



National Institute of Pharmaceutical Education and Research  
Ahmedabad

NIPER-A/Director/2021-22 /988

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CIRCULAR

In continuation of the earlier circular on the Purchase process to be followed by the Institute, revised circular is being issued herewith which is implemented with immediate effect. There shall be only two **Indent forms** as enclosed herewith. This supersedes all the earlier instructions/circular in this regard.

S. No.	Particulars	Quartzy entry requirement	Indenter	Committee approval by
1.	Consumables < Rs 25,000	✓	Individual Faculty/Staff member	×
2.	Consumables > Rs 25,000	✓	Individual Faculty/Staff member	Purchase Committee
3.	Items under Annual Rate Contract Chemicals, Solvents, Glassware, Plasticwares, Kits, Filters and small equipments etc.	✓	Individual Faculty/Staff member	✓ (only for bulk Pb)
4.	Equipment up to Rs 2,50,000 (Non-consumables)	✓	Individual Faculty/Staff member	Equipment Purchase Committee
5.	Equipment > Rs 2,50,000 (Non-consumables)	✓	Chairman, Equipment Purchase Committee	Equipment Purchase Committee
6.	Furniture and Fixtures	×	Estate And Security Officer	Purchase Committee
7.	Instrumentation Maintenance	✓	Chairman, Instrumentation Maintenance Committee	Instrumentation Maintenance Committee
8.	Animals/ Animal Feed	✓	Secretary, Animal Ethics Committee	Animal Ethics Committee
9.	Institute Festivals/ Events (Co-curricular and Extra-curricular activities)	×	Chairman, Institute Cultural Committee	Institute Cultural Committee

	Hospitality, Catering and other expenditures	×	Director	×
11.	Construction activities - Repairs for less than Rs 2.5 Lakhs	×	Estate and Security Officer	Purchase Committee; Ratification by Lab and Building Works Committee
12.	Construction activities - Repairs for Rs 2.5 lakhs and above, up to Rs 25 Lakh	×	Estate and Security Officer	Lab and Building Works Committee; Ratification by BoG *
13.	Construction activities - More than 25 Lakhs	×	Estate and Security Officer	Approval from Lab and Building Works Committee and BoG
14.	Stationary, Cartridge, Toiletries, Pantry items	×	Store Keeper	Purchase Committee
15.	Project Purchases - Consumables	✓	Principal Investigator	Purchase Committee
16.	Project Purchases- Equipment (Non-Consumable)	✓	Principal Investigator	Purchase Committee
17.	Project Purchases- Contingency	×	Principal Investigator	×
18.	IT Consumables > Rs 25000	✓	System Engineer	Institute IT Committee
19.	IT Equipment (Non-Consumable)	✓	System Engineer	Institute IT Committee
20.	Books/Journals/Subscription	×	Assistant Grade-II (Library)	Library Committee
21.	Printing and Other similar services	×	Assistant Grade-II (Library)	×
22.	Infrastructure services e.g., Horticulture, Housekeeping, Security, Maintenance etc	×	Estate and Security officer	Purchase Committee
23.	Any other services e.g. Sample analysis from external agency, Publication, Patents etc	×	Concerned Dealing staff	Purchase Committee
24.	All repairs and maintenance except Civil repairs	×	Estate and Security officer	Purchase Committee
25.	Examination related material and printing	×	Assistant Registrar	Purchase Committee

**Note:**

1. Indent form has to be filled invariably for **all purchases**. Two indent forms to be used as below:  
  
    **Form - 1** : For All Purchases below Rs 25,000 and;  
                  for purchases for which Quartz entry is not required as per above list.  
    **Form - 2** : For All Purchases above Rs 25,000
  
2. For all purchases, where Quartz entry is not being made, Admin approval from the Director is required on the Indent form A-1.
3. Online purchases through GeM and digital payments to be promoted and followed to the extent possible.
4. Project purchases shall not to be mixed with bulk orders in order to proper recording of expenditure.
5. Principal Investigator has to specify the nature of expenditure on indent for the purpose of correct booking of Expenditure.
6. Purchase order/ work order from competent Authority for purchases below Rs 25,000 will be issued as per the requirement of the indenter and specific service/product.
7. If any deviation occurs, it should be brought into the notice of the Competent Authority immediately. If there is any conflict, decision of the Competent Authority will be final.
8. \*Point 11 and 12 will be implemented after ratification of these norms by BoG.



Prof. Kiran Kalia  
Director