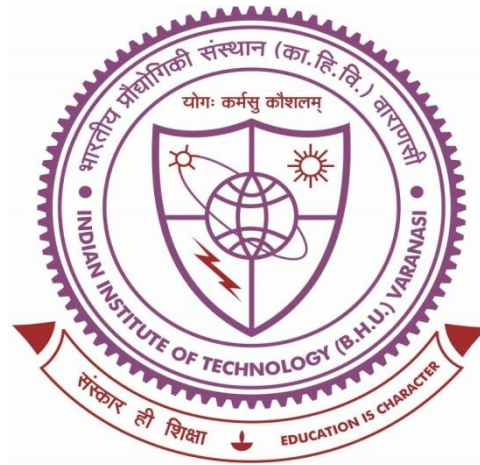


STORES & PURCHASE MANUAL 2019



**INDIAN INSTITUTE OF TECHNOLOGY
(BANARAS HINDU UNIVERSITY)
VARANASI**

DISCLAIMER

While every care has been taken to ensure that the contents of this manual are accurate and up to date, the procuring officers are advised to check the precise current provisions of law and other applicable instructions from the original sources. In case of any conflict between the provisions stipulated in this manual and in the original source such as GFR or the prevailing laws, the provision contained in the extant law and the original instructions shall prevail.

Any aspect not covered in this Manual will be governed by the relevant rule / provision contained in GFR 2017 as well as Manual for Procurement of Goods, 2017 and Manual for Procurement of Consultancy & Other Services, 2017 issued by Ministry of Finance, Govt. of India; CVC guidelines and CVO guidelines of MHRD as amended from time to time and any other Orders of Govt. of India issued from time to time in this regard.

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ABBREVIATIONS

<i>AMC</i>	-	<i>Annual Maintenance Contract</i>
<i>ATE</i>	-	<i>Advertised Tender Enquiry</i>
<i>BG</i>	-	<i>Bank Guarantee</i>
<i>CA</i>		<i>Competent Authority</i>
<i>CFA</i>	-	<i>Competent Financial Authority</i>
<i>CIF</i>	-	<i>Cost Insurance and Freight</i>
<i>CIP</i>	-	<i>Carriage and Insurance Paid</i>
<i>CPPP</i>	-	<i>Central Public Procurement Portal</i>
<i>DPC</i>	-	<i>Departmental/School/Unit/Centre Purchase Committee</i>
<i>Dean R&D</i>	-	<i>Dean of Research and Development</i>
<i>DSC</i>	-	<i>Digital Signature Certificate</i>
<i>EMD</i>	-	<i>Earnest Money Deposit</i>
<i>EoI</i>	-	<i>Expression of Interest</i>
<i>FDD</i>	-	<i>Foreign Demand Draft</i>
<i>FOR</i>	-	<i>Freight on Receipt</i>
<i>GFR</i>	-	<i>General and Financial Rules, 2017, as amended from time to time</i>
<i>GeM</i>	-	<i>Government e-Marketplace (GeM)</i>
<i>HOD</i>	-	<i>Head of Department/Coordinator of School/Incharge of Section/Unit</i>
<i>HPC</i>	-	<i>Hostel Purchase Committee</i>
<i>INCOTERMS</i>	-	<i>International Commercial Terms</i>
<i>IPC</i>		<i>Institute Purchase Committee</i>
<i>KVIC</i>	-	<i>Khadi and Village Industries Commission</i>
<i>LI</i>	-	<i>Lowest Bidder</i>
<i>LC</i>	-	<i>Letter of Credit</i>
<i>LTE</i>	-	<i>Limited Tender Enquiry</i>
<i>M&P</i>	-	<i>Machinery and Plant</i>
<i>MeitY</i>	-	<i>Ministry of Electronics and Information Technology</i>
<i>MSME</i>	-	<i>Micro Small and Medium Enterprises</i>
<i>NIT</i>	-	<i>Notice Inviting Tender</i>
<i>NSIC</i>	-	<i>National Small Industries Corporation</i>
<i>OEM</i>	-	<i>Original Equipment Manufacturer</i>
<i>PAC</i>	-	<i>Proprietary Article Certificate</i>
<i>PBG</i>	-	<i>Performance Bank Guarantee</i>
<i>PI</i>	-	<i>Project Investigator</i>
<i>PMA</i>	-	<i>Preferential Market Access</i>
<i>PPC</i>	-	<i>Project Purchase Committee</i>
<i>R&D</i>	-	<i>Research and Development Office</i>

PROCUREMENT GLOSSARY

In this Manual and in the 'Procurement Guidelines', unless the context otherwise requires:

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 Annexure-I-IX.

Bid (including the term 'tender', 'offer', 'quotation' or 'proposal' in certain contexts) means an offer to supply goods, services or execution of works made in accordance with the terms and conditions set out in a document inviting such offers;

Bidder (including the term 'tenderer', 'consultant' or 'service provider' in certain contexts) means any eligible person or firm or company, including a consortium (that is an association of several persons, or firms or companies), participating in a procurement process with a Procuring Entity;

Competent authority means the officer(s) who finally approves the decision.

Consulting Service means any subject matter of procurement (which as distinguished from 'Non-Consultancy Services' involves primarily non-physical project-specific, intellectual and procedural processes where outcomes/ deliverables would vary from one consultant to another), other than goods or works, except those incidental or consequential to the service, and includes professional, intellectual, training and advisory services or any other service classified or declared as such by a procuring entity but does not include direct engagement of a retired Government servant.

Note: These Services typically involve providing expert or strategic advice e.g., management consultants, policy consultants, communications consultants, Advisory and project related Consulting Services which include, feasibility studies, project management, engineering services, finance, accounting and taxation services, training and development etc.

Department: In what follows, Department shall imply Department/Schools/Centre/Central Facility/Section or any entity in the Institute which has a separately allocated budget.

Goods : The term '**goods**' used in this chapter includes all articles, material, commodity, livestock, furniture, fixtures, raw material, spares, instruments, machinery, equipment, industrial plant, vehicles, aircraft, ships, medicines, railway rolling stock, assemblies, sub- assemblies, accessories, a group of machineries comprising of an integrated production process or such other category of goods or intangible products like software, technology transfer, licenses, patents or other intellectual properties purchased or otherwise acquired for the use of Government but excludes books, publications, periodicals, etc. for a library. The term 'goods' also includes works and services which are incidental or consequential to the supply of such goods, such as, transportation, insurance, installation, commissioning, training and maintenance.

Non-Consulting Service means any subject matter of procurement (which as distinguished from 'Consultancy Services'), involve physical, measurable deliverables / outcomes, where performance standards can be clearly identified and consistently applied, other than goods or works, except those incidental or consequential to the service, and includes maintenance, hiring of vehicle, outsourcing of building facilities management, security, photocopier service, janitor, office errand services, drilling, aerial photography, satellite imagery, mapping etc.

Procurement or "public procurement" (or 'Purchase', or 'Institute Procurement/ Purchase' in certain contexts) means acquisition by way of purchase, lease, license or otherwise, either using public funds or any other source of funds (e.g. grant, loans, gifts, private investment etc.) of goods, works or services or any combination thereof, including award of Public Private Partnership projects, by a Procuring Entity, whether directly or through an agency with which a contract for procurement services is entered into, but does not include any acquisition of goods, works or services without consideration, and the term "procure" or "procured" shall be construed accordingly;

Procurement process means the process of procurement extending from the assessment of need; issue of invitation to pre-qualify or to register or to bid, as the case may be; the award of the procurement contract; execution of contract till closure of the contract;

Project Investigator: An employee of the Institute whose name is recorded as a project Investigator in the records pertaining to the project in the R&D office of the Institute.

Project: In what follows, Project shall mean and include any sponsored research, consultancy project or any other activity which has a valid project number given by the Research & Development (R&D) office of the Institute.

Prospective bidder means anyone likely or desirous to be a bidder

Purchaser: The individual/committee who signs as purchaser in the purchase proposal form shall be referred to as a purchaser.

Reverse auction (or the term 'Electronic reverse auction' in certain contexts) means an online real-time purchasing technique utilised by the Procuring Entity to select the successful bid, which involves presentation by bidders of successively more favourable bids during a scheduled period of time and automatic evaluation of bids;

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

Tender Document : The approved Tender Document of the Institute, as per Govt of India norms, as amended from time to time.

INTRODUCTION

The “Stores and Purchase Manual” provides the essential information and brief step-by-step procedures for procurement of goods and services. This Manual is a guideline and all purchases are to be regulated as per procedure laid down therein excluding the purchases related to books, publications, periodicals, etc to be made by the Library. However, in some specific cases, it may become necessary to arrange materials by adopting methods not indicated in the manual. In such case, specific approval of the Competent Authority must be obtained before initiating such action, detailing the reasons as to why procurement becomes necessary not as per the guidelines of the Purchase Manual.

Every Head of the Department/School/Section/Unit/Centre/PI making purchases shall have the responsibility and accountability to bring efficiency, economy, and transparency in matter relating to public procurement and for fair and equitable treatment of suppliers and promotion of competition in public procurement.

1.1 BASIC AIMS OF PROCUREMENT – THE FIVE R’S OF PROCUREMENT

In every procurement, public or private, the basic aim is to achieve just the right balance between costs and requirements concerning the following five parameters called the Five R’s of procurement (as given below i-v). The entire process of procurement (from the time the need for an item, facility or services is identified till the need is satisfied) is designed to achieve such a right balance. The word ‘right’ is used in the sense of ‘optimal balance’.

i. Right Quality

Procurement aims to buy just the right quality that will suit the needs – no more and no less – with clear specification of the Procuring Entity’s requirements, proper understanding of functional value and cost, understanding of the bidder’s quality system and quality awareness. The concept of the right balance of quality can be further refined to the concept of utility/value. For the Right Quality, Technical Specification is the most vital ingredient. In public procurement, it is essential to give due consideration to Value for Money while benchmarking the specification.

ii. Right Quantity

There are extra costs and systemic overheads involved with both procuring a requirement too frequently in small quantities or with buying large quantities for prolonged use. Hence, the right quantity should be procured which balances extra costs associated with larger and smaller quantities.

iii. Right Price

It is not correct to aim at the cheapest materials/facilities/services available. The price should be just right for the quality, quantity and other factors involved (or should not be abnormally low for a facilities/works/services which could lead to a situation of non-performance or failure of contract). The concept of price can be refined further to take into account not only the initial price paid for the requirement but also other costs such as maintenance costs, operational costs and disposal costs.

iv. Right Time and Place

If the material (or facility or services) is needed by an organisation in three months’ time, it will be costly to procure it too late or too early. Similarly, if the vendor delivers the materials/facilities/services in another city, extra time and money would be involved in logistics. An unrealistic time schedule for completion of a facility may lead to delays, claims and disputes.

v. **Right Source**

Similarly, the source of delivery of Goods, Works and Services of the requirement must have just right financial capacity and technical capability for our needs (demonstrated through satisfactory past performance of contracts of same or similar nature). Buying a few packets of printer paper directly from a large manufacturer may not be the right strategy. On the other hand, if our requirements are very large, buying such requirements through dealers or middlemen may also not be right.

1.2 FUNDAMENTAL PRINCIPLES OF PUBLIC PROCUREMENT

General Financial Rules, 2017 (Rule 144) lay down the Fundamental Principles of Public Procurement (for all procurements including procurement of works).

Every authority delegated with the financial powers of procuring goods in public interest shall have the responsibility and accountability to bring efficiency, economy, and transparency in matters relating to public procurement and for fair and equitable treatment of suppliers and promotion of competition in public procurement.

