



NATIONAL INSTITUTE OF TECHNICAL TEACHERS TRAINING AND RESEARCH

(Ministry of Education, Government of India) Taramani, Chennai

राष्ट्रीय तकनीकी शिक्षक प्रशिक्षण एवं अनुसंधान संस्थान

(शिक्षा मंत्रालय, भारत सरकार) तारामणि, चेन्नई

STORES AND PURCHASE MANUAL - 2024

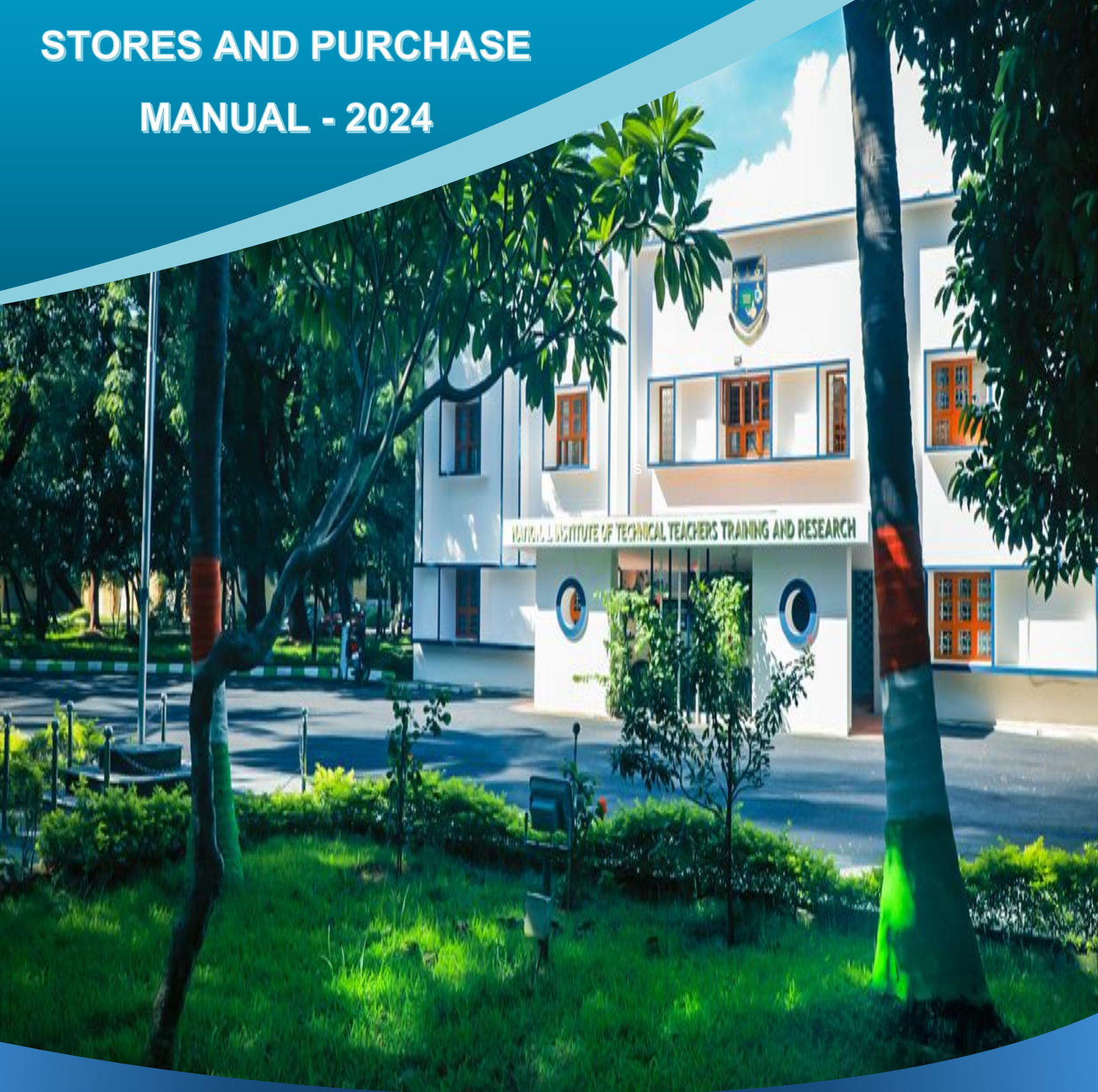
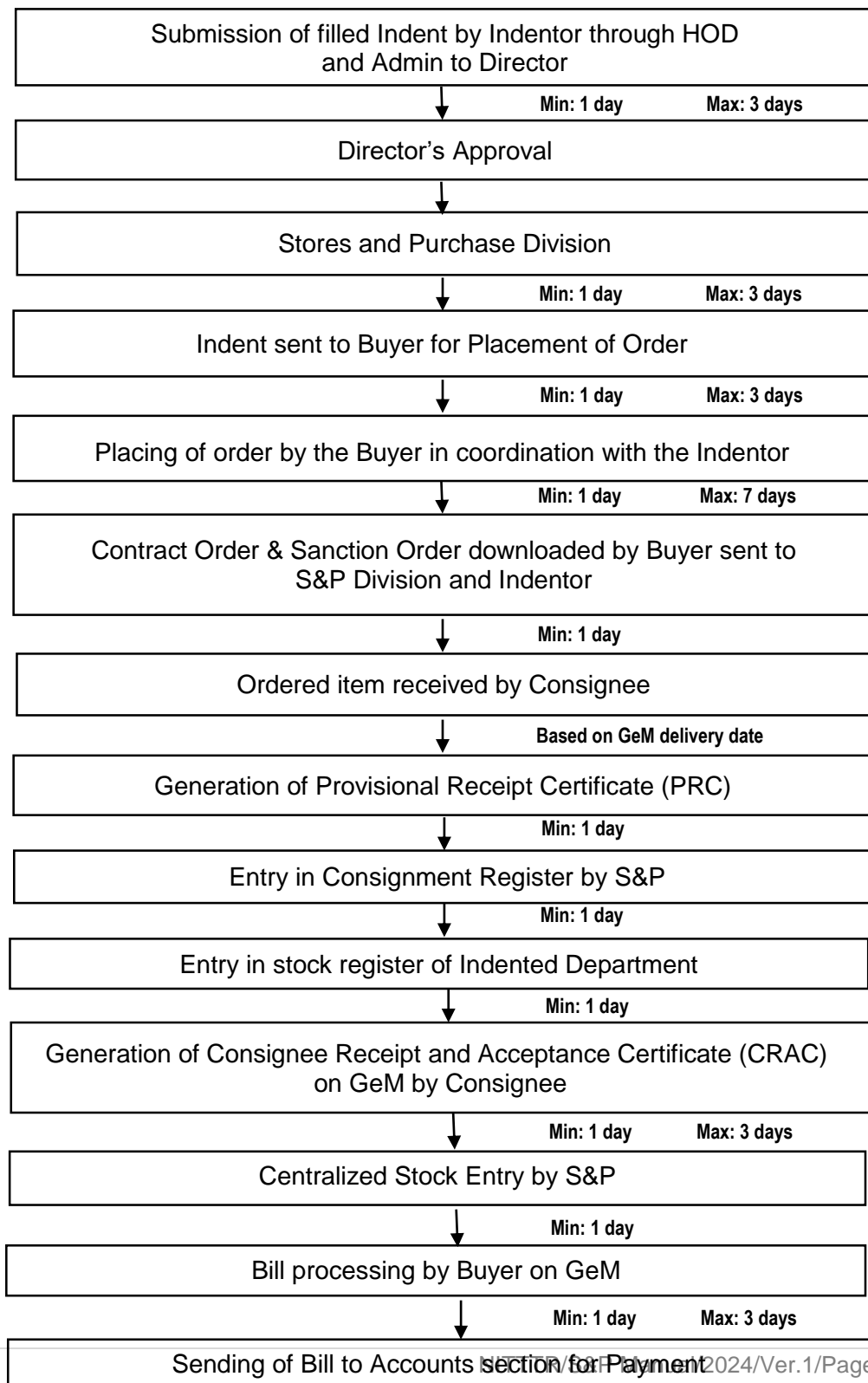


