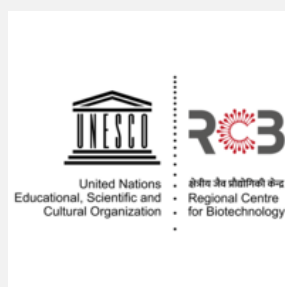


REGIONAL CENTRE FOR BIOTECHNOLOGY



Purchase Manual

PURCHASE MANUAL

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PURCHASE MANUAL

1. Objective

General Financial Rules 2017 (GFR 2017) along with amendments/ modifications will act as guiding principle for procurement of goods and services in RCB. However, keeping in view the operational needs, a manual is prepared, which proposes to achieve following objectives:

- a. Expeditious and efficient realization of RCB's goals and targets, within the policy framework of RCB Act, 2016.
- b. Bringing in Transparency, Clarity and Simplification of processes and
- c. Effective utilization of manpower and improve operational efficiency.

2. Abbreviations/Definitions

- a) AFS : Administrative and Financial Sanction
- b) CA : Competent Authority as under Process Responsibility Matrix in Schedule I
- c) Goods : Goods as defined in GFR 2017
- d) RCB : Regional Centre for Biotechnology, Faridabad
- e) ED : Executive Director, RCB
- f) CoA : Controller of Administration, RCB
- g) IWC : Institutional works Committee
- h) LD : Liquidated Damages
- i) LPC : Local Purchase Committee as formed in Schedule II
- j) NAC : Non-availability certificate
- k) Services: Consulting and Non-Consulting Services (eg. hiring of vehicle, facilities management, security, photocopier service, etc)
- l) PI : Principal Investigator i.e. Project Head
- m) PUC : Proprietary Usage Certificate
- n) QCBS : Quality and Cost Based System
- o) SPC : Standing Purchase Committee as formed in Schedule III
- p) Works : Civil/electrical works including both original and repair works
- q) PAC : Proprietary Article Certificate
- r) GeM : Government e-Market
- s) RBI : Reserve Bank of India
- t) CHA : Customs House Agent

3. Purchase of Goods, Services (Non-consulting and Consulting) and Works

- 3A. All purchase indents of Goods, except urgency cases and those specifically mentioned in the manual, shall be routed through GeM cell. In case of non-availability, a

certificate (NAC) to this effect shall be issued by the GeM cell and the process as in Table 1 below, shall be applicable. ‘Non-availability’ will also cover the cases of Goods and Services which are not available within the required quality mandates, specifications and scheduled time. A declaration in such cases, of quality mandate, specifications and time, would be required from the Indenting/concerned department based on which GeM cell will issue NAC. The NAC may also be issued by GeM cell in case of items which are not appearing in the ‘listed items’.

Table 1: Procurement process for Goods and Non-Consulting Services NOT available in GeM

S.No	Goods/Services Category and GFR Reference clause	Process
I	<p>a) Scientific Equipments/ Computers upto Rs1,00,000/- (Ref: GFR:154-amended)</p> <p>b) Other commonly used Goods upto Rs.50,000/- (Ref: GFR:154-amended)</p> <p>c) Scientific chemicals/ consumables with Propriety Usage Certificate (PUC)</p>	<ul style="list-style-type: none"> • Purchase may be undertaken from available source without inviting quotations by the Indenting department after AFS of CA. In case the Indenting department is unable to procure by itself, then it will raise indent to the Purchase department for further process after AFS of CA. Wherever, more than one supplier is available, therein the Indenting/Purchase department shall inquire from a few suppliers, to establish price reasonability and quality. The CA may allow advance to RCB employee wherever required. Invoice to be sent after stock entry and certification to Purchase department which will forward the same to Accounts Section for payment or reimbursement or settlement, as the case may be. • The Indentor/Nodal Officer from concerned department shall provide certification for case (a) and (b) mentioned against goods category column, in the following manner: <ul style="list-style-type: none"> “I, (name), am personally satisfied that these goods purchased are of the requisite quality and specification and have been purchased from a reliable supplier i.e. _____ at a reasonable price.” • Against case (c) mentioned against goods category column the Indentor/Nodal Officer from concerned department shall provide certification as follows, <ul style="list-style-type: none"> “For requirement of project/section/Division, the item/s..... is/are required for Purchase from manufactures/dealers..... only in order to maintain consistency, continuity, of established/standardized methods protocols and SOPs. It is further declared that any deviation in respect of material inputs at this stage will affect the integrity, authenticity and validity of analysis/result.” The concerned department shall forward the PUC to the Purchase department, which will put up proposal for AFS to the CA without routing through committee. In such case of PUC purchase, NAC from GeM cell is not required.

