Research and Development (R&D) Section Purchase Procedure:

A comprehensive set of **purchase forms, workflows and Important Information** added here to facilitate transparent, efficient, and standardized procurement processes for Sponsored and Consultancy Projects which are available under **Download Forms** and **Important Information** Tabs on the Institute Website under R&D Section Webpage. The Procurement Process is completely **digitized**, with provisions for e-office processing and online submissions to streamline approvals and documentation.

The forms are designed to assist PIs/faculty members/researchers and Project staff in understanding the standardized procedures related to project execution, procurement, finance, and compliance. It acts as a repository of key documents and instructions necessary for smooth functioning of R&D activities.

1. Classification of Purchases

The purchase procedure is categorized based on the cost of **procurement**, ensuring appropriate levels of scrutiny and approval:

- **Minor (Direct) Purchase (up to ₹2 lakhs/for non-scientific item up to ₹50,000/-)**
  - Processed using SP-01 Indent
- **Medium (Committee) Purchase (₹2 lakhs to ₹25 lakhs/for non-scientific item up to ₹5 Lakhs)**
  - Includes SP-02 Indent and SP-02A NIQ *(quotation-based procurement)*
- **Major (Bidding) Purchase (above ₹25 lakhs/Bidding of non-scientific items >₹5 lakhs)**
  - Requires SP-03 Indent and formal committee-based approvals

This classification ensures control mechanisms and compliance with Govt procurement norms.

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2. Committee-Based Evaluation System

For higher-value purchases, a structured evaluation mechanism is followed:

- SP-03A SPC for SP-02/03 **(≤ Rs. 25 Lakhs)** – Committee for medium and major purchase
- SP-03B PFC for SP-03 **(>Rs. 25 Lakhs)** – Finalization Committee for major purchases

Additionally, technical and financial evaluations are handled through designated forms:

- SP-04 Technical Evaluation
- SP-05 Financial Evaluation

This layered approach promotes **fairness, transparency, and technical validation** before finalizing procurement decisions.

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3. Bid Processing and Special Requests

The purchase system includes provisions for handling exceptional situations:

- SP-07 GeM Custom Bid
- SP-08 GTE Proposal (Global Tender Enquiry)

These forms ensure continuity of procurement even under limited vendor participation while maintaining compliance standards.

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4. Post-Procurement and Inspection

After procurement, proper verification and documentation are mandatory. The e-Invoice can be forwarded digitally along with MIIR through department office for stock entry:

- SP-06 MIIR: Material Inspection Report
- Ensures that delivered goods meet specifications before payment processing

This step is crucial for **quality assurance and Inventory management** in research purchases.

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5. Documentation and Tendering Support

Additional forms support documentation and tender processes:

- SP-11 CPPP Tender Document
- SP-12 Clarification Request
- SP-13 Corrigendum Request
- SP-14 EMD Bank Guarantee
- SP-15 Negotiation Request
- SP-15A Negotiation Invitation
- SP-15B Negotiated Offer

These ensure proper record-keeping and adherence to procurement policies.

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6. Integration with Digital Workflow

The entire purchase process is integrated with:

- **E-office systems**
- Email-based submission options
- Defined workflows & timelines

This reduces paperwork, improves efficiency, and enhances traceability of approvals and transactions.

- ❖ In addition to the eFile/eReceipt tracking in eOffice, access to the Real-time updated Register of Indents/Purchase Orders & Debarred Vendors Register along with processing time of all indents are available under the R&D Download Forms/Important Information sections.

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7. Inventory Management

Personal Inventory is managed on Samarth Portal. Before processing the MIIR for payment after Department Stock entry, every non-consumable item is entered on the samarth portal and issued/notified to the Indenter. Prior to that all the bills are entered in the Daily Receipt Register (DRR) of the Stores, R&D.

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8. Purchase Orders and Sanctions

Final procurement approval and execution involve:

- Sanction Sheet, Indian Purchase Order, Import Purchase Order, Amendments to orders, Customs/Transport clearance, etc. A set of forms are available for R&D Office Use.

These forms formalize the transaction and define contractual obligations, including delivery terms and compliance requirements.

