**Technology Innovation in Exploration and Mining Foundation**

**IIT (ISM) Dhanbad**

**Summary of Purchase of Goods**

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| **S.No.** | **Goods Value** | **Disposing End** | **Process** |
| 1 | Upto Rs. 25000  (GFR: 154) | Individual | Purchase from relevant source without indent and quotations with valid GSTIN invoice. Invoice to be sent after stock entry and certification to TexMin for payment / reimbursement in the desired format (**Form: TP-1**) |
| 2 | Rs. 25000- 2,50,000 by market survey through LPC  (GFR: 155) | Indenter | * Purchase by the indenter * The LPC as approved by Project Director * Survey the market * LPC will certify the quality and price reasonability. * Placing the order on recommended supplier after IA/FC from TexMin. |
| 3 | Rs. 2.5Lakhs-25 Lakhs through bidding | TexMin | * Purchase at TexMin Purchase section. * The Purchase Committee as approved by Project Director, TexMin will recommend the indent for approval by CFA. * TexMin Purchase section will invite quotations (in two bid system (as applicable). * The Purchase Committee will recommend to issue the PO to responsive L1 bidder subject to availability of Fund (FC), Internal Audit Clearance and Sanction by CFA. * Purchase process through e-procurement system as available. |
| 4 | Rs. 25.00 Lakhs and Above  Advertised Tender Enquiry  Limited Tender Enquiry  Single Tender Enquiry  (GFR 158 and 160) | TexMin | Purchase at TexMin Purchase section.  The Purchase Committee as approved by Project Director, TexMin will recommend the indent for approval by CFA.  TexMin Purchase section will invite quotations (in two bid system (as applicable).  The Purchase Committee will recommend to issue the PO to responsive L1 bidder subject to availability of Fund (FC), Internal Audit Clearance and Sanction by CFA.  Purchase process through e-procurement system as available. |
| 5 | Purchase of Goods from GeM (GFR 149) | Individual/  TexMin | **As per the GFR, subject to creation of separate account for TexMin Foundation in the GeM portal** |
| 6 | Purchase of Goods under Rate Contract (GFR 156) | Individual/  TexMin | As per the GFR 156 |

### 3.1 Purchase of goods without quotations (GFR 154)

Purchase of goods up to a value of **Rs.25,000/**-(Rs. Twenty Five Thousand only) on each occasion may be made without raising indent and inviting quotations/bid subject to approval of CEO TexMin. **(Certificate 154)**

The procured items shall be entered in the appropriate Stock Register/Assets Register maintained by the concerned PI/Employee and the invoice may be sent to the TexMin Accounts Section for payment to the supplier/reimbursement to the indenter.

## 3.2 Purchase of goods by Local Purchase Committee (GFR 155)

Purchase of goods costing above **Rs. 25,000** (Rupees twenty five thousand only) and up-to **Rs.2, 50,000/-** (Rupees two lakh and fifty thousand only) on each occasion may be made on the recommendations of a duly constituted Local Purchase Committee (LPC) consisting of three members (Two members from TexMin Executive Committee and PI/Employee). The committee will survey the market to ascertain the reasonableness of rate, quality and specifications and identify the appropriate supplier.

Before recommending placement of the purchase order, the members of the committee will jointly record as per **(Certificate 155)**

## 3.3 Purchase of goods by Tendering

**3.3.1** Purchase of goods costing above **Rs. 2, 50,000** (Rupees Two Lakhs five thousand only) and up-to **Rs. 10, 00,000/-** (Rupees ten lakhs only) on each occasion may be made on the recommendations of a duly constituted Purchase Committee consisting of (two member from Executive Committee, PI/Employee), approved by Project Director, TexMin will recommend the indent for approval by CFA, Purchase at TexMin Purchase section, TexMin Purchase section will invite quotations (in two bid system (as applicable). The Purchase Committee will recommend to issue the PO to responsive L1 bidder subject to availability of Fund (FC), Internal Audit Clearance and Sanction by CFA.

Purchase process through e-procurement system as available.

**3.3.2** Purchase of goods costing above **Rs. 10, 00,000/-** (Rupees Ten Lakhs only) and up-to **Rs. 25, 00,000/-** (Rupees Twenty Five lakhs only) on each occasion may be made on the recommendations of a duly constituted Purchase Committee consisting of **(three member from Executive Committee CEO, PI/Employee),** approved by Project Director, TexMin will recommend the indent for approval by CFA, Purchase at TexMin Purchase section, TexMin Purchase section will invite quotations (in two bid system (as applicable). The Purchase Committee will recommend to issue the PO to responsive L1 bidder subject to availability of Fund (FC), Internal Audit Clearance and Sanction by CFA.

Purchase process through e-procurement system as available.

**3.3.3** Purchase of goods costing above up-to **Rs. 25, 00,000/-** (Rupees Twenty Five lakhs only) on each occasion may be made on the recommendations of a consisting of **(three member from Executive Committee, Project Director, CEO, PI/Employee). P**urchase at TexMin Purchase section. The Purchase Committee as approved by Chairman HGB, TexMin will recommend the indent for approval by CFA. TexMin Purchase section will invite quotations (in two bid system (as applicable). The Purchase Committee will recommend to issue the PO to responsive L1 bidder subject to availability of Fund (FC), Internal Audit Clearance and Sanction by CFA.

Purchase process through e-procurement system as available.

**TexMin - Financial Delegation of Authority (DoA)**

1. **Approval authority for store purchase/service contract**

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| --- | --- | --- | --- | --- |
| **Sl No** | **Amount**  **(INR)** | **Initiator** | **Recommendation** | **Approver** |
|  | **Upto 25k** | Employee/PI | None | **CEO** |
|  | **25k — 2.5 Lac** | Employee/PI | Two member  purchase committee from the EC | **CEO** |
|  | **2.5Lac - 10 Lac** | Employee/PI | Two member  purchase committee from the EC | **CEO** |
|  | **10 Lac - 25 Lac** | Employee/PI | Three member  purchase committee from EC (CEO  mandatory member) | **Project Director** |
|  | **Above 25 Lac** | Employee/PI | Three member  {Purchase committee from the EC (Project Director and CEO mandatory members) | **Chairman, HGB** |

1. **Approval authority for travel expenses**

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| --- | --- | --- | --- |
| **Amount (INR)** | **Process/**  **Guideline** | **Initiator** | **Approver** |
| **Upto I Lac** | Need to accompany actual  invoices for travel and  requisite approval for travel  from CEO, Project Director | Employee TexMin/PI | **CEO** |
| **1 Lac and**  **above** | Need to accompany actual  Invoices for travel and requisite approval for travel from CEO/ Project Director. | Employee  TexMin/PI | **Project Director** |

**Note:**

All the quotation and Tax Invoice will be in name of **TECHNOLOGY INNOVATION IN EXPLORATION AND MINING FOUNDATION. IIT (ISM) DHANBAD**

**GSTIN: 20AAICT1465H1ZK**