



अखिल भारतीय आयुर्विज्ञान संस्थान राजकोट, गुजरात 360110  
All India Institute of Medical Sciences, Rajkot, Gujarat 360110

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<b>SOP No.- RC 09</b>	<b>Standard Operating Procedure for procurement of items for Intramural/Extramural research projects</b>
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## 1. SCOPE

- This SOP outlines the procedures to be adopted for procurement of items from Grant-in-Aid, Extra-Mural Research Grants and Intramural Project Funds.
- This applies to purchase of both Non-consumable stores (medical equipment) and Consumable store items (Chemicals, reagents, Kits, drugs, medicine, stationary, office items etc).

## 2. RESPONSIBILITY

- Principal Investigator (PI) shall be responsible for procurement of items and timely utilization of allocated funds. PI shall also be responsible for maintaining all procurement related documents and account of the project.
- The funds allocated to the project for a particular financial year (FY) are to be utilized in that FY only. No carry forward of the funds to the next FY is permissible.
- The PI shall abide to the total budget allocated under various heads as approved by the funding agency.

## 3. PROCUREMENT PROCESS

- The following procedures shall apply to all procurements for research projects-
  - (a) Procuring of items available on Government e Marketplace (GeM)-** All items available on GeM including contingency (stationary, office items etc.) shall mandatorily be procured through the GeM portal only.
  - (b) Procuring of items directly under rate contract-** as per GFR 2017 Rule 156 (1).
  - (c) Procuring of items not available on GeM-** under GFR 2017 Rule 154, 155 and 158.

*Note: It is mandatory for the PI to generate a GeM Availability Report and Past Transaction Summary (GeMAR&PTS) with unique ID on GeM Portal using institute credentials on GeM for procurement outside GeM.*

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#### 4. COMPETENT AUTHORITY

The following shall be competent authority for procurements of items for research projects-

##### (a) Procuring of items available on Government e Marketplace (GeM)-

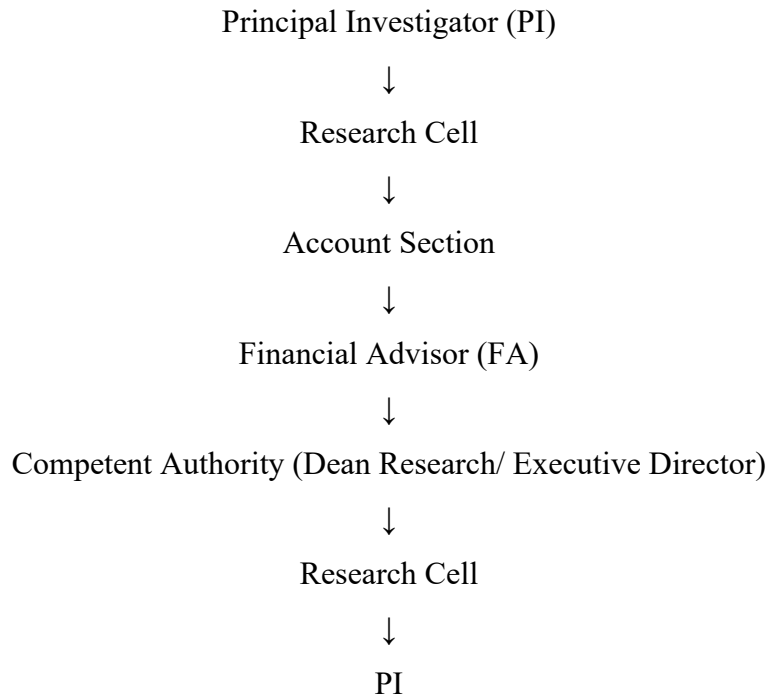
Upto Rs 10,00,000/-                      Dean (Research)  
Above Rs 10,00,000/-                  Executive Director

##### (b) Procuring of items not available on GeM-

Upto Rs 5,00,000/-                      Dean (Research)  
Above Rs 5,00,000/-                  Executive Director

(Authority- Delegation of Administrative and Financial Powers related to procurement for research projects to the office of Dean (Research) vide AIIMS Rajkot Office order no. AIIMS/Rajkot/Admin/Procurement/2024 -25/158 dated 30 Dec 2025)

#### 5. CHANNEL FOR MOVEMENT OF FILE FOR PROCUREMENT AND PAYMENT



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## 6. CONSTITUTION OF PROJECT SPECIFIC PROCUREMENT COMMITTEE

- To initiate the procurement process the Principal Investigator(s) is to constitute a project-specific Procurement Committee with the approval of the competent authority.
- The committee shall have a minimum of three members comprising of the PI, one or two Co-PIs or institutional subject experts who may be from the same department.
- The technical criteria of items to be procured shall be finalized by the project-specific Procurement Committee.