S.No	Goods/Services Category and GFR Reference clause	Process
II	<p>Goods above Rs.50,000 and upto Rs.10 Lakh</p> <p>(GFR:155-amended)</p>	<ul style="list-style-type: none"> • Purchase from available source to be done by the Local Purchase Committee(LPC) after obtaining AFS from CA. The LPC shall survey the market to ascertain the reasonableness of rate, quality and specifications and identify the appropriate supplier. The LPC will certify the quality and price reasonability. • Instead of LPC, the Indenting Department may also opt for open or limited tender through Purchase department after AFS from CA, with a reduced notice period, if required.
III	<p>a) Goods estimated above Rs.10 Lakh-(GFR: 161) and upto Rs.25 Lakh for limited tender (GFR:162,)</p> <p>b) Goods Single Tender (GFR:166)</p>	<ul style="list-style-type: none"> • After AFS from CA, the Indenting Department shall forward it to the Purchase Department. The Purchase Department shall place the requirement before the Standing Purchase Committee (SPC). The SPC shall carry out the procurement process in accordance with the AFS. In case of Limited tender, the number of supplier firms should be minimum four. • In case of Single tender, the concerned department shall forward the requirement along with Propriety Article Certificate (PAC) and relevant documents, as applicable, to the Purchase Department which will process the same for approval of CA through SPC and award after uploading the relevant documents in the Institute website giving 10 days notice (except in case of emergency and specialized spare parts). • Single tender mode can be adopted in cases as described under GFR 166 i.e. <ul style="list-style-type: none"> i. a particular firm is the only manufacturer of the required goods, ii. In a case of emergency, the required goods are necessarily to be purchased from a particular source or iii. standardisation of machinery or spare parts to be compatible to the existing sets of equipment. <p>PAC required in case of i) and iii) above, shall be forwarded by Indenting Department to SPC. The certificate format is as follows:</p> <ul style="list-style-type: none"> ✓ The indented goods are manufactured by M/s..... ✓ No other make or model is acceptable for the following reasons :..... ✓ Concurrence of finance wing to the proposal vide:--- ✓ Approval of the competent authority vide:---_____” <ul style="list-style-type: none"> • PAC is not required in case of single tender clause (ii) above and specific reasons to be recorded and approved by CA. • NAC from GeM is not required in cases of emergency and spare parts compatibility clauses ((ii) and iii))

S.No	Goods/Services Category and GFR Reference clause	Process
IV	Rate Contract (Ref. has been taken from CSIR Purchase Manual)	<ul style="list-style-type: none"> • The Indenting/concerned department shall forward its requirement to the Purchase Department after AFS of CA. In its proposal for AFS the Indenting/Concerned department will mention the estimated ceiling limit of expenditure to be incurred in the Financial year or during the tenure of rate contract and also during various financial years. The Purchase department shall issue AFS letter based on the approval of CA. • The Purchase department should endeavour to procure regular use goods from the rate contracts available through Central Purchase Organisations • In case, procurement of Goods is proposed from open source then when not available in Central Purchase Organisations. The rate contract procurement process from open market shall be the same as in case of Goods, as described above. The value of the tender shall be based upon total estimated supplies against the rate contract. • Maximum period of Rate contract shall not exceed three years. In case, the award of the contract is for less than three years then the same may be extended upto three years, in one or more tranches, on same terms and conditions.
V	<p>a) Non-consulting Services Upto Rs 10 Lakh (GFR 201(i))</p> <p>b) Non-consulting services above Rs 10 Lakh (GFR 201(ii))</p> <p>c) Non-consulting services procurement on Nomination basis (GFR : 204)</p>	<ul style="list-style-type: none"> • The concerned/indenting department shall take approval of CA and forward to Purchase department for further process • For procurements upto Rs.10 Lakh, the Purchase department, in consultation with the concerned department, shall prepare a list of likely and potential contractors on the basis of formal or informal enquiries from other Ministries or Departments and Organisations involved in similar activities and also from journals, websites, etc(GFR:199). After preparation of such list, the Purchase department shall issue limited tender enquiry to the vendors appearing in the list asking for their offers by a specified date and time etc. The number of the contractors so identified for should be more than three. In case, such list is not available then the Purchase department shall go ahead with open tender process through SPC. In case of emergency the Indenting Department may opt for open tender through Purchase department after AFS from CA, with a reduced notice period, if required • For procurements above Rs.10 Lakh, the Purchase department, shall undertake the process of open tender through SPC. Such cases should be advertised on Central Public Procurement Portal (CPPP-www.eprocure.gov.in), GeM and RCB's website. • In exceptional situation, the CA may allow procurement of non-consulting services from a specifically chosen contractor in consultation with the concerned department. In such cases the detailed justification, the circumstances leading to such procurement by choice and the special interest or purpose it shall serve, shall form an integral part of the proposal

3B. In case of procurement through GeM cell, the process as in Table 2 below, shall be applicable.

