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**THAPAR INSTITUTE OF ENGINEERING AND TECHNOLOGY**  
**(Deemed to be University)**  
**PATIALA-147004**

**CENTRAL STORES**  
**DOCUMENTED INFORMATION**  
**TIET/QMS/DI/CS**

Release No.: 5.1  
Release Date: 07.04.2022  
Soft Copy

  
19/10/2022  
HEAD COMMERCIAL

  
DIRECTOR

## Amendment Sheet

S. No.	Date of Revision	Clause No.	Existing	Revised	Page No.	Version
1	23.09.2022	5.3	Organisation Chart Central Stores	Organisation Chart Central Stores	4	5.1
2	10.10.2022	5.3	Organisation Chart Central Stores	Organisation Chart Central Stores	4	5.1

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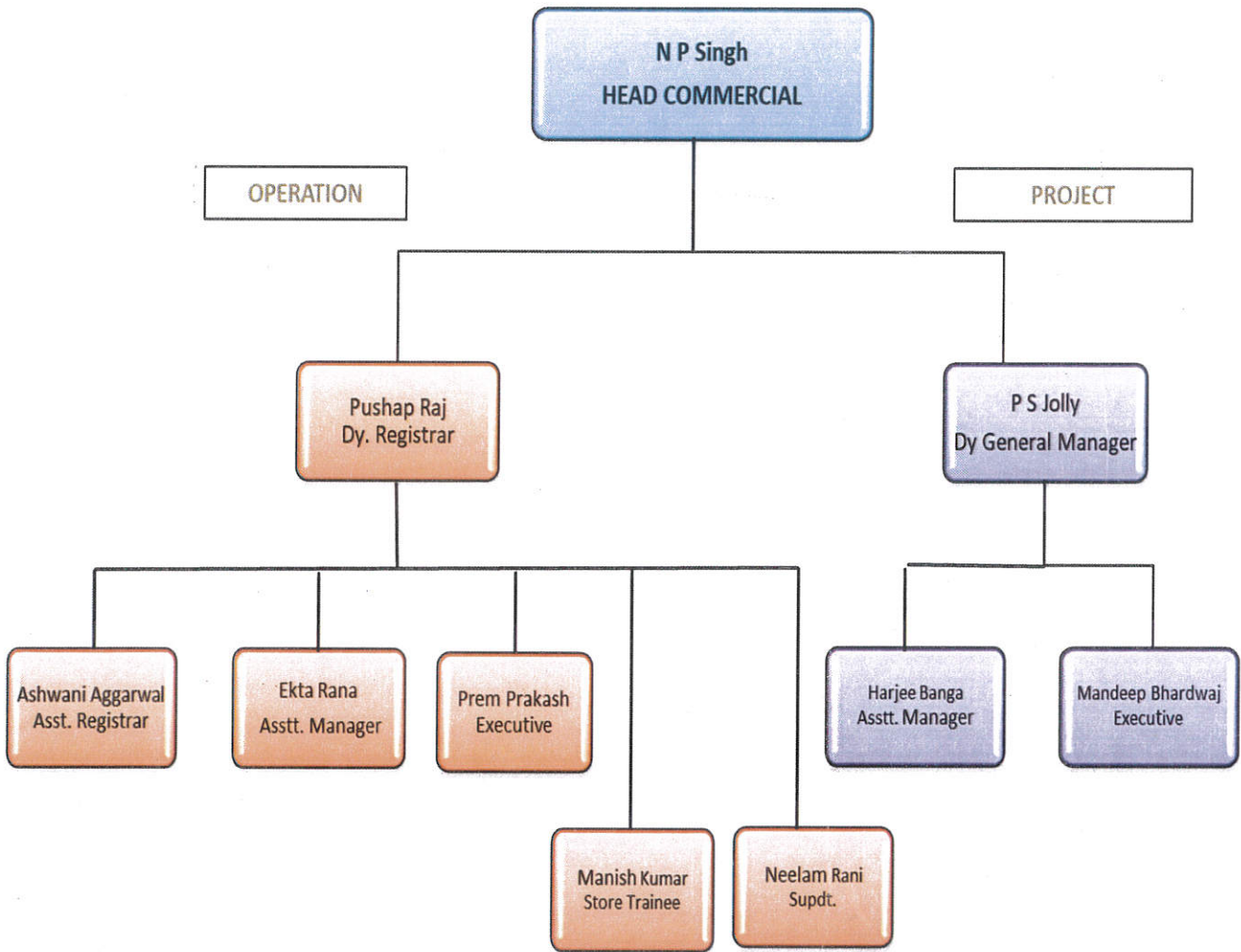
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S. No.	Description	Documented Information No.
1.	Organisation Chart - Central Stores	
2.	Responsibility & Authority - Central Stores	
3.	Documented Information for Procurement (External Provision) to Pay Cycle	DI/CS/PUR/01
4.	Documented Information for Materials (Product & Services) Storage, Receipt & Issue	DI/CS/STR/01
5.	Documented Information for Transfer and Write Off of Fixed Assets	DI/CS/WFA/01
6.	Documented Information for Disposal of Written Off and Obsolete Assets, Equipment (Product & Services), General Scrap, E Waste, Waste Oil and Bio-Medical Waste	DI/CS/SCR/01
7.	Documented Information for the Performance Evaluation of the External Providers.	DI/CS/VPE/01
8.	Documented Information for the Monitoring, Measuring and Analysing the Central Stores	DI/CS/MMA/01
9.	Master List of Documents /Formats	Annexure
10.	Specimen Formats of Controlled Documents	Attached

