STORE AND PURCHASE SECTION
NATIONAL INSTITUTE OF TECHNOLOGY
KURUKSHETRA – 136119

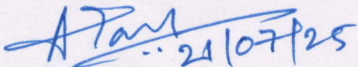No. SPS/2025/ 310   Dated:21.07.2025

NOTIFICATION

To uphold the principles of fairness, value for money, and quality assurance in public procurement, the following procedures are to be strictly adhered to by all Departments/Indentors involved in procurement:

1. For every procurement case of Laboratory equipment with an estimated value exceeding Rs. 5 lakhs, the concerned Department /Indentor must obtain at least 3 budgetary quotations.

   - Exceptions: In case involving proprietary items, a valid certificate of proprietorship must be submitted by the indentor, along with 2 purchase Orders (POs) of the same specifications from the last three financial years. These POs should be from CFTIs or other recognized Research institutes.

2. Of the 3 quotations, at least 2 must be from different Original Equipment manufacturers (OEMs) or their authorized representatives, to ensure authenticity, quality, and compliance with technical specifications.

3. The indentor/department will provide contact information of at least 5 to 10 sellers/companies to ensure better competition, cost-effectiveness, and quality of the equipment.

4. All obtained quotations must be documented and submitted along with the procurement file during the processing of administrative and budgetary approvals.

5. For procurement of Furniture/ICT/General items, a minimum of 3 participants must be involved, with at least 2 being from different OEMs or their resellers.

6. The Indenor/HOD/DPC must ensure that the technical specifications are generic in nature and do not match to specific brand/company/manufacturer.

7. Procurement cases where only a single bidder qualifies (in exceptional situations, including proprietary items) will be considered with negotiation only after obtaining approval from the Competent Authority.

8. A checklist has been provided on the overleaf page to be mandatorily used for every procurement case of equipment's with an estimated value exceeding Rs. 5 lakhs.

Strict compliance with this procedure and guidelines is mandatory for procurement cases processed by Departments/Indentors. Any exceptions to these guidelines must be formally approved by the **competent authority**.

This issue is with the approval of the Competent Authority.

21/07/25

In-charge (Store & Purchase Section)

Copy to:-
1. All Deans/Heads of all the Departments/Sections.
2. Assistant Registrar (Accounts)/(Audit)
3. Assistant Registrar to Director for kind information to the Director.
4. Private Secretary to Registrar for kind information to the Registrar.
5. Institute Website under Notification (Store & Purchase Section).

National Institute of Technology
Kurukshetra-136119
(File Processing Checklist)

Checklist of documents required for DPC and Administrative Approval for Laboratory Equipment (Value > ₹5,00,000) with reference to the letter no: SPS/2025/310 dated: 21.07.2025.

Sr. No.	Documents	Details	(Yes/No)
1	Technical Specifications	**Technical specifications are <u>generic</u>,** ensuring no bias toward a particular brand/company/manufacturer.	
2	Budgetary Quotations	**At least three (3) budgetary quotations** have been obtained.	
3	OEM Representation	Of the 3 quotations, **at least <u>two (2)</u>** are of **different OEMs** or their **authorized representatives.**	
4	Documentation	**All quotations are documented** and enclosed with the **procurement file** for DPC, administrative, and budget approvals.	
5	Seller/Company Information	The **contact information of at least <u>5 to 10 sellers/companies</u>** (available on the GeM Portal/Otherwise) has been provided for better competition, cost-effectiveness, and quality of the equipment.	
6	Single Bidder/OEM Cases (Exceptional Cases Only)	Only **one bidder/OEM will qualify,** due to, <u>Proprietary nature</u> (Proprietary Certificate & 2 PO's of last 3 FY's attached) of the item **or** any other **valid, exceptional reason** (Detailed justification attached).	

Name of Indentor: _____

Designation: _____

Department/Section: _____

Signature with Date: _____

Head of Department/Section