## 7. ITEMS AVAILABLE ON GeM

### A. Following modes are available on GeM for procurement of items-

- **Up to Rs 50,000/-** through any of the available suppliers on the GeM, meeting the requisite quality, specification and delivery period. However, it may be noted that this is subjected to procuring authorities certifying the reasonability of rates. While making such direct on-line purchase below Rs. 50,000/-, the buyer should have approval of CA and should also record reasons for selecting the specific product in case lowest priced products are not being accepted /ordered.
- **Above Rs 50,000/- and up to Rs 10,00,000/-** through the GeM Seller having lowest price amongst the available sellers, of at least three different manufacturers, on GeM, meeting the requisite quality, specification and delivery period. The tools for online bidding and online reverse auction available on GeM can be used by the Buyer if decided by the CA.
- **Above Rs 10,00,000/-** through the supplier having lowest price meeting the requisite quality, specification and delivery period after mandatorily obtaining bids, using online bidding or reverse auction tool provided on GeM.
- **Buying through Proprietary Article Certificate (PAC) Mode-** While making procurement under PAC buying on GeM, buyer has to comply the following condition: After obtaining the requisite approval, PAC certificate has to be obtained from the competent authority as per Rule

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166 of GFR 2017, thereafter the buyer can use PAC filter provided on GeM for selecting product with specific model/make.

## **B. Step-by-step procedure of GeM purchase**

### **1. Principal Investigator (PI)**

- Explores the availability of required items with the desired technical specifications on the GeM portal.
  - Forward requisition for purchase of items in the prescribed format (Annexure 1) with detailed specifications of the items, quantity and estimated cost to the Research cell in a file alongwith Noting Sheet (Annexure 2).
  - The notesheet, alongwith all enclosures will be sent by the PI to the Research Cell through online mode on the email id- [researchcell@aiimsrajkot.edu.in](mailto:researchcell@aiimsrajkot.edu.in) and the hard copy of the file should also be submitted to the Research Cell.
2. Research Cell will examine the proposal and if found in order the Procurement Officer of the Research Cell will perform the procedure for carting in the GeM portal.
  3. The file with carted items will be forwarded to the accounts section.
  4. Account section will confirm the availability of funds under the respective head and forward the file to FA for concurrence.
  5. After vetting, the file will then be forwarded to Dean (Research) for approval of the competent authority.
  6. After approval of the competent authority, order will be placed in the GeM portal by the procurement officer. The Consignee will be the Research cell.
  7. On receipt of the items in the Research cell, Provisional receipt Certificate (PRC) shall immediately be issued by the Procurement officer under intimation to the PI.

### **8. Principal Investigator (PI)**

- PI will do the necessary inspection of items with respect to compliance with quality, quantity and time of delivery.

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- For payment to the GeM vendor the PI will further process the file with the record of satisfactory delivery of the desired items within the stipulated period (Consignee Receipt Certificate and Final Acceptance Certificate, in case of equipment)).
9. The file will be examined by the Research cell and if found in order, it will be marked to the Account section.
  10. The Account section will forward it through FA to the competent authority for approval of payment.
  11. Following approval, payment will be made by the DDO from the project account, and required entries will be made in the cashbook/Tally software as expenditures undertaken.

## 8. ITEMS UNDER RATE CONTRACT

**A. GFR 2017 Rule 156 (1):** Items under Rate contract can be procured by the institute directly from suppliers, the prices to be paid for such goods shall not exceed those stipulated in the rate contract and the other salient terms and conditions of the purchase should be in line with those specified in the Rate Contract.