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## CENTRAL STORES

# ORGANISATION CHART



*Decapal del*  
*19/10/2022*  
HEAD COMMERCIAL

*Prakash*  
DIRECTOR

## CENTRAL STORES

### Responsibility & Authority

#### **Central Stores consists of two major functional areas:**

- **Purchase (External Provision)** of the materials and services (Product & Services) for the entire needs of the Thapar Institute of Engg. & Technology Patiala and Off Campus LMTSM Dera Bassi for the **Operations and Projects** for the new establishment and renovation / Expansion of existing Infrastructure.
- **Store** handles receipt, storage, Issue of materials (Product & Services) of Stationery and Housekeeping and other indented products & services such as Lab equipment, etc. as per requirement of the Institute.
- Collection, storage, disposal of the Waste / scrap such as general machinery scrap, E Waste as per the govt. norms and regulations.

#### **Responsibilities of Head Commercial:**

The Head Commercial is the Head of Central Stores comprising above 03 sections and responsible for the overall administration of Central Stores lies with the Head Commercial. This includes Infrastructure in terms of resources and manpower for executing the day to day work of the Central Stores. Make sure that the timely procurement is done by the staff to ensure availability. Policy decisions, leave sanction, staff Appraisals, deptt related matters recommendations and approvals, inter deptt. Coordination mentoring the deptt progress and timely procurement, delivery, payments. Train, motivate and advise the staff towards better performance, team work and coordination in order to achieve the desired targets and objectives.

#### **Responsibility of Deputy Registrar / Deputy General Manager:**

The day to day coordinating the work of the deptt such as indent marking, supervising and monitoring of the work of the deptt related timely floating of RFQ, prepare & monitor CSQs (Technical & Commercial), get the recommendations of the deptt / indenters by the staff. Coordinate & guide in negotiation and finalization of the Price, delivery, payments and other commercial terms. Coordination with the indenter, deptt., finance and external providers. Arrange and coordinate the team work and keep motivating the staff for the better performance. Assist Head Commercial in the work related to the deptt.

