



INDIAN INSTITUTE OF TECHNOLOGY JODHPUR

No. IITJ/SPS/2020-21/05/02

Dated: 1 June 2020

**CIRCULAR**

**Subject: Standard Operating Procedure for Procurement of Common Use Goods and Services.**

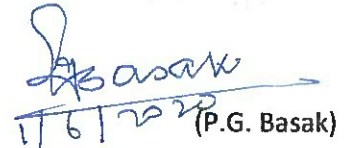
The Ministry of Finance vide its office Memorandum no. F.1/26/2018-PPD dated 02<sup>nd</sup> April 2019 had directed that procurement of all common use Goods and Services available on GeM are to be procured mandatorily through GeM.

As per the provision of GFR -149, common use goods & services available on GeM are required to be procured through GeM portal. GeM procurement under GFR 149 (i) to (iii) has been divided into three categories as under:

- I. Up to Rs.25,000/- through any of the available suppliers on the GeM, meeting the requisite specification, quality, reasonability of price and delivery period.
- II. Above Rs.25,000/- and up to Rs.5,00,000/- through the seller having lowest price amongst the available sellers (excluding Automobiles where the current limit of Rs30,00,000/- will continue), of at least three different manufacturers, on GeM, meeting the requisite quality, specifications and delivery period. The tools for online bidding and online reverse auction available on GeM can be used by the buyers even for procurements less than Rs.5,00,000/-.
- III. Above Rs.5,00,000/- through the supplier having lowest price meeting the requisite quality, specifications, reasonability of Price and delivery period after mandatorily obtaining bids, using online bidding or reverse auction tools available on GeM portal (excluding Automobiles where the limit of Rs.30,00,000/- will continue).

In view of the above, a detail SOP is prepared to facilitate procurement of common use Goods and Services along with Flow Chart, PFC Form and Proprietary Article Certificate.

This issues in supersession of Office Order No. IITJ/DIR/2018-19/23 dated 21 June 2018 and IITJ/DIR/2018-19/75 dated 06 March 2019.

  
(P.G. Basak)

Advisor (Admin) & Offg. Registrar

**Distribution**

1. All Faculty Members
2. All Staff Members
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## **Part-A**

### **SOP for Procurement of Goods & Services through GeM Portal, IIT Jodhpur**

Provisions relating to purchase of Goods and Services through Government e Marketplace (GeM) portal have been made in rule 149 of GFR 2017\*(as per amended on 02/04/2019). As per the provisions of Rule 149 of GFR 2017, it is stated that "The procurement of Common use goods and services by the Ministries or departments will be *mandatory for the Goods or Services available on GeM*".

#### **A) Instructions to the Departments regarding implementation of the GeM at IIT Jodhpur**

1. All departments must ensure availability of funds to process Purchase Indent. Without funds, indent shall not be raised in any case.
2. Due approval/sanction of competent authority must be taken as per the delegation of the powers of the Institute before placing any order on GeM portal. While placing order, a copy of the sanction/approval is required to be uploaded on the GeM Portal.
3. The e-bidding can be done even for procurement of items is less than Rs.5,00,000. E-bidding shall be published on GeM portal, giving at least 21 days limit after the uploading of the requirement on the portal.
4. GeM offers dynamic prices, therefore, the prices quoted on GeM portal to be used for GeM only and cannot be used as reference to purchase from outside of GeM.
5. CRAC to be generated, once invoice is generated by the seller, ensure that the bill with all necessary documents is forwarded to the Finance Branch within 2 days, with clear marking on the top as "GeM procurement-on priority".
6. HOD will be liable for any delay in submission of the bill to the Finance department, since, total time limit for payment is 10 days from date of generation of Consignee Receipt and Acceptance Certificate (CRAC)/Invoice.

#### **B) How to initiate a purchase on GeM portal:**

1. Sign in using the link <https://gem.gov.in>. Select and cart the product as per the requirement through application of various filters. Buyers should apply filters carefully to define their requirement without adversely affecting Competitiveness. Select the proper buying method as per the GFR-149.
2. Create demand -- Generate Sanction order -- Generate contract. Once order is placed, Seller to deliver the Goods/ Services to consignee within stipulated delivery date and generate on-line invoice on GeM portal.
3. Consignee to login after receipt of Items. Generation of Provisional receipt Certificate (PRC) within 48 hrs of receipt of stores. Generation of Consignee Receipt and Acceptance Certificate (CRAC) within 10 days of receipt of stores.
4. Bill processing by buyer (within 2 days of generation of CRAC by consignee) -- Bill to be forwarded to the Office of Accounts within 2 day of on-line receipt of bill/invoice against e-signed.


