Flow Chart 1. Purchase Procedure

Indent/ Purchase requisition

If Estimated Value (EV) available

Yes

Budget Enquiry from reputed vendors/ website etc.

No

Administrative and/or Budgetary Approval from CA

IF Estimated Value (EV) ≥ Rs. 25 L

Preparation of Two (2) Part Tender document

DPC/Tender Committee Approval of Tender Document

IF 2 L < EV < 25 L

Technical Sid Opening

Newspaper Advt. & CPPP/Web Upload

IF 1 L < EV ≤ 2 L

Technical Evaluation, Tech. Comparative Statement and recommendation for opening of Price Bids for technically Qualified Bidders

Opening of Price Bid

Preparation of Comparative Statement

DPC/Tender Committee Recommendation, Audit Vetting/ Fund Booking/ Approval of Competent Authority

Award of Work Order/ PO

Go to A Flow Chart 2

Go to B Flow Chart 3

Go to C Flow Chart 4
Flow Chart 2. Limited Tender Enquiry - Estimated value > Rs. 2 L but < Rs. 25 L

1. Prepn. of 2-part tender document
2. DPC/Tender Committee Approval of tender document
3. Technical Bid
   - Send Bid Documents directly by Speed post/ Regd. Post/ Email to enlisted firms and upload on Web
4. Technical evaluation ➞ recommendation for opening of Price Bids for Technically Qualified Bidders
5. Opening of Price bid
6. Preparation of Rank Statement
7. DPC / Tender Committee Recommendation, Audit vetting/ Fund booking/ App of CA
8. Award of Work order/ PO
Flow Chart 3. Limited Tender Enquiry - Estimated value >Rs.1 L but <Rs.2 L

1. **B**
   - Preparation of tender document (2-part desirable)
   - DPC / Tender Committee Approval of tender document
   - Send Bid documents directly by Speed Post/Regd. Post/Email to enlisted firms and upload on Web

2. If 2-part Bid
   - Technical Bid
   - Technical evaluation and recommendation → Open Price Bids for Technically Qualified Bidders

3. No
   - Open Techno-commercial bid / Price bid
   - Preparation of Rank Statement

4. Yes
   - DPC/Tender Committee Recommendation, Audit vetting/Fund booking/App of CA
   - Award of Work order/PO
Flow Chart 4. Limited Tender Enquiry - Estimated value >Rs. 0.25L and ≤Rs.1L

C

Preparation of tender document → DPC / Tender Committee Approval

If the EV>Rs 0.5 L & under Exception List

Yes

Send Bid documents directly by Speed post/ Regd. Post/ Email to Enlisted firms and upload on Web

Open Techno-commercial bid

Prepare Rank Statement

DPC/Tender Committee Recommendation, Audit vetting/ fund booking/ App of CA

Award of Work order/PO

No

Bid documents to be sent directly by Speed post/ Regd. Post/ Email