the 'Procurement Guidelines', unless the context otherwise requires:

Bid (including the term 'tender', 'offer', 'quotation' or 'proposal' in certain contexts) means an offer to supply goods or services made in accordance with the terms and conditions set out in a document inviting such offers;

Bidder (including the term 'tenderer', 'consultant' or 'service provider' in certain contexts) means any eligible person or firm or company, including a consortium (that is an association of several persons, or firms or companies (if allowed)), participating in a procurement process with a Procuring Entity;

Competent Authority means the authority who finally approves the decision.

Consulting Service means any subject matter of procurement (which as distinguished from 'Non- Consultancy Services' involves primarily non-physical project-specific, intellectual and procedural processes where outcomes/deliverables would vary from one consultant to another), other than goods, except those incidental or consequential to the service, and includes professional, intellectual, training and advisory services or any other service classified or declared as such by a procuring entity but does not include direct engagement of a retired Government servant.

Note: These Services typically involve providing expert or strategic advice e.g., management consultants, policy consultants, communications consultants, Advisory and project related Consulting Services which include, feasibility studies, project management, engineering services, finance, accounting and taxation services, training and development etc.

Department: In what follows, the Department shall imply Department/Schools/Centre/Unit/Office/Central Facility/Section in the Institute.

Goods: The term 'goods' used in this chapter includes all articles, material, commodity, livestock, furniture, fixtures, raw material, spares, instruments, machinery, equipment, industrial plant, vehicles, aircraft, ships, medicines, railway rolling stock, assemblies, sub- assemblies, accessories, a group of machineries comprising of an integrated production process or such other category of goods or intangible products like software, technology transfer, licenses, patents or other intellectual properties purchased or otherwise acquired for the use of Government but excludes purchase of the books/publications and periodicals by the library and the department. The term 'goods' also includes works and services which are incidental or consequential to the supply of such goods, such as, transportation, insurance, installation, commissioning, training and maintenance.

Non-Consulting Service means any subject matter of procurement (which as distinguished from 'Consultancy Services'), involves physical, measurable

deliverables/outcomes, where performance standards can be clearly identified and consistently applied, other than goods, except those incidental or consequential to the service, and includes maintenance, hiring of vehicle, outsourcing of building facilities management, security, photocopier service, janitor, office errand services, drilling, aerial photography, satellite imagery, mapping etc.

Procurement or “public procurement” (or ‘Purchase’, or ‘Institute Procurement/ Purchase’ in certain contexts) means acquisition by way of purchase, lease, license or otherwise, either using public funds or any other source of funds (e.g. grant, loans, gifts, private investment etc.) of goods or services or any combination thereof, including award of Public Private Partnership projects, by a Procuring Entity, whether directly or through an agency with which a contract for procurement services is entered into, but does not include any acquisition of goods or services without consideration, and the term “procure” or “procured” shall be construed accordingly;

Procurement process means the process of procurement extending from the assessment of need; issue of invitation to pre-qualify or to register or to bid, as the case may be; the award of the procurement contract; execution of contract till closure of the contract;

Project Investigator: An employee of the Institute whose name is recorded as a project Investigator in the records pertaining to the project in the SRIC office of the Institute.

Project: In what follows, Project shall mean and include any sponsored research, consultancy project or any other activity which has a valid project number given by the SRIC Office of the Institute.

Prospective bidder means anyone likely or desirous to be a bidder

Purchaser: The individual/committee who signs as purchaser in the purchase proposal form shall be referred to as a purchaser.

Reverse auction (or the term ‘Electronic reverse auction’ in certain contexts) means an online real- time purchasing technique utilised by the Procuring Entity to select the successful bid, which involves presentation by bidders of successively more favourable bids during a scheduled period of time and automatic evaluation of bids;

Seller: A seller refers to the company/vendor/dealer/agent/individual party from whom the institute may potentially buy goods or services.

Tender Document: The approved Tender Document of the Institute, as amended from time to time.

INTRODUCTION

The “Stores and 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 the procedure laid down therein, but excludes purchase of the books/publications and periodicals by the library and the department. However, in some specific cases, it may become necessary to arrange materials by adopting methods not indicated in the manual. In such cases, specific approval of the Competent Authority must be obtained before initiating such action, detailing the reasons why procurement becomes necessary, not as per the guidelines of the Purchase Manual.

Every Head of the Department/PI making purchases shall have the responsibility and accountability to bring efficiency, economy, and transparency in matter relating to public procurement and for fair and equitable treatment of suppliers and promotion of competition in public procurement.

