



INDIAN INSTITUTE OF TECHNOLOGY JODHPUR

No. IITJ/SPS/2021-22/GTE/01

14 June 2021

CIRCULAR

Subject: Standard Operating Procedure for Procurement of specialised equipment through Global Tender Enquiry (GTE).

The Ministry of Education, Department of Higher Education vide its office Memorandum no. 1-15/2017-T.S I Part(2) dated 29 January 2021 & Department of Expenditure, Ministry of Finance OM No. F.20/45/2020-PPD dated 8 January 2021 had directed that Global Tender Enquiry under GFR Rule 161(iv) has to be followed for procurement of specialised equipment required for research purposes and spares and consumables of such equipments.

In view of the above, a detail SOP for GTE is prepared to facilitate procurement of specialised equipment required for research purposes along with Flow Chart.

This is issues with approval of the Competent Authority.

(Amardeep Sharma)
Joint Registrar

T. Malavi
14/6/2021

Distribution

1. The Director - for kind information.
2. The Registrar
3. All Faculty Members
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S.O.P for publishing Global Tender Enquiry

The Specialised Equipments, Spares, Consumable required for Research Purposes can be procured through Global Tender Enquiry (GTE) by following below Standard Operating Procedure:

1. A file consisting of Indent (SPS-101)/R&D 11 Form, PFC (SP-101), GTE Proposal (Annexure B), and Approval of Competent Authority along with a GeM Availability Report & Past Transaction Summary(GeMAR&PTS) on GeM is required to be generated and forwarded to Office of S&P.

Action to be taken by : Indenter/Department

2. A Tender has to be floated on CPP Portal for identification of Class-I/II Indian suppliers.

Action to be taken by :SPS

3. In case of Non availability of Class-I & II Indian suppliers, GTE Proposals (filled and submitted to the Office of SPS) shall be placed before the Dean (R&D) for signatures and Director for countersignatures.

Action to be taken by :SPS

4. A consolidated list of proposals after obtaining signature of the Competent Authority shall be forwarded (Annexure-C) to the Secretary (HE), Ministry of Education for approval of GTE as per following timelines for Financial Year 2021-22.

S.No	Last date for Submission of Proposal to SPS	Project Requirement upto	Date of Submission to MoE
a.	10 May 2021	30 September 2021	31 May 2021
b.	30 September 2021	31 March 2022	31 November 2021

Action to be taken by- SPS

5. On approval of GTE by the Ministry of Education (MoE), a tender would be floated on CPP Portal in Multicurrency allowing the non local suppliers to participate in the Tender.

Action to be taken by- SPS

6. All the proposals sent to the Ministry for relaxation along with certifications, will be put up in meeting of the Board of Governors as a reporting item. The proposals shall be shared with the Office of PSA (Principal Scientific Adviser) and DPIIT.

Action to be taken by- SPS & Office of Registrar

7. The information about the procurement of the equipment shall be uploaded on I-STEM portal. I-STEM Portal is updated with respect to availability of the Research Equipment in the Institute.

Action to be taken by- R&D

8. A half yearly report of analysis regarding the equipment being procured time and again from abroad, and initiatives taken by the Institute for identifying domestic potential manufacturers and providing them technical expertise for its manufacturing in India shall be submitted to the Office of PSA (Principal Scientific Adviser), DPIIT and Ministry of Education.

Action to be taken by- Indenter/Department/Office of R&D/ Office of Registrar

S.O.P for publishing Global Tender Enquiry for Proprietary Article Items

The Specialised Equipments, Spares, Consumable which are of Proprietary in nature and required for Research Purposes can be procured through Global Tender Enquiry (GTE) by following below Standard Operating Procedure:

1. For Proprietary Items involving Import, a file consisting of
 - a. Indent (SPS-101)/R&D 11 Form,
 - b. PFC (SP-101),
 - c. GTE Proposal (Annexure B),
 - d. Proprietary Article Certificate from Supplier
 - e. Price Reasonability and Justification for Procurement
 - f. Approval of Competent Authority
 - g. A GeM Availability Report & Past Transaction Summary (GeMAR&PTS) on GeM is required to be generated and forwarded to Office of S&P.

Action to be taken by : Indenter/Department

2. The GTE Proposals shall be placed before the Dean (R&D) for signatures and Director for countersignatures.

Action to be taken by :SPS

3. A consolidated list of proposals after obtaining signature of the Competent Authority shall be forwarded (Annexure-C) to the Secretary (HE), Ministry of Education for approval of GTE as per following timelines for Financial Year 2021-22.