Table 2: Procurement process for Goods and Non-Consulting Services through GeM (GFR: 149)

S.No	Goods/Services Category and GFR Reference clause	Process
I	<p>All types of Goods and Services, except consulting services,</p> <p>a) Upto Rs.25000/-</p> <p>b) Above Rs.25000/- upto Rs.5 Lakh</p> <p>c) Above Rs.5 Lakh</p>	<p>The Concerned/Indenting Department shall obtain AFS from CA and forward the same to the GeM. Thereafter the GeM cell will procure in the following manner:</p> <ul style="list-style-type: none"> Up to Rs.25,000/- through any of the available suppliers on the GeM, meeting the requisite quality, specifications and delivery period. Above Rs.25,000/- and up to Rs.5 Lakh through the GeM seller having lowest price amongst the available sellers, of at least three different manufacturers, on GeM, meeting the requisite quality, specifications and delivery period. Above Rs.5 Lakh through the supplier having lowest price meeting the requisite quality, specifications and delivery period after mandatorily obtaining bids, using online bidding or reverse auction tool provided on GeM. Bidding mode may be explored irrespective of the product cost.

3C. In case of procurement of Consulting Services, the process as in Table 3 below, shall be applicable.

Table 3: Procurement process for Consulting Services

S.No	Goods/Services Category and GFR Reference clause	Process
I	<p>a) Consulting Services (GFR: 177) Services Upto Rs 25 Lakh (GFR 183(i))</p> <p>b) Consulting services above Rs 25 Lakh (GFR 183(ii))</p>	<ul style="list-style-type: none"> In case of estimated cost being upto Rs.25 Lakh preparation of a long list of potential consultants may be done on the basis of formal or informal enquiries from other Ministries or Departments or Organisations involved in similar activities, etc. In case where the estimated cost is above Rs.25 Lakh an enquiry for seeking 'Expression of Interest' from consultants should be published on Central Public Procurement Portal (CPPP) at www.eprocure.gov.in, GeM and RCB's website. Based on this activity the consultants will be shortlisted. The number of short listed consultants should not be less than three. (GFR: 184).

S.No	Goods/Services Category and GFR Reference clause	Process
I	<p>b) Single Source Selection/Consultancy by nomination (GFR: 194)</p> <p>Note: Does Not include engagement of Retired Officials as Consultant</p>	<ul style="list-style-type: none"> • After shortlisting of the consultants, RFP to be floated with the shortlisted consultant which will include detailed Terms of Reference (TOR). • Proposals should ordinarily be asked from shortlisted consultants in ‘Two bid’ system with technical and financial bids sealed separately. (GFR 187). Quality and Cost based System (QCBS) system to be adopted for evaluation of such tenders (GFR: 192). • Technical bids should be analysed and evaluated by a Consultancy Evaluation Committee, which will be formed on a need basis with the approval of Executive Director (GFR:189). Thereafter, Financial Bids shall be opened • The selection by direct negotiation/nomination, on the lines of Single Tender mode of procurement of goods, is considered appropriate, under exceptional circumstance as described in GFR 194 • After approval of the CA, the Concerned department shall issue the Letter of award to the Consultant and also issue an AFS.

3D. In case of procurement of Works, the process as in Table 4 below, shall be applicable.

Table 4: Procurement process for Works

S.No	Goods/Services Category and GFR Reference clause	Process
I	<p>a) (i) Repair Works upto Rs 30 lakh</p>	<p>The Administration/Engineering department shall identify the Original/Repair works based on the organisational needs and obtain necessary approval from CA and forward the same to IWC.</p> <ul style="list-style-type: none"> • For all repair works upto Rs.30 Lakh, process as elaborated in Table 1 above for Non-consulting services, shall be complied with. However, all process such as AFS, Tendering, Award,

