

# STORES AND PURCHASE MANUAL



Approved in BOG 3<sup>rd</sup> Meeting held on 25.06.2009 - Agenda Item No.3.12

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INDIAN INSTITUTE OF SCIENCE EDUCATION AND RESEARCH  
BHOPAL

**INDIAN INSTITUTE OF SCIENCE EDUCATION & RESEARCH, BHOPAL**

**Stores & Purchase Manual**

1.0 The Indian Institute of Science Education & Research has been established through a proclamation of Ministry of Human Resource Development, Government of India, to promote quality education and research in basic sciences. The institute will provide a platform for the faculty to engage in high quality pedagogy, at both undergraduate and postgraduate levels, and to perform cutting edge research in frontier areas of basic sciences. The Institute is also committed to impart high moral and ethical values to students and create a genuine concern for social and environmental issues. The stores and purchase procedure will facilitate the procurement of diverse kinds of equipment and stores required by the various users of the institute and will be in consonance with the wider objective of excellence in all activities of the institute. The procedure, therefore, should address to the needs of the actual users vis a vis promote an environment of efficient and economic objectives for furtherance of institute activities. At the same time the related aspects of accounting, record keeping, inventory, stock verification, asset register, etc. will be given proper attention so as to make a overall Stores and Purchase system efficient and transparent. Requisite emphasis should be laid on the use of office automation to achieve efficiency and responsiveness in functioning.

**2.0 Definitions**

**Department** : Department shall imply Department/Inter Disciplinary Programe/Center/Central Facility/Section or any entity in the institute which has a separate allocated budget.

**Project** : The project shall mean any sponsored research, consultancy project or any other activity which has a valid project sanction of the competent authority of the institute.

**Project Investigator** : Regular employee of the institute who has been designated as such by the competent authority.

**Purchaser** : Individual who raise an indent for the purchase shall be referred to as a Purchaser.

**Seller/Vender** : The seller / vender refers to the company/ dealer/ agent/individual firm from whom the institute may buy goods or services.

**Approved format** : The approved format means the format referred to in this document at different places and also all such formats may be approved by the Director from time to time.

**Temporary Contingent Advances** : An advance which can be taken to meet contingent expenses on Non Consumable Stores (NCS) / Limited Time Asset Stores (LTAS) / Consumable Stores (CS) / Miscellaneous items etc..

**3.0 Classification of Stores** : All stores to be procured shall be classified into 3 categories viz. Non Consumable Stores (NCS), Limited Time Asset Stores (LTAS), Consumable Stores (CS)

3.1 **Non Consumable Stores (NCS)** : Non Consumable Stores are the stores which are intended to be used over the prolonged period before becoming unusable or obsolete and the store having a significant disposal value. The stores which are sub-systems or parts of an equipment potentially repaired and reused and stores which are fabricated equipments or assembled equipment bought as a single item will be classified as NCS.

All NCS will be entered into the Asset register of the institute and the NCS stock register of appropriate department.

For example, these stores are Plant & Machinery, instruments, motors, assembled instruments, fabricated equipments, books etc.

3.2 **Limited Time Asset Stores (LTAS)** : The stores satisfying one of the following conditions shall be classified as LTAS :

- i. The stores which have significant value when purchased but rapidly loss their value/ relevance with the lapse of time and have very little or negligible disposal value.

- ii. The stores which can be upgraded either by replacing components/ parts or which can be rendered obsolete by the release of new version or addition. (Typically such stores were earlier classified under NCS) LTAS shall be entered into the Limited Time Asset Stores (LTAS) register of the institute and in a separate LTAS stock register in the appropriate department.

For examples, Computers, disc and other peripherals, drives which are computer accessories, software, manuals, printers, monitors and furniture.

**3.3 Consumable Stores (CS) :** Stores satisfying any one of the following conditions shall be classified as Consumable Stores (CS) :

- (i) Stores which exhaust with the lapse of time.
- (ii) Stores which do not have significant disposal value
- (iii) Spares of equipment which do not fall either in the NCS or LTAS category.