The procedure to be followed in making public procurement must conform to the following yardsticks :-

- (i) The description of the subject matter of procurement to the extent practicable should -
 - a) be objective, functional, generic and measurable and specify technical, qualitative and performance characteristics.
 - b) not indicate a requirement for a particular trade mark, trade name or brand.
- (ii) the specifications in terms of quality, type etc., as also quantity of goods to be procured, should be clearly spelt out keeping in view the specific needs of the procuring organisations. The specifications so worked out should meet the basic needs of the organisation without including superfluous and non-essential features, which may result in unwarranted expenditure.
- (iii) Where applicable, the technical specifications shall, to the extent practicable, be based on the national technical regulations or recognized national standards or building codes, wherever such standards exist, and in their absence, be based on the relevant international standards. In case of Government of India funded projects abroad, the technical specifications may be framed based on requirements and standards of the host beneficiary Government, where such standards exist.
- (iv) Provided that a procuring entity may, for reasons to be recorded in writing, adopt any other technical specification.
- (v) Care should also be taken to avoid purchasing quantities in excess of requirement to avoid inventory carrying costs.
- (vi) Offers should be invited following a fair, transparent and reasonable procedure.
- (vii) The procuring authority should be satisfied that the selected offer adequately meets the requirement in all respects.
- (viii) The procuring authority should satisfy itself that the price of the selected offer is reasonable and consistent with the quality required.
- (ix) At each stage of procurement the concerned procuring authority must place on record, in precise terms, the considerations which weighed with it while taking the procurement decision.
- (x) A complete schedule of procurement cycle from date of issuing the tender to date of issuing the contract should be published when the tender is issued.
- (xi) All Departments/Schools/Office shall prepare Annual Procurement Plan before the commencement of the year.

1.3 CANONS OF FINANCIAL PROPRIETY

Public Procurement like any other expenditure in Government must conform to the Standards (also called Canons) of Financial Propriety. It may be useful to refer to the relevant provisions in the General Financial Rules, 2017.

Rule 21, GFR 2017. *Standards of financial propriety: Every officer incurring or authorizing expenditure from public moneys should be guided by high standards of financial propriety. Every officer should also enforce financial order and strict economy and see that all relevant financial rules and regulations are observed, by his own office and by subordinate disbursing officers. Among the principles on which emphasis is generally laid are the following:-*

- i. Every officer is expected to exercise the same vigilance in respect of expenditure incurred from public moneys as a person of ordinary prudence would exercise in respect of expenditure of his own money.
- ii. The expenditure should not be prima facie more than the occasion demands.
- iii. No authority should exercise its powers of sanctioning expenditure to pass an order which will be directly or indirectly to its own advantage.
- iv. Expenditure from public moneys should not be incurred for the benefit of a particular person or a section of the people, unless –
 - a claim for the amount could be enforced in a Court of Law, or
 - the expenditure is in pursuance of a recognized policy or custom.

1.4 TRANSPARENCY, COMPETITION, FAIRNESS AND ELIMINATION OF ARBITRARINESS IN THE PROCUREMENT PROCESS (RULE 173 OF GFR 2017)

All government purchases should be made in a transparent, competitive and fair manner, to secure best value of money. This will also enable the prospective bidders to formulate and send their competitive bids with confidence. Some of the measures for ensuring the above are as follows:-

- (i) The text of the bidding document should be self-contained and comprehensive without any ambiguities. All essential information, which bidder needs for sending responsive bid, should be clearly spelt out in the bidding document in simple language. The condition of prior turnover and prior experience may be relaxed for Startups (as defined by Department of Industrial Policy and Promotion) subject to meeting of quality & technical specifications and making suitable provisions in the bidding document. The bidding document should contain, inter alia.
 - (a) Description and Specifications of goods including the nature, quantity, time and place or places of delivery.
 - (b) The criteria for eligibility and qualifications to be met by the bidders such as minimum level of experience, past performance, technical capability, manufacturing facilities and financial position etc or limitation for participation of the bidders, if any.
 - (c) Eligibility criteria for goods indicating any legal restrictions or conditions about the origin of goods etc which may be required to be met by the successful bidder.
 - (d) The procedure as well as date, time and place for sending the bids.
 - (e) Date time and place of opening of the bid.
 - (f) Criteria for evaluation of bids.
 - (g) Special terms affecting performance, if any.
 - (h) Essential terms of the procurement contract.

- (i) Bidding Documents should include a clause that *“if a firm quotes NIL charges / consideration, the bid shall be treated as unresponsive and will not be considered.”*
- (ii) Any other information which the procuring entity considers necessary for the bidders to submit their bids.
- (iii) Modification to bidding document;
- (a) In case any modification is made to the bidding document or any clarification is issued which materially affects the terms contained in the bidding document, the procuring entity shall publish or communicate such modification or clarification in the same manner as the publication or communication of the initial bidding document was made.
- (b) In case of clarification or modification is issued to the bidding document, the procuring entity shall, before the last date for submission of bids, extend such time limit, if in its opinion more time is required by bidders to take into account the clarification or modification, as the case may be, while submitting their bids.
- (c) Any bidder who has submitted his/her bid in response to the original invitation shall have the opportunity to modify or resubmit it, as the case may be, or withdraw such bid in case the modification to bidding document materially affect the essential terms of the procurement, within the period initially allotted or such extended time as may be allowed for submission of bids, after the modifications are made to the bidding document by the procuring entity: Provided that the bid last submitted or the bid as modified by the bidder shall be considered for evaluation.
- (iv) Suitable provision should be kept in the bidding document to enable a bidder to question the bidding conditions, bidding process and / or rejection of its bid. The reasons for rejecting a tender or non-issuing a tender document to a prospective bidder must be disclosed where enquires are made by the bidder.
- (v) Suitable provision for settlement of disputes, if any, emanating from the resultant contract, should be kept in the bidding document.
- (vi) The bidding document should indicate clearly that the resultant contract will be interpreted under Indian Laws.
- (vii) The bidders should be given reasonable time to prepare and send their bids.
- (viii) The bids should be opened in public and authorised representatives of the bidders should be permitted to attend the bid opening.
- (ix) The specifications of the required goods should be clearly stated without any ambiguity so that the prospective bidders can send meaningful bids. In order to attract sufficient number of bidders, the specification should be broad based to the extent feasible.
- (x) Pre-bid conference : In case of turn-key contract(s) or contract(s) of special nature for procurement of sophisticated and costly equipment or wherever felt necessary, a suitable provision is to be kept in the bidding documents for one or more rounds of pre-bid conference for clarifying issues and clearing doubts, if any, about the specifications and other allied technical details of the plant, equipment and machinery etc. Projected in the bidding document. The date, time and place of pre-bid conference should be indicated in the bidding document. This date should be sufficiently ahead of bid opening date. The records of such conference shall be intimated to all bidders and, shall also be exhibited on the website(s) where tender was published.
- (xi) Criteria for determining responsiveness are to be taken into account for evaluating the bids such as:
- (a) Time of delivery.
- (b) Performance / efficiency / environmental characteristics.
- (c) The terms of payment and of guarantees in respect of the subject matter of procurement.
- (d) Price.
- (e) Cost of operating maintaining and repairing etc.

- (xii) Bids received should be evaluated in terms of the conditions already incorporated in the bidding documents; No new condition which was not incorporated in the bidding documents should be brought in for evaluation of the bids. Determination of a bid's responsiveness should be based on the contents of the bid itself without recourse to extrinsic evidence.
- (xiii) Bidders should not be permitted to alter or modify their bids after expiry of the deadline for receipt of bids.
- (xiv) Negotiation with bidders after bid opening must be severely discouraged. However, in exceptional circumstances where price negotiation against an ad-hoc procurement is necessary due to some unavoidable circumstances, the same may be resorted to only with the lowest evaluated responsive bidder.
- (xv) Deleted in response to OM no. F.1/26/2018-PPD dated 02.04.2019, Deptt. of Expenditure, Ministry of Finance, Govt. of India.
- (xvi) Contract should ordinarily be awarded to the lowest evaluated bidder whose bid has been found to be responsive and who is eligible and qualified to perform the contract satisfactorily as per the terms and conditions incorporated in the corresponding bidding document. However, where the lowest acceptable bidder against ad-hoc requirement is not in a position to supply the full quantity required, the remaining quantity, as far as possible, be ordered from the next higher responsive bidder at the rates offered by the lowest responsive bidder.
- (xvii) Procurement of Energy Efficient Electrical Appliances : Departments while procuring electrical appliances notified by Department of Expenditure shall ensure that they carry the notified threshold or higher Star Rating of Bureau of Energy Efficiency (BEE).
- (xviii) The name of the successful bidder who has been awarded the contract should be mentioned in the CPPP, Institute website and their notice board or bulletin.
- (xix) Rejection of all bids is justified when;
 - (a) Effective competition is lacking.
 - (b) All Bids and Proposals are not substantially responsive to the requirements of the Procurement Documents.
 - (c) The Bids / Proposals prices are substantially higher than the updated cost estimate or available budget; or
 - (d) None of the technical Proposals meets the minimum technical qualifying score.
- (xx) Lack of competition in Rule 173(xix), GFR 2017 shall not be determined solely on the basis of the number of Bidders. Even when only one Bid is submitted, the process may be considered valid provided following conditions are satisfied:
 - a) The procurement was satisfactorily advertised and sufficient time was given for submission of bids.
 - b) The qualification criteria were not unduly restrictive; and
 - c) Prices are reasonable in comparison to market values.
 - d) When a limited or open tender results in only one effective offer, it shall be treated as a single tender contract.

NOTE: A certificate by the Purchaser for this alongwith previous purchase orders of same items received by the supplier from Govt. bodies with last one year should be included.

1.5 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).

1.5.1 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, 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 Non-Consumable Stores.

All non-consumable stores have to be entered into the NCS Stock register of the appropriate Department/School/Section/Unit/Centre/Project/the end user section.

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

1.5.2 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 Stock Register in the appropriate Department/School/ Section/Unit/Centre/Project/the end user section.

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

1.5.3 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/School/Section/Unit/Centre/ Project/ and end user section of the 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, floppies, CD ROMs, magnetic tapes, monitors, hard disk, 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 for replacing any spare of an equipment, such spare be treated as CS, provided such spare do not have any replacement value. In case of a dispute regarding the classification of an item, the decision of Director shall be final.

NOTE: *The Office/Purchaser must maintain the Purchase Book and Stock Book for every single purchase.*

1.6 FINANCIAL AND SANCTIONING POWERS

The sanction of fund will be made by the Competent Authority as per the Delegation of Financial Power approved by the Board of Governors (BoG) of Institute from time to time.

The following table gives the financial limits up to which the concerned person has authority to approve purchases within the allocated budget of the department/project already approved by the Competent Authority. 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.

Sl. No.	Competent Financial Authority	Non-Consumable Store (NCS)	Limited Time Asset Store (LTAS)	Consumable Store (CS)	Temporary Contingent Advance
1	Director	No upper limit	No upper limit	No upper limit	No upper limit
2	Dean (R&D) (for project purchase only)	Rs. 2000000/-	Rs.1000000/-	Rs. 400000/-	Rs. 100000/-
3	Registrar	Rs. 500000/-	Rs. 300000/-	Rs. 200000/-	Rs. 50000/-
4	HOD/Unit Incharge/ Project Investigators (for project purchase only)	Rs. 250000/-	Rs. 200000/-	Rs. 100000/-	Rs. 25000/-

Notes:

1. As per **Rule 157 of GFR 2017**, a demand for goods should not be divided into small quantities to make piecemeal purchases to avoid the necessity of obtaining the sanction of higher authority required with reference to the estimated value of the total demand.
2. The above limits apply to indigenous purchase as well as import. For the purposes of imports the Indian Rupee equivalent of the foreign currency on the date of sanction should be considered for the aforesaid limit.
3. All temporary contingent advances shall be adjusted as per the approved guidelines.

1.7 PURCHASE COMMITTEES

The approval of the Competent Authority must be obtained for each purchase committee as mentioned below at the beginning of the each Financial Year. Further, only regular employees holding substantive post or equivalent in the Institute (either Permanent OR on On-Probation OR on Deputation) may be made members of any Procurement/ Purchase Committee.

1.7.1 Role of Purchaser/Purchase Committee

The Purchaser/ Committee shall ensure the provisions as contained in this manual and other Govt of India norms as amended from time to time. The Purchaser/ Committee which has been entrusted with the task of formulation of Technical specifications/eligibility criteria shall ensure that Technical specifications (including Drawings) and Quality Assurance, if any, have been met in accordance with the requirement of Indenter (User) before the issue of Tender.