### B. Step-by-step procedure to procure RC items

1. The PI will generate a notesheet citing evidence of a valid institutional rate contract for the requested item and consumption pattern of the item in the last 1 year, if applicable. The quantity of the purchased item should not exceed 6 months requirement based on previous year's procurement pattern. In case of exception, approval of competent authority is to be taken.
2. The PI will also mention in the notesheet that the financial implication of this procurement is within the funds available in the project under the respective head.
3. A draft purchase order (PO) will also be attached by the PI in the notesheet.
4. The notesheet, alongwith all enclosures like copy of rate contract, draft PO, etc. will be sent by the PI to the Research Cell through online mode on the email id- [researchcell@aiimsrajkot.edu.in](mailto:researchcell@aiimsrajkot.edu.in) and the hard copy of the file should also be

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submitted to the Research Cell.

5. The file will be forwarded by the Research cell to the accounts section and thereafter the accounts section will forward it to FA for concurrence.
6. After vetting, the file will then be forwarded to Dean (Research) for approval of the competent authority.
7. Following approval, the notesheet is returned by the Research Cell to the PI for issue of PO to the vendor and entry in the cashbook/ Tally software as committed expenditure.
8. Delivery of the items is received by the PI and inspection is done with respect to compliance with quality, quantity and time of delivery.
9. Stock entry shall be made for the procured item in the stock register dedicated for the project. Separate stock registers shall be maintained by the PI for consumable items and fixed asset.
10. Original Invoice shall be verified by the PI along with mention of the stock register pages on the invoice.
11. Consignee Receipt Certificate (CRC) shall be signed by the PI and two other faculty members/Co-Investigators of the project.
12. After completion of CRC document, the PI will move the file (with original invoice, copy of PO, delivery challan, CRC, FAC, installation report and warranty certificate, if applicable) as described in point no. 4 above, for obtaining payment concurrence.
13. The Research Cell will examine the proposal and if found in order will forward to the account section for payment.
14. The Account section will forward it through FA to the competent authority for approval of payment.
15. Following approval, payment will be made by the DDO from the project account, and required entries will be made in the cashbook/Tally software as expenditures undertaken.

**9. ITEMS NOT AVAILABLE ON GeM**

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**A. If the item is priced less then 50000/- follow GFR 2017 Rule 154:**

*Rule 154 GFR: Procurement of items upto the value of Rs. 50,000 (Rupees fifty thousand only) may be made without inviting quotations or bids.*

**Step-by-step procedure to procure under 154 GFR:**

1. Drugs/Medicines and consumable priced less then 50,000/- can also be procured from authorized pharmacy at AIIMS Rajkot under this rule.
2. PIs may please note that splitting of demand to create multiple requisitions of same item in order to avoid other modes of procurement is not permitted.
3. After ascertaining non-availability of the product with desired specifications in the GeM portal, PI obtains a financial quote for the required item from a vendor and satisfies himself/herself about the technical suitability and price appropriateness of the quoted product/ service.
4. PI then generates a noting sheet (Annexure 3) with the requirement of the item and quantity, the availability of funds under the respective head and the quotation to the Research Cell through online mode on the email id- [researchcell@aiimsrajkot.edu.in](mailto:researchcell@aiimsrajkot.edu.in) and the hard copy of the file should also be submitted to the Research Cell.
5. The file will be forwarded by the Research cell to the accounts section and thereafter the accounts section will forward it to FA for concurrence.
6. After vetting, the file will then be forwarded to Dean (Research) for approval of the competent authority.
7. After obtaining approval of the competent authority the PI can place the supply order for purchase of the item.
8. Delivery of the items is received by the PI and inspection is done with respect to quality, quantity and time
9. PI has to issue a certificate after inspection of the item in the following format-

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*“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.”*

10. PI would send all the procurement documents along with above certificates to the Research Cell.
11. The Research Cell will examine the proposal and if found in order will forward to the account section for payment.
12. The Account section will forward it through FA to the competent authority for approval of payment.
13. Following approval, payment will be made by the DDO from the project account, and required entries will be made in the cashbook/Tally software as expenditures undertaken.