For example, Chemicals, medicines, stationary item, printer ribbons and cartridges, floppies, CD Roms, magnetic tapes, chips and electronic components like resistors, capacitors, connectors. Electrical components like wire, switches, plugs, bulbs, tool bits and hand tool etc.

CS shall be entered in the CS stock register of the appropriate department. For the projects this shall be entered in the CS stock register of the project.

**4.0 Category of Registration of Firms**

- 4.1 Registration of firms shall be done in the respective categories for inviting quotations for purchase of materials / services / equipments/ instruments etc. by verification of their credentials including manufacturing capacity, quality control facilities, past performance, after sales services, financial background etc. The firms obtaining the registration should have valid registration No. of CST/VAT, Service Tax, TIN and PAN etc. The registration of firms will be for a period upto 3 years depending on the nature of the supplies to be made by them, if required it can be further extended considering their performance.

- 4.2 The registered firms shall be liable to be removed from the list of approved firms, if they failed to abide by the terms and conditions or failed to supply the goods

on time or supply sub-standard items / goods or make any false declaration to the institute or for any other ground which in the opinion of the institute is considered to be against the public interest.

4.3 **Blacklisting of Firms** : Blacklisting of firm(s) can be done on the recommendation of Head of the Section/Department. Officer Incharge of Stores & Purchase Section shall process such cases and the cases shall be examined by a committee constituted by the Director. On the recommendations of Committee final action will be taken after approval of the Director. The information of such firms shall be widely circulated by the Officer Incharge of Stores & Purchase Section to all the concerned.

5.0 **General Procedures and Rules for Purchases** : All the purchases should be made in a transparent, competitive and fair manner to secure best value. This will enable the bidders to formulate and send their competitive bids with confidence. The procedure will generally applied to all purchases of the institute except Library Books.

5.1 All purchases shall be initiated with the approval of Director. An indent for the item will be raised specifying detailed specifications of the items required and the estimated value for the approval of Director (Form No.IISER(B)/S&P 01). Director may redelegate powers at appropriate level of officers wherever necessary.

5.2 **Purchase of Goods without Quotations**

All purchases upto Rs.50,000/- can be made directly by purchaser from the market including telephonic enquiry (after confirming that the price is reasonable) or through the Stores and Purchase section. Such purchase shall be done by following procedure:-

- a. Directly by the purchaser through an advance drawn for the purpose. This advance shall be subsequently adjusted by using the contingent advance adjustment form (Form No. IISER(B)/ S&P 03) supported by Cash Memo/ Bill/ Receipt and proof of entry in the appropriate stock register. Intimation must be sent to Stores and Purchase section in case of NCS and LTAS items for entry in Asset register.
- b. The purchaser making purchase directly from the seller and payment being made by the Accounting unit for project purchase/ non project purchase against the

proper invoice/bill, proof of delivery, acceptance of the item by the purchaser (Form No. IISER(B)/S&P 04) and entry in the appropriate stock register and asset register wherever relevant.

- c. Through the Stores and Purchase Section for which the quotations duly signed together with the purchase proposal approved by the Director shall be sent to Stores and Purchase Section for placing the order and further process.

The competent authority purchased the item shall give the certificate :-

“I am personally satisfied that these goods purchased are of the requisite quality and specifications and have been purchased from a reliable supplier at reasonable price.

**Signature**

**5.3 Purchase of Goods with quotations**

Purchase upto a value of Rs.1,50,000/- can be made by inviting quotations from minimum of 3 firms by a Local Purchase Committee. The notice inviting quotations will be displayed on Institute Notice Board. Quotations will be invited as per the procedure at para 5.9.2. Committee will prepare the comparative statement and forward its recommendations to Stores & Purchase Section for selected party with the approval of competent authority for placing purchase order.

