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REF: PGI/MM/RESEARCH/ 350

27.10.2021

OFFICE ORDER

In order to streamlining of purchase process of consumables and equipments from Research funded projects, a meeting was held on 16.09.2021 in the Board Room, 3rd Floor, Administrative Block. The deliberations and resolutions of the meeting are as under:

The Director SGPGIMS convened a meeting on 16th September 2021 in the boardroom, 3rd floor Admin Block, for discussing delays in the procurements of consumable and equipment from research funded intramural and extramural funding projects and how to make the process simple and less time consuming. He initiated the meeting saying the research is an important component of the Institute and the progress of the research projects and PhD students working in the research projects should not be hampered because of the delay in the procurement of the consumables and equipment relate to research. Research projects and PhD work of the scholars has to be completed in a time bound manner hence the Standard Operating System (SOP) for the purchase process should be to smooth, easy and less time consuming so the research work does not get affected.

It was informed that due to delay in procurement sometime the equipment budget could not be utilized. The Director asked Dr Lokendra Sharma to provide the file so that reason for delay can be found it. He also emphasized the need for monitoring after implementation of new timelines.

In light of the meeting, following is the proposed Standard Operating Procedure (SOP) to strengthen the purchase of equipment, spares, & reagents related to research activities.

Equipment Procurement

It was agreed that purchase order for research related equipment should be given within 3 months as most projects are of 3 years duration.

1. The specification prepared by the PI should be generic in nature
2. For processing the file, please attach the following:
 - a. Completely filled Sanction proposal form duly signed by HOD
 - b. Sanction order of the project with budget for equipment
 - c. Copy of specifications
 - d. In case the PI needs propriety equipment (specific brand and make) then P3 form with proper justification should also be included
3. Depending on the cost of equipment, the purchase shall be carried out in following manner
 - a. < 25,000: Direct purchase from GeM portal. Each department will be provided a user ID (after Director's approval).
 - b. >25,000 purchase from GeM portal will be done by Material Management Department, SSPO (Research).

Items costing between 25,000-1,00,000 lac: Approval at the level of FIR (2 days)



Items costing >1 Lakh shall be routed through the JDMM Department. The administrative channel shall be PI>>JDMM>> Research Cell>> Director.

4. To hasten the process of the procurement, instead of taking multiple approvals, the Direct approvals should be taken only at three steps of the procurement.
1st approval: for e tendering three times in case minimum 3 bids are not received on fir bidding, technical bid opening, technical evaluation;
2nd approval for financial bids opening, conducting purchase committee meetings and financial concurrence;
3rd approval for issuing supply order and payment of equipment after receiving and successful installation in the respective Department.
5. For Research equipment below 20 lakhs the PC should be done within working 3 days and the expenditure approval through FIR and Director should be taken on priority. *No Section (JDMM, FIR, Director) should keep the file more than 2 working days.*
6. To differentiate if the procurement is for research project procurement (RP), Department procurement (DP) or Institutional procurement (IP) *different types of stickers (green, orange, yellow) will be designed* and stuck on the respective equipment files. This will help in faster tracking and procurement of the equipment especially research project funded equipment that has to be procured in time bound manner. Designing of stickers is to be done by HOE Immunology and will provide its prototype to all the concerned.
7. Once the project is over, the PI will transfer the equipment to the same department after Director's approval, so that it can be maintained by the institute as per the institute norms.
8. TimeLine

S No	Activity	Research purchase
1	Approval for E-tender in bi-weekly meeting of JDMM, FIR etc.	3 days
	File sent to director for approval	3 days
2	E-Tendering, Technical bid evaluation	30 days* may increase if multiple tendering required
	File sent to Director for approval	3 days
3	Opening of price bid and comparative statement	10 days
	Financial concurrence by purchase committee and director	10 days
4	Purchase order and money transfer if needed	5 days
	TOTAL	61 days (2 months)

- a) Material management department will expedite the procurement and will take all necessary approval from the Director till the acceptance of Technical Evaluation report & opening of Financial Bid. Effort should be made so that purchase order is given within 60-days of submission of Purchase proposal from the indenter.
- b) After delivery equipment should be installed fast and *payment cleared within 15 working days of submission* of bills by JDMM, research cell so that the advance can be adjusted.



