

**INDIAN INSTITUTE OF TECHNOLOGY DELHI**  
**HAUZ KHAS, NEW DELHI - 110016**

**COORDINATION SECTION**

No.IITD/ICDN/BG/061/2018/122854

Dated: 02.01.2018

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**Sub:- Implementation of the New Comprehensive Stores and Purchase Rules, 2017 of the Institute.**

The New Comprehensive Stores and Purchase Rules, 2017 are approved by the Board of Governors in its meeting held on 04.08.2017, as per details at Appendix. The same shall be implemented with immediate effect.

Above supersedes all earlier notification related to Stores and Purchase Rules.


  
(Vivek Raman)  
Deputy Registrar (CDN)


Encl.: a/a

Director / Dy. Directors / All Deans

All Heads of Deptts./Centres/Sections/Units/Cells/Wardens - to kindly arrange to circulate the same amongst the staff members.

- c.c.to :-
1. Prof. In-charge (Planning)
  2. Joint Registrar (SPS)
  3. Head, Hindi Cell : For publication in "SAMPARK"
  4. D.R.(Publication) : For publication in Newsletter
  5. Deputy Registrar, Director's Office
  6. Secy. to Registrar
  7. Gen.Secy. IITE Union / Officer Associations / Faculty Forum
  8. Master File

  
Sh. H. Duff

  
4/1/18

# Indian Institute of Technology Delhi

## COMPREHENSIVE STORES AND PURCHASE RULES 2017

### I. PREAMBLE

These rules have been framed for purchases from institute Plan and Non-Plan funds and funds of sponsored / consultancy projects. These rules for purchase and accounting of equipment's/ stores for Department/ Centre/ Sponsored/ Consultancy Projects/Laboratories have been framed in order to provide a conducive working environment for faculty and staff to promote excellence expected from IITs and as such should be interpreted in that context, so that the procurement of the needed equipment's/stores is done in time and without procedural wrangles, which permits laboratory and research work to be pursued with greater vigor.

Every authority delegated with the financial powers of procuring goods in public interest shall have the responsibility and accountability to bring efficiency, economy, and transparency in matters relating to public procurement and for fair equitable treatment of suppliers and promotion of competition in public procurement. The procedure to be followed in making public procurement must conform to the following yardsticks:

- i) The specifications in the terms of quality, type etc. as also quantity of goods to be procured, should be clearly spelt out keeping in view the specific needs of the procuring Deptt./ Centers without including non-essential features, which may result in unwarranted expenditure;
- ii) Offers should be invited following a fair, transparent and reasonable procedure;
- iii) The procuring authority should be satisfied that the equipment(s)/ item(s)/ material selected offer adequately meet(s) the requirement in all respects;
- iv) The procuring authority should satisfy itself that the price of the selected offer is reasonable and consistent with the quality required;
- v) At each stage of procurement the concerned procuring authority must place on record, in precise terms, the considerations which weighed with the while taking the procurement decision;
- vi) Purchases should not be split to avoid obtaining approval of appropriate Competent Financial Authority;
- vii) Normally, the purchase shall be processed on the basis of at least three quotations. However, the Director can relax this condition on sufficient ground or on recommendation of the Purchase Committee.
- viii) Funds from Non-Plan Budget MUST not be utilized for procurement of assets (non-recurring items) and funds from Plan budget MUST not be used for recurring expenditure and consumable items.

## 2. CLASSIFICATION OF STORES

Institute stores are classified under the following categories:

Non-Consumables Stores (NC)		Consumable Stores (CS)
Permanent Assets(PA)	Limited Time Assets(LTA)	
<p>Stores satisfying anyone of the following conditions shall be classified as Permanent Assets:</p> <p>i) Stores which are intended to be used over prolonged periods (more than 5 years) before becoming unusable or obsolete.</p> <p>ii) Office furniture and fixtures.</p>	<p>Stores satisfying anyone of the following conditions shall be classified as Limited Time Assets:</p> <p>i) Store costing any amount and having useful life of less than five years, which rapidly lose their value/ relevance with the lapse of time or have very little or negligible disposal value.</p> <p>ii) Stores which can be upgraded either by replacing components/ part or which can be rendered obsolete by the release of new versions or editions.</p> <p>iii) Stores which can be used over any period of time but costing less than Rs.75,000/- excluding office furniture and fixtures.</p> <p>iv) Examples of such items: PCs, Laptops, Tablets, Cameras, Mobiles, software, fax, projectors, LFT monitors etc.</p>	<p>Stores satisfying anyone of the following conditions shall be classified as Consumable Stores:</p> <p>i) Stores which exhaust rapidly with the lapse of time (normally within one year)</p> <p>ii) Stores which are rapidly rendered unusable due to normal wear and tear.</p> <p>iii) Stores which have negligible disposal value.</p> <p>iv) Spared of equipment etc. under PA or LTA category</p> <p>Examples: Chemicals, stationery items, printer tonner/ cartridges, electronic storage media like: Pen drives, etc., computer parts requiring replacement such as the mother board, RAM, hard disc etc. Batteries of any kind (like UPS, Laptops, mobiles, portable instruments etc.) electronic components like resistors, capacitors, connectors, electrical wires, plugs switches, tool bits and hand tools etc.</p>