**5.4 Purchase of goods by Purchase Committee**

In case of urgency purchase above Rs.50,000/- and upto Rs. 1,50,000/- shall be done through a Local Purchase Committee consisting of at least 3 members approved by the Director. If required, a standing committee can be approved for a period of one year to make such purchases. The Committee will survey the market to ascertain the reasonableness of rates, quality and specifications and identify the appropriate suppliers. Based on the recommendations of the Local Purchase Committee P.O. will be released by Stores & Purchase Section.

- 5.4(a) The members of the Committee will jointly record the following certificate:

“Certified that we.....members of the purchase committee are jointly and individually satisfied that the goods recommended for purchase are of requisite specification and quality price on the prevailing market rate and the supplier recommended is reliable and competent to supply the goods in question.

**Signature of Members**

- 5.5 For purchase of goods above Rs.1,50,000/- the Purchase Committee should include one representative of Stores and Purchase/ Accounts to ensure the adoption of the correct procedure. Quotations will be invited as per the prescribed procedure.
- 5.6 Irrespective of the amount, for purchase which are directly initiated by the Stores and Purchase Section, Director shall constitute a committee for a period of one year consisting of at least 4 members including Stores and Purchase Officer / Finance. This procedure is to be followed when bulk purchase of stores is involved and the requirement is by multiple departments.
- 5.7 The purchase shall be made only from those reputed sellers with valid Sales Tax Registration / CST Registration, MPVAT Registration, Shop Act Registration, PAN (Income Tax) and wherever relevant Excise Registration. The seller must be manufacturer of the item or authorized dealer of the manufacturer of the item.
- 5.8 The purchase not covered by para 5.2 & 5.3 above, quotation shall be invited by the Stores and Purchase Section following the prescribed procedure. However as a special case, purchaser can call quotations following the prescribed procedure supported by full justification for inviting the quotations.
- 5.9 The indenter will send approved indent with detailed specifications for inviting quotations to Store and Purchase Section. The Stores and Purchase Section will invite the quotations, prepare a comparative statement and will send to the concerned indenter for making his recommendations for the purchase. The purchase enquiry will be sent to at least 4 firms (except where the source available is less than 4 firms), however, effort should be made to send the enquiry to more vendors as may be possible for getting competitive offers.
- 5.9.1 For goods of estimated value Rs.25,00,000/- and above the procurement will be by open tender by advertisement. The advertised tender enquiry should be on the website of the institute as well as notice inviting tender displayed on the notice board. The institute should also post the bidding documents in its website and permit prospective bidders to make use of the document download from the website. If such downloaded bidding document is priced, there should be clear instructions for the bidder to pay the amount by demand draft etc. alongwith bid.

However, the purchase through limited tender enquiry may be adopted even where the estimated value of the procurement is more than Rs.25,00,000/- in the following circumstances:-

- I. The demand is urgent and the dispensing of Public Tender is justified.
- II. It will not be in public interest to procure the goods through advertised enquiry.
- III. The sources of supply are definitely known and possibility of fresh source(s) beyond those being taped is remote.
- IV. Sufficient time has been allowed for submission of bids in limited Tender Enquiry.

5.9.2 Quotations should be floated by registered post, courier, fax, speed post, e-mail.

**Every quotation must be received in a sealed cover.** The enquiry sent to the firms should have all details especially on the following points :

- I. The text of bidding documents should be self contained and comprehensive without any ambiguity of essential information, which a bidder needs for sending responsive bid should be clearly mentioned in the bidding document in a simple language. The bidding document should contain inter alia :
  - i. The criteria for eligibility and qualification to be made by the bidders such as minimum level of experience, past performance, technical capability, manufacturing facilities and finance position etc.
  - ii. Eligibility criteria for goods indicating any legal rectification or conditions about origin of goods etc., which may required to be made by the successive bidder.
  - iii. The procedure as well as date, time and place for sending the quotation.
  - iv. Date, time and place of opening of quotation.
  - v. Terms of delivery
  - vi. Specific terms effecting performance, if any.
- II. The bidders should be given reasonable time to send their quotations.