The GFR provisions regarding procurement of items on GeM are as under:

- (i) **Up to Rs.25,000/- through any of the available suppliers on the GeM, meeting the requisite quality, specifications and delivery period (As per GFR Rule 149 (i)).**

**Steps to procure the Item from GeM:**

- a) Receive the approved indent in appropriate format from the Competent Authority as per Delegation of Financial Power. Separate indent form to be filled for the procurement from Institute or R&D (Research & Development) fund.
  - b) Check the approved specifications through any of the available suppliers on the GeM, meeting the requisite quality, specifications and delivery period.
  - c) The item has to be Add to Cart on GeM Portal.
  - d) Prepare Sanction Sheet and approve by the competent authority.
  - e) Upload Sanction sheet within 10 days from the date adding the item on cart on GeM.
  - f) Respective Department/ Office/ Centre shall issue Contract Order for procurement of goods /services available on GeM.
  - g) Material should be received after placement of the order.
  - h) Generate CRAC after getting Invoice verified from the Indenter.
  - i) Material will be entered in Department/ Office/ Centre register and also to Office of Stores and Purchase (in case of Non-consumable) for central stock register entry then it will be forwarded to Office of Accounts for further payment process.
  - j) File having all the documents related must be sent to Office of Audit for post audit.
- (ii) **Above Rs.25,000/- and up to Rs.5,00,000/- through the GeM Seller having lowest price amongst the available sellers (excluding Automobiles where current limit of 30,00,000/- will continue), of at least three different manufacturers, on GeM, meeting the requisite quality, specification and delivery period. The tools for online bidding and online reverse auction available on GeM can be used by the Buyers even for procurements less than Rs 5,00,000/- (As per GFR Rule 149 (ii)).**

**Steps to procure the Item from GeM:**

- a) Receive the approved indent in appropriate format from the Competent Authority as per Delegation of Financial Power. Separate indent form to be filled for the procurement from Institute or R&D (Research & Development) fund.
  - b) Purchase Finalization Committee (PFC) form to be filled by the Indenter and approved by the competent authority (Enclosed Form SPS-101).
  - c) Check the approved specifications through the GeM Seller having lowest price amongst the available sellers, of at least three different manufacturers, on GeM, meeting the requisite quality, specification and delivery period.
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- d) Make comparative statement through GeM Portal and take signatures of all PFC Members.
- e) If three different manufacturers not found on GeM Portal, the tools for **online bidding and online reverse auction** available on GeM can be used by the Buyers.
- f) The item has to be Add to Cart on GeM Portal.
- g) Prepare Sanction Sheet and approve by the competent authority.
- h) Upload Sanction sheet within 10 days from the date adding the item on cart on GeM.
- i) Respective Department/ Office/ Centre shall issue Contract Order for procurement of goods /services available on GeM.
- j) Material should be received after placement of the order.
- k) Generate CRAC after getting Invoice verified from the Indenter.
- l) Material will be entered in Department/ Office/ Centre register and also to Office of Stores and Purchase (in case of Non-consumable) for central stock register entry then it will be forwarded to Office of Accounts for further payment process.
- m) File having all the documents related must be sent to Office of Audit for post audit.

**(iii) Above Rs.5,00,000/- through the supplier having lowest price meeting the requisite quality, specification and delivery period after mandatorily obtaining bids, using online bidding or reverse auction tool provided on GeM (excluding Automobiles where current limit of Rs.30,00,000/- will continue) (As per GFR Rule 149 (iii)).**