**B. If the item is priced between Rs 50,000/- to Rs 5,00,000/- follow GFR 2017 Rule 155:**

*Rule 155 Purchase of goods by Purchase Committee: Purchase of goods costing above Rs. 50,000 (Rupees twenty-five thousand only) and upto Rs5,00,000/- (Rupees two lakh and fifty thousand only) on each occasion may be made on the recommendations of a duly constituted Local Purchase Committee consisting of at least three members of an appropriate level as decided by the Competent authority.*

**Step-by-step procedure to procure under 155 GFR:**

1. The procurement under 155 GFR shall be done by the Project-specific Procurement Committee constituted with the approval of the competent authority.
2. Only after confirming the non-availability of the product with desired specifications in the GeM portal, the committee will survey the market to ascertain the reasonableness of rate, quality and specifications and identify the appropriate supplier.
3. Three or more sealed price quotations will be invited by the committee from prospective vendors dealing in the requested product, preferably through written communication of the finalized technical criteria.

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4. The project-specific Procurement Committee will evaluate technical and financial aspects, ascertain the reasonableness of rate, quality and specifications, prepare the comparative statement and identify the L1 supplier.
5. Before recommending placement of the purchase order, the members of the committee will jointly record a certificate as under-  
*“Certified that we, members of the purchase committee are jointly and individually satisfied that the goods recommended for purchase are of the requisite specification and quality, priced at the prevailing market rate and the supplier recommended is reliable and competent to supply the goods in question, and it is not debarred by Department of Commerce or Ministry/ Department concerned.”*
6. A draft purchase order (PO) will also be attached by the PI in the note sheet
7. The PI will generate a note sheet containing documentation to satisfy compliance with steps outlined in points above and send the same along with signed copies of all enclosures, supporting quotations, comparative statement, certificate of non-availability in the GeM portal, draft PO, etc to the Research Cell through online mode on the email id- [researchcell@aiimsrajkot.edu.in](mailto:researchcell@aiimsrajkot.edu.in) and the hard copy of the file will also be submitted to the Research Cell. The PI should also mention in the note sheet that the financial implication of this procurement is within the funds available in the project under the respective head.
8. The file will be forwarded by the Research cell to the accounts section and thereafter the accounts section will forward it to FA for concurrence.
9. After vetting, the file will then be forwarded to Dean (Research) for approval of the competent authority.
10. Following approval, the note sheet will be returned by the Research Cell to the PI for the issue of PO to the vendor and entry in the cashbook/Tally software as a committed expenditure.
11. Delivery of the items will be received by the PI and inspection will be done with respect to compliance with quality, quantity and time of delivery.

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12. Stock entry shall be made for the procured item in the stock register dedicated to the project. Separate stock registers shall be maintained for consumable items and fixed asset.
13. Original Invoice shall be verified by the PI along with mention of the stock register pages on the invoice.
14. Consignee Receipt Certificate (CRC) and Final Acceptance Certificate (FAC), in case of equipment shall be signed by the PI and two other faculty members/Co-Investigators of the project.
15. After completion of CRC and FAC documents, the PI will move the file (with original invoice, copy of PO, delivery challan, CRC, FAC, installation report and warranty certificate, if applicable) as described above, for obtaining payment concurrence.
16. The Research cell will examine the proposal and if found in order will forward it to the account section for payment.
17. The Account section will forward it through FA to the competent authority for approval of payment.
18. Following approval, payment will be made by the DDO from the project account, and required entries will be made in the cashbook/Tally software as expenditures undertaken.

**C. If the item is priced above Rs. 5,00,000/- follow GFR 2017 Rule 158:**

**Rule 158- Purchase of goods by obtaining bids.** *Except in cases covered under Rule 154, 155 and 156 (1), Institute shall procure goods under the powers referred to in Rule 147 of GFR by following the standard method of obtaining bids in: (i) Advertised Tender Enquiry (ii) Limited Tender Enquiry (iii) Two-Stage Bidding (iv) Single Tender Enquiry (v) Electronic Reverse Auctions as decided by the competent authority.*

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**Step-by-step procedure to procure under 158 GFR:**

