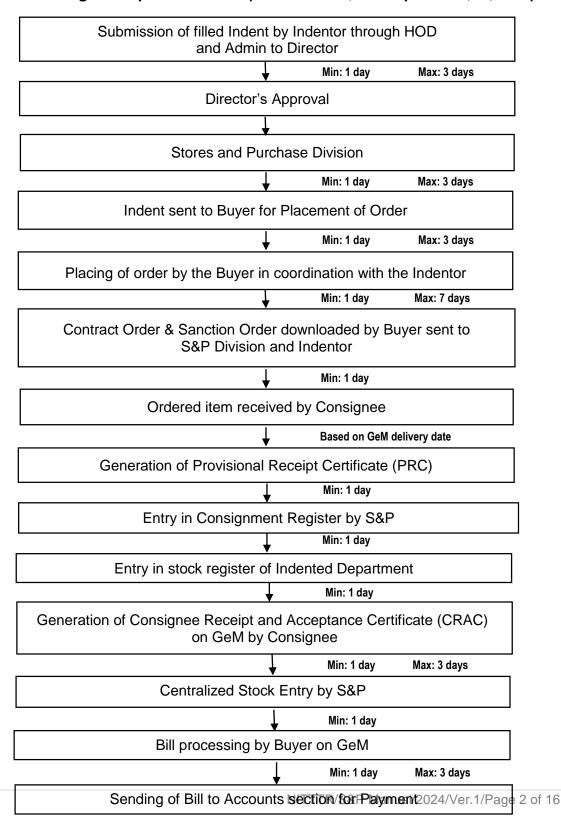


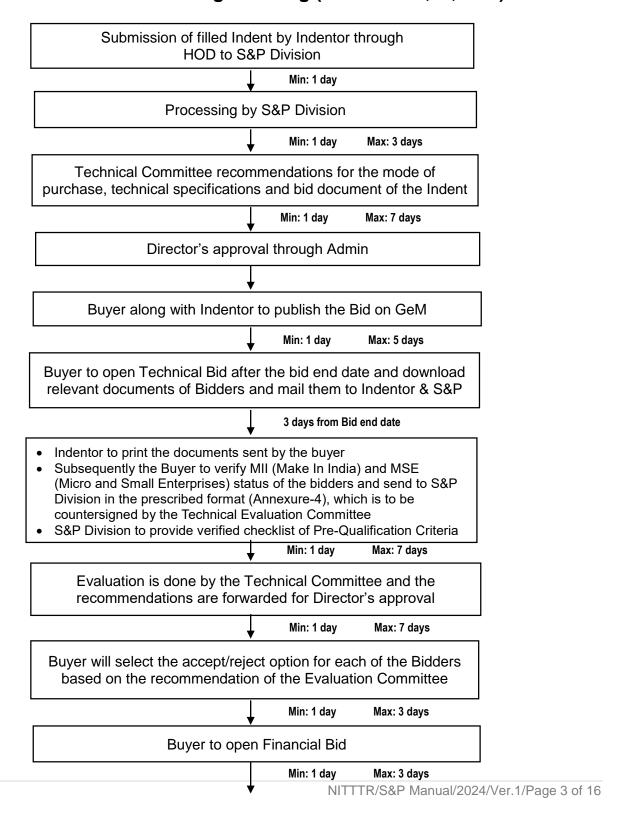
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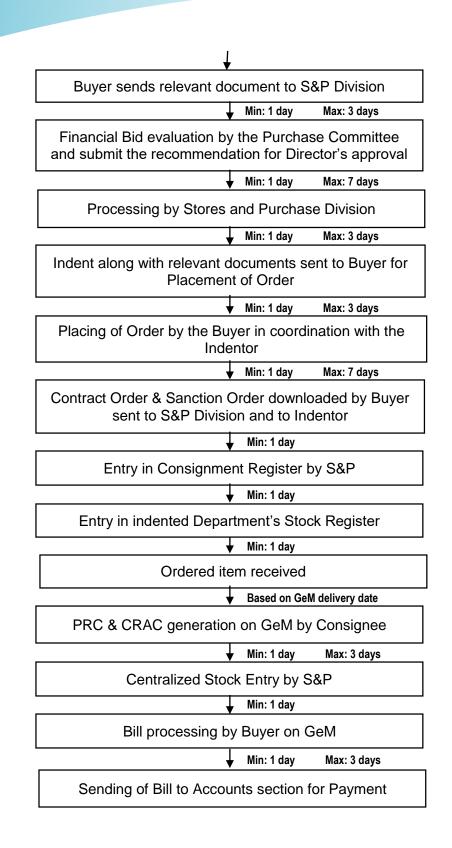
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Process of Direct Purchase (upto Rs.25,000/-) and Purchase through Comparison mode (Above Rs.25,000/- upto Rs.5,00,000/-)



