

	सामग्री प्रबंधन अनुभाग	Material Management Section
	भारतीय प्रौद्योगिकी संस्थान, रुड़की	Indian Institute of Technology Roorkee
	रुड़की-247667, हरिद्वार, उत्तराखण्ड, भारत	Roorkee-247667 (Haridwar)
	Phone-(O) 01332-28-4293/4693	(Uttarakhand) (India)
	E-mail: mmiitr@iitr.ac.in	Phone-(O) 01332-28-4293/4693 E-mail: mmiitr@iitr.ac.in

No.: IITR/MM/IITR S&P Rule/24-25/153

Date: 13/06/2024

NOTIFICATION

Subject: Issuance of Repeat Purchase Orders – reg.-

w.r.t Clause - 9 (Repeat Order) of IITR Store & Purchase Rules-2018, it is informed that **“no repeat order can be processed/issued within the same Department/Centre/Unit.”**

This is issued with the approval of the Director.


 13/06/2024
Deputy Registrar,
Material Management
 उप कुलसचिव/Deputy Registrar
 सामग्री प्रबंधन
 Material Management
 भा. प्रौ. सं. रुड़की/I.I.T. Roorkee
 13/6/24

Copy to:

1. staff-notices@iitr.ac.in
2. Channel-I
3. MM website

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.