

INDIAN SCHOOL OF MINES

DHANBAD – 826004



## NEW STORES & PURCHASE MANUAL

Approved by the Finance Committee & Executive Board  
in its meeting held on 3<sup>rd</sup> December 2013 & 21<sup>st</sup> March 2014

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## **PART I: PURCHASE PROCEDURE**

### **1. About the Manual**

The policy of the Indian School of Mines (ISM) is to make procurement of stores in such a way that efficiency, economy and transparency in the processes of procurement can be envisaged and the human resource involved in the process can effectively exercise their financial powers for making procurements in all stakeholders' interest.

This procurement manual elaborates the principles of segregation of responsibilities between requisitioning and procurement departments by specifying several of such separate and distinct functions within the overall procurement system. The procurement manual underlines the best practices available to help the institute to procure goods and services that meet the specifications at the best value for money and within the required time frame. This manual should be used as the definitive guide for procurement rules and should be followed in letter and spirit.

#### **1.1 Intent of the Manual**

The intent/objective of the manual can be summarised as follows:

- (i) To attain best value for money taking into account principles of efficiency, economy and transparency to satisfy the long term goals of ISM.
- (ii) Transparent and fair procurement process facilitating optimum competition possible in procurement of goods and services.
- (iii) Providing sufficient notice & opportunity to bidders and hence provide equal opportunity to market players to do business with the institute.
- (iv) Ensuring proper diligence and accountability in all procurement decisions.
- (v) Achieving a uniform, systematic, efficient and cost-effective procurement process. The process should also be in accordance with the applicable rules & regulations of the Government.
- (vi) Procuring all stores funded by government agencies as per the General Financial Rules (GFR), Government of India, prevailing from time to time.

### **2. Abbreviations and Definitions**

#### **2.1 Abbreviations**

AR - Assistant Registrar

AS - Accounts Section

EB - Executive Board

CA - Competent Authority

CC - Computer Committee

CI - Consultant Incharge

CS - Consumable Stores

CFA - Competent Financial Authority

DPAC - Departmental Purchase Advisory Committee

DR - Deputy Registrar

FC - Financial Concurrence

JEE - Joint Entrance Examination

GFR - General Financial Rules

HOD - Head of the Department

IA - Internal Audit

IR - Inspection Report

LTAS - Limited Time Asset Stores

NCS - Non-Consumable Stores

P&S - Purchase & Stores

PC - Project Coordinator

PCE - Professor of Continuing Education

PI- Principal Investigator

PPF - Purchase Proposal Form (Indent Form)

PSO - Purchase & Stores Officer (DR/AR)

R&D - Research and Development Office

RC - Rate Contract

TAC - Tender Advisory Committee

## 2.2 Definitions

**Approved format:** At different places in this document reference is made to approved formats. All such formats shall be approved by the Director from time to time. The approved formats, as at present, are enclosed in Appendices I - X.

**Consultant In-charge:** An employee or any person authorized by the competent authority of the institute whose name is recorded as a Consultant In-charge in the records pertaining to the consultancy project in the PCE office.

**Competent Authority:** The financial limits up to which the concerned person has the authority to approve purchases within the allocated budget of the department/ project/ financial area as specified in Section 4.0 'Financial Sanctioning Powers'.

**Department:** Department shall imply Department/Inter-Disciplinary Program/Centre/Central Facility/Section or any entity in the Institute which has a separately allocated budget.

**Indenter/ Purchaser:** The individual who initiates and signs the purchase proposal (Indent) form shall be referred to as an indenter.

**Project:** Project shall mean and include any sponsored research, consultancy project or any other activity which has a valid project number, given by the PCE/R&D office of the Institute.

**Principal Investigator/ Project Coordinator:** An employee or any person authorized by the competent authority of the institute whose name is recorded as a Principal Investigator/ Project Coordinator in the records pertaining to the project in the R&D office.

**Rate Contract:** A Rate Contract (RC) is an agreement between the purchaser and the supplier(s) for supply of specific goods and allied services, if any, at specified price and terms and conditions during the period covered by the Rate Contract.

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

**Temporary Contingent Advance:** It is an advance which can be taken to meet contingent expenses on NCS/LTAS/CS/Miscellaneous items. This should normally be taken from the appropriate budget head.

## 3. Classification of Stores

All stores to be procured shall be classified into three categories, viz. Non-Consumable Stores (NCS), Limited Time Asset Stores (LTAS) and Consumable Stores (CS).

### **3.1 Non-Consumable Stores (NCS)**

Stores satisfying any one of the following conditions shall be classified as non-consumable stores:

- a) stores which are intended to be used over prolonged periods before becoming unusable/ unserviceable/beyond economic repair or obsolete,
- b) stores having a significant disposal value,
- c) stores which are sub-systems or parts of an equipment, which can be potentially repaired and reused, and
- d) stores which are either fabricated or assembled equipment, and which if bought as a single item would have been classified as Non-Consumable Stores.

All non-consumable stores have to be entered into the Asset Register of the institute and the NCS Stock Register of the appropriate department.

Examples: (examples are indicative and not exhaustive) plant and machinery, equipment, fabricated equipment, instruments, assembled instruments, motors, gas cylinder, workshop machines, furniture, books etc.

### **3.2 Limited Time Asset Stores (LTAS)**

Stores satisfying any one of the following conditions shall be classified as LTAS;

- (a) stores which have significant value when purchased but rapidly lose their value/relevance with the lapse of time and have very little or negligible disposal value, and/or
- (b) Stores which can be upgraded either by replacing components/parts or which can be rendered obsolete by the release of new versions or editions.

All LTAS shall be entered into the Limited Time Asset Stores Register of the Institute and in a separate Limited Time Asset Stock Register in the appropriate Department.

Examples: (examples are indicative and not exhaustive) Computers, disk and other peripherals drives which are computer accessories, software, printers, monitors, UPS, telephones, mobile etc.

### **3.3 Consumable Store (CS)**

Stores satisfying any one of the following conditions shall be classified as CS:



- a) stores which exhaust with lapse of time,
- b) stores which are rendered unusable due to normal wear and tear,
- c) stores which do not have significant disposal value, and
- d) Spares of equipment which do not fall either in the NCS or LTAS category.

The CS shall be entered in the CS Stock Register of the appropriate department. For projects, the CS shall be entered in the CS Stock Register for the project.

Examples: (examples are indicative and not exhaustive) chemicals, medicines, stationery items, printer ribbons and cartridges, pen drive, floppies, CD ROMs, magnetic tapes, chips and electronic components like resistors, capacitors, connectors etc, electrical components like wire switches, plugs, bulbs, cells, tool-bits and hand tools etc.

If the spares are purchased for fabricating or manufacturing any equipment, such spares are to be treated as Non Consumable items. However, if a spare is purchased to replace any spare of an equipment, such spare be treated as CS, provided such spare do not have any replacement value.

### **3.4 Preparation of Indent**

**3.4.1** All stores up to Rs.30,000/- shall be processed by PI/PC/CI/ Head of the Department/Centre/Administrative Sections directly and not routing through DPAC.

**3.4.2** All stores of value more than Rs.30,000/- need to be indented through a Departmental Purchase Advisory Committee (DPAC) constituted and headed by Head of the Department/Centre/Section/PI/PC/CI consisting of at least 2 members including indenter from the Department/Centre/Section and at least one member from outside Department/ Centre/Section having some knowledge about the store indented for.

In project related purchase, PI/PC/CI shall be the Chairman of the DPAC. In case PI/PC/CI is the indenter, all the above functions will be performed by the Head of the Department.

In all purchases other than projects, Head of the Department/Centre/ Section shall be the Chairman of the DPAC. All project related purchase indents will follow the channel of PC/CI/ Dean (R&D)/Registrar depending on the delegated financial power. All other purchase indents should be routed through HOD/Registrar depending on the delegated financial powers.

**3.4.3** For administrative wings of the institute, DPAC shall be constituted by the Registrar/Dean/Director.

**3.4.4** For indents of value exceeding Rs.25.00 lakhs, concerned Heads of the Department/Centre will include at least one external member (i.e. outside the institute) into DPAC with approval of the Director or any official nominated by the Director.

**3.4.5** The function of DPAC shall be:

- (a) to examine the need of purchase,
- (b) to suggest complete specification of the store indented, and
- (c) to indicate available source of supply in case of scientific/ technical / sophisticated/made to order equipments,
- (d) to examine the authenticity of proposal wherever required.

**3.4.6** The recommendation of the Committee would be put up for approval of the competent authority by the Indenting Division. After getting approval, the proposal will be forwarded to the Purchase Division for taking procurement action.

**3.4.7** Limits as laid down in 3.4.1, 3.4.2, 3.4.4 can be amended by FC/EB from time to time.

### **3.5. Procurement of Stores**

**3.5.1** Purchase up to Rs.60,000/- will be taken up by HOD/PI/PC/CI at the departmental level. Purchase of all stores above Rs.60,000/- will be taken up by the Purchase Section based on the requisition/indent received from the Heads of the Department/Centre/PI/PC/CI along with the recommendations of the Departmental Purchase Advisory Committee (DPAC).

**3.5.2** Department /Centre /Purchase Section shall be responsible to see that all purchases are made in the most economical manner in accordance with the definite requirements of each department.

**3.5.3** Purchase shall not be split up to avoid the necessity of obtaining the approval/sanction of the higher authority or to bring it within the amount of their approval/sanctioning powers, with reference to the total amount of the orders.

**3.5.4** Purchase requisitions/indents will be scrutinized by the Departments / Purchase Section with reference to the following:

- a) The requisition/indent for purchase is complete in all respects and contains full specifications of the stores to be purchased, quantity or weight required, time schedule, etc.
- b) Whether the stores requisitioned are of general nature, proprietary, available on contract term, etc.
- c) Whether any other department has also placed requisition for the similar stores in which the purchase can be combined, wherever possible.