- III. The specifications of the required goods should be clearly stated, so that the prospective bidders can send meaningful quotations.
- IV. The bidders should not be permitted to alter or modify their quotations after expiry of the deadline for received quotations.
- V. Negotiations with bidders after quotation opening must be discouraged. However, in exceptional circumstances where price negotiation become essential it should be resorted to only with the lowest evaluated technically suitable bidder only.
- VI. The purchase order should be ordinarily be placed to the lowest evaluated bidder whose quotation has been found to be responsive and technically suitable and qualified to ensure the supply as per the terms and conditions incorporated in the bidding documents.
- VII. In the rate contract system where number of firms are brought on rate contract for the same item, negotiations as well counter offer of rates are permitted with the bidder in view.
- VIII. Quotations must be opened in presence of Purchase Committee Members and representative of firms, if any and it will be serially numbered and signed by all members of the committee. Signatures are necessary on the covering envelope (if not received through fax), Financial part of the bid and the part which contains terms and conditions of quotations received.
- IX. The Purchase Committee will prepare a report of opened quotations which will include:
  - a. Comparative statement of all sellers indicating all taxes, freight, forwarding etc. which will give the total cost of the purchase.
  - b. The seller from whom the purchase is recommended
  - c. In the event purchase is recommended other than lowest quotation, the reason shall be specifically stated.
  - d. Any other relevant information.

- X. The report complete in all respects along with all the documents shall be sent to the Stores and Purchase Section for taking further action.
- XI. The purchase of items of proprietary nature (i.e. items which do not have substitute or which are spare parts of existing equipment for which substitute/ replacement are not available) can be done on the basis of single quotation irrespective of the value of the item. In such cases the purchaser must furnish proprietary certificate (Form No.IISER(B)/ S&P 07) counter signed by the Director. At the same time the supplier must furnish proprietary certificate that they are the only source of supply / manufacturer.
- XII. All the purchase orders exceeding Rs.50,000/- must be pre-audited by Accounts.

**Payment Terms**

- XIII. Normally, the payment terms for indigenous purchase shall be within 30 days after supply and acceptance of the material. However, the payment terms of 90% on delivery of the items and balance 10% after satisfactory installation/ acceptance can be agreed. The payment terms may be accepted against the delivery and inspection of the items also in exceptional cases.
- XIV. Any advance payment to the seller shall normally be discouraged, however, if insisted by the firm it can be accepted against the valid bank guarantee of the requisite amount. Any deviation from this approval of the Director may be specifically obtained.
- XV. Penalty clause will be applicable as per directive which is 1% of order value per week subject to the maximum of 10% of order value.
- XVI. All purchase except purchase as in para 5.2 above shall be made through purchase order placed on the seller by the Stores and Purchase Officer of the institute who shall be responsible for receipt of goods and subsequent delivery to the purchaser along with the copies of inspection report. The purchaser shall return the inspection report within 10 days after recording his comments.

- XVII. The Stores and Purchase officer shall be responsible for clearance of all consignments at railway station, sea ports, airport go-downs etc. and safe transportation and storage. The insurance of items shall be done before dispatch by seller or Stores as per the terms of order. Normally delivery of items purchased shall be done at Stores and Purchase Section. In exceptional cases the seller may deliver the items directly to the purchaser. In such case the purchaser shall be responsible to inform the Stores and Purchase Officer about such delivery.
- XVIII. In the event of any shortage/damage/wrong supply prompt action will be initiated by Stores and Purchase Section for remedy.

**Rate Contract**

- 5.10 Based on requirement identified by the Stores and Purchase Section the institute may enter into rate contract arrangement with one or more seller for specified period. The details of such arrangement shall be negotiated by Purchase Committee. However, items available on valid Rate Contract of DGS& D can be procured by placing direct order on the firm.

