



**INDIAN INSTITUTE OF TECHNOLOGY MADRAS  
STORES AND PURCHASE SECTION**

**Revised Purchase Procedure as per General Financial Rule 2017**

## Revised Purchase Procedure as per General Financial Rule 2017

### INDEX

Sl.No.	Contents	Pg. No.
1.	Procurement of Goods/Services through Government e-Market (GeM)	1
2.	Procedure for procurement upto to the value of INR.25,000	2
3.	Procedure for procurement for the value above INR.25,000 upto INR.2.5 lakh	3
4.	Procedure for procurement for the value above INR.2.5 lakh upto INR.25 lakh	4
5.	Procedure for procurement for the value above INR.25 lakh	5-6
6.	Procurement through Make in India policy for above 5 lakhs	7
7.	Single quotation Procurement	8
8.	Rate Contract Procurement	9
9.	Procurement of computer through OEM website	10
10.	CPDA Procurement	10
11.	Processing of purchase indents through workflow	11
12.	Payment of Bills	12-13
13.	Disposal of obsolete and condemned goods	14
14.	Tax Concessions extended by the Government to IITs	15
15.	Tagging of Assets with QR codes	16
16.	Specialized Committees for procurement	17
17.	ANNEXURE – A	18
18.	ANNEXURE – B	19
19.	ANNEXURE – C	20
20.	ANNEXURE – D	21
21.	ANNEXURE – E	22
22.	ANNEXURE – F	23
23.	ANNEXURE – G	24
24.	ANNEXURE – H	25
26.	GTE FORMAT	26-28

## **Procurement Process of Goods/Services through Government e-Market (GeM)**

Rule 149 of GFR states that procurement of common use goods and services by Ministries / Departments through Government e-Market (GeM) is mandatory for Goods and Services which are available on GeM. Numerous instructions have been issued by the Ministry of Finance reiterating the implementation and usage of GeM by the Ministries and Departments.

In the reference 1st cited circular of the Institute, instruction was already issued to the Departments / Centres / Sections with regard to procurement of goods and services from GeM portal.

Hence all Departments/Centres/Sections of this Institute are hereby instructed that procurement of common use goods and services should be mandatorily done from the Government e-Marketplace (GeM). The user Departments/Centres/Sections shall first obtain user ID by sending a request to the primary user of the Institute through S&P, for activating the GeM account and to login into email.gov.in. After verifying the invitation link in Inbox and filling up the details, GeM ID will be activated. You may login into the GeM portal using the user ID (IITM email ID) and process the purchase with the assistance of purchase tools available in GeM i.e direct purchase, e-bidding, reverse auction etc. depending on the value of the goods/services.

Once the order process is complete and contract is generated in GeM, the indent may be placed in the workflow for internal approval for purchase order issuance and for further payment process. Since there is no provision in GeM, for Internal Audit approval, audit for GeM purchase will be done on post audit basis. Further, for all purchases above 2.5 Lakhs in GeM the purchase committee shall mandatorily have one representative from the internal audit section of the Institute.

In the event of indenting goods/services not available in GeM, the procuring entity are required to generate a GeM Availability Report and Past Transaction Summary (GeMAR&PTS) with an unique ID on GeM portal. Further the buyers can define Custom Catalogue based Bid, based on their needs even when the goods/service category does not exist on GeM

The user registration form for GeM ID creation, process for activation of GeM ID, flowchart for order processing in GeM and handbook on GeM procurement, registration is attached herewith for further reference.

**In the event of indenting goods/services not procuring through GeM in any mode then the procuring entity should follow the guidelines**

**1) Procedure for procurement upto the value of INR.25,000**

Purchase order to be issued at the Department level itself for local purchases. For Import and AMC, Purchase order will be issued by Admin Stores.

1. Purchase may be made without inviting Quotations or Bids.
2. A certificate as per **Annexure - A** have to be issued by the user.
3. HoD to approve the purchase and issue purchase order.

**List of documents to be attached in the Purchase indents:**

- i. Copy of the Quotation countersigned by the end user.
- ii. User certificate as per **Annexure - A** with the signature of the end user.
- iii. Technical write-up in case of import and purpose of purchase whether for research/non research shall be mentioned.
- iv. Authorization issued by OEM if the order is to be placed with the Dealer/Local supplier/Retailer.
- v. Copy of the previous Purchase order to be attached in case of AMC.
- vi. Copy of Original purchase order to be attached in case of purchase of spares/Consumables.