## **4. Financial Sanctioning Powers**

The financial limit up to which the concerned person has authority to sanction purchases within the allocated budget of the department/project/functional area is as per the financial limits approved by the Executive Board under 'delegation of financial powers'. Such a person shall be referred to as the Competent Financial Authority (CFA). It is the responsibility of the CFA to ensure that sufficient funds are available for the purchase.

The Director may delegate the financial power to a Dean/other senior official for project purchase only up to the limit of Rs.15 lakhs.

## **5.0 Pre-requisite of Firms & Blacklisting**

The following pre-requisites shall be complied with by the firms for participating in purchase of materials/services/equipments/instruments etc.

### **5.1 Local Firms**

The local firms shall be required to be registered with Sales Tax Office and should have Service Tax Registration, Tax Payer Identification No (TIN) and PAN allotted to them, as applicable. The firm must maintain an office/shop/show room registered in its own name, in the market/industrial area or another suitable place and should have a bank account wherein the payments may be sent directly in the bank. Such firms shall be required to provide aforementioned documents as and when required, by the institute.

Credentials including manufacturing capacity, quality control facilities, past performance, after-sales service, financial background etc. of the firm shall be carefully verified by the institute.

### **5.2 Outside Firms**

The firms hailing from outside (beyond Dhanbad district) must be manufacturing or authorized dealers/agents/stockists/suppliers/ service providers of manufacturers. Purchase can be made only from those reputed sellers who have sales/service tax registration/CST registration, Shop Act Registration, PAN (Income Tax), Tax Payer Identification No (TIN), and relevant excise registration, wherever applicable and should have a bank account wherein the payments may be directly sent. Such firms shall be required to provide aforementioned documents as and when required, by the institute.

Credentials including manufacturing capacity, quality control facilities, past performance, after-sales service, financial background etc. of the firm shall be carefully verified by the institute.

### **5.3 Black listing**

Black-listing of firm can be done on the recommendations of the HOD/PI/PC/CI/DRs/ARs of P&S/ Accounts/IA and with the approval of the Competent Authority. The DR/AR (P&S) shall process all such cases reported by the departments. A committee specially constituted by the Director shall examine the case and shall submit its recommendations to the Competent Authority for final decision. The information on such firms shall be promptly and widely disseminated by DR/AR of P&S to all concerned.

### **6.0 General Procedures and Rules for Purchases**

The following procedures shall apply to all purchases except where stated otherwise: Indenter will send approved indent with detailed specifications for inviting quotations to P&S for both the purchases (Institute and Projects). P&S after inviting quotations and making comparative statement will send to the concerned indenter for making recommendation for placing orders. The purchase shall be processed normally based on at least three quotations from reputed sellers. Enquiry should be floated to as many vendors as possible to have competitive rates. Quotations can be called either electronically or by registered post/ speed post/courier service in sealed covers. In addition, the Notice Inviting Tender (NIT) shall be hosted on the institute's website if the value is more than Rs.1,00,000 (Rupees one lakh only). Typically, the call for quotation shall contain the following:

- (i) the specification of the item(s) and end-use of the required goods,
- (ii) quantity to be purchased,
- (iii) the date and time by which the quotation should be received,
- (iv) the date by which deliveries are expected,
- (v) the date on which the quotation will be opened (wherever necessary),
- (vi) warranty requirements,
- (vii) requirement of test certificate, if any,
- (viii) requirement of type of approval for compliance of statutory requirements with respect to pollution, emission, noise, etc.
- (ix) training, technical support, after sales service and annual maintenance contract requirements, if any,
- (x) period of validity of quotation,
- (xi) special requirements of packing and marking, if any,
- (xii) normal payment terms of the institute,
- (xiii) tax exemptions as applicable and
- (xiv) any other special terms and conditions which are applicable.

Quotations must be opened by the Tender Opening Committee comprising of the following:

- (a) Representative of HOD/Section Head/PI/PC/CI,
- (b) Indenter or his representative, and
- (c) DR / AR from P&S,
- (d) In case of high value purchase (Rs. 10 lakhs and above) a representative of AS.

All quotations must be signed by all members of the committee (along with date). The rates should preferably be quoted both in words and figures. Any over-writing or cutting in the quotation must be encircled and signed by all members. Signatures are necessary on the covering envelope, financial part of the bid and the part which contains the terms and conditions.

The bidders may be informed the date, time and venue of tender opening for their attending the same, if interested.

A Comparative Statement indicating all taxes, freight, forwarding etc (i.e. the total cost of the purchase) prepared by P&S along with all quotations shall be forwarded to the indenter/ Section Head for recommendations through TAC.

All the purchases exceeding Rs. 30,000/- (Rupees Thirty Thousand only) must be pre-audited through Internal Audit and FC be obtained before the expenditure is sanctioned.

### **6.1 Purchase of Goods without Quotation**

As per GFR, GOI purchase of goods up to a value of Rs.15,000/- (Rs Fifteen Thousand only) on each occasion (where funding is made by government agencies) may be made without inviting quotations/bids by the competent authority on the basis of a certificate recorded by him.

Whereas purchase of goods up to a value of Rs.30,000/- (Rs Thirty Thousand only) on each occasion (where funding is made by other than government agencies) may be made without inviting quotations/bids by the competent authority on the basis of a certificate recorded by him. The format of the certificate is as follows.

“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.”

Signature of Indenter

Counter signed by HOD/PI/PC/CI

All Purchases as in the serial number 6.1 can be made directly by the purchaser from the market/authorized dealers (after ensuring that the price is reasonable). The procured items shall be entered in the appropriate Stock Register and Assets Register maintained by the department concerned and after which the file may be sent to the Accounts Section for payment.

## **6.2 Purchase of goods by Market Survey**

This process of purchase may be used for items like raw materials for fabricating furniture/ equipment, interior decorated items, liveries, small value items with larger quantities, items of aesthetic nature, and specialized project related purchases to facilitate the completion of project in time. Purchase of these goods costing:

- (i) more than Rs.15,000/- (Rs. Fifteen Thousand only) and up to Rs.1,00,000/- (Rs One Lakh only) on each occasion (where funding is made by the government agencies as per GFR and the purchase has to be made through market survey);
- (ii) more than Rs.30,000/- (Rs. thirty Thousand only) and up to Rs.1,50,000/- (Rs One Lakh Fifty Thousand only) on each occasion (where funding is made by other than the government agencies and the purchase has to be made through market survey);

may be made on the recommendations of a duly constituted Local Purchase Committee consisting of at least three members as recommended by the HOD and approved by the Registrar/ Director/any other official as nominated by the Director. 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 the members of the local 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.”

Signatures

## **6.3 Purchase of Goods with Quotation at the Departmental Level**

**6.3.1** Purchase of stores value up to Rs.60,000/- (rupees Sixty Thousand only) should be made directly by the concerned Department/ Centre/ Section by inviting tender. Enquiry should be floated by registered post/courier/fax/e-mail/speed post but quotations must be received in a sealed cover. Minimum three quotations are required

to process such procurement. The quotations so received should be opened by a committee duly approved by the HOD/PI/PC/CI and recommendation for the purchase shall be made by the TAC under the chairmanship of HOD/PI/PC/CI. All such purchases must be audited through Internal Audit and FC be obtained before the expenditure is sanctioned and all such purchase order shall be placed directly by the HOD/PI/PC/CI.

**6.3.2** Purchases of indent value of more than Rs.60,000/ (Rs. Sixty Thousand only) will be processed directly by the P&S Section.

#### **6.4 Purchases on Rate Contract (Under DGS&D)**

A Rate Contract (RC) is an agreement between the purchaser and the suppliers for supply of specific goods and allied services, if any, at specified price and terms and conditions during the period covered by the Rate Contract.

In case of items for which Directorate General of Supplies & Disposals (DGS&D) Rate Contract exist, the DR or AR (P&S) will procure these items by placing direct orders on the firms. Such purchases need not be routed through Central Purchase Committee (CPC). However, recommendation of TAC is needed for processing such cases.

Any item may be purchased on single quotation basis at DGS&D approved rate from authorized and established firms authorized by the manufacturer. But the firm has to furnish latest DGS&D rate contract copy. Rate contract will not be a binding as long as other purchase process is followed and the rate at which the order is being placed does not exceed the DGS&D rate for similar specification.

#### **6.5 Annual Rate Contract (Other than DGS&D)**

Items/Stores which are required by several departments, on continuous basis like stationery, chemicals, medicines, glassware, electrical goods, furniture etc. and services, a rate contract for the supply of such stores may be made by the Purchase Section after inviting tender/quotation, having TAC recommendation, obtaining concurrence of CPC (if required), and after getting the approval of the Registrar /Director as the case may be. A list of such approved 'contracts' will be circulated to all the Departments/Pis. Orders for supply of such goods on approved contract rates may be placed directly by the HOD/ PI/PC/CI, subject to the verification by the Accounts Section as to the availability of funds.

#### **6.6 Purchases from Government Organizations**

Stores manufactured by Public Sector Undertakings, Government Organizations like Khadi Bhandar, State Khadi Udyog, Coir Board of India, KVIC, NTC etc. and such

other stores/materials the prices of which are controlled/fixed by the Government may be purchased without inviting quotations from the open market . In case of availability of more than one government organization for a particular item, purchase may be made after getting quotations from the government organizations. Whenever a new government organization approaches for making supplies, they may be asked to submit documents authorizing purchase from them.

### **6.7 Emergency Purchases**

On the specific recommendation of the CI/PI/PC/ Sectional Heads through HOD/HOC, emergency purchases may be made to meet any emergent requirement of stores with the prior approval of the Director. Such purchases will not require processing of orders through the Central Purchase Committee and may be made on single/ limited quotation basis.

Any such purchase, costing more than Rs. 5.00 lakh along with the circumstances under which the purchases had to be made shall be reported to the Chairman, EB for his information.

