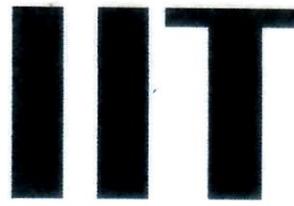




भारतीय
प्रौद्योगिकी
संस्थान

काशी हिन्दू विश्वविद्यालय



INDIAN
INSTITUTE OF
TECHNOLOGY
BANARAS HINDU UNIVERSITY

☎ : 91-542-26702069

FAX : 91-542-2367780, 2368428;

e-mail : deputy.registrar@itbhu.ac.in

कुलसचिव कार्यालय

(व्यापार विपत्र अनुभाग)

Ref. No. IIT(BHU)/Finance/Trade Bill/2024-25/8161

NOTICE

Office of the Registrar

(Trade Bill Section)

Date : 02.09.2024

Subject: Approval of the CFA (Competent Financial Authority) for placement of Purchase Orders (Order Registration) – Procedure thereof

This is notify to all concerned that as per provisions of the Institute Stores & Purchase Manual, 2019, for procurement of items above Rs. 2.50 Lakhs, the approval of CFA (Registrar for procurement above 2.50 Lakhs upto Rs. 5.00 Lakhs & Director – for procurement of above Rs. 5.00 Lakhs) is required, for which complete file with Purchase Order is sent to the Accounts Section for examination & conveying the approval of the respective CFA.

In this regard, the existing practice of according approval of the CFA on the Purchase Order has been discontinued with immediate effect, with the approval of the competent authority. Now onwards the approval of the CFA will be taken on file by the Accounts Section and the approval of the CFA will be conveyed to the concerned Department/Purchaser in the form of a letter.

Further, to streamline the process & to minimize the delay in process of getting & conveying the approval of the CFA, the concerned Departments/Schools/Sections/Purchaser are requested to submit the complete file with proposal in the format as per Annexure – 1 & applicable checklist (Annexure : 2/3). The documents must be arranged as per the enclosed checklist, and all the documents enclosed in the file must be numbered.

This is issued with the approval of the competent authority.

W
02/09
Joint Registrar (Accounts)

Ref. No. IIT(BHU)/Finance/Trade Bill/2024-25/8161

Date : 02.09.2024

Copy forwarded for information and necessary action to the followings:

1. All the Deans,
2. All the Associate Deans,
3. All the Heads of the Departments/Coordinators of the Schools,
4. The Chief Councilor, Gymkhana,
5. The Chairman, Senate Library Committee,
6. The Chairman, Institute Works Department,
7. The Chairman, Council of Wardens,
8. The Chairman, Cafeteria,
9. The Chairman, Web Management & E-mail Services Committee, for uploading on Institute Website,
10. All the Professor In-charges,
11. The Coordinator, GTAC,
12. The Professor In-charge, Shreenivas Deshpande Library
13. The Chief Proctor,
14. All the Admin Wardens/Wardens, IIT (BHU) Hostels,
15. All the Joint Registrars,
16. Secretary to the Director,
17. All the Deputy Registrars,
18. All the Assistant Registrars,
19. The P.A. to Registrar

Indian Institute of Technology (BHU)

W
02/09
Joint Registrar (Accounts)

INDIAN INSTITUTE OF TECHNOLOGY (BHU) VARANASI**FORMAT FOR APPROVAL OF CFA FOR PLACING ORDER**

(To be submitted with Purchase file)

1. Department/ School/ Unit:
2. Purchase Order No. & date:
3. Description of the item/ Works:
4. Fund Sanction letter Ref No. & date:
5. Budget Head Major _____ Minor _____ Budget Code Head _____
6. Balance funds available (taking into account all committed liabilities, before sanction processing of this Purchase Order):
7. Mode of procurement:-GeM/ Non GeM (if non GeM ,enclose GeMARPTS).
8. Details of Bids& Evaluation:-
 - (a) Date of Publishing of tenders:
 - (b) Date of Closing of tender:
 - (c) Total no. of Bids received:
 - (d) Certificate as per rule 173(xx) of GFR If less than three bidders: ^
 - (e) Certificate of Proprietary items:
 - (f) Certificate for Standardised Items:
 - (h) Details of Technical Evaluation:-