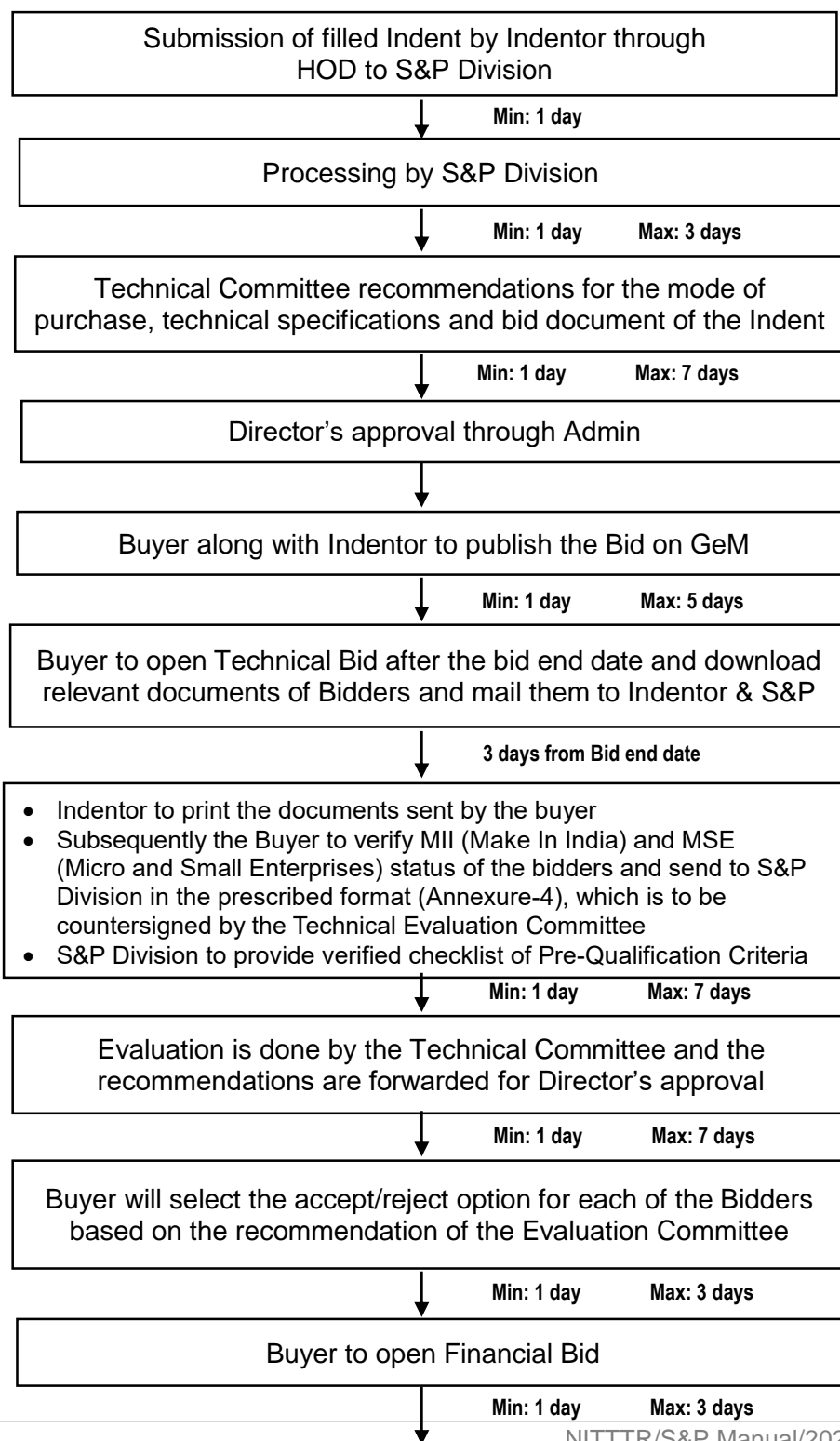
TABLE OF CONTENTS

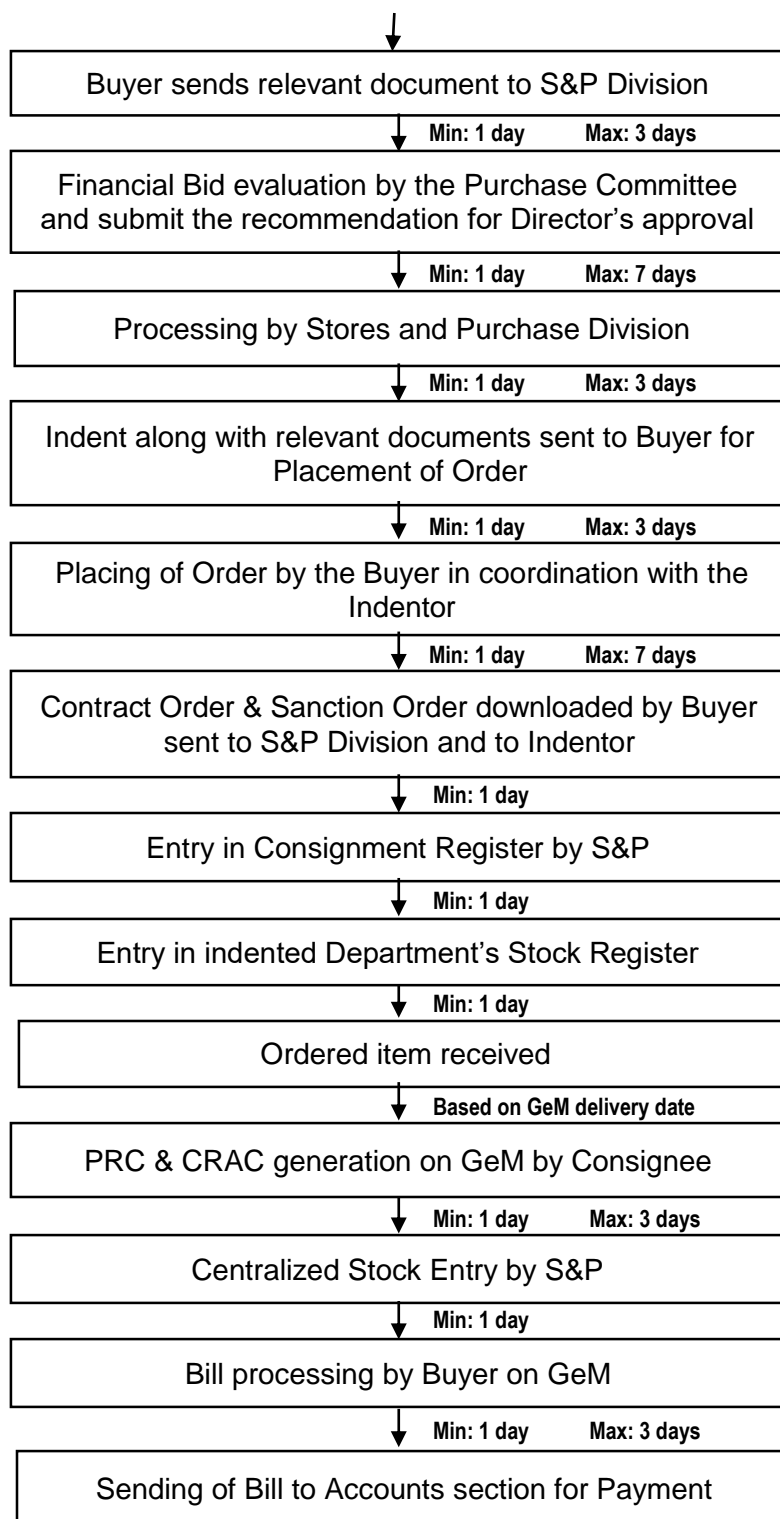
Sl. No.	TITLE	PAGE No.
1.	Flowchart for Direct Purchase and L1 Comparison Purchase	2
2.	Flowchart for Bidding process	3
3.	Rules for Purchase of Non-Available Items on GeM	5
4.	Guidelines for Indentor	6
5.	Guidelines for Buyer	6
6.	Guidelines for Technical Committee	7
7.	Guidelines for Indentor-Buyer	7
8.	Annexure-1 Indent for Purchase of Non-Consumable items	8
9.	Annexure-2 Indent for Purchase of Consumable items	10
10.	Annexure-3 Recommendations of the Technical Committee - Format	11
11.	Annexure-4 MII and MSE verification of the Buyer - Format	12
12.	Annexue-5 Verification of Prequalification Criteria - Format	13
13	Annexure-6 Technical Committee Evaluation Summary - Format	15