Further, after the opening of bids and during the technical evaluation process, where specific knowledge and expertise of the subject matter of procurement is required, the subject expert including technical members having specific knowledge of the domain shall ensure that the requisite specifications as per the Tender document have been met. The liability of ensuring the technical

specifications, item procurement justifications, price justification, justification of proprietary nature of the item (if any) shall rest with the members of the committee/Purchaser. The Purchaser/Committee will be liable for reply of any kind of query/observation of Accounts section, CAG audit, internal audit, CVC.

1. Central Purchase Committee (C.P.C.)

There will be a Central Purchase Committee to be constituted by the Director. The Committee will consist of a Chairman and 5 to 7 members, drawn from various end- users. The Committee may co-opt members, if required, with prior approval of the Director. The Member Secretary to the Committee will be nominated by the Director. The tenure of the Committee will be one year from the date of its constitution. The Committee shall perform the following functions:

- a) To approve vendor empanelment, as and when required.
- b) To consider and approve purchases of special items required in the Institute, referred by the Director from time to time.
- c) Purchases of those Offices where they do not have their purchase committee OR offices is not able to do the purchases OR any other purchases as per the directives of Competent Authority etc.
 - i. Chairman – nominated by the Director
 - ii. 5 to 7 members drawn from various end users nominated by the Director
 - iii. The Committee may co-opt members, if required, with prior approval of the Director.
 - iv. Registrar
 - v. Deputy Registrar (Purchase)/Assistant Registrar (Purchase) – Member Secretary

2. Purchase Committee for Department/School/Centre/Section/Unit

- i. Head/Coordinator/Incharge - Chairman
- ii. Director's nominee - Member
- iii. Two Professors (by rotation every financial year) - Member
- iv. One Associate Professor (by rotation every financial year) - Member
- v. One Assistant Professor (by rotation every financial year) - Member

3. Project Purchase Committee

- i. Project Investigator - Chairman
 - i. Director's nominee - Member
 - ii. Co - Principal Investigator (if any) - Member
 - iii. Head of the Department/Coordinator of School - Member
 - iv. Dean R&D nominee - Member
 - v. 01 faculty member from the Department/School - Member
 - vi. 01 faculty member from outside the Department/School* - Member
- *to be nominated by Project Investigator

4. Spot Purchase Committee

A Committee consisting of at-least 03 members approved by the Director (up-to limit of purchase of Rs. 2.5 lac otherwise in special cases as per Director's approval). The committee consisting of at least three members not below the rank of Assistant Professor / Group 'A' officer will be approved by the Director / Competent Financial Authority.

Note :

1. Director may constitute purchase committee for specific purposes and other administrative units which are not covered above.
2. 50% members of the Purchase Committee shall form a quorum for a meeting of the Purchase Committee.

MODES OF PROCUREMENT AND BIDDING SYSTEM**Introduction**

Offers from prospective bidders for public procurement must be invited according to a procedure that achieves a balance between the need for the widest competition, on the one hand, and complexity of the procedure, on the other hand. Different modes of procurement and bidding systems are used to suit various procurement circumstances to achieve this balance. There are laid down procedures for delegation of powers of procurement to various competent authorities under different modes as given in Chapter 1.

The various modes of procurement that can be used for public procurement are:

2.1 MODES OF PROCUREMENT

It is clarified that as per Rule 149 of GFR 2017, it is mandatory to make the procurement of common use Goods and Services by Departments/Offices/Schools/Sections/Units which are available on GeM. Hence, only in case Goods and Services (of required specification or within required delivery period etc.) are not available on GeM, the purchaser can purchase by other modes as specified below.

Further, the Tender documents which are separately available should be used for floating the different nature of Tender enquiry for items which are not available on GeM at the time of Purchase.

2.1.1 Purchase of Goods without Quotation

Purchase of goods upto the value of Rs. 25,000 (Rupees twenty five thousand) only on each occasion may be made without inviting quotations or bids on the basis of a certificate to be recorded by the competent authority in the following format.

“I, am personally satisfied that these goods purchased are of the requisite quality and specification and have been purchased from a reliable supplier at a reasonable price.”

Signature of Purchaser

2.1.2 Purchase of Goods on Single Quotation

Purchase of goods costing above Rs. 25,000 (Rupees twenty five thousand) and upto Rs. 50,000 (Rupees Fifty thousand) on each occasion may be made by inviting single quotation through the purchase committee duly approved by the Competent Authority for each financial year as per Chapter 1. A certificate to be recorded by the Committee Members in the following format :

“Certified that we, members of the purchase committee are jointly and individually satisfied that the goods recommended for purchase are of the requisite specification and quality, priced at the prevailing market rate and the supplier recommended is reliable and competent to supply the goods in question, and it is not debarred by Department of Commerce or Ministry/Department concerned”

Signature of Purchase Committee

2.1.3 Purchase of Goods by Purchase Committee

Purchase of goods costing above Rs. 50,000 (Rupees fifty thousand only) and upto Rs.2,50,000/- (Rupees two lakh and fifty thousand only) on each occasion will be done by inviting quotations from more than three firms (by considering at least 3 technically qualified quotations) through the purchase committee duly approved by the Competent Authority for each financial year as per Chapter 1. In case atleast 3 quotations (technically qualified) are not obtained, a second enquiry may be floated giving sufficient time followed by Rule 173(xx) of GFR 2017 with approval of CFA. A certificate to be recorded by the Committee Members in the following format :

“Certified that we, members of the purchase committee are jointly and individually satisfied that the goods recommended for purchase are of the requisite specification and quality, priced at the prevailing market rate and the supplier recommended is reliable and competent to supply the

goods in question, and it is not debarred by Department of Commerce or Ministry/Department concerned”

Signature of Purchase Committee

2.1.4 Purchase of Goods through Limited Tender:

For purchases estimated between Rs. 2.5 lacs to Rs.25.00 lac purchase will be done by inviting quotations from more than three firms (by considering at least 3 technically qualified quotations) through the purchase committee duly approved by the Competent Authority for each financial year. Compositions of the various purchase committees are given in the Chapter 1. In case atleast 3 quotations (technically qualified) are not obtained a second enquiry may be floated giving sufficient time followed by Rule 173(xx) of GFR 2017 with approval of CFA.

Terms and Conditions

- Enquiry should be floated through E-Procurement portal of CPPP.
- Enquiry should be uploaded on Institute Website.
- Sufficient time should be allowed for submission of quotations.
- If required, the Committee can also adopt two bid systems.
- Tender fees, EMD and PBG may be asked as per the estimated value of Purchase order, however, it must be asked for the purchases above Rs. 10 lakhs (including taxes).

2.1.5 Advertised Tender Enquiry (ATE)

In Advertised Tender Enquiry (ATE), an attempt is made to attract the widest possible competition by publishing the NIT simultaneously on the designated websites. This is the default mode of procurement and gives the best value for money. ATE procedures through e-Procurement should be adopted in the following situations:

- Procurements exceeding the threshold of Rs. 25 lakh (Rupees Twenty Five lakh);
- All required items which are not available on GeM.
- For requirements that are ordinarily available in the open market but it is necessary to evaluate competitive offers to decide the most suitable and economical option available; and
- When requirements are not available from known sources or sources are presently limited and need to be broad based. In such situations, even for procurements below Rs. 25 (Rupees twenty-five) lakh, ATE mode may be used, if warranted. (Rule 161 of GFR 2017)
- If Department feels that the goods of the required quality, specifications etc., may not be available in the country and it is necessary to also look for suitable competitive offers from abroad.

Terms and Conditions

- Tender must be floated through CPP Portal.
- Publication of Tender document on Institute Website.
- Minimum THREE WEEKS' time must be given from the date of Publishing of Tender. Further, where the Department/Purchaser also contemplates obtaining bids from abroad, the minimum period should be kept as FOUR WEEKS for both domestic and foreign bidders.
- Two bid bidding system must be followed.
- Tender fees, EMD and PBG must be asked as per the estimated value of Purchase order.
- Relevant INCOTERMS should be included in the tender document where bids are expected from abroad and NIT may be send to Indian Embassies Abroad as well as foreign Embassies in India. The selection of the embassies will depend on the possibility of availability of the required goods in such countries.

2.1.6 Government e-Marketplace (GeM)

Government of India has established the Government e-Marketplace (GeM) for common use goods and services. GeM SPV will ensure adequate publicity including periodic advertisement of the items to be procured through GeM for the prospective suppliers. **The Procurement of Goods and Services by Departments/ School/Sections/Units/Offices will be mandatory for Goods or**

Services available on GeM. The credentials of suppliers on GeM shall be certified GeM SPV. **The procuring authorities/Purchaser/Purchase Committee will certify the reasonability of rates.** The GeM portal shall be utilized by the Government buyers for direct on-line purchases as under :

- (i) Up to Rs.25,000/- through any of the available suppliers on the GeM, meeting the requisite quality, specification and delivery period and at reasonable price.
- (ii) Above Rs.25,000/- and up to Rs.5,00,000/- through the GeM Seller having lowest price amongst the available sellers, of at least three different manufacturers, on GeM, meeting the requisite quality, specification and delivery period. The tools for online bidding and online reverse auction available on GeM can be used by the Buyer even for procurements less than Rs. 5,00,000.
- (iii) Above Rs.5,00,000/- through the supplier having lowest price meeting the requisite quality, specification and delivery period after mandatorily obtaining bids, using **online bidding or reverse auction tool** provided on GeM.
- (iv) The invitation for the online e- bidding/reverse auction will be available to all the existing Sellers or other Sellers registered on the portal and who have offered their goods/services under the particular product/service category, as per terms and conditions of GeM.
- (i) The above mentioned monetary ceiling is applicable only for purchases made through GeM. For purchases, if any, outside GeM, relevant Rules of GFR shall apply.
- (v) The Departments/Schools/Sections/Units shall work out their procurement requirements of Goods and Services as per their requirement/ suitability at the time of preparation of Budget Estimates (BE) and shall project their Annual Procurement Plan of goods and services on GeM portal within 30 days of Budget approval.
- (vi) The Buyers may ascertain the reasonableness of prices before placement of order using the Business Analytics (BA) tools available on GeM including the Last Purchase Price on GeM, Department's own Last Purchase Price etc.
- (vii) **A demand for goods shall not be divided into small quantities to make piecemeal purchases to avoid procurement through L-1 Buying / bidding / reverse auction on GeM or the necessity of obtaining the sanction of higher authorities required with reference to the estimated value of the total demand.**
- (viii) **Payment Procedure in GeM:** The payment procedure in GeM is governed by O.M. No. F.26/4/2016-PPD dated 26th May, 2016 issued by D/o. Expenditure, M/o. Finance, New Delhi as amended from time to time.

The salient feature of this O.M. is that it is obligatory to make payments without any delay for purchases made on GeM. The consignee is required to issue an online digitally signed consignee receipt and acceptance certificate after receipt of goods within ten days. **Thereafter, the payments are to be released maximum within ten days.**

2.1.7 Single Tender Enquiry (Rule 166 of GFR 2017)

Procurement from a single source may be resorted to in the following circumstances:

- i. It is in the knowledge of the user department/school/section/unit that only a particular firm is the manufacturer of the required goods.
- ii. In a case of emergency, the required goods are necessarily to be purchased from a particular source and the reason for such decision is to be recorded and approval of competent authority obtained.
- iii. For standardisation 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.

2.1.7.1 Proprietary Article Procurement

In procurement of goods, certain items are procured only from Original Equipment Manufacturers (OEMs) or manufacturers having proprietary rights (or their authorised dealers/ stockists) against a PAC certificate signed by the appropriate authority. *It should be used only in justifiable situations* (Rule 166 of GFR 2017).