I	<p>(ii) Special provision for all Repair Works upto Rs.5 Cr. In respect of Government Organisations and PSUs</p> <p>b) Original Works of any value (GFR 133 (2) and repair works above Rs.30 Lakhs (3))</p>	<p>Execution, Payment, etc. shall be carried out by Engineering. Department.</p> <ul style="list-style-type: none"> • For all repair works upto Rs 5 Cr. Works shall be awarded to an established PSU to be identified by the Institutional Works Committee and approved by CA • For petty works upto Rs 25000/-or for urgent works (visit of VIPs, foreign delegations, etc) upto Rs.50000/-, the engineering/concerned department may directly put up with price reasonability for approval of CA. The invoice will be sent by the concerned department with the following certification “I, (name), am personally satisfied that these repair works are of the requisite quality and specification and have been purchased from a reliable supplier at a reasonable price.” • In case of Original works, the same may be awarded to a Government Department/Public Works Organisations like CPWD, PWD, MES, BRO, etc. on nomination basis. Alternatively, the work may also be awarded to any PSU set up by Government to carry out Civil or Electrical works or Government organisation/PSU (as notified by MoUD) on competitive bidding basis. This exercise shall be carried out by IWC. • In case of non-availability of Government Organisation or PSUs for original or repair works (above Rs.30 Lakh), then the standard procedure Open/limited tender process to be followed. <p>The Engineering Department may empanel agencies through an open tender for works below Rs.30 Lakhs . This empanelment shall ordinarily be for a period of two years and may be extended for further period of one year. The empanelment shall be subject to review every year. In case of works below Rs.30 Lakh price bids can be invited from the empanelled vendors subject to Financial sanction from CA.</p>
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An indicative Process Flow Chart is placed at Schedule IV to this Purchase Manual

4. Reserved Items and other Purchase/Price Preference Policy (GFR:153)

All items of hand spun and hand-woven textiles (khadi goods) shall be procured from Khadi Village Industries Commission (KVIC). Of all items of textiles required by RCB minimum 20% shall be from handloom origin and shall be exclusively purchased from KVIC and/or the notified handloom units by Department of Expenditure from time to

time. This procurement shall be done by the Purchase Department after the approval of CA. In such cases NAC from GeM cell or intervention of any of the committees, mentioned above, is not required.

5. Negotiation(GFR:173 xiv)

Negotiation with bidders after opening of bid should be discouraged. However, in exceptional circumstances where price negotiation against an ad-hoc procurement is necessary due to some unavoidable circumstances, the same may be resorted to only with the lowest evaluated responsive bidder /proprietary bidder/single bidder as decided by SPC.

6. Repeat Orders (References has been taken from ICMR, IIT, Defence Procurement Manual, etc.)

Repeat orders for urgent requirements of Goods and Services can be awarded with the approval of CA, subject to following conditions:

- a) Repeat Orders may be used only as a contingency and as an exception rather than practice.
- b) The repeat order, not exceeding the original quantity, can be made with no change in the rates, specifications as well as terms and conditions of original order.
- c) The repeat order shall have to be placed within 12 months from the date of the placement of initial order provided there is no downward trend in prices and original order should have been executed satisfactorily.
- d) No repeat order will be placed if buy-back is involved in the purchase.
- e) Repeat order can be placed only once.

7. Procedure for Placement of Order

- a) In case of procurement through GeM the process of award will be done by GeM cell.
- b) In case of tenders, after opening of the Price Bids the respective committees will record final recommendations for the award. These recommendations shall be put up for approval by the CA and after such approval Letter of award for supply of Goods or Services shall be issued by the Purchase department. Work order for civil and electrical works shall be issued by Engineering Department. After

issuance of Purchase/ Work order the concerned department shall forward the same along with a Memo and AFS to Finance Department.

- c) After issuance of the order, the concerned supplier shall provide the acceptance and enter into contract agreement, wherever, required.
- d) The respective committees, shall prepare standard templates for Award letters for various categories of Goods and Services and take approval from Executive Director. In special cases, the Executive Director may at his discretion permit deviations from these standard templates.

8. Bid Security (EMD)(GFR:170) :

Bid Security (also known as Earnest Money Deposit) @ 2% to 5% of the estimated value of the Indent to be obtained in case of open or limited tender enquiry. Bid Security is exempted in case of Micro and Small Enterprises (MSEs) as defined in MSE Procurement Policy issued by Department of Micro, Small and Medium Enterprises (MSME) or those who are registered with the Central Purchase Organisation or are registered with the RCB, after obtaining an undertaking as prescribed under GFR. Bid security to unsuccessful bidder shall be refunded after award of the purchase order/contract/work order etc.

