

## Summary of Purchase Procedure

S.No.	Goods Value	Disposing End	Process
1	Up to Rs. 25000 (GFR: 154)	Individual	Purchase from relevant source without indent and quotations with valid GSTIN invoice. Invoice to be sent after stock entry and certification to Account Section for payment / reimbursement
2	Rs. 25K - 2.5 Lakhs by market survey through LPC (GFR: 155)	Department/Section	The LPC as approved by Head of the Department/section shall be responsible to carry out purchase. The LPC will survey the market to ascertain the reasonableness of rate, quality and specifications and identify the appropriate supplier. The LPC will certify the quality and price reasonability.
3	Rs. 25K - 2.5 Lakhs through bidding		The DPAC as approved by Dy. Director responsible to carry out purchase by inviting quotations from at least three bidders through email/hard copy and issue the PO to L1 responsive bidder subject to availability of fund and sanction of CFA.
4	Rs. 2.5 Lakhs - 25 Lakhs through bidding	Purchase Section	The DPAC as approved by Dy. Director will recommend the indent for approval by CFA. After the approval of Indent, P&S section will invite quotations (in two bid system as applicable and prepare the checklist and Comparative Statement to be sent to DPAC for further recommendation to issue the PO to responsive L1 bidder subject to availability of Fund (FC), Internal Audit Clearance and Sanction by CFA.
5	Rs. 25 Lakhs and above I. Advertised Tender Enquiry II. Limited Tender Enquiry III. Single Tender Enquiry (GFR 158 and 160)		The DPAC as approved by Director will recommend the indent for approval by CFA. After the approval of Indent, P&S section will invite quotations (two bid system except single tender enquiry) as applicable and prepare the checklist and Comparative Statement to be sent to IPC for further recommendation to issue the PO to responsive L1 bidder subject to availability of Fund (FC), Internal Audit Clearance and Sanction by CFA.
6	Purchase of Goods from GeM	Individual/Department/Section/Purchase Section	As per section 4.3 of purchase manual following Institute directives/GFR
7	Purchase of Goods under Rate Contract	Department/Section/Purchase Section	As per section 4.4 of purchase manual following Institute directives

**DPAC-** Departmental Purchase Advisory Committee (Consisting of four members, constituted with the approval of Dy. Director) **Each DPAC will be constituted with the approval of Deputy Director.**

**LPC-**Local Purchase Committee (Consisting of three members of an appropriate level as decided by the HOD/Section)

**CFA-** Competent Financial Authority

**GeM-**Government e-Marketplace.

**For details, please consult the Purchase Manual.**