



# भारतीय प्रबंध संस्थान रायपुर

## Indian Institute of Management Raipur

(Reference for this procedure are taken from IIM Kozhikode, the amendment rules of GFR 2017 as received from Ministry of Finance and the Ministry of Education, Govt. of India vide F.20/42/2021-PPD dated 20.05.2024 and the email sent by Chairperson-Procurement Committee to all chairperson on 10th Oct 2023 as per GFR 2017 Rules).

### Introduction

1. The Institute undertakes procurement of goods, services, and works essentially through the **Purchase section** and Engineering Department. The procurement of goods and services are done in accordance with the '**General Financial Rules 2017**' and the '**Manual for Procurement of Goods 2017**' while Capital works undertaken by the Institute are carried out in accordance with the '**CPWD Manual 2017**'. The delegation of Financial Powers to officers of the Institute has been duly approved by the Board of Governors. The important and practical aspects of Public Procurement undertaken by the Purchase section are elaborated in this document.

### Procurement Cycle

2. The procurement cycle at the Institute is fulfilled in the following stages.
  - a. Stage 1: Need recognition & requisition initiation.
  - b. Stage 2: Approval by the Competent Financial Authority.
  - c. Stage 3: GeM bidding / tendering process till award of Contract / PO/Placement of work order
  - d. Stage 4: Execution of Contract Agreement / Delivery of Goods, Services.
  - e. Stage 5: Contract Management
  - f. Stage 6: Accounting of Stores/ Assets and Release of payment as per Schedule.

## Execution

3. a) The Program Offices /Departments/IT Centre assesses the requirement of certain goods/services and obtains the approval- in- Principle from the Competent Authority. The detailed specification of the Goods/Services/scope of work required along with details of the Potential suppliers and cost estimate (as per quotation, if available) will be intimated to the Purchase Section, along with the Approval- in. Principal of the Competent Authority. Please refer to sr.no.29 for the other details.  
  
b) The Purchase Section will undertake the Procurement of Goods/Services through any of the following modes of procurement namely: -
  - i. GeM procurement (Direct purchase, GeM bidding and GeM BOQ bidding)
  - ii. Open Tender Enquiry through CPP portal (Accordance with the goods/services not available on GeM)
  - iii. Limited Tender Enquiry
  - iv. Single Tender Enquiry without Proprietary Article Certificate (PAC)
  - v. Single Tender Enquiry with Proprietary Article Certificate (PAC)
  - vi. Direct Procurement without Quotations.
  - vii. Direct Procurement through recommendations of Procurement Committee.
  - viii. Procurement against Rate Contract (RC).
4. Common use items such as office stationery & consumables, Hygiene Products, Medicines, and similar items are purchased through Rate Contract (RC). The purchase section will identify the source for supply of these items through a request of Quotation and award the Contracts to the suppliers who offer the lowest rates for each item. The requirement projected by the user department / faculties is complied with every month / year and procured from the concerned suppliers as per RC agreement.
5. Rule 149 of GFR 2017 (Duly Amended vide DoE Letter No: 1/ 26/2018-PPD dt.02 April 2019, and the enabling provisions of Rule 149 of General Financial Rules- 2017 as amended vide Ministry of Finance OM dated 10.07.2024 regarding procurement through GeM) stipulates that it is mandatory to procure Goods & Services available on Government e Market Place (GeM) through GeM Portal. Accordingly, in case of Goods costing up to Rupees **Fifty Thousand only (Rs 50,000/-)**, Direct-on-line Purchase will be carried out from the supplier meeting the requisite quality, specifications & delivery period (Q, S &D).
6. In case of Goods costing above **Rs.50,000/- and up-to Rs 10,00,000/-**, purchase from the GeM Seller quoting the lowest price amongst the available sellers of at least three different manufacturers & who meets the Q, S, D can be done by Direct Procurement with Quotations. The tools for online bidding and online reverse auction available on GeM can be used by the Buyer if decided by the competent authority.
7. In case of Goods available on GeM Portal costing above **Rs 10,00,000/-**, on line Bidding/Reverse e-auction to obtain the supplier with Lowest Price Bid meeting requisite Q, S &D will be carried out.

