Subject: - S.O.P for publishing Global Tender Enquiry for purchase of Research items

With reference to the letters & office memoranda mentioned below, the following steps are to be followed to float Global Tender Enquiry (GTE) in Multicurrency for procurement of specialized equipment (other than spares parts) required for Research purposes.


**Step-1)** NIQ in INR to be published with minimum 20% local content: *(PI & SPS)*

**Step-2)** Subject to failure of Bid Participation in INR, PI will submit the completely filled attached form (in soft copy- Word) to the Stores & Purchase Section (SPS) as per timelines shown below: *(PI)*

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Date</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>By 23rd Feb. 2021</td>
<td>for the projected requirements till 31.03.2021</td>
</tr>
<tr>
<td>2</td>
<td>By 26th May 2021</td>
<td>for the projected requirements till 30.09.2021</td>
</tr>
<tr>
<td>3</td>
<td>By 25th Nov. 2021</td>
<td>for the projected requirements till 31.03.2022</td>
</tr>
</tbody>
</table>

**Step-3)** Submission of proposals for signature of Dean, R&D and Director: *(SPS)*

**Step-4)** Forwarding of compiled proposals to Secretary (HE), Ministry of Education for approval to process the tender through GTE-Multicurrency: *(SPS & O/o Director)*

**Step-5)** Subject to the approval from the Secretary (HE), MoE tender will be published with Multicurrency: *(PI & SPS)*

**Step-6)** All the proposals sent to ministry for relaxation along with certifications, will be put up in meeting of Board of Governors as reporting item. The same are to be shared with the Office of PSA (Principal Scientific Adviser) and DPIIT: *(Conference)*

**Step-7)** Information about the procurement of the equipment will be uploaded on I-STEM portal. I-STEM Portal is updated with respect to availability of the Research Equipment in the Institute”: *(SPS)*

**Step-8)** Analysis will be done regarding the equipment being procured time and again from abroad, and help developing them in India by identifying potential manufacturers and providing them technical assistance and expertise for developing the equipment. Half yearly report on this action will be shared by the institute with the Office of PSA (Principal Scientific Adviser), DPIIT and Ministry of education.: *(PI/Deptt./Dean, R&D)*

*Note: The above SOP may be modified/revised in accordance with the directives received from MoE from time to time.*