1.1 BASIC AIMS OF PROCUREMENT – THE FIVE R’S OF PROCUREMENT

In every procurement, public or private, the basic aim is to achieve just the right balance between costs and requirements concerning the following five parameters called the Five R’s of procurement (as given below i-v). The entire process of procurement (from the time the need for an item, facility or services is identified till the need is satisfied) is designed to achieve such a right balance. The word ‘right’ is used in the sense of ‘optimal balance’.

i. Right Quality

Procurement aims to buy just the right quality that will suit the needs – no more and no less – with clear specification of the Procuring Entity’s requirements, proper understanding of functional value and cost, understanding of the bidder’s quality system and quality awareness. The concept of the right balance of quality can be further refined to the concept of utility/value. For the Right Quality, Technical Specification is the most vital ingredient. In public procurement, it is essential to give due consideration to Value for Money while benchmarking the specification.

ii. Right Quantity

There are extra costs and systemic overheads involved with both procuring a requirement too frequently in small quantities or with buying large quantities for prolonged use. Hence, the right quantity should be procured which balances extra costs associated with larger and smaller quantities.

iii. Right Price

It is not correct to aim at the cheapest materials/facilities/services available. The price should be just right for the quality, quantity and other factors involved (or should not be abnormally low for a facilities/services which could lead to a situation of non-performance or failure of contract). The concept of price can be refined further to take into account not only the initial price paid for the requirement but also other costs such as maintenance costs, operational costs and disposal costs.

iv. Right Time and Place

If the material (or facility or services) is needed by an organisation in three months' time, it will be costly to procure it too late or too early. Similarly, if the vendor delivers the materials/facilities/services in another city, extra time and money would be involved in logistics. An unrealistic time schedule for completion of a facility may lead to delays, claims and disputes.

v. Right Source

Similarly, the source of delivery of Goods and Services of the requirement must have just right financial capacity and technical capability for our needs (demonstrated through satisfactory past performance of contracts of same or similar nature). Buying a few packets of printer paper directly from a large manufacturer may not be the right strategy. On the other hand, if our requirements are very large, buying such requirements through dealers or middlemen may also not be right.

1.2 FUNDAMENTAL PRINCIPLES OF PUBLIC PROCUREMENT

General Financial Rules, 2017 (Rule 144) lay down the Fundamental Principles of Public Procurement.

Every authority delegated with the financial powers of procuring goods in public interest shall have the responsibility and accountability to bring efficiency, economy, and transparency in

matters relating to public procurement and for fair and equitable treatment of suppliers and promotion of competition in public procurement.

The procedure to be followed in making public procurement must conform to the following yardsticks: -

- i. The description of the subject matter of procurement to the extent practicable should
 - a) -be objective, functional, generic and measurable and specify technical, qualitative and performance characteristics.
 - b) not indicate a requirement for a particular trade mark, trade name or brand.
- ii. the specifications in terms of quality, type etc., as also quantity of goods to be procured, should be clearly spelt out keeping in view the specific needs of the procuring organisations. The specifications so worked out should meet the basic needs of the organisation without including superfluous and non- essential features, which may result in unwarranted expenditure.
- iii. Where applicable, the technical specifications shall, to the extent practicable, be based on the national technical regulations or recognized national standards or building codes, wherever such standards exist, and in their absence, be based on the relevant international standards. In case of Government of India funded projects abroad, the technical specifications may be framed based on requirements and standards of the host beneficiary Government, where such standards exist.
- iv. Provided that a procuring entity may, for reasons to be recorded in writing, adopt any other technical specification.
- v. Care should also be taken to avoid purchasing quantities in excess of requirement to avoid inventory carrying costs.
- vi. Offers should be invited following a fair, transparent and reasonable procedure.
- vii. The procuring authority should be satisfied that the selected offer adequately meets the requirement in all respects.

- viii. The procuring authority should satisfy itself that the price of the selected offer is reasonable and consistent with the quality required.
- ix. At each stage of procurement the concerned procuring authority must place on record, in precise terms, the considerations which weighed with it while taking the procurement decision.

1.3 CANONS OF FINANCIAL PROPRIETY

Public Procurement like any other expenditure in Government must conform to the Standards (also called Canons) of Financial Propriety. It may be useful to refer to the relevant provisions in the General Financial Rules, 2017.

Rule 21, GFR 2017: *Standards of financial propriety: Every officer incurring or authorizing expenditure from public moneys should be guided by high standards of financial propriety. Every officer should also enforce financial order and strict economy and see that all relevant financial rules and regulations are observed, by his own office and by subordinate disbursing officers. Among the principles on which emphasis is generally laid are the following:-*

- (i) Every officer is expected to exercise the same vigilance in respect of expenditure incurred from public moneys as a person of ordinary prudence would exercise in respect of expenditure of his own money.
- (ii) The expenditure should not be prima facie more than the occasion demands.
- (iii) No authority should exercise its powers of sanctioning expenditure to pass an order which will be directly or indirectly to its own advantage.
- (iv) Expenditure from public moneys should not be incurred for the benefit of a particular person or a section of the people, unless –
 - a claim for the amount could be enforced in a Court of Law, or
 - the expenditure is in pursuance of a recognized policy or custom.

