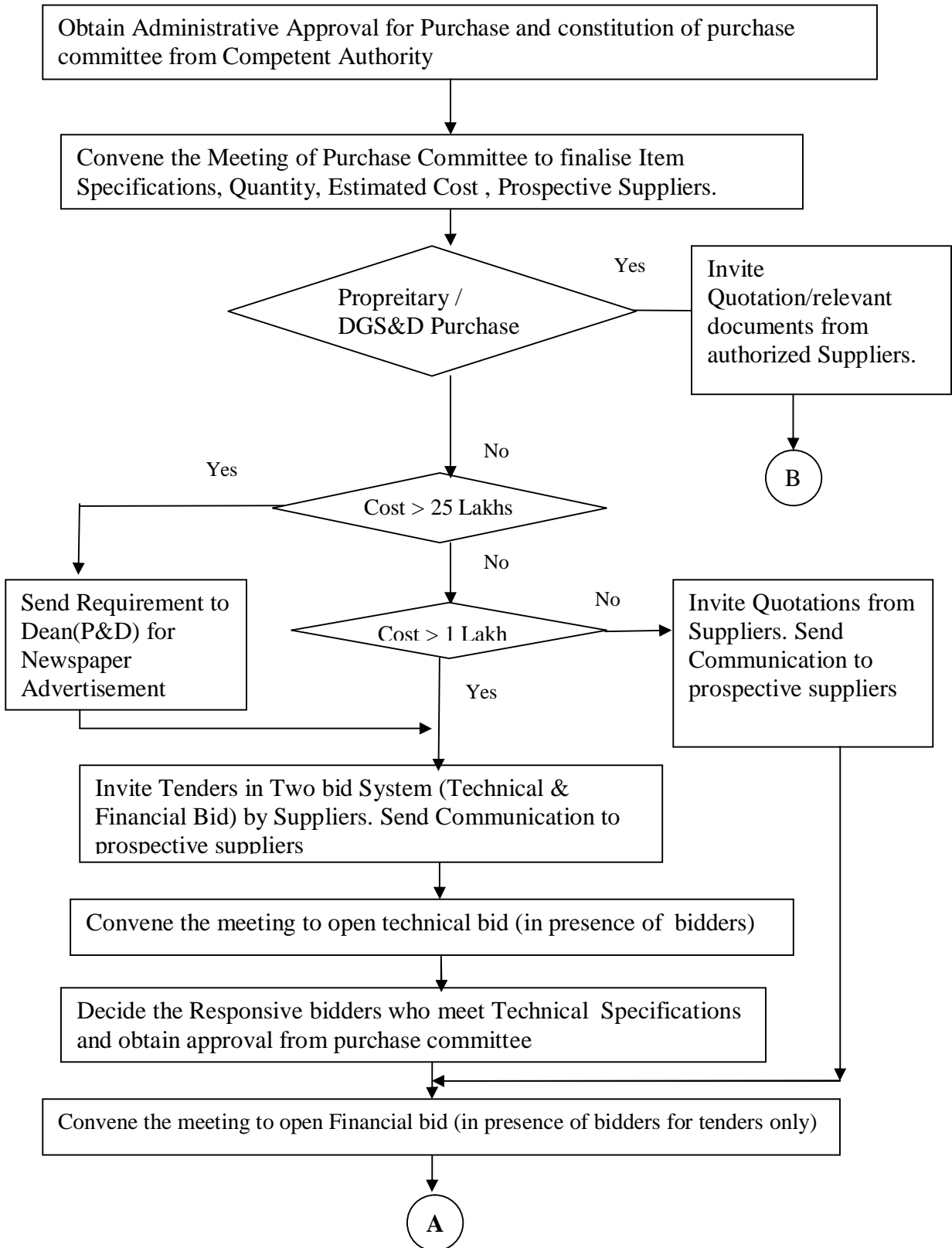


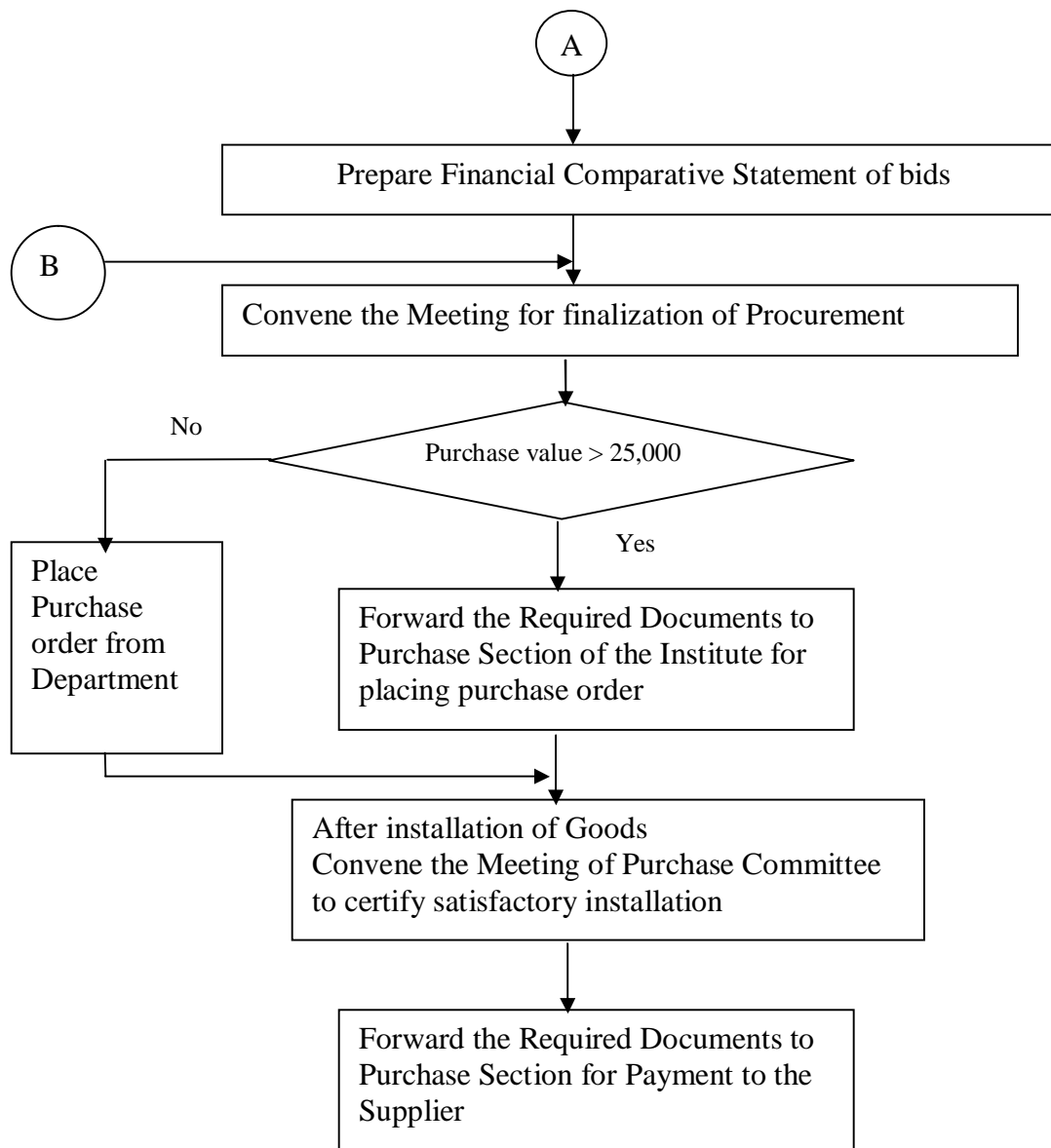
**PROCEDURE AND FORMATS**  
**FOR**  
**PURCHASE OF GOODS**  
**UNDER**  
**PLAN FUND, SPONSORED PROJECTS FUND**  
**[EXCEPT TEQIP]**

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## Process Chart for Purchase of Goods





**Administrative Approval for Procurement and Nomination of Experts to Purchase Committee from competent Authority**

**Ref. No.**

**Date:**

**Department of \_\_\_\_\_**

**Debit Head : \_\_\_\_\_**

Item Name:

Type: EQUIPMENT/SOFTWARE /FURNITURE/OTHERS

Quantity:

Estimated Cost:

Nomination of Experts to Purchase Committee

(if estimated cost is above Rs.5 Lakhs, nominate one expert from the department, the other expert will be nominated by the Director)

1.