1. The procurement under 158 GFR shall be done by the Project-specific Procurement Committee constituted with the approval of the competent authority.
2. The technical criteria are finalized by the project-specific Procurement Committee.
3. In case of purchase of capital equipment > Rs 10,00,000/-, prior approval of the procurement is to be obtained from the Executive Director.
4. Only after ascertaining non-availability of the product with desired specifications in the GeM portal, PI will generate a note sheet for the procurement of the items. The PI will also mention in the note sheet that the financial implication of this procurement is within the funds available in the project under the respective head.
5. Concurrence of FA and approval of the Competent Authority will be taken on note sheet.
6. A bidding document for Limited Tender Enquiry is prepared by the Central Stores. The document shall be vetted by the project-specific Procurement Committee.
7. The bidding document is published in the CPPP portal and the institute's website as per institutional policy.
8. The bids received in Central Stores are technically evaluated by the Project specific Procurement Committee.
9. If the number of technically responsive bids is <3, then approval of Executive Director is to be taken for further processing.
10. The technically responsive bids are financially evaluated for determining the L1 bidder by the Central Stores, employing a committee comprising of the PI and representatives of Stores & Finance Sections. Financial bid of procurement of more than Rs 10 lakhs shall be opened only after obtaining approval of doing so from the competent authority. For this, the file will be routed by the Central Stores through the Research Cell.
11. After the completion of above steps, the file will be placed for approval of the competent authority through the Research Cell.

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12. Following approval, the notesheet will be returned by the Research Cell to the PI for issue of PO to the vendor and entry in the cashbook/ Tally software as committed expenditure.
13. Delivery of the items will be received by the PI and inspection will be done with respect to compliance with quality, quantity and time of delivery.
14. Stock entry shall be made for the procured item in the stock register dedicated for the project. Separate stock registers shall be maintained for consumable items and fixed asset.
15. Original Invoice shall be verified by the PI along with mention of the stock register pages on the invoice.
16. Consignee Receipt Certificate (CRC) and Final Acceptance Certificate (FAC, in case of equipment) shall be signed by the PI and two other faculty members/Co-Investigators of the project.
17. After completion of CRC and FAC documents, the PI will move the file (with original invoice, copy of PO, delivery challan, CRC, FAC, installation report and warranty certificate, if applicable) as described in point no. 7 of SOP no. RC/8, for obtaining payment concurrence.
18. The Research cell will examine the proposal and if found in order will forward it to the account section for payment.
19. The Account section will forward it through FA to the competent authority for approval of payment.
20. Following approval, payment will be made by the DDO from the project account, and required entries will be made in the cashbook/Tally software as expenditures undertaken.

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**D. Procurement of Proprietary item/ service not available on GeM**

1. PI will generate a note sheet for the procurement of the proprietary item/ service. The technical criteria of the proprietary item will be included in the note sheet and reviewed by the project specific procurement committee.
2. Document to vet the proprietary nature of the item will be obtained from the Original equipment manufacturer (OEM).
3. A Proprietary Article Certificate as per Rule 166 GFR 2017 will be prepared.
4. A financial quote for the product will be obtained by the PI from the OEM or its authorized distributor. The note sheet, with the proprietary article certificates, certificate of authorized distributorship and the financial quote, will be sent to the Research Cell through online mode on the email id- [researchcell@aiimsrajkot.edu.in](mailto:researchcell@aiimsrajkot.edu.in) and the hard copy of the file will also be submitted to the Research Cell.
5. The PI will also mention in the note sheet that the financial implication of this procurement is within the funds available in the project under the respective head.
6. Concurrence of FA and approval of the Competent Authority will be taken on note sheet.
7. The proprietary article certificate and technical criteria is put up in the institute's website for 10-14 days with the note that if anybody wants to contest the proprietary nature of the item, he can do so by submitting a letter addressed to the Executive Director and specifying the alternate product which also fulfills the published technical criteria.
8. If the proprietary nature of the item remains unchallenged after website posting, PI will issue the purchase order to the vendor and make entries in the cashbook/ Tally software as committed expenditure.
9. Delivery of the items will be received by the PI and inspection will be done with respect to quality, quantity and time.
10. Stock entry shall be made for the procured item in the stock register dedicated for the project. Separate stock registers shall be maintained for consumable items and fixed asset.