1.4 TRANSPARENCY, COMPETITION, FAIRNESS AND ELIMINATION OF ARBITRARINESS IN THE PROCUREMENT PROCESS (RULE 173 OF GFR 2017)

All government purchases should be made in a transparent, competitive and fair manner, to secure best value of money. This will also enable the prospective bidders to formulate and send their competitive bids with confidence. Some of the measures for ensuring the above are as follows:-

- (i) The text of the bidding document should be self-contained and comprehensive without any ambiguities. All essential information, which bidder needs for sending responsive bid, should be clearly spelt out in the bidding document in simple language. The condition of prior turnover and prior experience may be relaxed for Startups (as defined by Department of Industrial Policy and Promotion) subject to meeting of quality & technical specifications and making suitable provisions in the bidding document. The bidding document should contain, inter alia.
 - i. Description and Specifications of goods including the nature, quantity, time and place or places of delivery.
 - ii. The criteria for eligibility and qualifications to be met by the bidders such as minimum level of experience, past performance, technical capability, manufacturing facilities and financial position etc or limitation for participation of the bidders, if any.
 - iii. Eligibility criteria for goods indicating any legal restrictions or conditions about the origin of goods etc which may be required to be met by the successful bidder.
 - iv. The procedure as well as date, time and place for sending the bids.
 - v. Date time and place of opening of the bid.
 - vi. Criteria for evaluation of bids.
 - vii. Special terms affecting performance, if any.
 - viii. Essential terms of the procurement contract.
 - ix. Bidding Documents should include a clause that “if a firm quotes NIL charges / consideration, the bid shall be treated as unresponsive and will not be considered.”
- (ii) Any other information which the procuring entity considers necessary for the bidders to submit their bids.
- (iii) Modification to bidding document;
 - (a) In case any modification is made to the bidding document or any clarification is issued which materially affects the terms contained in the bidding document, the procuring entity shall publish or communicate such modification or clarification in the

- same manner as the publication or communication of the initial bidding document was made.
- (b) In case of clarification or modification is issued to the bidding document, the procuring entity shall, before the last date for submission of bids, extend such time limit, if in its opinion more time is required by bidders to take into account the clarification or modification, as the case may be, while submitting their bids.
 - (c) Any bidder who has submitted his/her bid in response to the original invitation shall have the opportunity to modify or resubmit it, as the case may be, or withdraw such bid in case the modification to bidding document materially affect the essential terms of the procurement, within the period initially allotted or such extended time as may be allowed for submission of bids, after the modifications are made to the bidding document by the procuring entity: Provided that the bid last submitted or the bid as modified by the bidder shall be considered for evaluation.
- (iv) Suitable provision should be kept in the bidding document to enable a bidder to question the bidding conditions, bidding process and / or rejection of its bid. The reasons for rejecting a tender or non-issuing a tender document to a prospective bidder must be disclosed where enquires are made by the bidder.
 - (v) Suitable provision for settlement of disputes, if any, emanating from the resultant contract, should be kept in the bidding document.
 - (vi) The bidding document should indicate clearly that the resultant contract will be interpreted under Indian Laws.
 - (vii) The bidders should be given reasonable time to prepare and send their bids.
 - (viii) The bids should be opened in public and authorised representatives of the bidders should be permitted to attend the bid opening.
 - (ix) The specifications of the required goods should be clearly stated without any ambiguity so that the prospective bidders can send meaningful bids. In order to attract sufficient number of bidders, the specification should be broad based to the extent feasible.
 - (x) Pre-bid conference: In case of turn-key contract(s) or contract(s) of special nature for procurement of sophisticated and costly equipment or wherever felt necessary, a suitable provision is to be kept in the bidding documents for one or more rounds of pre-bid conference for clarifying issues and clearing doubts, if any, about the specifications and other allied technical details of the plant, equipment and machinery etc. Projected in the bidding document. The date, time and place of pre-bid conference should be indicated in the bidding document. This date should be sufficiently ahead of bid opening date. The records of such conference shall be intimated

to all bidders and, shall also be exhibited on the website(s) where tender was published.

- (xi) Criteria for determining responsiveness are to be taken into account for evaluating the bids such as:
 - (a) Time of delivery.
 - (b) Performance/efficiency / environmental characteristics.
 - (c) The terms of payment and of guarantees in respect of the subject matter of procurement.
 - (d) Price.
 - (e) Cost of operating maintaining and repairing etc.
- (xii) Bids received should be evaluated in terms of the conditions already incorporated in the bidding documents; No new condition which was not incorporated in the bidding documents should be brought in for evaluation of the bids. Determination of a bid's responsiveness should be based on the contents of the bid itself without recourse to extrinsic evidence.
- (xiii) Bidders should not be permitted to alter or modify their bids after expiry of the deadline for receipt of bids.
- (xiv) Contract should ordinarily be awarded to the lowest evaluated bidder whose bid has been found to be responsive and who is eligible and qualified to perform the contract satisfactorily as per the terms and conditions incorporated in the corresponding bidding document. However, where the lowest acceptable bidder against ad-hoc requirement is not in a position to supply the full quantity required, the remaining quantity, as far as possible, be ordered from the next higher responsive bidder at the rates offered by the lowest responsive bidder.
- (xv) Procurement of Energy Efficient Electrical Appliances: Departments while procuring electrical appliances notified by Department of Expenditure shall ensure that they carry the notified threshold or higher Star Rating of Bureau of Energy Efficiency (BEE).
- (xvi) The name of the successful bidder who has been awarded the contract should be mentioned in the CPPP, Institute website and their notice board or bulletin.
- (xvii) Rejection of all bids is justified when;
 - a. Effective competition is lacking.
 - b. All Bids and Proposals are not substantially responsive to the requirements of the Procurement Documents.
 - c. The Bids / Proposals prices are substantially higher than the updated cost estimate or available budget; or
 - d. None of the technical Proposals meets the minimum technical qualifying score.