Note: In case of any ambiguity with respect to classification of stores, the same may be resolved by following Committee:

- i) Deputy Director (Ops) Chairman
- ii) Dean, R&D, Member
- iii) AR/ DR (Audit), Member
- iv) Prof. I/c Planning, Member
- v) DR/AR Stores, Member Convener

### 3. Summary of IIT DELHI PURCHASE RULES

SR. NO.	IIT DELHI NORMS	PROCESS	BY	FORM	QUOTATION	VALIDITY	PLAN BUDGET
Rule 154. Purchase of goods without quotation : Up to Rs. 25 K	Cash purchase upto Rs. 25000/-.	Without quotation : Purchase can be made through Marketplace( <a href="https://geem.gov.in/">https://geem.gov.in/</a> ) DGS&D portal/ IITD Rate Contract Directly from the supplier	PI/Individual Faculty/Group A officer	Form-I(SPS-105) <a href="http://sps.iitd.ac.in/Forms/spforms1.pdf">http://sps.iitd.ac.in/Forms/spforms1.pdf</a>	optional	optional	Plan Budget (asset creation/ NC items) PLN01- New construction (NonMHRD) PLN02- New Construction (MHRD) PLN03- Teaching equipment: PLN3F- Laptop/PC/Printer for faculty PLN04 - Administrative purchase PLN05- Renovation/Fixture/ Furniture PLN06- New faculty research grant PLN07- Central Research Facility PLN08- Student scholarships (UG+PG) PLN09- Library Books PLN10- Center for excellence + UBA PLN11- Institute level Network
Rule 155. Purchase of goods by purchase committee : costing above Rs. 25 K and upto Rs. 2.5 L	Rs. 25000/- To Rs. 2.5 Lakh (payment can be made through Credit/ debit Card/ IRD Card/ Net banking etc. )	Single Quotation through a duly constituted three members purchase committee Purchase can be made through Marketplace( <a href="https://geem.gov.in/">https://geem.gov.in/</a> ) DGS&D portal/ IITD Rate Contracte-publishing. <a href="https://internal.iitd.ernet.in/etenders/">https://internal.iitd.ernet.in/etenders/</a>	PI/ Head	Form-II(SPS-104) <a href="http://sps.iitd.ac.in/Forms/spforms2.pdf">http://sps.iitd.ac.in/Forms/spforms2.pdf</a>	Yes (3 member local committee)	Optional	Non-Plan Budget (Consumables) NPN01- Accounts related NPN01/PDA- NPN02- Accounts related (pension) NPN03- Accounts related (medical) NPN04- Students welfare NPN05- Operational Exp. (academic) NPN06- Operational Exp. (Admin) NPN07- Utilities (Dean Infra) NPN08- Prop Tax & Bld Rent (Dean Inf) NPN10-Bld Maintenance (Dean infra) NPN11- Advances NPN12-Contingency (for Admin) NPN13- Central Library NPN14- Institute level Network
Rule 158, 160 Above Rs. 2.5 L and upto Rs. 25 L (i) Advertised Tender Enquiry (ii) Limited Tender Enquiry (iii) Two-Stage Bidding (iv) Single Tender Enquiry ( <a href="http://sps.iitd.ac.in/Notifications/1638_27.3.15.pdf">http://sps.iitd.ac.in/Notifications/1638_27.3.15.pdf</a> ) (v) Electronic Reverse Auctions	Rs. 2.5 Lakh To Rs. 10 Lakh  Rs. 10 Lakh to Rs. 25 Lakh	E- Procurement <a href="http://sps.iitd.ac.in/Others/Tender_flowAnnex-I">http://sps.iitd.ac.in/Others/Tender_flowAnnex-I</a>	PI/ Head  Dean (R&D)/ DD(O) in case the cost of the product is between Rs. 10L to 25 L)	Form-III(SPS-103) <a href="http://sps.iitd.ac.in/Forms/spforms3.pdf">http://sps.iitd.ac.in/Forms/spforms3.pdf</a>	Yes (4 member local committee)  (PFC is valid for 4 months)	Yes	
Rule 160, 161 Above Rs. 25 L (Open Tender )	Rs. 25 Lakh and above	E- Procurement <a href="http://sps.iitd.ac.in/Others/Tender_flow">http://sps.iitd.ac.in/Others/Tender_flow</a>	Director	<a href="http://sps.iitd.ac.in/Others/Tender_flow">http://sps.iitd.ac.in/Others/Tender_flow</a>	Yes (4+SPS, A/c), PFC is valid for 6 months)	Yes	

