

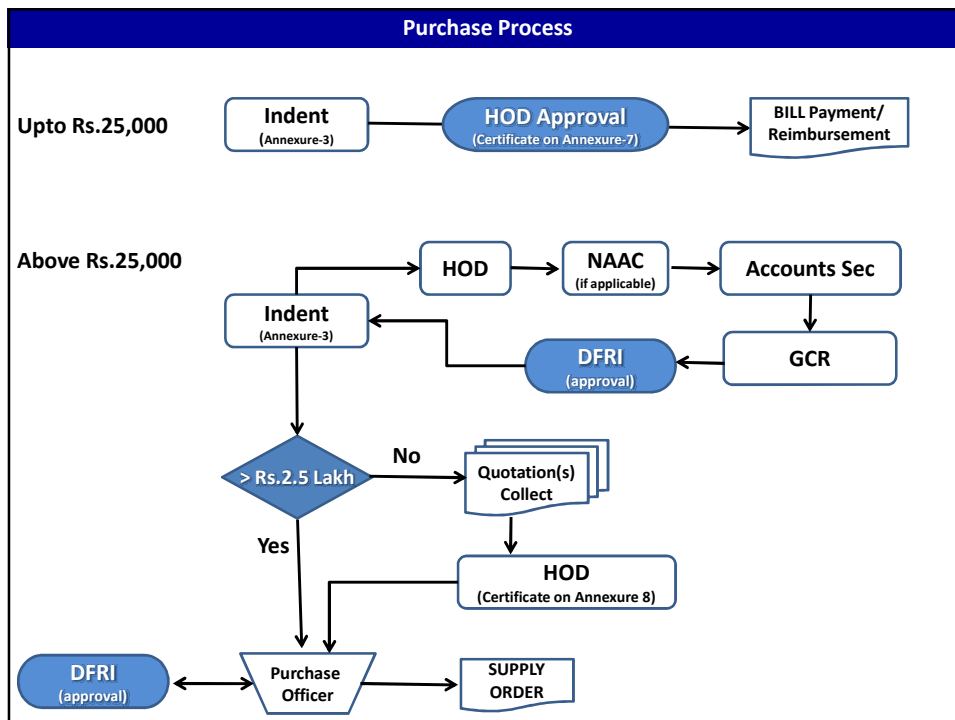


- Goods ..... Purchase Section
- Works ..... Engineering Cell
- Services ..... Registrar FRI

**Para 4.10.1 of MPG-2017**

Direct purchase by Local Purchase Committee (LPC) for procurements valued above Rs.25,000 and upto Rs.2.5 Lakh on each occasion. This mode of procurement is described in parlance of procurement of goods; however, in principle, **it is equally applicable to contingency expenditure on small works/services also.**

		<u>GFR-Rule</u>
DP	- Direct Purchase	- 154
LPC	- Local Purchase Committee	- 155
LTE	- Limited Tender Enquiry	- 162
OTE	- Open Tender Enquiry (> Rs.25 Lakh)	- 161
STE	- Single Tender Enquiry with PAC	- 166
Spl-STE	- STE without PAC (Para 4.7 of MPG)	- 166
2 BID	- Two bid system	- 163
2 Stage	- Two Stage Bidding (EOI)	- 164
GeM	- Government e-Market Place	- 149



**Annexure-3**  
**क्रय-मांगपत्र/INDENT FOR PURCHASE**  
(Refer Para 4.4.2 and 5.1.1)  
(Separate Indent Form is to be used for each item requisitioned)

Page 1 of 3

Indent No: \_\_\_\_\_ Date: \_\_\_\_\_

1. **वर्ग का नाम:** \_\_\_\_\_ **वर्ग का नाम:** \_\_\_\_\_  
Name of Division: \_\_\_\_\_ Name of Division: \_\_\_\_\_

2. **Details of Item(s) to be procured (✓):** ☐ Non-Consumable ☐ Consumable

ITEM TYPE	No.	Name of Item & Its Accessories	Qty	Total Estimated Cost (Rs.)	Warranty (C/M/W)	AMC CMC	Bidding Mode
Goods					1 Yr	NO	NA
Services					2 Yr	1 Yr	1-BID
Works					3 Yr	2 Yr	2-BID
					4 Yr	3 Yr	Pre-Bid
					5 Yr	5 Yr	Pre-Bid

3. **Last Entry recorded in the Stock Register for indent item(s):**

Sl. No	Stock Register Name, No. & Date	Brief Description	Qty	Actual Cost as per Stock Register (Rs.)	Condition of Goods (working/ not working/ serviceable/ unserviceable/ Obsolete)	Balance Qty

4. **Purpose and Justification of Proposed Procurement (PI attach separate sheets, if needed):**

5. **Mode of Purchase (Please tick ✓):**

☐ Through GEM (if available) - Rule 149 of GFR-2017 ☐ L1 (Proprietary Item) - Rule 166 of GFR-2017

☐ Bill basis without quotation upto Rs.25,000 - Rule 154 of GFR-2017 ☐ 2-Stage (BOB)

☐ LPC (Market Survey) upto Rs.2.50 Lakh - Rule 155 of GFR-2017 ☐ Consulting/Non-Consulting Services (Rule 177/197)

☐ LTE (above Rs.2.51 Lakh and upto Rs.25 Lakh) - By Invitation/ePublic - Rule 162/159 ☐ AMC/CMC/Repair (PI attach Annexure 3a)

☐ OTE (above Rs.25 Lakh) - eProcurement - Rule 162/160 of GFR-2017 ☐ Rate Contract /Buy-Back - Rule 148/176

6. **BUDGET** ☐ Plan Fund- Central A/c ☐ EAP- Project A/c ☐ Non-Dedicated State Fund

Project Name/Budget Sub-Head and Bank Account No (EAP)

7. **Members of Purchase Committee:** ☐ LPC (Division level) / ☐ CPC (Institute level)