(xviii) Lack of competition in Rule 173(xix), GFR 2017 shall not be determined solely on the basis of the number of Bidders. Even when only one Bid is submitted, the process may be considered valid provided following conditions are satisfied:

- a. The procurement was satisfactorily advertised and sufficient time was given for submission of bids.
- b. The qualification criteria were not unduly restrictive; and
- c. Prices are reasonable in comparison to market values.
- d. When a limited or open tender results in only one effective offer, it shall be treated as a single tender contract.

NOTE: A certificate by the Purchaser for this, along with previous purchase orders of the same items received by the supplier from Govt. bodies within the last year, should be included.

2.0 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 ₹1 Lac:- Head/ Principal Investigator (PI).
2. For purchases from ₹1 Lac to ₹5 Lac:- Concerned Departmental Purchase Committee (DPC)/Project Purchase Committee (PPC)/Special Purchase Committee(SPC).
3. For purchases more than ₹5 Lac- and upto 50 Lac:- Dean (F&P)/Dean (SRIC).
4. For the purchase above ₹50 Lac:- Director.
5. For purchases made by the Local Purchase Committee (LPC) up to ₹10 lac. Local Purchase Committee (LPC) up to ₹10.00 Lac will be constituted with three members recommended by the Head/ PI and approved by the authorities as follows:
 - (i) Upto 2.5 Lac by Dean (F&P) / Dean (SRIC)
 - (ii) 2.5 Lac to 5 Lac by Dy. Director
 - (iii) 5 Lac to 10 Lac by Director.
6. 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/SPC or Dean (F&P)/ Dean (SRIC) or Director.

7. Full service/ comprehensive maintenance from the original equipment/ machine/manufacturer/ manufacturer's authorized supplier by DPC/PPC/SPC or Dean (F&P)/Dean (SRIC) or Director.
8. The repair of machines, spare parts, calibration from the original equipment manufacturer/ manufacturer's authorized supplier, calibration from NABL accredited laboratory by DPC/PPC/SPC or Dean (F&P)/ Dean (SRIC) or Director.

3.0 Purchase Committees

1. Material Management Section (MM Section) shall make any purchase costing above ₹1 Lac except for which an LPC (Section 2, Point 5) has been constituted.
2. All purchases shall be made as per the Purchase Rules of the Institute. The following committees are proposed to simplify the purchase process. Further, only regular employees holding substantive post or equivalent (faculty/Group-A Officers) in the Institute may be made members of any Purchase Committee:
 - a) **Departmental Purchase Committee (DPC)** with minimum four members including 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 4 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 needs, the Director will constitute a Special Purchase Committee (SPC).
 - d) Local Purchase Committee (LPC) up to ₹10.00 Lac will be constituted with three members recommended by the Head/ PI and approved by the authorities as follows:
 - (i) Upto 2.5 Lac by Dean (F&P) / Dean (SRIC)
 - (ii) 2.5 Lac to 5 Lac by Dy. Director
 - (iii) 5 Lac to 10 Lac by Director.

Conditions:

- i. A certificate is required in all the above cases of LPC that item is not available on GeM and requirements are urgent in nature for the completion of installation/experiments.
 - ii. On the recommendation of LPC, approval of purchase proposal will be taken by MM section before issuing the purchase order.
3. 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. Officers associated with MM should be excluded from the DPC/PPC/SPC/LPC due to conflict of interest as they are the Tender Inviting Authorities for the procurement process of the Institute.

4.0 Types of purchase

1. Purchases up to ₹50,000/- may be made without calling quotations.
2. Purchases of ₹50,000/- to ₹1.00 Lac may be made without calling quotations only when the required goods are not available on Government e-Marketplace (GeM).

A certificate is to be recorded for 1 & 2 above by the Indenter in the following format.

"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."

3. All purchases above ₹1.00 Lac should invariably be made by the MM Section through inviting quotations as well as website publication except purchase through LPC at point 5 of Section 2. However, in the case of single-source purchases (other than proprietary items), website publication is not required.
4. **Limited Tender:** This method may be adopted when estimated value of the goods to be procured is up to ₹50.00 Lac. MM Section will send Enquiry Letters under Limited Tender to a minimum of 5-6 potential vendors identified by the indenter. The Enquiry letter shall also be placed on GoI website (eprocure.gov.in) (CPP Portal). Quotations/Bids will invariably be invited through e-procurement.
5. **Open Tender:** Where the total cost of the purchase is estimated above ₹50.00, Lac, tenders will invariably be invited through open

tendering. Tender Document shall also be placed on GoI website (eprocure.gov.in) (CPP Portal). Quotations/Bids will invariably be invited through e-procurement.