**(2) Procedure for procurement for the value above INR.25,000 upto INR.2.5 lakh**

Purchase order to be issued at the Department level itself in case of local purchase. For Import and AMC, Purchase order will be issued by Admin Stores.

1. Local purchase Committee (LPC) consisting of 3 members from the Indenting department\* should be constituted by HoD.
2. The LPC should survey the market to ascertain the reasonableness of rate, quality and specifications and identify the appropriate supplier and recommend the product for purchase
3. The LPC certificate as per **Annexure – B** should be signed by the LPC members.
4. HoD to approve the purchase and issue the purchase order.

**List of documents to be attached in the Purchase indents:**

- i. Copy of the Quotation countersigned by the end user.
- ii. LPC Certificate signed by 3 LPC members.
- iii. Technical write-up in case import and purpose of purchase whether Research or Non- research shall be mentioned.
- iv. Authorization issued by OEM if the order is to be placed with the Dealer/Local supplier/Retailer.
- v. Copy of Original purchase order of the equipment to be attached if spares/consumables are purchased.
- vi. Copy of the previous Purchase order to be attached in case of AMC

\* **Department** also means Centres/Sections/Deans

**(3) Procedure for procurement for the value above INR.25 lakh upto INR.25 lakh**

1. Float tender calling for bids for the procurement of the item.
2. Minimum 7 days timing should be given to submit the closed cover bids.
3. 2 bids system shall be adopted to ensure technical selection.
4. Minimum 4 enquires should be called for from the bidders if bids are invited through postal/email.
5. The Tender document should also be published in the Institute website [tender.iitm.ac.in](http://tender.iitm.ac.in) and as well as in Central Public Procurement Portal <https://eprocure.gov.in/epublish/app>.
6. The departments should obtain the necessary login credentials to publish the tender in CPP portal from admin stores.
7. Bid Evaluation Committee/local purchase committee shall be formed by the HoD.
8. Bids evaluation should be done by the Bid Evaluation Committee consisting of not less than four members of the Department.
9. Order shall be placed with the lowest bidder among the technically selected vendors.
10. On finalization of L1, indent have to be submitted by the Department to Admin Stores.
11. For the value upto INR.25 lakh Chairman SPC will approve the purchases and for the value above INR.25 lakh Director will approve the purchases.
12. Purchase order will be issued by Assistant Registrar (S&P).

**List of documents to be attached in the Purchase indents:**

- i. Copy of the tender document.
- ii. Copy of all the Quotations countersigned by the bid evaluation committee.
- iii. Proof of dispatch with the address list of the vendors.
- iv. Proof for floating the tender document in the Institute's website and in the Central Public Procurement Portal.
- v. Technical and price comparative statement signed by the Bid Evaluation Committee members.
- vi. Technical write-up in case of import and purpose of purchase whether Research Purpose or Non- Research Purpose shall be mentioned.
- vii. Authorization issued by OEM if the order is to be placed with the Dealer/Local supplier/Retailer.

\* **Department** also means Centres/Sections/Deans

#### **(4) Procedure for procurement for the value above INR.25 lakh**

1. Large purchase committee should be constituted by the Chairman, SPC on the recommendation of the Head of Department.
2. The Large Purchase Committee will comprise minimum of 6 members with 2 Faculty members from the purchasing departments, 2 Faculty members from other departments, Assistant Registrar (S&P), Deputy Registrar (F&A) and Deputy Registrar (IA)
3. The Large Purchase Committee will finalize the technical specifications, vendor eligibility criteria, and Terms & Conditions of the tender.
4. Funds Approval to be obtained from the Director through Dean(Planning) if the proposed procurement is not from the budgetary allotment of the Department.
5. Two bid system should be followed.
6. Tender should be floated only in **e-procurement** mode.
7. Web publicity should be given in the Institute's website [tenders.iitm.ac.in](https://tenders.iitm.ac.in) and in the Central Public Procurement Portal.  
<https://eprocure.gov.in/epublish/app>.
8. Minimum 21 days tender notice to be given.
9. The Large Purchase Committee should first open the Technical bid and evaluate the vendor eligibility criteria, technical specification and other terms and conditions as per the tender document and should select the technically qualified bids.
10. Financial bids of the technically qualified vendors alone should be opened and evaluated by the Large Purchase Committee.
11. Order should be placed with the lowest bidder among the technically selected vendors.
12. On finalization of L1, indents have to be submitted by the department to the admin stores.
13. The Director will approve the purchases.
13. Purchase order will be issued by Assistant Registrar (S&P)