S.No	Last date for Submission of Proposal to SPS	Project Requirement upto	Date of Submission to MoE
a.	10 May 2021	30 September 2021	31 May 2021
b.	30 September 2021	31 March 2022	31 November 2021

Action to be taken by- SPS

4. On approval of GTE by the Ministry of Education (MoE), a tender would be floated on CPP Portal in Multicurrency allowing the non local suppliers to participate in the Tender.

Action to be taken by- SPS

5. All the proposals sent to the Ministry for relaxation along with certifications, will be put up in meeting of the Board of Governors as a reporting item. The proposals shall be shared with the Office of PSA (Principal Scientific Adviser) and DPIIT.

Action to be taken by- SPS & Office of Registrar

6. The information about the procurement of the equipment shall be uploaded on I-STEM portal. I-STEM Portal is updated with respect to availability of the Research Equipment in the Institute.

Action to be taken by- R&D

7. A half yearly report of analysis regarding the equipment being procured time and again from abroad, and initiatives taken by the Institute for identifying domestic potential manufacturers and providing them technical expertise for its manufacturing in India shall be submitted to the Office of PSA (Principal Scientific Adviser), DPIIT and Ministry of Education.

Action to be taken by- Indenter/Department/Office of R&D/ Office of Registrar

Proposal for GTE of _____ (Name of item)

Details of procurement of the said item over the past three years (Three completed financial years and the current financial year) inclusive of supply details.

Year of Contract	Item	Contract no. & date	Supplier	Quantity of supply with unit	Rate per unit	Completion date of Contract	Country of Origin of Goods	Local Content in %

PI/Indenter

Dean R&D
(Name & Signature with Seal)

Summary of the Proposals Submitted

S. No.	Particulars	Institute's Response
1.	Total no. of proposals submitted	
2.	Total Cost (Rs. in Cr.) of Proposals submitted	

Following will also be complied in line with DoE' s OM dated 08.01.2021:

1. Copies of all the proposals submitted herewith, along with certifications, will be tabled in meeting of Board of Governors as reporting item. The same has also been shared with the Office of PSA and DPIT.
2. Information about the procurement of equipment will be shared across various Educational and Research Institutes, though I-STEM Portal. I-STEM Portal is updated with respect to availability of the Research Equipment in the institute.
3. Analysis will be done regarding the equipment being procured time and again from abroad, and help developing them in India by identifying potential manufacturers and providing them technical assistance and expertise for developing the equipment. Half yearly report on this action will be shared by the institute with the Office of PSA, DPIT and Ministry of Education.
4. Preference to local suppliers over foreign supplier will be observed as per existing GoI guidelines as applicable.

(Name & Signature with Seal)
Head of the Institution

Proposal for GTE of _____ (Name of item)

FORMAT FOR GTE

Details of proposed procurement for approval of Secretary/HE for invitation of Global Tender Enquiry for procurement of goods with expected value less than Rs. 200 crore.

S. No.	Particulars	Remarks
1.	Detailed Description of the Item	
2.	Use of the Item	
3.	Whether item is procured regularly? If so, details of procurement of the said item over the past three years (Three completed financial years and the current financial year) inclusive of supply details as per format at Annexure-A	
4.	Quantity required to be procured with justification for the quantity (State/UT /Region wise projection, if applicable)	
5.	Estimated procurement price along- with basis for such estimation (international Price comparison chart)	
6.	Justification to be submitted as under -	
	A. Detailed justification for Global Tender and essentiality of import (item wise)	
	B. Who are the (possible) vendors of the item under procurement, in the global (including India) market?	
7.	1. Whether the Department has tried and floated the tender to identify the domestic suppliers in the past financial year. (If not, the reason thereof)	
	2. Capacity of all domestic local suppliers as per the domestic tender floated, if any.	
8.	What are technical alternatives available within country and whether they can be used?	
9.	Whether the Department had in the past attempted at development of local suppliers/ phased indigenization/ promotion of alternative technology having sufficient local suppliers. (If so, details thereof)	
10.	Consequences of non-procurement of the item through GTE.	
11.	Whether BIS standards are available for the items proposed under procurement. If not, the efforts made to operationalize such standards.	