6. **Single Tender:** Purchase 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 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 a decision is to be recorded in the form of a DPC/PPC/SPC Report.
- c) For standardization of machinery or spare parts or add part/equipment to be compatible with 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 a quotation. However, in other cases of single source purchases, e.g. a compatible spare part from the manufacturer of the equipment, the order can be placed directly without publishing the requirements on the website.

7. **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/SPC and Dean (F&P) /Dean (SRIC) for purchase up to ₹1.00 Crore, without inviting any type of tender as per terms and conditions of the Government/Public Sector Undertaking/ Organization as the case may be.

8. **Government e-Marketplace (GeM):**

Goods & Services available on GeM are mandatory to be procured through GeM only as per the procedure & limit as mentioned in GFR-2017 amended from time to time as under.

- a) Procurement upto the limit of L-1 purchase (currently ₹10 Lac) may be made by indenter using their login credentials on GeM following the GeM procedure & Guidelines on the recommendation of DPC/PPC/SPC as the case may be.
- b) Procurement above the limit of L-1 purchase should be done through Material Management. The indent for the same

should be submitted to MM Section along with all other relevant documents.

9. Expression of Interest (EOI)/Two-Stage Bidding:

In case, there is unawareness or not enough clarity about the specifications of the intended purchase/services/orders and their possible bidders, the method of inviting “expression of interest” and also known as “two stage bidding” may be adopted.

The procedure for two-stage bidding shall include the following, namely:—

- (a) In the first stage of the bidding process, Bids shall be invited through Open Tender containing the brief details technical aspects and contractual terms and conditions of the proposed procurement without a bid price;
- (b) all first stage bids, which are otherwise eligible, shall be evaluated by the DPC/PPC/SPC as the case may be.
- (c) the committee may hold discussions with the bidders and if any such discussion is held, equal opportunity shall be given to all bidders to participate in the discussions;
- (d) in revising the relevant terms and conditions of the procurement, the committee shall not modify the fundamental nature of the procurement itself, but may add, amend or omit any specification of the subject matter of procurement or criterion for evaluation;
- (e) in the second stage of the bidding process, the procuring entity shall invite bids from all those bidders whose bids at the first stage were not rejected, to present final bid with bid prices in response to a revised set of terms and conditions of the procurement;
- (f) any bidder, invited to bid but not in a position to supply the subject matter of procurement due to modification in the specifications or terms and conditions, may withdraw from the bidding proceedings without forfeiting any bid security that he may have been required to provide or being penalised in any way, by declaring his intention to withdraw from the procurement proceedings with adequate justification.

10. Purchase through LPC:

- (i) Purchase of goods, in case of urgency (except laptop/computer/mobile/Tablet etc) on each occasion may be made on the recommendations of a duly constituted LPC.

- (ii) 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.
 - (iii) 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.
 - (iv) 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".*
 - (v) The benefit of warranty and other clauses as available must be availed.
 - (vi) **Recommendation of LPC shall be forwarded to Material Management Section for further processing i.e. issuance of purchase order.**
11. 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.
 12. Only those quotations which are received within the due date and time, specified in the enquiry letter/ tender notice, will be considered
 13. Black listing of a firm can be done by the MM Section on the basis of recommendation of PPC/DPC/SPC, advice from legal cell and with the approval of the Competent Authority.
 14. 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.

5.0 Procedure for Inviting Quotations:

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

1. The DPC/PPC/SPC will prepare the specifications of the required item and also, prepare the list of suppliers in case of Limited Tender.
2. In the indent the DPC/PPC/SPC should duly mention the quantity of proposed item, copy of the approval of funds (with allotted account 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 MM Section along with all other relevant documents.
3. The MM Section will examine the indent/documents and initiate the purchase process by inviting quotations
 - a) **Single-bid system:** For purchases with an estimated cost of up to ₹15 Lac, single bid system (technical and financial bid together and opened at a single instance) may be followed. Bids will be opened by MM Section in the presence of bidders and indenter if they so desire. A technical comparative statement will be prepared by the Department/PI.
 - b) **Two-bid system:** For purchase with an estimated cost of more than ₹15.00 Lac, two bid systems (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 MM Section in the presence of bidders and indenter if they so desire. A 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 Open Tender, a minimum period of 21 days' notice should be given and minimum 4 weeks in case of Global Tender. In the tender document, the firm should be asked to enclose copies of the last two supply orders for the same item as a justification for the reasonability of rates.
6. In case of purchase of special/sophisticated equipment (Goods), costing above ₹25.00 Lac, **Performance Security** in the form of bank

guarantee or Bank Draft or FDR pledged in favor of IIT Roorkee for an amount 3%-5% of the total order value for the duration of the warranty period plus sixty days will be taken from the supplier/Indian Agent.

