



मौलाना आज़ाद राष्ट्रीय प्रौद्योगिकी संस्थान भोपाल-462003

(शिक्षा मंत्रालय, भारत सरकार के अधीन राष्ट्रीय महत्व का संस्थान)

MAULANA AZAD NATIONAL INSTITUTE OF TECHNOLOGY BHOPAL- 462003

(An Institution of National importance under Ministry of Education, Govt. of India)

No:-MANIT/S&P/967

Dated: 07.11.2025

परिपत्र

//Circular//

विषय : अनुसंधान उद्देश्यों के लिए वैज्ञानिक उपकरण/उपभोग्य सामग्रियों की खरीद-बाबत ।

Subject : Procurement of scientific equipment/consumables for research purposes -reg.

उपर्युक्त विषय-वस्तु के संदर्भ में, MANIT भोपाल के सभी संबंधित विभागाध्यक्षों/केंद्रों के अध्यक्षों को सूचित किया जाता है कि, संस्थान ने अनुसंधान उद्देश्यों के लिए वैज्ञानिक उपकरणों/उपभोग्य सामग्रियों की सुचारू खरीद के लिए, मौद्रिक खरीद सीमाओं को संशोधित किया है और GFR 2017 नियमों और विनियमों का पालन करने के लिए दिशानिर्देश निर्धारित किए हैं जो **अनुलग्नक-I** में संलग्न हैं।

अतः सभी संबंधित विभागाध्यक्षों/केंद्रों के अध्यक्षों से अपेक्षा की जाती है कि वे केवल अनुसंधान उद्देश्यों के लिए वैज्ञानिक उपकरणों/उपभोग्य सामग्रियों की खरीद के लिए समय-समय पर मंत्रालय द्वारा जारी जीएफआर 2017 नियमों और कार्यालय ज्ञापन का सख्ती से पालन करें।।

With reference to the above-cited subject matter, this is to inform all the concerned HoDs/HoCs of MANIT Bhopal that for smooth procurement of scientific equipment/consumables for research purposes, the institute has revised the monetary procurement limits and set guidelines to comply with GFR 2017 rules and regulations (**Annexure-I**).

Hence, all the concerned HoDs/HoCs are expected to strictly follow the GFR 2017 rules and office memorandum issued by the Ministry from time to time for the procurement of scientific equipment/consumables that are purely meant for research purposes only.

This is issued with the approval of the Competent Authority.

I/c कुलसचिव/Registrar

Enclosed:- Annexure-I.

Copy to:-

1. All HoDs/HoCs, for circulation amongst the employees.
2. Dean (R&C) for necessary action.
3. All Assistant Registrars/Deputy Registrars
4. PIC, Institute website, to ensure upload of this circular
5. PA to Registrar, for record
6. PA to Director, for kind information

I/c कुलसचिव/Registrar

पता : मैनिट भोपाल, लिंक रोड नं.3, माता मंदिर के पास, भोपाल-462003 (म.प्र.) भारत दूरभाष: +91-755-4051000, 4052000

फैक्स: +91-755-2670562 वेबसाइट: <http://www.manit.ac.in>

Purchase Flow Chart For Research Equipment/Consumables

As Per MoE Letter Dated.07.07.2025 & DoE OM Dated.05.06.2025

Strictly For Scientific Equipment & Consumables For Research Purpose. The aforesaid OM is not applicable to purchase for furniture, office equipment, other consumables by claiming that these are needed for research.

Take Administrative Approval (In Blue Form) As Per Allocated Budget
(Duly filled & signed administrative blue form to be sent to Dean R&C → Accounts Section)

If scientific equipment/consumables are available on the Govt. E-Marketplace (GeM), then it is mandatory to be procured from GeM only.

However, in cases where desired quality, technical specification, specific scientific requirements of research-related equipment/consumables are not available on GeM, then with proper justification and due approval of the authority, the scientific equipment/consumables are to be purchased i.e. non-GeM procurement by following limits and GFR 2017 rules. (**GeM -Non availability certificate require**)

Rule 154: Purchase of goods without quotation
Purchase of goods up to the value of Rs. 2,00,000/- (Rupees Two Lacks) only on each occasion may be made without inviting quotations or bids on the basis of a certificate to be recorded by the competent authority in the following format.

"I, am personally satisfied that these goods purchased are of the requisite quality and specification and have been purchased from a reliable supplier at a reasonable price."

In case of scientific consumables items, above Rs.50,000, F.S. is to be taken in Yellow Form

In case of Scientific Equipment, F.S. is to be taken in Yellow Form.

1-Must ensure the price reasonability of scientific equipment (Attach previous order copy, catalogue, proof of price justification).

Rule 155: Purchase of goods by Purchase Committee. Purchase of goods costing above Rs.200,000 up to Rs.25,00,000 on each occasion may be made on the recommendations of a duly constituted Local Purchase Committee consisting of three members of an appropriate level as decided by the competent authority. **Avoid splitting the procurement**

1. Mail or speed post to prospective suppliers.
2. Also publish enquiry/quotation at MANIT website & CPPP portal for healthy competition.
3. At least one week time may be given for such enquiry.
4. Three quotations must required for further process.
5. **Must ensure price reasonability of scientific equipment (Attach previous order copy of same equipment, catalogue, proof of price justification).**

1. Quotation to be opened in presence of all members of local purchase committee.
2. All quotation and it's envelop to be signed by all members of the local purchase committee.
3. Quotation to be evaluated and comparison sheet (duly signed) to be prepared.
4. The complete file for Financial Approval to be sent to Central S&P for further evaluation & approvals. (Minutes of Purchase Committee, Performa PO, Quotations, Admin Approval, etc.). Internal Audit of file.

1. After Financial Approval, Purchase order is to be issued.
2. Items are to be received and verify it. Installation of equipment.
3. To be recorded properly in stock register.
4. Complete file is to be sent to S&P along with payment recommendation form, GRIR, certified Invoice, Minutes of Purchase Committee, FS approval, Admin approval, warranty certificate, etc)

- 1- Purchase Order is to be issued.
- 2- Material is to be checked whether in required good condition and as per specifications.
- 3- To be recorded properly in stock register.
- 4- Complete file is to be sent to S&P along with payment recommendation form, GRIR, certified Invoice, Minutes of Purchase Committee, FS approval, Admin approval, warranty certificate, etc).

Stores & Purchase section will send the same to **Accounts Section** for payment after due verification and recording in register.

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Note:- 1. Rule 162- Limited Tender up to Rs.1 crore as per existing purchase procedure.

2. Rule 161- Advertised Tender above Rs. 1 crore as per existing purchase procedure.