

PURCHASE PROCEDURES



**TECHNOLOGY INFORMATION, FORECASTING
AND ASSESSMENT COUNCIL
(TIFAC)**

New Mehrauli Road, New Delhi-110 016

DECEMBER, 1994

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PURCHASE PROCEDURE OF TIFAC

1. Executive Director, TIFAC is the authority to approve purchases for the Society subject to the Rules & Regulations, Bye-laws, general or specific directions of the Society/General body. Following is the procedure for making purchases :-

User will fill up the indent for every type of purchase.

Indent will always be signed by the Indentor and approved by the competent authority. Competent Authority will be designated by the Executive Director.

Any technical literature received from suppliers regarding materials/components should be given along with the indent.

2. FOREIGN

All indents for foreign purchase will be processed by a committee appointed by the Executive Director.

For import of components/equipments involving an amount more than US\$2500/- indents should be approved by the Executive Director.

For preparation and submission of the indent for foreign purchase, the same procedure as applicable to the indent for indigenous purchase should be followed.

3. ENQUIRY, TENDERING PROCEDURES & PURCHASE

3.1 PURCHASE UPTO RS.10,000/-

These may be purchased by the purchase executive after ensuring the reasonability of prices, quality of goods, promptness of delivery etc.

In cases of emergency requirements, the user can purchase the materials costing upto Rs.5,000/- from the market directly.

3.2 PURCHASES ABOVE RS.10,000 AND UPTO RS.25,000

Purchase executive will do market survey and scrutiny of quotations and place order for the same on the basis of prices, promptness of delivery, quality, past performance of supplier etc., in consultation with Finance executive and the indenter. For subsequent purchases repeat orders can be placed. For these purposes purchase executive will obtain at least three quotations.

In cases, where it is difficult to follow this procedure, approval of the Executive Director may be obtained and reason for deviation may be recorded.

3.3 PURCHASES COSTING BEYOND RS.25,000/- AND UPTO RS.1,00,000/-.

In respect to these purchases the procedure of obtaining quotations/enquiry from at least three suppliers/manufacturers of the materials should be followed.

3.4 PURCHASES ABOVE RS.1 LAKH AND UPTO RS.15 LAKH

Limited sealed tenders will be invited from reputed suppliers and manufacturers. The tender committee shall comprise of the following:-

- a) Indenter
- b) Purchase Executive
- c) Finance Executive

3.5 PURCHASES ABOVE RS.15 LAKHS

Open tenders will be invited by giving advertisement in newspapers.

The constitution of the tender committee will as below :-

- a) Designated responsible member of indenter's department nominated by Executive Director
- b) Purchase executive
- c) Finance Officer

This procedure shall not be applied in case of proprietary items.

3.6 PLACEMENT OF DEVELOPMENT/CONSULTANCY CONTRACT

The proposer will submit a detailed requirement/specification of the system with a list of possible developing/consulting agency (s). If any proposal(s) had been already received for this purpose, they may also be submitted. Purchase executive will call for limited tender, if required. The Executive Director will constitute a committee (a) to evaluate the proposals, (b) to perform negotiations with the interested parties and (c) to specify the monitoring-norms/milestones for releasing various phased payments. On approval of the report of the committee by the Executive Director, necessary development/consultancy contract will be signed by the Society. The Executive Director will constitute a monitoring committee for recommending the release of stage payments against the achievements of corresponding milestones.

3.7 DEVIATIONS

For the cases of deviations from normal proce-

ture of purchase, prior approval of the Executive Director shall be sought bringing about clearly the reasons necessitating such deviations. The Executive Director may permit the deviations sought.

4. **RECEIPT OF MATERIALS**

All materials will be received by Stores department

Stores department will prepare a Material Receipt Report (MRR) in triplicate and the first two copies will be sent to Quality Control/Testing/User unit which will test the components/equipments and give the report accepting or rejecting the materials within 7 days of receipt of materials.

On the basis of report received from Quality Control/Testing/User the stores will make entry in the stock registers regarding the receipt of the materials. The original MRR will be given to Accounts Officer who will pass the bill on the basis of Materials Received Report and terms of the Purchase order.

Stores Department will keep a MRR register in which the following information should be entered:-

- a) MRR No.
- b) Date of MRR
- c) Supplier's name
- d) Amount for which materials received
- e) Date on which OK/Rejection Report from Quality control/Testing/User Unit has been received and its clearance.
- f) whether entered in stock register
- g) date on which first copy of MRR given to the Accounts Officer.

Stores Department will keep all the second copies of MRR in order of dates.

5. **ISSUE OF MATERIALS**

The material will be issued to the user on the basis of submission of Material Requisition Slip duly approved by the concerned officer. The stores should assign serial numbers for all issues of the Material Requisition slip.