Process for Purchase through Bidding (above Rs. 5,00,000/-)* on GeM





Note* - If necessary, Items less than Rs.5,00,000/- can also be purchased through Bidding.

Rules for Purchase of Non-Available Items on GeM

- 1. Submission of filled Indent by Indentor through HOD and Admin to Director
- 2. Processing by S&P Non-availability Report
- 3. Technical Committee To prescribe which GFR rule to be followed

If the item is priced less than Rs.1,00,000/-Follow GFR 2017 (Amended 2024) Rule 154:

Purchase of goods upto the value of Rs.1,00,000/- 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."

Note: These powers can be used for procurement of any item. Further, these powers are to be used only when the required goods are not available on Government e-Marketplace (GeM) as stipulated in this Department OM No. 6/1/2018-PPD dated 19.01.2018.

The Indentor will proceed further in co-ordination with S&P

If the item is priced between Rs.1,00,000/- to Rs.10,00,000/-Follow GFR 2017 (Amended 2024) Rule 155:

Purchase of goods costing above Rs.1,00,000/- and upto Rs.10,00,000/on each occasion may be made on the recommendations of a duly constituted Local Purchase Committee consisting of three members of an appropriate level as decided by the Head of the Department. The committee will survey the market to ascertain the reasonableness of rate, quality and specifications and identify the appropriate supplier. Before recommending placement of the purchase order, the members of the committee will jointly record a certificate as under.

"Certified that we, members of the purchase committee are jointly and individually satisfied that the goods 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 the Department of Commerce or Ministry/ Department concerned."

Local Purchase Committee to be Constituted by the Director

If the item is priced upto Rs.25,00,000/-

Follow GFR 2017 Rule 162: This method may be adopted

when estimated value of the goods to be procured is upto Rupees Twenty five Lakhs. Copies of the bidding document should be sent directly by speed post/registered post/courier/ email to firms which are borne on the list of registered suppliers for the goods in question as referred under Rule 150 above. The number of supplier firms in Limited Tender Enquiry should be more than three. Efforts should be made to identify a higher number of approved suppliers to obtain more responsive bids on competitive basis. Further, an organisation should publish its limited tender enquiries on Central Public Procurement Portal (CPPP) as per Rule 159. Apart from CPPP, the organisations should publish the tender enquiries on the Department's or Ministry's website.

If item is procured through Single Tender Enquiry Procurement, Follow GFR 2017 Rule 166:

(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 Note: Proprietary Article Certificate in the following form is to

be provided by the Ministry/Department before procuring the goods from a single source under the provision of sub Rule 166 (i) and 166 (iii) as applicable.

