

## **STANDARD OPERATING PROCEDURE**

### **PURCHASE SECTION**

S. No.	Activity	Timeline
<b>Single Tender</b>		
1.	GEMARPTS to be generated for procurement of the indented item out of GeM Portal	
2.	Indent form received (Indent Form duly filled in respect of Project Name, Budget Head, and Vendor's contact with E-mail id and HOD Signature. The specifications to be attached with Indent). Soft copy of the specifications is also required to be sent to purchase section if required.	
3.	If indented item is laptop then the previous record needs to be checked before processing the indent	Within 01 days
4.	If there is already issued laptop then file send further to CFA for further order	Within 01 day
5.	After receipt back file from CFA, the file be processed further	Within 01 day
6.	If indented items are related to IT items then specifications needs to be vetted by IT committee and file sent to IT committee for needful	Time depend upon IT Committee
7.	After receipt of back indent from IT committee the case will be processed further	Within 01 days
8.	Enquiry Letter to the Vendor with a copy to the indenter and minimum time granted for submission of quotation is 15 days	Within 02 days
9.	Enquiry to be published on the CPPP e-publishing	Within 02 days
10.	On the receipt of quotation the same will be opened and checked if required documents not complete then e-mail will be sent to the vendor for providing missing documents.	Within 02 days
11.	After receipt of quotation with all complete documents, the quotation will be sent to the indenter for the recommendation of committee. Recommendations of the committee required to be given in the format available on the intranet.	Within 01 days
12.	After receipt of the financial recommendation from the indenter and committee, the Sanction Sheet will be prepared. The sanction sheet involves the approval of the following Sections: <ul style="list-style-type: none"> <li>• Indenting Department</li> <li>• Accounts</li> <li>• Audit</li> <li>• Registrar</li> <li>• Dean</li> <li>• Director/ CFA</li> </ul> The abovesaid sections process the file as per their SOP.	Within 02 days
13.	On receipt of CFA approval preparation of Purchase Order	Within 02 days
14.	Pre Audit of the high value Purchase order (PO) including Indian and imported	Within 02 days
15.	Preparation of the final Purchase order and the same to be got signed from HOD, Copy of Purchase Order to be sent to the following: <ol style="list-style-type: none"> <li>1. Vendor</li> <li>2. Indenter</li> <li>3. Accounts</li> <li>4. Central Stores</li> </ol>	Within 02 days
16.	GST exemption /Custom Duty Exemption Certificate to be prepared and to be got signed from the CFA	Within 02 days

17.	Sending of the Purchase Order to the vendor through e-mail/post after receipt of GST exemption /Custom Duty Exemption Certificate duly signed from the CFA	Within 01 days
<b>Opening of LC</b>		
18.	On receipt of proforma invoice from the vendor, the LC documents will be drafted and the same will be shared with the vendor for vetting of the LC draft	Within 03 days
19.	After receipt of the vetted documents from the vendor the final LC documents will printed and the file will be sent to Accounts Section for further processing	Within 02 days
<b>Advance Payment (if required)</b>		
20.	On receipt of profoma invoice from the vendor, the Noting will be drafted and the same will be send to Accounts Section for making the Advance payment	Within 02 days
<b>Amendment if purchase order (if required)</b>		
21.	On receipt of e-mail from the vendor regarding amendment in purchase order, the e-mail/file will be forwarded to indenter for recommendations	Within 01 day
22.	If indenter recommends the file sent to CFA for approval of the amendment in purchase order	Within 02 days
23.	Issue of amended purchase order to the vendor and Sending of the Purchase Order to the vendor through e-mail	Within 02 days