I. Indenter: \_\_\_\_\_ II. Finance: \_\_\_\_\_  
III. Expert: \_\_\_\_\_ IV. Chairman: \_\_\_\_\_

Indenter's Sign, with date: \_\_\_\_\_ Approved / Recommended & Forwarded Sign, of HOD: \_\_\_\_\_

Name: \_\_\_\_\_ Tel: \_\_\_\_\_ Name: \_\_\_\_\_  
Designation: \_\_\_\_\_ Extn: \_\_\_\_\_ Seal: \_\_\_\_\_  
Email: \_\_\_\_\_ Mob: \_\_\_\_\_

Page 2 of 3

**STEP 1: RECOMMENDATION OF NEED ASPECT APPROVAL COMMITTEE (NAAC)**  
(Only for PROPOSAL ABOVE Rs. ONE Lakh)

1. The specifications of the equipment(s) are broad and generic and not, in any case, a brand/ make specific and commensurate with the standards required OR suitable case for PAC buying. ☐ Approved  
Infrastructure for using the proposed equipment/material is available. ☐ Returned for Review

2. The estimated cost of the equipment(s) is reasonable. ☐ Not Approved  
3. List of vendor(s)/supplier(s) provided is/are adequate for Market Survey/LTE/STE.  
4. Need of the proposed item(s) for procurement is/are well justified.

Recommended & Forwarded to Consumed A/c. See. No. BUDGET

[INDENTER] [CONCERNED-HOD] [EXPERT-MEMBER] [GCR]

**STEP 2: FUND POSITION by Account Section** ☐ Central Account (S.O., Budget Sec.) ☐ Project Account (S.O., Project Sec.) ☐ PRI-DU Account (DDO)

**Total Value of Proposal (Rs.):**

i. Chargeable **ACCOUNT Head/Project:**

ii. Major Head:

iii. Minor Head:

iv. Current Balance: (under the account head)

v. Details of Committed Payments:

vi. Fund available (Yes/No):

Remarks: \_\_\_\_\_ Forwarded to GCR

S.O./Central Budget/Project/TRIDU [Accounts Officer]

**RECOMMENDATION OF GCR/ R/S**  
Proposal is forwarded for Administrative and Financial Approval with above Fund/ without Fund/ Fund availed

[Group Coordinator (R)]

**STEP 3: Approved/ Returned for Review/ Not Approved**

[Director, FRI]

**STEP 4:** After this, it will be sent to Purchase Section for further necessary process.

[PO, FRI]

**By default:**

Warranty : 1 yr  
AMC/CMC : NIL  
Bidding Mode : 1 – BID  
Pre-Bid : No

**Mode of Purchase:**  
GeM/DP/LPC/LTE/OTE/STE/AMC etc.  
(You may select more than one)

**FUND:**

1. PLAN (icfre funded)  
2. EAP (AICRP/Yamuna/DBT etc.)  
3. FRIDU

**Name Purchase Committee members to be declared here for approval of CA:**

1. Indenter 2. Chairman  
3. Expert 4. Finance

Annexure-3  
**क्रय-मांगपत्र/INDENT FOR PURCHASE**  
(Refer Para 4.4.2 and 5.1.1)  
(Separate Indent Form is to be used for each item requisitioned)

Page 1 of 3

Indent No: \_\_\_\_\_ Date: \_\_\_\_\_

1. **वर्ग का नाम:** \_\_\_\_\_ **वर्ग का नाम:** \_\_\_\_\_  
Name of Division: \_\_\_\_\_ Name of Division: \_\_\_\_\_

2. **Details of Item(s) to be procured (✓):** ☐ Non-Consumable ☐ Consumable

ITEM TYPE	No.	Name of Item & Its Accessories	Qty	Total Estimated Cost (Rs.)	Warranty (C/M/W)	AMC CMC	Bidding Mode
Goods					1 Yr	NO	NA
Services					2 Yr	1 Yr	1-BID
Works					3 Yr	2 Yr	2-BID
					4 Yr	3 Yr	Pre-Bid
					5 Yr	5 Yr	Pre-Bid

3. **Last Entry recorded in the Stock Register for indent item(s):**

Sl. No	Stock Register Name, No. & Date	Brief Description	Qty	Actual Cost as per Stock Register (Rs.)	Condition of Goods (working/ not working/ serviceable/ unserviceable/ Obsolete)	Balance Qty

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5. **Mode of Purchase (Please tick ✓):**

☐ Through GEM (if available) - Rule 149 of GFR-2017 ☐ L1 (Proprietary Item) - Rule 166 of GFR-2017

☐ Bill basis without quotation upto Rs.25,000 - Rule 154 of GFR-2017 ☐ 2-Stage (BOB)

☐ LPC (Market Survey) upto Rs.2.50 Lakh - Rule 155 of GFR-2017 ☐ Consulting/Non-Consulting Services (Rule 177/197)

☐ LTE (above Rs.2.51 Lakh and upto Rs.25 Lakh) - By Invitation/ePublic - Rule 162/159 ☐ AMC/CMC/Repair (PI attach Annexure 3a)

☐ OTE (above Rs.25 Lakh) - eProcurement - Rule 162/160 of GFR-2017 ☐ Rate Contract /Buy-Back - Rule 148/176

6. **BUDGET** ☐ Plan Fund- Central A/c ☐ EAP- Project A/c ☐ Non-Dedicated State Fund

Project Name/Budget Sub-Head and Bank Account No (EAP)

7. **Members of Purchase Committee:** ☐ LPC (Division level) / ☐ CPC (Institute level)

I. Indenter: \_\_\_\_\_ II. Finance: \_\_\_\_\_  
III. Expert: \_\_\_\_\_ IV. Chairman: \_\_\_\_\_

Indenter's Sign, with date: \_\_\_\_\_ Approved / Recommended & Forwarded Sign, of HOD: \_\_\_\_\_