Terms and Conditions

- (i) Users should enclose, a Proprietary certificate (in Annexure I-A format) indicating the justification and approval of Competent Authority, for sourcing an item from OEM or PAC(Proprietary Article Certificate) firms or their authorised agents;
- (ii) Proprietary items shall be purchased only from a nominated manufacturer or its authorised dealer as recorded in the PAC certificate;
- (iii) The firm may be asked to certify that the rates quoted by them are the same and not higher than those quoted with other Government, public sector or private organisations;
- (iv) EMD and PBG must be asked as per the estimated value of Purchase order.
- (v) ***It is clarified here that a particular brand, make or model of a manufacturer should not be considered as a proprietary item.***
- (vi) Purchase of items of a proprietary nature (i.e. item which do not have substitutes, or are spare parts of already existing equipment for which substitute replacements are not available) can be done on the basis of a single quotation irrespective of the value of the item. In such cases the purchaser must furnish a proprietary certificate countersigned by HOD of the concerned Department/School/Centre and a proprietary certificate must be obtained from the supplier also **stating that they are the only source of supply / manufacture in Annexure I-B format.**

2.1.7.2 Single Tender Enquiry (STE) without a Proprietary Certificate

A tender invitation to one firm only without a PAC certificate is called a single tender. *It should be resorted to only under following conditions:*

- (i) For standardization of machinery or components or spare parts to be compatible to the existing sets of machinery/equipment (on the advice of a competent technical expert and approved by the competent authority), the required goods are to be purchased only from a selected firm. (Rule 166 of GFR 2017) (*Certificate to be recorded in Annexure III*).
- (ii) In a case of emergency, the required goods are necessarily to be purchased from a particular source and the reason for such decision is to be recorded and approval of competent authority obtained. (Rule 166 of GFR 2017) (*Certificate to be recorded in Annexure II*).

Terms and Conditions

- (i) The reasons for a STE and selection of a particular firm must be recorded and approved by the Competent Authority on recommendation of Purchase Committee as per the delegation of powers laid in Chapter 1, prior to single tendering.
- (ii) Other terms and conditions of PAC procurement mentioned above would also apply in this case.

2.1.8 Purchase under Rate Contract

The Institute may enter for rate contract from time to time as per requirement with the approval of the BoG of the Institute.

2.1.9 Purchase under Buy Back Scheme (Rule 176 of GFR 2017)

When it is decided with the approval of the 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 that the prospective and interested bidders formulate their bids accordingly. Depending on the value and condition of old item to be traded, the time as well the mode of handling over the old item to the successful bidder should be decided and relevant details in this regard suitably incorporated in the bidding document. Further, suitable provision should also be kept in the bidding document to enable the purchaser either to trade or not to trade the item while purchasing the new one.

A condemnation report is to filled up on GFR-10 (ANNEXURE VIII) form for old item, signed by all members of condemnation/write-off committee, approved by Director. It is to be mentioned on GFR-10 in the column of mode of disposal that item is being given to the firm under buy back scheme.

2.1.10 Expression of Interest

Expression of Interest (EoI) bids may be invited in following situations:

- It is not feasible for the Procuring Entity to formulate detailed specifications or identify specific characteristics for the subject matter of procurement, without receiving inputs regarding its technical aspects from bidders;
- The character of the subject matter of procurement is subject to rapid technological advances or market fluctuations or both;
- The Procuring Entity seeks to enter into a contract for the purpose of research, experiment, study or development, except where the contract includes the production of requirements in quantities sufficient to establish their commercial viability or to recover research and development costs; or
- The bidder is expected to carry out a detailed survey or investigation and undertake a comprehensive assessment of risks, costs and obligations associated with the particular procurement.

Invitation of Expression of Interest

In EoI tenders, an advertisement inviting expression of interest should be published. The invitation to the EoI document should contain the following information:

- A copy of the advertisement
- Objectives and scope of the requirement
- Instructions to the bidder
- Formats for submission
- The EoI document should be made available to the interested bidder as a hard copy as well as on its website in a downloadable form; and
- Eligibility criteria
- **Evaluation of EoI:** The bidders should be evaluated for shortlisting, inter-alia, based on their past experience of performance in a similar context, financial strength and technical capabilities, among others. Each bidder should be assigned scores based on the sum of marks obtained for each parameter multiplied by the weightage assigned to that parameter. All bidders who secure the minimum required marks should be shortlisted. The minimum qualifying marks should be specified in the EoI document. Alternatively, instead of weighted evaluation, the EoI document may specify a 'qualified - not qualified criteria' with the minimum qualifying requirement for each of the criteria, such as minimum years of

experience, minimum number of assignments executed and minimum turnover. Under such circumstances, all bidders who meet the minimum requirement, as specified, should be shortlisted. The short list should normally comprise at least four firms.

Stages involved in Expression of Interest Tenders

- **In the first** stage of the bidding process, the Procuring Entity shall invite EoI bids containing the broad objectives, technical and financial eligibility criteria, terms and conditions of the proposed procurement etc without a bid price. On receipt of the Expressions of Interest, received bids will be evaluated on the basis of requirement mentioned in EOI and result of the same may be notified.
- In the **second stage** of the bidding process, the Procuring Entity shall invite bids from all those bidders whose bids at the first stage were not rejected, to present final bid with bid prices in response to a revised set of terms and conditions of the procurement;
- If the Procuring Entity is of the view that after EoI stage, there is likelihood of further participation by many more bidders and to avoid getting trapped into a legacy technology, the second stage bidding may not be restricted only to the shortlisted bidders of EoI stage and it may be so declared in the EoI document ab-initio. Thereafter in the second stage, normal Advertised Tendering may be done.

2.1.11 Purchase of Items through Credit Card

- Limit of payment of credit card is up-to US\$ 1000 or other foreign currency equivalent to US\$ 1000 when purchases are in foreign currency and Rs.50,000/- for purchases done in Indian currency as per directives of the RBI. The purchaser must take the approval from the CFA in advance.
- Purchaser must ensure if the item is not banned / prohibited.
- Purchaser should also declare that the item is not for sale, or profit, making it clear that it is exclusively for research purpose.
- If the item is not of proprietary nature then the indenter should declare the price quoted by the Firm on the website/e-mail is quite reasonable in comparison with national/international market and that he has ensured himself by seeing the prices of different Firms.
- Purchaser should get approval of CFA before placing the order by credit card and get exemption of customs duty (for imported items).
- 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.
- Each and every precaution should be taken by the purchaser to avoid delay in release leading to demurrages for the material and also any interest on the payment of credit card.
- Purchaser shall submit adjustment bill to the Accounts Office of Institute after purchase and getting Tax Invoice/ Bill of Supply from the firm/supplier against the payment by credit card.

2.1.12 Purchase of Goods by Spot Purchase Committee

Purchase of goods up to a value of Rs.2,50,000/- (rupees two lacs fifty thousand only) on each occasion may be made through Spot Purchase without inviting quotations / bids by the competent authority in case of absolute emergency and such emergency be clearly specified by the purchaser and approved by the competent authority. A committee consisting of at least three members not below the rank of Assistant Professor / Group 'A' officer will be approved by the Director / Competent Financial Authority.

For spot purchase, the duly approved committee will survey the market to ascertain the reasonableness of rate, quality and specifications and identify the appropriate supplier. Before

recommending placement of the purchase order the members of the committee will jointly record a certificate as under:

“Certified that we members of the Spot 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.”

Signature of all members

2.1.13 Online Purchases

All the Online purchases must be made through GeM by the Procuring Authorities of the Institute. However, if an item is not available at the time of making procurement on GeM, the same should be procured from any other online portal. In this case procuring authorities must ensure that the items are not available on GeM before procuring the same from other Online portal.

Further, the maximum permissible limit for online purchase through sources other than GeM is Rs. 25000/- for items which are not available on GeM.

A certificate to be recorded by the procuring authority in the following format:

“I, am personally satisfied that these goods purchased are of the requisite quality and specification and have been purchased from a reliable supplier at a reasonable price Further, these goods were not available on GeM before procuring from other Online Portal.”

Signature of Purchaser

2.1.14 Even when only one Bid is submitted, the process may be considered valid provided approval of CFA & following conditions are satisfied (A certificate by the purchaser to be recorded in Annexure VII format):

- a) The procurement was satisfactorily advertised and sufficient time was given for submission of bids.
- b) The qualification criteria were not unduly restrictive; and
- c) Prices are reasonable in comparison to market values. (A certificate by the Purchaser for this alongwith previous purchase orders of same items received by the supplier from Govt. bodies with last one year should be included).

2.1.15 Maintenance Contract

Depending on the cost and nature of the goods to be purchased, it may also be necessary to enter into maintenance contract(s) of 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 especially 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 contract terms may provide and the paid maintenance should commence only thereafter.

2.1.16 Procurement of Consultancy and Other Services

The procurement of Consultancy and Other Services may be done in accordance with GFR 2017 and Manual for Procurement of Consultancy and Other Services, 2017 of Ministry of Finance, Govt. of India as amended from time to time. Further, the Purchase Committee, may keep ‘Presentation’ as a part of criteria for Technical evaluation for Consultancy and Other Services, however, the same must be clearly mentioned in Tender document/RFP.

2.2 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 10% of the delivered price is to be incorporated in the contract terms. If the payment term is 100% against delivery and if there is delay in supplying the material then a cheque of penalty amount must be taken from the seller in favour of the Registrar, IIT (BHU) Varanasi.

NOTE:

The concerned CFA in special circumstances can extend the delivery date and/or waive off the penalty on the delayed supply of the items due to some genuine reasons stated by the vendor on the recommendation of Purchase Committee.

2.3 RESERVED ITEMS AND OTHER PURCHASE/PRICE PREFERENCE POLICY (RULE 153 OF GFR 2017)

- The Central Government, through administrative instructions, has reserved all items of hand spun and hand-woven textiles (khadi goods) for exclusive purchase from Khadi Village Industries Commission (KVIC). It has also reserved all items of handloom textiles required by Central Government departments for exclusive purchase from KVIC and/or the notified handloom units of Association of Corporations and Apex Societies of Handlooms (ACASH).
- Ministry of Micro, Small and Medium Enterprises (MSME) have notified procurement policy under Section 11 of the Micro, Small and Medium Enterprises Development Act, 2006.
- The Central Government may, by notification, provide for mandatory procurement of any goods or services from any category of bidders, or provide for preference to bidders on the grounds of promotion of locally manufactured goods or locally provided services.

NOTE :

1. Order no. P-45021/2/2017-B.E.-II dated 15.06.2017 issued by Department of Industrial Policy and Promotion, Ministry of Commerce and Industry, Govt of India regarding Public Procurement (Preference to Make in India), Order 2017 and notifications issued by the concerned Nodal Ministries notifying therein different product categories, other provisions and amendments thereof may be followed in this regard.
2. Further, OM No. F.1/15/2018-PPD dated 24.04.2018 of Procurement Policy Division of Deptt of Expenditure, Ministry of Finance, Govt. of India reiterating therein earlier instructions and provisions in various Manuals and Orders may be strictly abided by the provisions of Public Procurement (Preference to Make in India) Order, 2017.
3. Moreover, it is also emphasised that there should be no such qualifications for the bidders in the Tender document that would be advantageous to the foreign manufactured goods at the cost of domestically manufactured goods.

2.4 (i) E-PROCUREMENT

All the purchases over and above Rs. 2.5 lakh MUST be made through E procurement mode using CPP Portal of Govt of India. NO MANUAL BIDS SHALL BE ACCEPTED. Further, the purchaser must ensure before proceeding for e-procurement that the item/s which is to be purchased is not available on GeM.

(ii) All tender enquiry above Rs. 2.5 lakhs MUST also be uploaded on the website of the Institute.

This practice is required:

1. to ensure fair chance of competition is given to all eligible vendors;
2. to invite suppliers of scientific equipment; and

3. to attract more bids and ensure better competition.

2.5 LATE TENDER (RULE 165 OF GFR 2017)

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

2.6 SPLITTING OF PURCHASE

As per the **Rule 157 of GFR 2017**, a demand for goods should not be divided into small quantities to make piecemeal purchases to avoid the necessity of obtaining the sanction of higher authority required with reference to the estimated value of the total demand.