<b>Limited Tender (Two Bid)</b>		
<b>S. No.</b>	<b>Activity</b>	<b>Timeline</b>
1.	GEMARPTS to be generated for procurement of the indented item out of GeM Portal	
2.	Indent form received (Indent Form duly filled in respect of Project Name, Budget Head, and Vendor's contact with E-mail id and HOD Signature. The specifications to be attached with Indent). Soft copy of the specifications is also required to be sent to purchase section if required.	
3.	If indented item is laptop then the previous record needs to be checked before processing the indent	Within 01 days
4.	If there is already issued laptop then file send further to CFA for further order	Within 01 day
5.	After receipt back file from CFA, the file be processed further	Within 01 day
6.	If indented items are related to IT items then specifications needs to be vetted by IT committee and file sent to IT committee for needful	Time depend upon IT Committee
7.	After receipt of back indent from IT committee the case will be processed further	Within 01 days
8.	Tender document to be floated on the Central Public Procurement Portal (CPPP) and minimum time granted for submission of Bids is 21 days	Within 03 days
9.	If tender is required to be re-tendered due to less participation of the bidders i.e. less than 03 bids have received then tender is to be retendered & corrigendum is to be drafted and got approved from the CFA before retender on the CPPP	Within 03 days
10.	Opening of Technical bids on due date in the presence of indenter and bidders if any wishes to be present	Within 01 day
11.	Tender documents will be complied and the file sent to indenter for technical recommendations, the technical recommendations is required in the format available on the intranet.	Within 02 days
12.	After receipt of file from the indenter with committee recommendations, the letter will be issued to qualified vendors for opening of price bid after approval of CFA	Within 02 days
13.	Opening of Price Bid on due date in the presence of indenter and bidders if any wishes to be present	Within 02 days
14.	After opening of the price bid, the comparative statement will be made and the same will be send to Audit Section. If the price bid of only one bidder is opened then the file will be directly send to indenter for recommendations	Within 02 days
15.	If there is correction in the comparative statement then the comparative statement will be revised and send back to Audit for re-checking	Within 01 day
16.	After receipt of file from Audit after checking the file, the file will be send to indenter for financial recommendations in the format available on the intranet.	Within 01 day
17.	Incuse if the indenter wishes to call the vendor for techno-commercial discussion then letter will be issued to the vendor	Within 02 day
18.	After the techno-commercial discussion on the receipt of the revised offer from the vendor , the file send to indenter for recommendations	Within 01 day
19.	After receipt of the financial recommendation from the indenter and committee, the Sanction Sheet will be prepared. The sanction sheet involves the approval of the following Sections: <ul style="list-style-type: none"> <li>• Indenting Department</li> <li>• Accounts</li> <li>• Audit</li> <li>• Registrar</li> </ul>	Within 02 days

	<ul style="list-style-type: none"> <li>• Dean</li> <li>• Director/ CFA</li> </ul> <p>The abovesaid sections process the file as per their SOP.</p>	
20.	On receipt of CFA approval preparation of Purchase Order	Within 02 days
21.	Pre Audit of the high value Purchase order (PO) including Indian and imported	Within 02 days
22.	Preparation of the final Purchase order and the same to be got signed from HOD, Copy of Purchase Order to be sent to the following: <ol style="list-style-type: none"> <li>1. Vendor</li> <li>2. Indenter</li> <li>3. Accounts</li> <li>4. Central Stores</li> </ol>	Within 02 days
23.	GST exemption /Custom Duty Exemption Certificate to be prepared and to be got signed from the CFA	Within 02 days
24.	Sending of the Purchase Order to the vendor through e-mail/post after receipt of GST exemption /Custom Duty Exemption Certificate duly signed from the CFA	Within 01 days
<b>Opening of LC</b>		
25.	On receipt of proforma invoice from the vendor, the LC documents will be drafted and the same will be shared with the vendor for vetting of the LC draft	Within 03 days
26.	After receipt of the vetted documents from the vendor the final LC documents will printed and the file will be sent to Accounts Section for further processing	Within 02 days
<b>Advance Payment (if required)</b>		
27.	On receipt of profoma invoice from the vendor, the Noting will be drafted and the same will be send to Accounts Section for making the Advance payment	Within 02 days
<b>Amendment if purchase order (if required)</b>		
28.	On receipt of e-mail from the vendor regarding amendment in purchase order, the e-mail/file will be forwarded to indenter for recommendations	Within 01 day
29.	If indenter recommends the file sent to CFA for approval of the amendment in purchase order	Within 02 days
30.	Issue of amended purchase order to the vendor and Sending of the Purchase Order to the vendor through e-mail	Within 02 days