It is certified that (Strike off whatever is not applicable)

1. This is a specialized equipment required for research purposes and/ or spares and consumables for such equipment
2. The above equipment/ consumables is not available through (GeM) and other sources
3. The locally available alternatives with equivalent specifications are not suitable for research purposes
4. It is neither available in the Institute nor in any nearby institution
5. It is a proprietary item of foreign origin

Name of the Indenter: _____

Personal File No.: _____

Department/Centre/School: _____

Head of the Department

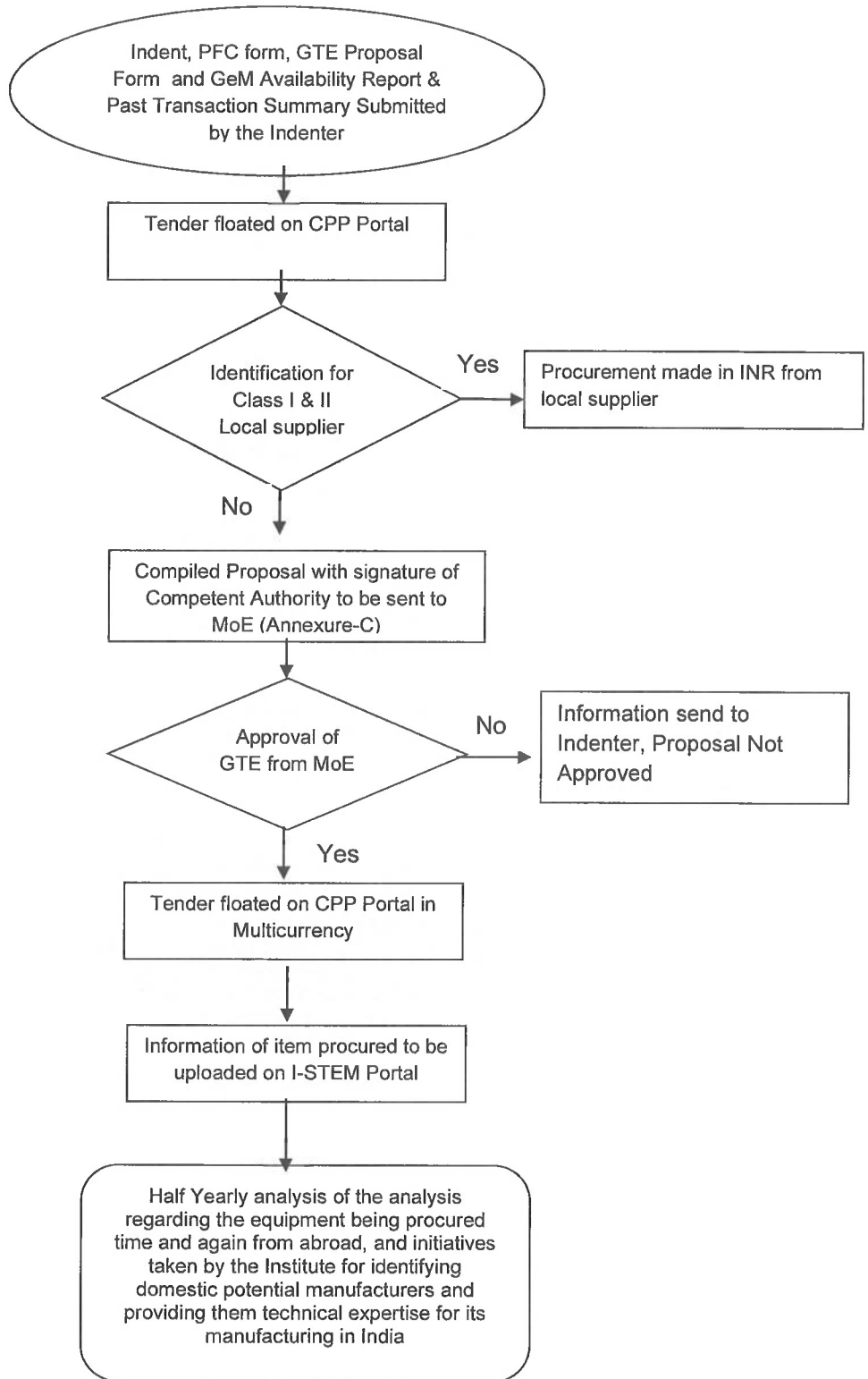
Countersigned

Signed

Director
(Name & Signature with Seal)

Dean R&D
(Name & Signature with Seal)

Flow Chart for Global Tender Enquiry Process



Flow Chart for Global Tender Enquiry Process for Proprietary Items