Name: \_\_\_\_\_ Tel: \_\_\_\_\_ Name: \_\_\_\_\_  
Designation: \_\_\_\_\_ Extn: \_\_\_\_\_ Seal: \_\_\_\_\_  
Email: \_\_\_\_\_ Mob: \_\_\_\_\_

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Name of Item: \_\_\_\_\_

Purpose (General/Research): \_\_\_\_\_

1	Technical Specifications	Minor Deviation allowed (Yes/No)
1.1		
1.2		
1.3		
2	Accessories, spares and consumables (if any)	
2.1		
3	Standards, Safety, Warranty and Training (if any)	
3.1	FDA, CE, ISO, UL or BIS certified:	
3.2	Comprehensive warranty (Years):	
3.3	AMC after Warranty (Years):	
3.4	Training for Lab staff:	
—		
4	Documentation (if any)	
4.1	Catalogue/Pamphlet/Literature	
—		
5	Supply Type (Supply/Installation/Testing/Commissioning)	
5.1		
6	Special Terms & Condition (if any)	
6.1		

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

Indenter

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

HOD:

By the INDENTER, any terms & condition can be inserted here to exclude inferior quality goods/services.

e.g. AMC/CMC after warranty, International standards, Service center at DDun, Turn over, Part payment etc...

### Technical Specifications (TS)

### Rule 173 (ix) of GFR-2017

The specifications of the required goods should be clearly stated without any ambiguity so that the prospective bidders can send meaningful bids. In order to attract sufficient number of bidders, **the specification should be broad based** to the extent feasible.

**Well-defined TS** will facilitate the preparation of responsive bids by bidders as well as examination, evaluation and comparison of the bids by the Procuring Entity.

Preference should be given to procure the goods carry the **National OR some relevant International standards** and /or comply with sustainably criteria and legal requirements of environment or pollution control and other mandatory and statutory regulations, or internal guidelines.

Make use of best practices, examples of specifications from successful similar procurements in the other organizations or sector may provide a sound basis for drafting the TS.

**Please refer Para 2.2 of MPG-2017 for Formulation of Technical Specifications (TS)**

### Budget Details

- Plan ... **ICFRE funded Projects/Other than project** sub-head like MOE(Sci.)/Office Equip./IT Equip. etc  
... **dealt by Central Account (Admin)**
- EAP ... **Externally Aided Projects** like AICRP/CAMPA/CoFGR/Gangan/Yamuna/DBT/DST etc.  
... **dealt by Project Account**
- FRIDU ... **Fund provided by FRI Deemed University**  
... **dealt by DDO FRI-DU**

### Pre-Bid conferences – Rule 173 (x) of GFR-2017

In case of purchases of **sophisticated and costly equipment** or wherever felt necessary, a suitable provision is to be kept in the bidding documents for one or more rounds of pre-bid conference for clarifying issues and clearing doubts, if any, about the specifications and other allied technical details of the plant and, equipment and machinery etc.

- As per practice, pre-bid conference is organized for equipment above Rs.25 Lakh by default.
- Otherwise, the indenter has to show the requirement of Pre-Bid conference on his/her Indent form (Annexure-3) with Pre-Bid conference location (at Purchase Section / Indenter's Lab./WebEx)
- The Indenter should be available with necessary documents at pre-fixed date-time and submit the minutes of the meeting/conference with clearly indicating the amendments on tender document.

### Purchase Committee Members

1. Chairman
2. **Indenter (Convenor)**
3. Finance
4. Expert Member



- On each occasion **INDENTER** has to propose the name of the committee members in his/her INDENT FORM (Annexure-3) itself.

≤ Rs.2.5 Lakh Local Purchase Committee (LPC) (Division level)	> Rs.2.5 Lakh Central Purchase Committee (CPC) (Institute level)
<ol style="list-style-type: none"> <li>1. HOD</li> <li>2. Indenter</li> <li>3. S.O. (Admin OR Project A/c) (M.C.Jain OR Neeraj Gupta)</li> <li>4. Expert Member</li> </ol>	<ol style="list-style-type: none"> <li>1. GCR (Dr. N.K.Upreti)</li> <li>2. Indenter</li> <li>3. A.O. (H.S.Rawat)</li> <li>4. Expert Member</li> <li>5. Addl Expert Member (&gt; Rs.25 Lakh)</li> </ol>

- \* Additional member for 2-BID system so that 3 members (Indenter and 2 expert members can perform the Technical Evaluation of Bids)

### Purchase Procedures

Estimate	Mode	Disposing End
≤ Rs.5,000	Cash	PI/HOD
≤ Rs. 25,000	Direct Purchase (DP) without Quotation	by HOD
≤ Rs.2.50 Lakh	Market Survey by LPC (Division level)	by HOD/PO
≤ Rs.25 Lakh	Limited Tender Enquiry/ePublish (1 Bid)	by PO
> Rs.25 Lakh	Open Tender Enquiry/eProcurement(2 Bid) by PO (Rs.10 Lakh for Services) newspaper advertisement	

Purchase Procedures			
S.N	Goods Value	Disposing End	Process
1.	Upto Rs.5,000 (cash)	PI/HOD	Under Forest Advance for Research Purpose only.
2.	Upto Rs.25,000 (GFR:154)	HOD	Direct Purchase without quotations with valid GSTIN invoice. Invoice to be sent after stock entry and <b>certification (Annexure-7)</b> to Accounts Section for payment/reimbursement. (Supply order can be issued if it is demanded by the supplier)
3.	Rs.25K – Rs.2.5 Lakhs by Market Survey (GFR-155)	HOD/PO	The LPC (division level) will survey the market to ascertain the <b>reasonableness of rate</b> , quality and specifications and identify the appropriate supplier. (Reputed internet shopping portals may also be explored) OR by inviting* quotations through email/hardcopy and recommendation to be sent after <b>certifying</b> on <b>Annexure-8</b> to P.O. for issuing S.O.
4.	Rs.25K – Rs.2.5 Lakhs through bidding	PO	By inviting <b>physical bids</b> through open tender under <b>1-Bid system</b> on <b>ePublish</b> at CPP portal. Purchase section will prepare the checklist to check the eligibility of bidders and send to LPC for evaluation of eligible bidders. LPC will prepare the comparative statement and recommend to issue the SO to the responsive bidder on <b>Annexure-11</b> for sanction of CA through P.O.
5.	Rs.2.5Lakh – Rs.25 Lakhs through bidding	PO	Same as above except comparative statement and recommendation by CPC.