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4. **Salient features of Institute: Purchase Process** is placed at the following web-link ([http://sps.iitd.ac.in/Others/Purchase\\_flow](http://sps.iitd.ac.in/Others/Purchase_flow)), Annex-II :

- (i) **Rate Contract:** A good number of items can be procured through the Institute Rate Contracts (link of the RC is available in the following site : <http://sps.iitd.ac.in>, Annex-III. Alternatively, purchases can also be made directly through DGS&D rate contract (i.e. e-Market Place). No PFC is required for purchase of items through RC, but in the case of bulk purchase, or in case of non-availability of any RC item, or availability of the same RC item at lower price in the market, the item may be procured through tendering process as per the institute purchase rules.
- (ii) **Repeat Orders:** The indenter after being fully satisfied that the items already procured by any Department/ Centre/ School after following the complete purchase procedure, meet(s) the requirement and there is no technical/Scientific change(s) in the item may purchase the same within ninety days from the date of originally processed order after getting the approval of the CFA. (Related notification is available at the following link : <http://sps.iitd.ac.in/Notifications/84.pdf>, Annex-IV).
- (iii) **On-line purchases:** In-case of purchases worth up-to one Lakhs, Faculty / Group-A officers of the institute are allowed to procure directly from the on-line portal of the manufacturer (OEM) website or shopping portal which covers standard comprehensive warranty using their IRD / Institute credit card / personal debit or credit card (against reimbursement). In case of imports, on-line purchase can be made only after involving Import Cell of the Institute.
- (iv) **Customs and Excise duty exemption:** IIT Delhi is exempted from paying Customs (except minimum %) and Excise Duty for all items purchased only for research and teaching purpose. Necessary Exemption Certification may be collected from Central Store Purchase Section against filling up of necessary forms (SPS-504 available at [http://sps.iitd.ac.in/sps\\_003.htm](http://sps.iitd.ac.in/sps_003.htm)).
- (v) **Upgradation and Repairs :** In case of upgradation of assets, the old asset which has been upgraded will be treated as written-off i.e., its value will be written-off from the records. The upgraded new asset will be entered in the records by raising as computerized GIS and the sum of cost of old asset and the additional cost paid, will be considered as cost of the upgraded asset. For any repairs of imported assets, in case the items is to be sent back to the OEM in foreign country, re-import process should be initiated for which necessary store purchase forms (SPS-505 at [http://sps.iitd.ac.in/sps\\_003.htm](http://sps.iitd.ac.in/sps_003.htm)) should be used.
- (vi) **Tender Process :** Any purchase beyond Rs. 2.5 lakhs should be done through eProcurement portal of Government of India ([www.eprocure.gov.in](http://www.eprocure.gov.in), Annex-V) and the standard template of NIQ as mentioned in the website of Store Purchase Section should be used.
- (vii) **Purchase of Proprietary items:** Institute Single Tender Inquiry (STI) form may kindly be used (available link is given at: [http://sps.iitd.ac.in/Notifications/1638\\_27.5.15.pdf](http://sps.iitd.ac.in/Notifications/1638_27.5.15.pdf), SPS-102).
- (viii) **Transfer of stores:** Transfer of stores within the Institute from one department to another and from one official to another can be done with the explicit approval of the concerned HODs and the form: [http://sps.iitd.ac.in/Forms/trans\\_voucher.pdf](http://sps.iitd.ac.in/Forms/trans_voucher.pdf), SPS-403 be used for the same followed by entering the same in the ACSS System. Transfer of stores from the Institute to another Institute/ College/ University/ Industry can be done only with the explicit written approval of the Director. In case of stores purchased

through IRD/ FITT projects, the transfer of stores can be done with specific instructions from the sponsoring agency and concurrence there to by the Director. Subsequent to transfer to stores the appropriate Stock and Asset Registers shall be suitably updated by SPS through ACSS System. The value of stores so transferred shall be deducted from the capitalized assets of the Institute as indicated in the Balance Sheet.