2.

Submitted for Approval

	Signature
Faculty in-charge of Purchase (buyer)	
H.O.D. (for cost > Rs.1 Lakh)	
Dean (P&D) (for cost > Rs. 3 Lakhs)	

**Approved**

**Director/Dean (P&D)/H.O.D**

*(Note: Type the “appropriate competent authority designation” only)*

**MEETING NOTICE**  
(finalization of specifications)

**DOC - 2**

Department of \_\_\_\_\_.

**Notice for Meeting of Purchase Committee for finalization of Specifications; Prospective Suppliers**

**Administrative Approval Ref. No. and Date :**

Ref. No.:-

Date:

A Meeting is convened for finalization of Specifications and prospective suppliers.

Debit Head : \_\_\_\_\_ Fund..

Item Name:		
Type: EQP/Software/Fur/Others		
Quantity		
Total Estimated Cost:		
For Cost > 1 Lakh	EMD	2 % of Estimated Cost : Rs. ....
Date and Time		
Venue		

You are requested to make it convenient to attend the meeting

Name & Signature of Faculty i/c of purchase (buyer)

To  
(Purchase Committee Members)

Encl: Draft Specifications of the item.

**MEETING PROCEEDINGS**  
(finalization of specifications)

DOC - 3

Department of \_\_\_\_\_.

**Proceedings of the Purchase Committee meeting for finalization of specifications held on**  
\_\_\_\_\_ (date) \_\_\_\_\_ (time) at \_\_\_\_\_ (Venue)

**Administrative Approval Ref. No. and Date :**

Ref. No:

Date:

Resolved to finalize the specifications and invite Quotations (Cost < Rs. 1 Lakh) / Limited Tenders (Rs. 1 Lakh < Cost < Rs. 25 Lakhs) / Newspaper Advertisement (Cost > Rs. 25 Lakh) / Proprietary Item Quotation from Authorized Dealer / DGS&D Rate contract details from Authorized Dealer ( *Type whichever is applicable only* ) with following particulars :

Debit Head : \_\_\_\_\_ Fund.

Item Name:		
Type: EQP/Software/Fur/Others		
Quantity		
Specifications		(Attach Additional Sheets if necessary)
Total Estimated Cost:		
For Cost > 1 Lakh	EMD	2 % of Estimated Cost : Rs. ....
Warranty Period		..... Year (s)
Number of firms to be invited (for Limited Tenders / Quotations only)		(Minimum of 4 Suppliers)
Prospective Suppliers (for Limited Tenders / Quotations only)		The List of Name and address of Suppliers enclosed

**Signatures of Purchase Committee Members**

Name	Signature	
		<b>Chairman</b>
		<b>Members</b>
		<b>Convenor</b>

# NATIONAL INSTITUTE OF TECHNOLOGY KARNATAKA, SURATHKAL

DEPARTMENT OF \_\_\_\_\_

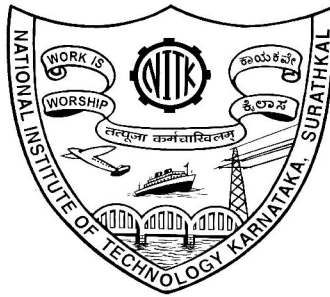
POST SRINIVASNAGAR, MANGALORE – 575 025 (D K)  
A DEEMED UNIVERSITY

Phone: (0824) 2474000.

E- mail: [info@nitk.ac.in](mailto:info@nitk.ac.in)

Fax: (0824) 2474033

Website: <http://www.nitk.ac.in>



## TENDER DOCUMENT

Tender Notification . No. ....Dated .....

**Name of Goods** : .....

Estimated amount put to Tender : Rs..... lakhs

E M D Amount : Rs..... I

Time for Supply of item : .....Days.  
after release of Purchase order

Last Date for submission of tender : .....**before 3.00 PM**

Address for Submission of Tender :

[ Type Address of the Department and Contact Person Details and Phone Number]

Date of opening of technical bid : ..... at 3.30 PM (if possible)





**NATIONAL INSTITUTE OF TECHNOLOGY KARNATAKA, SURATHKAL**

Department of \_\_\_\_\_

POST SRINIVASNAGAR, MANGALORE – 575 025  
A DEEMED UNIVERSITY

Phone: (0824) 2474000  
E- mail: info@nitk.ac.in

Fax: (0824) 2474033  
Website: http://www.nitk.ac.in

Tender Notificatin.No :.....

Date: .....

**NOTICE INVITING TENDER (NIT)**

The National Institute of Technology Karnataka, Surathkal (in short – NITK, Surathkal) is an autonomous body under Ministry of HRD Govt of India , a Deemed University , imparting Technical Education and engaged in Research Activities. It is proposed to procure the items for the departmental academic/research activities.

Sealed Tenders are invited for the following items in **two cover system** (i.e., Technical bid and financial bid) subject to the following terms and conditions, from the reputed manufacturers or its authorised dealers so as to reach this office on or before scheduled date and time. The tender (Technical bid) will be opened on the same day if possible in the presence of bidders or their authorized agents who may choose to be present. The financial bid of only such bidders whose technical bid is accepted shall be opened on the same day or later pre-informed date.

**1. Name of Goods** : .....

**2. Estimated Cost** : Rs..... (Rupees.....)

**3. E M D** : Rs..... (Rupees.....)

**4. Time for completion of Supply after Placing Purchase Order** : .....

**5. Last date at time for submission of Tender** : ..... **before 03:00 PM**

**6. Tender to be submitted at the following address** :

[Type Address of the Department Inviting the bids and Contact Person Details and Phone Number]

**7. Place, Date and Time of opening of technical bid:**

Date : Time : VENUE:

Note: Institute shall not be responsible for any postal delay about non-receipt /non delivery of the bids or due to wrong addressee.

**[Signature of HOD With Seal]**

## **SECTION 1 : INSTRUCTION TO BIDDER (ITB)**

### **1. The bid should be submitted in two cover system-Technical Bid and Financial Bid:**

**1.1 Envelope No.1 – Technical Bid:** The agencies should give details of their technical soundness and provide list of customers of previous supply of similar items to Universities, Institutes or Government Departments/ Undertakings/ public sectors with contact details. The details of the agency/ profile should be furnished along with the copy of all related documents. This envelope should be sealed and duly super-scribed as “**Envelope No. 1 – Technical Bid**”. Full name and address of the agency should also be mentioned on envelope and should be addressed to The Director, NITK, Surathkal.