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**Responsibility of Procurement Staff (Asstt. Registrar, Asstt. Manager, Executive, Associate):**

Receive the indents marked, assign file no. number in the Purchase Monitor, float RFQ, make and monitor the CSQ (technical & commercial), get Indenter recommendations. Arrange necessary legal vetting, auditing and approvals. Raise the Purchase Orders / Work Orders / Contracts /AMCs. and send Purchase Orders. Monitor the deliveries and payments and other commercial terms. Mark the entries in Purchase Monitor on every stage of work. Follow up for the delivery and payments. Keep the files updated.

**Responsibility of Stores In-charge:**

To receive, count and check the supply & invoice as per Purchase Order. Make the relevant Stock Ledger Entries and keep the stock Retained Documented Information (record). Arrange the storage in the Stores at proper location and timely issue of the materials (Product & Services) to the indenters with proper entry in the relevant ledger. Housekeeping of the area, Keep the materials (Product & Services) (Products) safe from the termite and avoid spillage, damage. Handling and disposal of the E Waste, Waste Oil and Scrap items generated on account of Written off Assets and other scrap parts in operation and maintenance of the Institute.

**Responsibility of Supdt. Central Stores: -**

Complete entry and Retained Documented Information (record) of the E Waste Scrap, its maintenance and housekeeping as well as entry of incoming and outgoing documents in the Central Stores.

**Topic: Documented Information for the Procurement (External Provision) in TIET Patiala**

Purpose: Documented Information for the Procurement (External Provision)

Scope: All Procured Materials and services (Externally provided products & services) for the TIET Patiala, TSLAS and LMTSM Dera Bassi

S. No.	Activity	Responsibility	Reference
1.	<p>Indenter (the user of the Product &amp; Services for the Institute work) to forward to Central Stores Purchase /Fund Clearance Indent - recommended by the Head of Deptt/ Centre/ School / Office (HOD) and duly approved by the Director with fund approved by the Finance Officer.</p> <p>The Purchase / Fund Clearance Indent is to be complete in descriptions of Products &amp; Service, their specifications (such as Make, model, size) and quantity alongwith a list of potential External Providers (Suppliers, Vendors, Contractors, Service Providers) and with Fund Clearance by Finance; and duly approved by Director (as per DOAM) to be forwarded to Central Stores.</p>	Indenter / HOD	TIET/CS/FT/01 (00)
2.	<p>Purchaser to receive the indent marked to him / her; assign File Number (with 1<sup>st</sup> 2 digits as of the financial year e.g. 21, 22, 23, ...) in the Purchase Monitor / MIS (Central Stores) with complete details of Indent (item details, specs, quantity, Budget Head, Fund Amount), names of Purchaser, indenter and indenting deptt.</p>	Purchaser	RFQ Format, Purchase Monitor / MIS (Central Stores)
3.	<p>The Purchaser (the staff of Central Stores assigned to procure the Products and Services as indented by the Indenter) to float Request for Quotation (RFQ) to:-</p> <ol style="list-style-type: none"> <li>i. External Providers (Contractors/ Service Providers)) list received with indent</li> <li>ii. add additional External Providers (Suppliers, Vendors, Contractors, Service Providers) from Central Stores information.</li> <li>iii. Put RFQ on TIET website.</li> <li>iv. Receive Offers complete with Technical and Commercial details.</li> </ol>	Purchaser	RFQ Format