8. Purchase of goods up-to the value of **Rs.1,00,000/-** only on each occasion may be made without inviting quotations or bids as per rule 154 of GFR 2017 (Amended GFR Rule as per office memorandum no. F.20/42/2021-PPD dated 20.05.2024, Govt. of India, Ministry of Finance). These powers can be used for procurement of any item when the required goods are not available on GeM as stipulated in this Department OM No.6/1/2018-PPD dated 19.01.2018). This is Direct Procurement without Quotation.
9. In case of Goods which are to be procured under customization category, emergency or fast tracked, for items costing above **Rs 1,00,000/-, up to Rs 10,00,000/-**, The Program Offices /Departments/IT Centre assesses will submit the 'Administrative approval' along with the details of Potential supplier (quotation) before the recommendation of procurement committee. These powers can be used for procurement of any item when the required goods are not available on GeM as stipulated in this Department OM No.6/1/2018-PPD dated 19.01.2018). This is purchase of goods by purchase committee.
10. When the items to be procured are to be procured from the Original Equipment Manufactures (OEMs) or Manufacturers having Proprietary rights (including the authorized dealers & Stockists), the indenting office (Department / Faculty) shall submit a Proprietary Article Certificate (PAC) in the prescribed form, along with the requisition & offer of OEM , to the Purchase Section. The Purchase Section will place the supply order through Single Tender Enquiry against PAC.
11. Under the provisions of Rule 166 of GFR 2017, Procurement through Single Tender Enquiry (STE) can be carried out by inviting tender invitation from only one firm without a PAC Certificate. The reasons to carry out procurement through STE must be recorded in the approval. The same is applicable in case of emergencies or to enable standardization of machinery components or spare parts.
12. When the estimated cost of procurement is between Rs 10 lakhs to Rs 25 lakhs in case of Goods/Services not available on the GeM Portal, Tenders may be floated to a minimum of three vendors / contractors from a Pre-selected list, to obtain bids for the Goods/Services. This process of Limited Tender Enquiry (LTE) may be followed in case of the existing or prospective urgency in procurement or in case Government Policy designates procurement from specific agencies. This method may also be followed in case the source of supply of Goods/Services are definitely known and the possibility of fresh sources beyond those being tapped is remote. In case the nature of items to be procured requires Pre-Verification of the competence of the firms, this method of procurement is followed.
13. Procurements exceeding the estimated value of **Rs.25 lakhs** will preferably be undertaken through Open Tender Enquiry mode. This process is relatively complex and more time-consuming than other modes, but will enable wider participation and hence more competitive pricing and will be the default mode procurement. This

method may also be adopted even the value is between **Rs 10 lakhs to Rs 25 lakhs** to maintain high level of transparency. Generally, IIM Raipur follows this rule.

14. IIM Raipur undertakes its Procurement (Open Tender Enquiry & Limited Tender Enquiry) through Central Public Procurement Portal. The same has been notified in the Institute Website along with guidelines to prospective bidders for registration & participating in e- procurement.

### **Contract Management**

15. On completion of the GeM bidding/tendering process, the Purchase Section issues an offer letter to the successful bidder, to engage in a contract with the Institute to provide the Goods/works/services. Once the successful bidder accepts the Letter of offer /indent (LoI), the Institute signs a Contract Agreement with the successful bidder, on the mutually agreed terms & conditions stipulated in the NIT. The contract will be generated through GeM portal in case of Gem bidding process (No manual contract agreement is required).
16. In the case of Programme Offices, all contracts signed on procurement based on indents approved for Goods, works & services (example ARC of Stationery & Consumables items) will be managed by the Purchase Section.
17. The Contract Agreements signed in respect of Goods/Services/Procured on indents approved through the computer Centre ( AMC or IT Services), Estate Section (AMC or Estate Services), Transport Section ( Travel and Hospitality Related Services) and the General Administration Section ( Security, Manpower, Insurance etc.) will be managed by the Concerned Section including compliance of labor laws.
18. The Release of payment to the contractor, as per Payment Schedule will be processed by the Section/Department which manages the Contract Agreement.
19. Purchase Section shall process the case to release the amount of money received from bidders as Earnest Money Deposit (if any) on completion of the bidding process.
20. The Contract Management Agency ( Purchase Section or other section as intimated in Para 15,16 above) shall collect the Performance Guarantee Security Deposit (whenever applicable) from the Contractor through Electronic Money Transfer / Bank Guarantee / Demand Draft, in favor of the Institute.
21. The Bank Guarantees received from the successful bidder as performance Guarantee deposit must be immediately verified from the issuing bank before acceptance (This process is done by the Account department).
22. The verified BGs must be deposited with the Accounts Department for safe custody, however the responsibility of monitoring the BGs before their validity expires will rest with the contract management authority spelt out at par15,16 respectively.