### **1.2. Documents to be submitted in the technical bid :**

- a) The agency should possess Licence certificate for manufacture /supply of the item.
- b) List of Owner/partners of the firm and their contact numbers
- c) The agency should possess Income tax PAN number.
- d) The agency should possess VAT registration and TIN number.
- e) Catalogue of the Product with detailed product specifications.
- f) List Service Centres
- g) List of customers with contact details.
- h) The average annual turnover should not be less than 30% of the estimated cost put to tender/quotation for the job work. The copy of the Balance sheet, Profit & Loss A/c., Trade or Manufacturing A/c for the last 3 years should be enclosed
- i) **Warranty Period Offered for the tendered item to be specified. If the Warranty period is not conforming with the schedule of requirements given in section 3 of the document, the bid is liable to be treated as non-responsive and rejected.**
- j) **EMD in original form valid for minimum six months, through Bank Guarantee only drawn on any scheduled bank in favour of “Director NITK, Surathkal”, payable at Surathkal should be submitted. EMD shall bear no interest. Any bid not accompanying with EMD is liable to be treated as non-responsive and rejected.**
- k) **Contract form given in section 5 need to be submitted.**

**The above documents should be furnished in the technical bid envelope.**

**2. Envelope No.2 – Financial bid:** The agencies should submit their financial bid as per the format given in Section 4 of the Notice Inviting Tender in this cover. The rate should be quoted both in words and figures. All the pages of the financial bid should be signed affixing the seal. All corrections and overwriting should be initialled. This envelope should be duly superscribed as “**Envelope No. 2 – Financial bid**”. Full name and address of the agency should also be mentioned on the envelope and should be addressed to The Director, NITK, Surathkal.

**Both the Envelope No. 1 and 2 should be kept in another separate envelope duly superscribed with the following details.**

**(i) Tender Notification Number (ii) " Tender for the supply of.....", (iii) Not to Open before (Date and Time)**

**Mention “Kind Attention : Contact Person’s Name and Phone Number ” , and submit at the address given in the Notice Inviting Tender.**

- 3 The tender will be acceptable only from the **manufacturers or its authorised supplier.**
- 4 The Institute **reserves the right to visit to the factory** before or after issue of supply order to satisfy itself regarding quality of production . In case of any remarks /default noted, the EMD will be forfeited even if pre-qualified.
- 5 **The Financial bid shall be in the format of Price Schedule given in Section 4. The Contract form as per format given in section 5 shall be submitted. Incomplete or conditional tender will be rejected.**
6. Details of item to be carried out, approximate quantity and the specifications are mentioned in **“Section 3 ”** appended to this Notice Inviting Tender.
7. The **item to be used is strictly according to the specification and subject to test by the institute/concerned authorities. It must be delivered and installed in good working condition.**
8. The Institute **reserves the right to cancel or reduce the quantity** included in the schedule of requirements at any time after acceptance of the tender with a notice. The Contractor/Supplier shall have no claim to any payment of compensation or otherwise whatsoever, on account of any profit or advantage which he might have derived from the execution of the work/supply in full but he did not derive in consequence of the foreclosure of the whole or part of the works.
9. **Performance Security of 5 % of contract value in terms of Bank Guarantee by scheduled banks shall be given by the successful bidder for the total period of Warranty.**
9. **Release of EMD :** The EMD shall be released after receipt of performance security from successful bidder.
- 11 **Validity of bids:** The rate quoted should be valid for a minimum of 90 days.  
No claim for escalation of rate will be considered after opening the Tender.
12. **Imports : In case, Goods are to be Imported, the Indian agent should furnish authorisation certificate by the principles abroad for submission of the bid in response to this Notice Inviting Tender.**
13. Clarification of Tender Document:  
A prospective bidder requiring any clarification of the Tender Document may communicate to the contact person given in this notice inviting tender. The contact person will respond to any request for clarification for the Tender Document received not later than 5 working days prior to the last date for the receipt of bids
14. Amendment of Tender document: At any time prior to the last date for receipt of bids, Institute may for any reason, whether at its own initiative or in response to a clarification requested by prospective bidder, modify the Tender document by an amendment.
15. **Institute may at its own discretion extend the last date for the receipt of bids.**

16. The bids shall be written in English language and any information printed in other language shall be accompanied by an English translation, in which case for the purpose of interpretation of the bid , the English translation shall govern.
17. The Institute reserves the right of accepting any bid other than the lowest or even rejecting all the bids. The decision of the Institute Purchase Committee is final in all matters of tender and purchase.
18. The bidder should give the following declaration while submitting the Tender.

### **DECLARATION**

I/we have not tampered/modified the tender forms in any manner. In case , if the same is found to be tampered/modified, I /we understand that my/our tender will be summarily rejected and full Earnest money deposit will be forfeited and I /we am/are liable to be banned from doing business with NITK, Surathkal and / or prosecuted.

**Signature of the Bidder :** \_\_\_\_\_

**Name and Designation :** \_\_\_\_\_

**Business Address :** \_\_\_\_\_

\_\_\_\_\_

**Place :**

**Seal of the Bidder's Firm**

**Date :**

19. Any other details required may be obtained from the contact person given in the notice inviting tender during the office hours.

## **SECTION 2 : CONDITIONS OF CONTRACT.**

1. The rates should be quoted for preferably FOR destination from supply within India.
2. In case of import both CIF and/ or FOB rate should be quoted . All components of expenditure to arrive at Bangalore need to be explicitly specified.
- 3 The bidder shall indicate the excise duty exemption for the goods if applicable.
- 3 The institute is eligible for customs duty exemption, excise duty exemption, issuance of form D.
4. The rate quoted should be on unit basis. Taxes and other charges should be quoted separately, considering exemptions if any.
5. Rate quoted should be inclusive of Testing, commissioning and Installation of equipment and Training.
6. Payment: No advance payment will be made. Payment will be made only after the supply of the item in good and satisfactory condition and receipt of performance security by supplier.  
**In case of Imports, the payment will be made through LC / Sight Draft / After Installation, and performance security need to be submitted at the time of LC commitment / issue of sight draft.**
7. Guarantee and Warrantee period should be specified for the complete period conforming to the section 3 of this tender document.
8. Period requirement for the supply and installation of item should be specified conforming to the section 3 of this tender document.
9. In case of dispute, the matter will be subject to Mangalore Jurisdiction only.

### **SECTION 3 : SCHEDULE OF REQUIREMENTS, SPECIFICATIONS AND ALLIED DETAILS**

[ To be filled up by the Department / Center of NITK, Surathkal ]

---

Item(s) Name to be Procured :

Type (Equipment / Software / Furniture / Others) :

Brief Specifications of the Item(s) :  
(Attach Additional Sheet if necessary)

Quantity :

Any other details / requirement :

Warranty Period required :

Delivery Schedule expected  
after release of Purchase order  
(in Weeks) :

EMD (in Rupees) :

Performance Security to be given  
by Successful Bidder after release of  
Purchase Order (in Rupees) :

## SECTION 4 : PRICE SCHEDULE

[ To be used by the bidder for submission of the bid ]

- 
1. Item Name :
  2. Specifications  
(Conforming to Section 3 of  
Tender document- Enclose additional  
sheets if necessary) :
  3. Currency and Unit Price :
  4. Quantity :
  5. Item Cost (Sl No. 3 \* Sl. No. 4 ) :
  6. Taxes and Other Charges :  
(i) Specify the type of taxes and duties  
in percentages and also in figures.  
(ii) Specify Other Charges in figures.
  7. **Warranty Period** :  
**(Conforming to the Section 3 of  
Tender document- This should be  
mentioned in technical bid also in  
order to get qualified for financial bid)**
  8. Delivery Schedule :  
(Conforming to the Section 3 of  
Tender document
  9. Name and address of the Firm for  
placing purchase order :
  10. Name and address of Indian authorized  
agent ( in case of imports only) :

**Signature of the Bidder :** \_\_\_\_\_

**Name and Designation :** \_\_\_\_\_

**Business Address :** \_\_\_\_\_

\_\_\_\_\_

**Place :**

**Date :**

**Seal of the Bidder's Firm**

## SECTION 5 : CONTRACT FORM

[ To be provided by the bidder in the business letter head]

---

1. (Name of the Supplier's Firm) hereby abide to deliver the goods or items as per the delivery schedule mentioned in the section 3 tender document for supply of the items if the purchase order is awarded.
2. The item will be supplied conforming to the specifications stated in the tender document without any defect and deviations.
3. Warranty will be given for the period mentioned in the tender document and service will be rendered to the satisfaction of NITK, Surathkal during this period.