- (ix) **Earnest Money:** To safeguard against a bidder's withdrawing or altering its bid during the bid validity period, the PC/PFC may obtain bid Security (also known as Earnest Money) (2-5% of the estimated cost).
- (x) **Performance Guarantee:** In order to ensure due performance of the contract, PC / PFC may obtain performance security from the successful bidder awarded the contract (5-10% of the order value). Performance Security may be obtained in the form of Demand Draft or Bank Guarantee from a scheduled bank in an acceptable form safeguarding the purchaser's interest in all respects.
- (xi) **PFC form:** For all purchases, PFC form be used (link: [http://sps.iitd.ac.in/Forms/form\\_pfc.pdf](http://sps.iitd.ac.in/Forms/form_pfc.pdf), SPS-101). The PFC is valid for 4 Months, if purchase is more than Rs.25L validity of PFC will be for six months. Validity of PFC will be extended from CFA.
- (xii) **Physical verification of items:** Electronic method of doing Physical verification of assets in laboratories and offices should be explored (using QR code / RFID code) and no inventory should be in the name of the faculty/staff members. DR / AR (Stores) shall depute stock verifiers to conduct periodic stock verification (at least once in a year) of all items on the various stock registers located at labs / office of the Center/Department. A separate Physical Verification Manual is placed in the website of the institute i.e. [sps.iitd.ac.in](http://sps.iitd.ac.in).
- (xiii) **Role of Store Purchase Section :**
  - [1] Processing and clearance of International Purchases.
  - [2] E-procurement, E-publishing, E-Auction,
  - [3] Management of Rate Contracts.
  - [4] Processing of all items such as stationery for administrative sections only and liveries etc. and their subsequent issue.
  - [5] Maintenance of Central Asset Registers for items under PA & LTA category
  - [6] Conducting physical annual stock verification;
  - [7] Centralized GIS.
- (xiv) **Payment :** Payment should be made to the vendors through RTGS. All new suppliers should register once in the ACSS system for payment registration and kindly use SPS-205 form ([http://sps.iitd.ac.in/sps\\_003.htm](http://sps.iitd.ac.in/sps_003.htm)) for that purpose. Wherever advanced payment has been made by the faculty member through any of the on-line mode, reimbursement should be made only after raising of GIS (except for consumable items). Departmental and Central store should process the bills immediately so that the payment can be made to the party within 30 days of supply.
- (xv) Any rule / purchase procedure not covered here shall be governed by the General Financial Rules 17 (GFR17), Delegation of Financial Power Rules (DFPR)/ Manual on Policies and Procedures for Purchase of Goods of GOI, Ministry of Finance notification issued from time to time.

5. Write-off/ Disposal of Stores: Detail process flow of write-off and disposal is placed at the following link :[http://sps.iitd.ac.in/Others/e-auc\\_flow\\_chartAnnex-VII](http://sps.iitd.ac.in/Others/e-auc_flow_chartAnnex-VII)

Limited Time Assets(LTA)	Permanent Assets (PA)
<p>The procedure for accounting of assets under the LTA category needs to be different and simple as compared to the assets under the PA category. Such assets are to be disposal after following simplified procedure on completion of the stipulation life time. The accounting procedure for assets under the LTA category shall be as follows:</p> <p>i) Item procured under the LTA will be entered through GIS under ACSS system.</p> <p>ii) At the end of the 5 year period (life classified in LTA category items), the survey form should be filled up for write off and the item should be disposed through e-auction process. After write off, in case the faculty/ staff member would like to retain such LTA items, they may do so by paying 05% of the purchase value of the item or the same may be given to an NGO, Govt body, academic institute as donation. DD(O) will be the approving authority for such disposal.</p>	<p>The HOD shall constitute a Stores Survey Board. This Survey Board shall inspect/ survey the PA stores and recommend write off of those items which are ordinarily more than five years old in as per the committee these are obsolete, unserviceable, beyond economical repair and not usable at all.</p>

**Financial Power for Write-off/ Disposal of Stores:**

CFA	Normal Wear & Tear	Abnormal Wear & Tear
HoD / PI	Up to Rs.1 lac (in case of individual item). Total amount not to be exceed Rs10 lac	Up to Rs.5,000/- (In each case)
DD (O) /DIRD	Up to Rs.10 lac (in case of individual item). Total amount not to be exceed Rs.50 lac	Up to Rs.25,000/- Total amount not be exceed Rs.1.0 lac (In each case)
Director	Up to Rs.50 lac (in case of individual item). Total amount not to be exceed Rs.2 crore	Up to Rs.1 lac Total amount not be exceed Rs.5 lac (In each case)
BoG	Full Powers	Full Powers