**List of documents to be attached in the Purchase indents:**

- i. Financial approval obtained from the Director if the procurement is not from departments budgetary allotment.
- ii. Technical and financial quotations of tenderers.
- iii. Minutes of the technical selection and technical comparative statement.
- iv. Minutes of the financial selection and financial comparative statement.
- v. Technical write-up about the item if it is an import item and purpose of purchase whether Research Purpose or Non- Research Purpose shall be mentioned.
- vi. Authorization issued by OEM if the order is to be placed with the Dealer/Local supplier/Retailer.
- vii. Local content certification.
- viii. Land boarder sharing certification.



## **I. Procurement through Make in India policy for above 5 lakhs**

*(No. P45021/2/2017-PP (BE-II) dated 16.09.2020)*

*“Public Procurement (Preference to Make in India) Order 2017” (PPP-MII) of Department for Promotion of Industry and Internal Trade, (DPIIT - Public Procurement Section) as revised by No. P45021/2/2017-PP (BE-II) dated 16th September 2020” To encourage 'Make in India' and promote manufacturing and production of goods and services in India.*

Local content means the amount of value added in India which shall, unless otherwise prescribed by the nodal ministry, be the total value of the item procured (excluding net domestic indirect taxes) minus the value of imported content in the item (including all custom duties) as a proportion of the total value in percent.

*‘Class-I local supplier’* means a supplier or service provider whose goods, service or works offered for procurement, meets the minimum local content as prescribed for Class-I local content under this order.

*Class-II local supplier’* means a supplier or service provider whose goods, service or works offered for procurement, meets the minimum local content as prescribed for Class-II local supplier but less than that prescribed for *Class-I local supplier’* under this order.

*Non-local supplier:* means a supplier or service provider whose goods, service or works offered for procurement, has local content less than that prescribed for *Class-II local supplier’* under this order.

*‘L1’* means the lowest tender or lowest bid or the lowest quotation received in a tender bidding process or other procurement solicitation as adjudged in the evaluation process as per the tender or other procurement solicitation.

*‘Margin of purchase preference’* means maximum extent to which the price quoted by a “Class-I local supplier” may be above the L1 for the purpose of purchase preference.

*‘Nodal Ministry’* means the Ministry or Department identified pursuant to this order in respect of particular item of goods or service or works

*‘Procuring entity’* means a Ministry or Department or attached or subordinate office of or autonomous body controlled by the Government of India and includes Government companies as defined in the Companies Act.

*‘Works’* means all works as per rule 130 of GFR 2017 and will also include ‘turnkey works’

## **II. Fundamental principles of public buying under Land boarder sharing**

*(F.No: 6/18/2019-PPD dated 23.07.2020)*

Any bidder from a country which shares a land border with India will be eligible to bid in any procurement whether of goods, service (including consultancy service and non-consultancy service) or works including turnkey projects) only if the bidder is registered with the competent authority.

## **(5) Single quotation Procurement**

Procurement on single quotation basis without obtaining competitive bids can be resorted only in the following circumstances.

- (i) For standardization of machinery or spare parts to be compatible with the existing sets of equipment.
- (ii) If the item is manufactured from a single source only.
- (iii) In case of emergency, if the required item is to be procured from a single source, it can be done with the prior approval of Chairman SPC/Director

1. Prior approval of the Director have to be obtained for the waiver of open tender for procurement above INR.25lakh on single quotation basis. The specially formed Large Purchase Committee after making thorough market survey should recommend that the item proposed to be procured are manufactured by only one vendor and no other make or model is acceptable and should also state the reason(s) in detail for procuring the items on single quotation basis.

### **List of documents to be attached in the Purchase indents:**

- i. Filled-in "single quotation procurement proforma" as in **Annexure – C**.
- ii. Single quotation justification.
- iii. Technical write-up in case of import and purpose of purchase whether Research Purpose or Non- Research Purpose shall be mentioned.
- iv. Authorization issued by OEM if the order is to be placed with the Dealer/Local supplier/Retailer.
- v. Copy of the original purchase order of the equipment to be attached if spares/consumables are purchased for the equipment.