7. Earnest Money Deposit/Bid Security:

Tender with an estimated cost above ₹25.0 Lac:

A fixed amount as Earnest Money Deposit (EMD) should be demanded online (through NEFT/RTGS) which will be 2%-5% of the estimated cost of the purchase.*

Or

In place of a Bid security, Bidders may sign & upload a Bid securing declaration accepting that if they withdraw or modify their Bids during the period of validity, or if they are awarded the contract and they fail to sign the contract, or to submit a performance security before the deadline defined in the request for bids document, they will be suspended for the period of time specified in the request for bids document from being eligible to submit Bids for contracts with the entity that invited the Bids.

* Bid securities of the unsuccessful bidders should be returned to them after issuance of the award of the contract.

* Bid security should be refunded to the successful bidder on receipt of Performance Security or completion of work as per the award of the contract.

Note: Bid securing declaration may also be asked in all the purchase cases irrespective of estimated cost.

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 ₹25.00 Lac, tender bids shall preferably include AMC for a period of minimum three years.
11. All enquiries/tender documents are processed through e-procurement.

6.0 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 from the manufacturer or authorised supplier 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 MM Section 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 through e-procurement portal itself.
4. The Financial Comparative Statement for all cases will be prepared by the MM Section and sent to Indenter for vetting.

7.0 Procedure for Processing the Purchase Cases

1. In case of purchase through Limited Tender, 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 MM Section after the specific recommendation of indenter to do so via Open Tender. Any other approval is not required. However, if the number of quotations received is still less than three after retendering, the MM Section should process the purchase on the basis of these quotations with specific justification by the concerned DPC/PPC/SPC.
2. If the number of quotations/bids received against open tendering is less than three, the purchase case can also be processed with specific justification by the concerned DPC/PPC/SPC.
3. Negotiation with bidders after bid opening must be severely discouraged. However, in exceptional circumstances, the same may

be resorted to only with the lowest evaluated responsive bidder with the approval of competent authority.

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

8.0 Processing the Purchase and Placing the Orders by the MM Section

1. The MM Section 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 ₹5.00 Lac need not be pre-audited by Internal Audit Section.
2. The purchase order will be prepared by the MM Section 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 MM Section. 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 MM Section 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 MM Section will process the file for issue of all types of certificates, e.g., Customs Duty Exemption, Authorization, etc., under the signature of the officers as nominated by the institute.

9.0 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 in the stock register. The bill for payment along with necessary documents, installation certificate, warranty 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/SRIC Office for payment.

2. In case of short supply/any damage & supply is not found as per Purchase Order, the department will inform in writing to 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.

10.0 Payment Term:

1. In purchase, generally, the payment is made after delivery and installation (Wherever installation is required).
2. For the purchases having FOR/destination:
 - (a) 100% payment on receipt, acceptance & installation (if required) of goods/service by the indenter subject to production of relevant documents.
 - (b) Upto 80% payment on receipt and acceptance of goods/service by the indenter and the balance on successful installation and commissioning by the supplier and acceptance by the indenter.
 - (c) Payment through letter of credit for Indian Currency i.e. INR (₹).

3. Advance payments to supplier:

Ordinarily, payments for supplies/ services should be released only after the services have been rendered or supplies made. Advance payments to vendors/suppliers should be discouraged unless essential for completing the purchase. However, advance payments may be made as follows & advance will be in the name of PI/Indenter:

- (a) **Advance payment up to 70% of order value against 110% bank guarantee of advance amount:** An advance payment of up to 70% of the total order value can be made against an 110% bank guarantee of advance value. However, approval from the competent authority is required for making advance payment. The remaining will be paid upon successful delivery, installation, commissioning by the supplier, and acceptance by the indenter. The bank guarantee/Pledge FDR must remain valid for 30 days beyond the installation or delivery date.
- (b) **Exceptional payment method: 100% advance payment of order value against 110% bank guarantee:** In exceptional cases, 100% advance payment of the order value may be approved, provided it is backed by a 110% bank guarantee. This will only be allowed with approval from the Director, IITR, based on sufficient justification by the Principal Investigator (PI)/ HOD and duly recommended by DPC/PPC/SPC.

4. 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. Any additional payment in the Bill/ Invoice on account of revision of taxes/duties may be considered by the MM Section provided it is as per the terms and conditions of the purchase order.
6. Payment to Foreign Supplier:
 - (a) All Letters of Credit will be opened by the MM Section against the purchase orders and account/project heads allocated to the concerned department.
 - (b) Payment can also be made by sight draft/Bank Transfer/ Wire Transfer after receipt/installation of material in good condition.
7. 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. 100% advance can be made to such organizations along with the order if it is in the terms and conditions of the said organization.