### **6.8 Negotiation**

This course of action should be adopted, wherever necessary, with the prior approval of Director, ISM with lowest bidder/ single proprietary bidder.

### **6.9 Repeat Orders**

Repeat orders are processed subject to the following conditions:-

- i. The repeat order can be made with no change in the rates, specifications as well as terms & conditions of supply.
- ii. The repeat order shall be placed within 6 months from the date of the initial placement of purchase order or 4 months from the date of satisfactory installation whichever is later.
- iii. After ensuring that there is no reduction in the cost of the item(s).
- iv. No repeat order will be placed if buy-back is involved in the purchase.
- v. Any amendment of initial order shall not be considered for repeat order.

### **6.10 E-Procurement**

Purchase of goods through electronic mode of interface with tenderers and IT enabled management of the entire procurement process (notice inviting tenders, supply of tender documents, receipt of bids, evaluation of bids, award of contract, and execution of contract through systematic enforcement of its various clauses and tracking claims, counter-claims and payments) is called e-procurement.

As such, all the departments/sections/centres are advised to proactively engage



themselves in articulating user needs in the development of IT system for e-procurement. The system should be secure, capable of maintaining complete confidentiality at appropriate stages of the bidding process, so that the tenderers feel confidence in electronically transmitting their queries and bids. Until a full fledged system for e-procurement is developed by the institute, the departments/sections/centres may receive quotations through hard copies. In case of proprietary items, the quotations may be received by hard copies or email. It is in this context that all departments/sections/canters are advised to display all enquiry letters on the Institute website and notice board of the concerned departments/sections/canters so that the registered firms are able to submit their quotations to the concerned department within the specified period. After finalization of the e-procurement system Institute will implement the same.

### **6.11 Purchase under buy back scheme**

If any item is purchased under buy back scheme for old one, quotations are to be invited clearly mentioning the specification of old and new item asking the buyback offer from the vendors. When it is decided with the approval of competent authority to replace an existing old item(s) with a new and better version, the department may trade the existing old item while purchasing the new one. For this purpose, a suitable clause is to be incorporated in the bidding document so the perspective and interested bidders formulate their bids accordingly.

### **6.12 Purchase of goods by obtaining bids**

- i. Advertised Tender Enquiry
- ii. Limited Tender Enquiry
- iii. Single Tender Enquiry (Proprietary item)

#### **6.12.1 Advertised Tender Enquiry**

- i. Invitation to tenderers by advertisement should be used for procurement of goods/ services of estimated value Rs.25 lakhs and above and the advertisement should be given in at least in one national daily having wide circulation. In case the indent estimated value is Rs. 50 Lakhs or above, advertisement should be given in at least two national dailies having wide circulations.
- ii. The advertisement should also be published in the web site of ISM. In addition the enquiry should also be sent to the perspective bidders through post/ courier/email.
- iii. The complete bidding documents should be hosted in the website and permit prospective bidders to make use of the document downloaded from the website. If such a downloaded bidding document is priced, there should be clear

instructions for the bidder to pay the amount by demand draft, etc., along with the bid.

- iv. Ordinarily, the minimum time to be allowed for submission of bids should be four weeks (in case of Open Tender) from the date of publication of the tender notice or availability of the bidding document for sale, whichever is later.

### **6.12.2 Limited Tender Enquiry**

- (i) This method may be adopted when estimated value of the goods to be procured is less than Rupees Twenty-five lakhs. Copies of the tender document should be sent directly by speed post/registered post/courier/e-mail to prospective firms. The number of supplier firms in Limited Tender Enquiry should be at least five in number. Further, web-based publicity should be given in ISM website as per Section 6.0. Efforts should be made to identify a higher number of approved suppliers to obtain more responsive bids on competitive basis.
- (ii) Purchase through Limited Tender Enquiry may be adopted even where the estimated value of the procurement is more than Rupees twenty-five lakhs in the following circumstances. This process may only be applicable in time bound purchase.
  - (a) The indenting department certifies that the demand is urgent and any additional expenditure involved by not procuring through advertised tender enquiry is justified in view of urgency. The department should also put on record the nature of the urgency and reasons why the procurement could not be anticipated.
  - (b) There are sufficient reasons, (to be recorded in writing by the competent authority), indicating that it will not be in the public interest to procure the goods through advertised tender enquiry.
  - (c) The sources of supply are definitely known and possibility of fresh source(s) beyond those being tapped is remote.
- (iii) Ordinarily the time to be allowed for submission of bids in Limited Tender Enquiry cases should be three weeks from the date of publication of the tender notice or availability of the bidding document for sale, whichever is later.

### **6.12.3 Single Tender Enquiry**

Procurement from a single source may be resorted to in the following circumstances (without advertisement in News paper & website):

- (i) It is in the knowledge of the user department that only a particular firm is the manufacturer/ provider of the required goods/ services.
- (ii) In a case of emergency, the required goods/ services are necessarily to be purchased from a particular source and the reason for such decision is to be recorded and approval of competent authority to be obtained.
- (iii) For standardization of machinery or spare parts to be compatible to the existing sets of equipment (on the advice of a competent technical expert and approved by the competent authority), the required item is to be purchased only from a selected firm.

Proprietary Article Certificate in the following form has to be submitted before procuring the goods/services from a single source.

**Proprietary Article Certificate**

i. The Equipment/Instrument/Store wanted is/are manufactured by M/s.....

No other make is acceptable for the following reasons:  
 .....  
 .....  
 .....

Signature of the Indenter

Name:.....

Deptt./ Centre/ Section:.....

ii. Approval of HOD/HOC as store holding authority.....

iii. The Finance/ Audit has concurred in the proposal

**6.12.4 Two bid system**

For purchases Rupees Ten Lakhs and/or above of capital equipment, high value plant, machinery etc. of complex and technical nature, tender enquiry document, complete in all respects, may be issued as usual. However, the tenderers should be asked to bifurcate their quotation in two parts. The first part is to contain the relevant technical specifications and allied commercial details as required in terms of the tender enquiry documents and the second part should contain only the price quotation. The first part is commonly known as a 'Technical Bid' and the second part 'Financial Bid'.

The technical bid and the financial bid should be sealed by the tenderer in separate covers. The technical bids are to be opened in the first instance, at the prescribed time and date and the same will be scrutinized and evaluated by the TAC with reference to the parameters prescribed in the tender documents and the offer received from the tenderers. Thereafter, in the second stage, the financial bids of only the technically acceptable offers (as decided in the first stage above) are to be opened for further scrutiny, evaluations, ranking and placement of order.

**Bid Security (EMD):** Bid Security (also known as Earnest Money Deposit) @ 2% of the estimated value of the Indent to be obtained in case of advertised or Limited tender enquiry, where value is Rs.10,00,000/- or above in the form of Demand draft/Bank Guarantee to safe guard the purchaser's interest in all respect. However, those who are registered with Central Purchase Organisation, National Small Industries Corporation (NSIC) or concerned Ministry or Department are exempted from submission of Bid Security or as amended by the Government of India from time to time.

**Performance Security:** Performance Security is to be obtained from the successful bidder awarded the order. Performance Security should be 10% of the ordered value. Performance Security may be furnished in the form of Bank Guarantee only and should remain valid for a period of 60 days beyond the date of completion of all contractual obligation of the supplier including warranty obligation.

### **6.13 Late Tender**

In the case of advertised tender enquiry, or limited tender enquiry, late tenders (i.e. tenders received after the specified date and time for 'receipt of tenders') should not be considered.

If less than three quotations are received within stipulated time, the late receipt of tenders up to a week's time may be accepted provided tenders received in time have not been opened. Even after the first extension, if there is no response from tenderers, one more opportunity may be given to them and such an extension may be communicated to them by e-mail, and Registered/ Speed post. In case of non-receipt of tenders after these efforts, the received tenders may be opened with the recommendation of the HOD from the indenting department and prior approval of the competent authority.

However, in case of two-bid system, if less than three technically valid quotations are available, price bid of those valid quotations may be opened on the basis of the TAC recommendation subject to the approval of the competent authority.

### **6.14 Tender Advisory Committee (TAC)**

No TAC is required for the purchase less than Rs.30,000/- and the recommendation of the Head of intending division/PI/PC/CI will suffice. For scrutinizing the tenders of more than Rs.30,000 and less than Rs.25 lakhs, the DPAC of the Department/Section may look after the function of TAC.

For purchases related to various administrative sections, Tender Advisory Committee (TAC) shall be constituted by the Registrar. In case of purchase value of Rs.25.00 lakh and above, at least one external member (i.e. outside of ISM) may be included in the TAC with the prior approval of Director, which may be same as DPAC as outlined in Section 3.4.4.

### **6.15 Central Purchase Committee (CPC)**

All indents for purchase of stores costing Rs.5,00,000/- and above will be scrutinized and approved by a Central Purchase Committee after processing by the Purchase Section based on the recommendation of the Tender Advisory Committee. The Central Purchase Committee will consist of the following members to be nominated by the Director:

Professor	Chairman
One faculty Member	Vice-Chairman
One more faculty Member	Member
DR(F&A)/ AR(IA)/ AR(B&P)/ AR(GA)	Member
DR(P&S)/ AR(P&S)	Member Secretary

Indenter concerned/Representative of Head of the Deptt/Centre /Section shall be invited to attend the meeting of CPC. This shall be mandatory for consideration of the purchase proposal for the said Department/Centre/Section. CPC meeting should be organized every week to facilitate the purchase in a time-bound manner. In the absence of Chairman, the Vice-Chairman, CPC will chair the meeting.

**6.15.1** After purchase proposals have been recommended by Central Purchases Committee, the same will be sent for obtaining financial sanction from the competent financial authority and placing the purchase order.

### **7.0 Payment Terms**

**7.1** Ordinarily payment for services rendered or supplies made, should be made only after the services have been rendered or supplies made with satisfactory installation certificate from indenter.