S. No.	Activity	Responsibility	Reference
4.	<p>The offers / quotations received are forwarded to Indenter for preparation of technical Comparative Statement of Quotations (Technical CSQ).</p> <p>For any incomplete specifications / information; indenter will contact External Providers (Suppliers, Vendors, Contractors, Service Providers).</p> <p>Indenter to send to Central Stores / Purchaser, the Technical CSQ with recommendation on 3-4 technically approved External Providers (Suppliers, Vendors, Contractors, Service Providers) with their preferred External Providers (Suppliers, Vendors, Contractors, Service Providers) – T1, T2, T3 and T4 and technical justification duly approved by HOD.</p>	Indenter	Technical CSQ
5.	Purchaser shall make the commercial CSQ and negotiate the Price, Delivery, Payments and other commercial terms and conditions; with all the technically approved External Providers (Suppliers, Vendors, Contractors, Service Providers).	Purchaser	CSQ Format
6.	Purchaser shall send the file to Indenter with both Technical as well as Commercial CSQ for final recommendations. The Indenter shall return the file duly recommended by the Indenter and HOD.	Purchaser and Indenter, HOD	
7.	Purchaser to send the file to Internal Audit Cell (IAC) for vetting and after the audit for approval by Deputy Director / Director as per Delegation of Authority Matrix (DOAM).	Purchaser, IAC	
8.	Purchaser to make Purchase Order (PO) / Work Order (WO) / Annual Maintenance Contract (AMC); and if basic value > Rs. 5.00 Lakhs; send to Legal Section for vetting from legal perspective.	Purchaser	PO /WO/ AMC Format
9.	Take the DSIR Undertaking from the Indenter duly signed by HOD; in order to utilise the Custom Duty / GST exemption for the Sponsored Research Project based materials (Products & Services) against DSIR Certificate of Deptt. of Scientific and Industrial Research (Ministry of Science & Technology),.	Purchaser and , Indenter	TIET/CS/FT/14 (00)



S. No.	Activity	Responsibility	Reference
10.	Make the PO / WO as per the concessional GST Custom Duty and issue the DSIR Declaration Certificate to the External Providers (Suppliers, Vendors, Contractors, Service Providers) duly signed by the Registrar.	Purchaser	TIET/CS/FT/15 (00)
11.	PO / WO/ AMC basic value is more than Rs. 15,000/-; PO / WO is sent to Audit for final review / comments.	Purchaser	
12.	If PO / WO/ AMC, basic value is more than Rs. 5.00 Lakhs. Then send to the Director for signature.	Purchaser	
13.	All PO / WO/ AMC of basic value less than Rs. 5.00 Lakhs are to be signed by Head Commercial.	Purchaser	
14.	Send PO /WO/ AMC to supplier / Contractor and take Acknowledgement.	Purchaser	
15.	Whenever the Purchase Indent is received with approval for the emergent purchase; the Purchaser to make the Spot Committee with Indenter as member and make the necessary purchases on priority to meet the emergent need.	Purchaser , Indenter	Spot Committee (Emergent)
16.	In case of Import, arrange Proforma Invoice and Letter of Credit (LC), as per terms.	Purchaser	
17.	Follow up for the Delivery within the time limit.	Purchaser	
18.	Arrange Ammendment if the delay and request by Supplier for more time or any other aspects.	Purchaser & Indenter	
19.	On receipt of Operational materials (Products & Services) alongwith Invoice and Material Inward Gate Pass; make entry in Material Inward Register and prepare Material Receipt cum Inspection Note (MRIN).	Store Incharge	TIET/CS/FT/02 (00)  TIET/CS/FT/03 (00)
20.	Send Invoice and MRIN with Forwarding Memo and copy of PO and Fund Clearance; to Indenter for making entry in their stock ledger / Asset register and to be returned to CS for making entry in store ledger / Asset register and then send the document to Finance for payment / adjustment.	Indenter, HOD and Purchaser	

S. No.	Activity	Responsibility	Reference
21.	Make all the Retained Documented Information (record) entries in the Purchase Monitor / MIS and on payment mark the file as CLOSED.	Purchaser	
22.	Take the details of the External Provider (Supplier, Vendor, Contractor, Service Provider) in Vendor Registration Form such as Name, address, contact person, contact details alongwith the copies of Firm Registration, GST Certificate, PAN, balance sheet, etc.	Purchaser	TIET/CS/FT/12 (00)
23.	Evaluate the performance of External Provider (Supplier, Vendor, Contractor, Service Provider) after one year in Vendor Performance Evaluation Form.	Purchaser	TIET/CS/FT/13 (00)

**Definitions:**➤ **Indenter-**

*Indenter is the employee / staff / faculty member of the Institute requisitioning the Products & Services for the use in the Institute.*