9. Performance Security:(GFR:171)

Performance Security depends on the market conditions and commercial practice for the particular kind of goods and services. Performance Security should be for an amount of five (5%) to ten(10%) percent. of the value of the contract as specified in the bid documents. Performance Security may be furnished in the form of an Account Payee Demand Draft, Fixed Deposit Receipt from a Commercial bank, Bank Guarantee from a Commercial bank or online payment in an acceptable form. Performance Security should remain valid for a period of sixty days beyond the date of completion of all contractual obligations of the supplier including warranty obligations. In exceptional circumstances, the CA may approve the waiver or reduction of Performance Security.

10. Payment Terms

- a) In case of Good and Services, especially local purchase, in special cases, the concerned officer may draw advance with the approval of CA and make payment

to the supplier, as required, and settle the same with Finance department within 45 days of drawal of advance. In case the same is not settled within 45 days then Finance department shall be entitled to deduct the same from the salary of the employee. Any deviation, would require approval of Executive Director.

- b) Ordinarily, payments for services rendered or supplies made should be released only after the services have been rendered or supplies made (GFR: 172(1)). However, it may become necessary to make advance payments in certain cases like servicing of Air- conditioners, computers, other costly equipment, etc. and also in case of turn-key contracts etc. In such cases, advance may be released to the extent of :
- i. Thirty per cent of the contract value to private firms
 - ii. Forty per cent of the contract value to a State or Central Government agency or a Public Sector Undertaking; or
 - iii. in case of maintenance contract, the amount should not exceed the amount payable for six months under the contract.

In special cases, based upon the recommendation of the concerned department, CA may allow may relax, the ceilings mentioned above or approve the issuance of Inland Letter of Credit.

- c) Part payment to suppliers may be allowed depending on the terms of delivery incorporated in a contract.(GFR: 172 (2)).
- d) Upon receipt of Goods in RCB Store, the Store section will request the Indenting/Concerned/Nodal department to conduct a quality check which will certify the same for entry in Stock/Fixed Asset Register. The Stores will make entry in Stock Register, certify on the invoice and issue the Stock Certificate. The Purchase department will ensure necessary approvals and issue Memo for payment as per terms of the contract and submit the original invoice, Stock Certificate, Satisfactory Installation certificate from concerned department, as required, and relevant documents to the Finance department for payment as per the terms of Purchase Order. In case of Scientific equipment/instruments, a certificate of compliance of Technical specifications from Instrumentation/IT department will also be required. Standard Memo format for various types of Goods shall be developed by the SPC, which may be customised by the Purchase Department, as and when required. The Process Flow Chart for

payment for Goods is placed at Schedule V.

- e) Upon receipt of Goods under rate contract in RCB Store, the Store section will request the Indenting/Concerned/Nodal department to conduct a quality check which will certify the same for entry in Stock/Fixed Asset Register. The Stores will make entry in Stock Register, accordingly certify on the original invoice and issue the Stock Certificate. The Purchase department will ensure necessary approvals and issue Memo for payment as per terms of the rate contract and submit the invoice, Stock Certificate and relevant documents to the Finance department for payment as per the terms of contract. In case the amount in financial year exceeds original sanction then approval of Executive Director, shall be required to be taken by Purchase department. After obtaining the approval the Purchase department shall issue additional Sanction order and send to Finance department. Standard Memo format for rate contract shall be developed by the SPC, which may be customised by the Purchase Department, as and when required.
- f) In case of Non-consulting services, the Indenting/Concerned/Nodal department (eg. Rent, House keeping services, CHA rate contract, Electro Mechanical Service, AMCs, Telecom, Postal, etc), will forward the periodic original invoices raised by the vendor to the Purchase department after recording satisfactory performance on the invoice. The Purchase department will ensure compliance of contractual obligations and issue Memo for payment as per terms of the terms of contract. Standard Memo format for rate contract shall be developed by the SPC, which may be customised by the Purchase Department, as and when required.
- g) In case of Consulting services, the User department will forward the original invoices, as and when received, from the Consultant, to the Purchase Department department after recording satisfactory performance on the invoice. The Purchase department will ensure compliance of contractual obligations and issue Memo for payment as per terms of the terms of contract. Standard Memo format shall be developed by the SPC, which may be customised by the Purchase Department, as and when required.
- h) In case of Works, the Engineering department will forward the original invoices, as and when received, from the Contractor, to the Engineering department after recording satisfactory execution of the works. The Engineering department will ensure compliance of contractual obligations and issue Memo for payment as per terms of the terms of contract. Standard Memo

format shall be developed by the SPC, which may be customised by the Purchase Department, as and when required.