**7.2** Payment terms against dispatch documents through bank may be allowed for the purchases made from Government Firms. In general, in such cases, 90% payment may be made against dispatch of documents and balance 10% on receipt of the consignment

or the installation of the consignment as the case may be.

**7.3** Any advance payment to any private firm shall normally be discouraged. However, under exceptional circumstances, an advance payment may only be made against a bank guarantee of a scheduled commercial bank equivalent to the advance amount for an indigenous purchase.

**7.4** Payment for Import Purchase:

(a) Payment for import shall normally be made through 90% irrevocable confirmed letter of credit (against submission of documents) and balance 10% on satisfactory installation report from the user department through wire transfer.

(b) In case of purchase order value less than Rs.10 lakhs, 100% payment can also be made by a foreign demand draft after satisfactory installation report received from the user department. In this case demand draft will be prepared against Proforma Invoice (PI) and photocopy of the same will be forwarded to the foreign supplier.

(c) Advance payment (other than (a) and (b) above) by a foreign currency draft/Telegraphic Transfer can be made up to a value of US\$ 10,000/- (or equivalent in foreign currency). For such payments, the advance payment will be treated as an advance against the purchase until it is adjusted. However, in such a case the credential of the supplier needs to be verified and recommended by the Indenter/HOD before release of payment.

**7.5** All advance payments shall be approved by the Director/ Chairman, Executive Board (as the case may be) on the basis of recommendation of the TAC and the CPC (if the purchase value is more than Rs.5 lakhs).

**7.6** If the payment term is against delivery/COD (cash on delivery)/ then after receiving the goods indenter shall inform P&S to release the payment after satisfactory installation.

**7.7** In the case of balance 10% payment, after receipt of satisfactory Inspection Report, the items must be entered in appropriate stock and asset register. The P&S will submit the necessary documents within two working days to AS for release of payment. The AS will ensure that the payment due are released within three working days through bank transfer/cheque/ draft directly to the seller.

**7.8** Under exceptional circumstances, with specific request from the P&S Section the cheque/draft can be given to the purchaser for onward transmission to the seller. In such a case the purchaser shall be responsible for submission of the receipt from the seller to AS. In all other cases, when payments are released by AS, intimation to this effect must be sent by the AS to the supplier and P&S Section for information.

## **8. Liquidated Damages (Late Delivery)**

There should be a suitable provision in the terms & conditions of the contract 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. Such recovery through liquidated damages should be without prejudice to the other remedies to the purchaser under the terms of the contract.

A penalty clause for a penalty of 1% of the delivered price of the delayed goods for each week or part thereof subject to a maximum of 5% of the delivered price is to be incorporated in the contract terms and this will be deducted from the bill of the supplier. However, the competent authority may relax the penalty clause under exceptional circumstances.

### **9.0 Purchase sanction and Receipt of stores**

The sanction notes shall be prepared by the P&S Section for all types of purchases except those in serial no 3.5.1. The sanction note thus prepared along with all associated documents shall be sent for pre-audit to IA & FC prior to expenditure sanction by the CFA. Based on the sanction, the purchase order shall be placed by P&S Section within two to three working days.

Any increase in the price of item(s) ordered which is directly and entirely attributable to fresh imposition or increase in government levies and taxes may be allowed subject to furnishing of sufficient valid written proof by the supplier. If for any reason such a financial change in the purchase order is required, the request for such a change shall be thoroughly examined by IA and shall be approved by the CFA before the change is issued in the form of an amendment to the original purchase order by the P&S Section.

All purchases, except those listed above in serial no 3.5.1, shall be made through a purchase order placed on the seller by the P&S of the institute, who shall be responsible for receipt of goods and the subsequent dispatch of the received goods to the indenter along with copies of Inspection Report.

#### **9.1. Procedure for Placement of Order**

**9.1.1** Normally the order should be placed on the lowest rates with the tenderers whose offer meets the requirement and the technical specifications as specified by the indenter mentioned in the tender enquiry. Offers which do not meet the required specifications

are to be rejected. In case an unknown/unregistered firm submits quotation, they may be given a trial order with security deposit clause.

**9.1.2** The purchase order will invariably contain the following information:

- i) Name and address of the supplier along with the fax numbers, website and email address.
- ii) Date by which stores are to be delivered and also if part supply is acceptable to the institute. No stores will be accepted after expiry of delivery date without a written order of the competent authority extending delivery date.
- iii) Consignee's name and address to whom the stores are to be dispatched by the supplier along with full postal and telegraphic email address.
- iv) Instructions regarding dispatch of stores by rail/road/air/post and parcelling instructions.
- v) Instructions regarding dispatch of documents.
- vi) Address of inspecting authority.
- vii) Officer deputed by the institute for inspection of stores and the place of inspection and the condition that acceptance or rejection of stores by the institute shall be final.
- viii) Terms of payment as also the mode of payment and if payment against part supply will be admissible.
- ix) Guarantee/ Warranty clauses.
- x) Penalty clause in case of failure to supply stores value of which exceeds Rs. Five lakh.
- xi) Full specification of the stores ordered, quantity rate and amount will be mentioned and if these include taxes or these are to be paid separately.
- xii) Liability for insurance of goods in transit, and any other incidental charges, agents' commission, brokerage, etc.
- xiii) The head of account against which the expenditure is to be booked (to be given in the copies of order for internal distribution).

**9.2** Stores which are found to be in order and in accordance with the specifications shall be entered in the appropriate Stock Register of the concerned department and sent to the P&S Section through the HOD within three working days. For the articles rejected, a rejection memo/report shall be prepared and sent to the P&S through the HOD within 5 working days. The P&S Section will immediately take action and inform the supplier through fax/ email/ speed post with a copy to the concerned HOD/PI/PC/CI. The unacceptable stores will be subject to removal/replacement at the risk, cost and responsibility of the supplier and related intimation may be sent to the seller by P&S Section within five working days.



All stock entries including purchases made in various sponsored projects shall be signed by the concerned HOD/HOC/Section Head as a rule. In case of purchase under projects, PI/PC/CI shall also countersign the stock entry in the register maintained for this purpose.

**9.3** Where the Invoice/Bill of Lading/Railway Parcel Way Bill have been sent by the supplier through Bank, the P&S Section shall prepare an advance bill on receipt of the instruction from the bank and arrange to retire the documents within the shortest possible time.

**9.4** The P&S Section shall be responsible for clearance of all consignments at railway stations, sea, airport, and transport godowns and safe transportation and storage. Insurance of items may be done before dispatch either by seller or by the authorized clearing and forwarding agent appointed by the institute.

**9.5** Normally delivery of items purchased shall be done at the P&S Section. However, in exceptional situations the suppliers may also deliver the items directly to the indenter/ department, in which case the indenter/ department shall be responsible to inform the P&S Section about such delivery, within one working day of receipt of the items.

**9.6** In the event of any shortage/damage/wrong supply, prompt action will be initiated by P&S Section to rectify the same. In case the supplier fails to rectify the shortage/damage/wrong supply in a reasonable time, the matter shall be referred to the legal cell to recover the full cost paid. P&S Section shall lodge Insurance claims, and pursue them vigorously to realize the sum insured.

**9.7** The Director may at his discretion permit deviations from any of the above provisions if he is satisfied that such deviation will be in the interest of the institute and that the insistence on the above provisions can cause inconvenience and delay.

## **10. Duties and Taxes**

The applicable concessional custom duty for educational institute is payable for imported items. In case the order is on Ex-works or FOB basis, the institute may be required to pay freight / insurance charges as per prevailing rate.

As per the prevailing taxation policy of the Government, VAT/CST shall be payable for all indigenous items. The service tax shall be applicable for service and for Annual Maintenance Contract (AMC).

The institute is partially exempted from paying custom/excise duty for all import and

indigenous items, for which an excise/custom duty exemption certificate shall have to be provided by the institute.

Whenever any item is purchased through high sea sale agreement, the concessional custom duty certificate will be issued to the supplier and the amount of custom duty paid by the supplier will be reimbursed by the institute. However, sale tax shall not be paid by the institute in such purchases.

Any concession on taxes and levies such as excise duty, custom duty and sales tax granted by the state/central Government in procurement of any item must be availed. The P&S Section 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. The P&S Section shall issue the required declaration/certificate to this effect for all purchases on demand and account for all such issues and furnish the required report to the government agencies, as and when required.

## **11. Purchase of Import Items**

**11.1** 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.

**11.2** Provision of exemption in customs duty must be availed.

**11.3** 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).

**11.4** If a foreign company has opened an office in India then it can authorize any Indian agent to deal with ISM, Dhanbad.

**11.5** All imports shall be done through the P&S Section. The P&S Section shall ensure that the item being imported does not fall under the restricted /negative/banned category.

**11.6** Request for quotation for items to be procured through import may be sent through email, in addition to registered post /speed post/courier/fax.

**11.7** The exchange rate should be considered on the date of opening of tender. This should be mentioned in the tender enquiry as well as documents clearly.

**11.8** Term of shipment should be on FOB price of that country and not CIF, as institute has hired the services of a Freight Forwarder. However CIF price may be accepted as a special case on case to case basis depending on the situation.

**11.9** The DR/AR (P&S) will be responsible for placing orders, customs clearance and transportation of goods etc. The Accounts Section will arrange through bank the opening/amending or extending letters of credit, insurance etc.

**11.10** Wherever required, the institute 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.

**11.11** The DR/AR (P&S) 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).

**11.12** Inspection Reports (IR) must be returned to P&S 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.

## **12. Import of items through individual International Credit Card**

**12.1** Limit of payment of individual credit card is up to US\$ 2000, or equivalent as per directives of the RBI. The indenter must take the approval from the CFA in advance.

**12.2** Indenter must ensure through P&S Section if the item is not banned/ canalized.

**12.3** Indenter should also declare that the item is not for sale, or profit and making it clear that it is exclusively for research purpose.

