



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)  
हटिया, राँची – 834003 (झारखण्ड) / HATIA, RANCHI – 834 003 (JHARKHAND)

**भंडार एवं क्रय अनुभाग - STORE & PURCHASE SECTION**

**Procedure of Good by Limited Tender Enquiry (GFR- 162 below 25.00 lakh)**

The following provision and procedure will be applicable for purchase of goods of estimated value below Rs. 25 Lakhs.

**Provision of GFR (Reproduced):**

This method may be adopted when estimated value of the goods to be procured is below Rs. 25.00 Lakhs (Rupees Twenty Five Lakhs). Copies of the Bidding Document should be sent directly by Speed post/Registered post/e-mail to firms which are borne on the list of registered suppliers for the goods in question as referred under Rule 150, above. The number of supplier firms in Limited Tender Enquiry should be more than three. Efforts should be made to identify a higher number of approved suppliers to obtain more responsive bids on competitive basis.

Further, and organization should publish its limited tender enquiries on Central Public Procurement Portal (CPPP) as per Rule 159. Apart from CPPP, the organizations should publish the tender enquiries on the Department's or Ministry's website.

**Procedure:**

- i. The Indenting officer up-to Rs. 10 lakhs and Departmental Lab In-charge above Rs. 10 lakhs up-to Rs. 25 lakhs will submit the Indent (Form No. – **SP-03/SP-04**) detailed specification, source of availability to sources along with recommendation of HOD / Registrar. The following certificate should be recorded by indenting officer below the specification “The specification given above is genuine in nature and industry friendly”.
- 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 invite limited quotation from the source of availability furnished by the Indentor. The purchase notice will be uploaded on Central Public Procurement Portal (CPPP) and Institute website as well.
- v. Minimum three weeks time from the date of uploaded on CPPP portal will be given for submission of Bid.
  - a. (i) In case of one-bid (up to Rs. 10 Lakhs); the quotations received by Speed post/Registered post within the due date will be opened by duly constituted Bid Opening Committee (BOC). No quotation will be received by Hand / by Courier.
  - a. (ii) The Store & Purchase Section will prepare a comparative statement mentioning the Technical Details and Price Details in case of single bid system.
  - b. (i) In case of two bid system for high value purchase (above 10 lakhs). The technical bid will be opened first and the technical comparative statement will be prepared by the indenting officer along with his/her recommendation.
  - b. (ii) The Technical Comparative Statement will be placed before the Technical Evaluation Committee (TEC) for scrutiny and recommendation.
  - b. (iii) The recommendation of the Technical Evaluation Committee (TEC) will be send to the Director for Approval through Registrar.

- b. (iv)** After Approval of Director the Financial Bid of the Technically Qualified Bidder will be opened in the presence of bidder(s) or their representative.
  - b. (v)** The purchase section will prepare financial comparative statement which will be placed before purchase committee for recommendation.
- vi. The recommendation of Purchase Committee will be placed before Director through Registrar for Financial Sanction.
- vii. After Financial Sanctioned Purchase Order will be placed by Store & Purchase Section.
- viii. 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.
- ix. After receipts of the items, Indenting Officer will certify and arrange for making stock entry in his/her department.
- x. The Indenting Officer will submit the Original Bill with the Certificate and Stock Entry along with Installation Certificate and copy of warranty certificate to Store & Purchase Section.
- xi. Store & Purchase Section will be the issue a Sanction Order 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