**Signature of the Bidder :** \_\_\_\_\_

**Name and Designation :** \_\_\_\_\_

**Business Address :** \_\_\_\_\_

\_\_\_\_\_

**Place :**

**Seal of the Bidder's Firm**

**Date :**



# NATIONAL INSTITUTE OF TECHNOLOGY KARNATAKA, SURATHKAL

DEPARTMENT OF \_\_\_\_\_

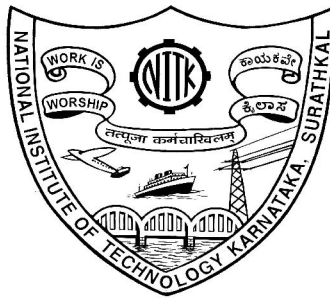
POST SRINIVASNAGAR, MANGALORE – 575 025 (D K)  
A DEEMED UNIVERSITY

Phone: (0824) 2474000.

Fax: (0824) 2474033

E- mail: [info@nitk.ac.in](mailto:info@nitk.ac.in)

Website: <http://www.nitk.ac.in>



## NOTICE INVITING QUOTATION

Quotation Notification . No. ....Dated .....

Name of Goods : .....

Time for Supply of item : .....Days.  
after release of Purchase order

Last Date for submission of Quotation : .....**before 3.00 PM**

Address for Submission of Quotation :

[ Type Address of the Department and Contact Person Details with Phone Number]



**NATIONAL INSTITUTE OF TECHNOLOGY KARNATAKA, SURATHKAL**

**DEPARTMENT OF \_\_\_\_\_**

POST SRINIVASNAGAR, MANGALORE – 575 025  
A DEEMED UNIVERSITY

Phone: (0824) 2474000  
E- mail: info@nitk.ac.in

Fax: (0824) 2474033  
Website: http://www.nitk.ac.in

Quotation Notification.No : .....

Date: .....

**NOTICE INVITING QUOTATION (NIQ)**

The National Institute of Technology Karnataka, Surathkal (in short – NITK, Surathkal) is an autonomous body under Ministry of HRD Govt of India , a Deemed University , imparting Technical Education and engaged in Research Activities. It is proposed to procure the items for the departmental academic/research activities.

Sealed Quotations as per the Price Schedule given in this NIQ are invited for the following items subject to the terms and conditions, from the reputed manufacturers or its authorised dealers so as to reach on or before scheduled date and time. The quotations in the firm’s Business letter head should be address to the “Director, NITK, Surathkal”. The envelope shall be superscribed with the Quotation Notification Number and the Name of the Goods for which quotation is submitted.

**1. Name of Goods : .....**

**(Specifications are annexed to this NIQ)**

**2. Time for completion of Supply after release of Purchase Order : .....**

**3. Last date at time for submission of quotation : ..... before 03:00 PM**

**4. Quotations to be submitted at the following address :**

[Address of the Department with contact person details and Phone Number

[Signature of HOD with Seal]

Note: Institute shall not be responsible for any postal delay about non-receipt /non delivery of the bids or due to wrong addressee.

## Terms and Conditions

1. The rates should be quoted for preferably FOR destination from supply within India.
2. **In case, Goods are to be Imported, the Indian agent should furnish authorisation certificate by the principles abroad for submission of the bid in response to this Notice Inviting Tender.** In case of import both CIF and/ or FOB rate should be quoted . All components of expenditure to arrive at Bangalore need to be explicitly specified.
- 3 The bidder shall indicate the excise duty exemption for the goods if applicable.
- 3 The institute is eligible for customs duty exemption, excise duty exemption, issuance of form D.
4. The rate quoted should be on unit basis. Taxes and other charges should be quoted separately, considering exemptions if any.
5. Rate quoted should be inclusive of Testing, commissioning and Installation of equipment and Training.
6. Payment: No advance payment will be made. Payment will be made only after the supply of the item in good and satisfactory condition and receipt of performance security by supplier.  
**In case of Imports, the payment will be made through LC / Sight Draft / After Installation, and performance security need to be submitted at the time of LC commitment / issue of sight draft.**
7. Guarantee and Warrantee period should be specified for the complete period conforming to the section 3 of this tender document.
8. Period requirement for the supply and installation of item should be specified conforming to the section 3 of this tender document.
9. In case of dispute, the matter will be subject to Mangalore Jurisdiction only.

## **SCHEDULE OF REQUIREMENTS, SPECIFICATIONS AND ALLIED DETAILS**

[ To be filled up by the Department / Centre of NITK, Surathkal ]

---

Item(s) Name to be Procured :

Brief Specifications of the Item(s) :  
(Attach Additional Sheet if necessary)

Quantity :

Any other details / requirement :

Warranty Period required :

Delivery Schedule expected  
after placement of Purchase order  
(in Weeks) :

## PRICE SCHEDULE

[ To be used by the bidder for submission of the quotation]

---

1. Item Name :
2. Specifications  
(Conforming to Schedule of requirements  
Enclose additional sheets if necessary) :
3. Currency and Unit Price :
4. Quantity :
5. Item Cost (Sl No. 3 \* Sl. No. 4) :
6. Taxes and Other Charges :  
(i) Specify the type of taxes and duties  
in percentages and also in figures.  
(ii) Specify Other Charges in figures.
7. **Warranty Period** :  
**(Conforming to the Schedule of  
requirements)**
8. Delivery Schedule :  
(Conforming to the Schedule of requirements)
9. Name and address of the Firm for  
placing purchase order :
10. Name and address of Indian authorized  
agent ( in case of imports only) :

**Signature of the Bidder :** \_\_\_\_\_

**Name and Designation :** \_\_\_\_\_

**Business Address :** \_\_\_\_\_

\_\_\_\_\_

**Place :**

**Date :**

**Seal of the Bidder's Firm**

## CONTRACT FORM

[ To be provided by the bidder in the business letter head]

---

1. (Name of the Supplier's Firm) hereby abide by the delivery schedule mentioned in this document for supply of the items if the purchase order is awarded.
2. The item will be supplied conforming to the specifications stated in this document without any defect and deviations.
3. Warranty will be given for the period mentioned in this document and Service will be rendered to the satisfaction of NITK, Surathkal during this period.

**Signature of the Bidder :** \_\_\_\_\_

**Name :** \_\_\_\_\_

**Business Address :** \_\_\_\_\_

\_\_\_\_\_

**Place :**  
**Date :**

**Seal of the Bidder's Firm**

**For Tenders Only**  
**(Cost > Rs. 1 Lakh)**

**MEETING NOTICE**  
(Technical Bid Opening)

**DOC - 5**

Department of \_\_\_\_\_.

**Notice for Meeting of Purchase Committee for Opening of Technical Bids**

**Administrative Approval Ref. No. and Date :**

**Tender Notification No. and Date:**

Ref. No.:-

Date:

A Meeting is convened for Opening of. Technical Bids.

Debit Head : \_\_\_\_\_ Fund.