S&P Division will initiate the Purchase The Indentor will proceed further in co-ordination with S&P

Guidelines for Indentor:

- Indent (as per Annexure 1 and 2) to be raised by the Indentor, with the signature of HoD/HoC.
- Separate indent to be raised for each item.
- Brand name shall not be mentioned for any item in the indent, however technical specifications need to be mentioned.
- Reasonable price range per unit shall be mentioned from lowest to highest.
- The total estimated price shall be mentioned based on quantity multiplied by highest rate per unit.
- As per Manual for Procurement of Goods, Department of Expenditure, Ministry of Finance (updated June, 2022), the past consumption including stock available details for consumable items and similar equipment details available in the department/centre for non-consumable items to be mentioned along with justification of the item for the purchase.
- Prior approval with justification obtained from the Director need to be enclosed, if applicable.
- GeM product reference id (for all available items), to be mentioned in the indent by Indentor in co-ordination with the respective departments' Indentor-buyer.
- If the indent is of Direct or L1 purchase, it has to be sent for Director's approval else it has to be sent to S&P Division for preliminary processing.
- If the item is Proprietary in nature, Proprietary Article Certificate (PAC) shall be obtained from the Director by the Indentor and to be submitted along with the indent.
- Order shall be placed by the buyer in coordination with the indentor while finalising the purchase of items on the GeM Portal.
- For purchases through bids, upon the end date of bid, the Buyer shall open the technical bid and mail the documents submitted by the bidders to the indentor. The indentor shall arrange to print the bid documents submit the same to S&P.
- On receipt of the ordered item(s), the stock entered details filled in the GeM Invoice need to be forwarded to the Stores and Purchase Division for further processing.

Guidelines for Buyer:

- Buyers are required to take action against the indent within 7 working days from the date of receipt.
- Before placing any order on the GeM portal, consent from the indentor shall be sought.
- In case, the item is not available in GeM, availability report (GeMARPTS) shall be generated through GeM Portal.
- Copy of the contract and sanction orders are to be mailed by the buyer to S&P and indentor for necessary follow-ups.

- All communication with the sellers needs to be done through the GeM portal only.
- While publishing bids, buyers shall have to incorporate the technical specifications and bid specific conditions (if any) approved by the technical committee.
- After the end date of bid, the Buyer shall open the technical bid and mail the documents submitted by the bidders to the indentor.
- MII and MSE documents submitted by the bidders are to be verified by the buyer and acknowledged in the prescribed format (as per Annexure 4) and sent to S&P.
- Clarifications sought by the technical committee shall be posted by the buyers on GeM portal and the reply shall be shared with the indentor and S&P on or before subsequent Monday.
- Buyers shall file an incident against the default seller on the GeM portal. Similarly, seller's incidents against buyers need to be closed by the concerned buyer. Both need to be communicated to S&P for records.
- Buyers are required to select the consignee as per the indent.

Guidelines for Technical Committee:

- Technical committee shall comprise of three expert members: the Indentor, the concerned HoD/HoC and a member identified by the respective HoD/HoC. In case the HoD/HoC is the indentor, he/she shall identify the other two members of the committee. Prior approval shall be obtained from the Director by the HoD/HoC, in case of nomination of external expert. The committee shall recommend (as per Annexure-3) the method of procurement, tender mode, number of packets and the tentative critical dates for each stage in the bidding process and forward it for the approval of the competent authority.
- The technical specifications submitted by the indentor along with bid specific conditions need to be evaluated by the technical committee.
- The Technical committee shall meet on every Wednesday* in the S&P division and finalise the indents received for purchase through bids. Coordinator: Smt.R. Vidhya, SSA, S&P, Division.
- Upon opening of the technical bids, the technical committee shall meet again in the S&P division and evaluate the technical bids. Evaluation report shall be submitted (as per Annexure-5) in adherence to the tentative critical dates.

Guidelines for Indentor-buyer:

- A Indentor-buyer shall search products on GeM portal and mention the product reference ID on the indents raised in their concerned Departments / Centres.
- Items added to the cart by the Indentor-buyer shall be transferred to the buyer.

*Note: In case of a closed holiday, the Technical Committee shall convene on the next working day.



