



# राष्ट्रीय प्रौद्योगिकी संस्थान दिल्ली

## NATIONAL INSTITUTE OF TECHNOLOGY DELHI

(नया संस्थाभारत सरकार के अधीन एक स्वा. शिक्षा मंत्रालय)

(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: 30/01/2023

### OFFICE ORDER

In order to streamline the existing purchase process within the Institute and increasing the efficiency by cutting down the delays in the existing approval procedure, the revised procedure with respect to purchase of various items for the Institute are as follows:-

### PURCHASE PROCESS

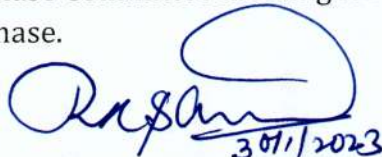
1. All the Departments (i.e. CSE, ECE, EE, AS, ME, Civil) shall be required to initiate purchase requests (through revised purchase indent form) in accordance with the annual budget duly approved by the Competent Authority for their respective department.

**(Till the time the budget allocation exercise is completed by Accounts Section within the Institute and respective budgets are allocated to all the departments, purchase indents may continue to be raised by departments without annual procurement plan but may be processed as per the purchase process and DPC composition mentioned in this office order.)**

2. 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).
3. **Departmental Purchase Committee (except external member, if any) shall act as the purchase committee** for all the activities related to processing the purchase request such as collecting quotations, technical evaluation of bids, financial evaluation of bids, preparation of respective MoM documents, preparation of comparative statement etc.
4. Once, purchase indent form shall be raised by the Department, following shall be the procedure for processing the following indents:

### **For Purchase value higher than Rupees Two Lakh Fifty Thousand**

- a. Such indents shall be processed as per the hierarchy mentioned in the indent form till the level of seeking Fund Availability from Accounts Section.
- b. Afterwards, the indent shall be placed in the next scheduled Central Purchase Committee meeting for scrutiny and recommending the mode of purchase.

  
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- c. In case of any observations, the same shall be communicated to the indenter and HoD during the CPC meeting.
- d. Upon receiving the consent of the CPC committee members, the purchase request shall be processed through the mode recommended by the CPC.
- e. In case of purchase through bids, the tender bid document shall be prepared and circulated by S&P Section after including the technical specifications of the item to be purchased and other specific terms and conditions (if any) as received from the indenter to the respective DPC members for proofreading and signature.
- f. DPC members shall be required to proceed with the recommended purchase mode and further technical and financial evaluation (in case of bids), comparative statement (in case of quotations).
- g. In case of bids,
  - i. If the number of bidders recommended by DPC to be technically disqualified are more than the number of bidders recommended to be technically qualified.
  - ii. Less than three bids received by DPC

**Then, the technical MoM supported by all the relevant documents shall be forwarded by the DPC to Pre Audit for scrutiny.** In case of any Pre Audit observations, the same shall be required to be addressed by the DPC and once cleared through Pre Audit, the matter shall be processed further.

- h. Upon financial evaluation of the bids, the matter shall be forwarded to S&P Section along with Financial MoM document clearly mentioning the items being recommended for purchase, for the preparation of Sanction Sheet.
- i. Sanction Sheet once approved by the Competent Authority, shall be forwarded to S&P section for placing the Purchase Order/ Work Order accordingly.

**For Purchase value up to Rupees Two Lakh Fifty Thousand:**

- a. Such indents shall be processed as per the hierarchy mentioned in the indent form till the level of seeking Fund Availability from Accounts Section.
  - b. Afterwards, the indent shall be forwarded for Store & Purchase Section, followed by Assistant Registrar, Registrar and Director for approval.
5. Effort should be made to purchase the items through GeM (if available on GeM), in case of non availability on GeM, GeM Non Availability Report shall be required to be attached with the indent form for further processing.

  
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### Composition of Departmental Purchase Committee (DPC)

Departmental Purchase Committee shall be constituted by the Department Head and gotten approved from the Competent Authority as per the following structure:

a.	Head of Department	Chairman
b.	One or more member(s) as nominated by Head of Department (from within the Department)	Member
c.	One or more member(s) as nominated by Head of Department (from other Department)	Member
c.	One or more external expert member(s) (if purchase value higher than Rupees Fifty Lakhs)	Member
d.	Indenter	Member

Approved DPC may be notified by the departments accordingly or a copy of such DPC approval may be attached with each purchase indent by the respective Departments.

The revised indent forms (for purchase up to ₹2,50,000/- and for purchase value higher than ₹2,50,000/-) are attached herewith for further processing.

This is issued with the approval of the competent authority.

#### Copy to:-

1. All the employees of the Institute
2. PS to Director (for information)
3. Assistant Registrar
4. Registrar Office
5. Store & Purchase Section
6. Account Section
7. Head, Computer Centre (for getting the revised indent forms uploaded on the Institute website)

  
30/1/2023  
Registrar / Registrar  
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