Item Name:		
Type: EQP/Software/Fur/Others		
Quantity		
Total Estimated Cost:		
For Cost > 1 Lakh	EMD	Rs. ....
Date and Time		
Venue		

You are requested to make it convenient to attend the meeting

Name & Signature of Faculty i/c of purchase (buyer)

To  
(Purchase Committee Members)

*For Tenders Only*  
*(Cost > Rs. 1 Lakh)*

**MEETING PROCEEDINGS**  
(Technical Bid Opening)

DOC - 6

Department of \_\_\_\_\_.

**Proceedings of the Purchase Committee held for opening of Technical Bids on \_\_\_\_\_ (date)**  
\_\_\_\_\_ (time) at \_\_\_\_\_(Venue)

**Administrative Approval Ref. No. and Date :**

**Tender Notification No. and Date:**

Ref. No.:

Date:

Debit Head : \_\_\_\_\_ Fund.

Name of Item	
Type: EQP/Software/Fur/Others	
No. of Bids Received	
No. of Bidder's Representatives Present	
No. of Bids accepted for technical evaluation	
Name(s) of firm(s) whose bid is accepted	(Attach additional sheet if necessary)
No. of Bids Rejected	
Name(s) of firm(s) whose bid is rejected and Reason for Rejection	(Attach additional sheet if necessary)
Date of Financial Bid Opening	

**Signatures of Purchase Committee Members**

Name	Signature	
		<b>Chairman</b>
		<b>Members</b>
		<b>Convenor</b>

(Signature of Representatives of Bidders to be Recorded Separately)



**For Tenders Only**  
**(Cost > Rs. 1 Lakh)**

**MEETING NOTICE**  
(Technical Bid Evaluation)

**DOC - 7**

Department of \_\_\_\_\_.

**Notice for Meeting of Purchase Committee for finalization of Technical Evaluation of Bids**

**Administrative Approval Ref. No. and Date :**

**Tender Notification No and Date.:**

Ref. No.:-

Date:

A Meeting is convened for finalization of technical evaluation of bids.

Debit Head : \_\_\_\_\_ Fund..

Item Name:		
Type: EQP/Software/Fur/Others		
Quantity		
Total Estimated Cost:		
For Cost > 1 Lakh	EMD	2 % of Estimated Cost : Rs. ....
Date and Time		
Venue		

You are requested to make it convenient to attend the meeting

Name & Signature of Faculty i/c of purchase (buyer)

To  
(Purchase Committee Members)

Encl: Draft Technical Evaluation Report

*For Tenders Only  
(Cost > Rs. 1 Lakh)*

## TECHNICAL COMPARATIVE STATEMENT

DOC - 8

Department of \_\_\_\_\_

**Administrative Approval Ref. No. and Date :**

**Tender Notification No and Date.:**

Debit Head : \_\_\_\_\_

Item Name : \_\_\_\_\_ Type : EQP / Software / Fur / Others

Quantity : \_\_\_\_\_

Specifications : (Attach Additional Sheets if necessary)

Warranty Period : \_\_\_\_\_

Bids of Firms meeting complete specifications are termed as Responsive and recommended for opening of financial bids. Otherwise, Bids are treated as Non-Responsive, rejected for opening of financial bids.

SI No	Firm Name	Specifications	Warranty Period offered	Deviations from required specifications	Remarks and Ranking
1	AAA				Not Meeting Specifications -Non Responsive Disqualified
2	BBB				Responsive <b>Qualified</b>
3	CCC				Responsive <b>Qualified</b>
4	DDD				Responsive <b>Qualified</b>
5	EEE				Responsive <b>Qualified</b>

Recommendations : The Bids of the following firms are meeting technical specifications and qualified for opening of financial bids.

Names of firms are 1. BBB, 2. CCC, 3. DDD, 4. EEE

[Name and Signature of Faculty in-Charge of Purchase (buyer) with date]

[Signature of HOD with Date]

**For Tenders Only**  
**(Cost > Rs. 1 Lakh)**

**MEETING PROCEEDINGS**  
(Technical Bid Evaluation)

**DOC - 9**

Department of \_\_\_\_\_.

**Proceedings of the Purchase Committee held for finalization of Technical Evaluation Report on**  
\_\_\_\_\_ (date) \_\_\_\_\_ (time) at \_\_\_\_\_ (Venue)

**Administrative Approval Ref. No. and Date :**

**Tender Notification No. and Date:**

Ref. No.:

Date:

Debit Head : \_\_\_\_\_ Fund.

Name of Item	
Type: EQP/Software/Fur/Others	
No. of Bids accepted for technical Evaluation	
No. of Bids qualified for opening of financial bid	
Name(s) of firm(s) whose bid is qualified for opening of financial bids	(Attach Additional Sheets if necessary)
No. of Bids Rejected	
Name(s) of firm(s) whose bid is rejected and Reason for Rejection	(Attach Additional Sheets if necessary)
Date of Financial Bid Opening	

**Signatures of Purchase Committee Members**

Name	Signature	
		<b>Chairman</b>
		<b>Members</b>
		<b>Convenor</b>

**MEETING NOTICE**  
(Financial Bid / Quotations Opening)

**DOC - 10**

**Department of \_\_\_\_\_.**

**Notice for Meeting of Purchase Committee for Opening of Financial Bids/Quotations**

**Administrative Approval Ref. No. and Date :**

**Tender Notification No and Date.:**

Ref. No.:-

Date:

A Meeting is convened for Opening of. Financial Bids/Quotations (*Type Only Whichever is applicable*)

Debit Head : \_\_\_\_\_ Fund.

Item Name:		
Type: EQP/Software/Fur/Others		
Quantity		
Total Estimated Cost:		
For Tenders Only	EMD	Rs. ....
Date and Time		
Venue		

You are requested to make it convenient to attend the meeting

Name & Signature Faculty i/c of purchase (buyer)

To  
(Purchase Committee Members)

**MEETING PROCEEDINGS**  
(Financial Bid / Quotations Opening)

**DOC - 11**

Department of \_\_\_\_\_.

**Proceedings of the Purchase Committee held for opening of Financial Bids/Quotations on**  
\_\_\_\_\_ (date) \_\_\_\_\_ (time) at \_\_\_\_\_ (Venue)

**Administrative Approval Ref. No. and Date :**

**Tender Notification No. and Date:**

Ref. No.:

Date:

Debit Head : \_\_\_\_\_ Fund.

Name of Item			
Type: EQP/Software/Fur/Others			
No. of Financial Bids / Quotations Opened			
For Tenders Only	No. of Bidder's Representatives Present		
Name(s) of firm(s) whose Financial bid/quotation is opened and their bid price (Attach Additional sheets if necessary)		Name and Address of Firm	Bid Price (Prior to Scrutiny the Purchase Committee)

**Signatures of Purchase Committee Members**

Name	Signature	
		<b>Chairman</b>
		<b>Members</b>
		<b>Convenor</b>

(Signature of Representatives of Bidders to be Recorded Separately)

**MEETING NOTICE**  
(Purchase Finalisation)

**DOC - 12**

Department of \_\_\_\_\_.

**Notice for Meeting of Purchase Committee for Finalization of Purchase Order**

**Administrative Approval Ref. No. and Date :**

**Tender/Quotation Notification No. and Date:**

Ref. No.:-

Date:

A Meeting is convened for Finalization of Purchase Order.

Debit Head : \_\_\_\_\_ Fund.