2.7 BIDDING SYSTEMS

Bidding systems are designed to achieve an appropriate balance between the countervailing needs for Right Quality, Right Source and the Right Price under different complexities/criticality of Technical requirements and value of procurements. In certain critical and complex requirements, the technical and financial capability of Source of supply becomes an important determinant for value for money. Depending on the complexity and criticality Technical of requirement, Criticality of capability of Source and value of procurement, following types of bidding systems may be used.

2.7.1 Single Stage Bidding System

In single stage bidding, all bids are invited together in a single envelope or in multiple envelopes system. This bidding system is suitable where technical requirements are simple or moderate; capability of source of supply is not too crucial and the value of procurement is not too high;

2.7.1.1 Single Stage Single Envelop System: Where qualitative requirements and technical specifications are clear, capability of source of supply isn't critical and value of procurement is low or moderate, the single envelop system, where eligibility, technical/commercial and financial details are submitted together in the same envelop may be followed. The lowest responsive priced bid that meets the eligibility criteria, technical and commercial requirements laid down in the bid documents is declared as successful.

2.7.1.2 Single Stage Two Envelops System (Two Bid System) (Rule 163 of GFR 2017)

For purchasing high value plant, machinery etc. of a complex and technical nature, bids may be obtained in two parts as under :

(i) Technical bid consisting of all technical details along with commercial terms and conditions;

and

(ii) Financial bid indicating item-wise price for the items mentioned in the technical bid.

The technical bid and the financial bid should be sealed by the bidder in separate covers duly super-scribed and both these sealed covers are to be put in a bigger cover which should also be sealed and duly super-scribed. The technical bids are to be opened by the purchasing Department/School/Section /Unit at the first instance and evaluated by a competent committee or authority. At the second stage financial bids of only these technically acceptable offers should be opened after intimating them the date and time of opening the financial bid for further evaluation and ranking before awarding the contract.

In technically complex requirements but where capability of source of supply is still not crucial and value of procurement is not low, a two envelop system may be followed.

In e-Procurement, financial bids of technically non-compliant offers would not get opened.

2.7.1.3 Single Stage Three Envelops System with Pre-qualification: Where the procurement is moderately complex and the time, effort and money required from the bidder to participate in a tender is not very high, the following three envelope system may be followed:

i) **Envelop 1** : Pre-Qualification Criteria, EMD, Tender fees etc.

ii) **Envelop 2** : Technical Bid

iii) **Envelop 3** : Financial Bid

In the first instance on the bid opening date only the Pre-Qualification Bidding envelopes (also containing the EMD and other eligibility documents) are opened and evaluated to shortlist the responsive bidders who pass the Pre-qualification. Rest of procedure is same as two envelop system for only qualified bidders.

2.7.1.4 Pre-qualification Criteria: PQC should be unrestrictive enough so as not to leave out even one capable vendor/contractor. Otherwise, it can lead to higher prices of procurement/works/services. However, on the other hand, these criteria should be restrictive enough so as not to allow even one incapable vendor/contractor and thus vitiate fair competition for capable vendors/contractors to the detriment of the buyer's objectives. A misjudgement in either direction may be detrimental. **The CVC guidelines regarding the framing of PQC may be followed in this regard.** Due consideration should be given while framing PQC, to its effect on adequacy of competition. The sample pre-qualification criteria is given in Annexure 9 of Manual for Procurement of Goods, 2017.

2.7.2 Two-Stage Bidding (Rule 164 of GFR 2017)

(Obtain bids in two stages with receipt of financial bids after receipt and evaluation of technical bids)

- (i) Department may procure the subject matter of procurement by the method of two-stage bidding, if
 - (a) It is not feasible to formulate detailed specifications or identify specific characteristics for the subject matter of procurement, without receiving inputs regarding its technical aspects from bidders; or
 - (b) The character of the subject matter of procurement is subject to rapid technological advances or market fluctuations or both; or
 - (c) Department seeks to enter into a contract for the purpose of research, experiment, study or development, except where the contract includes the production of items in quantities sufficient to establish their commercial viability or to recover research and development costs or;
 - (d) The bidder is expected to carry out a detailed survey or investigation and undertake a comprehensive assessment of risks, costs and obligations associated with the particular procurement.
- (ii) The procedure for two stage bidding shall include the following, namely:-
 - (a) In the first stage of the bidding process, the Department/School/Section/Unit shall invite bids through advertised tender containing the technical aspects and contractual terms and conditions of the proposed procurement without a bid price;
 - (b) All first stage bids, which are otherwise eligible, shall be evaluated through an appropriate committee by the Department/School/Section/Unit;
 - (c) The Committee may hold discussions with the bidders and if any such discussion is held, equal opportunity shall be given to all bidders to participate in the discussion;
 - (d) In revising the relevant terms and conditions of the procurement, the procuring entity shall not modify the fundamental nature of the procurement itself, but may add, amend or omit any specification of the subject matter of procurement or criterion for evaluation;

- (e) In the second stage of the bidding process, the procuring entity shall invite bids from all those bidders whose bids at the first stage were not rejected, to present final bid with bid prices in response to a revised set of terms and conditions of the procurement;
- (f) Any bidder, invited to bid but not in a position to supply the subject matter of procurement due to modification in the specifications or terms and conditions, may withdraw from the bidding proceedings without forfeiting any bid security that he/she may have been required to provide or being penalised in any way, by declaring his/her intention to withdraw from the procurement proceedings with adequate justification.

2.8 DUTIES & TAXES

- The applicable concessional custom duty for IITs 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 of India, GST shall be payable for all indigenous items. The applicable concessional GST for IITs on items to be used for Research purpose is payable as per Govt of India order as amended from time to time, for which necessary certificate shall be provided by the Institute.

2.9 AWARD OF CONTRACT

Prior to the expiry of the period of bid validity, the successful bidder will be notified (briefly indicating therein relevant details such as quantity, specification of the goods ordered, prices, and so on) in writing by a registered letter or any other acknowledgeable and fool proof method that his bid has been accepted. Legally communication of acceptance of offer is considered complete as soon as it is submitted to Postal authorities. In the same communication, the successful tenderer is to be instructed to furnish the required performance security within a specified period. In respect of contracts for purchases, where tender documents include the GCC, SCC and schedule of requirements, the letter of acceptance will result in a binding contract. All delivery liabilities would be counted from the date of Letter of Award.

Once a contract has been concluded, the terms and conditions thereof should not be varied. No amendment to the contract should be made that can lead to a vitiation of the original tender decision or bestow an undue advantage on the contractor. However, due to various reasons, changes and modifications are needed in the contract. Where it becomes necessary/ inescapable, any modification will be carried out with the prior approval of the Competent Authority. Requests for such changes and modifications mostly emanate from the supplier. Any amendment to the contract may have, inter alia, financial/technical/legal implications. The indenter may be consulted regarding the technical implications. Financial concurrence should be obtained before issuing any amendment that has financial implications/repercussions. Further, if considered necessary, legal opinion may also be sought. An amendment can concern any of the clauses of the contract but, in supply contracts, amendments often relate to the following:

- i) Increase or decrease in the quantity required, exercise of quantity option clause;
- ii) Changes in schedule of deliveries and terms of delivery;
- iii) Changes in inspection arrangements;
- iv) Changes in terms of payments and statutory levies; and
- v) Change due to any other situation not anticipated.

2.10 ANNUAL MAINTENANCE CONTRACT

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.

The annual maintenance contract, repair contract, repair work from the manufacturer/manufacturer's authorized supplier, in respect of various equipment in the Department/School/Centre shall be entered into by the HoD/Coordinator/P.I./Unit Incharge after getting necessary approval for the same by the competent financial authority following purchase procedures elaborated in this Manual and quotations shall be invited in accordance to the monetary limit prescribed in this purchase manual and shall be strictly adhered to.

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 must be from a prospective date. In order to ensure this, the HoD/Coordinator/PI/Unit Incharge shall be required to initiate action for renewal of AMC at least 90 days before the expiry of existing AMC.
- All the certificates regarding satisfactory services must be obtained from the concerned users and are to be placed to the competent financial authority for approval of renewal of AMC.
- In case of any increase in the AMC cost when compared to previous AMC, necessary justification for increase in price may also be obtained from the firm with proper documents.

2.11 CODE OF INTEGRITY

2.11.1 Rule 175 (1) of GFR 2017

No official of a procuring entity or a bidder shall act in contravention of the codes which includes

(i) prohibition of

- (a) Making offer, solicitation, or acceptance of bribe, reward or gift or any material benefit, either directly or indirectly, in exchange for an unfair advantage in the procurement process or to otherwise influence the procurement process.
 - (b) Any omission, or misrepresentation that may mislead or attempt to mislead so that financial or other benefit may be obtained or an obligation avoided.
 - (c) Any collusion, bid rigging or anti-competitive behaviour that may impair the transparency, fairness and the progress of the procurement process.
 - (d) Improper use of information provided by the procuring entity to the bidder with intent to gain unfair advantage in the procurement process or for personal gain.
 - (e) Any financial or business transactions between the bidder and any official of the procuring entity related to tender or execution process of contract; which can affect the decision of the procuring entity directly or indirectly.
 - (f) Any coercion or any threat to impair or harm, directly or indirectly, any party or its property to influence the procurement process.
 - (g) Obstruction of any investigations or auditing of a procurement process.
 - (h) Making false declaration or providing false information for participation in a tender process or to secure a contract;
- (ii) Disclosure of conflict of interest.
- (iii) Disclosure by the bidder of any previous transgressions made in respect of the provisions of sub-clause (i) with any entity in any country during the last three years or of being debarred by any other procuring entity.

2.11.2 The procuring entity, after giving a reasonable opportunity of being heard, comes to the conclusion that a bidder or prospective bidder, as the case may be, has contravened the code of

integrity, may take appropriate measures (**Rule 175(2) of GFR 2017**).

2.12 EMD (EARNEST MONEY DEPOSIT)/BID SECURITY

- (i) To safeguard against a bidder's withdrawing or altering its bid during the bid validity period in the case of advertised or limited tender enquiry, Bid Security (also known as Earnest Money) is to be obtained from the bidders. The bidders should be asked to furnish bid security along with their bids (technical bid in case of two bid system) only. Amount of bid security should be between **Two to Five percent (2 to 5%)** of the estimated value of the goods to be procured. The bid security may be accepted in the form of Account Payee Demand Draft, Fixed Deposit Receipt, Banker's Cheque or Bank Guarantee from any of the Commercial Banks or payment online in an acceptable form, safeguarding the purchaser's interest in all respects. The bid security is normally to remain valid for a period of forty-five days beyond the final bid validity period.
- (ii) Bid securities of the unsuccessful bidders should be returned to them at the earliest after expiry of the final bid validity and latest on or before the 30th day after the award of the contract.

Submission of EMD is exempted under the following conditions:

1. Exemption will be allowed from submission of EMD in accordance with Govt of India norms against valid registration certificate. Copy of valid registration must be enclosed with the quotation.

2.13 PERFORMANCE SECURITY

- (i) To ensure due performance of the contract, Performance Security is to be obtained from the successful bidder being awarded the contract. Unlike contract of Works and Plants, in case of contracts for goods, the need for the Performance Security depends on the market conditions and commercial practice for the particular kind of goods. Performance Security should be for an amount of **ten per cent (10%)** of the value of the contract as specified in the bid documents. Performance Security may be furnished in the form of an Account Payee Demand Draft, Fixed Deposit Receipt, Bank Guarantee from a Commercial Bank or online payment in an acceptable form safeguarding the purchaser's interest in all respect.
- (ii) Performance Security should remain valid for a period of sixty days beyond the date of completion of all contractual obligations of the supplier including warranty obligations
- (iii) Bid security should be refunded to the successful bidder on receipt Performance Security.

The successful bidder to whom the Purchase Order is placed shall furnish an unconditional Performance Bank Guarantee from a scheduled bank, of India for amount mentioned in Purchase Order as per the terms and conditions given in Purchase Order. In case of foreign purchase, the local Agent shall submit the PBG. Where the PBG is to be necessarily given by a foreign bank it shall be endorsed by its counterpart in India.