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



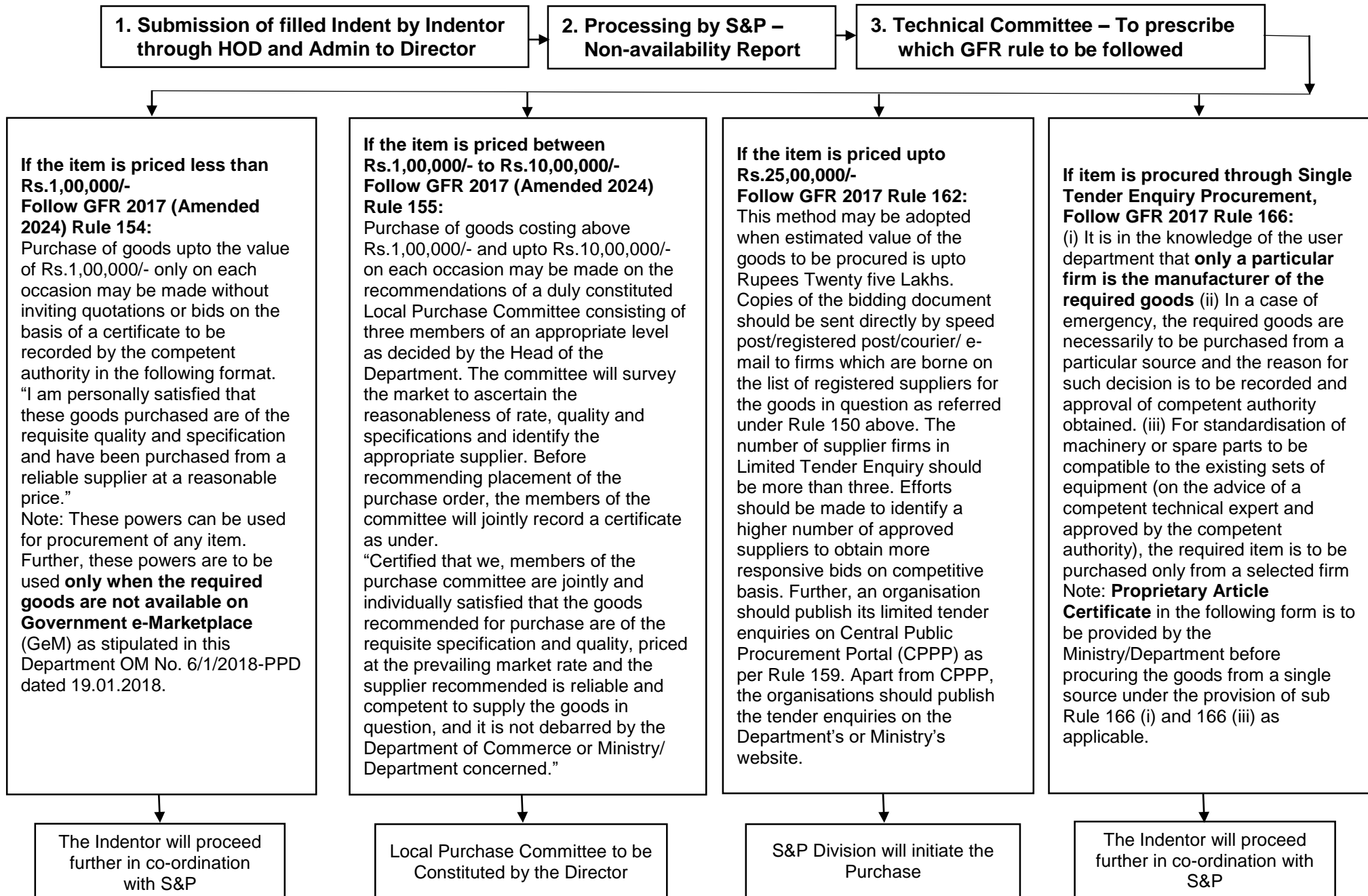
Process for Purchase through Bidding (above Rs. 5,00,000/-)* on GeM





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



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 indenter.
- 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 indenter 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 Indenter, the concerned HoD/HoC and a member identified by the respective HoD/HoC. In case the HoD/HoC is the indenter, 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 indenter 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 Indenter-buyer:

- A Indenter-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 Indenter-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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Taramani, Chennai – 600113**

INDENT FORM FOR PURCHASE OF NON-CONSUMABLE ITEMS

Name of the Department / Centre :

Indent No.

(To be filled by S&P Div.)

Date :

Name of the Indentor :

Designation :

Place of Delivery : HQ/ECB/ECH/ECK/ECV

Name of Consignee :

(To be filled by S&P Div.)

