

**PURCHASE PROCESS FLOW (Items not on GeM)**  
**(For items cost > Rs.2.5 Lac by Open Tender through eProcurement)**

Steps	Name of Process	Activities	No. of Days	Remarks
1	To establish non-availability of item on GeM	Generation of GeMAR&PTS on GeM for Procurement-outside GeM	-	All search options on GeM to be explored (PI). Can be done in 1 day
2	Purchase Finalization Committee (PFC)	Formation of Purchase Finalization Committee (PFC)	-	(PI). Can be done in 1 day
3	NIQ/ NIT	Publication of Open tender	1. Below Rs.25 lac= <b>21</b> days (+7 days in case of < 3 bids) 2. Above Rs.25 lac= <b>28</b> days (+7 days in case of < 3 bids)	(PI/SPS)
4	Evaluation of Technical Bids	To examine the competency/ eligibility of the bidders as per terms of tender	No time limit	Can be done in 3-5 working days (PI/PFC)
5	Evaluation of Financial Bids	To examine the price of L1 (L1 is auto-generated by the portal) and negotiation if necessary	No time limit	Can be done in 2-3 working days(PI/PFC)
6	Raising of Purchase Requisition (PR)	To raise PR and Indent on system	No time limit	(PI/Store Keeper)
7	Commitment of funds (Project)	File sent to IRD for commitment of fund		(SPS)
8	Pre-Audit	Audit examines the file to ascertain if the process is in order as per purchase rules	- 5 days for fresh case - 1-3 days after compliance of observation	(Audit)
9	Issue of Supply Order	For import, irrespective of the amount, S.O. is to be processed/ sent through SPS.  For local purchase > 25 lac, file to be routed through SPS.		
10	Submission of C/NC form (Local purchase)	On satisfactory installation/ supply certified by PI/Head:  1. Submission of related papers with C form to accounts/ IRD/FITT for payment (in case of import, submission in SPS)	1) No time limit	-Head/ P.I. can certify satisfactory installation/ receipt within 1-2 days after installation/ supply (PI/Storekeeper)

		2. Submission of NC form with papers to SPS for asset entry & to Accounts for payment	2) 1-2 days	-(SPS)
11	Payments:			
(i)	Local Purchases	Release of payment by Accounts	No time limit	(Accts/IRD)
(ii)	Import (advance payment)	On receipt of Order Confirmation from supplier	8-10 days (SPS>Accts/IRD/FITT>SPS>Bank)	(SPS/Accts/IRD)
(iii)	Import (After receipt of material)	On receipt of shipping document i.e BOE, AWB, Invoice etc	8-10 days (SPS>Accts/IRD/FITT>SPS>Bank)	(SPS/Accts/IRD)
(iv)	Import (After Installation)	On receipt of NC form with Satisfactory & Installation Report	8-10 days (SPS>Accts/IRD/FITT>SPS>Bank)	(SPS/Accts/IRD)
(v)	Import (Letter of Credit-LC)	1.On receipt of Order Confirmation from supplier 2.Checking of LC draft by supplier 3. Signatures of AR/DR/JR (Accts/IRD) 4. Request Bank to establish the LC	(Supplier>SPS>Acct/IRD>Bank (15 days)	Considering the response time of SBI, services of Pvt. Banks may be explored