**Steps to procure the Item from GeM:**

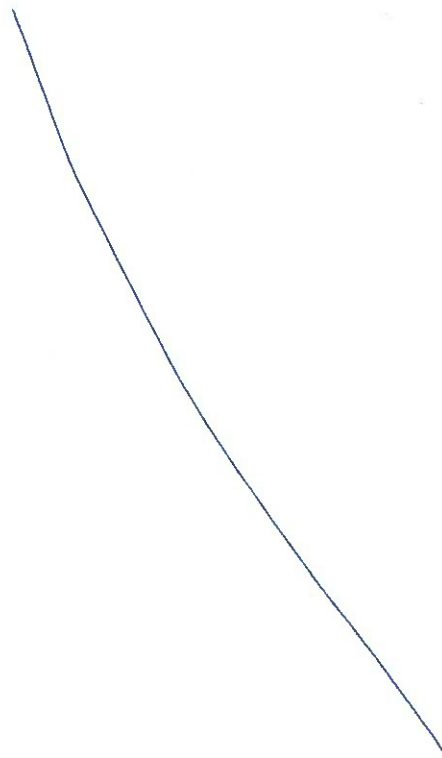
- a) Receive the approved indent in appropriate format from the Competent Authority as per Delegation of Financial Power. Separate indent form to be filled for the procurement from Institute or R&D (Research & Development) fund.
- b) Purchase Finalization Committee (PFC) form to be filled by the Indenter and approved by the competent authority (Enclosed Form SPS-101).
- c) Check the approved specifications through the GeM Seller having lowest price amongst the available sellers, of at least three different manufacturers, on GeM, meeting the requisite quality, specification and delivery period.
- d) The tools for online bidding and online reverse auction available on GeM must be used by the Office of Stores and Purchase to find the product on GeM.
- e) The Bidding will be done online by Office of Stores and Purchase for minimum 21 days.
- f) Within last date of submission if bids will be less than 3 the online bidding can be extended for minimum of 10 days.
- g) In case three bids not received then approval may be taken on the request of indenter to open technical bid.
- h) Intimate the PFC Members to present at the time of the technical bid opening. The soft copy of the tender should be sent to the indenter via email.



- i) Check the PFC Members recommendation for technical qualified firm.
- j) In case three bids not qualified then approval may be taken on the request of indenter to open financial bid.
- k) After getting the bids price comparative statement and Minutes of the Meeting are to be prepared by the PFC Committee Members.
- l) Signed Price Comparative and Minutes of the Meeting signed by all PFC Members sent to the Office of Stores and Purchase for signature and checking.
- m) Prepare Sanction Sheet and approve by the competent authority.
- n) Upload Sanction sheet on GeM.
- o) Office of Stores and Purchase shall issue Contract Order for procurement of goods /services available on GeM.
- p) Material should be received after placement of the order.
- q) Generate CRAC after getting Invoice verified from the Indenter.
- r) Material will be entered in Department/ Office/ Centre register and also to Office of Stores and Purchase (in case of Non-consumable) for central stock register entry then it will be forwarded to Office of Accounts for further payment process.
- s) File having all the documents related must be sent to Office of Audit for post audit.

**Note:** In case the requisite item with the approved specification is not available on GeM Portal, Part-C i.e., "SOP for PROCUREMENT OF GOODS & SERVICES NOT AVAILABLE ON GEM PORTAL" shall be followed.

**Refer Annexure-I (Flow Chart for Purchase through GeM Portal)**



**Part-B**

**Role of Secondary User on the GeM portal**

1. The request for creation of Buyer/consignee along with the names can be send to the Store and Purchase Section duly forwarded by the concerned HOD/Dean/Director of Centre. Buyer and Consignee can be the same person. (Form enclosed as Annexure- A)
2. Requirement of registration on GeM is as follows: Aadhaar linked with mobile no. (To receive OTP for e-sign); and an e-mail ID
3. The following types of roles are performed by **Secondary users** in GeM portal: -
  - a. **Buyer:** Buyer will select the item for purchase and will place the order on behalf of his Department or project. Buyer can be Head of Department/Director of the Centre/Principle investigator for Research Projects.
  - b. **Consignee:** Consignee will receive the item and will generate the Provisional receipt Certificate (PRC) and Consignee Receipt and Acceptance Certificate (CRAC) certificate, initiate returns, if required. Consignee can be Head of Department/Director of the Centre/Principle investigator for Research Projects or any other person nominated by the HOD/director of the Centre/Principle investigator of Research Project.
  - c. **Paying Authority:** Paying Authority will make the payment to supplier/vendor. Bills complete in all the respect must be send to the Office of Accounts within 2 days of generation of the invoice. In case of any delay from the above schedule the Head of Department/Director of the Centre/Principle investigator for Research Projects will be liable.
4. Following are the laid down guidelines for task/activities on the GeM portal.

Process	Action by	Timeframe
Placing Order	Buyer	---
Supply	Seller	As per tender conditions
Provisional receipt Certificate (PRC)	Consignee	Immediately upon receipt of goods
Consignee Receipt and Acceptance Certificate (CRAC) certificate	Consignee	Within 10 days of PRC. on the 11th day the system will auto generates a CRAC if not acted upon by the consignee.
Payment	Payment section	Within 10 days of invoice. (Bills complete in all the respect must be send to the office of accounts within 2 days of generation of the invoice)
Uploading payment Details	Buyer	As soon as possible.