**12.4** Indenter should ensure that the item is of proprietary nature and only this firm is manufacturing and simultaneously he/ she should also declare that the requirement will be fulfilled by this item only.

**12.5** If the item is not of proprietary nature then the indenter should declare the price quoted by the firm on the e-mail is quite reasonable in comparison with national/international market and that he/ she has assured himself/ herself by seeing the prices of different firms on the internet.

**12.6** Indenter should get approval of CFA before placing the order by credit card and inform P&S Section for recording the amount for onward submission to Ministry of Science & Technology, Department of Scientific & Industrial Research, Delhi, for the registration of exemption of customs duty. For this, one copy of order is to be sent to P&S.

**12.7** Shipping mode and port of shipment must be clear in the order as to whether the shipment will be Ex-works/FOB/C&F/CIF/FAS etc.

**12.8** Shipping details should be intimated by the indenter to the P&S before it is dispatched and shipping should be through institute authorized Freight Forwarder.

**12.9** Each and every event development must be intimated to the P&S Section to avoid delay in release leading to demurrages for the material.

**12.10** After the receipt and installation / acceptance of the indented material, the stock-entry certificate must be given on the body of the invoice by the department to be submitted by the indenter to P&S Section for central stock entry along with the copy of the purchase order, approval of the purchase, sanction of expenditure, the Credit Card statement etc. The P&S Section after proper recording forward the claim to AS for necessary reimbursement.

### **13. Annual Maintenance Contract (AMC)**

Depending on cost and nature of the goods to be purchased, it may also be necessary to enter into maintenance contracts for a suitable period either with the supplier of the goods or with any other competent firm, not necessarily the supplier of the subject goods. Such maintenance contracts are specially needed for sophisticated and costly equipment and machinery. It may however be kept in mind that the equipment or machinery is maintained free of charge by the supplier during its warranty period or such other extended periods as the terms of contract may provide for. The paid maintenance should commence only thereafter. If required, the cost of AMC may be paid in advance.

The annual maintenance contract, repair contract, repair work from the manufacturer/ manufacturer's authorized supplier, in respect of various equipment in the

department, may be entered into by the HOD for maximum of 10% of the equipment cost or within the delegated financial power whichever is less following the purchase rules. In all other cases, quotations will be invited by the P&S Section and the normal purchase procedure shall be adhered to. However, preference may be given to award the AMC to the supplier who has originally supplied the machine / equipment for better maintenance after going through price negotiation if required.

In case of renewal of the Annual Maintenance Contract, the following points may be taken care of while sending the proposal for renewal of Annual Maintenance Contract;

- AMC should be from a prospective date. In order to ensure this, the HODs shall be required to initiate action for renewal of AMC at least 90 days before the expiry of previous AMC.
- In case of renewal, the service report /log book (of xerox copier) should be sent along with the proposal.
- In case of any increase in the AMC cost when compared to previous AMC, necessary justification for increase in price may be obtained from the firm and enclosed along with the indent.
- In case of high-value AMC, the payment terms should be negotiated with the service provider and may be made either half-yearly or quarterly basis instead of annual advance payment.

#### **14. General Instructions**

A list of suppliers/firms dealing with different items will be maintained by the P&S. 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 items. A copy of the Industrial Directory, published by the Govt. of India Press must also be kept on record in the P&S.

**14.1** To avoid delay in processing of orders, the following time schedule will normally be adhered to :

---

i) Inviting tender (P&S Section) (after receipt of indent duly approved)	3 working days
ii) Receipt of tender (from tenderers)	15 - 20* working days
iii) Opening of tenders and preparation of comparative statement (P&S Section)	3 working days
iv) Department/Indenters recommendations (concerned department/section)	2 - 10** working days

v) Internal Audit - (AS)	1 working day
vi) Financial concurrence - (AS)	1 working day
vii) Purchase Committee (CPC)/ recommendation	5 working days
vii) Financial Sanction (CFA)	5 working days
viii) Placing of Purchase Order (SPS)	2 working days
<b>Total</b>	<b>37 - 50 working days</b>

\* 20 working days required in case of Open Tender

\*\* 10 working days required for TAC recommendation under two-bid system (inclusive of technical and commercial evaluation, and intimation to suppliers by P&S for opening of price bid). Another 10 working days is given for the final recommendation of TAC for purchase above Rs. 25.00 lakh.

In case of urgent indent, the purchase order should be placed quickly - say within 7 working days (refer clause 6.7).

**14.2** The P&S Section shall be the nodal agency to guide the departments/PI/PC/CI as to the procedure for procurement of stores and maintenance of Stock Registers etc. P&S will, as a part of his duty, shall inspect the stock books of the Department/Centres and guide the departments in the physical verification of stores annually. P&S Section will also help/guide them regarding procedure for disposal of unserviceable items of stores.

## **15. Maintenance of Record**

This section describes the records pertaining to stores that must be maintained by P&S Section, departments, sections, units so as to facilitate proper stock verification, write-off and revaluation of stores, besides the transfer of stores from one department to another.

**15.1** The institute shall maintain a record of all purchases in the NCS category in the Asset Register of the institute. Each entry must contain at least the following information: (a) purchase order number and date, (b) brief specification of the item, (c) date of entry in the Asset Register, (d) name of the department, (e) name and address of the supplier, (f) Invoice number and date and (g) cost and project number (if applicable). The total value of all the assets entered in the Asset Register during the financial year shall indicate the value of the assets to be capitalized in the balance sheet of the corresponding financial year. For this purpose, the indenter and HOD shall submit a separate statement in duplicate to maintain a Central Assets Register in the institute while forwarding invoice for payment. The format for giving the information for Assets Register is presented in Appendix -X).

**15.2** The institute shall maintain a record of all purchases in the LTAS category in the Limited Time Asset Store Register of the institute. Each entry must contain at least the following information; a) purchase order number and date, (b) brief specification of the item, (c) date of entry in the Asset Register, (d) name of the department, (e) name and address of the supplier, (f) Invoice number and date and (g) cost and project number (if applicable). The total value of all the assets entered in the LTAS register during the financial year shall indicate the value of the limited time assets to be capitalized in the balance sheet of the corresponding financial year. For this purpose, the indenter and HOD shall submit a separate statement in duplicate to maintain a Central Assets Register in the institute while forwarding invoice for payment. The format in which the required information for Assets Register is given in Appendix -X.

**15.3** Each department shall maintain the following three separate registers. NCS Stock Register, LTAS Stock Register and Consumables Stock Register. Items in the different categories purchased by the Department shall be entered in the appropriate register.

**15.4** Each project shall maintain a project consumables register. All CS items purchased from the project shall be entered in this register. All NCS and LTAS items must be entered in the NCS Stock register or the LTAS Stock register of the associated department. Project investigators, if they wish, may maintain separate NCS and LTAS stock register for their project, but it is necessary to enter NCS and LTAS items as the case may be in the stock register of the associated department. Each register must have consecutively numbered pages after the certificate page and the index, which shall be at the beginning of the register.

**15.5** The P&S Section shall maintain a Purchase Register in which all orders placed will be entered chronologically. The Register will also show, name of supplier, description of goods, date by which the supplier is required to supply goods, date of receipt of good, accepted/rejected , date on which bills forwarded to finance section for payment etc.

At the close of financial year, a list of outstanding orders, with their likely cost, will be sent to the finance section.

**15.6** The Asset Register for NCS and LTAS and all others as per the requirement shall be maintained by AS of the institute.

**15.7** All the required registers should have following certificate on the first page ;

“Certified that this register contains a total of ----- pages and each page

has been consecutively numbered on both sides from ----to-- --”.

Date:

Signature of HOD

**15.8** The P&S Section shall be the custodian of all stores, purchase records pertaining to NCS and LTAS items of the institute (including those for projects). All original documents related to any such purchase (including for inquiries, report of purchase committee, sanction note, purchase order, invoice/bill, delivery challan, and inspection reports etc) shall remain with P&S after purchase is complete. These records /documents will be maintained for such periods as stipulated by the office procedure of the institute. After the stipulated period, the record / documents may be destroyed with the specific approval of the Director.

**15.9** All HODs/PIs shall appoint a committee to conduct an annual stock verification of all items on the previous stock register of the department/ project at the end of financial year. The committee shall submit a report in the approved format to the HOD/PI/PC/CI for onward transmission to P&S. The P&S shall be responsible for issuing a notice for annual stock verification every year. It is essential that the annual physical verification is completed by 31<sup>st</sup> July of every year.

**15.10** Once a year the HODs/PI/PC/CI shall constitute a Stores Survey and Physical Stock Verification committee of not less than three members. This committee shall survey all the NCS and LTAS stores and recommend write-off for NCS items which are not useable and not serviceable and revaluation for LTAS items which have become obsolete. For NCS the committee shall record the reason for recommending write-off. For LTAS the committee shall revalue the LTAS and report all those items which may be considered to be as of no value with reasons recorded. HODs/PI/PC/CI shall forward the report to the Director for approval. This report subsequently shall be sent to SPS for necessary action.

#### **16.0 Records of items received through gifts, donations and samples by the Institute (CS, NCS and LTAS)**

A consolidated record of these items shall be maintained by the P&S Section on the basis of the information initially recorded and subsequently supplied by different departments/ units. The concerned departments/user sections are, therefore, required to maintain the inventory/details of such items/gifts/samples in their own records and a confirmation to this effect is to be sent to the P&S Section in one month of receipt of such items/gifts/samples, and P&S Section will forward it to AS for record in Asset Register.



## PART II - STORAGE & ISSUE

### **17.0 General**

**17.1** It is the responsibility of each store holding authority to make arrangements for safe custody, for keeping good and efficient condition and for protecting from loss, damages or deterioration, of all stores received by him and under his custody. The keeping of proper accounts with a view to prevent losses through theft, accident, fraud or otherwise and to make it possible at any time to check the actual balances with the book balances is also the responsibility of each store-holding authority.