<b>Limited Tender (Single Bid)</b>		
<b>S. No.</b>	<b>Activity</b>	<b>Timeline</b>
1.	GEMARPTS to be generated for procurement of the indented item out of GeM Portal	
2.	Indent form received (Indent Form duly filled in respect of Project Name, Budget Head, and Vendor's contact with E-mail id and HOD Signature. The specifications to be attached with Indent). Soft copy of the specifications is also required to be sent to purchase section if required.	
3.	If indented item is laptop then the previous record needs to be checked before processing the indent	Within 01 days
4.	If there is already issued laptop then file send further to CFA for further order	Within 01 day
5.	After receipt back file from CFA, the file be processed further	Within 01 day
6.	If indented items are related to IT items then specifications needs to be vetted by IT committee and file sent to IT committee for needful	Time depend upon IT Committee
7.	After receipt of back indent from IT committee the case will be processed further	Within 01 days
8.	Tender document to be floated on the Central Public Procurement Portal (CPPP) and minimum time granted for submission of Bids is 21 days	Within 03 days
9.	If tender is required to be re-tendered due to less participation of the bidders i.e. less than 03 bids have received then tender is to be retendered & corrigendum is to be drafted and got approved from the CFA before retender on the CPPP	Within 03 days
10.	Opening of bids on due date in the presence of indenter and vendors if any wishes to be present	Within 01 day
11.	The tender will be compiled and the comparative statement will be made and the same will be send to Audit Section. If the bid from only one vendor is opened then the file will be send directly to indenter for recommendations	Within 03 days
12.	If there is correction in the comparative statement then the comparative statement will be revised and send back to Audit for re-checking	Within 01 day
13.	After receipt of file from Audit after checking the file, the file will be send to indenter for recommendations	Within 01 day
14.	Incuse if the indenter wishes to call the vendor for techno-commercial discussion then letter will be issued to the vendor	Within 02 days
15.	After the techno-commercial discussion on the receipt of the revised offer from the vendor , the file send to indenter for recommendations	Within 01 day
16.	After receipt of the financial recommendation from the indenter and committee, the Sanction Sheet will be prepared. The sanction sheet involves the approval of the following Sections: <ul style="list-style-type: none"> <li>• Indenting Department</li> <li>• Accounts</li> <li>• Audit</li> <li>• Registrar</li> <li>• Dean</li> <li>• Director/ CFA</li> </ul> The abovesaid sections process the file as per their SOP.	Within 02 days
17.	On receipt of CFA approval preparation of Purchase Order	Within 02 days
18.	Pre Audit of the high value Purchase order (PO) including Indian and imported	Within 02 days
19.	Preparation of the final Purchase order and the same to be got signed from HOD, Copy of Purchase Order to be sent to the following: <ol style="list-style-type: none"> <li>1. Vendor</li> </ol>	Within 02 days

	2. Indenter 3. Accounts 4. Central Stores	
20.	GST exemption /Custom Duty Exemption Certificate to be prepared and to be got signed from the CFA	Within 02 days
21.	Sending of the Purchase Order to the vendor through e-mail/post after receipt of GST exemption /Custom Duty Exemption Certificate duly signed from the CFA	Within 01 days
<b>Opening of LC</b>		
22.	On receipt of proforma invoice from the vendor, the LC documents will be drafted and the same will be shared with the vendor for vetting of the LC draft	Within 03 days
23.	After receipt of the vetted documents from the vendor the final LC documents will printed and the file will be sent to Accounts Section for further processing	Within 02 days
<b>Advance Payment (if required)</b>		
24.	On receipt of profoma invoice from the vendor, the Noting will be drafted and the same will be send to Accounts Section for making the Advance payment	Within 02 days
<b>Amendment if purchase order (if required)</b>		
25.	On receipt of e-mail from the vendor regarding amendment in purchase order, the e-mail/file will be forwarded to indenter for recommendations	Within 01 day
26.	If indenter recommends the file sent to CFA for approval of the amendment in purchase order	Within 02 days
27.	Issue of amended purchase order to the vendor and Sending of the Purchase Order to the vendor through e-mail	Within 02 days