**DATA OF SECONDARY USERS (BUYER/ CONSIGNEE) FORM for GeM**

**Data of Secondary User**

1. Name (as on Aadhar card): \_\_\_\_\_
2. Designation : \_\_\_\_\_
3. Employee Code: \_\_\_\_\_
4. Aadhar Card No./Virtual ID\*: \_\_\_\_\_
5. Mobile No. (Linked with Aadhar card) : \_\_\_\_\_
6. Official Email Address: \_\_\_\_\_
7. Alternate email address: \_\_\_\_\_

Signature of Secondary User: \_\_\_\_\_

Signature & Name of HOD: \_\_\_\_\_

Deptt. \_\_\_\_\_

*(All transactions are mapped against the Buyer's organisation and the user's designation, **not on the individual**)*

\*VID is a temporary, revocable 16-digit random number mapped with the Aadhar number. VID can be used in lieu of Aadhar number whenever authentication or e-KYC services are performed. Authentication may be performed using VID in a manner similar to using Aadhar number. **It is not possible to derive Aadhaar number from VID.**

## Part-C

### SOP for PROCUREMENT OF GOODS & SERVICES NOT AVAILABLE ON GEM PORTAL

#### **A. Procurement below Rs.25,000/- (As per GFR Rule 154): -**

**Rule 154 Purchase of goods without quotation:** Purchase of goods up to the value of Rs.25,000 (Rupees twenty-five thousand) only on each occasion may be made without inviting quotations or bids on the basis of a certificate to be recorded by concerned HoD 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 registered (GST) supplier at a reasonable price.*" And a certificate about non availability of above purchased goods on GeM portal.

#### **B. Procurement Above Rs.25,000/- to Rs.2,50,000/- (As per Rule 155 of GFR): -**

**Rule 155 Purchase of goods by Purchase Committee:** Purchase of goods costing above Rs.25,000 (Rupees twenty-five thousand only) and up to Rs.2,50,000/- (Rupees two lakh and fifty thousand only) on each occasion may be made on the recommendations of a duly constituted Purchase Committee (as per enclosed PFC form) consisting of three members of an appropriate level (as per the DFPR) approved by the Competent Authority. The committee will survey the market to ascertain the reasonableness of rate, quality and specifications and identify the appropriate registered (GST) supplier. 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 Department of Commerce or Ministry/ Department concerned.*"

In case of procurement of goods/services costing above Rs.25,000/- and up to Rs.2,50,000/- (through Purchase Committee), respective Department/ Office/ Centre shall issue Purchase Order for procurement of goods /services after following procedures of GFR 2017, i.e. the original quotations & a comparative statement duly recommended by the Purchase Committee (as per the enclosed PFC form) of their respective Department/ Office/ Centre.

- i) Receive the approved indent and PFC Form in appropriate format from the Competent Authority as per Delegation of Financial Power. Separate indent form to be filled for the procurement from Institute or R&D (Research & Development) fund.
- ii) Check that indent is being routed through Office of Accounts or Office of R&D for ascertaining the fund availability.

- iii) All the members of PFC to put their signature on invited quotations and envelope and comparative statement. GST Numbers must be mentioned in Quotations.
- iv) Market survey to be made by the LPC to ascertain Quality, Specification and Reasonability of Price at the prevailing the Market rate.
- v) Respective Department/ Office/ Centre shall issue Purchase Order for procurement of goods /services.
- vi) Order to be placed to the L1 firm.
- vii) Material should be received after placement of the order.
- viii) Documents sent for post-audit after placing the order.

**C. Procurement above Rs.2,50,000/- to Rs.25,00,000/- (As per Rule 162 of GFR)**

- i) Check the Indent form/approval approved by the Competent Authority.
- ii) Purchase Finalization Committee (PFC) to be constituted (Enclosed Form SPS-101).
- iii) Check budget head i.e. Consumable /Non-Consumable
- iv) Check funding from the Institute or R&D (Research & Development).
- v) Check the procurement process for Open tender enquiry, Proprietary Item.
- vi) Prepare the draft tender document and sent to the Indenter for clearance to upload the tender through e-procurement.
- vii) Publish the tender in e-procurement website on a Central Public Procurement Portal (CPP) at (eprocure.gov.in) as per GFR Rule 160,
- viii) In case three bids not received then approval may be taken on the request of indenter to open technical bid.
- ix) Intimate the technical Committee to present at the time of the technical bid opening. The soft copy of the tender should be sent to the indenter via email.
- x) All the supporting documents, technical specifications & other documents must be checked by the PFC Members.
- xi) If any supporting documents not found during Technical Evaluation, may be received from the vendor via email through the Indenter.
- xii) Check the Technical Committee recommendation for technical qualified firm.
- xiii) In case three bids not qualified then approval may be taken on the request of indenter to open financial bid.
- xiv) After getting the bids price comparative statement & Minutes of Meeting is to be prepared and signed by the PFC Committee Members.
- xv) Signed Comparative Statement & Minutes of Meeting signed by all PFC Members sent to the Office of Stores and Purchase for checking.
- xvi) Seek approval of competent authority after pre-audit of the document to procure the Item / Issue the Purchase order.
- xvii) Issue Purchase Order/ Import Order.