- (iv) By submitting the PBG, the vendor is understood to have guaranteed that,
 - (a) The equipment shall function satisfactorily for a period up to 60 days after the warranty period.
 - (b) The equipment and components are free from poor workmanship, bad quality, and faulty designs.
 - (c) The vendor shall at his/their own cost rectify/replace the defects, if any, during the guarantee period.
 - (d) The guarantee is as per the requirement mentioned in the Purchase order.
- (v) Condition for invoking PBG: In case of failure to comply with the guarantees above, IIT (BHU) may forfeit the PBG.

2.14 PAYMENT TERMS

Following payments modes may be adopted:

2.14.1 Payment Terms in case of Foreign Purchase

It should be ensured that the imports into India are in conformity with the export-import policy in force: FEMA; FEMA (Current Account Transactions) Rules, 2000 framed by Procuring Entity; and directions issued by RBI under FEMA from time to time. The following procedure may be adopted for payment:

(A) 100% payment through an irrevocable Letter of Credit (LC). LC is to be opened through any scheduled/authorised bank only on receipt of Letter of Acknowledgement of Purchase Order and Proforma Invoice, out of which 90% will be paid against submission of following documents:

1. Air way Bills–2 copies
 2. Packing List –2 copies
 3. Invoice for shipping–4 copies
- Balance 10 % will be paid after installation and satisfactory commissioning of item by purchaser.

Provisions of Uniform Customs and Practices for Documentary Credits (UCP 600), as amended from time to time, should be adhered to while opening the LC for import into India [The Uniform Customs and Practice for Documentary Credits (UCPDC or simply UCP) is a set of rules regarding techniques and methods for handling LCs in international trade finance which has been standardised by the International Chamber of Commerce – the current version being the UCP600].

(B) By Foreign Demand Draft (FDD)/Wire Transfer as given below:

100% payment should be made within 30 days against successful supply, installation through FDD/ Wire Transfer.

(C) Payment of agency commission, if payable, against FOB/FAS/CFR/CIF/CIP contract – the entire 100 (Hundred) per cent agency commission will be paid (in non-convertible Indian Rupees on the basis of Bill Currency selling rate of exchange) after all other payments have been made to the supplier in terms of the contract.

2.14.1.1 Documents Generally Required for Payment for Imported Goods

The documents, which are needed from the supplier for release of payment, are to be clearly specified in the contract. The paying authority is also to verify the documents received from the supplier with corresponding stipulations made in the contract before releasing the payment. Documents, which the supplier is to furnish while claiming payment, are specified in the Letter of Credit, usually are:

- i) Supplier's original invoice giving full details of the goods including quantity, value, and so on;
- ii) Packing list;
- iii) Certificate of country of origin of the goods to be given by the seller or a recognised chamber of commerce or another agency designated by the local Government for this purpose;
- iv) Certificate of pre-dispatch inspection by the purchaser's representative;
- v) Manufacturer's test certificate and guarantee;
- vi) Certificate of insurance;
- vii) Bill of lading/airway bill/rail receipt or any other dispatch document, issued by a Government agency (like the Department of Posts) or an agency duly authorised by the concerned Department, indicating:
 - a) Name of the vessel/carrier;
 - b) Bill of lading/airway bill;
 - c) Port of loading;
 - d) Date of shipment;

- e) Port of discharge and expected date of arrival of goods; and
Any other document(s) as and if required in terms of the contract.

2.14.2 Payment Terms in Case of Local or Indigenous Purchase

100% payment within 30 (thirty) days from date of delivery, installation and acceptance.

While clauses as above are applicable to all orders, competent authority may take appropriate decisions in exceptional cases.

2.14.3 Advance Payment to the Supplier

Ordinarily, payments for services rendered or supplies made should be released only after the services have been rendered or supplies made. However, if it may become necessary to make advance payments, then following procedures may be followed:

- (i) 100% Advance payments may be made against submission bank guarantee of 110% of contract value (including taxes) issued from a scheduled bank of India. However, the department should ensure that the material is inspected and found acceptable as per requirements/specifications.
- (ii) Advance payments without Bank Guarantee should be agreed to only where absolutely necessary and with the prior approval of CFA on recommendation of Purchase Committee and upto a limit of Rs.2.00 lac only.
- (iii) The purchaser (drawing the money for making advance payment to suppliers of stores shall be personally responsible for its adjustment for which purpose he/she will send the detailed bill to Finance Section within a period of one month from the date of drawl of advance.

2.15 ORDER REGISTRATION IN ACCOUNTS SECTION

All the Purchase Orders exceeding Rupees Two Lakhs Fifty Thousand are required to be registered in the Accounts Section of the Institute. Purchase order to be prepared in Annexure IV format. Further, Order Registration format (Annexure VI) to be filled and submitted with Purchase file of GeM while sending the file for order registration.

2.16 MAINTENANCE & PHYSICAL VERIFICATION OF STOCKS & ASSETS

The maintenance and annual verification of Asset & Stocks is mandatory. The following guidelines have been laid down for information and compliance of all concerned. Each Department/School/Unit/Office/Section/Hostel shall maintain the records as stipulated below.

2.16.1 Separate accounts shall be kept for [Rule 211 (ii) of GFR 2017]

A. Fixed Assets such as plant, machinery, equipment, furniture, fixtures etc. in the Form GFR-22.

- (i) It is obligatory for all the Departments/Schools/Units/Labs/Workshops/ Hostels to maintain a 'Centralized Asset Register' in Form GFR 22 for all the assets pertaining to Non-Consumable & Limited Time Assets Stores of the respective Department/ School /Unit/Lab/ Workshop/ Project/Hostel etc. of the Institute. Further, the following guidelines may be followed in this regard:

1. Stock Registers for all Non-Consumable Stores, Limited Time Asset Stores, and Consumable Stores shall be maintained separately in each department and kept with the concerned Head of the Department.
2. Stock Registers for all Non-Consumable Stores, Limited Time Asset Stores, and Consumable Stores shall also be maintained separately in each laboratory.

3. Stock Registers for Assets and Consumables purchased under project shall be maintained separately by the concerned PI and at the closure of the project the items assets and consumables have to be transferred to the stock register of the concerned department.
 4. Stock Registers (for all Non-Consumable Stores, Limited Time Asset Stores, and Consumable Stores) for each Project shall be maintained separately (and kept with the concerned Laboratory/ P.I.) but all the assets shall also be entered simultaneously in the Centralized Assets Register of the concerned Department.
 5. Details of assets shall simultaneously be intimated to the Institute Purchase Cell of the Institute by the different departments as and when purchase is made by them. Details of the assets received from the various Departments/Schools/Units, etc. shall be compiled by I.P. Cell of the Institute.
- B. Consumables such as office stationery, chemicals, maintenance spare parts etc. in the Form GFR-23.
- C. Library books in the Form GFR 18
- D. Assets of historical/artistic value held by museum/government departments in the Form GFR-24.

2.16.2 Transfer of charge of goods, materials etc. [Rule 216 of GFR 2017]

In case of transfer of Officer-in-charge of the goods, materials etc., the transferred officer shall see that the goods or material are made over correctly to his successor. A statement giving all relevant details of the goods, materials etc., in question shall be prepared and signed with date by the relieving officer and the relieved officer. Each of these officers will retain a copy of the signed statement.

2.16.3 Physical Verification

(i) Physical Verification of Fixed Assets [Rule 213(1) of GFR 2017]

The inventory for fixed assets shall ordinarily be maintained at site. Fixed assets should be verified at least once in a year and the outcome of the verification recorded in the corresponding register. Discrepancies, if any, shall be promptly investigated and brought to account.

(ii) Verification of Consumables [Rule 213(2) of GFR 2017]

A physical verification of all the consumable goods and materials should be undertaken at least once in a year and discrepancies, if any, should be recorded in the stock register for appropriate action by the competent authority.

(iii) Procedure for Verification [Rule 213(3) of GFR 2017]

1. Verification shall always be made in the presence of the officer, responsible for the custody of the inventory being verified.
2. A certificate of verification along with the findings shall be recorded in the stock register.
3. Discrepancies, including shortages, damages and unserviceable goods, if any, identified during verification, shall immediately be brought to the notice of the Competent Authority for taking appropriate action in accordance with provision given in Rules 33 to 38.

2.16.4 Annual Verification of Assets & Stocks

Verification shall be on the basis of the Assets & Stock Register maintained in the Department/School/Unit/Office/Section/Hostel etc. Verification reports be approved by HoD/Chairman, Hostel/ Deans/ Registrar as applicable.

a. Schedule of Verification

The physical verification shall be conducted every year. Approved reports of the Verification of Asset (both hard and soft copy) must be sent to Audit Wing of the Institute on or before 30th June of every year.

b. Committee for Verification

The committee for verification consists of atleast three members. The Committee, unless decided otherwise by the competent authority, shall be formed by the HOD/ Chairman, Hostel/ Dean/ Registrar (as applicable) and consist of the following:

1. Chairman
2. Member
3. Member

Duties of the Committee:

- (i) To ensure that the materials are physically available according to the nomenclature, description, specification shown in the Assets & Stock Register.
- (ii) **Report of Assets:** Verification Report of Assets along with the findings shall be recorded in the Asset Register. Report of the verification duly approved by the HoD/ Chairman, Hostel/ Deans/ Registrar etc. as applicable, must be submitted to Audit Wing of the Institute on or before 30th June of every year.
- (iii) **Report of Stock:** Verification Report of Stocks be approved HoD/Coordinator/Chairman, Hostel/ Deans/ Registrar etc. (as applicable) and be recorded and maintained in the concerned Department/School/Unit/Section/Centre.
- (iv) **Discrepancies:** Discrepancies, including shortage, damages and unserviceable goods if any, has to be brought to the notice of the competent authority (Dean/Registrar/HoD as applicable) for taking appropriate action.

2.17 BLACKLISTING:

Blacklisting of firm can be done on the recommendations of the HoD/PI and with approval of Competent Authority. A committee specially constituted by the Director shall examine the case and shall submit its recommendations to the competent authority for final action. The information on such firms shall be promptly and widely disseminated by the Institute to all concerned.

2.18 RECORDKEEPING:

The existing system of record keeping regarding purchases and stores shall continue till the issue of further guidelines.

2.19 Cases, if any, not covered under these rules will be decided by the Director. Further, the Director may at his discretion permit deviations from any of the above provision if he is satisfied that such deviations will be in the interest of the Institute and that the insistence on the above provisions may cause inconvenience and delay.

WRITE OFF, CONDEMNATION AND DISPOSAL

With the passage of time, many of the goods purchased by various constituent Units of the Institute has become unserviceable, scrap or obsolete. In order to avoid unnecessary inventory carrying cost, decrease in resale price values etc. a procedure for disposal of such items has been formulated, as laid down below.

This manual outlines the procedure for write off and disposal of obsolete/ unserviceable/ surplus materials purchased by the Deptts./Schools/Centres/Central facilities and purchases in projects etc.

3.1 DISPOSAL OF GOODS (RULE 217 OF GFR 2017)

- (i) An item may be declared surplus or obsolete or unserviceable if the same is of no use to the Department/School/Unit/Section of the Institute. The reasons for declaring the item surplus or obsolete or unserviceable should be recorded by the authority competent to purchase the item.
- (ii) The Director may, at his/her discretion, constitute a committee at appropriate level to declare item(s) as surplus or obsolete or unserviceable.
- (iii) The book value, guiding price and reserved price, which will be required while disposing of the surplus goods, should also be worked out. In case where it is not possible to work out the book value, the original purchase price of the goods in question may be utilised. A report of stores for disposal shall be prepared in Form GFR – 10 (ANNEXURE VIII).
- (iv) In case an item become s unserviceable due to negligence, fraud or mischief on the part of a employee(s) of the Institute, responsibility for the same should be fixed.
- (v) Sale of Hazardous waste/Scrap Batteries/Electronic waste: Scrap lots comprising of hazardous waste, batteries etc. shall be sold keeping in view the extant guidelines of Ministry of Environment, Forest and Climate change. Prospective bidders of such lots of hazardous waste/scrap batteries/ e-waste should be in possession of registration, valid on the date of e-Auction and on the date of delivery, as recycler/ pre-processor agency.