Item Name:		
Type: EQP/Software/Fur/Others		
Quantity		
Total Estimated Cost:		
For Tenders Only	EMD	Rs. ....
Date and Time		
Venue		

You are requested to make it convenient to attend the meeting

Name & Signature Faculty i/c of purchase (buyer)

To  
(Purchase Committee Members)

Encl: Financial Comparative Statement

**FINANCIAL COMPARATIVE STATEMENT  
(For Purchase in Indian Rupees)**

DOC - 13

Department of \_\_\_\_\_

**Administrative Approval Ref. No. and Date :**  
**Tender / Quotation Notification No and Date.:**

Debit Head : \_\_\_\_\_

Item Name : \_\_\_\_\_ Type : EQP / Software / Fur / Others

Quantity : \_\_\_\_\_

Specifications : (Attach additional sheets if necessary)

Warranty Period : \_\_\_\_\_

Bids / Quotes of Firms meeting complete specifications are termed as Responsive and Considered for Ranking. Otherwise, Bids / Quotes are treated as Non-Responsive.

Sl No	Firm Name	Warranty period	Unit Rate (UR) Rs.	Qty (Q)	Item Cost C =(UR*Q) Rs.	Additional Charges (Rs)					Total Cost Rs..	Remarks and Ranking
						Excise Duty	Tax : CST	Tax : VAT	Transportation	Other Charges (Specify)		
1	AAA		10000	5	50000		5000	2000	---	500 (Insurance)	57500	Not Meeting Specifications -Non Responsive
2	BBB		10500	5	52500		---	1000	3500	1000 (Packaging)	58000	Responsive <b>Rank : L2</b>
3	CCC		11000	5	55000		---	---	1500	---	56500	Responsive <b>Rank : L1</b>
4	DDD		11500	5	57500		5750	2300	500	---	66050	Responsive <b>Rank : L3</b>
5	EEE		12000	5	60000	9600	---	---	---	---	69600	Responsive <b>Rank :L4</b>

Recommendations : The Bid / Quote by (Firm Name: CCC) is the lowest bid which meets all the technical specifications as per requirement. Hence it is recommended to place purchase order to them with following particulars.

Item Name : \_\_\_\_\_ Unit Rate (in Rs.) : \_\_\_\_\_ Quantity : \_\_\_\_\_ Item cost (in Rs.) :

Additional Charges : Indicate Taxes, transportation, Insurance, Other Charges either in percentage or in figures as quoted by the supplier.

Recommended that the Purchase Order to be placed on : Name and Address of the Supplier.

**[Name and Signature of Faculty in-Charge (buyer) of Purchase with date]**

**[Signature of HOD with Date]**

**FINANCIAL COMPARATIVE STATEMENT  
(For Purchase in Foreign Currency)**

DOC - 13

Department of \_\_\_\_\_

**Administrative Approval Ref. No. and Date :**  
**Tender / Quotation Notification No and Date.:**

Debit Head : \_\_\_\_\_  
Item Name : \_\_\_\_\_  
Quantity : \_\_\_\_\_  
Specifications : \_\_\_\_\_  
Warranty Period : \_\_\_\_\_

Type : EQP / Software / Fur / Others

Bids / Quotes of Firms meeting complete specifications are termed as Responsive and Considered for Ranking. Otherwise, Bids / Quotes are treated as Non-Responsive.

**The Conversion of Foreign Currency to Indian Currency is done by considering the Rate as on date of purchase finalization meeting . [ Attach the document indicating the conversion rates which may be downloaded from the internet].**

Example : 1 \$ = Rs. 44.43

1 € = Rs. 57.43

1 £ = Rs. 86.98

Sl No	Firm Name	Warranty period	Unit Rate (UR)		Qty (Q)	Item Cost C=(UR*Q)		Additional Charges (Charges in Foreign Currency if any are converted to Equivalent Indian Rupees)					Total Cost (Rs.)	Remarks and Ranking
			Foreign Currency	Equiv. Rupees		Foreign Currency	Equiv. Rupees	CIF (Rs.)	FOB (Rs.)	Transportatn. (Rs.)	Insurance (Rs.)	Other Charge (Rs.)		
1	AAA		5000 \$	222150	3	15000 \$	666450	53316	--	--	--	1000	720766	<b>Responsive Rank : L2</b>
2	BBB		4400 €	252692	3	13200 €	758076	--	22742	20000	2000	--	802818	<b>Responsive Rank :L3</b>
3	CCC		2500 £	217540	3	7500 £	652350	--	--	--	--	--	652350	<b>Responsive Rank : L1</b>

Recommendations : The Bid / Quote by (Firm Name: CCC) is the lowest bid which meets all the technical specifications as per requirement. Hence it is recommended to place purchase order to them with following particulars.

Item Name : \_\_\_\_\_ Unit Rate (in Foreign Currency) \_\_\_\_\_ Quantity : \_\_\_\_\_ Item cost (in Foreign Currency) :

Additional Charges : Indicate Taxes, transportation, Insurance, Other Charges either in percentage or in Rupees as quoted by the supplier.

Recommended that the Purchase Order to be placed on : Name and Address of the Foreign Supplier.

Name and Address of Indian Agent :

[Name and Signature of Faculty in-Charge (buyer) of Purchase with date]

[Signature of HOD with Date]



**FINANCIAL APPROVAL**

**DOC - 14**

**Department of \_\_\_\_\_.**  
**Proceedings of Purchase Committee meeting held for finalization of Purchase Order on**  
**\_\_\_\_\_ (date) \_\_\_\_\_ (time) at \_\_\_\_\_ (venue)**

**Sl.No. of Purchase Committee Meeting:** \_\_\_\_\_ [for Cost > Rs.25,000 Sl.No. to be obtained from Asst. Registrar (Accounts)]

**Administrative Approval Ref. No. and Date :**

**Tender/Quotation Notification No. and Date :**

Resolved to recommend procurement of the (item name) from (supplier) with the following particulars.

Debit Head : \_\_\_\_\_ Fund.

Type : Equipment / Software / Furniture / Others :

Sl.No.	Item Name	Specifications (Attach Additional Sheets if necessary)	Currency & Unit Rate	Quantity	Currency and Item Cost (C)

For Imports Only

Additional Charges	CST	Rs.
	VAT	Rs.
	Excise Duty	Rs.
	Transportation	Rs.
	Insurance	Rs.
	Other Charges	Rs.
Total additional charges		Rs.

Import Duties and charges	Foreign Currency	Equivalent Indian Rupees.
CIF-Bangalore		
FOB - Destination		
Transportation (if any)		
Other Charges		
Total additional charges		

Warranty Period : ..... Year (s)

Total Cost of Purchase : Item Cost (C) =

Additional Charges =

**Performance Security to be submitted by the supplier : 5 % of C = Rs. ....**

Name of Supplier and Address:

Address of Indian Agent (in case of Import) :

Submitted for Approval

**Signatures of Purchase Committee Members**

Name	Signature	
		<b>Chairman</b>
		<b>Members</b>
		<b>Convenor</b>

**Approved**

**Director/Dean (P&D)/H.O.D**

*(Note: Type the "appropriate competent authority designation" only)*

**P.O FORMAT FOR PURCHASE IN INDIAN RUPEES**

**DOC - 15**

**NATIONAL INSTITUTE OF TECHNOLOGY KARNATAKA, SURATHKAL  
P.O. SRINIVASNAGAR - 575 025 (D.K.)  
( A DEEMED UNIVERSITY)**

Phone:0824- 2474000  
E-mail : info@nitk.ac.in

Fax : 0824-2474033  
Web Site : http://www.nitk.ac.in

Ref.No : NITK/ Dept.Code /financial year/PO/(Type Sl. No. of P.O)      Date:

(Please quote this Ref. No. in your communications)

To:

Dear Sir,

Sub: Department of \_\_\_\_\_ - Supply of materials - Order placed.

Ref: 1) Your bid / quotation No. \_\_\_\_\_ dated \_\_\_\_\_.

I am glad to inform you that your letter referred above for the supply of \_\_\_\_\_ has been accepted as per details furnished below subject to the terms and conditions enumerated in a sheet separately enclosed. Please arrange to supply the items at the earliest.