If purchase is under project, specify the Project Name & Number if any:

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

Name of the Item (with technical specifications)	Quantity required	Reasonable Price Range per unit for this procurement in INR		Total Estimated Price in INR	Similar equipment available in the Department/Centre			Working Condition (Numbers)
		From	To		Sl. 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*....
4. 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)

Certificate

Certified that specifications are complete and correct to meet the requirement fully.

Name and Signature of the Indentor	Name and Signature of the HoD/HoC
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Forward with remarks (If any)

Funds Availability: Yes/No ACO	Sr.A.O.
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Approved/ Not Approved
Director

To: Stores and Purchase Division



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Taramani, Chennai – 600113

INDENT FORM FOR PURCHASE OF CONSUMABLE ITEMS

Name of the Department / Centre :

Indent No. NITTTTR/S&P/2024-25/

(To be filled by S & P Div.)

Date :

Name of the Indentor :

Designation :

Place of Delivery : HQ/ECB/ECH/ECK/ECV

Name of Consignee :

(To be filled by S & P Div.)

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

Name of the Item (with technical specifications)	Quantity required	Reasonable Price Range per unit for this procurement in INR		Total Estimated Price in INR	Past Consumption (Financial Year)			Available Stock If any
		From	To		Year-1	Year-2	Year-3	

Note: Separate indent to be raised for each item

2. Purpose /Justification for this procurement:

3. GeM product reference id for the item to be procured*:.....

Certificate

1. Certified that the specifications fully and accurately meet the required standards.
2. It is also certified that the department/centre does not have the consumables in the required quantities for use.

Name and Signature of the Indentor	Name and Signature of the HoD/HoC
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Forward with remarks (If any)

Funds Availability: Yes/No	
ACO	Sr.A.O

Approved/Not Approved

Director

To: Stores & Purchase Division



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Recommendations of the Technical Committee for processing the Indent

Indent No :

Date of Meeting:

Indent Received Date:

Indenter :

Department/Centre:

Name of the Item:

01. Mode of Procurement : GeM / CPP / GFR _____

02. Tender Mode : GeM Bid-Normal/Custom /BoQ/PAC.

03. Number of Packets : One / Two

04. Schedule of procurement :

Sl. No.	CRITICAL 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		
c)	Bid submission starts		
d)	Bid submission ends		
e)	Opening of Technical bid		
f)	Completion of bid evaluation		
g)	Communication of rejected bids		
h)	Receipt of contest, if any, from bidders		
i)	Opening of Financial Bid		

05. Technical Specifications: Attached : YES/NO

Authorized*: YES/NO

06. 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.



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

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

Indent No.:

Indentor Name:

Department Name:

Name of the Item:

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

Number of Packets : One/Two.

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

Sl. No.	Description	Compliance (Yes/No)
1	<p><u>Criteria 1 - Experience and Past Performance:</u></p> <p>The bidder (<i>manufacturer or principal of authorised representative – hereinafter referred simply as ‘The Bidder’</i>) should have regularly for at least the last “ “, ending 31st March of the previous financial year (<i>hereinafter called ‘The relevant Date’</i>), should have manufactured and supplied “ “ with the similar or higher specifications(<i>hereinafter called ‘The Product’</i>).</p>	
2	<p><u>Criteria 2 - Capability- Equipment & manufacturing Facilities:</u></p> <p>‘The bidder’ must have an annual capacity to manufacture and supply least ‘The Qualifying Quantity</p> <p>Note: In case of multiple products in a tender, this criterion shall be applicable product wise</p>	
3.	<p><u>Criteria 3 - Financial Standing – under all conditions:</u></p> <p>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.</p> <p>The net worth of the Bidder firm (manufacturer or principal of authorised representative) should not be negative on ‘The Relevant Date’.</p>	

Sl. No.	Description	Compliance (Yes/No)
4.	<p><u>Criteria 4 – Availability of Service Centres:</u></p> <p>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.</p>	
5.	<p><u>Criteria 5 – Bidders registration – Country sharing Land Border with India:</u></p> <p>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 23rd July 2020, and MoCI 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.</p>	

Approval of Technical Committee



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Technical Committee Evaluation Summary

Indent No.:

Indentor Name:

Department Name:

Name of the Item:

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

Number of Packets : One/ Two

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 qualified the technical evaluation. Director's permission is sought to mark the eligibility accordingly on the GeM portal and to open their financial bids.

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 Technical Evaluation Documents.



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