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11. Original Invoice shall be verified by the PI along with mention of the stock register pages on the invoice.
12. Consignee Receipt Certificate (CRC) and Final Acceptance Certificate (FAC, in case of equipment) shall be signed by the PI and two other faculty members/Co-Investigators of the project.
13. After completion of CRC and FAC documents, the PI will move the file (with original invoice, copy of PO, delivery challan, CRC, FAC, installation report and warranty certificate, if applicable) for obtaining payment concurrence.
14. The Research cell will examine the proposal and if found in order will forward it to the account section for payment.
15. The Account section will forward it through FA to the competent authority for approval of payment.
16. Following approval, payment will be made by the DDO from the project account, and required entries will be made in the cashbook/Tally software as expenditures undertaken.

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**All India Institute of Medical Sciences, Rajkot, Gujarat 360110**  
An Institution of National Importance under PMSSY, MoHFW  
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Annexure 1  
(Refer SOP RC09)

**REQUISITION FOR PURCHASE OF ITEMS FOR  
EXTRAMURAL/ INTRAMURAL PROJECT**

1. Project Number : \_\_\_\_\_
2. Project title : \_\_\_\_\_  
\_\_\_\_\_
3. Type of Project- Extramural/ Intramural/Other : \_\_\_\_\_
4. Name of the funding agency (if extramural) : \_\_\_\_\_
5. Name of the PI : \_\_\_\_\_
6. Department : \_\_\_\_\_
7. Sanctioned Duration of the project : \_\_\_\_\_
8. Total budget sanctioned for the project : Rs \_\_\_\_\_
9. Total allocation to the Project for the financial year- 202\_\_ -2\_\_ : Rs \_\_\_\_\_
10. Amount spent till date excluding this requisition : Rs \_\_\_\_\_
11. Items intended to be procured under budgetary head (Non-consumables/ Consumables/ Contingencies etc.)-PI specify \_\_\_\_\_

S. No	Nomenclature	A/U	Qty	Specifications	Approx cost
1.					
2.					
3.					
4.					
<b>Net amount</b>					
(Rupees					only )

Principal Investigator

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Annexure 2  
(Refer SOP RC09)

Note Sheet \_\_\_\_

**All India Institute of Medical Sciences**  
**Rajkot**  
\*\*\*\*\*

Ref No.-

Dated: -

**Subject: Procurement of items for Intramural/ Extramural Research Project**  
**Project No. \_\_\_\_\_**

Description	Encls No
1. An intramural/ extramural research project titled _____ sanctioned with budgeted cost of _____ vide letter no. _____ dated _____.	1 (Project sanction letter)
2. Requisition of items to carry out the research project is placed opposite.	2 (Requisition)
3. Approximate cost of the items is Rs _____ The financial implication of this procurement is within the funds available in the project under the respective head.	
4. The items are proposed to be procured as per the procurement policy of the institute for the research projects and laid down government procedures.	
5. Submitted for approval please.	

Dr. \_\_\_\_\_  
Principal Investigator  
Department of \_\_\_\_\_

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Annexure 3  
(Refer SOP RC09)

Note Sheet \_\_\_\_

**All India Institute of Medical Sciences**  
**Rajkot**  
\*\*\*\*\*

Ref No.-

Dated: -

**Subject: Permission to procure items for Research Project under Rule 154 GFR**  
**Project No. \_\_\_\_\_**

1. An intramural/ extramural research project titled \_\_\_\_\_  
\_\_\_\_\_ sanctioned with budgeted cost  
of Rs \_\_\_\_\_ vide letter no. \_\_\_\_\_ dated \_\_\_\_\_ (Sanction letter attached).

2. Following items are required for the research project-

S No.	Name of Item	Rate	Quantity	Total cost
1				
2				
3				
	TOTAL			Below Rs 50000/-

3. Above items of required quality and specifications are available with  
M/s \_\_\_\_\_ (Quotation attached).

4. The items are not available on GeM.

5. It is certified that the rates being offered by the vendor for the above items are reasonable.

6. It is proposed to procure the items under GFR Rule 154.

7. Submitted for approval please

Dr. \_\_\_\_\_  
Principal Investigator

Department of \_\_\_\_\_

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