- i) In case of International Payments for Goods and services the Purchase Department shall prepare necessary and requisite documents in consultation with Finance department.

11. Special provisions in case of International Procurements

As per provisions of GFR-161(iv), where the Department feels that the goods of the required quality, specifications etc., may not be available in the country and it is necessary to also look for suitable competitive offers from abroad, the copies of the tender notice may be sent to the Indian Embassies abroad as well as to the foreign Embassies in India. The selection of the embassies will depend on the possibility of availability of the required goods in such countries. In such cases e-procurement as per Rule 160 may not be insisted. Any category of stores can be purchased from foreign suppliers subject to restrictions on imports as imposed by the Government of India from time to time.

- a) Provision of exemption in customs duty must be availed wherever possible.
- b) Import should normally be made directly from the foreign principal manufacturers. In the event a purchase is made through an Indian agent of the foreign company, proof that the Indian agent is an authorized agent of the foreign company must be obtained and must be part of the documents pertaining to the purchase. Any commission of the agency which may be payable to the Indian agent can be paid only in Indian Rupees (unless there is a change in Government of India rules which may necessitate payment in foreign currency).
- c) If a foreign company has opened an office in India then it can authorize any Indian agent to deal with RCB, Faridabad.
- d) All imports shall be done through the Purchase Section. The Purchase Section shall ensure through indenter that the item being imported does not fall under the restricted /negative/banned category.
- e) Request for quotation for items to be procured through import may be sent through email, in addition to registered post /speed post/courier/fax. If the other party confirms the receipt of email, the additional communication need not be sent.

- f) Issuance of Letter of Credit or releasing advance payments upto 100% may be allowed by ED without Bank Guarantee, within the ceilings prescribed by Reserve Bank of India (RBI). (Ref: OM no.8(2)/2018-E.IIA dated 31st December, 2019 of Department of Expenditure, Ministry of Finance, GOI)
- g) The exchange rate should be considered on the SBI B.C. selling rate ruling at the date of opening of financial bids. This should be mentioned in the tender enquiry as well as documents clearly.
- h) Term of shipment should normally be on CIF/CIP price. However, FOB price may be accepted as a special case on case to case basis depending on the situation.
- i) The Purchase Section will be responsible for placing orders, customs clearance, insurance and transportation of goods etc. The Accounts Section will arrange payment through bank.
- j) Wherever required, the Center shall avail the services of clearing and forwarding agents for foreign consignments arriving by air/sea. Such clearing and forwarding agents shall be hired on the basis of agreed terms or single consignment basis; whichever may be advantageous to the institute.
- k) The Store Section shall maintain a stock register in which all imported items received shall be entered. Delivery of foreign consignment to the purchaser will be made against the signature in this register. All imported items shall be appropriately entered in the departmental stock register and asset register (if applicable).
- l) Inspection Reports (IR) must be returned to purchase Section duly approved, or rejected, within three days of installation, failing which it will not be possible to lodge the claim of damage to the insurance company and it will be presumed that materials supplied are acceptable to the indenter.
- m) All Central Government directions with respect to preference to procurement of Make in India products and/or global tenders shall be adhered to.

12. Procurement from foreign sources through personal Credit Card (As per RBI Guidelines)

- a. In case of purchase of imported items on urgent basis, the Indenter may be allowed to make the payment through his/her personal credit card after ensuring necessary legal compliances after obtaining approval from the CA.

- b. Indenter should also declare that the item is not for sale, or profit and making it clear that it is exclusively for research purpose.
- c. If the item is not of proprietary nature then the indenter should declare that the price quoted by the firm is reasonable.
- d. Shipping mode and port of shipment must be clear in the order as to whether the shipment will be Ex-works/FOB/CIP/CIF etc. Indenter will also take approval from CA of payment of custom duty and delivery order charges to be paid to freight forwarder or CHA and Customs department from the appropriate grant.
- e. Shipping details should be intimated by the indenter to the Purchase before it is dispatched and shipping should be through institute authorized Freight Forwarder.
- f. The developments should be intimated appropriately to the Purchase Section for customs clearances, etc.
- g. Upon receipt of Goods in RCB Store, the Store section will request the Indenter to conduct/notify a quality check after which the Stores will certify the same for entry in Stock/Fixed Asset Register. The Stores will make enter in Stock Register, accordingly, certify on the invoice and issue the Stock Certificate. Thereafter, the Purchase department will ensure necessary approvals and issue Memo for payment settlement/reimbursement and submit the original invoice, Stock Certificate, Satisfactory Installation certificate, if applicable, and other relevant documents to the Finance department for needful.