## **(6) Rate Contract Procurement**

1. Procurement of goods and services can be done without inviting competitive bids from the Institute's empanelled rate contractors.
2. The list of rate contract items are given in the following portal  
<https://eservices.iitm.ac.in/fsportal/taxonomy/term/32>

### **List of documents to be attached in the Purchase indents:**

- i. Copy of the rate contract indicating the item selection and vendor selection.
- ii. Purpose of purchase to be declared.
- iii. Technical write-up in case of import and purpose of purchase whether Research Purpose or Non- Research Purpose shall be mentioned.

## **(7) Procurement of Computer items through OEM website**

1. Online Purchase directly from OEM website upto the value of INR. 1 lakh may be resorted to, subject to the purchaser's own risk.

## **(8) CPDA Procurement**

1. CPDA may be generally utilized for purchase of books, equipment related to professional activities such as PC, Printer, Electronic equipment etc.
2. Mobile phones and similar devices cannot be procured under CPDA.
3. Depending on the type of purchase, The Institute's purchase Procedure given in above sections shall be followed.
4. The HoD shall approve the purchase and issue Purchase order for indigenous purchases of value upto INR.2.5 lakh. Purchases above INR.2.5 lakh shall be processed at Admin Stores level.
5. A certificate as per **Annexure - D** should be issued by the Faculty to procure from CPDA.

**(9) Processing of purchase indents through workflow**

1. All purchase indents should be raised only through workflow including CPDA.
2. SRB, Material Inward Inspection Report, Issue Voucher all should be generated only through workflow. Manually entered documents will not be accepted for Bill passing at Admin Stores.

## **(10) Payment of Bills**

1. Bills for PO issued by Admin stores have to be submitted to Admin stores for processing payment.
2. For Advance payment, the following certificate has to be issued by the department on the **Proforma Invoice duly certified by end user and HOD at the back of proforma invoice**

### **---- % ADVANCE PAYMENT**

*“Certified that the amount is being drawn against proforma invoice for making \_% advance payment. Further, the goods will be taken into stock on receipt of the same and the certified invoice will be sent to the Deputy Registrar ( F &A) through Stores and purchase section for adjustment within 15 days of receipt of goods”*

3. On receipt of the items, the Bills have to be adjusted by submitting the relevant documents.
- For payment after supply/ Bill for adjustment items, the Commercial invoice (original) **duly certified by end user and HOD** should be submitted as below,

### **PAYMENT AFTER SUPPLY/ BILL FOR ADJUSTMENT( \_\_\_\_\_ %)**

*“Certified that the materials have been received in good condition and taken to stock vide SRB No. \_\_\_\_\_ Date \_\_\_\_\_ L/F No. \_\_\_\_\_*

4. For “adjustment of advance payment” and for “payment after supply”, the following documents have to be enclosed while submitting the bill for adjustment/payment:

- Issue Voucher
- Material inward Inspection Report
- Warranty certificate.
- Installation report
- Original SRB

Exact location of the asset shall be mentioned in the Issue voucher with the details of End user (name) to facilitate traceability of the items

5. **If the item is an asset (irrespective of the value)** the same should be sent to admin stores for making asset register entry even if the PO was issued by the Department

## **(11) Disposal of obsolete and condemned goods**

1. To dispose the condemned and obsolete items in the department, the HoD shall constitute a Condemnation Committee to identify the items for condemnation and disposal.
2. The Condemnation Committee should prepare the condemnation list for E-Waste and General Waste separately in the proforma given in **Annexure-F**.
3. The condemnation committee should recommend the condemnation proposal along with the filled-in Proforma for approval of the Director
4. Admin Stores will inspect the item along with the Condemnation Committee and evaluate the asset if it is fit for disposal and also workout the scrap value and depreciation value of items proposed for disposal.
5. After Evaluation, Director's approval will be obtained to condemn and dispose the items.
6. The approved items will be auctioned through MSTC.
7. Department shall follow the "disposal schedule "(Annexure-G) to ensure routine disposal of condemned goods.



## **(12) Tax Concessions extended by the Government of IITs**

IIT Madras is eligible to avail the following concessions on payment of taxes for procurement of equipment, instrument, spares and consumables for research purpose only.

### **1. Concessional Custom Duty for imports**

To avail duty concession, essentiality certificate have to be submitted to Customs. Admin Stores will issue the essentiality certificate to avail the concessional custom Duty.

### **2. IGST exemption for Imports.**

IGST exemption is granted along with concessional custom duty. This exemption will be obtained along with the concessional Customs Duty for import items

### **3. Concessional CGST/SGST and IGST.**

To avail the tax concession, a certificate will be issued by the Registrar declaring that “the purchase is for the research purpose”. For department level purchases a certificate as per **Annexure–H** has to be generated by the Department and have to be sent to Registrar for Signature. A copy of the same may be maintained at department level for future records. Concessional GST certificate will be issued by the Admin Stores for the Purchase orders issued by them.