**Repeat Order**

- 5.11 When a purchase is to be made for an identical item for which purchase was made within 180 days, a repeat order for item may be placed after ensuring that there is no significant reduction in the market price of the item.
- 5.12 Any concession on taxes and levies such as Excise Duty, Custom Duty and Sales Tax by the State/Central Govt. for procurement of any item for R&D institution must be availed. The Stores and Purchase Officer shall issue the required declaration/ certificate to this effect to the seller and also furnish the required report to the Govt. agency wherever required.

**Purchase under Buy Back System**

- 5.13 When it is decided with the approval of the competent authority to replace the existing old item(s) with a new and better version, the department may trade the existing old item while purchasing the new one. For this purpose a suitable clause is to be incorporated in the tender documents so that the prospective and interested bidders offer their quotations accordingly.

Depending on the value and conditions of the old item to be traded the items as well as mode of handing over of old item to successful bidder should be decided and relevant details in this regard suitably incorporated in the tender documents. Suitable provisions should also be made in the tender documents to enable the purchaser either to trade or not to trade the item while purchasing the new one.

**Two bid system**

- 5.14 For purchasing capital equipment, high value plant, machinery etc. of complex and technical nature, tender enquiry document, complete in all respects, may be issued as usual. However, the tenderers should be asked to bifurcate their quotation in two parts. The first part is to contain the relevant technical specifications and allied commercial details as required in terms of the tender enquiry documents and the second part should contain the price quotation. The first part is commonly known as “Technical Bid” and the second part “Financial Bid”.

The technical bid and the financial bid should be sealed by the tenderer in separate covers. The technical bids are to be opened in the first instance, at the prescribed time and date and the same will be scrutinized and evaluated by the competent committee/ authority with reference to the parameters stipulated in the tender documents and the offer received from the tenderers. Thereafter, in the second stage, the financial bids of the technically acceptable offers only are to be opened for further scrutiny, evaluations, ranking and placement of Purchase Order.

**Foreign Purchase**

- 6.0 The procedure outlined for the indigenous purchase shall be followed for the procurement of items through import. However, the following shall be applicable for the import orders:
- (i) Any category of stores can be purchased from foreign suppliers following OGL list. The other items will be subject to the restrictions on imports as imposed by the Govt. of India from time to time.

- (ii) The provision of exemption in custom duty must be availed and necessary certificate will be issued alongwith purchase order.
- (iii) The import of the items should normally be made directly from the foreign principals. In the event of purchase is made through the Indian agent of the foreign supplier, the documentary evidence for the company should be obtained from the Indian agent that they are authorized to sell the item on behalf of the foreign principals. Any agency commission which should be payable to the Indian agent will be paid in Indian rupees.
- (iv) It will be ensured by the Stores and Purchase Section that the imported items does not fall under the restricted / negative/ abandoned category.
- (v) The request for quotation for items to be procured through import may be sent through email in addition to registered post/ speed post/ courier / fax.
- (vi) Payment for import shall normally be made through a Letter of Credit. However payment can also be made by Demand Draft.
- (vii) The terms of shipment shall be on FOB price of that country. However, CIF price may be accepted as a special case on case to case basis depending on the situation. The Stores and Purchase Section will be responsible for placing orders, opening/ amending Letter of Credit, insurance, clearance of transportation of goods etc. They will also take remedial actions for short supply/damage to the consignment etc.
- (viii) Wherever required the institute shall avail the service of clearing/ consolidation agent for foreign consignment arriving by air/sea.
- (ix) Stores Section shall maintain import purchase orders register for the centre.

Director may at his discretion permit deviation from any of the provision of purchase procedure, if he is satisfied that such deviation in the interest of the institute.

### **Annual Maintenance Contract**

7.0 Depending on cost and nature of the goods to be purchased, it may also be necessary to enter into maintenance contracts for a suitable period either with the supplier of the goods or with any other competent firm not necessarily the supplier of the subject goods. Such maintenance contracts are specially needed for sophisticated and costly equipment or machinery is

maintained free of charge by the supplier during its warranty period or such other extended periods as the terms of contract may provide for. The paid maintenance should commence only there afterwards.