➤ **Purchaser -**

*Purchaser is the staff of Central Stores to whom the indent is assigned for the procurement of the indented Products & Services through laid down system.*

## DI/CS/STR/01

**Topic: Documented Information for the store, receipt, issue of materials (Product & Services) in TIET Patiala**

Purpose: Documented Information for the store, receipt, issue of Materials (Product & Services)

Scope: All Procured Materials (Product & Services) for the TIET Patiala, TSLAS and LMTSM Dera Bassi

S. No.	Activity	Responsibility	Reference
1.	Receive the items as per PO in the Stores. Check the Invoice, Inward Gate Pass, Lorry Receipt (LR), Etc. Check the Invoice, Packing List and unload as per Invoice details. Check for the damages, short / excess, if any.	Store Incharge	
2.	Record the details in “Material Inward Register”.	Store Incharge	TIET/CS/FT/02 (00)
3.	Prepare the “Material Receipt cum Inspection Note” (MRIN).	Store Incharge	TIET/CS/FT/03 (00)
4.	Handover the Invoice with other documents alongwith a copy of MRIN to Purchaser for the bill processing.	Store Incharge / Purchaser	
5.	Record the Capital Items in “Fixed Asset Register” and mark details on the Invoice	Purchaser	TIET/CS/FT/04 (00)
6.	Record the contingency items in the “Contingency Register” and mark details on the Invoice.	Purchaser	TIET/CS/FT/05 (00)
7.	Record the Store Stock item in the in the “Store Stock Ledger” and mark details on the Invoice	Store Incharge	TIET/CS/FT/06(00)
8.	Send the complete set of Forwarding Memo, Invoice, MRIN, PO and Indent to the Indenter for the deptt. entry and Inspection details.	Purchaser	
9.	On receipt, send the original set to the Finance for Payment Processing. Keep one set in the Purchase File.		

S. No.	Activity	Responsibility	Reference
10.	Issue the Material to the Indenter on Store Requisition/ Issue Slip.	Store Incharge	TIET/CS/FT/07 (00)
11.	In case of rejection, replacement, repair of the any item; despatch on “Returnable Gate Pass” (RGP) alongwith Delivery challan, both duly signed by the Store Incharge, Security and Receiver of item.	Store Incharge	TIET/CS/FT/09 (00) TIET/CS/FT/10 (00)
12.	In case of Laptop, Printer, Computer, Tab, Mobile Phone, etc. - enter the details on the “Individual Issue Register” of the Employee.		Individual Issue Register
13.	Monitor the stock and inventory of the Store Stock Items and raise indent, if required.	Store Incharge	
14.	Prepare and maintain the monthly Stock Statement. Identify Non Moving, obsolete inventory from time to time and arrange disposal / reuse / utilization with modification	Store Incharge	
15.	Shelf Life Items –identify and manage stock within working life.	Store Incharge	
16.	Perform Annual Stock Verification of Store Stock items as on 31 <sup>st</sup> March every year.	Store Incharge	

DI/CS/VPE/01

**Topic: Documented Information for Evaluation of the External Providers in TIET Patiala**

**Purpose:** Standard Operating Procedure for Performance Evaluation of External Providers (Suppliers, Vendors, Contractors, Service Providers)