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INDENT FORM FOR PURCHASE OF NON-CONSUMABLE ITEMS

Name of the Department / Centre :	
Indent No. NITTTR/S&P/2024-25/	Date :
(To be filled by S&P Div.)	
Name of the Indentor : Place of Delivery : HQ/ECB/ECH/ECK/ECV	Designation :
Name of Consignee : (To be filled by S&P Div.)	
If purchase is under project, specify the Project Name & Nu	ımber if any:
The following item may kindly be prequired for use in Denoi	tmant / Cantra:

1. The following item may kindly be procured for use in Department / Centre:

Name of the Item (with technical specifications)	Quantity required		unit for		imilar equ available epartment	in the	Working Condition (Numbers)
specifications)		From	То	SI. No.	Date of Purchase	Quantity Available	

Note: Separate indent to be raised for each item

2. Detailed justification for the Item to be procured:*

^{*} Director's approval to be enclosed

- 3. GeM reference product id for the item to be procured*:...
- Whether the item to be procured is Proprietary: Yes/No
 If yes, attach proprietary article certificate (PAC) approved by competent authority
- 5. Buying mode: Direct / Comparison L1 / Bid (Pl. Tick)

Certific	
Certified that specifications are complete a	nd correct to meet the requirement fully.
Name and Signature of the Indentor	Name and Signature of the HoD/HoC
Forward with ren	narks (If any)
Funds Availability: Yes/No	
	C:: A C
ACO	Sr.A.O.
	,
Approved/ No	ot Approved
Direc	etor

To: Stores and Purchase Division



To: Stores & Purchase Division

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INDENT FO	RMI	FOR PURC	HASE OF	CONS	SUN	IABL	EITE	:MS	
Name of the Department / C	Centre	:							
Indent No. NITTTR/S&P/202		iv.)		Date		:			
Name of Consignee :	/ECB/	ECH/ECK/EC	CV	Desigr	natio	on :			
(To be filled by S & P Div.)									
The following intende	d item	may kindly b	e procured t	for use in	n De	partme	ent / Co	entre:	
I IMITA TACANICAL I	antity Juired	Reasonal Range per u procureme	ınit for this	Tota Estima Price	ted in	(Fina		Year)	Available Stock If any
,		From	То	INR		Year-1	Year-2	Year-3	
Note: Separate indent to2. Purpose /Justificatio3. GeM product reference	n for t	his procurem	ent: o be procui	red*:					
Certified that the sp	acific		<u>ertificate</u> nd accurate	alv maat	the	requir	ad eta	ndard	c
It is also certified the required quantities	at the	department/				•			
Name and Signature	of the	Indentor	Na	me and	Sign	ature (of the	HoD/H	оС
		Forward wi	th remarks	(If any)					
Funds Availability	y: Yes/			·					
ACO						Sr.A.O)		
		Approved/N	ot Approved	I					
		Dire	ector						



Indent Received Date:

Bid submission starts

Bid submission ends

Opening of Technical bid

Opening of Financial Bid

Completion of bid evaluation

Communication of rejected bids

Receipt of contest, if any, from bidders

Indent No:

Indentor:

c) d)

e)

f)

g) h)

i)

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Date of Meeting:

Recommendations of the Technical Committee for processing the Indent

Na 01. 02. 03.	me of Mode Tende Numb	ent/Centre: the Item: of Procurement er Mode per of Packets dule of procureme	:	GeM / CPP / GeM Bid-Norn One / Two	GFR nal/Custom /Bo0	Q/PAC.
	SI. No.	CRIT	FICAL D	DATES	Tentative Dates	Actual Dates of completion (to be filled by S&P during the bidding process)
	a)	Publication of Bid				
	b)	Pre-bid conference	, if any			

05. Technical Specifications: Attached: YES/NO Authorized*: YES/NO06. Bid Conditions: Attached: YES/NO Authorized*: YES/NO

Signature: Signature: Signature: Name 1: Name 2: Name 3:

Designation: Designation: Designation:

Head, S&P Division DIRECTOR

*Note: The Technical committee shall sign in all pages of the Documents.