**Write-off of goods/ equipment's /items, etc. under 'Abnormal Loss/Theft':**

- a) Any loss or shortage of public money, departmental revenue, receipts, stamps, stores or other property held by or on behalf of the Institute irrespective of the causes of loss and manner of detection, shall be immediately reported to the next higher authority. Cases involving serious irregularities shall be brought to the notice of the Registrar.
- b) Report of loss contemplated in (a) & (b) above shall be made as given below:
  - i) An initial report with the Security Officer should be made as soon as a suspicion arises that a loss has taken place.
  - ii) FIR be made immediately and "Non-traceable Report", issued by Police Station be submitted for the purpose of write-off of the item.
  - iii) A report should be sent to the Registrar after investigation indicating nature and extent of loss, errors or neglect of rules by which the loss has been caused and the prospects of recovery.

- iv) The Registrar may, after examining the said and appropriate legal actions through Security Officer and/or submit the case to the Director for his consideration to write off the loss within his delegated powers.
- v) If loss is beyond his delegated powers, the same may be put up to BoG for appropriate direction and/or write-off.

6. *General Do's and Don'ts in case of purchase :*

*Do's:*

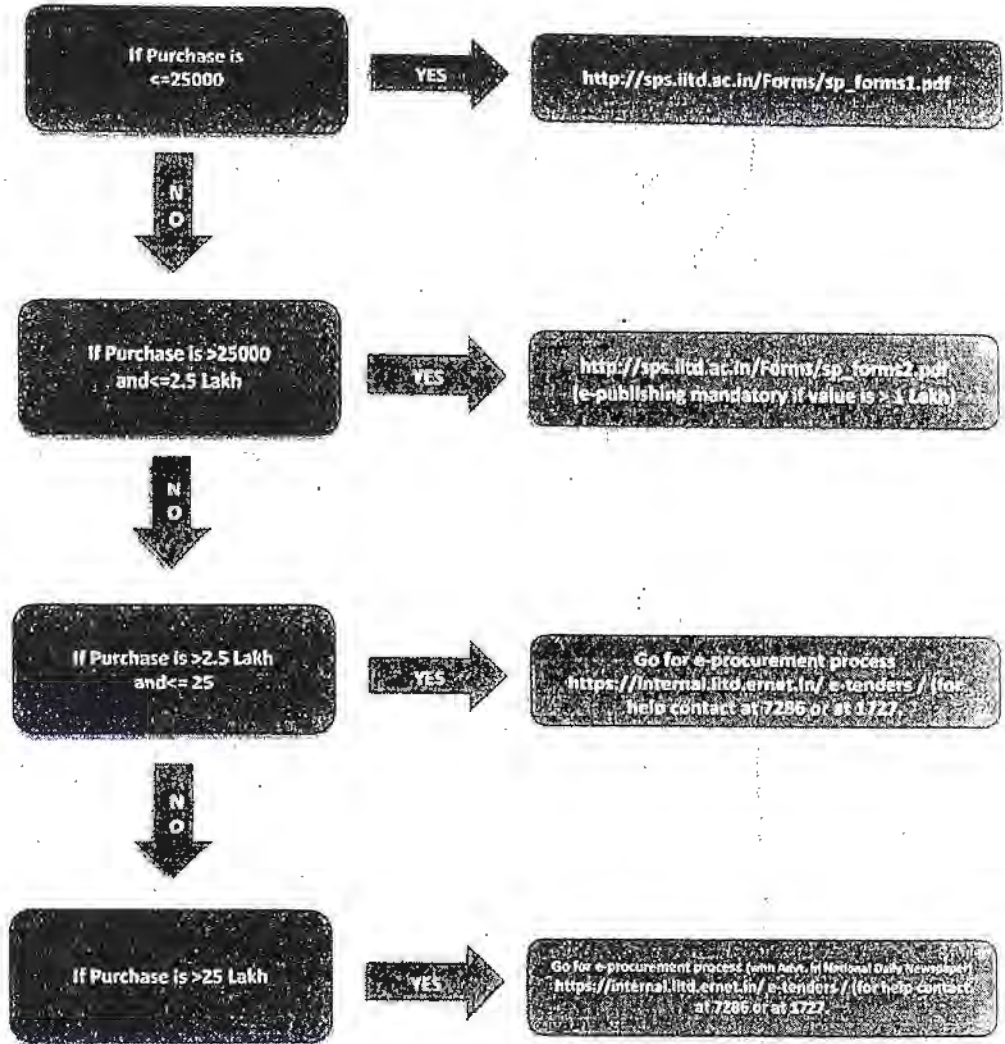
- The specifications in the terms of quality, type etc. as also quantity of goods to be procured, should be clearly spelt out keeping in view the specific needs of the procuring Deptt./Centres without including non-essential features, which may result in unwarranted expenditure.
- The procuring authority should be satisfied that the equipment(s)/ item(s)/ material selected offer adequately meet(s) the requirement in all respects. The procuring authority should satisfy itself that the price of the selected offer is reasonable and consistent with the quality required.
- Buyer should ensure availability of proper space/infrastructure for installation of the equipment before initiating the purchase process.
- IIT Delhi is exempted from paying Customs duty and Excise Duty for the items procured for research and technical equipment only. The Institute is not authorized to issue 'C' and 'D' form.
- Negotiations with the L1 vendor may be done when there is a budget constraint or where there less than three bidders have participated in the tender process.
- PFC must complete the purchase process within the stipulated period. Extension of validity of PFC may be considered only in exceptional cases.

