

Floating Tender

GFR-2017

(Summary to purchase upto 2.5 lacs)

Procurement of Goods and Services, Chapter-6

1. Make file in the format “**Purchase/RC/Dept./ Financial year/ Recurring or Non-Recurring/ Budget items no**”
2. Check list (three pages) and Note sheet (**green**) will be required for all types of purchases.
3. Permission from the Principal to initiate purchase along with the following attachment:
4. Quantity of items required and in hand (Rough estimate of cost etc.)
5. Previously passed budget.
6. Seek permission from Principal to check availability on GeM for each purchase (**Mandatory as per GFR rule**). If available as per specifications on GeM, order will be placed immediately upto 24,999/- for more than 25,000/- a comparison will be made automatically on GeM. Other option could be bidding on GeM.
7. If item/s are not available on GeM as per specifications then other mode shall be applicable like, tender on CPP Portal or Quotations via. Market survey (Single quotation upto 24,999/-; three quotations for more than 25,000/- to 2,50,000/-.
8. Principal will constitute **Local Technical & Purchase Committee (T&PC)** including procuring officer (TIC/ Convener etc.) to finalize specifications and do the market survey.
9. Once committee finalize specifications; seek approval from the principal to send **Request for Quotations (RFQ)**. Quotation could be invited by any of the mode:
 - i). **By Hand-** Permission to market survey, quotation in the name of principal from the vendors, certificate from the committee (certificate-b) (Maximum duration: Two consecutive days of market survey)
 - ii). **By Speed post-** (If dept. have recognized list of vendors) Permission for that, record receipts of the post and attach with the file
 - iii). **By Publishing on website-** Take permission from the Principal to invite web based quotations on college and / or Delhi university website alongwith CPP Portal (Minimum 10-15 days shall be given).
10. Quotations should come to the diary section (Admin. office) only if mode is either (i) or (ii) then to the principal.

11. Quotations will be opened by the central purchase committee (CPC) in presence of procuring officer (Inform the vendors also, they may join) after forwarded by Principal to the CPC. Not required for mode (i) of point 6.
12. Quotations will be given to procuring officer to make comparison chart / technical certificate.
13. File will come to the CPC along with aforementioned formalities are done.
14. Once file is approved from the CPC then finally will come to the Principal.
15. After approval is given by the principal then,
16. Finally place the **order to the L-1 vendor**.
17. Procuring officer concerned shall submit copy of the order, installation and working certificate along with the invoice/ bill of the vendor in the name of the **“The Principal, Ramjas College”** to enable the release of amount of the order along with a copy of the cancelled cheque/ bank details to the accounts section after due entry in the asset register maintained by the care taker of the college.

Note:

Recurring – Consumables; **Non-recurring** – Non-consumables, **Procuring Officer** – TIC or Convener or Librarian etc.

TR: File will move with **Transit register** maintained by the different departments while moving the file, proper submission and receiving date and time has to be noted in the TR.

Ordering: P1, P2...for permissions / letters; Q1, Q2...for quotations; C1, C2..for corrections if any.

Payment: Payment to the vendors will be made by RTGS only.

