



नेशनल इंस्टिट्यूट ऑफ फाउंड्री एंड फोर्ज टेक्नोलॉजी
(मानव संसाधन विकास मंत्रालय के अधीन एक स्वायत्त संस्थान)
NATIONAL INSTITUTE OF FOUNDRY & FORGE TECHNOLOGY
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भंडार एवं क्रय अनुभाग - STORE & PURCHASE SECTION

Purchase of Goods by Local Purchase Committee (GFR- 155, Estimated value above Rs. 25,000 and upto 2.50 lakhs)

The purchase of item under **GFR-155** will be done for those items which are available locally within the city jurisdiction of Ranchi.

Provision of GFR (Reproduced):

Purchase of goods costing above Rs. 25,000/- (Rupees Twenty five Thousand only) and up to Rs. 2,50,000/- (Rupees two lakhs and fifty thousand only) on each occasion may be made on the recommendations of a duly constituted Local Purchase Committee consisting of three members of an appropriate level as decided by the Head of the Department but including the indenting officer. The committee will survey the market to ascertain the reasonableness of rate, quality and specifications and identify the appropriate supplier. Before recommending placement of the purchase order, the members of the committee will jointly record a certificate as under:-

“Certified that we (Name & Designation of the members), members of the purchase committee are jointly and individually satisfied that the goods recommended for purchase are of the requisite specification and quality, priced at the prevailing market rate and the supplier recommended is reliable and competent to supply the goods in question”.

Procedure:

- i. The indenting officer will submit the indent (Form No. – **SP/03**) along with recommendation of HOD/Section Officer to the Registrar.
- ii. The Registrar will forward the same to Director for approval.
- iii. After approval of the indent by Director along with constitution of a LPC, Director Cell will send the original copy to the Indenting Officer and photocopy to the dealing hand Purchase Section.
- iv. The Indenting Officer will approach the Local Purchase Committee (LPC) for conducting market survey, to finalise appropriate supplier and collect quotations from suppliers.
- v. The Local Purchase Committee will open the quotation; prepare comparative statement will the help of Dealing Assistant in the purchase section.
- vi. The committee will record a certificate, “Certified that we (Name & Designation of the members), members of the purchase committee are jointly and individually satisfied that the goods recommended for purchase are of the requisite specification and quality, priced at the prevailing market rate and the supplier recommended is reliable and competent to supply the goods in question” and send the same to the S&P section.
- vii. The Dealing Assistant in Store & Purchase Section will than put up the file for expenditure sanction of Director through Registrar.
- viii. After expenditure sanction of the Director, a Purchase Order will be issued by Store & Purchase Section. A copy will be marked to the Indenting Officer.
- ix. Indenting Officer will receive the items along with challan and / or Invoice. The Invoice /Bill should clearly show GST No. of supplier and GST component on the item(S).

- x. After receipt of goods, the Indenting Officer will record that material in the bill has been received in good condition and has been entered in the Stock Register of Department and send the original bill to Store & Purchase Section.
- xi. The Dealing Assistant in the Store & Purchase Section will make stock entry in the Central Stock Register and record the same on back of the bill below the recoding of Indenting Officer.
- xii. The Dealing Assistant in Store & Purchase Section will prepare Sanction Order under the signature of Store Purchase Officer / Registrar and send the following documents to Dy./Assistant Registrar (Accounts) for payment.
 - a. Sanction Order
 - b. Purchase Order
 - c. Original Bill.
 - d. Installation certificate if any.
 - e. Copy of warranty Certificate, if applicable.