

Indian Institute of Technology Delhi

Guidelines for purchase through Single Tender Inquiry (STI)

It is envisaged in Rule 4.4.1(xvii), of Comprehensive Stores and Purchase Rules 2008 of the Institute (duly approved by BoG) that: "In case of proprietary item, the same may be procured from the proprietary source on the basis of a single quotation after certification of the item by the buyer on the basis of the claim of seller/supplier".

In this context, the following implementing guidelines be followed:-

1. In case the purchase is for a sponsored project/ activity and sponsor has approved the product with its specifications and the associated vendor, either in the original proposal or through a separate note, the same may be used for proprietary purchase without any further documentation. The clause of fair price discovery as mentioned in items 3 and 4 would still apply.
2. In all other cases (other than with the approval of the sponsor – item 1) recommendation for purchase on a proprietary basis should be made by the PFC (purchase finalization committee) duly certifying the following :
 - a. Explicit mention of the specification that makes the product proprietary
 - b. Explicit recommendation that these specifications are critical for the purposes of a specific project or a laboratory
 - c. The committee has made extensive market survey and are satisfied that there is only one vendor for the product with the required specifications. Note NIQ with the required specs where only the proprietary vendor responds is also a possible approach to survey the market.
3. Even after establishing the proprietary nature of purchase (single manufacturer) the following possibilities exist:
 - a. Manufacturer directly quotes the product along with a proprietary certificate
 - b. Quotation is given by an authorized dealer with an exclusive dealership certificate as well as a proprietary certificate issued by the manufacturer
 - c. There are multiple dealers for the product and they quote with a proprietary certificate issued by the manufacturer.
4. The following process be used to get a fair price even in case of proprietary items
 - a. In case only one quotation is feasible PFC should negotiate with the vendor. Further, in cases 3 (a) and 3 (b), wherever feasible, recent (last one year) purchase orders by other public Institutions be obtained and attached. This is clearly optional as such purchases may not have been made or such purchase orders may not always be available. In absence of such POs, the purchase committee should certify that to the best of their knowledge and negotiations, the quoted prices are competitive prices for the product.
 - b. In case of 3(c), process of limited tendering among all the dealers be followed.

In view of above a form has been designed which is enclosed. The form should be used for seeking approval for purchase through Single Tender Enquiry (STI). The competent authority for such approval /sanction will be as per Rule 3 of comprehensive Stores and Purchase Rules.

Prof. S. N. Singh
Deputy Director (Operations)

S. N. Singh
23/5/15

Indian Institute of Technology Delhi **SPS-102**

Form for seeking approval for purchase through Single Tender Inquiry (STI)

1. Name of the Product: _____

2. Category of Product: (Tick all applicable)

- Hardware product (with/without embedded software) []
- Software Product []
- A key attachment/add-on []
- The base hardware module or base software module []
- Specialized Service []
- Any other category – Please specify exact nature _____

3. Specification (s) that makes the product proprietary : _____

4. Name and address of the Manufacturer : _____

5. Reason for arriving to this conclusion that it is in the knowledge of the PC that only the particular firm is the manufacturing of the required product: _____

6. Has this product along with this specification been recommended by the Sponsored Agency along with associated vendor? **Yes [] / No []**

7. The purchase committee certified the following

(a) The above specifications are critical for the purposes of the specific project or laboratory

(b) Recent (Last one year) purchase orders by other public Institution are attached

(alternatively: summary report of successful financial negotiation with the vendor certifying that the quoted price is competitive for the product is attached).

------(Name and Signature of PFC member(s))-----

Submitted for Approval

Dy. Director (operations) / Dean (R&D)
(for purchase within Rs.25 Lakh)

Director
(for purchase above Rs.25 Lakh)