## Procurement Cycle Timings

23. On receipt of approved indent, Technical Specifications, scope of work and the estimated cost (wherever necessary), the Purchase Section will commence the procurement process. Tentative time lines for the completion of this process is as under :-

- a) Preparation of Tender Document & obtaining approval : 7 to 10 working days
- b) Publication of Tender on CPP portal and IIMR Website : 3 working days
- c) Time for bidders to submit bids : 21 days
- d) Evaluation of Technical bid by the Procurement Committee & obtain approval : 7 to 10 working days
- e) Evaluation of Price bid by the Procurement Committee & obtaining approval : 7 to 10 working days
- f) Award of LOI/Work order : 1 to 3 working days
- g) Signing of agreement : 5 to 7 working days

The above time lines indicate that a lead time of two months (sixty days) is essential, to undertake the Procurement process, hence it is the responsibility of the indenting authority to obtain the requisite approval and initiate the Purchase Section in time.

24. In case of emergent Purchases, these timelines may be compressed to the extent possible, however the urgency of the procurement must be endorsed by the indenting authority, prior to obtaining approval of the Competent Authority.

25. Renewal (Meaning Extension) of Contract Agreements may be undertaken under following conditions :-

- a) Renewal Clause is included in the Contract Agreement.
- b) All terms & conditions of the Contract Agreement remains the same, except for the period of execution being extended by the said duration.

26. Renewal or extension of contracts beyond the period specified in the Original Contract Agreement (and permitted extension Period) will not be processed for approval and Fresh Tendering Process must be undertaken.

27. Price variation clause is permitted only in contracts which are executed beyond 18 months. Such a clause must conform to Rule 225 (viii) of GFR 2017.

## Miscellaneous Points

28. When a department decides to replace an existing old item with an improved new one by trading the old one through buy back provision, it must be ensured that the condition of the old item and the base price of the old item for assessing the cost estimate must be intimated to the purchase section at the time of placing indent for the new items.

29. GeM availability report or GeM non-availability report will be required to be submitted by the Department/ IT/ Estate/ Administration etc. at the time of indent before the

Competent authority. Hence, it advisable to all departments to take consignee id of GeM or either take help from purchase / IT/ Estate for searing the availability of item in GeM.

30. CRAC (Consignment receipt acceptance report) must be generated by the user department in GeM portal within 10 days from the date of receipt of goods. After CRAC, the account department should release the payment to vendor within 10 days of receipt of CRAC and update the payment status on GeM portal.
31. After completion of the tendering process, the concerned department will be looking after the execution of contract / services as per the agreement.
32. Format of the PAC certificate as per GFR 2017 is appended below-

**INDIAN INSTITUTE OF MANAGEMENT RAIPUR  
ATAL NAGAR, PO KURRU (ABHANPUR),493661**

PROPRIETARY ARTICLE CERTIFICATE  
(Under GFR-2017 Rule 166)

- (i) The indented goods are manufactured by \_\_\_\_\_
- (ii) No other make or model is acceptable for the following reasons:  
\_\_\_\_\_  
\_\_\_\_\_
- (iii) Quantity and Value of the Service / Good: \_\_\_\_\_
- (iv) History of the previous Service / Good: \_\_\_\_\_  
(Quotation Ref:

Place: (Signature with date & designation of the  
Indenting Authority of the user department /  
Head of the Department)

FA & CAO

(Concurrence of the fiancé wing)

**(Rule 166 of the GFR 2017 is reproduced below for reference)**

**Rule 166: Single Tender Enquiry:** Procurement from a single source may be resorted to in the following circumstances (please tick):

- (i) It is in the knowledge of the user department 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