**17.2** The work of a stores section consists of the following:

- a) Receipt and inspection of stores,
- b) Storage, maintenance and issue of material,
- c) Maintenance of ledgers and accounting of stores,
- d) Recoupment of stocks, and
- e) Disposal of surplus stores and/or unserviceable materials.

**17.3** The responsibility for custody of stores should be that of a staff member, who should be responsible for physical receipt, custody and issue of stores of his section. The stores should also be applied with preservatives where there is possibility of deterioration due to long storage.

**17.4** All transactions of receipts and issues of stores should be recorded strictly in accordance with the prescribed rules in the order of occurrence and as soon as they take place. There should be documentary authority in the form of issue voucher, challan, requisition, etc. for each and every transaction.

**17.5** Stores received should be accompanied with the challans in quadruplicate of the supplying firm. Original and duplicate copies will be returned to the firm after recording thereon, over the signature of the officer-in-charge the acknowledgement of the receipt of the stores. Simultaneously necessary entries should be made in the Receipt Register/Stock Register and duly initialed. The endorsement "*Stores covered by the challan with the exception of received in good condition; entries made in the Stores Register/Stock Register as per page No....*" should then be made on the triplicate and quadruplicate copies of the challan under the dated signature of the officer-in-charge. The quadruplicate copy should be retained as the office copy of the store holding authority.

The store holding authority shall intimate purchase section of the receipt/non-receipt (Appendix-II) of the stores by the prescribed date and in any case immediately on receipt of the stores.

## **18.0 Passing of Bills**

**18.1** Action with regard to passing of bills against supplies received should be taken expeditiously. Any payment not released within ten working days from the date of satisfactory receipt of material should be reported to Registrar/Director with reasons by AS. Following time schedule should be strictly followed:

- |  |                  |
|--|------------------|
| i) Verification & stock entry in the stock holding dept. | - 3 working days |
| ii) Stock taking in P&S Section                          | - 3 working days |
| iii) Release of payment by AS                            | - 4 working days |

**18.2** An intimation slip as per Appendix-II should thereafter be sent to P&S by the indenting department.

**18.3** A special point to be seen before passing a bill is that the triplicate copy of the challan does always contain the endorsement regarding the entry of stores in the prescribed register. It should also be seen that the supply was made by the stipulated delivery date or by the period as subsequently extended.

## **19.0 Dead stock**

**19.1** Every independent holder of the dead stock should maintain an "Inventory of Dead-stock" (Appendix - III) such as furniture, fixture, plants, equipment and machinery. Only one item should be written on each page; each page should be numbered and each register will have an index showing contents arranged in alphabetical order with relevant page numbers. Pagination certificate should be signed by the officer-in-charge of the P&S Section.

**19.2** As soon as an item of dead stock is received, it should be entered in the inventory of dead stock; simultaneously arrangement should be made to inscribe or otherwise affix a distinct number on every item, so as to facilitate its identification.

**19.3** It should be remembered that the issue of any item of dead stock to individuals belonging to the same office/department will not reduce the stock balance and as such need not be exhibited in the Register of Dead Stock, but proper acknowledgement should be taken in respect of issues so made. Sub-registers/location registers may be maintained to indicate the issue.

## **20.0 Consumable Stores**

Consumables stores are those which are used up completely or lose their separate identity as such in the course of particular operations for which they are meant, e.g., chemicals, paints, lubricant, wood, nails, screws, etc. The term also include those stores which are not ordinarily expected back after issue from stock, e.g. glass tumblers, bulbs, minor laboratory glass wares like test tubes etc. The definition is not however

absolute. Each divisional head should prepare a list of consumable stores handled by his division.

### 20.1 Consumable Stores Ledger

There shall be one ledger folio for each item of consumable stores. These folios should have a serial page number. On completion of a page, balance may be transferred to a new page; closing of new page and opening of a new page should bear the initials of the concerned stock holding authority. The ledger may have the following information.

#### CONSUMABLE STORES LEDGER FOLIO

Section:		Description of stores:				
Unit :		Item Code:				
RECEIPT SIDE						
Date	Reced. From	Receipt Vr.No.	Qty	Rate	Value	
ISSUE SIDE			BALANCE SIDE			
Issued on	I/V No.	Qty	Rate	Value	Initials of store Keeper	Remarks

**20.2** All issues should be made on written requisitions and should be signed by an officer. Where the stores are collected by the representative of the indenting officer from the stores, he will bring an authorization letter from the indenting officer and sign the issue vouchers with a remark "received the above quantity issued in good order". These issue vouchers which are the authority for making entries on the issue side of the stores ledger, should be numbered serially, arranged chronologically and stitched suitably in bundles and retained with care.

### 21.0 Return of Stores

**21.1** All the stores which are not required by the consumer whether new, serviceable, second-hand, repairable or unserviceable should be returned on the return voucher (R/V) (Appendix-IV) to the P&S Section wherefrom it has been issued on the return vouchers should be prepared for each class and for new, second-hand and unserviceable stores. This voucher should be prepared in 3 foils; first foil may be retained by the official returning the stores and 2<sup>nd</sup> and 3<sup>rd</sup> foils will be submitted to the P&S along with the items returned; the P&S Section should check the stores, arrange to post the ledgers and return one copy (3<sup>rd</sup> foil) duly acknowledged to the Returning Officer and 2<sup>nd</sup> foil should be retained by the P&S Section for its record. If there is a loss

or deterioration in condition of stores due to reasons other than normal wear and tear, the reference of competent authority's sanction for write-off of loss should be given.

**21.2** The official returning the stores may reduce the balance from his ledgers after recording the Return Voucher number and date and reasons for the return.

**21.3** The Return Vouchers should be serially numbered and stitched together at periodical intervals and preserved with care.

**21.4** A red line should be drawn across the pages of the stores ledger after the last entry for a particular financial year has been made. A little gap also should be left below this line before making entries pertaining to the next year.

## **22. Stores other than Dead Stock and Consumable Stores**

**22.1** This category of stores mainly comprises of those articles which are ordinarily meant to be issued on loan to officers and staff for the due performance of their duties and are as such returnable on fulfilment of the purpose for which they were taken or on the expiry of certain prescribed period.

**22.2** While posting issues in the Stores Ledger, simultaneous entries should be made in the Register of Loans of Stores (Appendix-V). A number of consecutive pages should be set apart for each person to whom stores are issued. Receipts should be posted exactly against corresponding issues. Un-squared issues would thus show the stores outstanding against a particular individual on any date.

**22.3** The Register of Loan of Stores should be reviewed in the first week of June each year and lists prepared there from showing the stores outstanding against each individual. The lists should thereafter be forwarded to the respective persons with the request to acknowledge their correctness. Discrepancies if any pointed out should be regularized. The process of forwarding lists should be completed by the 30<sup>th</sup> June of every year.

**22.4** Issue for repairs/fabrication / printing: Issues made to private parties for repair or for fabrication or printing etc. for embodiment /incorporation of certain modifications in the original equipment or samples given to guide fabrication will all be made only against suitable security deposit safeguarding the interest of ISM. While asking for the expenditure sanction in these cases, the approval for issue of these should also be taken. The items will be issued on regular issue voucher with the words 'on loan' and will be entered in the Loan of Stores Register.

**22.5** Each capital equipment shall be carrying a running log book and "Repairs and Maintenance Log Book" and it is the responsibility of the officer in whose custody the

capital equipment exists to maintain the log books properly and maintain them neatly and safety.

**22.6** In case of vehicles, the Workshop Superintendent or any official of the institute attached to transport section will be responsible for the registration of vehicle as also for the renewal of certificates of fitness. Spare parts and accessories may be consumable or non-consumable depending on their nature and the specific cases to which they are put. All spare parts and accessories shall be accounted for in the general ledgers of the Transport Section of ISM.

### **23.0 Empties**

Wooden boxes, tins and other containers received along with stores should be preserved and disposed of at convenient intervals. Accounting of empties should be kept in the same general ledger as for other stores. As soon as a box is unpacked and the stores therein are taken out the empties should be released and taken into stock.

### **24.0 Responsibility for correct accounting**

It is the primary responsibility of all stock holding officers to see that the ledgers under their charge are posted up to date in every respect and all receipt and issues are posted immediately in such ledgers and no undue delay is allowed to take place in such postings. It is the responsibility of every departmental Head to see that the consumption of stores in his department is normal and fully justified. The mileage covered by vehicles during the month and the fuel consumed by each vehicle should be watched so that the average is within reasonable limit and prompt action is taken for unduly high average.

### **25.0 Physical Verification and Regularization of Discrepancies**

**25.1** The objective of verification of stores is to ensure that the materials accord with the description and specification shown in the stores (NCS/LTAS/CS) ledgers, that actual balances of such stocks agree with the balances appearing in the books and that excess or deficiencies if any noticed on such verification or properly investigated and accounted for.

**25.2** Verification should always be conducted in the presence of the officer responsible for the custody of the stores or a responsible person deputed by him.

**25.3** Each verification team should consist of Two or Three officers depending on the volume and nature of stores to be verified. The officer attached to the team will be known as verifier and in-charge of the team or senior most officials will be called Physical Verification Officer. It is essential that the annual physical verification is completed by the 31st July of every year. Physical verification should not be entrusted

to a person who is the store holding authority. A notification in this regard by P&S Section should be communicated to various store-holding authorities.

**25.4** The stock-verifier will first verify the physical balance without knowing the ledger balance; the ledger balance will then be noted and then discrepancies may be brought out. The stock-verifier should personally count, weigh or measure all items of store he proposes to verify with the assistance of peons where necessary. The stock-verifier will see that nothing is left unverified.