Certificate

Bids/Quotations

\*Tentative format for inviting quotation is available on FRI website

**PURCHASE WITHOUT QUOTATION FORM**  
(For Direct Purchase upto Rs. 25,000/-)  
(Refer Para 4.9.2)

**CERTIFICATE**

I/We am/are personally/collectively certified that the goods (described below) purchased are of the requisite quality and specification and have been purchased from the reliable supplier/contractor at a reasonable price.

Item:	
Quantity:	
Indenter:	
Unit Rate:	
Taxes/Duties:	
Other Charges:	
Total Unit Price:	
Total Price:	
Source of Fund:	
Purchased from: M/S	
Vide Bill No.	
Justification:	

Signature	(Concerned Store) Optional	(Indenter) Optional	(HOD)
Name:			
Division/Sec.			

Sanctioned Rs. \_\_\_\_\_ from \_\_\_\_\_

(Sanctioning Authority)

Accounts Officer/S.O. (Admin./Project)

Enclosure: Invoice (with stock entry certificate)

**LOCAL PURCHASE COMMITTEE CERTIFICATE FORM**  
(For Purchase above Rs.25,000/- and upto Rs.2.50 Lakh)  
(Refer Para 4.10.2 and 4.11.2)

Ref. No. \_\_\_\_\_ Date: 24.06.2020

Division: Forest Ecology and Climate Change Section/Branch/Lab \_\_\_\_\_

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

Item Name:	Increment Borer 3 thread 18" and 12"	Qty: 4
Estimated Cost (Rs.)	2,30,000	
Budget Head/Sub-Head:	AJCP-19 (Non Recurring)	
Indenter Name & Designation:	Dr. Parmanand Kumar, Scientist-C	
Details of Quotations collected:	<input checked="" type="checkbox"/> Market Survey <input type="checkbox"/> STE (PAC) <input type="checkbox"/> LTE <input type="checkbox"/> QTE <input type="checkbox"/> GeM	

Details of Prices Ascertained

Bidder (M/s)	Unit Rate (Rs.)	GST	Other Charges/Discount	Total Unit Price (Rs.)	Qty.	Total Price (Rs.)	Comments (1,1,1,2...)
West Technologies	1) 83,250	0%	0.00	83,250	2	1,66,500	1.4
	2) 42,250	0%	0.00	42,250	2	84,500	
Blue Line Distributors	1) 78,500	0%	0.00	78,500	2	1,57,000	1.3
	2) 39,188	0%	0.00	39,188	2	78,376	
Dron Aircamp Industries	1) 77,634	0%	0.00	77,634	2	1,55,268	1.2
	2) 37,257	0%	0.00	37,257	2	74,514	
International Technology & system	1) 87,562	0%	- 35,025	70,000	2	1,40,000	1.1
	2) 44,812	0%	- 17,925	35,880	2	71,760	

Selected Bidder (with address): **M/s International Technology & System, 7, Khurbura, Dehradun, Uttarakhand**

Unit Rate, Taxes/Duties/Other Charges:

1) Rs. 87,562
2) Rs. 44,812

Total Unit Rate (After 20% discount): 1) Rs. 70,000  
2) Rs. 35,880

Total Value of Purchase: **Rs. 211,880/-**

**CERTIFICATE**

Certified that we the undersigned, 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/contractor recommended is reliable and competent to supply the goods in question and it is not desired by Department of Commerce or Ministry/Department concerned or ICFMR/FRS. The Purchase Committee consisting of following members recommends the purchase of above item(s) as per details above:

Signature	(Division-Store) Optional	Convener	Concerned A/c	(Expert Member)	Concerned Div.
Name:	Dr. Parmanand Kumar			Dr. Ajay Thakur	Dr. Saba
Designation:	Scientist - C		SO (Project A/C)	HO, GS&T	Scientist - 4, HOD

Recommended & Forwarded: \_\_\_\_\_

Sanctioned: \_\_\_\_\_

(PURCHASE OFFICER) \_\_\_\_\_ (DIRECTOR)

Reimbursement to the Purchaser/Payment to the supplier may be made as per attached invoice.