The purchase forms provided by IIT Ropar's R&D section establish a **well-structured, transparent, and scalable procurement framework**. By categorizing purchases, incorporating committee-based evaluations, and digitizing workflows, the institute ensures **financial discipline, accountability, and efficiency** in handling research-related procurements. This system supports both routine and complex purchases while maintaining compliance with institutional and governmental guidelines.

- ❖ **Indent/PO Register for office records/suo moto disclosure under GFR 174(i)/Govt Procurement Manual Rules 1.12, 7.6.1:**

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
S/N	Clear Indent Date	eReceipt No.	eFile No.	Comp.#	PO Exp. By	PO Signed on	Work Day	Timely/Late	Late Remarks	Supplier	Particulars	PO Value	Approved Amt	Project Ref.	Delivery Due	Del. Status	Remarks (if any)
File Types: LCP (Local Committee Purchase), GDP (GeM Direct Purchase), LDP (Local Direct Purchase), CTP (CPPP Tender)																	

Workflow/Timeline: Doc Initiation to Approval/Order/Payment - R&D Section, IIT Ropar

Types of Purchase	Work-Step	Dealing Assistant/Purchase	Day	Junior Superintendent/Purchase	Day	Accounts, R&D	Day	Astt./Deputy Registrar, R&D	Day	Indenter	Day	Audit	Day	Dean	Day	Director*	Expected Timeline(Workdays) (Excluding Appr. Discretion*)
LDP/GDP (≤Rs. 1 Lakhs) Local/GeM Purchase	**Direct**	If the buyer is sure of fund status & purchase requirements, buy directly, as PI is the competent authority up to this limit and later submit bill for adjustment (check R&D SP-01 & AC-01 Form).															- NA -
		PURCHASE PROCESSING (After receipt of Clear Indent)															
LDP/GDP (≤Rs. 2 Lakhs) Local Direct Purchase	**Step-1**	Check/Create eFile/Draft PO	1-2	Check/Fwd to Acc. for fund booking	1-2	Budget booking	3-4	Confirm/Sign. PO(<1 Lakh)	3-4	-	-	-	-	Appr.>2L	5-6		LDP PO<1 Lakh=**4 days** LDP PO>1 Lakh=**7 days**
LCP(>Rs. 2-25 Lakhs) Local Committee Purchase	**Step-1**	Check/Create eFile/Draft PO	1-2	Check/Fwd to Acc. for fund booking	1-2	Budget booking	3-4	Fwd to Audit	3-4	-	-	Checked	5-6	Approved	7-8		LCP PO=**9 days**
GTP/CTP(>Rs. 25 Lakhs) GeM/CPPP Tender Pur.	**Step-1**	Check/Create eFile	1-2	Check/Fwd to Acc. for fund booking	1-2	Budget booking	3-4	Fwd to Dean	3-4	-	-	-	-	Approved	5-6		**3 Bids PO** 32(process)+21(Bid)+7 (buyer's) days=**60 days**
	Step-2	Draft Bid Prepartion	7-8	Check/Fwd for sign	7-8	-	-	Tender Signed	8-9								
	Step-3	**Bid Publication/Duration**			9-30												
	Step-4#	Bids Opening/Filing/Doc Compliance	31-34	Check/Fwd for Accounts/Indenter	31-34	EMD confirmation	35	Fwd to Audit	36	-	-	Checked	37-38				**≤3 bids PO** 37(process)+21(Bid)+7 (buyer's) days=**65 days***
		-	-	-	-	-	-	Fwd to Indenter	39	Tec. Eval.	40-45	Checked	46-47	Approved			
	Step-5	Price Bids Opening/Scheduling	48-49	Check/Fwd for recommendation	48-49	-	-	Fwd to Indenter	50	Fin. Eval.	51-52						
	Step-6#	Sanction Sheet+Draft PO	53-54	Sanction Sheet+Draft PO	53-54	Budget booking	55-56	Fwd to Audit	55-56	-	-	Checked	57-58	Forward	59-60	Appr. Discr.	
	#Step	NA	-	Fwd form to open <3 Tech./2 Fin. bids	1-2	-	-	Fwd to Dean	1-2	NA		Checked	3-4	Forward	4-5	Appr. Discr.	*Add. Time, if applicable.due to extension of bidding time
		NA		For Techno-Comml discussion/ Fwd for approval	1-2	-	-	Fwd to Dean	1-2	NA		Checked	3-4	Forward	4-5		
