



भारतीय प्रौद्योगिकी संस्थान खड़गपुर
INDIAN INSTITUTE OF TECHNOLOGY KHARAGPUR
VENDOR DEVELOPMENT POLICY OF IIT KHARAGPUR

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The Indian Institute of Technology Kharagpur (IIT Kharagpur or IIT-KGP) is a Public Institute of Technology and Autonomous Institute established by the Government of India in Kharagpur, West Bengal. Founded in 1951, the Institute is the first of the IITs to be established and is recognised as an Institute of National Importance. In 2019 it was awarded the status of Institute of Eminence by the Government of India. Institute is having decentralized procurement policy, whereby the purchase procedure is initiated by respective Department/Centre/School/Section/Unit at their level as per delegation of financial power and it is being sent to Stores and Purchase section (if beyond financial power or after selection of eligible vendor) for placing of Work order/ Purchase order. Stores and Purchase section provides all necessary administrative support and guidance in the entire process.

▪ **Introduction**

The Integrity pact essentially envisages an agreement between the prospective vendors/bidders and the buyer, committing the persons/officials of both sides not to resort to any unethical practices in any aspect/ stage of procurement process and the contract. Only those vendors/bidders who commit themselves to such a pact with the buyer would be considered competent enough to participate in the tender process. In other words, entering into this Pact would be an eligibility criterion.

The integrity Pact is implemented through a panel of Independent External Monitors (IEMs). In pursuance of the suggestion of the current Independent External Monitors of the Institute, the vendor development policy has been prepared.

▪ **Rationale behind VDP**

The Institute envisages development of a database of vendors who may be readily available for procurement of varied stores/services thereby promoting transparent & competitive participation of vendors in in the procurement process. Further, vendor database preparation is also desirable to enable addition of reliable vendors in due course of time to ensure fair competition. Thus, vendor development exercise is an ongoing process required to maintain reliable, efficient and cost competitive supply chain committed to quality public procurement. As per Institute's existing norms, all vendors are required to do their vendor registration on the ERP platform of the Institute providing relevant details like Bank Account Details, PAN and GST etc. to participate in the procurement process. This vendor registration is also required for processing of bills by the Accounts Section. The Institute is also able to take required action and ensure verification of the genuineness of the vendor to ensure proper adherence to existing procurement norms.

Presently, the Institute is having all categories of vendors who are supplying required stores/services as per requirements through GeM and Non-GeM channels. The link of the vendors registered with IIT Kharagpur is given below (as per the record available):

Link: <https://drive.google.com/file/d/1IufWBjhbKax-5tvreNV8790iEvXCac/view?usp=sharing>

Further, items of high value which are used for educational and research purpose have to be mandatorily purchased through Open Tender if not available on GeM Portal. For GTE, approval of the Competent Authority is sought and the procedures are followed as per GFR 2017, updated till June 2024 & Manual for Procurement of Goods updated till 2024. Presently, the Institute is following open tendering for all procurement irrespective of the threshold value.

This is necessitated by the fact that the Institute is primarily involved in the procurement of specialized equipment for which a pre-selected vendor database is not practically feasible to maintain. Even the common use items like computers, stationary items are available in the GeM platform.

In view of the above stated information, it may be stated that IIT Kharagpur takes all necessary steps towards ensuring transparency and efficient procurement process, adhering to all procurement rules in Government Financial Rules 2017, updated till June 2024 & Manual for Procurement of Goods updated till 2024, and all relevant orders of MoE, Government of India; as forwarded by the concerned authority time to time.

In case of Foreign vendors, as the vendors are porting overseas it is not too feasible to have vendor database of them.

▪ **Methodology of procurement at the Institute:**

1. Through GeM as per clause 149 of GFR 2017

The Institute is procuring all common use items including equipments/ instruments directly from GeM or through custom bidding and BoQ bidding. In the particular case all registered vendors in GeM are able to visualise and participate in the bidding process following the standard norms applicable in GeM. The Institute meticulously follows all the norms of GeM and ensures maximum procurement through this channel without compromising on the specific needs/requirements of the concerned departments with special regard to the utility of such equipment for teaching/ research purpose.

2. E-Procurement

Several sections of Institute dealing with works and services i.e., CCM, Water Works, horticulture, sanitary, security and OM office etc. are procuring their goods, services and through the e-procurement platform. For this purpose, special manpower has been deputed from NIC to assist the procuring department/section in carrying out their procurement activities through the e-procurement portal developed by NIC. Due diligence and care is taken by the Institute to ensure maximum participation by all feasible vendors including encouraging local vendors to participate in the bidding process; thus, ensuring transparency and economy in the procurement processes.

3. Procurement through open tendering and GTE:

On occasion, certain specialized equipment's are required which are not available either on the GeM platform or through e-procurement module. In such cases the Institute resorts to open tendering. In the initial phase open tendering through the normal course is attended by advertising the same in the Institute website, e-publishing / e-procurement portal and/or forwarding the advertisements to similar Institutes for dissemination of the advertisement to all possible sources.