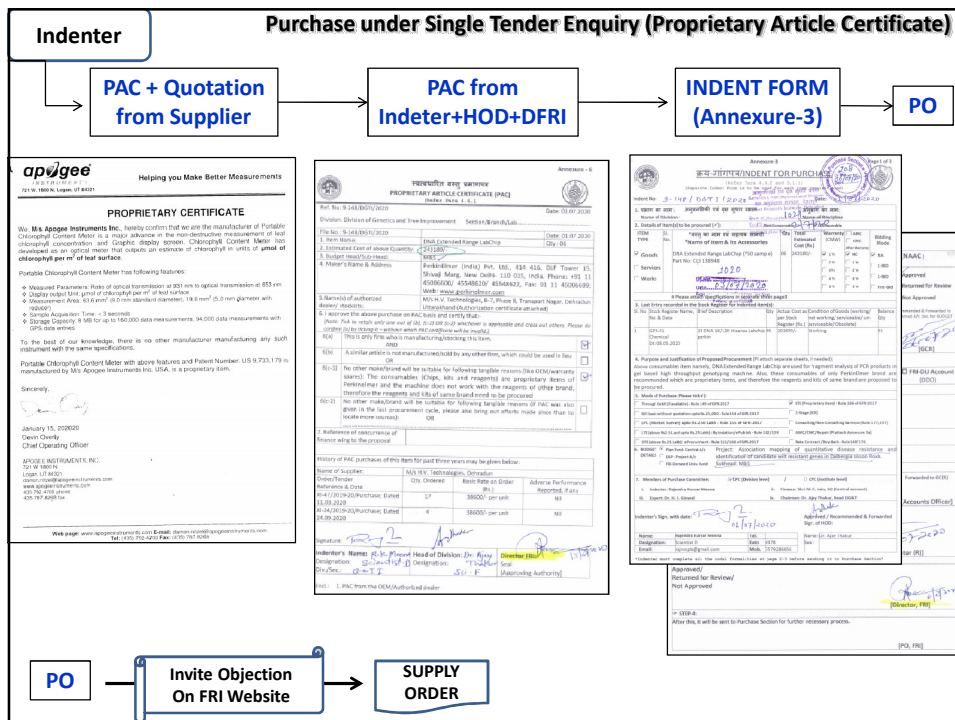
Accounts Officer/S.O. (Admin./Project)

Through: HOD

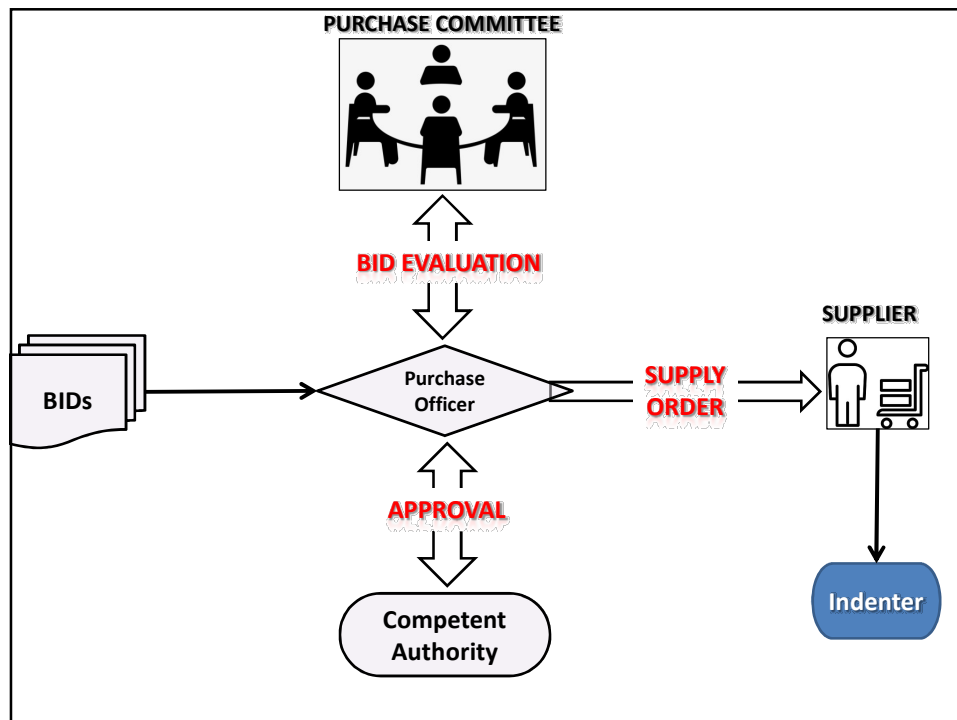
Enclosure: Invoice (with stock entry certificate)

## Purchase Procedures

Purchase Procedures			
S.No	Goods Value	Disposing End	Process
6.	<b>More than Rs.25 Lakhs</b> through Advertised Tender (GFR-160,161)	PO	By inviting <u>online bids</u> through open tender under <b>2-Bid system</b> on <u>eProcurement</u> at CPP portal. Purchase section will prepare the checklist to check the eligibility of bidders and send to CPC for evaluation of eligible bidders. CPC will prepare the comparative statement and recommend to issue the SO to the responsive bidder on Annexure-11 for sanction of CA through P.O.
7.	<b>Single Tender Inquiry (PAC)</b> (GFR-166 )	PO	1. Inviting Quotation/Invoice and PAC from the firm by the Indenter. 2.Approved Indent (Annexure-3) and PAC (Annexure-6) to be sent to P.O. for publishing on institute website and issuing SO.
8.	<b>Purchase of Good from GeM</b> (GFR-149)	HOD/PO	<ol style="list-style-type: none"> <li>1. Direct Purchase (DP) by HOD upto Rs.25,000</li> <li>2. L1 purchase OR BID/RA upto Rs.5 Lakhs by PO</li> <li>3. BID/RA above Rs. 5Lakh by PO</li> </ol> <ul style="list-style-type: none"> <li>➤ Issuing GST(5%) certificate immediately by Buyer before Invoice generation by Seller to include it.</li> <li>➤ CRAC generation by Consignee(Indenter) within 10days of receiving</li> <li>➤ Payment within 10 days by Paying authority.</li> </ul>







## EVALUATION OF BIDS

(Chapter 7 of Manual for Procurements of Goods)

### Tender Evaluation

As per Rule 173 (xxii) of GFR 2017 no member of the tender committee should be reporting directly to any other member of such committee in case estimated value of the procurement exceeds Rs. 25 lakh.

**EVALUATION OF BIDS****Annexure-11**

(Chapter 7 of Manual for Procurements of Goods)

**Tender Evaluation**

Must be evaluated strictly on the basis of the terms & conditions incorporated in the tender document and those stipulated by the tenderers in their tenders.

The Contracting Authority may **include quality, price, technical merit, aesthetic and functional characteristics, environmental characteristics, running costs, cost- effectiveness, after-sales service and technical assistance, delivery date and delivery period or period of completion** etc.