Open Tender		
S. No.	Activity	Timeline
1.	GEMARPTS to be generated for procurement of the indented item out of GeM Portal	
2.	Indent form received (Indent Form duly filled in respect of Project Name, Budget Head, and Vendor's contact with E-mail id and HOD Signature. The specifications to be attached with Indent). Soft copy of the specifications is also required to be sent to purchase section if required.	
3.	If indented item is laptop then the previous record needs to be checked before processing the indent	Within 01 days
4.	If there is already issued laptop then file send further to CFA for further order	Within 01 day
5.	After receipt back file from CFA, the file be processed further	Within 01 day
6.	If indented items are related to IT items then specifications needs to be vetted by IT committee and file sent to IT committee for needful	Time depend upon IT Committee
7.	After receipt of back indent from IT committee the case will be processed further	Within 01 days
8.	Tender document to be drafted and to be shared with the indenter for vetting the same	Within 02 days
9.	Tender document to be floated on the Central Public Procurement Portal (CPPP) and minimum time granted for submission of Bids is 21 days	Within 03 days
10.	If tender is required to be re-tendered due to less participation of the bidders i.e. less than 03 bids have received then tender is to be retendered & corrigendum is to be drafted and got approved from the CFA before retender on the CPPP	Within 03 days
11.	Opening of Technical bids on due date in the presence of indenter and vendors if any wishes to be present	Within 01 day
12.	Tender documents will be complied and send the file to indenter for recommendations	Within 01 day
13.	After receipt of file from the indenter with committee recommendations, the letter will be issued to qualified vendors for opening of price bid after approval of CFA	Within 01-02 days
14.	Opening of Price Bid on due date in the presence of indenter and vendors if any wishes to be present	Within 02-03 days
15.	After opening of the price bid, the comparative statement will be made and the same will be send to Audit Section. If the price bid only one vendor is opened then the file will be directly send to indenter for recommendations	Within 03 days
16.	If there is correction in the comparative statement then the comparative statement will be revised and send back to Audit for re-checking	Within 01 day
17.	After receipt of file from Audit after checking the file, the file will be send to indenter for recommendations	Within 01 day
18.	Incase if the indenter wishes to call the vendor for techno-commercial discussion then letter will be issued to the vendor	Within 01 day
19.	After the techno-commercial discussion on the receipt of the revised offer from the vendor , the file send to indenter for recommendations	Within 01 day
20.	After receipt of the financial recommendation from the indenter and committee, the Sanction Sheet will be prepared. The sanction sheet involves the approval of the following Sections: <ul style="list-style-type: none"> <li>• Indenting Department</li> <li>• Accounts</li> <li>• Audit</li> <li>• Registrar</li> </ul>	Within 02 days

	<ul style="list-style-type: none"> <li>• Dean</li> <li>• Director/ CFA</li> </ul> <p>The abovesaid sections process the file as per their SOP.</p>	
21.	On receipt of CFA approval preparation of Purchase Order	Within 02 days
22.	Pre Audit of the high value Purchase order (PO) including Indian and imported	Within 02 days
23.	Preparation of the final Purchase order and the same to be got signed from HOD, Copy of Purchase Order to be sent to the following: <ul style="list-style-type: none"> <li>1. Vendor</li> <li>2. Indenter</li> <li>3. Accounts</li> <li>4. Central Stores</li> </ul>	Within 02 days
24.	GST exemption /Custom Duty Exemption Certificate to be prepared and to be got signed from the CFA	Within 02 days
25.	Sending of the Purchase Order to the vendor through e-mail/post after receipt of GST exemption /Custom Duty Exemption Certificate duly signed from the CFA	Within 01 days
<b>Opening of LC</b>		
26.	On receipt of proforma invoice from the vendor, the LC documents will be drafted and the same will be shared with the vendor for vetting of the LC draft	Within 03 days
27.	After receipt of the vetted documents from the vendor the final LC documents will printed and the file will be sent to Accounts Section for further processing	Within 02 days
<b>Advance Payment (if required)</b>		
28.	On receipt of profoma invoice from the vendor, the Noting will be drafted and the same will be send to Accounts Section for making the Advance payment	Within 02 days
<b>Amendment if purchase order (if required)</b>		
29.	On receipt of e-mail from the vendor regarding amendment in purchase order, the e-mail/file will be forwarded to indenter for recommendations	Within 01 day
30.	If indenter recommends the file sent to CFA for approval of the amendment in purchase order	Within 02 days
31.	Issue of amended purchase order to the vendor and Sending of the Purchase Order to the vendor through e-mail	Within 02 days



Global Tender Enquiry		
S. No.	Activity	Timeline
1.	GEMARPTS to be generated for procurement of the indented item out of GeM Portal	
2.	Indent form received (Indent Form duly filled in respect of Project Name, Budget Head, and Vendor's contact with E-mail id and HOD Signature. The specifications to be attached with Indent). Soft copy of the specifications is also required to be sent to purchase section if required.	
3.	After the receipt of the indent for Multicurrency/Imported/GTE, the domestic tender will be floated as per the Ministry Office memorandum.F.20/45/2020-PPD dated 08.01.21 to ascertain the local manufacturer /supplier. The domestic tender to be floated as per the provisions of the Open Tender or Limited tender whichever is applicable.	
4.	If no domestic Supplier is found then DEAN(R&D) or an appropriate authority within the institute will issue the following certificates:- i)Confirmation of non- availability in India of particular equipment/consumables of foreign origin through Government e-Marketable (GeM) and other sources ii)Certification that locally available alternatives with equivalent specifications are not suitable for research purposes. iii)The non- availability of such equipment for research purposed with nearby research institutes or within the institute iv)Certification of the requirement of proprietary items of foreign origin for research purpose( where applicable)	
5.	After this, the proposal will be send to the PSA and on the receipt of the approval from the PSA , the GTE will be initiated as explained above and the steps as per the Open tender or Limited Tender may be followed depends upon the value of the equipment	Time depend upon the approval from the PSA