### **(13) Tagging of Assets with QR codes**

1. QR coding of Assets are being done for easier identification of the asset and for accounting purpose.
2. The Details of the asset purchased like PO number, firm's name, value of the asset and SRB number are converted into QR Code to tag with the assets in the departments/sections/centres.
3. Tagging of Assets purchased with QR codes will be done once in 2 month basis.
4. The stores-in-charge should cooperate with the Admin Stores personnel to identify and assist in affixing of QR codes.

## **(14) Specialized Committees for procurement**

### **1. Stores and Purchase Committee**

The Stores and Purchase Committee will approve and ratify all the procurement of the Institute and IC&SR for the value more than INR.25 lakhs. The Committee meets once in three months to approve and ratify the procurement.

### **2. Sub-committee for Purchase of Computers**

The Computer sub-committee will approve and ratify all procurement of computers and computer related items including software carried out by the Institute (Admin Stores) and IC&SR.

**End-user Certificate**

*“I \_\_\_\_\_ am personally satisfied that these goods purchased are of the requisite quality and specification and have been purchased from a reliable supplier at a reasonable price”*

**Signature & Seal of End user**

**HOD signature & seal**

**LPC CERTIFICATE**

*Certified that we, members of the purchase committee are jointly and individually satisfied that the goods recommended for purchase of*

.....

*are of the requisite specification and quality, priced Rs... ..... at the prevailing market rate and the supplier M/s.....*

*..... recommended is reliable and competent to supply the goods in question.*

**1.**

**2.**

**3.**

**HOD signature & seal**

**PROFORMA FOR PURCHASE OF ITEMS ON SINGLE QUOTATION BASIS:**

DESCRIPTION OF THE ITEM:

CATEGORY: EQUIPMENT/COMPONENT/CONSUMABLE/OTHERS

The above item is proposed to be procured on single quotation basis for the following reason:

1. The indented goods are manufactured by M/s. ....  
and it is required to be certified that the particular firm is only manufacturing the said goods.

2. No other make or model is acceptable for the following reasons:

A.

B.

C.

3. Standardization of the machinery/spare parts/components to be compatible with the set of existing equipments (The details of the existing equipment must be provided). In this case a certificate mentioning that name of the machinery/spare parts/components required with the name of the original equipment procured from the same firm is also required to be enclosed.

The detailed Technical justification has also to be enclosed with the proforma.

**Signature and designation of  
The end user**

**Signature and seal of the  
Head of the department/centre**

**CPDA CERTIFICATION**

I(Name), \_\_\_\_\_, working as \_\_\_\_\_, in the  
Department of \_\_\_\_\_, certify that the item  
\_\_\_\_\_, is/are procured for my professional  
development out of CPDA allotted to me.

**Signature & Seal of End user**

**USER REGISTRATION FOR GEM PORTAL**

FIRST NAME			
LAST NAME			
DESIGNATION			
NAME OF THE DEPARTMENT			
USER ID (IITM EMAIL ID)			
MOBILE NUMBER (LINKED WITH AADHAAR NUMBER)			
ROLES	<b>CONSIGNEE</b>	<input type="checkbox"/>	<b>BUYER</b> <input type="checkbox"/>
SIGNATURE OF THE FACULTY/STAFF			
SIGNATURE OF THE HEAD OF DEPARTMENT			
DATE			



**DISPOSAL FORMAT - G WASTE/E-WASTE**

**DEPARTMENT \_\_\_\_\_**

Sl.No.	Item	QTY	Ledger Folio No.	Year of Purchase	Book Value	Present Assessed Value	Location	Reason for condemnation
1.								
2								
	Total							