No criteria shall be used for evaluation of tenders that cannot be verified.

Care should be taken that preferences provided to any category of bidders on certain specified grounds should not result in **single vendor selection**.

Similarly, no tender enquiry condition (especially the significant/essential ones) should be **overlooked/relaxed** while evaluating the tenders. The aim should be ensure that no tenderer gets **undue advantage** at the cost of other tenderers and/or at the cost of Procuring Entity.

Information relating to evaluation of tenders and the Tender Committee's (TC's) deliberations should be **confidential** and not be shared with persons not officially connected with the process.

**EVALUATION OF BIDS****Annexure-11**

(Chapter 7 of Manual for Procurements of Goods)

**Preliminary Examination- Unresponsive Tenders**

- i. The tender is not in the prescribed format or is unsigned or not signed as per the stipulations in the bid document.
- ii. The required EMD has not been provided or exemption from EMD is claimed without acceptable proof of exemption.
- iii. The bidder is not eligible to participate in the bid as per laid down eligibility criteria(example: the tender enquiry condition says that the bidder has to be a registered MSE unit but the tenderer is a, say, a large scale unit.
- iv. The tenderer has quoted for goods manufactured by a different firm without the required authority letter from the proposed manufacturer.
- v. The bid departs from the essential requirements specified in the bidding document (for example, the tenderer has not agreed to give the required performance security.
- vi. Against a schedule in the list of requirements in the tender enquiry, the tenderer has not quoted for the entire requirement as specified in that schedule (example: in a schedule, it has been stipulated that the tenderer will supply the equipment, install and commission it and also train the purchaser's operators for operating the equipment. The tenderer has, however, quoted only for supply of the equipment).

### **Lack of Competition – Rule 173 of GFR-2017**

**(xix) Rejection of Bids is justified when**

- a) effective competition is lacking.
- b) all bids and proposals are not substantially responsive to the requirements of the Procurement Documents
- c) the bids/proposals prices are substantially higher than the updated cost estimate or available budget; or
- d) none of the technical proposals meets the minimum technical qualifying score.

**(xx) Lack of competition in rule 173 (xix) shall not be determined solely on the basis of the number of bidders. Even when only one bid is submitted**, the process may be considered valid provided following conditions are satisfied:

- a) the procurement was **satisfactorily advertised and sufficient time** was given for submission of bids.
- b) the **qualification criteria were not unduly restrictive**; and
- c) **prices are reasonable** in comparison to market values.

#### **7.3.4 Minor Infirmary/Irregularity/Non-conformity**

Some minor infirmity and/or irregularity and/or nonconformity may also be found in some tenders. Such minor issues could be a missing pages/ attachment or illegibility in a submitted document OR submit the main portion of Bid Document and forgot some portions. **Such minor issues may be waived provided they do not constitute any material and financial impact and, also, do not prejudice or affect the ranking order of the tenderers.** Wherever necessary, observations on such 'minor' issues (as mentioned above) may be conveyed to the tenderer by registered letter/ speed post, and so on, asking him to respond by a specified date also mentioning therein that, if the tenderer does not conform Procuring Entity's view or respond by that specified date, his tender will be liable to be rejected. Depending on the outcome, such tenders are to be ignored or considered further.

#### **7.3.5 Clarification of Bids/Shortfall Documents**

During evaluation and comparison of bids, the purchaser may, at his discretion, ask the bidder for clarifications on the bid. The request for clarification shall be given in writing by registered/ speed post, asking the tenderer to respond by a specified date, and also mentioning therein that, if the tenderer does not comply or respond by the date, his tender will be liable to be rejected. **The shortfall information/ documents should be sought only in case of historical documents which pre-existed at the time of the tender opening** and which have not undergone change since then. These should be called only on basis of the recommendations of the TC. (Example: if the Permanent Account Number, registration with sales tax/VAT has been asked to be submitted and the tenderer has not provided them, these documents may be asked for with a target date as above).

Please refer Para 7.4.1 Evaluation of Techno-commercial Bid						Annexure-11																																																																									
<b>Tender Committee Minute</b> <i>(Refer Para 7.4.3 and 7.5.12)</i> (For Techno-Commercial/Financial Bids)						<b>Tender Committee Minute</b> <i>(Refer Para 7.4.3 and 7.5.12)</i> (For Techno-Commercial/Financial Bids)																																																																									
Division/Discipline: Tender ID :						Division/Discipline: Tender ID :																																																																									
<b>Technical Evaluation Sheet</b> for the purchase of _____						<b>Financial Evaluation Sheet</b> for the purchase of _____																																																																									
The technical quotations have been opened by the Purchase Committee on _____ [Committee members noted the following facts: Direct number of quotations tenders received was less than 3, the tender was further extended for another two weeks. Despite of best efforts only one two quotations were received, hence the approval of the Director, Forest Research Institute was obtained to open the technical bids.]						Based on Technical Evaluation only two companies, ABC & Co. (1/4) & XYZ & Co. (4/4) qualify for the financial bid opening. The financial comparative chart is as under:																																																																									
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### Government e-Market (GeM)

As per Rule 149 of GFR-2017, it is mandatory to purchase all **general purpose** items through GeM.