13. Debarment from bidding (GFR: 151)

A bidder shall be debarred for a period not exceeding three years commencing from the date of debarment if he has been convicted of an offence—

- (a) under the Prevention of Corruption Act, 1988; or
- (b) the Indian Penal Code or any other law for the time being in force, for causing any loss of life or property or causing a threat to public health as part of execution of a public procurement contract.

The debarment shall not exceed two years, in case the bidder has breached the code of integrity as defined under GFR : 175. Before such debarment, reasonable opportunity shall be given. RCB will maintain such list which may be displayed.

14. General Instructions

- a) Any concession on taxes and levies such as GST, custom duty granted by the State/Central Government in procurement of any Goods to be availed. The Purchase department, in consultation with Finance department, shall obtain all such information and apprise all concerned about the applicability of tax/levy rates and charges brought about, if any, from time to time. Information about such tax concession shall be provided in every tender. The Purchase Section shall issue the requisite certificate to this effect for all purchases on demand by the suppliers and furnish the required report to the government agencies, as and when required.
- b) A list of suppliers/firms dealing with different Goods and services will be maintained by the Purchase Division. This list will be up-dated periodically based on response given by the firms and also adding new firms entering the market for the particular goods and services.
- c) Ordinarily, all invoices should be processed within 15 days of receipt of the same along with all requisite documents required under the contract. Any delay may be appropriately justified.
- d) In case of any situation not covered in the manual, prevailing GFR may be referred to.
- e) Special provisions issued under GFR specifically for Scientific Ministries and Departments will be applied, as and when required till its validity.
- f) All figures mentioned, above, are excluding taxes.
- g) All powers of interpretation of all or any of the clauses of this manual will rest with the Executive Director.

Process Responsibility Matrix

Sl. No	Process	Competent Authority/ Responsibility	Remarks
1	Administrative and Financial Sanction (AFS)	ED	
2	Repeat Orders	ED	
3	Decision upon type of Tender	SPC	Modes of Purchases
4	Issuance of NAC	GeM cell	
5	Technical Specifications		
5a	Upto Rs. 10 Lakh	Indenting Officer	
5b	Above Rs. 10 Lakh	SPC	Upon recommendation of Technical Committee
6	Floating of Tenders after AFS	COA	Upon recommendation of SPC
7	Opening of Bids	Purchase Department	Through Designated Officials nominated by COA
8	Technical Evaluation	SPC	Upon recommendation of Indenter or Technical Committee, wherever applicable
9	Opening of Single Response bids	COA	
10	Financial Bid Evaluation	SPC	
11	Award		
	Single Response against Open/ Limited Tender	ED	
	Proprietary	ED	
	Open/Limited tender upto Rs 10 Lakh	COA- within the ceiling of AFS	ED – in case value exceeds AFS
	Open/Limited tender above Rs.10 Lakh	ED	
	GEM cell procurement	COA- within the ceiling of AFS	ED – in case value exceeds AFS
12	Empanelment of vendors	ED	
13	Issuance of Award letter in case of Goods and Services	Purchase department	
14	Issuance of Award letter in case of Works	Engineering Department	
14	Quality check	Indenting department	

15	Receipt of Goods and Services beyond Schedule date of delivery	Delay upto 15 days: Indenting department Delay upto 30 days : COA Delay beyond 30 days: ED	
16	LD waiver	ED	
17	Repeat Orders	ED	
18	Waiver of Performance Security	ED	

Note : Wherever Department is mentioned, therein respective In-charges would be responsible

Local Purchase Committee

(Ref: GFR-155 – for purchases of Goods and
Non-Consulting Services costing upto Rs.10 Lakhs)

Composition :

1. Indenting Officer i.e. User Department Head or his nominee
2. AO(Purchase) or Nominee from Purchase department, not lower than Group B level Officer
3. AO (Finance) or Nominee from Finance department, not lower than Group B level Officer
4. Technical Expert from related discipline (wherever required)

Terms of Reference :

The committee will survey the market to ascertain the reasonableness of rate, quality and specifications and identify the appropriate 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/services i.e. _____ recommended for purchase are of the requisite specification and quality, priced at the prevailing market rate and the supplier i.e. _____ recommended is reliable and competent to supply the goods in question, and it is not debarred by Department of Commerce or Ministry/ Department concerned.”.