11.0 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 recommended by DPC/PPC/SPC and further approved by 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 PI 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 for supply of equipment and systems, including personal computers, refrigerators, air-conditioners, photocopy machines, data

projectors, etc., is admissible. While inviting quotations/tenders, 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/publications and periodicals by the library and the department, the Institute Library Advisory Committee shall frame and issue the policy and rules from time to time with the approval of the Competent Authority.

12.0 INTEGRITY PACT:

Applicable for the procurement with an estimated cost above ₹1.00 Crore:

1. The Pact essentially envisages an agreement between the prospective vendors/bidders and the buyer, committing the persons/officials of both sides not to resort to any corrupt practices in any aspect/stage of the contract. Only those vendors/bidders who commit themselves to such a Pact with the buyer would be considered competent to participate in the bidding process. In other words, entering into this Pact would be a preliminary qualification. The essential ingredients of the Pact include:
 - Promise on the part of the principal not to seek or accept any benefit, which is not legal available;
 - Principal to treat all bidders with equity and reason;
 - Promise on the part of bidders not to offer any benefit to the employees of the Principal not available legally;
 - Bidders not to enter into any undisclosed agreement or understanding with other bidders with respect to prices, specifications, certifications, subsidiary contracts, etc.
 - Bidders not to pass any information provided by Principal as part of business relationship to others and not to commit any offense under PC/ IPC Act.

- Foreign bidders to disclose the name and address of agents and representatives in India and Indian Bidders to disclose their foreign principals or associates.
- Bidders to disclose the payments to be made by them to agents/brokers or any other intermediary;
- Bidders are to disclose any transgressions with any other company that may impinge on the anti-corruption principle.

Any violation of the Integrity Pact would entail disqualification of the bidders and exclusion from future business dealings, as per the existing provisions of GFR, 2017, PC Act, 1988, and other Financial Rules/Guidelines, etc., as may be applicable to the organization concerned.

2. Integrity Pact, in respect of a particular contract, shall be operative from the date IP is signed by both the parties till the completion of contract. After the award of contract/PO, the IEMs shall look into any issue relating to the execution of the contract if specifically raised before them. As an illustrative example, if a contractor who has been awarded the contract, during the execution of contract, raises issue of delayed payment etc. before the IEMs, the same shall be examined by the panel of IEMs.

However, the IEMs may suggest systemic improvements to the management of the organization concerned, if considered necessary, to bring about transparency, equity and fairness in the system of procurement.

Store Rules

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 items with a life of 4-5 years.

Examples: All Laboratory Equipment, (Power supplies, CVTs/CRO etc.), typewriters, 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-rechargeable 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 resisters, ICs, LED's, Transistors, Diodes, transformers, soldering iron and solder etc.), fabrication materials like Metal sheets, rods, wires, Glass and Quartz ware, Hand Tools (screwdrivers, 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, Aluminium, rubber, PVC, etc.), umbrellas & raincoats, Workshop cutting tools (Bits, hacksaws, blades, drill bits, oil & coolants, files etc.), Capacitors, CD ROMs, CDs, Conductivity 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:

1. The annual verification of all Major and Minor Assets in the Department shall be done by the verifying officer appointed by the Head of the Department and the Officer In-charge at the department.
2. The committee will also maintain the record of items separately for which no entry in stock register of the department.
3. Regarding the irrecoverable losses and losses due to stores lost, or rendered unserviceable due to fair wear and tear the Head of the Department will constitute the committee for survey of unserviceable (Major & Minor Assets) in their respective department.
4. 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 how these are to be made up/paid for by the individuals responsible for the loss.
5. The report of the committee shall be considered by the Department Purchase Committee or Department Administrative Committee, and its recommendations in respect of major assets shall be sent to the Material Management Section 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 assets having individual items costing up to ₹50,000/- with intimation to the Material Management Section in proforma A & B.
- b) On the recommendation of DPC, the Head of the department may send the proposal for writing off the assets having individual item costing more than ₹50,000/- to the Material Management Section in proforma A & B.
- c) The Competent Authority shall appoint an Institute Technical Committee which shall examine the proposals sent by the Department and shall recommend the Assets (having individual item costing more than ₹50,000/-) which are actually unserviceable /beyond economic repair/beyond local repair, to be considered for writing off, by the Competent Financial authority.

d) **Institute Technical Committee:** 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 Material Management Section, 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/Chairperson.
- (ii) Two other Faculty Members as Member to be nominated by the Director for a period of three years.
- (iii) One Faculty member/ Officer nominated by the concerned Head of the Department of the Institute for a period of three years.
- (iv) One Faculty Member/Officer as a Member from outside the concerned Department to be nominated by the Concerned Head of the Department of the Institute for a period of three years.
- (v) A Member from Material Management Section as Member Secretary.

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

CFA	Normal Wear & Tear Individual Item Costing (₹)	Abnormal Wear & Tear, Individual Item costing (₹)
Head of the Department	Upto ₹50,000/-	Nil
Director	Upto ₹20 Lacs	Upto ₹2 Lac
BoG	Full Power	Full Power

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 Section).

