INDRAPRASTHA INSTITUTE OF INFORMATION TECHNOLOGY DELHI

STORE & PURCHASE SECTION

(For the Use of the Staff and the Faculty)

S. No.		Process	How to Request/Where to Submit	Documents Required	Time required to process the request	Contact Person	Escalation Matrix points of Escalation (PoE 1)	Escalation Matrix points of Escalation (PoE 2)
1		Purchase through Single Quotation (up to Rs. 50,000/-)	A duly filled indent with supporting documents may be submitted to S&P division.	• Indent Form • Approval of HoD / Section In-Charge / Division Head • Source of the fund & Availability of Fund • Detailed specifications of the required item	Initiation of process - 03 working days Completion of purchase - 10 working days	Ms. Nidhi Yadav nidhi@iiitd.ac.in Ph.: 01126907597	Mr. Ajay Kumar (Ajay@iiitd.ac.in) Ph.: 01126907561	Dr. Deepika Bhaskar registrar@iiitd.ac.in
2		Purchase Through Local Market purchase through nominated Committee (between value of Rs.. 50,000/- and Rs.. 5,00,000/-)	A duly filled-in indent with supporting documents may be submitted to S&P division.	• Indent Form • Approval of HoD / Section In-Charge / Division Head • Source of the fund & Availability of Fund • Detailed specifications of the required item	Initiation of process - 03 working days Completion of purchase - 15 working days	Ms. Nidhi Yadav nidhi@iiitd.ac.in Ph.: 01126907597	Mr. Ajay Kumar (Ajay@iiitd.ac.in) Ph.: 01126907561	Dr. Deepika Bhaskar registrar@iiitd.ac.in
3	**For Faculty**	Purchase of Proprietary items	A duly filled-in indent with supporting documents may be submitted to S&P division.	• Indent Form • Approval of HoD / Section In-Charge / Division Head • Source of the fund & Availability of Fund • Detailed specifications of the required item • Proprietary Certificate • Authorization Certificate • Price reasonability • Previous work Experience (Purchase / Work Order} of vendor	Initiation of process - 03 working days Completion of purchase – up to 03 weeks	Ms. Nidhi Yadav nidhi@iiitd.ac.in Ph.: 01126907597	Mr. Ajay Kumar (Ajay@iiitd.ac.in) Ph.: 01126907561	Dr. Deepika Bhaskar registrar@iiitd.ac.in
4		Purchase Through Tender Enquiry (for value up to Rs.50,00,000/-)	A duly filled indent with supporting documents may be submitted to S&P division.	• Indent Form • Approval of HoD / Section In-Charge / Division Head • Source of the fund • Detailed specifications of the required item	Initiation of process - 10 working days Completion of purchase – up to 08 weeks	Ms. Nidhi Yadav nidhi@iiitd.ac.in Ph.: 01126907597	Mr. Ajay Kumar (Ajay@iiitd.ac.in) Ph.: 01126907561	Dr. Deepika Bhaskar registrar@iiitd.ac.in

5	**For Staff and Students**	Purchase through Single Quotation	A duly filled indent with supporting documents may be submitted to S&P division.	• Indent Form • Approval of HoD / Section In-Charge / Division Head /Supervisor • Source of the fund & Availability of Fund • Detailed specifications of the required item	Initiation of process - 03 working days Completion of purchase - 10 working days	Ms. Nidhi Yadav nidhi@iiitd.ac.in Ph.: 01126907597	Mr. Ajay Kumar (Ajay@iiitd.ac.in) Ph.: 01126907561	Dr. Deepika Bhaskar registrar@iiitd.ac.in
6		Purchase Through Local Market purchase through nominated Committee (between value of Rs.50,000/- and Rs.5,00,000/-)	A duly filled indent with supporting documents may be submitted to S&P division.	• Indent Form • Approval of HoD / Section In-Charge / Division Head /Supervisor • Source of the fund & Availability of Fund • Detailed specifications of the required item	Initiation of process - 03 working days Completion of purchase - 15 working days	Ms. Nidhi Yadav nidhi@iiitd.ac.in Ph.: 01126907597	Mr. Ajay Kumar (Ajay@iiitd.ac.in) Ph.: 01126907561	Dr. Deepika Bhaskar registrar@iiitd.ac.in
7	**For Faculty, Staff and Students**	Regarding Stock entry of the items	No request is required.	• Invoice of the item • Approval of HoD / Section In-Charge / Division Head / Supervisor • Source of the funds • Nature of the item	01 - 02 day	For Fixed Assets Mr. Sangam Kumar Yadav sangam@iiitd.ac.in 01126907148 For Consumable Mr. Pramod Tiwari 01126907569	Mr. Ajay Kumar (Ajay@iiitd.ac.in) Ph.: 01126907561	Dr. Deepika Bhaskar registrar@iiitd.ac.in

❖ The above-mentioned time will be calculated after all the required approvals, documents are provided by the indenter.
❖ If any documents are missing, the Store & Purchase team will send an email regarding the submission of pending documents within 02 days.
❖ Payment will be processed within 03 days of completion of purchase. If anyone fails to provide an inspection report within 07 days, it is assumed that the purchased item is working fine.
❖ Delivery period of the items is not included in above mentioned time period. It all depends on the availability of the items with the vendor. Further, if any delay in the delivery of the item, the Store & Purchase team will coordinate with the vendor and inform the indenter of the same.
❖ In case of any ordinary delay or wrong/defective item received, the purchase process will start with the same timeline again.
❖ For any other queries regarding the purchase, you may drop an email on admin-purchase@iiitd.ac.in or on above-mentioned contact details.
❖ Further, if anyone has any issues regarding the status of the procurement or any delay in their procurement may please follow the escalation matrix before going to the higher authority.