Details of the items ordered for:

Sl. No.	Item	Rate Rs.	Quantity ordered	Total cost Rs
(1)	(2)	(3)	(4)	(5)

1.

(specifications as per enclosed annexure)

Kindly go through the conditions and confirm the acceptance of this order by return of post.

Thanking you,

Yours faithfully,

(Signature of Competent Authority)

Encl: 1) Terms & Conditions

Copy to: HOD of Dept. of \_\_\_\_\_.

Debit Head:....\_\_\_\_\_

## TERMS & CONDITIONS

1. Rate (Price) : FOR Destination
2. Rate of VAT/ CST /ED: Inclusive / Extra [ *Type whichever is applicable with relevant particulars*]
3. Insurance rate : Inclusive / Extra [ *Type whichever is applicable with relevant particulars*]
4. Packing & forwarding : Inclusive / Extra [ *Type whichever is applicable with relevant particulars*]
5. Guarantee /Warranty : [ *Type the duration in Years*]
6. Supply period : [ *Type the duration in days or Weeks as given in Tender / Quotation*]
7. Payment : will be made immediately on receipt of materials in good working condition and after submission of performance security by supplier.
8. **Sales Tax:**
  - (i) This institution is entitled to furnish **D Forms**.
  - (ii) Sales Tax is leviable only on the cost of packing box or packing materials, and not on the packing charges.
9. **Invoice:** Should be in the name of the Director, and should be in triplicate duly pre-receipted and stamped.
10. **Vouchers:** Vouchers (such as postal receipt, packing vouchers) in respect of all claims other than the cost, taxes, duties should be enclosed to the bill.
11. **Dispatch Documents:** Consisting of parcel way bill invoice, etc. should be sent to the Director, duly quoting the reference No./date of the order.
12. **General:** The items of materials should be supplied by you only if they are in good condition. Unsuitable/damaged/defective items will not be accepted by us, and will be returned to you at your cost and risk. Materials should be securely and properly packed to avoid any damage or pilfering during transit. Our nearest Railway Station is Mangalore (Southern Railway) and hence the consignment may be booked to Mangalore.
13. Preference: The consignment be **preferably sent by a Road Transport** to Mangalore.(Door delivery)
14. In case of dispute, the matter will be subject to Mangalore Jurisdiction only.

Date:  
Srinivasnagar

(Signature of Competent Authority)

Contact person for clarification:

- i) (Name of the Contact Person with Phone Number and E-mail), Department of \_\_\_\_\_.
- ii) Y Rammohan., Asst.Registrar (Accounts) ; 0824-2474070, rmohan@nitk.ac.in

NATIONAL INSTITUTE OF TECHNOLOGY KARNATAKA, SURATHKAL  
P.O. SRINIVASNAGAR - 575 025 (D.K.)  
( A DEEMED UNIVERSITY)

Phone:0824- 2474000  
E-mail : info@nitk.ac.in

Fax : 0824-2474033  
Web Site : http://www.nitk.ac.in

Ref.No : NITK/ Dept.Code /financial year/PO/(Type Sl. No. of P.O)      Date:

(Please quote this Ref. No. in your communications)

To:

[Foreign Principle's Address]

Through [ Address of Indian Agent ] :

Dear Sir,

Sub: Department of \_\_\_\_\_ - Supply of materials - Order placed.

Ref: 1) Your bid / quotation No. \_\_\_\_\_ dated

-----

I am glad to inform you that your letter referred above for the supply of \_\_\_\_\_ has been accepted as per details furnished below subject to the terms and conditions enumerated in a sheet separately enclosed. Please arrange to supply the items at the earliest.

Details of the items ordered for:

Sl. No.	Item	Rate (Amount in Foreign Currency)	Quantity ordered	Total cost (Amount in Foreign Currency)
(1)	(2)	(3)	(4)	(5)

1.

(specifications as per enclosed annexure)

Kindly go through the conditions and confirm the acceptance of this order by return of post.

Thanking you,

Yours faithfully,

(Signature of Competent Authority)

Encl: 1) Terms & Conditions

Copy to: HOD of Dept. of \_\_\_\_\_.

Debit Head:....\_\_\_\_\_

## TERMS & CONDITIONS

1. Rate (Price) : CIF – Bangalore / FOB [*Type whichever is applicable*]
2. Rate of VAT/ CST /ED: Nil
3. Insurance rate : Inclusive / Extra [*Type whichever is applicable with relevant particulars*]
4. Packing & forwarding : Inclusive / Extra [*Type whichever is applicable with relevant particulars*]
5. Guarantee /Warranty : [*Type the duration in Years*]
5. Supply period : [*Type the duration in days or Weeks as given in Tender / Quotation*]
6. Payment : Letter of Credit / Sight Draft / After Satisfactory Installation  
[*Type whichever is applicable*] and performance security need to be given at the time of LC / issue of sight draft.
  
7. Proforma Invoice duly indicating the CIF value should be sent in duplicate for arranging payment by Letter of Credit
8. Send your acceptance of our order in order to enable us to send the same to customs authorities.
9. Consignment to be sent by Air Freight to Bangalore
10. Bank Commission outside India to the beneficiary account.
11. If Letter of Credit confirmation instruction is required, charges are to the beneficiary account.
12. One set of dispatch document should be sent in advance to us for arranging the release of consignment from customs.
13. Items ordered should be delivered within three months from the date of L/C
14. Our Customs Clearing Agent :  
M/s SCL Services Pvt. Ltd.,  
Old No.90, New No. 32, Ground Floor,  
Flour Mill Road, M.E.S. Colony  
Konena Agrahara  
Bangalore – 560 017  
Phone: 080-41229201, 41229202  
Fax: 080-41229203
  
15. Our authorized Bankers :  
Syndicate Bank,  
Processing Centre, Foreign Exchange,  
Hampanakatta, Mangalore – 575 001,  
Karnataka State, India
16. Installation shall be done by your Engineer free of cost.
17. In case of dispute, the matter will be subject to Mangalore Jurisdiction only.

Date:  
Srinivasnagar

(Signature of Competent Authority)

Contact person for clarification:

- iii) (Name of the Contact Person with Phone Number and E-mail), Department of \_\_\_\_\_.
- iv) Y Rammohan., Asst.Registrar (Accounts) ; 0824-2474070, rmohan@nitk.ac.in

**MEETING NOTICE**  
(Installation Certification)

**DOC - 16**

Department of \_\_\_\_\_.

**Notice for Meeting of Purchase Committee Certification of Installation of Goods**

**Administrative Approval Ref. No. & Date :**

**Financial Approval Ref. No. & Date :**

**Purchase Order No. and Date :**

Ref. No.:-

Date:

A Meeting is convened for Certification of Installation.

Debit Head : \_\_\_\_\_ Fund

Item Name:	
Type: EQP/Software/Fur/Others	
Quantity	
Cost:	
Supplier Invoice No. and Date	
Performance Security	5 % of Item Cost : Rs. _____, Submitted by Supplier in the form of _____.
Date and Time	
Venue	

You are requested to make it convenient to attend the meeting.

Name & Signature Faculty i/c of purchase (buyer)

To

(Purchase Committee Members)

**MEETING PROCEEDINGS**  
(Installation Certification)

**DOC - 17**

Department of \_\_\_\_\_.

**Proceedings of Purchase Committee meeting held for Certification of Installation on \_\_\_\_\_(date)  
\_\_\_\_\_ (time) at \_\_\_\_\_(venue)**

**Administrative Approval Ref. No. & Date :**

**Financial Approval Ref. No. & Date :**

**Purchase Order No. and Date :**

Resolved to certify the satisfactory Installation of the following Item.