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/Chairperson for a period of three years.
- (ii) One Faculty member nominated by the concerned Department of the Institute for a period of three years.
 - (iii) A Member from Material Management Section as Member Secretary.

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

6. Classification of Waste:

1. **Non-hazardous Waste:** is all waste which has not been classified as hazardous: like paper, plastics, glass, metal and beverage cans, organic waste etc.
2. **Hazardous waste:** is waste that has been identified as potentially causing harm to the environment and human health and therefore needs special, separate treatment and handling. Chemical and physical characteristics determine the exact collection and recycling process. Flammability, corrosiveness, toxicity, ecotoxicity and explosiveness are the main characteristics of hazardous waste. Liquid, gaseous and powder waste need special treatment by default to avoid the dispersal of the waste. Generally, separate collection and handling are established to avoid contact with non-hazardous waste. Chemical treatment, incineration or high-temperature treatment, safe storage, recovery and recycling are possible modes of treatment for hazardous waste. Most hazardous waste originates from industrial production. Kinds of hazardous waste include:
 - a) **E-waste** is waste from electric and electronic equipment such as end-of-life computers, phones and home appliances. E-waste is generally classified as hazardous because it contains toxic components (e.g. PCB and various metals)
 - b) **Chemical waste** are the Chemicals that can no longer be used for their intended use, Mislabeled or unlabeled chemicals, Abandoned chemicals, Material in deteriorating or damaged containers, Residuals in chemical containers, Diluted solutions containing hazardous chemicals, Used photographic fixer and developer, Debris contaminated with a hazardous material.
 - c) **Medical waste** originates from the human and animal healthcare systems and usually consists of medicines, chemicals, pharmaceuticals, bandages, used medical equipment, bodily fluids and body parts. Medical waste can be infectious, toxic or radioactive or contain bacteria and harmful microorganisms (including those that are drug-resistant).
 - d) **Radioactive waste:** contains radioactive materials. The management of radioactive waste differs significantly from that

of other waste. Auditing the management of radioactive waste is not the subject of this MOOC.

3. **Scrap:** Residual materials after expiry of life / main use or leftover materials as waste in the process of completion of recommended operation cycle due to wear and tear or Damaged Items, i.e., items rendered unserviceable during operation or accidents or severe damage. Unlike waste, scrap has monetary value, especially recovered metals, and non-metallic materials are also recovered for recycling.

Disposal of Scrap

1. On the recommendations of the DPC, the Head of Department will send the proposal for disposal of scrap items to Material Management Section in Proforma-‘C’.
2. On receipt of the proposal from the Departments, the MM Section will prepare a Consolidated List of scrap items lying at various Departments of the Institute.
3. For disposal of scrap items having estimated residual/scrap value upto Rs. 4.00 Lacs, will be done on three quotation basis from local vendors.
4. For disposal of scrap items having estimated residual/scrap value more than Rs. 4.00 Lacs, tendering process will be initiated by MM Section.

Disposal of scrap shall be processed as per the recommendation of IDC.

Note: For the write-off & disposal of assets & scrap of the Institute Works Department (IWD), IWD shall frame and issue the policy and rules from time to time with the approval of the Competent Authority for the disposal.

REPORT OF PHYSICAL VERIFICATION OF STORES:

Date of Verification Dept. Name & Designation of the Custodian of

Sl. No.	Particulars		Qty as per book balance	Qty as per physical verification	Details of Discrepancies				Unserviceable			Remarks
	Item No. of the Stock Register	Description			Shortage/ Excess		Surplus to requirement					
					Qty	Book Value	Qty	Book Value	Qty	Rate	Book Value	
1	2	3	4	5	6	7	8	9	10	11	12	13

SIGNATURE _____

(Name & Designation of Officer in charge Stores)

Members)

SIGNATURE 1. _____

2. _____

(Name & Designation of the verification Committee

NOTE: ARTICLES WHICH ARE FOUND INTACT NEED NOT TO BE SHOWN IN THIS STATEMENT

REPORT FOR WRITING OFF OF STORE ITEMS OR RENDERED UNSERVICEABLE

[illegible]

(Name & Designation of the verification Committee Members)

2. _____

[NAME OF THE DEPARTMENT/SECTION/UNIT)

DETAIL OF OBSOLETE/UNSERVICEABLE SCRAP ITEMS

Sr. No.	Description of items	Quantity (Either in Number or Weight in Kg.)

DPC recommends that:-

1. These items are obsolete/unserviceable and are of purely Scrap nature.
2. The disposal process of above items cannot be conducted under normal disposal process as per Institute Store & Purchase Rules, 2018.
3. The concerned staff of the Department has thoroughly checked the record and has not found the entry of above items in any Stock Register.

[Kindly specify any other reason, due to which the above items cannot be disposed off under normal disposal process of Major/Minor items as per Institute Store & Purchase Rules, 2018].

(Signature of the All Committee Members of DPC)

Recommended & Forwarded by HoD

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.
- (g) No repeat order can be processed/issued within the same Department/Centre/Unit.