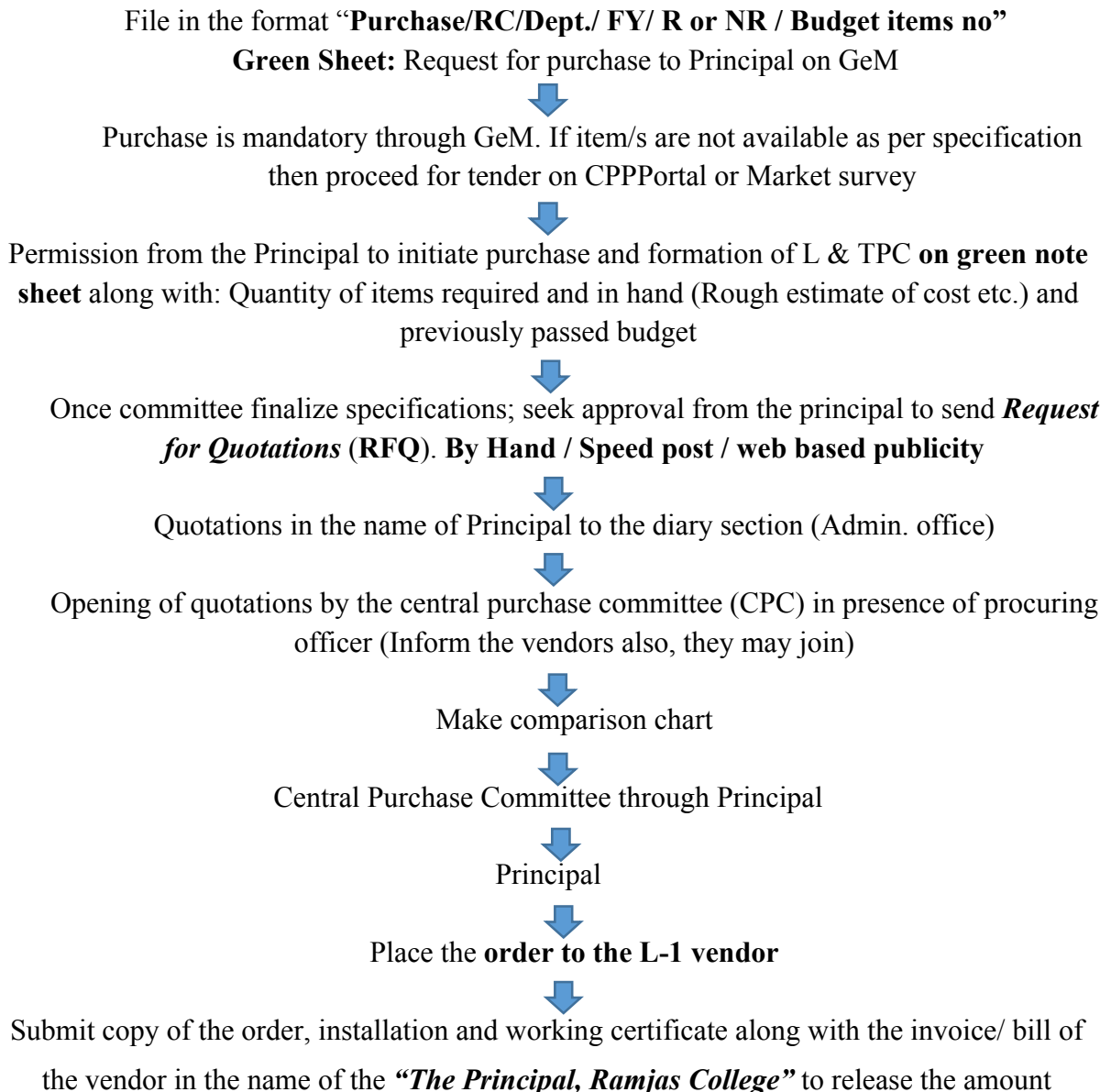
Vendor: Vendor should have valid TIN or GST number.

Two bid system: Quotations may be two fold (a) one technical bid consisting of all technical details along with terms and conditions (b) another financial bid containing items wise price for the items mentioned in the technical bid (As per requirement).

Relevant certificate/s shall be given for the mode or type of procurement.

Kindly check college website for further details.

Flow Chart Diagram to purchase as per GFR-2017



Flow Chart Diagram to purchase as per GFR-2017

File in the format “**Purchase/RC/Dept./ FY/ R or NR / Budget items no**”



Permission from the Principal to initiate purchase through GeM and formation of L & TPC **on green note sheet** along with: Quantity of items required and in hand (Rough estimate of cost etc.) and previously passed budget (**Mandatory as per GFR rule**).



Marked by the principal to CPC for GeM

Order will be placed on GeM immediately upto 24,999/-; for more than 25,000/- to 50,000/- a comparison will be made automatically on GeM.

For more than 50,000/- bidding will be required.



Analyse Technical specifications



Central Purchase Committee



Financial bid will be displayed for L-1 vendor only



Submit copy of the order, installation and working or satisfactory certificate along with the invoice/ bill to release amount



CPC Convener



Principal



Account Office for electronic payment

Floating Tender

Open/ Limited tender
amounting above 2
Lakhs and up to 25 Lakhs

Consent from Principal

Formation of Local Technical &
Purchase committee

Inviting Quotation(s)

Advertised/ Global
tender amounting
above 25 Lakhs

Consent from Principal

Formation of Local Technical &
Purchase committee

Inviting Quotation(s)

Advertisement of the Tender