

IIT GUWAHATI TECHNOLOGY INNOVATION AND DEVELOPMENT FOUNDATION

(A COMPANY INCORPORATED UNDER SECTION 8 OF THE COMPANIES ACT 2013)

Research Building, IIT GUWAHATI, GUWAHATI- 781039 (ASSAM)

CORPORATE IDENTITY NUMBER: U73100AS2020NPL020425

Purchase Procedure for Direct Purchase

Limit: Up to Rs. 2.5 Lakhs

Step 1: Raise the Indent in prescribed Form TIH P-1 along with Technical Specifications and a proposed three-member Committee for the Purchase.

Step 2: Submit the Form for the approval of the indent

Step 3: Once the indent gets approved, the applicant will be informed by Office of the IIT Guwahati Technology Innovation and Development (TIH)

Step 4: After the Approval of Indent, the applicant can submit the quotation along with the Direct Purchase Committee recommendation form (.....) which was proposed along with indent.

Step 5: After Submission of the following documents, Office of the IIT Guwahati Technology Innovation and Development Foundation will process the purchase and will issue the Purchase Order to the Concerned Vendor if the documents found to be Correct and in order.

Step 6: Once the Purchase order is generated, the Office of the IIT Guwahati Technology Innovation and Development Foundation will mail the P.O to the Concerned Vendor, with a copy to **Applicant, Project Director TIH and Vice-Chairperson** of IIT Guwahati Technology Innovation and Development Foundation.

Note:

All the Documents should be Physically Signed.

In case of Different Institutes Project Director will sign

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CORPORATE IDENTITY NUMBER: U73100AS2020NPL020425

Purchase Procedure for Limited Tender

Limit: From Rs. 2.5 Lakh up to Rs 10 Lakh

Step 1: Raise the Indent in prescribed Form TIH P-1 along with Technical Specifications and a proposed three-member Committee for the Purchase and List of Participating Vendors.

Step 2: Submit the Form for the approval of the indent

Step 3: Once the indent gets approved, the applicant will be informed by Office of the IIT Guwahati Technology Innovation and Development (TIH)

Step 4: After the Approval of Indent, Office of the Technology Innovation and Development Foundation will prepare the NIQ which will be sent to all participating vendors.

Step 5: The Participating vendors will be given Minimum 14 days to submit the Bid in Hard Copy. Time period for submitting the bid may be according to the applicant. Date of Opening the Bid may be according to the Applicant.

Step 6: Once the Tender Bid is opened, the Committee will evaluate the Bid and will submit its documents in prescribed Forms which are

- a) TIH P8-1
- b) TIH P8-2
- c) TIH P8-3
- d) TIH P8-4
- e) TIH P8-5

Step 7: Submit the tender file along with all the above-mentioned documents. The office will verify all the documents. Once the documents are found correct and in order. The Office will issue the Purchase Order to the Concerned Vendors with a copy to the applicant, Project Director and Vice-Chairperson of IIT Guwahati Technology Innovation and Development Foundation.