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(मानव संसाधन विकास मंत्रालय के अधीन एक स्वायत्त संस्थान)  
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**भंडार एवं क्रय अनुभाग - STORE & PURCHASE SECTION**

**Direct Purchase of Goods without Quotation (GFR – 154 estimated value up-to Rs. 25,000/-)**

Provisions and procedure for purchase without quotation for item not exceeds Rs. 25,000/- at a time will be as follows. The following procedure and guidelines has been prepared based on GFR-2017.

**Provision of GFR (Reproduced):**

- (a). **Purchase of Goods without Quotation upto Rs. 25,000/- (GFR- 154)** – Purchase of goods up to the value of Rs. 25,000 (Rupees Twenty five thousand only) on each occasion may be made without inviting quotations or bids on the basis of a certificate to be recorded in the following format.

“I, (Name & Designation of the official), am personally satisfied that these goods purchased are of the requisite quality and specification and have been purchased from a reliable supplier at a reasonable price.”

**Procedure:**

- i. The Indenting officer will fill up all the columns of requisite form (in **Form No. – SP/01**) and submit it to HOD /Section In-charge / Registrar for approval through Store & Purchase Section.
- ii. The Registrar/HOD /Section In-charge will send the approved proposal in original to the Indentor and a copy to Store & Purchase Officer/Registrar.
- iii. The Indentor will purchase the items from the market and seek proper bill mentioning GST No. of the Seller / Supplier and GST component shown separately. Bills without compiling these requirements are not admissible.
- iv. The Indentor will than fill up the Form No. – **SP/02** record certification that “I, (Name & Designation of the official), am personally satisfied that these goods purchased are of the requisite quality and specification and have been purchased from a reliable supplier at a reasonable price” on the reverse of the bill and submit it to Store & Purchase Officer (SPO)/Registrar for further processing.
- v. The Dealing Assistant in Store & Purchase Section will further fill up the columns in the form, make stock entry in Stock Register and submit it to Registrar for approval/sanction.
- vi. After Approval/Sanction of Registrar filled From No.SP/02 along with original copy of the bill will be forwarded to Dy. / Asst. Registrar (Account) for making Payments.
- vii. The indenting officer may draw advance upto Rs. 25,000/- in emergency cases/expenditure and submit the adjustment along with indent and bill.