Standing Purchase Committee

Composition of Standing Purchase Committee (SPC) will be as under :

- | | | |
|--|--------|------------------|
| 1. One Faculty member (Professor level) | : | Chairman |
| 2. Two other faculty members | : | Member |
| 3. AO(Finance) | : | Member |
| 4. Instrumentation Engineer (only in case of Scientific Equipment) | : | Member |
| 5. Executive Engineer (only in case of Works/Engineering): | Member | |
| 6. System Administrator (only in case of IT Goods and services) | : | Member |
| 7. Indenter (may be co-opted by the SPC) | : | Member |
| 8. AO(Purchase) | : | Member Secretary |

Terms of Reference :

The terms of reference of SPC shall be:

- (a) to suggest and finalize the specifications of the indented goods and services
- (b) to examine the mode of procurement mention in the AFS and may suggest alternate mode
- (c) to indicate available source of supply in case of scientific/ technical / sophisticated/made to order equipment.
- (d) to examine the techno-commercial bids, price bids or EOI give recommendation
- (e) to examine and verify the justification of proprietary goods and services
- (f) to oversee the purchase process and ensure all procurement activity in a fair, transparent and efficient manner.
- (g) to dispose off any other matter referred to it

Quorum : 50% with mandatory presence of Chairman, Finance & Purchase.

Note:

- *The Competent authority will nominate Two Senior faculty members, out of which the senior most will chair . This will be reviewed on need basis*
- *In absence of any position falling vacant or any person not being available or any other circumstance, ED may nominate a member to the committee.*

Process Flow Chart: Part-A

Goods and Non-Consulting Services NOT available in GeM

(Table 1 (I))

Scientific Equipment/Computers upto Rs 1 Lakh and Other Commonly used Goods upto Rs.50000/-



Process Flow Chart: Part-B**Goods and Non-Consulting Services NOT available in GeM – without NAC (Table 1 (I)(c))**

- Scientific chemicals/ consumables with Propriety Usage Certificate (PUC)



Process Flow Chart: Part-C**Goods and Non-Consulting Services NOT available in GeM**

(Table 1 (II) Goods and Non consulting services upto Rs10 Lakh



Process Flow Chart: Part-D
Goods and Non-Consulting Services NOT available in GeM
(Table 1 (III) (a))

- Open Tender for Goods & Non-Consulting Services estimated above Rs.10 Lakh-(GFR: 161),
- From Rs.10 Lakh upto Rs.25 Lakh for limited tender (GFR:162))



Process Flow Chart: Part-E**Goods and Non-Consulting Services NOT available in GeM****(Table 1 (III) (b))**

- Goods: Single Tender Enquiry GFR: 166



Process Flow Chart: Part-F**Rate Contract****(Table 1-IV :)**

- 1** Preparation of Indent by the Indenting Department
- 2** Obtaining AFS by Indenting Department (Total ceiling expenditure)
- 3** Indenting Department obtains NAC from GeM Cell
- 4** Forwarding to Purchase department
- 5** Purchase Department convenes the SPC meeting
- 6** SPC reviews the terms and decides upon the mode of procurement
- 7** In case of Single tender SPC will obtain approval of CA
- 8** Purchase Department floats Limited/ Open tender
- 9** Technical bids receipt and opening by the SPC
- 10** Recommendation of SPC
- 11** SPC approves the recommendation and forwards to Purchase Department
- 12** Purchase Department to take approval of CA for final Award
- 13** Purchase Order Issuance
- 14** Stock entry and certification of Indentor and Stores Incharge on the face of bills
- 15** Forwarding Bills & Documents to Finance
- 16** Payment

Process Flow Chart: Part-G
Non-Consulting Services NOT available in GeM

(Table 1 (v) (a) and (b))

- Non-consulting Services Upto Rs 10 Lakh (GFR 201(i) (b))
- Non-consulting services above Rs 10 Lakh (GFR 201(ii))



Process Flow Chart: Part-H
Procurement process for Goods and Non-Consulting Services through GeM
(Table 2)



References :

1. General Financial Rules, 2017 as amended from time to time
2. CSIR Purchase Manual 2019 and its subsequent amendments
3. Purchase Manual of NLC India Limited (updated - July 2021)
4. Purchase & Stores Rules, 2018 of Indian Institute of Technology (IIT), Roorkee
5. ICMR Guidelines for Procurement of Goods & Services –2018
6. Defence Procurement Manual
7. Procurement Manual of UIDAI, Planning Commission, Govt. of India
8. Ministry of Finance, Department of Expenditure, GOI ID no.8(2)/2018-E.IIA dated 31st December, 2019 regarding Advance Remittance without Collateral Security within the ceiling prescribed by RBI