**25.5** The Physical verification officer should prepare the stock verification sheets in quadruplicate for all items of stores in which any discrepancy has been noticed with regard to shortage, excess, reclassification, etc. If the discrepancy is minor due to wrong description/posting etc. it should be rectified without preparing a stock sheet. The concerned persons handling physical stores may be given reasonable time to locate the reasons for discrepancy. The stock verification sheets (Appendix-VI) should be prepared from the data collected and signature of the person handling the stores (in that particular department/unit) be obtained on all the copies of the verification sheet. Verification results should also be recorded in respective ledgers.

**25.6** Posting of verification results in the ledgers after the actual stock figures of an item of stores have been ascertained and accepted by the store-keeper should be done in the following manner:

- a) If there is no difference in the ground balance and the ledger balance, the remarks "stock verified and found correct" will be written in black or blue ink on the ledger under the date of verification and initialled by the stock verifier.
- b) If the difference be an excess i.e. the actual stock figures are greater than the book balance, stock verification sheet should show the excess quantity and posted in the ledger as excess in stock. The excess quantity will be recorded in the receipt column and the balance struck by adding the excess to the book balance. The date of posting will be recorded in the column for date, "excess in stock" will be written in "Received from" column and the Stock Verification Sheet number will be recorded in the column "voucher no". The entry should be initialled by the Physical Verification Officer.
- c) The same procedure will be adopted by recording the shortages except that in column No.2 of the register will be written by "Shortage in stores stock" and the quantity short will be shown in red ink on the Receipt side.

**25.7** While the excesses will be shown with blue or black ink, the shortages shall be recorded with red ink. The Physical verification officer should ensure that all the registers etc. are properly maintained and there is no undue delay in the accounting/disposal of stores. The Physical Verification Officer should also bring out in his report all damages or deterioration of the items in stock. The physical verification

team shall prepare a list of stores in which there is no issue for the last two years. These lists shall be given to the stock holding authority with the report, and these lists after careful scrutiny by the concerned departmental heads are to be put up to the P&S Section with appropriate recommendations whether the stores may be retained or disposed of.

**25.8** A certificate for verification of stores with its results shall be recorded in the stock ledgers under the dated signature of the Physical Verification Officer.

**25.9** If at any time, certain unaccounted material has to be taken into stock books, it shall be so done through the same form as that of the stock verification sheet.

**25.10** The Workshop Superintendent or any other designated official of ISM, who is the store holding authority for vehicles, should obtain in the first week of April every year a certificate in the following form from each officer to whom any vehicle has been allotted.

Certified that vehicle No.\_\_\_\_\_ Registration No.\_\_\_\_\_ is/was under my charge on the 31<sup>st</sup> March, 20\_\_\_\_. The vehicle is serviceable/repairable/unserviceable.

Station:

Signature:

Date :

Designation:

**25.11** The fact that the necessary certificate has been obtained from the concerned authority should be recorded in the remarks column of the stock register of vehicles.

## **PART III - WRITE OFF, CONDEMNATION AND DISPOSAL**

### **26.0 Concept**

An item may be declared surplus or obsolete or unserviceable, if the same is of no use to the institute or when the item is beyond economical repair. An item may be rendered surplus, obsolete or unserviceable in the process of upgrading or replacing institute property or when institute property or equipment no longer serves a functional use due to programme, procedure or other changes. Under such circumstances the property and equipment may be disposed of in the best interest of the institute as per the following guidelines with prior approval of the Director.

- a) Wherever possible, the stores/equipment is traded under buy back scheme, so as to reduce the cost impact on the new stores/ equipment.
- b) If the above option is not available, the property and equipment may be sold out-rightly with due procedures.
- (c) Obsolete, unusable materials beyond economic repair may be disposed off as per procedure.

This manual outlines the procedure for write off and disposal of unserviceable materials purchased by department /inter-disciplinary programme /centres /central facilities/sections and purchases in projects etc.

### **27.0 General Procedure for writing off the unserviceable Materials/Items.**

**27.1** The items to be declared obsolete /surplus/ unserviceable should be examined by a survey committee. The survey committee will normally consist of three officers and will be duly approved by the Director, ISM. The chairman will normally be of the division to which the stores pertain. The store holding officer will be one of the three members of the survey committee. The stock holding authority shall prepare the forms for survey committee reports for the material which is to be put up to the survey committee for survey. The forms of survey committee report for the stores which do not belong to NCS/ LTAS category, have been prescribed at Appendices VII and VIII.

**27.2** The survey committee should inspect critically the condition of all the stores:

- i) that have deteriorated in value for any reason,
- ii) broken or damaged in transit or while in stock,
- iii) lying in the custody of various stock-holding authorities for a long time and considered by the respective stock-holding authority as having become surplus owing to obsolescence or other causes,
- iv) received as unserviceable from the fields/camps.

Here the "life period" has been prescribed on any item and if the same is already over,



it should normally be taken as enough ground for declaring the item obsolete and unserviceable. However, the condition of the item should still be thoroughly examined to see whether the item could be put to further use.

In other cases, where the life period is not over or no life period has been prescribed or stipulated, the reason for declaring the item unserviceable should be clearly recorded such as, may be normal wear and tear, excessive use in public interest, accidental fire, flood and other natural causes, damage due to insect, rats etc.

In case of NCS items, the survey committee should examine all records in addition to the inspection of the physical stores with the existing condition. In this case, the committee may also call for a technical report of 'Beyond Economical Repairs' from the concerned HOD, if it is so desired.

An item may be declared obsolete / surplus if it is no longer required by the departments. Reasons for the same should be recorded. In case of loss due to negligence fraud or mischief on the part of any employee, responsibility should be fixed and losses should be made good.

**27.3** The survey committee should determine after such inspection and offer their recommendations on the following:

- a) the condition of the stores, whether these are unserviceable or dead surplus stores;
- b) the method of disposal, i.e. by sale through auction/tender or by issue to particular user of a particular division etc.

The function of the survey committee shall be only inspecting the physical condition of the stores and then record their observations. The report so prepared shall be submitted to the Chairman, 'Central Write-off/ Condemnation Committee' for further necessary action.

**27.4** The report of the above mentioned survey committee shall be submitted to a duly constituted 'central write-off/ condemnation committee' by the Director, ISM. The composition of the write-off/condemnation committee shall be as under:

- |                           |                   |
|---------------------------|-------------------|
| i) Associate Dean(P& ID)  | -Chairman         |
| ii) Senior Faculty Member | -Member           |
| iii) DR/ AR (Accounts)    | -Member           |
| iv) AR (Internal Audit)   | -Member           |
| v) DR/ AR (P&S)           | -Member Secretary |

**27.5** The function of the 'central write-off/ condemnation committee' shall be thoroughly examining the report submitted by the survey committee and verifying the physical condition of the identified stores. The committee shall then record their recommendations either to accept or to reject the write-off/condemnation of those identified stores along with the method of disposal if any. This committee shall also fix the reserve price of the identified stores. All these recommendations so prepared shall be submitted to the Director, ISM for his approval. The reserve price, as suggested by the committee shall be kept in sealed cover and will be opened while finalizing the auction/ tender.

## **28.0 Disposal of Surplus and Obsolete Stores**

**28.1** List of surplus stores, i.e. stores which have not moved for over 24 months consumption in the department should be prepared by the Physical Verification Team every year class-wise. This list should be put to the respective Divisional Head for his remarks as to whether there is any possibility of issue of the stores in the near future or whether the concerned stores are to be treated as "Dead Surplus" or "Obsolete". The items which are recommended as dead surplus or obsolete should be listed out and presented to the survey committee and their survey be arranged by the store holding authority. In such cases, the stores shall be transferred to the unserviceable stores section only after the approval of the competent authority for write-off has been obtained. The unserviceable stores section shall arrange their disposal.

**28.2** The stores reported to the MSTC Ltd. will continue to be under the custody of the concerned store holding authority until they are disposed of. It should be ensured that proper protection is given to these stores till their removal by the purchaser and that the time lag between the declaration and the actual disposal is required to be the minimum.

**28.3** The sale-proceeds from disposal arranged by the MSTC Ltd will be credited to ISM and accounted for in the books of Registrar, ISM.

## **29.0 Direct Disposal**

**29.1** Direct disposal may be resorted to when the quantity to be disposed of through MSTC Ltd. is too meagre and considered quite uneconomical to go through them. All disposals, irrespective of the value of the stores involved should be effected through public auction. Notice to sell stores by auction should be widely advertised so as to attract as large a number of likely buyers as possible. The conditions of sale by auction should be embodied in the sale notice itself, which should be issued to a sufficient large number of local parties; the notice should also be displayed prominently on the Notice

Board of each building of the office as well as hosted in the ISM website. The auction should be supervised by a committee consisting of the following members.

- |                                 |                   |
|---------------------------------|-------------------|
| i) Senior Professor             | -Chairman         |
| ii) Security cum Estate Officer | -Member           |
| iii) DR/AR (Accounts)           | -Member           |
| iv) In-charge (Internal Audit)  | -Member           |
| v) DR/AR (P&S)                  | -Member Secretary |

**29.2** The stores may be grouped into suitable lots; the highest bid against each lot should be accepted subject to payment of earnest money of not less than 25% of the total bid amount accepted, unless of course, the entire amount is paid and the release of stores desired immediately after the auction.

**29.3** The earnest money should be handed over to the cashier who should furnish proper receipt duly signed for delivery to the party on the spot.

**29.4** Balance 75% may be paid at the discretion of the party either in cash or by deposit into authorised bank. The party should be asked to surrender the receipt given to him in acknowledgement of 25% earnest money and bank challan for balance of 75% before the stores can be released. On receipt of the same sale release order should be drawn up by the store holding authority in triplicate. One copy should be retained in his office, one copy should be sent to party and the third should be sent to the Unserviceable store depot with their copy of the release order which will be surrendered by the party to the depot officer with their note on that copy. The Depot shall issue the stores on Sales Issue Note. The Sale Issue Note will be prepared in triplicate; one copy may be given to the party along with the stores which will form the basis for making the gate-pass and checking the stores at the gate. Acknowledgement of the party to be taken in 2 copies of which one will be kept by the Store Keeper and the other passed on to Stores Section for posting in the ledger.