**Signature of the  
Condemnation Committee**

**DISPOSAL SCHEDULE**

<b>DISPOSAL SCHEDULE (TWICE A YEAR)</b>							
<b>SL NO</b>	<b>SCHEDULE I</b>	<b>SCHEDULE II</b>	<b>DEPARTMENTS/CENTRES/SECTIONS/OTHERS</b>				
1	JANUARY	JULY	Aerospace Engineering	Central Electronics Centre	Academic Section	Central Library	Engineering Design
2	FEBRUARY	AUGUST	Applied Mechanics / Physics	Civil Engineering	Administration	Ocean Engineering	NCC / NSS / Mathematics
3	MARCH	SEPTEMBER	Biotechnology / Central Workshop	Dean (Students) Office & Hostels	Engineering Unit	Computer Science and Engineering	GATE/Taramani Guest House
4	APRIL	OCTOBER	Chemical Engineering / Management Studies	Centre for Continuing Education	Finance and Accounts Section	Mechanical Engineering	Stores and Purchase Section
5	MAY	NOVEMBER	Chemistry / Metallurgical & Materials Engg.	P.G. Senapathy Centre for Computing Resources (CC)	Security Section	Gymkhana / Humanities and Social Sciences	Communication Officer Office/Placement Office
6	JUNE	DECEMBER	Electrical Engineering	SAIF/JEE/Bose Einstein Guest House	Hospital / Hostel Management	Office of Alumni Affairs	Office of International Relations

**CONCESSIONAL GST CERTIFICATE**

Date: .....

**TO WHOM SO EVER IT MAY CONCERN**

This is to certify that, Indian Institute of Technology Madras is an Institute of National importance declared by Parliament in The Institute of Technology Act 1961 (No. 59 of 1961) and the Institute is registered with Department of Scientific and Industrial Research, Government of India.

The Institute is eligible for concessional GST @ 5% on IGST and @ 2.5% for CGST and SGST as per Notification No. 45/2017 – Central Tax (Rate) Dated 14th November 2017 & Notification No.47/2017 – Integrated Tax (Rate) Dated 14th November 2017, for procurement of Equipments, Instruments, Spares and Consumables for research purpose and the below said consignment is essential for research purpose and it will be used for Research purpose.

<b>Supplier's Name</b>	:	
<b>Supplier's Address</b>	:	
<b>P.O. No. &amp; Date</b>	:	
<b>Invoice No. &amp; Date</b>	:	
<b>PO value INR</b>	:	
<b>Description of items &amp; Quantity</b>	:	

**Registrar**

**FORMAT FOR GTE**

Details of proposed procurement for approval of Secretary/HE for invitation of Global Tender Enquiry for procurement of goods with expected value less than Rs.200 crore.

<b>S.NO.</b>	<b>Particulars</b>	<b>Remarks</b>
1	Detailed description of the item	
2	Use of the item	
3	Whether item is procured regularly? If so, detail of procurement of the said item over the past three years (Three completed financial years and the current financial year) inclusive of supply details as per format at Annexure-A	
4	Quantity required to be procured with justification for the quantity required to be procured with justification for the quantity (State/UT/Region wise projection, if applicable)	
5	Estimated procurement price along with basis for such estimation (International price, comparison chart)	
6	Justification to be submitted as under	
	A Detailed justification for Global Tender and essentiality of import (item wise)	
	B Who are the (possible) vendors of the item under procurement, in the global (including India) market?	
7	1 Whether the Institute has tried and floated the tender to identify the domestic suppliers in the past financial year (if not, the reason thereof)	
	2 Capacity of all domestic local suppliers as per the domestic tender floated, if any	
8	What are technical alternatives available within country and whether they can be used?	
9	Whether the Institute had in the past attempted at development of local suppliers/phased indigenization/promotion of alternative technology having sufficient local suppliers (if so, details thereof)	
10	Consequences of non-procurement of the item through GTE.	
11	Whether BIS standards are available for the items proposed under procurement. If not, the efforts made to operationalize such standards	

It is certified that (strike off whatever is not applicable)

- (i) this is a specialized equipment required for research purposes and/ or spares and consumables for such equipment
- (ii) the above equipment/consumables is not available through (GeM) and other sources\*
- (iii) the locally available alternatives with equivalent specifications are not suitable for research purposes.
- (iv) it is neither available in this institute nor in any nearby institution
- (v) it is a propriety item of foreign origin

\* In case local vendors are identified in response to the tenders, we shall be procuring such equipment through the domestic vendors. GTE exemption shall not be availed for those equipment.

(Name & Signature of the end user)

Countersigned

Signed

(Name & Signature with Seal)  
Dean/R&D

(Name & Signature with Seal)  
Head of the Institution

**GTE Annexure - A**

Details of procurement of the said item over the past three years (Three completed financial years and the current financial year) inclusive of supply details.

Year of contract	Item	Contract no. & date	Supplier	Quantity of supply with unit	Rate per unit	Completion date of contract	Country of origin of goods	Local content in %

Signed

(Name & Signature with Seal)  
Dean/R&D