		NA		IIEM review if >1 Crore purchase													
PAP(>Rs. 25 Lakhs) Proprietary Article Pur.	**Step-1**	Check/Create eFile/Draft NIQ	1-2	Check/Fwd to Acc. for fund booking	1-2	Budget booking	3-4	Fwd to Dean	3-4	-	-	-	-	Approved	5-6		**Proprietary PO** 23(process)+10(bid)+2 (buyer's) days=**35 days**
	Step-2	Draft GeM/CPPP Bid	7-8	Check/Fwd for sign	7-8	-	-	Tender Signed	8-9								
	Step-3	**Bid Publication/Duration**			9-19												
	Step-4	Bids Opening/Filing/Doc Compliance	20-21	Check/Fwd for Accounts/Indenter	20-21	EMD confirmation	22-23	Fwd to Audit	22-23		Checked	24-25					
										Evaluation	26-27						
	Step-5	Sanction Sheet/Draft PO	28-29	Check/Fwd Sanction Sheet/Draft PO	28-29	Budget booking	30-31	Fwd to Audit	30-31	-	-	Checked	32-33	Forward	34-35	Appr. Discr.	
GTE Global Tender Exemption	**Step-1**	Check/Create eFile	1	Check/Fwd to AR/DR	1	-	-	Check/Fwd to nominate expert	2								**15 days**
	Step-2			Schedule meeting with committee													
	Step-3			After meeting fwd Reco. for approval	1	-	-	Fwd to Dean	2	-	-	-	-	Forward	3-4	Appr. Discr.	
Committee Approval	**Step-1**	Check/Create eFile	1	Check/Fwd to AR/DR	1	-	-	Fwd to Dean	2	-	-	-	-	Approved	3-4		**5 days**
		PO Delivery Date Extension															
DDE Extensin of delivery date	**≤₹1 Lakh**	Write note post obtaining recommendation of indenter on request from vendor	1-2	Check/Fwd for confirmation	1-2	-	-	Confirmed/Convey to vendor	3								**7 days**
	>₹1 Lakh					-	-	Fwd. for approval	3	-	-	-	-	Approved	4-5		
		EMD Return															
EMD Returning EMDs	**1st stage**	Draft note after PO for return to unsuccessful bidder/s	1	Check/Fwd for confirmation	2	-	-	Confirmed/Fwd for processing	3								**7 days**
	2nd stage	Draft note after PBG submission for return to successful bidder	1	Check/Fwd for confirmation	2	-	-	Confirmed/Fwd for processing	3								
						Process Refund	4-7										
		PAYMENT PROCESSING (After Receipt of Clear MIIR/Bill or Purchase Claim)															
PAY Payment against PO	**Step-1**	DRR/Samarth Ledger Entry	1-2	Fwd for processing payment	1-2	Voucher/Entry	2-10	Fwd for payment	2-10	-	-	For <5 Lakhs		Approved	11-13		- Payment in **13-15 Days** - To audit payment of >5 Lakhs +2 days required. - For >10 Lakhs PO, PBG verify by Bank takes time. - eBill process takes less time.
Direct Purchase Payment	**Step-1**	DRR/Ledger Entry of NC	1-2	Fwd for processing payment	1-2	Voucher/Entry	2-10	Fwd for payment	2-10	-	-						

Note: #Work Day = 8 working hrs | #This workflow is only indicative, the buyer may experience fast/slow processing in some cases depending upon rush of work | #The AR/DR (R&D) may be requested to expedite the process, if required. #Urgent request (if any) may be submitted directly to the competent authority for approval to avoid procedural delays/lapses.

(For tender, as per the GoI Purchase Manual Rule No. 7.6.1/GFR Rule No. 174 (i), this time schedule is only indicative, and the schedule shall be subject to change based on the nature of requirements, sourcing, sample evaluation, site visit/ pre-bid meeting with prospective bidders and Government, guidelines, and so on.) The payments process is also depends on the funds availablity under the Project and Foreign Exchange fluctuation.

Signed by
Mukesh Kumar
Date: 26-11-2025 09:07:

25/11/2025