

STORE AND PURCHASE SECTION - STANDARD OPERATING PROCEDURE

Reference: Circular No.SLIET/REG/2488 dated 28/07/2023

Sr. No.	Particulars/Activities	Time Line
1.	Processing of requirement for Administrative Approval and Financial Sanction of the competent authority after completion of all the formalities by the indenter as per provisions of GFR-2017 issued by MoF, GOI	04 days
2.	Time allowed by the GeM portal for placement of order through Direct mode after adding the required item into Cart (upto 25000 Direct and above 25000 upto 500000 Direct by comparing 3 different OEMs)	Within 10 days
3.	Placement of order on GeM portal through direct mode after approval of the competent authority	01 day
4.	Time allowed for bidding on GeM portal in case of estimated value of requirement exceeds Rs. 05 lakh. (For less No. of days for bidding, approval of the competent authority is required)	21 days
5.	Technical Evaluation of bids by the Indenter in case of procurement of Goods	07 days
6.	Technical Evaluation of bids by the concerned Indenter in case of Services contracts, like Security Service, Mess Service in Hostel System etc.	15 to 25 days due to large no. of participants
7.	Time allowed by GeM portal for seeking clarification from the bidders, if required by the TEC of concerned department/Section and submission of clarification by the bidders	72 hours
8.	Time allowed by the GeM portal to bidders for challenging the rejection of bid(s) for opening of Financial Comparative Statement	48 hours
9.	Recommendation of indenter for placement of order in favour of L1 party as declared by the GeM portal	04 days
10.	Time allowed by the GeM portal for negotiation with L1 party, if desired by the concerned DPC strictly as per guidelines and after approval of the competent authority	72 hours
11.	Time allowed by the GeM portal for submission of hard copy of the instrument towards EMD/Bid Security as per GTC	05 days from the last date of bid submission
12.	Placement of order on GeM portal after recommendation of the indenter, pre-audit and approval of the competent authority	01 day
13.	Placement of order for procurement of Lab Consumables against Rate Contracts after pre-audit and approval of the competent authority	01 to 02 days
14.	Time allowed by the GeM portal for submission of hard copy of instrument towards Performance Security as per GTC	15 days from the date of issue of contract
15.	Delivery time of Goods as per terms and conditions mentioned in the GeM Contract	15 to 45 days
16.	Creation of PRC on GeM portal by the concerned consignee otherwise auto PRC will be generated by the portal	Within 48 hours of receiving the material
17.	Creation of CRAC by the consignee after inspection by the concerned DPC, otherwise auto CRAC will be generated and indenter will lose the right to reject the material	Within 10 days from the date of receipt of material

18.	Maximum time allowed by GeM portal for release of payment to the party, without interest charges, after completion of formalities by concerned indenting department/section and entry in the Central Store	Within 10 days from the date of creation of CRAC
19.	Processing of bill for release of payment after creation of CRAC on GeM portal by S&P section	1 day
20.	Preparation of covering letter for release of payment under HEFA for signature of competent authority and forwarding the signed letter alongwith supporting documents and photograph of item procured to Estate Officer for uploading on HEFA portal	02 to 03 days
21.	Issue of items from the Central Store to different departments/sections against Store Issue Voucher through ERP	01 to 02 days
22.	Issue of Order in respect of items written-off on the recommendation of Central Write-off Committee and approval of the competent authority	02 to 03 days from the date of approval
23.	Uploading of soft copy on GeM portal and submission of EMD/Bid security regarding e-auction of scrap material/e-waste in respect of items written-off.	07-10 days
24.	Time given for e-auction of scrap material/e-waste material through GeM portal	24 hours
25.	Submission of quarterly return to Ministry of Education regarding items purchase under Single quotation/PAC with the approval of competent authority as per provisions of GFR	Within 15 days from the end of relevant quarter
26.	Submission of Annual return to concerned Pollution Control Board regarding disposal of e-waste material	upto 30 th June every year
27.	Return of EMD/Bid Security with approval of the competent authority	Within 30 days of issue of contract to successful bidder
28.	Return of Performance Security after 60 days beyond all contractual obligations including warranty period on the recommendation of concerned indenter and approval of competent authority	30 days after completion of all contractual obligations

Abbreviations used:

GeM: Government e-Marketplace
EMD: Earnest Money Deposit
TEC: Technical Evaluation Committee
DPC: Department Purchase Committee
PRC: Provisional Receipt Certificate
GTC: General Terms & Conditions
CRAC: Consignment Receipt & Acceptance Certificate
HEFA : Higher Education Funding Agency