3.2 FINANCIAL POWERS

The Director will be the final competent authority to approve the disposal of writing off the unserviceable items / materials with assessed residual value.

3.3 GENERAL PROCEDURE FOR WRITING OFF THE UNSERVICEABLE/ OBSOLETE MATERIALS / ITEMS

The items to be declared obsolete / surplus / unserviceable should be examined by a Committee at appropriate level appointed by the Director to declare an item of stores as obsolete, surplus or unserviceable and recommend their disposal. The committee should take into account the prescribed or stipulated life period of the stores. In case, such period is not prescribed / stipulated or it is not over, the committee should examine the conditions of stores and record suitable reasons. However, in case any product gives frequent problems before attaining its minimum recommended life or goes badly out of order and repair / maintenance cost is not economically viable (i.e. where the repair costs exceeds the depreciated residual / value of the item), such items can be condemned with the recommendation of a Write-Off / Condemnation Committee to be constituted for the purpose. If an item has become obsolete / surplus / unserviceable on account of negligence, fraud or mischief on the part of any employee(s), the same should be brought out clearly.

- (1) Where the “life period” has been prescribed on any item and the same is already over, it should normally be taken as sufficient 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.
- (2) In other cases, where the life period is not over or no life period has been prescribed or stipulated, the reasons 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.
- (3) An item may be declared obsolete / surplus if it is no longer required by the Department/School/Unit/Section. Reason for the same should be recorded.
- (4) In case of loss due to negligence fraud or mischief on the part of any employee(s) responsibility should be fixed and losses made good.
- (5) In addition to the above, all the Departments / Schools / Units / Sections would have the discretion to purchase new products in lieu of old / obsolete items under buy-back options as per purchase rules.
- (6) Authority competent to purchase a store shall be competent to declare the store as obsolete / surplus / unserviceable.
- (7) The Condemnation Committee shall submit its recommendations in the prescribed form i.e. GFR – 10 after ensuring that item have become unserviceable, obsolete due to wear and tear and is beyond economic repairs.
- (8) After approval of the Director on the recommendation of Condemnation Committee, Head of the Departments / Coordinator of Schools/Units/Sections shall forward a copy of Director’s approval of the recommendation of Condemnation Committee to the member secretary of the Disposal / Auction Committee.
- (9) Actual physical disposal of item which have been written-off will be done only after the Director has approved the recommendations of the Write-off/Condemnation Committee.
- (10) Item should be labelled as item / material for write off.

3.4 MODES OF DISPOSAL

- (i) Small value scrap such as waste paper or office/laboratory/workshop sweepings, and so on, up to a value of Rs. 5,000 (Rupees Five thousand) in each case may be sold directly to the local scrap dealers on a summary quotation basis;
- (ii) Scrap upto Rupees Two lakh may be sold on a Limited Tender basis to locally known Scrap Dealers of relevant category;
- (iii) Surplus or obsolete or unserviceable goods of assessed residual value above **Rupees Two Lakh** should be disposed of by :
 - (a) obtaining bids through advertised tender or
 - (b) public auction.
- (iv) For surplus or obsolete or unserviceable goods with residual value less than Rupees Two Lakh, the mode of disposal will be determined by the competent authority, keeping in view the necessity to avoid accumulation of such goods and consequential blockage of space and, also, deterioration in value of goods to be disposed of. Departments/Schools/Sections/Units should, as far as possible prepare a list of such goods.
- (v) Certain surplus or obsolete or unserviceable goods such as expired medicines, food grain, ammunition etc., which are hazardous or unfit for human consumption, should be disposed of

or destroyed immediately by adopting suitable mode so as to avoid any health hazard and/or environmental pollution and also the possibility of misuse of such goods.

- (vi) Surplus or obsolete or unserviceable goods, equipment and documents, which involve security concerns (e.g. currency, negotiable instruments, receipt books, stamps, security press etc.) should be disposed of/ destroyed in an appropriate manner to ensure compliance with rules relating to official secrets as well as financial prudence.
- (vii) In cases where bids are not received for disposal of the items at reserve price, the old items, which may still be usable, can also be considered for donation to State / Central Govt. recognized services organizations / NGOs and a certificate shall be issued in this behalf. Besides, the obsolete/old/condemned computer systems, computer peripherals and furniture items, duly considered by the Departmental Condemnation Committee/ Institute Level Standing Committee and approved by the Competent Authority may also be considered for donation to Government Schools and a certificate shall be issued in this regard.

However, such requests be considered on case to case basis by the Finance Committee. (As per FC Resolution No. 5.17 dated 26.06.2019).

3.5 DISPOSAL THROUGH ADVERTISED TENDER (RULE 219 OF GFR 2017)

- (i) The broad steps to be adopted for this purpose are as follows:
 - (a) Preparation of bidding documents.
 - (b) Invitation of tender for the surplus goods to be sold.
 - (c) Opening of bids.
 - (d) Analysis and evaluation of bids received.
 - (e) Selection of highest responsive bidder.
 - (f) Collection of sale value from the selected bidder.
 - (g) Issue of sale release order to the selected bidder.
 - (h) Release of the sold surplus goods to the selected bidder.
 - (i) Return of bid security to the unsuccessful bidders.
- (ii) The important aspects to be kept in view while disposing the goods through advertised tender are as under:
 - (a) The basic principle for sale of such goods through advertised tender is ensuring transparency, competition, fairness and elimination of discretion. Wide publicity should be ensured of the sale plan and the goods to be sold. All the required terms and conditions of sale are to be incorporated in the bidding document comprehensively in plain and simple language. Applicability of taxes, as relevant, should be clearly stated in the document.
 - (b) The bidding document should also indicate the location and present condition of the goods to be sold so that the bidders can inspect the goods before bidding.
 - (c) The bidders should be asked to furnish bid security alongwith their bids. The amount of bid security should ordinarily be ten per cent of the assessed or reserved price of the goods. The exact bid security amount should be indicated in the bidding document.
 - (d) The bid of the highest acceptable responsive bidder should normally be accepted. However, if the price offered by that bidder is not acceptable, negotiation may be held only with that bidder. In case such negotiation does not provide the desired result, the reasonable or acceptable price may be counter offered to the next highest responsive bidder(s).

- (e) In case the total quantity to be disposed of cannot be taken up by the highest acceptable bidder, the remaining quantity may be offered to the next higher bidder(s) at the price offered by the highest acceptable bidder.
 - (f) Full payment, i.e. the residual amount after adjusting the bid security should be obtained from the successful bidder before releasing the goods.
 - (g) In case the selected bidder does not show interest in lifting the goods, the bid security should be forfeited and other actions initiated including re-sale of the goods in question at the risk and cost of the defaulter, after obtaining legal advice.
- (iii) Late bids i.e. bids received after the specified date and time of receipt should not to be considered.

3.6 DISPOSAL THROUGH AUCTION TENDER (RULE 220 OF GFR 2017)

- (i) A Department/School/Section/Unit may undertake auction of goods to be disposed of either directly or through approved auctioneers.
- (ii) The basic principles to be followed here are similar to those applicable for disposal through advertised tender so as to ensure transparency, competition, fairness and elimination of discretion. The auction plan including details of the goods to be auctioned and their location, applicable terms and conditions of the sale etc. should be given wide publicity in the same manner as is done in case of advertised tender.
- (iii) While starting the auction process, the condition and location of the goods to be auctioned, applicable terms and conditions of sale etc., (as already indicated earlier while giving wide publicity for the same), should be announced again for the benefit of the assembled bidders.
- (iv) During the auction process, acceptance or rejection of a bid should be announced immediately on the stroke of the hammer. If a bid is accepted, earnest money (not less than twenty-five per cent of the bid value) should immediately be taken on the spot from the successful bidder either in cash or in the form of Deposit-at-Call-Receipt (DACR), drawn in favour of the Department/School/Section/Unit selling the goods. The goods should be handed over to the successful bidder only after receiving the balance payment.
- (v) The composition of the auction team will be decided by the competent authority. The team should however include an officer of the Internal Finance Wing of the Institute.

3.7 DISPOSAL AT SCRAP VALUE OR BY OTHER MODES (RULE 221 OF GFR 2017)

If a Department/School/Section/Unit is unable to sell any surplus or obsolete or unserviceable item in spite of its attempts through advertised tender or auction, it may dispose of the same at its scrap value with the approval of the competent authority in consultation with Finance division. In case the Department/School/Section/Unit is unable to sell the item even at its scrap value, it may adopt any other mode of disposal including destruction of the item in an eco-friendly manner.

3.8 A sale accounts should be prepared for goods disposed of in Form GFR 11 (Annexure IX) duly signed by the officer who supervised the sale or auction (**Rule 222 of GFR 2017**).

3.9 CONDEMNATION COMMITTEE

The approval of the Competent Authority must be obtained for each Condemnation Committee as mentioned below at the beginning of the each Financial Year.

1. Department/School Condemnation Committee

- | | | |
|--|---|-----------|
| 1. Head of the Department / Coordinator of School | - | Chairman |
| 2. Professor / Associate / Assistant Professor from the Department / School (<i>one of them as Member Secretary</i>) | - | 2 Members |
| 3. Technical Expert from the concerned area (Group 'A' rank) or equivalent | - | Member |
| 4. Registrar's Nominee | - | Member |

N.B. The Committee may also co-opt other members as per requirement.

3.10 INSTITUTE LEVEL STANDING COMMITTEE

The Institute level standing Committee will consider the recommendations of Department Condemnation Committees for condemned/obsolete articles, before placing the condemnation report to the Competent Authority for approval. The composition of Institute Level Standing Committee will be as follows:

- | | | |
|---|---|------------------|
| 1. To be nominated by the Director not below the rank of Professor | - | Chairman |
| 2. 2 Faculty Members to be nominated by the Director not below | - | Member |
| 3. One faculty member from the concerned Department to be nominated by the concerned Head of the Department | - | Member |
| 4. One faculty member from outside the concerned Department to be nominated by the concerned Head of the Department | - | Member |
| 5. One Member Secretary to be nominated by the Director | - | Member Secretary |

Further, all the Heads of Departments/Coordinators of Schools/In-charges of Units/Centres/Offices, IIT (BHU) shall have to inform about the nominations of sl. no. 3 & 4 of above Committee while forwarding the recommendation of the Department Condemnation Committee for placing them before the Institute Level Standing Committee.

Furthermore, all the Heads of Departments/Coordinators of Schools/In-charges of Units/Centres/Offices, IIT (BHU) shall have to submit the condemnation report in GFR 17 format duly approved by the Department Condemnation Committee in the Institute Purchase Cell, IIT (BHU) at the earliest for placing them before the Institute Level Standing Committee for consideration.

3.11 POWERS TO WRITE OFF (RULE 223 (1) OF GFR 2017)

All profits and losses due to revaluation, stock-taking or other causes shall be duly recorded and adjusted where necessary. Formal sanction of the competent authority shall be obtained in respect of losses, even though no formal correction or adjustment in government accounts is involved. Powers to write off of losses are available under the Delegation of Financial Powers Rules.

3.12 LOSSES DUE TO DEPRECIATION (RULE 223 (2) OF GFR 2017)

Losses due to depreciation shall be analysed, and recorded under following heads, as applicable:

- (i) normal fluctuation of market prices;
- (ii) normal wear and tear;
- (iii) lack of foresight in regulating purchases; and

(iv) negligence after purchase.

3.13 LOSSES NOT DUE TO DEPRECIATION (RULE 223 (3) OF GFR 2017)

Losses not due to depreciation shall be grouped under the following heads:

- (i) losses due to theft or fraud;
- (ii) losses due to neglect;
- (iii) anticipated losses on account of obsolescence of stores or of purchases in excess of requirements;
- (iv) losses due to damage, and
- (v) losses due to extra ordinary situations under 'Force Majeure' conditions like fire, flood, enemy action, etc.