**Scope:** External Providers of Products and Services in TIET Patiala, TSLAS and LMTSM Dera Bassi

S. No.	Activity	Responsibility	Reference
1.	To evaluate the performance of the External Providers (Suppliers, Vendors, Contractors, Service Providers) of Products and Services after 01 (one) year of their supply.	Head Commercial through Purchasers	
2.	To evaluate the External Providers as per Vendor Performance Evaluation Form on the criteria as below: <ul style="list-style-type: none"> <li>○ Quality Rating 0 - 100</li> <li>○ Delivery Rating 0 - 100</li> <li>○ Service Rating 0 - 100</li> <li>○ Overall Rating 0 - 100</li> </ul> Overall Rating is the Weighted Average = (QRx40%+ DRx40% = SRx20%)/ 100	Purchaser	TIET/CS/FT/13 (00)
3.	Assess the total annual purchase during the Financial year and number of external providers. Make the list of total supply in value by the external providers. Arrange in the decreasing order of PO Value. The vendor evaluation should cover more than 90% of the PO Value of Annual Purchase volume.	Purchasers	
4.	Plan a sample set of external providers to be evaluated to include maximum vendors to cover maximum PO value as above. The no. of vendors for PO Value in Rs. :- <ul style="list-style-type: none"> <li>○ More than 10.00 Lakhs</li> <li>○ more than Rs. 5.00 lakhs to 10 Lakhs</li> <li>○ More than Rs. 2.00 Lakhs to 5.00 Lakhs</li> <li>○ Single PO value &gt;Rs. 5.00 Lakhs</li> <li>○ Any other criteria to cover additional vendors</li> </ul>	Purchaser	

S. No.	Activity	Responsibility	Reference
5.	Prepare the Vendor Name wise list from the Purchase Monitor.	HOD	
6.	Prepare the Vendor Performance Evaluation Forms for the above vendors with the details of quality, delivery from the Purchase Monitor.	HOD	
7.	Send the forms to the Deptts / Indenters for the Service Rating evaluation.	Purchaser	
8.	Indenter to mark the Service Rating evaluation on the forms and return duly signed by Indenter and HOD.	Indenter & HOD	
9.	Compile the report of the all the forms with vendor names in a excel sheet and make the report in descending order for the analysis of Vendors with rating as below: rating 90-100 Rating 80-90 Rating < 80 Make a graphical Bar chart for the analysis	Purchaser	
10.	Put up the report with all forms for signature of Head Commercial.	Purchaser & Head Commercial	

## DI/CS/MMA/01

**Topic: Documented Information for the Monitoring, Measuring and Analysis of the Central Stores**

**Purpose:** To monitor, measure and analyse the Purchase Process, Inventory and Externally Provided products and services

**Scope:** Complete Indents and Purchase Order processing and Store Stock inventory in Central Stores for TIET Patiala, TSLAS and LMTSM Dera Bassi

S. No.	Activity	Responsibility	Reference
1.	Update the Purchase Monitor / MIS periodically for the date wise stage completed.	Purchasers	Purchase Monitor
2.	Make the Weekly MIS of the Purchasers ( Name wise) from the Purchase Monitor / MIS for following details: <ul style="list-style-type: none"> <li>○ Indents Pending (Purchaser Wise)</li> <li>○ Indents pending ( no. of days analysis)</li> <li>○ PO Raised</li> <li>○ Delivery Due (Purchaser wise)</li> <li>○ Delivery Due ( Pending in no. of Days)</li> <li>○ Payment and Invoices pending Payment</li> </ul>	Purchasers	MIS Reports
3.	At the Stores Stock, every month end: <ul style="list-style-type: none"> <li>○ Prepare the Store Stock Summary</li> <li>○ Prepare table of the OB / Receipt / Issue / CB</li> <li>○ Prepare a graph of the Inventory Stock from Month to Month in Stock value in Rs.</li> <li>○ Graph of year to years Stock value in Rs.</li> <li>○ Monitor the Non Moving / Dead / Obsolete List</li> <li>○ Monitor Shelf Life Items Stock &amp; Life</li> </ul>	Store Incharge	MIS Report (Store Stock)
4.	Maintain a list of the Bank Guarantees in Excel with details of Open / Closed / Returned	Purchaser	
5.	Analyse and evaluate the reports and provide feedback to the concerned purchaser.		
6.	At the year-end on 31 <sup>st</sup> March:- <ul style="list-style-type: none"> <li>○ create the complete Performance sheet of the Indents Processed</li> <li>○ Physical Verification of Stores and Short Excess Report</li> </ul>	Purchasers and Store Incharge	

