



राष्ट्रीय प्रौद्योगिकी संस्थान दिल्ली

NATIONAL INSTITUTE OF TECHNOLOGY DELHI

(An autonomous Institute under the aegis of Ministry of Education (Shiksha Mantralaya), Govt. of India)

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Ref. No. NITD/07/Misc/53/2016-17

Date: 06/10/2023

OFFICE ORDER

In order to streamline the existing procurement / payment process, the following procedures has been implemented with immediate effect:-

1. SOP FOR FORWARDING THE BILLS FOR PROCUREMENT / SUPPLIES TO THE STORE & PURCHASE SECTION

For procurement upto Rs.25,000/- through Store & Purchase Section:-

- a) Receipt of material directly by the Department after making necessary gate entry at the Security Gate and the same shall be informed to the Store & Purchase Section.
- b) Physical Inspection of goods as to quantity, quality and specifications etc. as per Purchase Order within 02 working days from the receipt of material.
- c) Obtaining necessary tagging from the Stores and making necessary stock entry in the Departmental Stock Register within 02 working days from the receipt of the material.
- d) Forwarding of bill (duly verified by the Indenter as well as the concerned HOD) to the Store & Purchase Section for payment within 02 working days from the receipt of the material.

For procurement more than Rs.25,000/- through Store & Purchase Section:-

- a) Receipt of material directly by the Department after making necessary gate entry at the Security Gate and the same shall be informed to the Store & Purchase Section.
- b) Physical Inspection of goods as to quantity, quality and specifications etc. as per Purchase Order within 02 working days from the receipt of material. The Inspection Report will be shared by the Store & Purchase Section. **In the Inspection report, actual date of the delivery of the material, physical condition of the item, working performance/training of equipment should be clearly filled by the indenter.**
- c) **Obtaining installation certificate from the supplier, if applicable.**
- d) Obtaining necessary tagging from the Stores and making necessary stock entry in the Departmental Stock Register within 02 working days from the receipt of the material.
- e) Forwarding of bill (duly verified by the Indenter as well as the concerned HOD) to the Store & Purchase Section for payment within 02 working days from the date of installation along with Original copy of installation report (if applicable) provided by the vendor.

2. **“Amendment”** in the point no.2 of the existing approved purchase procedure notified vide Office Order Ref. No. NITD/07/Misc/53/2016-17 dated 30.01.2023:-

Earlier:-

“For any purchase requests of value higher than Rupees Twenty Five Thousand, Departmental Purchase Committee meeting may be held at the department level. Purchase Indent may be raised by the departments duly supported by such DPC Minutes of Meeting document (duly approved by Competent Authority)”.

Amendment:-

“For the purchase requests of value upto Rupees Two Lakh Fifty Thousand, proper justification/recommendations of the procurement from the respective Department/ Section Head are required and enclosed along with the indent form.

Further, for any purchase requests of value higher than Rupees Two Lakh Fifty Thousand, Purchase Indent may be raised by the departments duly supported by DPC Minutes of Meeting document (duly approved by Competent Authority). The composition of Departmental Purchase Committee has already notified in the earlier Office Order.

3. In addition to the above, following points also needs to be comply by the concern Department/ Section before raising the indents:-

- i. Identifying the item to be purchased and its approx cost
- ii. Check the availability of the space, if required
- iii. Obtain administrative cum budgetary approval from the Competent Authority
- iv. Draft the specifications
- v. Raise the indent after vetting the specifications by the DPC duly approved by the Competent Authority.

The other points mentioned in the earlier issued Office Order (**vide Office Order Ref. No.NITD/07/Misc/53/2016-17 dated 30.01.2023**) will remain the same.

This is issued with the approval of the competent authority.

Copy to:-

1. All the employees of the Institute
2. PA to Director (for information)
3. Assistant Registrar
4. Registrar Office
5. Store & Purchase Section
6. Account Section


कुलसिंह / Registrar
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