

GUIDELINES PROVIDED IN THE PROCUREMENT MANUAL OF TEQIP-II

1. The Procurement policy of TEQIP II is to ensure Transparency, fairness and fraud prevention, Equal opportunity, Economy and Efficiency through Effective means.
2. The Procurement processes as per TEQIP II guide lines consist of Identification of requirements, Developing specifications, Identifying suppliers/service providers, Inviting bids/proposals, Evaluating and awarding contracts, Contract management, Receipt and Certification of goods/services.
3. Goods can be procured under TEQIP-II in the following three ways in the college;
 - a) Direct Contract –All Proprietary items
 - b) Shopping – Items worth less than Rs. 10 Lakhs (inclusive of all taxes) by way of calling minimum 3 Quotations.
 - c) National Competitive Bidding-Items worth Rs.10 Lakhs and more
4. All procurements under TEQIP II will be fully processed and monitored through Procurement Management Support System (PMSS) and any procurement outside it will have no recognition.
5. Important Aspects of Shopping are:
 - a) No need for advertisement in newspapers, however the advertisement can be displayed in the institution website.
 - b) Minimum three Quotations to be received
 - c) Not less than 2 weeks' time for bid submission
 - d) There should not be any negotiations either for price or terms & conditions of the tender submitted with suppliers
 - e) Bidders are required to submit tender valid for the period specified in the tender documents & Generally 30 to 40 days for shopping.
 - f) Earnest Money/Bid security is not required.
 - g) The Procurement Authorities entrusted with evaluation of Tender shall ascertain whether the tenders meet the eligibility requirements specified, Tenders have been properly signed are valid for the period specified in the tender document and substantially responsive (commercially and technically) to the tender documents and are otherwise generally in order.
 - h) If the bidder meets the above stipulation indicated in the bid documents, it is determined as substantially responsive and is considered further for evaluation.
 - i) Payment terms should be 90% payment after delivery to the consignee and the balance 10% after receiving the goods or in accordance with the practices applicable to the specific goods and works.

INITIATION FOR PROCUREMENT OF EQUIPMENT/GOODS/ITEMS
[FOR SHOPPING/PROPRIETARY ITEMS]

1.	Name of Proposer(s)	
2.	Department	
3.	Email Id	
4.	Mobile Number	
5.	Category of the Proposer	SC/ST/OBC/GENERAL
6.	Name of the Equipment proposed	
7.	PMSS reference (Item Number) (Office Use)	
8.	Are the goods proposed are proprietary in nature	YES/NO
9.	If the goods are Proprietary, attach a copy Certificate of Proprietary	Attached/Not Attached/Not Applicable
10.	If the goods are Proprietary, attach a copy Certificate of authorization to the Vendor	Attached/Not Attached/Not Applicable
11.	Whether the Market Survey is done (Provide the addresses of vendors and their contact numbers.)	
12.	Whether the demo of the equipment is seen	YES/NO
13.	Approximate Cost in Indian Rupees (Exclusive of taxes)	Rs.
14.	Furnish detailed generic specification of the equipment proposed	
15.	List of earlier customers and their contact numbers, if any	

16.	Whether the proposer(s)/any faculty/technical staff are familiar with operation of similar type of equipment(s); has hands on experience. If yes, please provided details	
17.	Whether training is required to operate the equipment for the proposer or any other faculty/staff in the department. If, Yes please provide the details: Number of persons to be trained, duration, etc.,	
18.	Whether the space for installation of equipment is identified	YES/NO
19.	Whether there is any need for further civil/electrical works needed for the installation of the equipment	Required/Not required
20.	Signature of the applicant & date	
21.	Date of receipt of the initiation form (Signature of HOD with Seal)	