*Don'ts:*

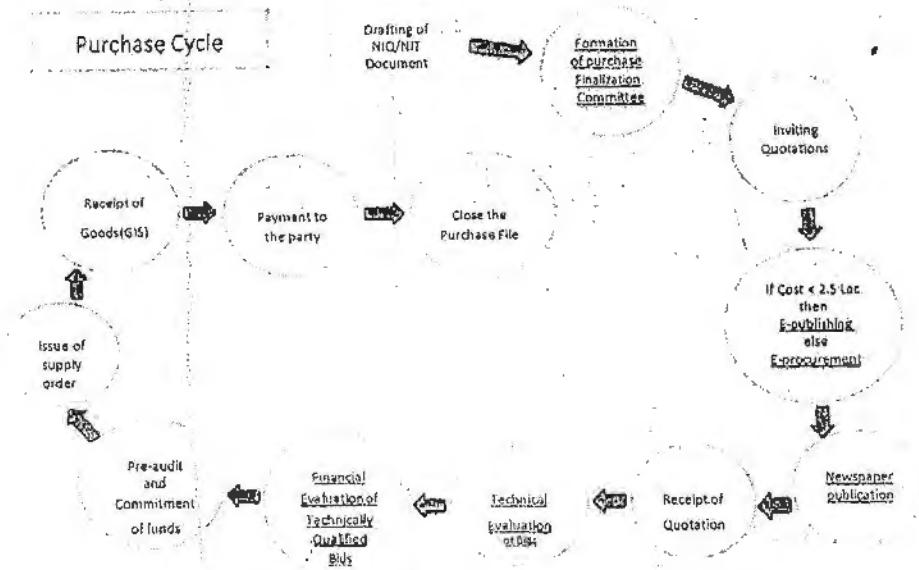
- Normally advance payments are not allowed. Only in specific cases Advanced Payment may be taken like (LC/ Advance against BG/ Advance (90% + 10%) with special approval of Dy. Director/ Dean (R&D)). For advanced payments beyond Rs. 10 lakhs approval of Director is needed.
- Purchases should not be split to avoid obtaining approval of appropriate Competent Financial Authority;
- Funds from Non-Plan Budget MUST not be utilized for procurement of assets (non-recurring items) and funds from Plan budget MUST not be used for recurring expenditure and consumable items.
- Normally, Buy-backs are not allowed (only in the case of batteries or in some specific cases where reasonable benefits have been extended to the purchase, it is allowed with the approval of DD(O)).
- Imports through "High Sea Sale agreement", be avoided.
- Institute is exempted from paying Customs Duty (partial) and excise duty. At any circumstances such payment cannot be made.
- Newspaper advertisement is not compulsory.

Tender Flow Chart

Annex-I



Annex-II





## INDIAN INSTITUTE OF TECHNOLOGY, DELHI

SPS-105

Stores Purchase Section

SP FORM No. (I)

Format for Minor Purchase up to Rs. 25,000/-

(To be attached with Non Consumable <sup>consumable</sup> Form)

Following item(s) has/ have been procured as per the details furnished below:

Name of the item : \_\_\_\_\_

Unit Price : \_\_\_\_\_ (In Rupees \_\_\_\_\_)

Quantity : \_\_\_\_\_

Total Cost : \_\_\_\_\_ (Qty. X Unit Price)

Source of Fund : Institute (Budget Head \_\_\_\_\_)

(✓ any one) Projects (Project No. \_\_\_\_\_)

The Undersigned is personally satisfied that these goods purchased are of the requisite quality and specification and have been purchased from a reliable supplier at a reasonable price.