xviii) Material should be received after placement of the order.

**D. Procurement more than Rs.25,00,000/- (As per Rule 161,163,164 of GFR): -**

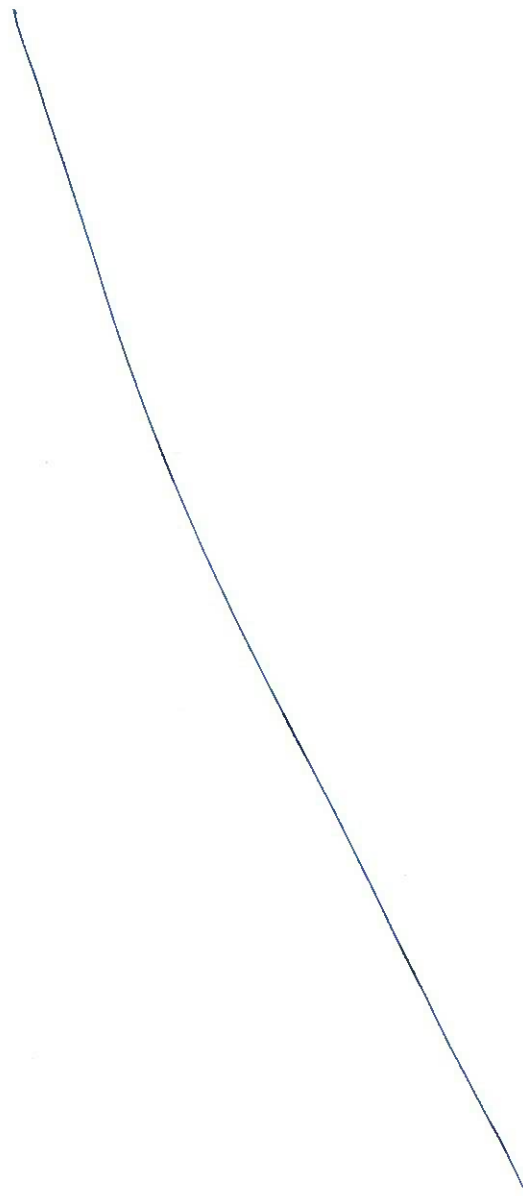
- i) Check the Indent form/approval approved by the Competent Authority.
- ii) Purchase Finalization Committee (PFC) to be constituted (Enclosed Form SPS-101).
- iii) Check budget head i.e. Consumable /Non-Consumable
- iv) Check funding from the Institute or R&D (Research & Development).
- v) Prepare Tender documents with generic technical specifications for the items of purchase and sent it to Institute Purchase committee for further processing.
- vi) Pre-audit of the tender before uploading on Central Procurement Portal (CPP) at (eprocure.gov.in).
- vii) Publish the Open Tender Enquiry on a Central Procurement Portal (CPP) at (eprocure.gov.in) in e tender mode as per GFR Rule 160.
- viii) After that publish Open Tender Enquiry on Institute website.
- ix) Ensure at least 3 bidders has participate, in case of 3 bidders not received required approval from the competent authority to go ahead or re-tender along with comment of internal Audit to place order.
- x) In case of objection the matter may be referred to concern chairman of technical committee or it may refer to the Institute technical committee.
- xi) Intimate the technical Committee to present at the time of the technical bid opening. The soft copy of the tender should be sent to the indenter via email.
- xii) Open technical bids in presence of the Technical Committee and take signature of the Committee for further processing.
- xiii) Documents provided to the Technical committee for Technical Evaluation/Comparison (As per PFC Form attached).
- xiv) If any supporting documents not found during Technical Evaluation, may be received from the vendor via email through the Indenter.
- xv) In case three bids not qualified then approval may be taken on the request of indenter to open financial bid.
- xvi) After getting the bids price comparative statement and Minutes of Meeting is to be prepared by the PFC Committee Members.
- xvii) Signed Comparative Statement and Minutes of Meeting signed by all PFC Members sent to the Office of Stores and Purchase for checking.
- xviii) Seek approval of competent authority after pre-audit of the document to procure the Item / Issue the Purchase order.
- xix) Issue Purchase Order/ Import Order.
- xx) Material should be received after placement of the order.

