



नेशनल इंस्टिट्यूट ऑफ फाउंड्री एंड फोर्ज टेक्नोलॉजी  
(मानव संसाधन विकास मंत्रालय के अधीन एक स्वायत्त संस्थान)  
**NATIONAL INSTITUTE OF FOUNDRY & FORGE TECHNOLOGY**  
(An Autonomous Institute of Govt. of India Under the MHRD Department of Secondary & Higher Education, New Delhi)  
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**भंडार एवं क्रय अनुभाग - STORE & PURCHASE SECTION**

**Purchase of Goods through Advertised Tender Enquiry (GFR- 161, Estimated value 25.00 lakhs and above)**

The following Provisions and procedures will be applicable for purchase of goods of estimated value Rs. 25 Lakhs and above.

**Provision of GFR (Reproduced):**

- (i) Subject to exceptions incorporated under Rule 154,155,162 and 166 invitations to tenders by advertisement should be used for procurement of goods of estimated value Rs. 25 Lakhs (Rupees Twenty Five Lakh) and above. Advertisement in such cases should be given on Central Public Procurement Portal (CPPP) at [www.eprocure.gov.in](http://www.eprocure.gov.in) and GeM. An organization having its own website should also publish all its advertised tender enquires on the website.
- (ii) The organization should also post the complete bidding document in its website and on CPP portal to enable prospective bidders to make use of the document by downloading from the web site.
- (iii) The advertisements for invitation of tender should give the complete web address from where the bidding documents can be downloaded.
- (iv) In order to promote wider participation and ease of bidding, no cost of tender document may be charged for the tender documents downloaded by the bidders.
- (v) Where the Ministry or Department feels that the goods of the required quality, specifications, etc., may not be available in the country and it is necessary to also look for suitable competitive offers from abroad, the Ministry or Department may send copies of the tender notice to the Indian embassies abroad as well as to the foreign embassies in India. The selection of the embassies will depend on the possibility of availability of the required goods in such countries. In such cases e-procurement as per Rule 160 may not be insisted.
- (vi) Ordinarily, the minimum time to be allowed for submission of bids should be three weeks from the date of publication of the tender notice or availability of the bidding document for sale, whichever is later. Where the department also contemplates obtaining bids from abroad, the minimum period should be kept as four weeks for both domestic and foreign bidders.

**Procedure:**

- i. The HOD/Section In-charge will submit the indent (Form No. – SP-03/SP-04), along with specification to Registrar.
- ii. The Registrar will forward the same to Director for approval.
- iii. After approval of indent by the Director, Director Section will send the original copy of the indent to Store & Purchase Officer/Registrar and a copy to the Indenting officer.
- iv. The Store & Purchase Section will float open tender by publishing NIT (Notice Inviting Tender) in the National Newspaper. The NIT will be uploaded on Central Public Procurement Portal (CPPP) and Institute website also.

- v. A pre-bid conference may be done after 10-15 days of floating of tender, if felt necessary.
- vi. The Technical Evaluation Committee (TEC), Registrar and the Indentor will clarify details, if any, raised by the bidders or their representatives. The Technical Evaluation Committee (TEC), Registrar and Indentor may recommend changes in the tender specification or Terms & Conditions, which after approval of Director will be uploaded on Institute Website. The last date of receipt of tender quotation will be minimum 15 days from the uploading of minutes of pre-bid meeting.
- vii. Minimum three weeks time from the date of uploaded on CPPP portal will be given.
- viii. The quotations received within the due date by Speed Post /Registered Post will be opened by a duly constituted Bid Opening Committee. No quotation will be received by Hand/Courier.
- ix. The Bid will be invited on two bid system. The technical bid will be opened first and the technical comparative statement will be prepared by the Indenting officer along with his/her recommendation.
- x. The Technical Comparative Statement will be placed before the Technical Evaluation Committee (TEC) for scrutiny and recommendation.
- xi. The recommendation of the Technical Evaluation Committee (TEC) will be send to the Director for approval through Registrar.
- xii. After approval of Director, the Financial Bid of the Technically Qualified Bidder(s) will be opened in the presence of bidder(s) their representatives by Bid Opening Committee.
- xiii. The Store & Purchase Section will prepare Financial Comparative Statement which will be placed before Purchase Committee for recommendation.
- xiv. The recommendation of Purchase Committee will be placed before Director through Registrar for Financial Sanction.
- xv. After Financial Sanction, Purchase Order will be issued by the Store & Purchase Officer/Registrar.
- xvi. The Indenting Officer will receive the items along with Challan (if any) and GST Bill from the supplier. The Bill / Invoice should contain GST No. of the supplier and GST component should be shown separately.
- xvii. After receipts of the items, Indenting Officer will certify and arrange for making stock entry in his/her department.
- xviii. The Indenting Office will submit the Original Bill (with the certificate and stock entry) along with Installation Certificate and copy of warranty Certificate wherever applicable to Store & Purchase Section.
- xix. Store & Purchase Section will the issue a Sanction Order after making required entries in Central Stock Register and forward the following documents to Dy./Assistant Registrar (Accounts) for making payments.
  - a. Sanction Order.
  - b. Purchase Order.
  - c. Installation Certificate, if any.
  - d. Original Bill.
  - e. Copy of Warranty Certificate, if applicable