<b>Purchase Cycle Below Rs. 25,000/- to Rs. 2,50,000/-</b>		
<b>S. No.</b>	<b>Activity</b>	<b>Timeline</b>
1.	<b>GEMARPTS to be generated for procurement of the indented item out of GeM Portal</b>	
2.	Indent form received (Indent Form duly filled in respect of Project Name, Budget Head, and Vendor's contact with E-mail id and HOD Signature. The specifications to be attached with Indent). Soft copy of the specifications is also required to be sent to purchase section if required.	
3.	If indented item is laptop then the previous record needs to be checked before processing the indent	Within 01 days
4.	If there is already issued laptop then file send further to CFA for further order	Within 01 day
5.	After receipt back file from CFA, the file be processed further	Within 01 day
6.	If indented items are related to IT items then specifications needs to be vetted by IT committee and file sent to IT committee for needful	Time depend upon IT Committee
7.	After receipt of back indent from IT committee the case will be processed further	Within 01 days
8.	Budget to be booked by Accounts Section and sent to Purchase Section for further action	0 days
9.	After checking the indent and filling the necessary column, the file may forward further to CFA for approval. The approval involves following Sections: <ul style="list-style-type: none"> <li>• Registrar</li> <li>• Dean</li> <li>• CFA</li> </ul> The abovesaid sections shall process the file as per their SOP.	Within 02 days
10.	On receipt of CFA approval preparation of Purchase order(PO). Copy of PO to be sent to the following: <ol style="list-style-type: none"> <li>1. Vendor.</li> <li>2. Indenter.</li> <li>3. Accounts.</li> </ol> Central Stores	Within 02 days
11.	GST exemption /Custom Duty Exemption Certificate to be prepared and to be got signed from the Registrar	Within 02 days
12.	Sending of the Purchase Order to the vendor through e-mail after receipt of GST exemption /Custom Duty Exemption Certificate duly signed from the Registrar	Within 01 day
<b>Advance Payment (if required)</b>		
13.	On receipt of profoma invoice from the vendor, the Noting will be drafted and the same will be send to Accounts Section for making the Advance payment	Within 02 days
<b>Amendment if purchase order (if required)</b>		
14.	On receipt of e-mail from the vendor regarding amendment in purchase order, the e-mail/file will be forwarded to indenter for recommendations	Within 01 day
15.	If indenter recommends the file sent to CFA for approval of the amendment in purchase order	Within 02 days
16.	Issue of amended purchase order to the vendor and Sending of the Purchase Order to the vendor through e-mail	Within 01 day

<b>Return of EMD/PBG</b>		
<b>S. No.</b>	<b>Activity</b>	<b>Timeline</b>
1.	After issue of purchase order the file for return of EMD will be processed	Within 02 days
2.	After Successful supply and installation and submission of PBG by the vendor , the EMD to be returned	Within 02 days
3.	The file will sent to the indenter for recommendations after expiry of warranty period for return of the performance security (PBG) to the vendor	Within 01 day
4.	After receipt of file from the indenter ,the PBG will be return to the vendor alongwith return letter	Within 01 day

<b>Extension in Delivery Period</b>		
<b>S. No.</b>	<b>Activity</b>	<b>Timeline</b>
1.	On receipt of e-mail from the vendor regarding extension in delivery period, the e-mail will be forwarded to indenter for recommendations	Within 01 day
2.	If indenter recommends the file sent to CFA for approval of the extension in delivery period	Within 02 days
3.	Issue of letter to the vendor regarding the extension in delivery period	Within 02 days