- Upto Rs.25,000 - Direct Purchase (DP) by HOD
- Above Rs.25,000 - L 1 OR Online Bid by PO  
Upto Rs.5 Lakh
- Above Rs.5 Lakh - Online Bid OR RA

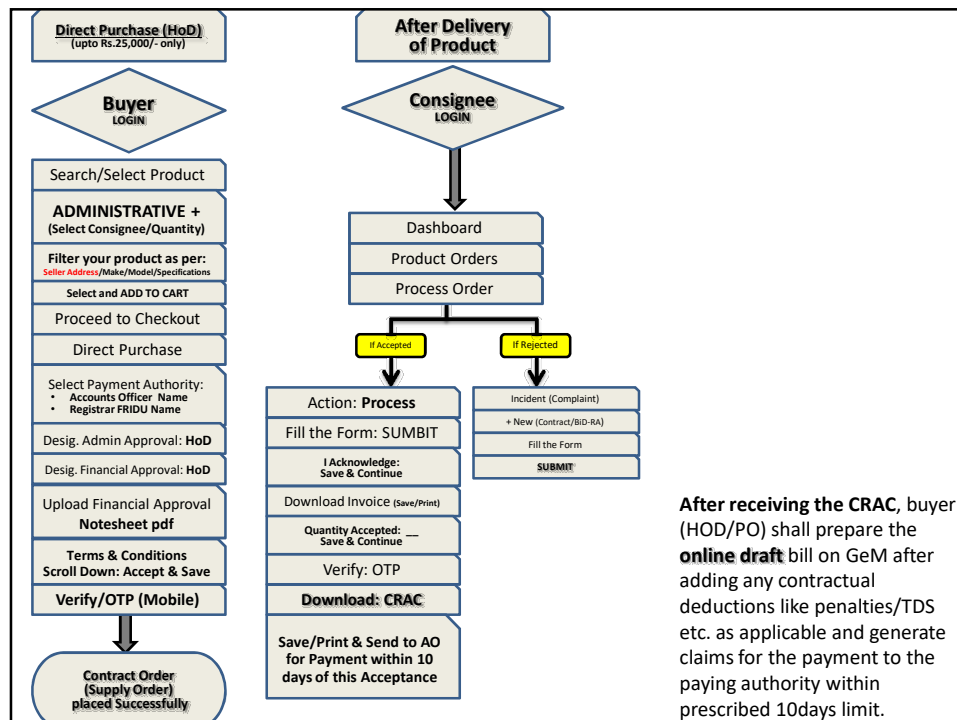
**Scientific equipments for research purpose are not general purpose items.**

## Government e-Market (GeM)

### GeM

### General Terminology

- Buyer ..... Purchaser : PI/HOD/PO/DFRI
- Contract Order ..... Supply/Purchase Order
- Consignee ..... Indenter (Group B and above Officer)
- Incident ..... Complain
- CRAC ..... Consignee Receipt & Acceptance Certificate



NOTIFICATIONS
**Consignee**
+ Add

---

MY DASHBOARD    PRODUCT ORDERS    SERVICE ORDERS    ALL DEMANDS    BILLS    INCIDENTS    ALL CARDS REQUESTS

### PRODUCT ORDERS

BUYER VIEW    CONSIGNEE VIEW

CONTRACTS -

+

Search Demand No or Product Name

### ALL CONTRACTS

Contract No: GENC-5187744734338
Status: Order placed (accepted by seller)
INCIDENTS

Buyer: Rajesh Bhanderi Contact Date: 05/11/2019 15:04	Seller: STRATEGIC MARKETING Billing Mode: Direct Purchase	Total: ₹ 14900.00
--	--	-------------------

Product	Ordered Quantity	Price
HP Neverstop Laser 1000W With 1 year warranty (Full Model) HP Neverstop Laser 1000W With 1 year warranty	1	₹ 14900.00

Process Order.

### Consignment Delivery

Order/Contract No: GENC-5187744734338  
Contract Date: Nov 6, 2019

#### INVOICE DETAILS

Invoice Number: GEN-5002146  
Invoice Date: Nov 6, 2019  
Date of Dispatch: Nov 6, 2019

#### BUYER

Name: Rajesh Bhanderi  
Email ID: bhanderi@gen.co.in  
Address: Forest Research Institute,  
P.O New Forest Dehradun  
248006  
DEHRADUN  
UTTARAKHAND India

#### SELLER (BILLING ADDRESS)

Name: STRATEGIC MARKETING  
Address: arjun.mahapatra@strategic.com  
235 Anant Nagar Kapurthala Road  
DehraDun Uttarakhand  
Acc No: GSI5407000030  
Bank IFSC: CROCC00010470

### PRODUCTS

Item Name: HP Neverstop Laser 1000W With 1 year warranty	Model No: HP Neverstop Laser 1000W With 1 year warranty
Brand No:	Quantity Ordered: 1
Quantity Dispatched: 1	Last Delivery Date: Nov 16, 2019
Seller Delivered Quantity: 1	Seller Delivered Date: Nov 6, 2019

Received Quantity: 1

Delivered Date: 11/11/2019 +

Goods Receipt Voucher No: 1470

Goods Receipt Voucher date: 05-11-2019 +

Submit

Please verify your received quantity before finalizing as this cannot be edited later.

### Download Documents

### Bills

To update the payment details for previous financial year orders (if any), please click here.

- ★ Bills    Pending Bill CRMC older than 60 days

Choose Payment Method + Others +

Search within a period: dd-mm-yyyy - dd-mm-yyyy +

Search For Bill Status: + Reset All

Bills Yet To Be Created = GENC-5187744734338 +

Bills with Others as payment method and contract number as GENC-5187744734338

S.No.	Contract No.	Invoice Date	Product	Buyer Name	Payment Method	Action
1	GENC-5187744734338	2019-11-05	HP Neverstop Laser 1000W with 1 year warranty	Rajesh Bhanderi	Others	<span style="background-color: red; color: white; padding: 2px 5px;">Show Bills</span>

Invoice No. and Date	CRAC No. and Date	Consignee	Seller	Buyer Bill	Approver Bill	Order Amount	Payment Status	Action
GEN-5002146 2019-11-05	1801-425 2019-11-28	Rajesh Bhanderi,	STRATEGIC MARKETING, DEHRADUN			14900	Pending	<span style="background-color: red; color: white; padding: 2px 5px;">PROCESS BILL</span>