Sl (i)	Name of Firm (ii)	Technically Accepted/ Rejected (iii)	Reason for Acceptance/ Rejection (iv)

- (j) Make in India /GTE exemption/ Spare Part Compliance:
- (g) Total No. of Bidder's participated for Presentation/Demonstration if required as per Tender:
- (k) Details of Financial Evaluation:-

Sl (i)	Name of Firm (ii)	Rate (iii)	Qty. (iv)	Price without GST (v)	GST (vi)	Total Amount (vii)= (v+vi)

9. Technical, Financial Comparative sheet duly signed by DPC:
10. Details of L1 firm to whom order will be placed after CFA approval }
11. Total Value of Order including Taxes:
12. Delivery terms:
13. Quantity variation Clause, if any:
14. Proposed date of delivery& Installation (if required):-

Dealing Assistant

JS/S/SS

Head/Coordinator/Officer I/c

CHECKLIST**Procurement Through GeM**

Department/School/Section/Unit : _____

Name of the Item : _____

Tender No. : _____

S.No.	Check List for approval of CFA for placing Purchase Order (Order Registration)	Page No.	Comments of Deptt./School	Observation of the A/c's Section
1	Funds Sanction Copy			
2	GeMAR&PTS Report in case of Custom Bid/BOQ Bid on GeM			
3	Tender Document			
4	Bid of all participated Bidders			
5	Comparative Statement of Essential Pre-Bid Criteria			
6	Technical Comparative Sheet			
7	Make in India Certificate/Global Tender Exemption (GTE) Certificate/ Spare Parts of Existing Equipment/Instrument			
8	Technical Evaluation Report and Minutes of the Meeting of Technical Evaluation Committee			
9	Certificate for Proprietary Item			
10	Certificate for Standardized Item			
11	Copy of GFR-173 (xx) in case of less than three bidders participates in bid			
12	Financial Comparative Statement			
13	Minutes of the Meeting for opening of Financial bids.			
14	Format for approval of CFA (Annexure : 1)			

Note : Documents must be arranged in the above mentioned order in the file.

Signature of Office Assistant

Signature of JS/Supdt./SS

Head of the Deptt./Purchaser

ACCOUNTS SECTION

Signature of Dealing Assistant

Signature of JS/Supdt./SS

CHECKLIST**Procurement Outside GeM**

Department/School/Section/Unit : _____

Name of the Item : _____

Tender No. : _____

S.No.	Check List for approval of CFA for placing Purchase Order (Order Registration)	Page No.	Comments of Deptt./School	Observation of the A/c's Section
1	Funds Sanction Copy			
2	GeMAR&PTS (GeM Availability Report and Past Transaction Summary) or GeM Non-Availability Report			
3	Tender Document			
4	Bid of all participated Bidders			
5	Comparative Statement of Essential Pre-Bid Criteria			
6	Technical Comparative Sheet			
7	Make in India Certificate/Global Tender Exemption (GTE) Certificate/ Spare Parts of Existing Equipment/Instrument			
8	Technical Evaluation Report and Minutes of the Meeting of Technical Evaluation Committee			
9	Certificate for Proprietary Item			
10	Certificate for Standardized Item			
11	Copy of GFR-173 (xx) in case of less than three bidders participates in bid			
12	Financial Comparative Statement			
13	Minutes of the Meeting for opening of Financial bids.			
14	Format for approval of CFA (Annexure : 1)			

Note : Documents must be arranged in the above mentioned order in the file.

Signature of Office Assistant

Signature of JS/Supdt./SS

Head of the Deptt./Purchaser

ACCOUNTS SECTION

Signature of Dealing Assistant

Signature of JS/Supdt./SS