If sufficient bids are not received or they are found to be technically unfeasible or in case it is already ascertained that the local content of such equipment is less than 20%, the global tender mechanism is followed. In the particular instant a proposal for GTE is placed for consideration of the competent authority at MoE for due consideration. Upon receipt of approval from the MoE, GTE is initiated. NIT document is published in the Institute website and e-published in NIC portal. All possible sources of supply are contacted by the concerned department ensuring wider participation from vendors from outside the country. Every possible care is taken to ensure best available participation from all sources maintaining the dignity of

procurement process and ensuring adherence to procurement norms mentioned in GFR 2017, updated till June 2024, & Procurement manual of Ministry of Finance updated till 2024 and relevant GoI orders regarding procurement as forwarded by MoE from time to time.

In case of Global Tender Enquiry (GTE), where sources of Supply of Goods and Services are widely spread out, including in foreign countries, no database of vendors can likewise be maintained for the procurement process. However, Institute uploads all its tenders in Institute website and CPP Portal, which are easily accessible to all vendors.

▪ **Mechanism proposed for development of vendors:**

IIT Kharagpur from its inception has been endeavouring for fully transparent, ethical and competitive procurement system, ensuring maximum participation from all possible vendors with special focus and encouragement to local vendors.

The following mechanism is proposed to be followed in the Institution in continuation to the general policy in the development of vendors at the local level. In order to achieve transparency, efficiency and efficacy of the procurement procedure at the Institute; following actions/suggestions may be followed periodically towards development of an ethical vendor development policy:

1. A workshop may be organised at the Institute level (periodically in hybrid mode / as advised by the Competent Authority of the Institute) wherein all local vendors and vendors desirous of understanding the procurement processes at the Institute may be invited through a public notice published in the Institute website inviting them to know the procurement process at Institute level.
2. Since most of the common use items are currently procured by the Institute through GeM the process of registration and participation in the tendering process through GeM may be elaborated in the workshop with a special focus on local vendors. Such vendors, who are not yet registered on the GeM platform may be encouraged to get their firms registered in the GeM platform and start participating in the Institute tenders.
3. Common difficulties while registering and/ or operating on the GeM platform will be discussed and the concerns raised by them may be properly elucidated by the Institute authorities.
4. The vendors may be made aware of the different types of tenders being floated by the Institute on GeM, e-procurement portal and through open tender to educate the vendors about the rules, regulations and procedures to be followed for participating in such tenders.
5. The Institute has already formulated its customised procurement policy which is available in the Institute website. The vendors will be requested to get themselves updated about the Institute's procurement policy and follow the same while participating in all future tenders.
6. In case of non-compliance to contractual obligation the vendor may be penalized or debarred.
7. The institute will try to engage in following initiatives as well:
 - Training & Capacity building
 - Regular feedback for quality of work and timely completion
 - Quality assurance
 - Continuous improvement – Encourage vendors to adopt new process and technologies.
 - Timely payment to vendors

▪ **Workshop of Procurement Processes Towards Vendor Development at the Institute Level (held on 22.04.2025):**

To develop and disseminate awareness regarding procurement process, a Workshop was held on 22.04.2025 for the vendors. In this workshop, information regarding the basic GeM and Non-GeM procurement process was imparted with a PPT presentation and open house discussion was held between Stores and Purchase Section Staff members and attended vendors. Total approximately 60 number vendors attended the workshop and asked their queries (few queries with reply/process is given below).

Sl.	Queries Raised by the Vendors	Reply
1	How to register as a vendor at IIT Kharagpur	The process was explained with a demo in the PPT during the presentation.
2	Types of Procurement	
3	General Terms and Conditions of the Tender Document	
4	Process of submission of Bids	
5	Process after receipt of Purchase Order / Work Order	
6	Any technical fault in GeM? What should vendors do regarding communication and who will be responsible?	For technical faults on the GeM portal, bidders may contact the GeM helpdesk or email GeM officials
7	What should be done to speed up the payment process?	Bidders should submit bills along with all required documents in time. The indenting department is advised to take prompt action for processing bills after successful installation and commissioning
8	e-Publish and e-Procurement publishing norms?	The process was explained with a demo in the PPT during the presentation
9	How can vendors know the payment status?	Vendors may check payment status through their ERP login or may contact the Accounts Section / Stores and Purchase Section through the indenting department only
10	In ERP, during search for payment status, vendors can see only the Order No. but no Invoice no. is shown	
11	Problem arising during bulk payment receiving by the bidder	
12	How to know about published Tender Documents and corrigendum	The process was explained with a demo in the PPT during the presentation
13	How to avoid Liquidated Damages (LD) in case of delay due to unavoidable circumstances	Vendors should submit a proper justification with supporting documents (if any), along with the recommendation of the indenting department, before the final date delivery. Final decision will be based on circumstances and the approval of the Competent Authority
14	Regarding imposition of Liquidated Damages (LD)	i. In case of non-GeM procurement: LD is applicable up to the date of installation ii. In case of GeM procurement: LD is applicable up to the date of delivery

▪ **Conclusion:**

IIT Kharagpur being an Institute of National Importance and engaged in academic and research activities of highest excellence, keeping in mind the overall requirements of a developing nation like India in the field of science and technology, is committed to foster a fully functional, transparent and ethical procurement policy encapsulating all the norms of procurement as enunciated by GoI and ensuring maximum vendor participation in all its procurement activities. Vendor development policy, as such, is an ongoing process which has to be in consonance with the changing norms of procurement including e-governance. The Institute is committed towards ensuring full vendor participation with the cooperation of all stakeholders, keeping in mind the overall objectives for which the Institute has been established.