- In terms of the provisions of the Information Technology Act 2000 as amended from time to time, **digitally/e-signed online documents generated on GeM shall be treated as par with ink-signed documents for release of payment** to the Seller/Supplier and no ink signed paper/documents shall be demanded/insisted. (O.M. No. F 26/42016.PPD dt, 20-09-2016).
- It is obligatory for payments to be made without any delay for purchases made on GeM. In no case should it take longer than the **prescribed timelines of 10 days** after CRAC issued online and digitally/e-signed by consignee. In case of return of Bills by PAO/Paying authority, the discrepancies should be addressed by concerned Buyer/PAO within one working day and thereafter on re-submission of Bill **the PAO/Paying authority should also not take more than one (1) working day for payment** to the Supplier/Seller. Any matter needing a resolution will be escalated to the next higher level in each agency (Buyer, DDO and PAO/Paying Authority) where the matter should be resolved within 24 hours. **In the entire process time taken for payment should not exceed ten (10) days including holidays** (O.M. No. F 26/42016.PPD dt, 20-09-2016).
- GeM System/Portal would also have **online provisions for generating Supplementary Invoice(s) for claim/refund of statutory changes in Duties and taxes**, if any, as above. A provision for all types of refunds/claims should be available online through PFMS/the payment system of Railways/Defence/Posts/Others.

## Concessional GST @5% for Research Purpose Purchases

**Following certificates are to be issued to Supplier by the Buyer**

**Certificate 1 – Issued by the Buyer in a Format given below.**

**Certificate 2 – Attested copy of DSIR certificate issued to ICFRE.**

**Forest Research Institute, Dehradun**  
पुष्पक सेक्टर  
Forest Research Institute,  
Dehradun 248006  
Phone: 0135-224205  
http://icfre.gov.in/index/1  
Email: ps\_ficfre.org

दिनांक 22 जुलाई 2020

No. X-25/POFRLSVNTFF/MI/ACRP-27/2020-21

**CENTRAL TAX (RATE) INTEGRATED TAX (RATE) EXEMPTION CERTIFICATE  
FOR RESEARCH ORGANISATION**

No. X-25/POFRLSVNTFF/MI/ACRP-27/2020-21      Dated 22.07.2020

Central Tax (Rate) Integrated tax (Rate) Exemption Certificate in terms of Notification No.45/2017- Central Tax (Rate) Dated 14.11.2017 and No.47/2017- Integrated Tax (Rate) Dated 14.11.2017 issued by Ministry of Finance, Department of Revenue, Government of India.

1. Name of Institution	Forest Research Institute, Dehradun
2. Registration No. of Department of Scientific & Industrial Research	No. TU/V/RG-CDE (662)/2016, dated 19 <sup>th</sup> Sept. 2016
3. Name of Manufacturer	JSOW
4. Name of Supplier	M/s M.M. Technology, Shop no.-04, near Vigyan Dhara, Laximpur Dehradun-248007 (Uttarakhand)
5. Purchase Order No. and date	No. X-25/POFRLSVNTFF/MI/ACRP-27/2020-21 dated 22.07.2020
6. Value of Purchase Order	Rs. 29,925.00
7. Brief description of item	Soxhlet Extraction Unit (Make: JSOW)
8. Purpose of which the item purchased	For Research Purpose only
9. Import export Code (IEC code/FRI)	0100000011
10. AD Code of Union Bank of India Main Branch for I.C.	02900608280007

Certified that the good in respect of which exemption from Central Tax/Rate/Integrated Tax (Rate) is claimed under this notification is required for Research Purpose Only.

*Red*  
PURCHASE OFFICER,  
FOREST RESEARCH INSTITUTE,  
DEHRADUN

**Forest Research Institute, Dehradun**  
पुष्पक सेक्टर  
Forest Research Institute,  
Dehradun 248006  
Phone: 0135-224205  
http://icfre.gov.in/index/1  
Email: ps\_ficfre.org

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PURCHASE OFFICER,  
FOREST RESEARCH INSTITUTE,  
DEHRADUN



**FOREST RESEARCH INSTITUTE, DEHRADUN**  
वन अनुसंधान संस्थान, देहरादून



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### Downloads

+ ACR form

– Purchase

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- Indent Form AMC-Repair Annexure 3a [\[Download\]](#)
- Direct Purchase Certificate upto 25K Annexure 7 [\[Download\]](#)
- LPC Certificate upto Rs. 2.5L Annexure 8 [\[Download\]](#)
- PAC Annexure 6 [\[Download\]](#)
- Format for Techno-Commercial Evaluation Annexure 11 [\[Download\]](#)
- Format for inviting quotation [\[Download\]](#)
- Format for GST and custom duty exemption [\[Download\]](#)
- Format for EMD Bank Guarantee [\[Download\]](#)
- Format for Performance Bank Guarantee (PBG) [\[Download\]](#)
- DSIR Certificate No. TU/V/RG-CDE(662)/2016 [\[Download\]](#)
- Notice regarding GST and custom duty exemption dated 24.07.2020 [\[Download\]](#)
- Notice regarding revision of purchase committee, NAAC & New indent Form dated 24.06.2020 [\[Download\]](#)
- Notice regarding GeM implementation dated 10.07.20 [\[Download\]](#)
- Notice regarding online purchase through GeM within division/Section/Branch level dated 25.11.2017 [\[Download\]](#)
- GoI notification on GST concession for Research related purchases [\[Download\]](#)
- Purchase without Quotation- Clarification [\[Download\]](#)
- GFR 2017 English [\[Download\]](#)
- GFR 2017 Hindi [\[Download\]](#)
- Manual for Procurement of Goods 2017 [\[Download\]](#)
- GeM handbook [\[Download\]](#)
- GEM 3.0 (Ver1.3) terms and condition dated 29.08.2018 [\[Download\]](#)
- Summary of Purchase procedures [\[Download\]](#)