The annual maintenance contract, repair contract, repair work from the manufacturer / manufacturer's authorized supplier, in respect of various equipment in the department, may be entered into by the competent authority for maximum of 10% of the equipment cost or Rs.1,00,000/- whichever is less. In all other cases, quotations will be invited and normal purchase rules shall be adhered to.

In case of renewal of the Annual Maintenance Contract, the following points may be taken care of while sending the proposal for renewal of Annual Maintenance Contract;

- AMC should be from a prospective date. In order to ensure this, the competent authority shall be required to initiate action for renewal of AMC at least 90 days before the expiry of previous AMC.
- In case of renewal, the service report / log book (of Photocopier) should be sent along with the proposal.
- In case of any increase in the AMC cost when compared to previous AMC, necessary justification for increase in price may be obtained from the firm and enclosed along with the indent.
- Advance should be paid against bank guarantee, if the amount is more than Rs.1,00,000/-.

## 8.0 **Write off, Condemnation and Disposal**

8.1 An item may be declared surplus or obsolete or unserviceable, if the same is of no use to the Institute or when the item is beyond economical repair. An item may be rendered surplus, obsolete or unserviceable in the process of upgrading or replacing institute property or when institute property or equipment no longer serves a functional use due to programme, procedure or other changes. Under such circumstances the property and equipment be

disposed of in the best interest of the Institute as per the following guidelines with prior approval of the Director.

- a) Wherever possible, the stores/equipment is traded under buy back scheme, so as to reduce the cost impact on the new stores / equipment.
- b) If the above option is not available, the property and equipment be sold out rightly with due procedures.
- c) Obsolete, unusable materials beyond economic repair be disposed off as per procedure.

**8.2 Financial Powers**

The following table gives the financial limits for writing off of the unserviceable items/ materials with an individual value;

<b>Sl.No.</b>	<b>Competent Authority</b>	<b>Write off material items for disposal with an value of Rs.</b>
1	Director	Below Rs.1,00,000/-
2	Board of Governors	Above Rs.1,00,000/-

**8.3 General Procedure for writing off the unserviceable Materials / Items**

- 8.3.1 The items to be declared the obsolete/ surplus / unserviceable should be examined by a committee at appropriate level to be appointed by the Director to declare an item of stores as obsolete, surplus or unserviceable and order their disposal. The committee should take into account the prescribed or stipulated life period of the stores. In case, such period is not prescribed / stipulated or it is not over, the committee should examine the conditions of stores and record suitable reasons. If an item has become obsolete/ surplus/ unserviceable on account of negligence, fraud or mischief on the part of employee, the same should be brought out clearly.

- 8.3.2 Where the “life period” has been prescribed on any item and the same is already over, it should normally be taken as enough ground for declaring the item obsolete and unserviceable. However, the condition of the item should still be thoroughly examined to see whether the item could be put to further use.
- 8.3.3 In other cases, where the life period is not over or no life period has been prescribed or stipulated, the reason for declaring the item unserviceable should be clearly recorded such as, may be normal wear and tear, excessive use in public interest, accidental fire, flood and other natural causes, damage due to insect, rats etc.
- 8.3.4 An item may be declared obsolete / surplus if it is no longer required by the Departments. Reasons for the same should be recorded.
- 8.3.5 In case of loss due to negligence fraud or mischief on the part of any employee responsibility should be fixed and losses made good.
- 8.3.6 Authority competent to purchase a stores shall be competent to declare the store as obsolete / surplus/ unserviceable.
- 8.3.7 The condemnation Committee shall submit its recommendations in the prescribed form (i.e. FORM GFR- 17) obtainable from the Store Purchase Section. Separate GFR – 17 form should be filled for Account – I, Account – II items / equipments as well as for the value below Rs.1,00,000/- and above Rs.1,00,000/- respectively.
- 8.3.8 After approval of the Director on the recommendation of condemnation Committee, Head of the Department/ Section shall forward a copy of the Director’s approval to the convener of the Auction Committee with copy of Store Purchase Section.
- 8.3.9 Actual physical disposal of items which have been written-off will be done only after the Director has approved the recommendations of the write-off / condemnation committee.
- 8.3.10 Label the items/ materials for write off.