9. For Consumable Procurements

1. All departments to be provided GeM ID to check GeM availability. In addition, purchase up to Rs-25,000/ can be done by the department themselves for research as well as departmental work
2. Rate contract of IRF will be placed on the intranet/or given to the department and the department can check it online and put his remarks along with page number, serial number of RC contract and sign. *This will avoid unnecessary burden on IRF for rate verification as well as it will save significant time in purchase process. IRF is advised to ensure the availability of digital database on the intranet (An administrative notice from the Director office shall be issued)*
3. Approval for consumables between 25,000- 1 lac FIR... Director: **5 working days**
4. Items costing > 1 lac [PI-----JDMM---- Research Cell--- Director] should take less than **10 working days**. No Section should keep the file more than **2 working day**.
5. Files for payment after procurement of consumable should be **cleared in 3 days** at FIR section if less than 1 lacs and 7 days if more than 1 lac. *To hasten this a template should be made so that there is no need to write detailed noting. PI, FIR and if need by the director signs on it*
6. *All payments should be done by electronic transfer rather than by cheque as it leads to delays and more person-to-person contact.*
7. Monitoring mechanism should be put in place. Random checking files of that week should be done on Saturday to see effectiveness of the system. 3-member monitoring committee consisting of JDMM, Dr. Jalaj Gupta, Assistant Professor, SCRC, Dept Of Hematology and Mr. Sangam Rajak, PhD Scholar, Dept of Endocrinology will look at the documentation done by each section (JDMM and FIR section) and then will randomly review 10% of files of that week .

For procurement of equipment from Institute funds

1. The process is similar to research purchase except that instead of purchase proposal P2 form should be submitted
2. Instead of FIR section the financial concurrence will be done by Finance department.
3. The time line for these equipment purchase will be as follows (given in comparison to research purchase)

S No	Activity	Research purchase	Departmental purchase
1	Approval for E-tender in bi-weekly meeting of JDMM, FIR etc.	3 days	5 days
	File sent to director for approval	3 days	5 days
2	E-Tendering, Technical bid evaluation	30 days* may increase if multiple tendering required	45 days* may increase if multiple tendering required
	File sent to Director for approval	3 days	5 days
3	Opening of price bid and comparative statement	10 days	10 days
	Financial concurrence by purchase committee and director	10 days	10 days
4	Purchase order and money transfer if needed	5 days	10 days
	TOTAL	61 days (2 months)	90 days (3 months)


Purchase of spare parts

- a. The biweekly meeting for spare part procurement should be attended by all concerned and should be convened regularly to avoid delays.
- b. It is proposed that once the file has been cleared by the above committee: For spare part less than 1 lac, Director's approval should suffice so that the spare part can be procured within a month.
- c. For items more than 1 lac the following time lines should be followed

S No	Activity	Spare parts
1	Approval for E-tender in bi-weekly meeting of JDMM, FIR etc.	3 days
	File sent to director for approval	2 days
2	E-Tendering, Technical bid evaluation	15 days
	File sent to Director for approval	3 days
3	Opening of price bid and comparative statement	7 days
	Financial concurrence by purchase committee and director	7 days
4	Purchase order and money transfer if needed	5 days
	TOTAL	45 days (1.5 months)

All concerned Head of Departments, Principal Investigators and respective office bearers of departments are hereby requested to adhere with the above guidelines of purchase process in order to streamline the purchase process of consumables & equipments from research funded Intramural & Extramural Projects.

This issues with due approval of the Director


(Prakash Singh)
Joint Director (MM)

Cc to:

1. Director
2. Additional Director
3. Dean
4. Finance Officer
5. CMS
6. All HODs/ Principal Investigators
7. Faculty Incharge, Research
8. Research Cell
9. SSPO(Research) / SPO, IRF
10. GeM Buyer
11. Guard File


(Prakash Singh)
Joint Director (MM)