Signature : \_\_\_\_\_

Name : \_\_\_\_\_

Department : \_\_\_\_\_

Emp. Code : \_\_\_\_\_

Dean (R&D)/ DR (SPS)

Through: HOD

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INDIAN INSTITUTE OF TECHNOLOGY, DELHI

SPS-104

Stores Purchase Section

SP FORM No. (II)

Format for Minor Purchase above Rs. 25,000/- & up to Rs. 2.5 Lakh

(To be attached with Non-Consumable Form) *consumables*

The Purchase Committee consisting of following members recommends the purchase of following items as per details below:

Name of the item : \_\_\_\_\_

Unit Price : \_\_\_\_\_ (In Rupees \_\_\_\_\_)

Quantity : \_\_\_\_\_

Total Cost : \_\_\_\_\_ (Qty. X Unit Price)

Source of Fund : Institute  (Budget Head \_\_\_\_\_)

(/anyone) Projects  (Project No. \_\_\_\_\_)

PFC Members:

Certified that the following members of the purchase committee are jointly and individually satisfied that the goods recommended for purchase are of the requisite specification and quality, priced at the prevailing market rate and the supplier recommended is reliable and competent to supply the goods in question and it is not debarred by Department of Commerce or Ministry/ Department concerned or by IIT Delhi.

[1]
Signature : _____
Name : _____
Department : _____
Emp. Code : _____

[2]
Signature : _____
Name : _____
Department : _____
Emp. Code : _____

[3]
Signature : _____
Name : _____
Department : _____
Emp. Code : _____

Dean (R&D)/ DR (SPS)

Through: HOD

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INDIAN INSTITUTE OF TECHNOLOGY, DELHI

SPS-103

Stores Purchase Section

SP FORM No.(III)

Format for Medium Purchase above Rs. 2.5 Lakh & up to Rs. 25 Lakh  
(To be attached with Non Consumable Form)

The Purchase Committee consisting of following members recommends the purchase of following items as per details below:

Name of the item : \_\_\_\_\_  
 Unit Price : \_\_\_\_\_ (In Rupees \_\_\_\_\_)  
 Quantity : \_\_\_\_\_  
 Total Cost : \_\_\_\_\_ (Qty. X Unit  
 Price) Source of Fund : Institute  (Budget Head \_\_\_\_\_)  
 (None) Project:  (Project No. \_\_\_\_\_)

PFC Members:

Certified that the following members of the purchase committee are jointly and individually satisfied that the goods recommended for purchase are of the requisite specification and quality, priced at the prevailing market rate and the supplier recommended is reliable and competent to supply the goods in question and it is not debarred by Department of Commerce or Ministry/ Department concerned or by IIT Delhi.

[1]
Signature : _____
Name : _____
Department : _____
Emp. Code : _____

[2]
Signature : _____
Name : _____
Department : _____
Emp. Code : _____

[3]
Signature : _____
Name : _____
Department : _____
Emp. Code : _____

Dean (R&D)/ DDO/ Head (if cost is less than Rs.10 Lakh)

Through: HOD

Customs and Excise Duty Exemption



Indian Institute of Technology Delhi **SPS-504**  
Hauz Khas, New Delhi-110016

Date \_\_\_\_\_

Form for Seeking Excise Duty / Custom Duty Exemption Certificate from Store Purchase Section Request for

Excise Duty Exemption Certificate

Custom Duty Exemption Certificate

1. Name of the Faculty / P.I. \_\_\_\_\_
2. Department Name \_\_\_\_\_
3. Intercam No. \_\_\_\_\_ Mobile No. \_\_\_\_\_
4. Name of the Manufacturer \_\_\_\_\_
5. Supply Order No. \_\_\_\_\_ Date of SO \_\_\_\_\_
6. Quotation No. \_\_\_\_\_ Date of Quotation \_\_\_\_\_
7. Brief Description of Item \_\_\_\_\_
8. Cost of the Item on which Excise Duty / Custom Duty Exemption Certificate is sought \_\_\_\_\_
9. Following papers are attached:
  - Copy of Supply Order
  - Proforma Invoice
  - Quotation
  - Request letter

Based on above information kindly issue Excise Duty / Custom Duty Exemption Certificate. This is certified that the goods/product be issued only for teaching scientific and research work of the Institute.