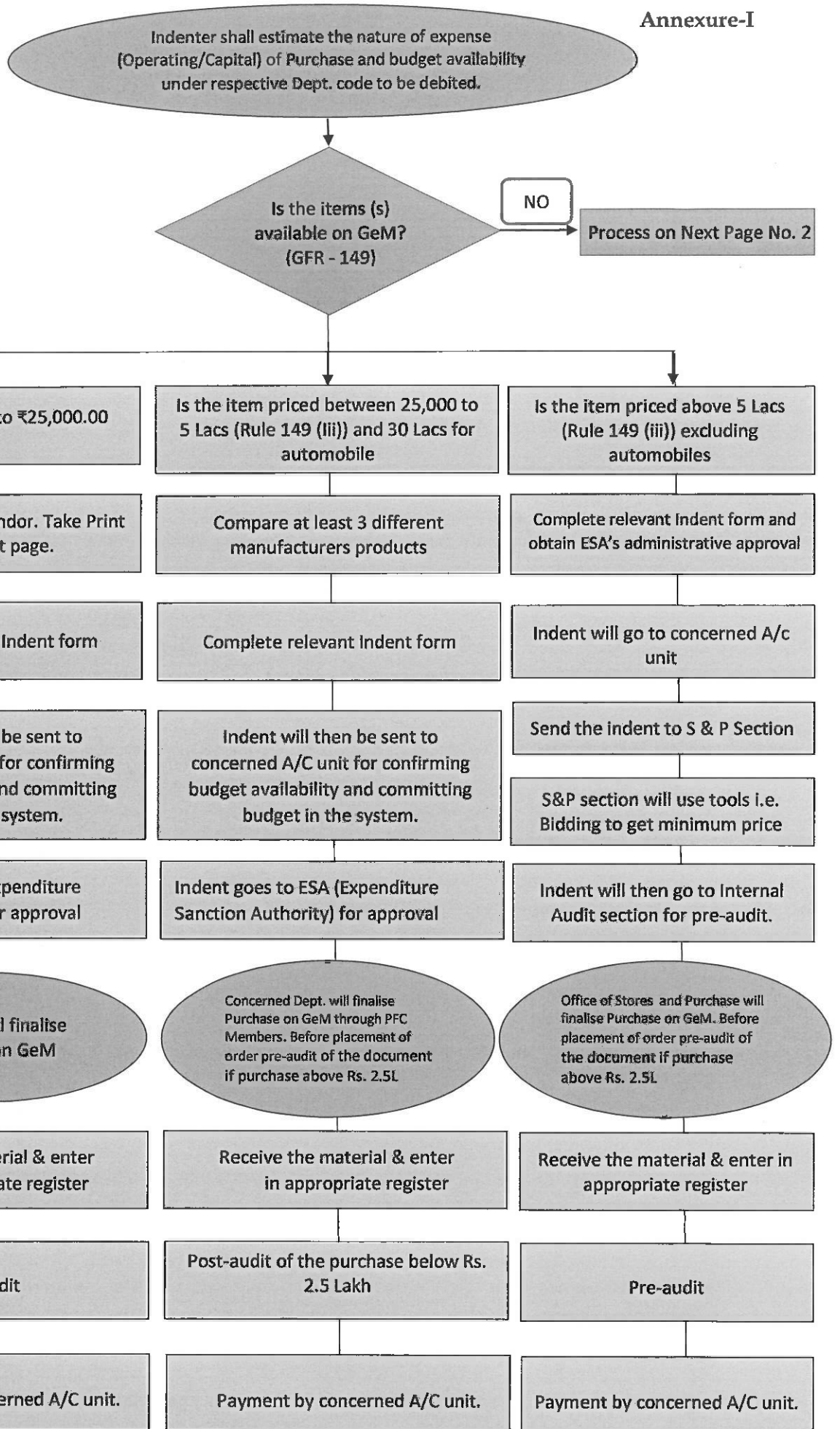


**E. Procurement through Single Tender Enquiry (As per Rule 166 of GFR): -**

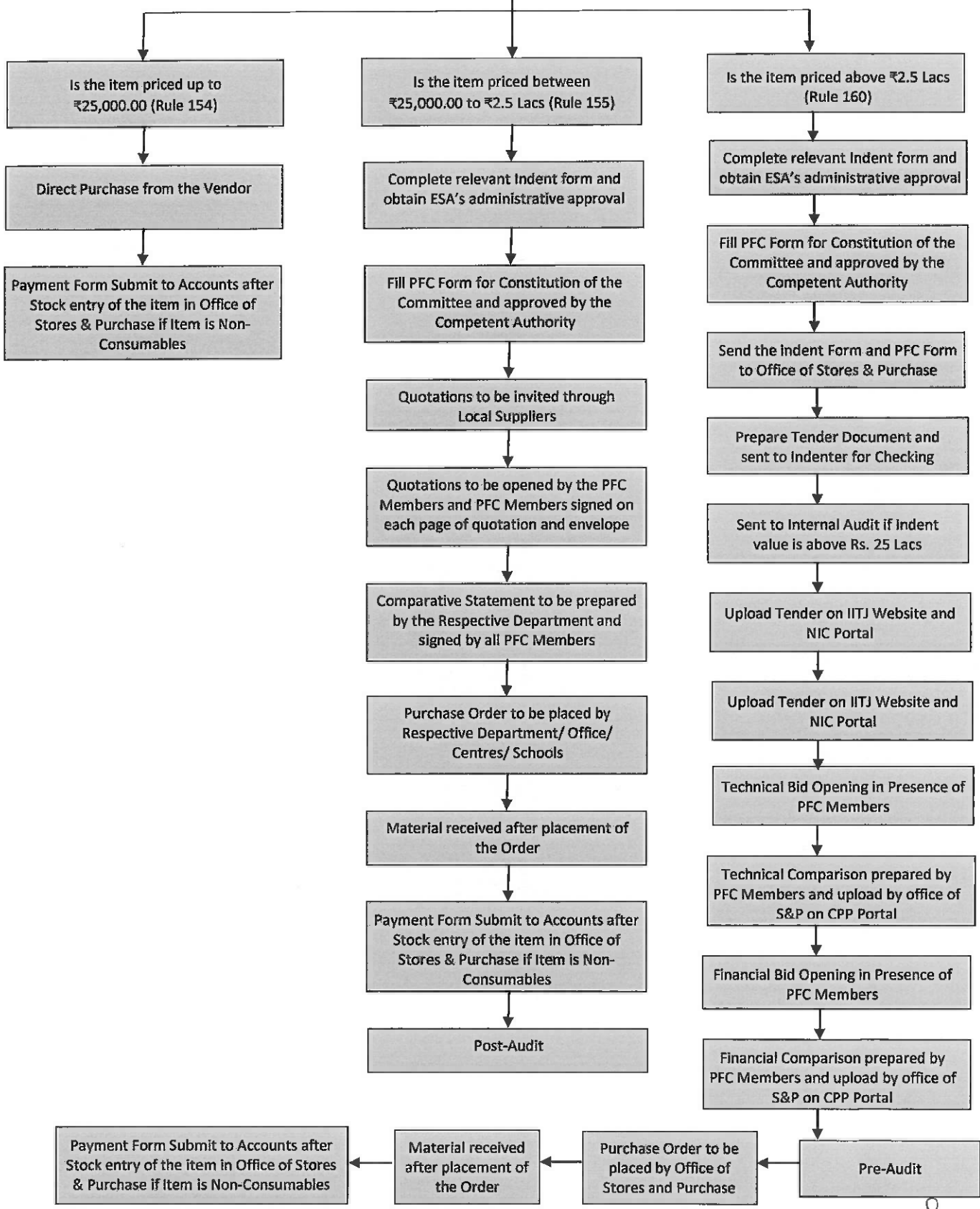
- i) Check the Indent form/approval approved by the Competent Authority.
- ii) Purchase Finalization Committee (PFC) to be constituted (Enclosed Form SPS-101).
- iii) Check budget head i.e. Consumable /Non-Consumable
- iv) Check funding from the Institute or R&D (Research & Development).
- v) Check all the documents i.e., Proprietary Certificate from the Proprietar, Agentship Certificate from the Proprietor, Proprietary Article Certificate from the Indenter (Enclosed Form SPS-102), Quotation from the Vendor.
- vi) Seek approval of competent authority after pre-audit of the document to procure the Item / Issue the Purchase order.
- vii) Issue Purchase Order/ Import Order.
- viii) Material should be received after placement of the order.

