

### Summary of Purchase Procedure

S.No.	Goods Value	Disposing End	Process
1.	<b>Upto Rs.5,000 (cash)</b>	PI/HOD	Under Forest Advance for Research Purpose only.
2.	<b>Upto Rs.25,000</b> (GFR:154)	HOD	Direct Purchase without quotations with valid GSTIN invoice. Invoice to be sent after stock entry and certification ( <b>Annexure-7</b> ) to Accounts Section for payment/reimbursement. <i>(Supply order can be issued if it is demanded by the supplier)</i>
3.	<b>Rs.25K – Rs.2.5 Lakhs</b> by Market Survey (GFR-155)	PO	The LPC (division level) will survey the market to ascertain the reasonableness of rate, 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 certifying on <b>Annexure-8</b> to P.O. for issuing S.O.
4.	<b>Rs.25K – Rs.2.5 Lakhs</b> 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.	<b>Rs.2.5Lakh – Rs.25 Lakhs</b> through bidding	PO	Same as above except comparative statement and recommendation by CPC.
6.	<b>More than Rs.25 Lakhs</b> through Advertised Tender (GFR-160,161)	PO	By inviting <b>online bids</b> through open tender under <b>2-Bid system</b> on <b>eProcurement</b> 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 <b>Annexure-11</b> 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 ( <b>Annexure-6</b> ) to be sent to P.O. for ePublishing on institute website and issuing SO.
8.	<b>Purchase of Good from GeM</b> (GFR-149)	HOD/PO	1. Direct Purchase (DP) by HOD upto Rs.25,000 2. L1 purchase OR BID/RA upto Rs.5 Lakhs by PO 3. BID/RA above Rs. 5Lakh by PO  ➤ CRAC generation by Consignee(Indenter) within 10days of receiving ➤ Payment within 10 days by Paying authority.

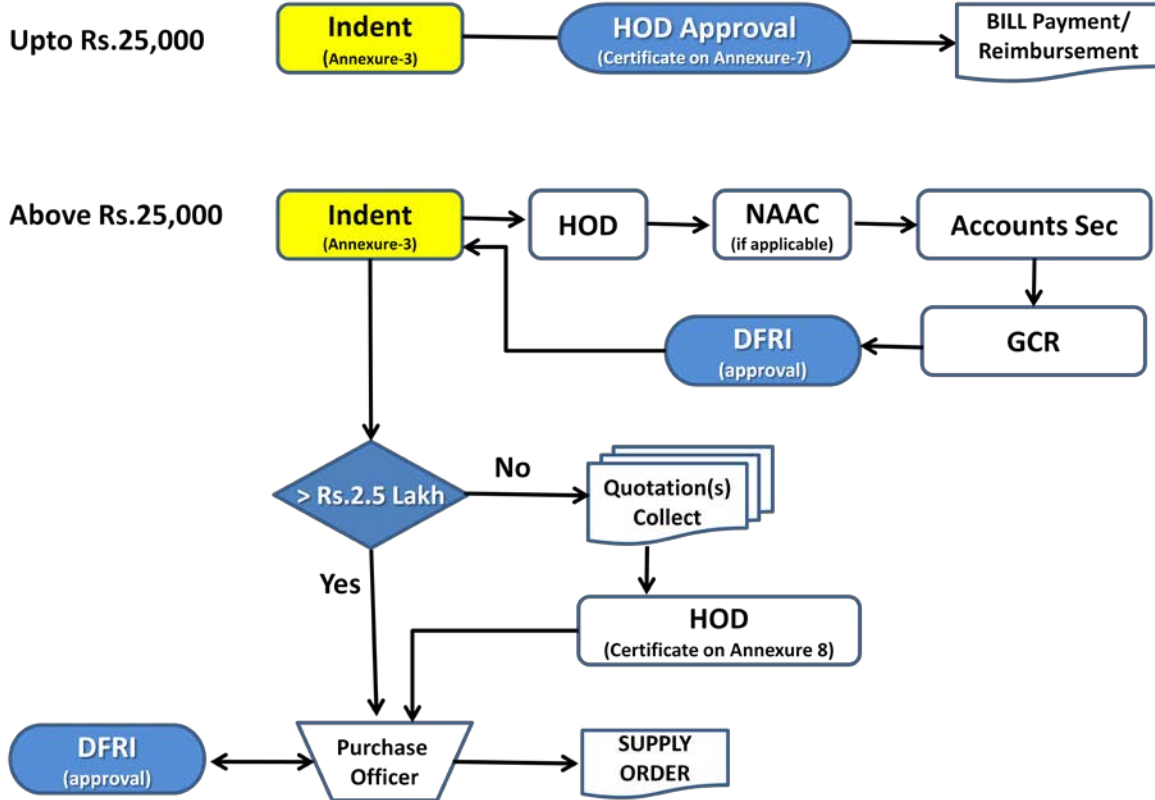
\* Indenter/PO must ensure to include concessional GST (5%) & Custom duty exemption for Research Purpose purchases.

\*\* Indent form (**Annexure-3**) must indicate the 2–Bid system and/or Pre-Bid bidding meeting options if required by the Indenter for technically complicated equipment/machinery, otherwise will be processed under 1-Bid system without Pre-Bid option by default.

Goods value	Committee	Members
Upto Rs.2.5 Lakh	LPC (Local Purchase Committee)	<b>1. HOD (Chairman)</b> 3. S.O. (concerned account) <b>2.Indenter (convenor)</b> 4. Expert member
Above Rs.2.5 Lakh	CPC (Central Purchase Committee)	<b>1. GCR (Chairman)</b> 3. Accounts Officer <b>2. Indenter (convenor),</b> 4. Expert Member, 5. Additional Expert Member(s) (above Rs.25 Lakh)

**Indenter must be atleast Group-B Officer and above.**

## Purchase Process



## Bid Evaluation and Award of Contract

