



टाटा मूलभूत अनुसंधान संस्थान
TATA INSTITUTE OF FUNDAMENTAL RESEARCH
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भारत सरकार के परमाणु ऊर्जा विभाग की स्वायत्त संस्था
एवं समविश्वविद्यालय

An autonomous institute of the Department of Atomic Energy,
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24 June 2016

OFFICE ORDER OD-R31-2016

Procurement and Works Apex Committee

(For proposals beyond the delegated Powers of the Governing Council)

1. A Committee consisting of the following members is constituted with immediate effect until further orders:-

- (a) Director
- (b) Convener, BPG
- (c) Financial Advisor
- (d) Ms. Divya Bapna - Secretary

2. The Committee will examine all indents and proposals for Procurement and Works Orders beyond the financial limits as mentioned below:-

<u>For Procurement</u>	<u>For Work Orders</u>
Beyond 08 Crores for Open Tender	Beyond 15 Crores for Open Tender
Beyond 03 Crores for Limited Tender	Beyond 15 Crores for Limited Tender
Beyond 02 Crores for Proprietary items and Single Tenders	Beyond 07 Crores for single and negotiated tenders

Process

3. All such indents and proposals are to be forwarded to the Committee through Chair, STC (for Colaba Campus and field stations) / Centre Directors (for Centres) in the prescribed format annexed to this order.

4. The Committee will examine the proposals and forward them to DAE for Administrative approval. Further processing should not be carried without the permission of DAE at this initial stage.

5. After getting the administrative approval from DAE and completion of tender process including the recommendations of the Purchase/ Building and Works Committees, the proposals will once again be forwarded to DAE for final approval through this committee.

6. In case of resultant single tenders (revealed at a later stage in respect of open or limited tenders) the proposals shall be examined by this committee after the complete process and forwarded to DAE for final approval.

Sd/-
(Sandip Trivedi)
Director

All members of the committee

Pre-approval for High Value Procurement
By Procurement and Works Apex Committee

(To be filled up by indenter while raising the indent for purchases exceeding the delegated power)

1.	Name of the Indenter:	
2.	Dept./Section/Group	
3.	Name of Indent Sanctioning Authority	
4.	Brief description of the Equipment to be procured (Additional pages may be used if necessary)	
5.	End use of equipment	
6.	Estimated Cost (in Rs. Lakhs)	
7.	TIFR Plan Apex and Sub-Project (Name and Number as per DPR) under which the item is being procured and the allocated cost in the DPR ¹ (e.g. XII-R&D-TFR- 5.10-XXXX)	
8.	Internal Budget code(e.g. 12PXXXX) and availability of budget provision for above purchase during the current financial year	
9.	Proposed mode of procurement (Public Tender/ Limited tender/ Single Quote)	
10.	Is detailed justification attached, if Public Tender Waiver Case under Limited Tender² or Single Quote³	
11.	If Public Tender Waiver Case under Single tender, is justification for price estimate attached?	

(Indenters Signature)

Sanctioning Authority of Group

¹ If the item was not projected in the plan proposal, an approval from competent authority Dean/Centre Director should be attached.

² *Justification for Public Tender Waiver – Limited Tender:* Please ensure that your justification addresses at least one of the following aspects in detail- Reasons For Urgent Demand /Reasons for not procuring through Advertised Tender / the sources of supply are definitely known and possibility of fresh sources is remote

³ *Justification for Public Tender Waiver- Single Tender:* Please ensure that your justification addresses at least one of the following aspects in detail – Is the vendor only manufacturer of the required item / Is the item required for standardization of machinery or spare parts to be compatible to the existing sets of equipment on the advice of a competent technical expert.

Recommendations of Chair, STC / Centre Director

Recommendations by Procurement and Works Apex Committee

(Financial Advisor)

(Convener, BPG)

(Director)

Information on High Value Procurement after processing tender

(To be filled up by **Indenter / P.I.** if purchase cost exceeds the delegated power after processing the indent)

1.	Name of the Indenter:	
2.	Dept./Section/Group	
3.	Name of Indent Sanctioning Authority	
4.	Brief description of the Equipment to be procured (Additional pages may be used if necessary)	
5.	End use of equipment	
6.	Estimated Cost (in Rs. Lakhs)	
7.	TIFR Plan Apex and Sub-Project (Name and Number as per DPR) under which the item is being procured and the allocated cost in the DPR ⁴ (e.g. XII-R&D-TFR- 5.10-XXXX)	
8.	Internal Budget code(e.g. 12PXXXX) and availability of budget provision for above purchase during the current financial year	
9.	Mode of procurement (Public Tender/Limited tender)	
10.	Actual Cost (in Rs. Lakhs)	
11.	Is detailed justification attached for post-approval (resultant SQ/escalation in cost beyond delegated powers)	

(Indenters Signature)

Sanctioning Authority of Group

⁴If the item was not projected in the plan proposal, an approval from competent authority Dean/Centre Director should be attached.

2. Above information from PI/Indenter is required for further processing internally.