**Refer Annexure-II (Flow Chart for Purchase not available on GeM Portal)**





When the item is not available on GeM (Government eMarketplace)?



*[Handwritten signature]*

**INDIAN INSTITUTE OF TECHNOLOGY JODHPUR**  
**Constitution of Purchase Finalization Committee (PFC)**

**SP-101**

<table border="1" style="width:100%; border-collapse: collapse;"> <tr><td>Purchase Committee No.:</td></tr> <tr><td> </td></tr> <tr><td>Dated:</td></tr> <tr><td> </td></tr> </table>	Purchase Committee No.:		Dated:		<p>Old Purchase references: Earlier PFC No. <input style="width:150px;" type="text"/> Dated: <input style="width:100px;" type="text"/></p> <p>Justification for refilling of PFC Form (Please tick any one):</p> <p>1. Increase in Fund <input type="checkbox"/></p> <p>2. Budget Head Change <input type="checkbox"/></p> <p>3. Financial Year Change <input type="checkbox"/></p>
Purchase Committee No.:					
Dated:					

1. Name of Dept. \_\_\_\_\_
2. Nature of Purchase Consumable Non Consumable  
(Please tick √ at appropriate place)
3. Is the purchase to be pre-audited?  YES  NO  
(Pre-auditing is compulsory for purchases exceeding Rs.2.5 Lakhs)
4. Details of the item to be procured: \_\_\_\_\_

5. Budget Code: R&D (Project No.)   
(Please tick √ at appropriate place) Institute

6. Estimated Cost Rs.  (In words \_\_\_\_\_)

7. Certified that the space is ready for installation of the equipment in Dept. at the time of indent.  
Dept. \_\_\_\_\_ Signature \_\_\_\_\_  
Name of the Indenter \_\_\_\_\_  
Employee Code \_\_\_\_\_

8. Details of the Committee (Please use appropriate column)

<b>Local Purchase Committee (LPC) / GeM</b> Purchase above Rs.25,000 and up to Rs.2.5 Lakh (LPC Order to be placed through Department/ Centre/ Office)	<b>eProcurement / GeM</b> Purchase beyond Rs.2.5 Lakh should be processed through e-procurement (www.eprocure.gov.in/eprocure/app).	
(Rs.25,000 to Rs.2.5 Lakh) Constitution comprising of three Faculty Members	(Above Rs.2.5 Lakh and upto Rs.25 Lakh) Constitution of the committee comprising of four Faculty Members	(Above Rs.25 Lakh) Constitution of the committee comprising of three Faculty Member + HOD/PI
1. Chairman _____	1. Chairman _____	1. _____ (Nominated by the Director)
2. Buyer:	2. Buyer:	2. Buyer:
3. Expert- 1	3. Expert- 1:	3. Expert- 1:
	4. HOD	4. Expert- 2:
		5. AR/DR (Accounts)/ AR/DR (R&D)
		6. AR/DR (Stores)
PFC to be approved by		PFC to be approved by
Associate Dean (R&D) (For Project Budget)	Director (For Institute Budget)	PFC to be approved by
	Dean (R&D) (For Project Budget)	DIRECTOR
	Director (For Institute Budget)	

Note: (a) Item less than Rs. 25,000/- can be purchased directly by departments concerned.  
(b) Technical and Financial Bids will be opened & evaluated by the above Committee.



Proprietary Article Certificate

Purchase through Single Tender Enquiry  
(GFR 166)

1. Name of Indenter: .....
2. Department of the Indenter: .....
3. Description of the Product: .....
4. Maker's Name and address: .....
5. Name(s) of authorized dealers/ stockiest: .....
6. I approve the above purchase on PAC basis and certify that:-  
(Note: tick to retain only one out of (b), (c-1) or (c-2) whichever is applicable and cross out others. Please do confirm (a) by ticking it – without which PAC certificate will be invalid)
  - 6(a). This is the only firm who is manufacturing/stocking the item.   
AND
  - 6(b). A similar article is not manufactured/ sold by any other firm, which could be used in lieu   
OR
  - 6 No other make/ brand will be suitable for following tangible reasons   
(c-1) (like OEM/warranty spares) OR.....
  - 6 No other make/brand will be suitable for following intangible reasons (if PAC was also given in the  
(c-2) last procurement cycle, please also bring out efforts made since then to locate more sources): OR ...
7. Reference of concurrence of finance wing to the proposal: .....

Signature of Indenter/P.I.

Signature of Competent Authority