<b>Purchase Cycle upto Rs. 25,000/-</b>		
<b>S. No.</b>	<b>Activity</b>	<b>Timeline</b>
1.	<b>GEMARPTS to be generated for procurement of the indented item out of GeM Portal</b>	
2.	Indent form received (Indent Form duly filled in respect of Project Name, Budget Head, and Vendor's contact with E-mail id and HOD Signature. The specifications to be attached with Indent). Soft copy of the specifications is also required to be sent to purchase section if required.	
3.	If indented items are related to IT items then specifications needs to be vetted by IT committee and file sent to IT committee for needful	Time depend upon IT Committee
4.	After receipt of back indent from IT committee the case will be processed further	Within 01 days
5.	Budget to be booked by Accounts Section and sent to Purchase Section for further action	0 days
6.	After checking the indent and filling the necessary column, the file may forward further to CFA for approval. The approval involves following Sections: <ul style="list-style-type: none"> <li>Registrar/HOD</li> </ul> The abovesaid sections shall process the file as per their SOP.	Within 02 days
7.	On receipt of CFA approval preparation of Purchase order(PO) if GST exemption is required otherwise file will be sent to Identifying Department fr. Copy of PO to be sent to the following: 1. Vendor. 2. Indenter. 3. Accounts. Central Stores	Within 02 days
8.	GST exemption /Custom Duty Exemption Certificate to be prepared and to be got signed from the Registrar	Within 02 days
9.	Sending of the Purchase Order to the vendor through e-mail after receipt of GST exemption /Custom Duty Exemption Certificate duly signed from the Registrar	Within 01 day

<b>Advance Payment (if required)</b>		
10.	On receipt of profoma invoice from the vendor, the Noting will be drafted and the same will be send to Accounts Section for making the Advance payment	Within 02 days
<b>Amendment if purchase order (if required)</b>		
11.	On receipt of e-mail from the vendor regarding amendment in purchase order, the e-mail/file will be forwarded to indenter for recommendations	Within 01 day
12.	If indenter recommends the file sent to CFA for approval of the amendment in purchase order	Within 02 days
13.	Issue of amended purchase order to the vendor and Sending of the Purchase Order to the vendor through e-mail	Within 01 day

<b>GeM</b>		
<b>S. No.</b>	<b>Activity</b>	<b>Timeline</b>
1.	Indent form received (Indent Form duly filled in respect of Project Name, Budget Head, and Vendor's contact with E-mail id and HOD Signature with specifications). Soft copy of the specifications is also required to be sent to purchase section.	
2.	If indented item is laptop then the previous record needs to be checked before processing the indent	Within 01 day
3.	If there is already issued laptop then file send further to CFA for further order	Within 01 day
4.	After receipt back file from CFA, the file be processed further	Within 01 day
5.	If indented items are related to IT items then specifications needs to be vetted by IT committee and file sent to IT committee for needful	Time depend upon IT Committee
6.	After receipt of back indent from IT committee the case will be processed further	Within 01 day
7.	If the value is less than Rs. 25,000/- then direct order can be placed on the GeM to any bidder on GeM by the indenter in the Indent Form No. SPS 103A	Within 03 days
8.	If the value is Greater than Rs. 25,000/- and Less than Rs.5 Lakhs then order to be placed to L-1 vend or after comparing the three different OEM or Bid/RA can also be created.	Within 03 days
9.	if opted for Bid/RA minimum time for bidding is 10 days in case of purchase valuing upto Rs.2.50 Lacs and 21 days purchase valuing between Rs.2.50 Lacs to Rs. 5.00 Lacs and if opted for direct order after comparing three different OEM then 03 days are required	
10.	If the value is Greater than Rs. 5 Lakhs then Bid/RA is to be created by giving 21 days Minimum Time for bidding	Within 02 days
11.	Opening of bids on due date on the GeM	Within 01 day
12.	Bids to be compiled and the same will be send to indenter for Technical recommendations	Within 02-03 days
13.	After receipt of Technical recommendations from the indenter , the price quotation be opened of qualified bidders on the GeM	Within 01 day
14.	Preparation of Sanction Sheet after recommendation received from Indenter. The approval involves the following Sections: <ul style="list-style-type: none"> <li>• Indenting Department</li> <li>• Accounts</li> <li>• Audit</li> <li>• Registrar</li> <li>• Dean</li> <li>• Director/ CFA</li> </ul> The abovesaid sections process the file as per their SOP.	Within 01-02 days
15.	On receipt of Director's approval preparation of PO on the GeM	Within 01-02 days

**Note:** The actual time line will be depends on working of the Gem website.