

### CHECKLIST FOR INDEGENOUS PURCHASE

Please check the following points before sending the file to Department/Centre Store:

1. Validity of quotation must be at least 15 days from the date of submitting the file to store.
2. Proprietary Certificate from the supplier may please be attached, if required.
3. Necessary approval from C.F.A. for the Constitution of Purchase Committee may please be attached.
4. All Photocopy/Fax messages may please be signed.
5. Price/Terms and conditions of recommended items on the quotation may please be encircled and signed by all committee members.
6. Insurance & Air Freight charges may please be mentioned in the minutes.
7. Checklist required by IRD (A/Cs)/A.R. (Audit) may please be attached.
8. All relevant quotations of the suppliers may please be attached.
9. Copy of NIQ may please be attached.
10. Quotations may please be numbered/ signed.
11. Technical/Commercial Comparative Statement may please be attached.
12. Kindly confirm is the NIQ was displayed on the WEB site as the import is more than 2 lakhs.
13. Date on Purchase Committee may please be entered.
14. Name of the Supplier may please be mentioned in the minutes with detailed of item to be purchased.
15. Minutes may please be signed by all committee members. Minutes should also mention the Budget Head.
16. As per Purchase rule at least three quotations are required for finalizing the case. If less than 3 quotations are received the approval of Director may please be obtained for processing the case.
17. As per the new purchase rules dated 1/4/2008 advance payment is not permissible, the supplier may therefore be advised to accept the payment after receipt of material.
18. The necessary approval from the Competent Authority for making payment in advance may please be attached, if required.
19. End Use Certificate may please be filled, completed and signed in duplicate on the Letter head, if required.
20. Approval for enhancement of funds may please be obtained from the competent authority, if required.
21. To display the NIQ in the National Newspaper if the purchase is more than 25 lakh. A copy of the same may please be attached
22. Kindly ensure that sufficient space/infrastructure for installation of the equipment is available.
23. If the Source of Funds in IRD then kindly confirm the availability of fund in the project.