



भारतीय विज्ञान शिक्षा एवं अनुसंधान संस्थान भोपाल
Indian Institute of Science Education and Research Bhopal

To,
The Project Investigator / Indenter
Sir/Madam,

You are requested to adhere the following procedure in procurement process and enclose all relevant documents in file after approval of your Indent .

Check List for Purchase/Procurement

Sr. No.	Particular	Compliance (Yes/No) if No the reason of deviation
1	Enclose the original indent (S&P/01) after approval of CFA	
2	Available Budget ₹	
3	Purchase procedure should be followed as per Institute's Store and Purchase Manual. <i>(Brief of S&P Manual enclosed)</i>	
4	If material is purchased without inviting quotations (for procurement upto ₹ 50000/-) the certificate of reasonableness of price should be enclosed. (IISERB/S&P/02)	
5	If material is purchased through Local Purchase Committee (for procurement under monetary limit of ₹ 50000/- to ₹ 150000/-), The LPC recommendation and certificate should be enclosed in prescribed format. (IISERB/S&P/04)	
6	If Offers / Tenders are invited through Limited Tender Enquiry a. Office copy of notice inviting tender shall be enclosed. b. Sufficient period should be given for receipt of tenders /offers, if not reasons to be given. c. Quotations should be received in sealed envelopes. d. Quotations/bids shall be opened in presence of Indenter, S & P Officer or his representative and other members. e. Technical and Price comparison chart with committee recommendation should be enclosed separately. f. If L1 is ignored due to technically unsuitable please give proper justification in recommendation.	
7	If Offers / Tenders are invited through Open Tender Enquiry a. Reference of notice published on Institute's website as well as in www.tenders.gov.in with date should be mentioned and relevant documents shall be enclosed. g. Sufficient period should be given for receipt of tenders /offers, if not reasons to be given. h. Quotations should be received in sealed envelopes. b. Quotations/bids shall be opened in presence of Indenter, S & P Officer or his representative and other committee members. i. Technical and Price comparison chart with committee recommendation should be enclosed separately. c. If L1 is ignored due to technically unsuitable please give proper justification in recommendation.	
8	If procurement is suggested through Single Tender/Offer or in case of Proprietary item please enclose following documents:	

	<ul style="list-style-type: none"> a. Certificate in prescribed format (IISER(B)/S&P 07) b. Office copy of notice inviting tender. c. Hard copy of Quotation/Offer. d. Proprietary Certificate is received from manufacturer. e. Technical and Purchase committee recommendation. f. If single tender enquiry is proposed due to urgency then proper justification note and approval of competent authority. 	
9	<p>If provision of earnest money has been made. (2% of the estimated cost) All the tenders shall be accompanied by the required EMD</p>	
10	Certificate regarding authorised Dealer/Distributor/Indian Agent has been obtained from manufacturer and enclosed.	
11	<p>Following relevant certificates/recommendation shall be enclosed:-</p> <ul style="list-style-type: none"> a. Proprietary certificate – in case of single tender enquiry. (IISERB/S&P/07) b. Recommendation – in case of single responsive tender or single firm is technically qualified. (IISERB/S&P/11) or (IISERB/S&P/12) as case may be. c. End user certificate – in case of procurement of material for research/lab/teaching purpose. (IISERB/S&P/05) d. Non Manufacture in India Certificate- in case of imported items. (IISERB/S&P/06) e. Recommendation for dispensing with Public Tender and resorting Limited Tender Enquiry – in specific cases where Limited Tender Enquiry is recommended for procurement of goods/material valued above ₹ 25.00 Lakhs. (IISERB/S&P/09) 	
12	<p>In Tender Enquiry following terms shall be included :</p> <ul style="list-style-type: none"> a. Full specification of indented item/ material. b. Quantity in proper unit (both in figures and words) c. Time period for supply. d. Specific clause of penalty for delayed supply. e. EMD clause. f. Requirement about Warranty, AMC, after supply service & support. g. Performance Security Deposit (in form of BG) clause to cover warranty period. h. Appropriate clause regarding training in case of equipment/ machine/apparatus. i. Exemption clause for Custom Duty / Excise Duty (as applicable). j. Payment terms. k. Provision to mention agency commission for Indian agent in INR separately in quotation. (in case of import) 	

Certification

I have understood the above provisions and comply with same while processing the purchase proposal.

Indenter

Stores & Purchase Officer

Note: This check list should be enclosed with every purchase proposal