Debit Head : \_\_\_\_\_ Fund.

Item Name	
Type: EQP/Software/Fur/Others	
Quantity	
Cost	
Name of Supplier	
Invoice No and Date	

All accessories and the relevant documentations have been delivered by the supplier. The Performance Security has been submitted for Rs. \_\_\_\_\_ in the form of \_\_\_\_\_. Hence the EMD submitted recommended to be returned to the supplier.

The Installation is complete & set up is working satisfactorily. Resolved to recommend payment of Rs. .... to \_\_\_\_\_ against Invoice no. \_\_\_\_\_ and dated \_\_\_\_\_.

**Signatures of Purchase Committee Members**

Name	Signature	
		<b>Chairman</b>
		<b>Members</b>
		<b>Convenor</b>

**DOCUMENTS REQUIRED TO BE SENT  
TO  
PURCHASE SECTION OF THE INSTITUTE  
FOR  
PLACING PURCHASE ORDER AND BILL PAYMENT**



**DOCUMENTS REQUIRED TO BE SENT FOR PURCHASE SECTION OF THE INSTITUTE FOR PLACING PURCHASE ORDER OF COST MORE THAN RS. 25,000.**

**(A) Proprietary Item :**

Sl.No	Document Required	Document Number
1	Administrative Approval by the Competent authority	(DOC – 1)
2	Meeting Notice of Purchase Committee for Finalising Specifications and Prospective Suppliers .along with agenda item of draft specifications.	(DOC – 2)
3	Proceedings of the Meeting mentioned in Sl.No (2)	(DOC – 3)
4	Notice Inviting Quotation through Web Site	(DOC – 4)
5	Quotation received by the supplier	
6	Proprietary Certificate by the manufacturer.	
7	Authorised dealer / Distributor Certificate by the supplier valid till date.	
8	Meeting Notice of Purchase Committee for finalizing placing of order along with agenda item.	( DOC – 12)
9	Financial Approval by the Competent authority	(DOC – 14)

**(B) DGS & D Rate Contract Item :**

Sl.No	Document Required	Document Number
1	Administrative Approval by the Competent authority	(DOC – 1)
2	Meeting Notice of Purchase Committee for Finalising Specifications and Prospective Suppliers .along with agenda item..	(DOC – 2)
3	Proceedings of the Meeting mentioned in Sl.No (2)	(DOC – 3)
4	Notice Inviting the Documents from the Authorised supplier containing the details of taxes, other charges on DGS&D prices of the item and copy of the notification on rate contract issued by the office of the DGS&D.	(DOC – 4)
5	Documents submitted by the supplier.	
6	Meeting Notice of Purchase Committee for finalizing placing of order along with agenda item.	( DOC – 12)
9	Financial Approval by the Competent authority	(DOC – 14)

**(C) Purchase through Quotations : (For Rs. 25,000 < Cost of Item < Rs. 1 Lakh)**

Sl.No	Document Required	Document Number
1	Administrative Approval by the Competent authority	(DOC – 1)
2	Meeting Notice of Purchase Committee for Finalising Specifications and Prospective Suppliers along with agenda item .	(DOC – 2)
3	Proceedings of the Meeting mentioned in Sl.No (2)	(DOC – 3)
4	Notice Inviting Quotation	(DOC – 4)
5	Meeting Notice of Purchase Committee for Opening of the quotation	(DOC – 10)
6	Proceedings of the Meeting mentioned in Sl.No (5)	(DOC – 11)
7	Quotations received by the suppliers	
8	Meeting Notice of Purchase Committee for finalizing placing of order along with agenda item.	(DOC -12, DOC -13)
9	Financial Approval by the Competent authority	(DOC – 14)

**(D) Purchase through Limited Tenders ( For Rs. 1. Lakh < Cost of item < Rs. 25 Lakh)**

Sl.No	Document Required	Document Number
1	Administrative Approval by the Competent authority	(DOC – 1)
2	Meeting Notice of Purchase Committee for Finalising Specifications and Prospective Suppliers along with agenda item.	(DOC – 2)
3	Proceedings of the Meeting mentioned in Sl.No (2)	(DOC – 3)
4	Notice Inviting Tender	(DOC – 4)
5	Meeting Notice of Purchase Committee for Opening of the Technical bid	(DOC – 5)
6	Proceedings of the Meeting mentioned in Sl.No (5)	(DOC – 6)
7	Meeting Notice of Purchase Committee for finalizing the technical Evaluation along with agenda item.	(DOC-7, DOC-8)
8	Proceedings of the Meeting mentioned in Sl.No (7)	(DOC-9)
9	Meeting Notice of Purchase Committee for Opening of the Financial bid	(DOC – 10)
10	Proceedings of the Meeting mentioned in Sl.No (viii)	(DOC – 11)
11	Bids received by the suppliers	
12	Meeting Notice of Purchase Committee for finalizing placing of order along with agenda item.	(DOC -12, DOC – 13)
13	Financial Approval by the Competent authority	(DOC-14)
14	EMD of the Successful bidder.	
	(EMD for the other bidders need to be returned by Registered Post with AD by the Department themselves)	

**(E) Purchase Through Advertised Tender For Cost of Item > Rs. 25 Lakh :**

Sl.No	Document Required	Document Number
1	Administrative Approval by the Competent authority	(DOC – 1)
2	Meeting Notice of Purchase Committee for Finalising Specifications and Prospective Suppliers along with agenda item.	(DOC – 2)
3	Proceedings of the Meeting mentioned in Sl.No (2)	(DOC – 3)
4	<b>Copy of the News Paper Advertisement and Notice Inviting Tender</b>	(DOC – 4)
5	Meeting Notice of Purchase Committee for Opening of the Technical bid	(DOC – 5)
6	Proceedings of the Meeting mentioned in Sl.No (5)	(DOC – 6)
7	Meeting Notice of Purchase Committee for finalizing the technical Evaluation along with agenda item.	(DOC-7, DOC-8)
8	Proceedings of the Meeting mentioned in Sl.No (7)	(DOC-9)
9	Meeting Notice of Purchase Committee for Opening of the Financial bid	(DOC – 10)
10	Proceedings of the Meeting mentioned in Sl.No (viii)	(DOC – 11)
11	Bids received by the suppliers	
12	Meeting Notice of Purchase Committee for finalizing placing of order along with agenda item.	(DOC -12, DOC – 13)
13	Financial Approval by the Competent authority	(DOC-14)
14	EMD of the Successful bidder.	
	(EMD for the other bidders need to be returned by Registered Post with AD by the Department themselves)	

**DOCUMENTS REQUIRED TO BE SENT FOR PURCHASE SECTION OF THE INSTITUTE FOR  
BILL PAYMENT TO THE SUPPLIER**

**(A) For Cost < Rs. 25,000**

Sl.No	Document Required	Document Number
1	Notice Inviting Quotations	(DOC-4)
2	Quotations	
3	Comparative Statement	(DOC-13)
4	Purchase Order released by the department HOD	(DOC-15)
5	Certification of Installation signed by HOD	
6	Two copies of Supplier's Invoice/ Bill countersigned by HOD .	
7	Stock Certificate by the department.	

**(B) For Cost > Rs. 25,000**

(Documents 1 to 15 need to be sent by the department to the Purchase Section at the time of placing purchase order)

Sl.No	Document Required	Document Number
1	Meeting Notice of Purchase Committee for Certification of Installation	(DOC -16)
2	Proceedings of the meeting mentioned in Sl.No (1)	(DOC-17)
3	Two copies of Supplier's Invoice/ Bill countersigned by HOD .	
4	Stock Certificate by the department.	