**29.5** In case the buyer, for some reason or other refuses to take delivery of part of the stores for which payment has been made, the store holding authority should not refuse permission to remove the portion of the lot which the buyer wants to remove. The store holding authority at the same time should serve on the buyer in writing his protest against the buyer's refusal to remove the rest of the goods sold and warn him that the stores left out will be forfeited in accordance with the conditions of the sale.

**29.6** After the stores have been delivered, the ledger of unserviceable stores shall be posted with the copy of the sale issue note (Appendix-IX). Record of such Sale Issue Notes should be maintained and watch to be kept that there is no missing serial number.

**29.7** The copies of the final proceeding of the disposal of surplus/ obsolete/ unserviceable and direct disposal with the details of money being received there to should be sent to the AS for making necessary entries in the books of accounts and the Asset Register.

### **30.0 Miscellaneous**

**30.1** It has been observed that very negligible value is quoted for items like computers, printers, typewriters and furniture etc. It will be, therefore, appropriate, if the preference is given to institute employees while selling off the above items after taking approval from the Director.

**30.2** The institute shall reserve the right to reject all or any tender without assigning any reason. The decision of the Director in this behalf and all other matters relating to the disposal shall be final and binding.

**30.3** Cases not covered by the Stores & Purchase manual will be decided by the Director in the interest of Institute.

**INDIAN SCHOOL OF MINES, DHANBAD**  
**Purchase Proposal Request Form**

File No.:

1. Indenter's Name:  
2. Department / Section:  
3. Department Indent No.:  
4. Indent Date:  
Quotation Attached (Y/N)

5. Types of Material:  
*Consumable*  
*Non-Consumable*  
*Limited Time Asset*

6. Purchase Order Type  
*Normal*  
*Repeat Order*  
*Rate Contract*

Please tick where ever-applicable

Item Category\_\_\_\_\_

## 7. Item Details of Required Items

Sl. No.	Complete Description of Items(Specification Model, Catalogue No.)Use separate sheet if required	Stock Held on date(Wherever applicable)	Quantity Required	Purpose	Approx Units Price	Approx Total Cost
<b>Total Cost</b>						

## 8. Budget Details

Sl. No.	Department Name/Project No.	Budget Head	Budget Amt.

9. Whether Indigenous / Imported:

10. DPAC Recommendation (for purchase above Rs. 30,000 to be enclosed):

11. Suggested Supplier (Name and Address to be enclosed)

Indenter's Signature

Name:\_\_\_\_\_

Email \_\_\_\_\_

Approved

HOD/HOC/PI/PC/CI/Registrar/Dean / Director  
(Signature)

**INDIAN SCHOOL OF MINES  
DHANBAD-826004**

**STORES RECEIPT/NON-RECEIPT INTIMATION SLIP**

Purchase Order No. \_\_\_\_\_ Dated \_\_\_\_\_  
 Name of the Supplier \_\_\_\_\_  
 Prescribed date of delivery \_\_\_\_\_  
 Details of stores received/non-received \_\_\_\_\_

Description of stores	Quantity received with date	Quantity not received	Remarks
-----------------------	--------------------------------	-----------------------	---------

Date \_\_\_\_\_

 Signature of Store Holder  
 Section \_\_\_\_\_

**INDIAN SCHOOL OF MINES  
DHANBAD-826004**

**DEAD STOCK REGISTER**

Name of Item													No.	
No.	Receipt				Issue				Balance		Initials	Remarks		
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
	Recd. from	Issue No./Challan No.& Date	Ledg No.	Qty	Reg.No.	Rate	Value	Issued to	Rv.No.or Vr.No.& Date	Qty	Reg No.		Store keeper	HOD/HOC/Head of the Section

**INDIAN SCHOOL OF MINES**  
**DHANBAD-826004**  
**RETURN OF STORES VOUCHER**  
 (To be filled in quadruplicate)

## Part-II

(To be filled in the Department)

## Part-I

(To be filled up by returning officer)

Name of the Returning Officer:

Designation with Section/Department:

V. No.

Date:

Sl. No	Class & N.L. No	Description of Stores	Unit	Qty	Condition of Stores : New Serviceable/Repairable/Unserviceable	Original Issue I V No. & Date or receipt Challan No. & Date	Purchase price or book value	L if e	Period put into use	Remarks	Qty received by deptt.	Condition of stores accepted	Date of posting with stock taking	Remarks
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15

Signature of the officer  
Section Head

Signature of Returning Officer

Store Keeper/Store  
holding Authority

**INDIAN SCHOOL OF MINES  
DHANBAD-826004  
REGISTER OF LOAN OF STORES**

Designation:

Date	Description of Stores	Qty	Regn. No. if any	Ref. To stores ledger with class & NL No.	Purpose of Issue	Sign of the receiver	Date	Qty	Reqn No.	Condition of stores	Ref. To stores ledger	Sign of the returning officer	Sign of store keeper	Remarks
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15

**INDIAN SCHOOL OF MINES  
DHANBAD-826004  
STOCK VERIFICATION SHEET**

Name of the Dept/Centre/Section:

Stock Verification Sheet No.

Date of verification:

Sl. No.	Class and N.L. No	Ledger and Ledger Folio No.	Description of stores	Unit	Ground Balance	Ledger Balance	Difference between Ground & ledger balance			Explanation of the stock holding authority	Remarks of the Head of Division or Region	Orders of the competent authority
							Qty	Rate	Value			
1	2	3	4	5	6	7	8	9	10	11	12	13

Signature of the Stock Holding Officer  
or his authorized representative :

Designation:

Date:

Signature of the Verification  
Officer

Designation:

Date:



**INDIAN SCHOOL OF MINES  
DHANBAD-826004**

**SURVEY COMMITTEE'S REPORT FOR LTAS/ CS ITEMS**

**Holding Authority:**

**Section/Department:**

No.	Class N.L. No.	Items of Stores	Quantity		Purchase Book value		Price/ Amount	Brief Reasons For	Recommendations of Survey Committee i)Condition of stores ii)Method of disposal	Recommendation of Condemnation Committee	Remarks
			No.	Wt	Rate	Unit					
1	2	3	4	5	6	7	8	9	10	11	12

Name, Designation and Signature of the Committee members:

Member No.1

Member No.2

Member No.3

Signature of HOD

**INDIAN SCHOOL OF MINES  
DHANBAD-826004**

**SURVEY COMMITTEE'S REPORT FOR NCS ITEMS**

**Store Holding Authority**

**Section/Department:**

Sl. No	Class No.& SL No	Description of stores	Registration No.or Deptl. No.	Quantity		Book Value/ Replacement value	Ref.to Stock Register / Store Ledger	Date of Acquisition	Date of Commissioning
				No.	Value				
1	2	3	4	5	6	7	8	9	10

Date out of commission	Period in Use or Milage in Case of Vehicle	Brief Reasons For the Survey	Technical Report of BER from Competent Authority	Observation of the Survey Committee	Recommendation of Condemnation Committee	Remarks
11	12	13	14	15	16	17

Name, Designation and Signature of the Committee members:

Member No.1

Member No.2

Member No.3

Signature of HOD

**INDIAN SCHOOL OF MINES  
DHANBAD-826004**

**SALE NOTICE**

**Date:**

**The** following stores lying at .....  
be sold by Public Auction at site to be held on..... the ..... 20... at .... am/pm

Sl.No.	Description of the stores	Quantity	Remarks
1	2	3	4

The Sale is on 'AS IS WHERE IS' basis

The stores may be inspected between 10.00 am and 1.00 pm on ..... and on .....

Cash payment to the extent of 25% of the amount of the accepted bid will have to be made as earnest money on the fall of hammer. The balance 75% will have to be paid within 7days of the auction but before recovery of stores.

The stores will have to be removed completely within three days of the issue of the release order.

Failure to pay the balance 75% or to remove the stores completely in time may entail the forfeiture of the earnest money and the cancellation of the sale.

If the buyer refuses to take the delivery of any part of the stores within the specified date, the stores left out will be treated as abandoned and amount paid for the same shall be forfeited to the School.

Signature  
Designation

## INDIAN SCHOOL OF MINES, DHANBAD

## INFORMATION FOR ASSETS REGISTER

(To be submitted in duplicate along with invoice duly stock entered for entry in Assets Register)

Location of Assets \_\_\_\_\_

Stock Holding Authority \_\_\_\_\_

Stock Register Page no NCS/LTAS \_\_\_\_\_ SI No \_\_\_\_\_

Purchase Order No. \_\_\_\_\_ Dated \_\_\_\_\_

Name and address of the Supplier \_\_\_\_\_  
\_\_\_\_\_

Invoice No and date \_\_\_\_\_

Date of Supply \_\_\_\_\_

Expenditure/Budget Head \_\_\_\_\_

Category of Assets: NCS/LTAS, \_\_\_\_\_ Assets Reference no \_\_\_\_\_

In case of LTAS, indicate limited time of assets \_\_\_\_\_ Years

Details of stores received/non-received

Sl. No.	Complete Description of Items (Specification Model, Catalogue No.) Use separate sheet if required	Stock Held on date (Wherever applicable)	Quantity	Purpose	Units Price	Total Cost
	<b>Taxes</b>					
<b>Total Cost</b>						

\_\_\_\_\_  
Signature of Indenter\_\_\_\_\_  
Signature of HOD  
Section \_\_\_\_\_

(For use in P&amp;S Section /AS)

Payment released Rs \_\_\_\_\_ Voucher no \_\_\_\_\_ Dated \_\_\_\_\_

Entered in Assets Register at sl no \_\_\_\_\_ Dated \_\_\_\_\_

\_\_\_\_\_  
Signature with date