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Verification and Acknowledgement of the Buyer for the MII and MSE documents submitted by the Bidders

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Indentor Name:

Department Name:

Name of the Item:

Tender Mode : GeM Bid-Normal/ Custom /BOQ /PAC.

Number of Packets: One/Two.

Name o	of the bidder	Bidder Name 1	Bidder Name 2	Bidder Name 3	Bidder Name 4
	or the blade.	Yes / No	Yes / No	Yes / No	Yes / No
	Class 1 or 2				
MII compliance	Self Declaration				
Compliance	OEM certification				
MSME Comp	oliance	Yes / No	Yes / No	Yes / No	Yes / No

Name and Signature of the Buyer with Date

(To be Countersigned by Technical Committee)



National Institute of Technical Teachers Training and Research Taramani, Chennai – 600113

Verification of Prequalification Criteria

Indent No.:
Indentor Name:
Department Name:
Name of the Item:

Tender Mode : GeM Bid-Normal/ Custom /BOQ /PAC.

Number of Packets: One/Two.

SI. No.	Description	Compliance (Yes/No)
1	Criteria 1 - Experience and Past Performance: The bidder (manufacturer or principal of authorised representative – hereinafter referred simply as 'The Bidder') should have regularly for at least the last " ", ending 31st March of the previous financial year (hereinafter called 'The relevant Date'), should have manufactured and supplied " with the similar or higher specifications(hereinafter called 'The Product').	
2	Criteria 2 - Capability- Equipment & manufacturing Facilities: 'The bidder' must have an annual capacity to manufacture and supply least 'The Qualifying Quantity Note: In case of multiple products in a tender, this criterion shall be applicable product wise	
3.	Criteria 3 - Financial Standing – under all conditions: The average annual financial turnover of 'The bidder' during the last three years, ending on 'The relevant Date', should be at Rs as per the annual report (audited balance sheet and profit & loss account) of the relevant period, duly authenticated by a Chartered Accountant/ Cost Accountant in India or equivalent in relevant countries. The net worth of the Bidder firm (manufacturer or principal of authorised representative) should not be negative on 'The Relevant Date'.	

SI. No.	Description	Compliance (Yes/No)
4.	Criteria 4 – Availability of Service Centres:	
	Supplier should have service centre or authorized service centre	
	with trained service engineers in Tamilnadu. Service centre	
	address, contact person details, phone/fax numbers, email should	
	be provided along with the offer. If there is no service centre in	
	Tamilnadu, the offer will be rejected. Details of service setup / list	
	of engineers available at Location in India to be furnished. In	
	addition, the Bid/Tender Number shall be specified along with the	
	above mentioned details in the submitting documents.	
5.	Criteria 5 - Bidders registration - Country sharing Land	
	Border with India:	
	The bidder shall not be from a country sharing land border with	
	India and if the bidder is from a country sharing land border with	
	India the bidder should have been registered with the competent	
	authority as per orders of DIPP OM No. F.No. 6/18/2019-PPD	
	dated 23 rd July 2020, and MoCl Order No.P-45021/112/2020-PP	
	(BE II) (E-43780) dated 24th August 2020. A declaration as per	
	format given in Annexure-C shall be submitted with the bid.	

Approval of Technical Committee



Indent No.:

Indentor Name:

Department Name:

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Technical Committee Evaluation Summary

Technical Specifications	Bidder Name 1	Bidder Name 2	Bidder Name 3	Bidder Name n
Out of the above n	bidders. S.No	and	are eligible and o	ualified the tech
Out of the above n lation. Director's pe en their financial bid	ermission is sough		•	•
ıation. Director's pe	ermission is sough	t to mark the eligik	•	•
nation. Director's pe en their financial bio	ermission is sough ds.	t to mark the eligik	oility accordingly o	•

Note: The Technical committee shall sign in all pages of the

Technical Evaluation Documents.