8.4 **Procedure for Auction**

- 8.4.1 After approval of the Director on the recommendations of Condemnation Committee, Head of the Department/ Section shall forward a copy of the Director's approval to the Member Secretary, Auction Committee.
- 8.4.2 The concerned department/ section/ center, shall make arrangement to remove the condemned articles/ materials from the Department / Section concerned to the place earmarked for their temporary storage, within a week from the date of receipt of the copy of the condemnation report. Items to be disposed of shall be under the custody of Member Secretary, Auction Committee until their disposal.
- 8.4.3 The unserviceable materials shall be disposed of periodically through open/ sealed tendering.
- 8.4.4 The Auction Committee shall decide the mode of auction. As far as possible, the disposal would be through Institute tender notice/ press tender notice where interested parties would be issued tender forms to quote the rat under sealed cover.
- 8.4.5 The tenders in a sealed cover superscribed "Tenders for unserviceable materials", should be submitted and will be opened in the presence of Committee members and tenderer who may wish to be present.
- 8.4.6 The tenders shall be accompanied with earnest money deposit for items / stores, by way of demand draft drawn in favour of the Director, IISER, Bhopal.
- 8.4.7 Tender received without Earnest Money Deposit would be straight away get rejected, or shall not be entertained.
- 8.4.8 The tender forms along with the terms and conditions may be obtained from the office of the Central Stores on payment as stipulated in NIT.
- 8.4.9 The party whose tender is accepted will be required to deposit the balance amount ( after adjustment of earnest money deposit) within a period of five days of the receipt of the order / notification. If the amount is not deposited

within the aforesaid period, the acceptance of offer shall stand cancelled and the earnest money shall be forfeited.

- 8.4.10 After depositing the balance amount the party should lift the goods within a period of seven days. If the goods are not removed within the said period, the tenderer shall have no right or claim to the goods and whatever money have been deposited shall be deemed to have been forfeited. The institute shall be free to dispose of the goods in any manner as it may deem fit.
- 8.4.11 The sale account of auction shall be prepared (in triplicate) in the prescribed form (GFR-18) and shall be submitted to the Director duly signed by the Chairman/ Members Secretary of Auction Committee.
- 8.4.12 The institute shall reserve the right to reject all or any tender without assigning any reason. The decision of the Director in this behalf on all other matters relating to the disposal shall be final and binding.
- 8.4.13 On receipt of the sale account the department/section/store purchase section will write off the auction items from the inventory/Asset Register.
- 8.4.14 The Members Secretary Auction Committee shall arrange for the handing over of unserviceable materials to the successful tenderer after the deposit of the auction money in the cast branch of the institute.
- 8.4.15 In case of any dispute, the jurisdiction of the matter should invariably remain with the courts situated at Bhopal (MP).
- 8.4.16 The tender should be complete in all respects and should be duly signed. Late and delayed tenders due to any reason including postal delays should not be considered. Incomplete and unsigned tenders should not be considered at all. Offers through fax/ email/ telegram will not be accepted.
- 8.4.17 Cases not covered by the Stores & Purchase manual will be decided by the Director in the interest of Institute.

**LIST OF RECORDS TO BE MAINTAINED**

**BY STORES & PURCHASE SECTION**

1. Indigenous purchase orders in serial order in a prescribed format
2. Import purchase orders in serial order in a prescribed format
3. Asset Register
4. Limited Time Asset Register
5. Record Register for items issued to individual officers

**THE DIVISION/PROJECT WILL MAINTAIN THE FOLLOWING RECORDS**

1. Register of indent
2. Non Consumable Stores Stock Register
3. Limited Time Asset Stores Stock Register
4. Consumable Stock Register