राष्ट्रीय प्रौद्योगिकी संस्थान वरंगल
NATIONAL INSTITUTE OF TECHNOLOGY WARANGAL
(शिक्षा मंत्रालय, भारत सरकार के अधीन राष्ट्रीय महत्व का एक संस्थान)
(An Institute of National Importance under Ministry of Education, Govt. of India)
तेलंगाना / Telangana – 506004, India.

C-16011/9/2025-P&S

OFFICE MEMORANDUM

Sub: General Guidelines pertaining to Procurement and Management of Goods and Services – Reg.

The undersigned is directed to convey that in accordance with the Institute purchase norms, provisions of GFR 2017 and to ensure a streamlined procurement process, all indenting faculty members and officers are requested to adhere to the attached guidelines for the proper creation, recording, and maintenance of office files.

This issues with the approval of competent authority.

Signed by
Sunil Kumar Mehta
Date: 03-04-2025 11:36:36
REGISTRAR

To
1. All Heads of Departments, Sections and Centres for necessary compliances
2. All Deputy Registrars and Assistant Registrars
3. Librarian, Deputy Librarian and Assistant Librarian
4. Sr. Student Activity & Sports Officer and Student Activity & Sports Officer
5. All Sr. Superintendents and Superintendents

Copy to:
1. The Table of Director for information
2. All Deans

General Guidelines pertaining to Procurement of Goods and Services

1. The Basic Approval Part I & II, should be complete in all aspects.

a. Basic approval should be raised separately for items which are not related to each other and cannot be supplied by a single vendor.

b. Detailed Specification duly signed by the PC –I, must be provided in the Basic Approval Part I.

c. Detailed Justification must be provided in the Basic Approval Part I. A separate sheet may be enclosed separately, if required.

d. The estimates provided must be at the prevailing market rates.

e. In Basic Approval Part II, the Currency may be indicated as ₹, $ or €, as applicable.

f. If any information is not applicable in Basic Approval Part II, please mention NA.

g. All items (goods and services) being procured under OH 31, 35 and Research Fund must be initiated using the same forms.

2. The Techno-Commercial Evaluation Report must include meeting of requirements like bidders Eligibility criteria, EMD paid or not (in case the vendor is not a registered Micro or Small Enterprise), Local Content percentage, Delivery and Warranty Period as tendered and Technical Parameters (specifications).

3. In case of two cover system (where technical bid is received in one cover and finance/ price bid is received in the second cover), financial evaluation report must be generated separately.

4. For GeM Comparison Purchases (without floating GeM Bids), the GeM Demand Number and Comparison Sheet must be signed by all the PC I members.

5. The PC-I minutes and justification for opening of bids, where less than three bids are received must be provided as per the prescribed format.

6. The Purchase Proposal Form (in applicable format, depending on the amount) and AVF must include the complete details/ description of the items (like make and model no. with warranty period).

Note:

1. Wherever, EMD is decided not to be charged, Bid Security Declaration must be verified as per the Tender Document.

2. In case the bidder is registered as Micro or Small Enterprise, the category must be mentioned as Techno-Commercial Evaluation Report MSE-Manufacturing for procurement of goods and MSE-Services in case of procurement of services.

3. Before the issue of LoI to the vendors, all the original documents shall be handed over to the Purchase and Stores for filing.

4. Reimbursement under OH 31 and 35 is not allowed. In case of any other reimbursement the bill may be sent to the Finance & Accounts Section after registering in the concerned books/ register being maintained in the Department.

General Guidelines pertaining to Inventory and Materials Management

1. The Asset Register and Stock Register shall be prepared separately, financial year wise.
2. All the items purchased must be entered in correctly in the Departmental Asset Register stocks Register as per GFR Form No. 22 and 23 respectively.
3. The register must indicate to whom the item is issued and the location.
4. Asset Register: The items of similar nature but having significant distinctive features (e.g. study table, office table, computer table, etc.) should be accounted for separately in stock.
5. Consumables: Issue voucher number shall be in consecutive order, financial year wise and it should be noted on each indent.
6. Fixed assets should be verified at least once in a year and the outcome of the verification recorded in the corresponding register. Discrepancies, if any, shall be promptly investigated and brought to account.
7. A physical verification of all the consumable goods and materials should be undertaken at least once in a year and discrepancies, if any, should be recorded in the stock register for appropriate action by the competent authority.

Sd/-
Registrar