3.14 RESERVE PRICE

Before the bids are opened, the Institute Level Standing Committee will meet to decide the Reserve Price for disposal of such stores. To fix a reserve price the Committee shall take in to account the book value i.e. the original purchase price, the depreciated value, the overall condition of the item and the market price of such second-hand material.

The Reserve Price shall be kept in a sealed cover which will be opened after opening the bids to compare the bid prices with the Reserve Price.

3.15 EVALUATION OF OFFERS

After the bids are opened, a comparative statement will be prepared by Institute Level Standing Committee. The highest bid will be compared with the Reserve Price. If the highest bid price is more than the Reserve Price, the items shall be offered to the highest bidder.

In case, the highest bid price is less than the Reserve Price, the Institute Level Standing Committee will once again go through the Reserve Price to take a decision either to recommend disposal at the highest bid price, provided the difference between the Reserve Price and highest bid price is less than 10%, or to negotiate with the highest bidder to increase his bid price or recommend re-tendering.

Recommendation of the Institute Level Standing Committee, as a result of such exercise, will be placed to the competent authority for final decision.

3.16 IMPORTANT NOTE

Any aspect not covered in this Manual will be governed by the relevant rule / provision contained in GFR 2017 as well as Manual for Procurement of Goods, 2017 and Manual for Procurement of Consultancy & Other Services, 2017 issued by Ministry of Finance, Govt. of India, CVC Guidelines, MHRD guidelines as amended from time to time and any other Orders of Govt. of India issued from time to time in this regard.

**INDIAN INSTITUTE OF TECHNOLOGY
(BANARAS HINDU UNIVERSITY)
VARANASI – 221005**

Name of the Department/School/Unit/Office:

PROPRIETARY ARTICLE CERTIFICATE

Proprietary Article Certificate in the following form is to be provided by the Department/School/Unit.

- 1. Description of article:
- 2. Quantity required :
- 3. Approximate estimated value for above quantity :
- 4. The identified goods are manufactured by M/s.....
.....
....and they are the sole manufacturer of this item and a similar article is not manufactured/
sold by any other firm, which could be used in lieu.

- 5. No other make or model is acceptable for the following reasons:
.....
.....
.....
.....
.....

- 6. Name(s) of authorised dealers/stockists, if any :
.....

- 7. Detail of Fund sanction:
.....

(Signature with date and designation of the Purchaser)

Signature of HoD with seal

To be submitted by the Manufacturer in their Letter pad

PROPRIETARY ARTICLE CERTIFICATE

This is to certify that, we M/s are
the sole manufacturer of items with the following specifications:

Details of Specifications:

We further confirm that no other manufacturer, manufactures the items of above mentioned specifications.

Signature of Authorized Signatory with Seal

Note : Please note that a particular model, brand, make will not be considered as Proprietary item.

**INDIAN INSTITUTE OF TECHNOLOGY
(BANARAS HINDU UNIVERSITY)
VARANASI – 221005**

Name of the Department/School/Unit/Office:

CERTIFICATE FOR PROCUREMENT OF EMERGENT ITEM/S AND/OR WORKS

Certified that the requirement could not be anticipated earlier and it is emergent in nature. The item

is required for _____ *Purpose should be explicitly mentioned*

sponsored/funded by _____ *Mention the name of the sponsoring agency*

/In house project and the deadline is _____. The consequence, if the item is

not procured within the deadline, is _____

_____.

_____.

_____.

I/We shall be held responsible in case the certificate is found to be incorrect.

Signature of the Purchaser/Purchase Committee

Signature of HoD with seal

Approved/Rejected

Director

**INDIAN INSTITUTE OF TECHNOLOGY
(BANARAS HINDU UNIVERSITY)
VARANASI – 221005**

Name of the Department/School/Unit/Office:

CERTIFICATE FOR PROCUREMENT OF STANDARDIZED ITEM/S

Certified that the items indented are standardized items/spare parts found to be compatible to the existing sets of equipment _____
Mention the name of the Equipment, Model and name of OEM

Hence, the required item is to be purchased only from M/s _____

No other make or model is acceptable for the following reasons:

_____.

_____.

_____.

I/We shall be held responsible in case the certificate is found to be incorrect.

Signature of the Purchaser/Purchase Committee

Signature of the HoD with seal

**INDIAN INSTITUTE OF TECHNOLOGY
(BANARAS HINDU UNIVERSITY)
VARANASI – 221005**

ORIGINAL COPY

Department/School/Centre:
Approximate Cost: **Rs.**
Major Budget Head:
Minor Budget Head:

Order No.:
Date:
Budget Grant: Rs.
Amount spent including commitments: Rs.
Balance available Rs.

To,

M/s.....

Sub: **Purchase order against Tender/Enquiry no: [insert Tender number] and Tender/Enquiry title: [insert Tender title]**

Sir/Madam,

Please supply the following as per your quotation No. _____ dated _____ in accordance with the description and terms & conditions given below and submit your bill in duplicate for payment.

Sl. No.	Particulars	Qty.	Rate (Rs.)	Amount (Rs.)
1.				
TOTAL:				

Terms & Conditions:

1. Price :
2. Payment :
3. Tax :
4. Delivery time :
5. Custom Duty Exemption /
Concessional GST : Custom duty exemption /Concessional GST certificate will be provided by the purchases (if required)
6. Penalty Clause :
7. Warranty :
8. Performance Bank Guarantee:
9. Installation :
10. GST No. of IIT (BHU): **09AAAJI0396R1ZJ**
11. Others, if any :

Signature of Purchase Committee Members:

Sanctioned

CFA

HOD/Coordinator/PI

Certified that the amount of the order is within the grant.

IIT Accounts Office

**INDIAN INSTITUTE OF TECHNOLOGY
(BANARAS HINDU UNIVERSITY)
VARANASI – 221005**

DUPLICATE COPY

Department/School/Centre:
Approximate Cost: **Rs.**
Major Budget Head:
Minor Budget Head:

Order No.:
Date:
Budget Grant: Rs.
Amount spent including commitments: Rs.
Balance available Rs.

To,

M/s.....

Sub: **Purchase order against Tender/Enquiry no: [insert Tender number] and Tender/Enquiry title: [insert Tender title]**

Sir/Madam,

Please supply the following as per your quotation No. _____ dated _____ in accordance with the description and terms & conditions given below and submit your bill in duplicate for payment.

Sl. No.	Particulars	Qty.	Rate (Rs.)	Amount (Rs.)
1.				
			TOTAL:	

Terms & Conditions:

1. Price :
2. Payment :
3. Tax :
4. Delivery time :
5. Custom Duty Exemption /
Concessional GST : Custom duty exemption /Concessional GST certificate will be provided by the purchases (if required)
6. Penalty Clause :
7. Warranty :
8. Performance Bank Guarantee:
9. Installation :
10. GST No. of IIT (BHU): **09AAAJI0396R1ZJ**
11. Others, if any :

Signature of Purchase Committee Members:

Sanctioned

CFA

HOD/Coordinator/PI

Certified that the amount of the order is within the grant.

IIT Accounts Office

**INDIAN INSTITUTE OF TECHNOLOGY
(BANARAS HINDU UNIVERSITY)
VARANASI – 221005**

TRIPLICATE

Department/School/Centre:

Order No.:

Date:

To,
M/s.....

Sub: **Purchase order against Tender/Enquiry no: [insert Tender number] and Tender/Enquiry title: [insert Tender title]**

Sir/Madam,

Please supply the following as per your quotation No. _____ dated _____ in accordance with the description and terms & conditions given below and submit your bill in duplicate for payment.

Sl. No.	Particulars	Qty.	Rate (Rs.)	Amount (Rs.)
1.				
TOTAL:				

Terms & Conditions:

1. Price :
2. Payment :
3. Tax :
4. Delivery time :
5. Custom Duty Exemption /
Concessional GST : Custom duty exemption /Concessional GST certificate will be provided by the purchases (if required)
6. Penalty Clause :
7. Warranty :
8. Performance Bank Guarantee:
9. Installation :
10. GST No. of IIT (BHU): **09AAAJI0396R1ZJ**
11. Others, if any :

HOD/Coordinator/PI

**INDIAN INSTITUTE OF TECHNOLOGY
(BANARAS HINDU UNIVERSITY)
VARANASI – 221005**

Name of the Department/School/Unit/Office:

END USE CERTIFICATE

This is to certify that the material (name of the material).....

..... supplied by (name of the supplier)

..... will be used for the Institute Research/ Lab. /Educational purposes only at the Indian Institute of Technology (BHU) Varanasi, India .

Name & designation of the Purchaser.....

.....

Signatures of the Purchaser
with office seal

Date

**INDIAN INSTITUTE OF TECHNOLOGY
(BANARAS HINDU UNIVERSITY)
VARANASI – 221005**

Name of the Department/School/Unit/Office:

ORDER REGISTRATION FORMAT
for the purchase made through Government e- Marketplace (GeM) only
(To be filled by Indentor)

Purchase file No.							
Sanction Letter No. & Date (as uploaded on GeM)							
GeM Reference No.							
Name of the official /buyer (Indentor) with Designation & Department							
Major/Minor Heads							
Items to be purchased							
Mode of procurement							
Name of the sellers Compared and their OEM (at least three different OEMs)	S1	S2	S3	S4	S5	S6	System Generated Seller (L1)
Total Value of items in Rs. In figure (Including Taxes)							

Signature of the
official/Indentor

Recommendation of concerned Purchase Committee:

Chairman Member Member Member
Member Member

Signature:

----- (For Office Use Only) -----

D.R.(A/c)
Jr./D. Asst.

A.R.(A/cs)

Jr. Suptd.

Approval of CFA

Registrar/Dean (R&D)/Director

**INDIAN INSTITUTE OF TECHNOLOGY
(BANARAS HINDU UNIVERSITY)
VARANASI – 221005**

Name of the Department/School/Unit/Office:

CERTIFICATE FOR PURCHASE ON THE BASIS OF SINGLE QUOTATION

*(to be filled when procurement is made on the basis of single quotation in the case of
Limited Tender/Advertised Tender)*

1. Description of article:
2. Quantity required :
3. Approximate estimated value for above quantity :
4. The tender for aforesaid article was published through Limited tender/ CPP portal/Institute Website but inspite of fulfilling the following conditions, only single bid is received:
 - a) The procurement was satisfactorily advertised and sufficient time was given for submission of bids.
 - b) The qualification criteria were not unduly restrictive; and
 - c) Prices are reasonable in comparison to market values. (A certificate by the Purchaser for this alongwith previous purchase orders of same items received by the supplier from Govt. bodies with last one year should be included).

Hence, I/we the Purchaser/Purchase Committee do hereby certify that the aforesaid article which I/we am/are recommending for procurement is as per the requirement mentioned in the Tender document and is at a reasonable price in comparison to the prevailing market price.

(Signature of the Purchaser/Purchase Committee)

Signature of HoD with seal

FORM GFR 10

REPORT OF SURPLUS, OBSOLETE AND UNSERVICEABLE STORES FOR DISPOSAL

Name of the Department/School/Office/Unit:

Item No.	Particulars of stores	Quantity/ Weight	Book value/ Original purchase price	Condition and year of purchase	Mode of disposal (sale, public auction or otherwise)	Remarks
1	2	3	4	5	6	7

Recommended by following members of Committee

Signature

Name / Desg: Member Member Member Member Member

Date

Director

FORM GFR 11 [GFR Rule 222]

SALE ACCOUNT

Item No.	Particulars of Stores	Quantity/Weight	Name and full address of purchaser	Highest bid accepted	Highest bid rejected	Earnest money realized on the spot	Date on which the complete amount is realized and credited into treasury	Whether the articles were actually handed over on the spot. If not, the actual date of handing over of the articles with quantities	Auctioneer's Commission and acknowledgement for its payment
1	2	3	4	5	6	7	8	9	10

Recommended by following members of Committee

Signature
Name / Desg:	Member	Member	Member	Member	Member
Date					

Director