



राष्ट्रीय प्रौद्योगिकी संस्थान सिक्किम
NATIONAL INSTITUTE OF TECHNOLOGY SIKKIM
(An Institute of National Importance, Ministry of Education, Govt. of India)

ADMIN					
Sl. No.	Details of Service		Requirement from Stakeholders	Checklist	Maximum processing time at this section (Working days)
1	Rule 154 of GFR-2017 (Purchase of goods without quotations)	Approval of the Requisition(s)/Indent(s) & subsequent award of Contract/PO & payment thereof	Raising of Indent by the end user department (upto any amount)		-
			Booking of Budget by the Accounts Section		-
			Processing of Requisition (Complete in all respect) by Purchase Office confirming Procurement method		03 days
			Processing of Requisition (Complete in all respect) by Registrar Office		02 days
			Approval of the Director		-
			Approval of the Requisition communicated to the end user department for onward procurement of the article		02 days
			Award of Contract/Purchase Order		
			Delivery (As per PO)		-
			By the end user department after satisfactory delivery/installation, if required		10 days
			MB/Invoice Complete in all respect to be forwarded to Paying Authority		07 days

2	Rule 155 of GFR-2017 (Purchase of Goods by Purchase Committee)	Approval of the Requisition(s)/Inde nt(s) & subsequent award of Contract/PO & payment thereof	Raising of Indent by the end user department (upto any amount)		-
			Booking of Budget by the Accounts Section		-
			Processing of Requisition (Complete in all respect) by Purchase Office confirming Procurement method		03 days
			Processing of Requisition (Complete in all respect) by Registrar Office		02 days
			Approval of the Director		-
			Approval communicated to the end user department for market survey etc.		02 days
			Conduct of Market Survey by the end user department & subsequent recommendations of Local Purchase Committee.		05 days
			Proposal on notesheet for award of contract/Purchase Order		02 days
			Approval of the Registrar		02 days
			Award of Contract/Purchase Order		02 days
			Delivery (As per PO)		-
			By the end user department after satisfactory delivery/installation, if required		10 days
			MB/Invoice Complete in all respect to be forwarded to Paying Authority		07 days

3	Rule 149(i) of GFR-2017 (GeM-upto 25000/-)	Approval of the Requisition(s)/Inde nt(s) & subsequent award of Contract/PO & payment thereof	Raising of Indent by the end user department (upto any amount)		-
			Booking of Budget by the Accounts Section		-
			Processing of Requisition (Complete in all respect) by Purchase Office		03 days
			confirming Procurement method		
			Processing of Requisition (Complete in all respect) by Registrar Office		02 days
			Approval of the Director		-
			Carting of product on GeM by Purchase Office & subsequent proposal on note sheet		05 days
			Reasonability of rates certified by the end user Department		03 days
			Proposal for award of Purchase Order		02 days
			Approval of the Registrar		02 days
			Award of Contract/Purchase Order		02 days
			Delivery (As per PO)		-
			By the end user department after satisfactory delivery/installation, if required		10 days
			MB/Invoice Complete in all respect to be forwarded to Paying Authority		07 days

4	Rule 149(ii) of GFR-2017 (GeM- above ₹25000/- & upto ₹5,00,000/-)	Approval of the Requisition(s)/Indent(s) & subsequent award of Contract/PO & payment thereof	Raising of Indent by the end user department (upto any amount)	-
			Booking of Budget by the Accounts Section	-
			Processing of Requisition (Complete in all respect) by Purchase Office confirming Procurement Method	03 days
			Processing of Requisition (Complete in all respect) by Registrar Office	02 days
			Approval of the Director	-
			Carting of product on GeM by Purchase Office & subsequent proposal on note sheet	05 days
			Reasonability of rates certified by the end user department	03 days
			Proposal for award of Purchase Order	02 days
			Approval of the Registrar	02 days
			Award of Contract/Purchase Order	02 days
			Delivery (As per PO)	-
			By the end user department after satisfactory delivery/installation, if required	10 days
MB/Invoice Complete in all respect to be forwarded to Paying Authority	07 days			

5	Rule 149(iii) (GeM-above `5,00,000/- after mandatorily obtaining bids) Rule 161 of GFR-2017 (Advertised Tender Enquiry) (for goods costing upto ` 25 lakhs) [Two Bid System (Simultaneous receipt and opening of Technical &	Approval of the Requisition(s)/Inde nt(s) & subsequent award of Contract/PO & payment thereof	Raising of Indent by the end user department (upto any amount)		-
			Booking of Budget by the Accounts Section		-
			Processing of Requisition (Complete in all respect) by Purchase Office confirming Procurement method		03 days
			Processing of Requisition (Complete in all respect) by Registrar Office		02 days
			Approval of the Director		-
			Invitation of Bid(s)		05 days
	Financial Bids]] 166 of GFR-2017 (Single Tender Enquiry for Proprietary Item)				
			Bid Duration		At least 10days
			Extension(s) if any in Bid duration		14 days (07days on two occasions)
			Bid opening & subsequent signatures of the Tender Evaluation Committee (TEC) on received bid(s)		05 days
			Received Bids sent for evaluation of the Tender Evaluation Committee (TEC)		02 days
			Recommendations of the Tender Evaluation Committee (TEC)		15 days
			Proposal on note sheetfor Price Bid Opening		02 days
			Recommendations of Registrar		02 days
			Approval of the Director		-
			Price Bid opening		After 03 days

			Bid opening & signatures of Tender Evaluation Committee (TEC) on financial bids		05 days
			Proposal on note sheet for award of contract/Purchase Order		02 days