Signature of Faculty / P.I. \_\_\_\_\_

Emp. Code \_\_\_\_\_

To,  
Deputy Registrar (Stores)

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Upgradation and Repairs



भारतीय प्रौद्योगिकी संस्थान दिल्ली SPS-505  
 Indian Institute Of Technology Delhi  
 Hauz Khas, New Delhi-110 016.  
 Website : www.iitd.ac.in

Department \_\_\_\_\_

Form for Re-export of equipment due to repair

Ref: IITD/

Dated: / /

Sub: Export for repair of \_\_\_\_\_

Institute's Old Purchase order \_\_\_\_\_ Date of PO \_\_\_\_\_

S. No.	Documents Required	Remarks
1	Whether the equipment is under warranty (If the item is under the warranty the foreign supplier may please be insisted to bear the charges)	(YES / NO)
2	Correspondence with agents in India showing inability to repair the item in India	Copy attached <input type="checkbox"/>
3	Approval from competent authority for export/Re-Import of the item	Attached <input type="checkbox"/>
4	Actual cost of item to be exported in foreign currency	
5	Whether complete item is to be re-exported or a part	COMPLETE <input type="checkbox"/> PART <input type="checkbox"/>
6	Catalogue No./Model No. of the item to be exported	
7	Budget head for Re-export, Clearing charges and Custom Duty	
8	Whether foreign currency involved or not (if any repair charges)	(YES / NO)
9	Charges to be borne by	
10	Return Material Authorization (RMA) No. may kindly be provided (to be obtained from the supplier).	
11.	Before sending the material for repair/ replacement the item should be taken in inventory	

Signature \_\_\_\_\_

Name of the Faculty \_\_\_\_\_

Emp. Code \_\_\_\_\_

Department \_\_\_\_\_

Mobile No. \_\_\_\_\_

Landline No. \_\_\_\_\_

Purchase of Proprietary items: Single Tender Inquiry (STI)**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)



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PFC Form

SPS-101

INDIAN INSTITUTE OF TECHNOLOGY, DELHI  
Constitution of Purchase Finalization Committee (PFC)

Purchase Committee No.:	Old Purchase references: Earlier PFC No. _____ Dated: _____
Dated: _____	Justification for refilling of PFC form (Please tick any one): 1. Increase in fund <input type="checkbox"/> 2. Extension of Date <input type="checkbox"/> 3. Multiple SO <input type="checkbox"/> 4. Budget Head Change <input type="checkbox"/> 5. Financial year change <input type="checkbox"/>

- Name of Dept./Centre/Section/Unit \_\_\_\_\_
- Nature of Purchase Consumable  Non Consumable   
(Please tick ✓ in appropriate place)
- Is the purchase to be pre-audited? YES  NO   
(Pre-auditing is compulsory for purchases exceeding Rs. 5 Lakhs)
- Details of the item to be procured: \_\_\_\_\_
- Item Group: \_\_\_\_\_
- Budget Code: Non Plan \_\_\_\_\_ Plan \_\_\_\_\_  
Account Code \_\_\_\_\_
- Estimated Cost Rs. \_\_\_\_\_ (In words: \_\_\_\_\_)
- Certified that the space is ready for installation of the equipment in Dept./Centre/Unit on its arrival.

Dept./Centre/Section/Unit \_\_\_\_\_ Signature \_\_\_\_\_  
Name of the Purchaser: \_\_\_\_\_  
Employee Code \_\_\_\_\_

8. Details of the Committee (Please use appropriate column)

Minor Purchase (Rs. 25,000 to Rs. 2.5 Lakh Constitution Comprising of three Faculty Members/ Group 'A' Officers)	Medium Purchase (Above 2.5 Lakh and upto Rs. 25 Lakh. Constitution of the committee comprising of three Faculty Member Group 'A' Officers + HOD/PI or his nominee)	Major Purchase (Above Rs. 25 lakh)
Purchase above Rs. 1 Lakh and up to Rs. 2.5 should be published in IIT Delhi & NIC portal (www.iitdelhi.ac.in/procurement)		Purchase beyond Rs. 2.5 Lakh should be processed through e-procurement (www.e-procure.gov.in/procurement)
1. Chairman _____	1. Chairman _____	1. Chairman to be nominated by the Director.
2. Buyer _____	2. Buyer _____	2. Buyer _____
3. Expert-1 _____	3. Expert-1 _____	3. Expert-1 _____
4. Buyer _____	4. (In) Non-notice _____	4. Expert-2 _____
5. _____	5. _____	5. AR/DR (Acst) AR/DR (HR)
6. _____	6. _____	6. AR/DR (Student) nominee
7. _____	7. _____	7. _____
PFC to be approved by HOD/HOC/PI	PFC to be approved by DIR(O) / Dean (HR/DR)	PFC to be approved by DIRECTOR

NOTE: (a) In case less than 3 quotations are received then please do e-tendering (except proprietary item)  
(b) Technical Bids will be opened & examined by Technical Evaluation Committee (TEC)