## DI/CS/WFA/01

**Topic: Documented Information for the transfer and Write Off of Fixed Assets in TIET Patiala**

Purpose: Standard Operating Procedure for the transfer and Write off of the Fixed Assets

Scope: Write off of Fixed Assets in TIET Patiala, TSLAS and LMTSM Dera Bassi

S. No.	Activity	Responsibility	Reference
1.	To constitute a Technical Committee in deptt. for the Write off of Assets (Lab Equipment, IT Equipment, etc.) in the Deptts. consisting of HOD, Faculty, Lab Supdt. , reps of IAC, CMS, CITM.	HOD	
2.	Mention the Assets to be written off in the Survey Report of Stores with details as mentioned.	HOD representative	TIET/CS/ FT/16 (00)
3.	Handover the Survey Report to Central Stores for the verification of the Asset Details such as Year of Purchase, Value of Purchase.	Store In charge	
4.	Technical Recommendations of the Committee.	HOD	
5.	Put up to the Director for the Approval for writing of the assets.	HOD	
6.	Provide approved Survey Report to Central Stores for the arrangement of disposal and remarks in the Asset Register.	HOD and Store Incharge	
7.	A copy to the Finance Section for the Write off from the Capital block for updating the asset records of accounts.	Store Incharge	
8.	Transfer of the Fixed Assets by any employee or deptt., the Asset Transfer Form duly filled is to be submitted to Central Stores by the employee and HOD of Deptt. transferring the asset.	HOD and Store Incharge	TIET/CS/ FT/11 (00)



## DI/CS/SCR/01

**Topic: Documented Information for Disposal of Written Off and Obsolete Equipment (Product & Services), General Scrap, E Waste, Waste Oil and Bio-Medical Waste**

Purpose: To document the information for the disposal of Scrap

Scope: Scrap of Written Off Assets and equipment, E Waste, Waste Oil, Bio-Medical Waste and Obsolete materials (Product & Services) in TIET Patiala, TSLAS and LMTSM Dera Bassi

S. No.	Activity	Responsibility	Reference
1.	Receive the duly approved Survey Report of Write off of Fixed Assets from the concerned deptt	Stores Incharge	TIET/CS/FT/16 (00)
2.	Maintain the Retained Documented Information (record) of the above in Central Stores.	Stores Incharge	
3.	Constitute a Scrap Committee with due approval of the Director for the disposal work	Stores Incharge	
4.	Place Advertisement in two local Newspapers for the Scrap Disposal.	Stores Incharge	
5.	Take the offers from the scrap dealers for the scrap items (Product & Services) alongwith EMD.	Scrap Committee	
6.	On recommendations of the Committee and approval of Director, award of the Scrap Contract to the highest Bidder. Retain the Earnest Money Deposit (EMD) of the above scrap contractor. Return EMD to other scrap contractors.	Scrap Committee	
7.	Arrange disposal in coordination with Deptt, Security. Receive the payment duly deposited in the TIET Bank Account.	Stores Incharge	
8.	Make entry in the scrap register and take the signature of above. Prepare the Non-Returnable Gate Pass (NRGP) and Delivery Challan for the Scrap with details.	Stores Incharge	TIET/CS/FT/08 (00) TIET/CS/FT/10 (00)
9.	Receive the E-waste and store in the authorised E-waste Store. Keep the Retained Documented Information (records) as per format of E-Waste (Management) Rules 2016.	Stores Incharge	

S. No.	Activity	Responsibility	Reference
10.	Receive the Waste Oil and store in the authorised Store. Keep the Retained Documented Information (records).	Stores Incharge	
11.	Disposal of the E Waste and Waste Oil to be directly and solely through the PPCB Registered E Waste and Waste Oil Recyclers Only.	Stores Incharge	
12.	Prepare the NRGP and Delivery Challan and receive a copy of the Manifest from the E Waste and Waste Oil Recycler.	Stores Incharge	TIET/CS/FT/08 (00) TIET/CS/FT/10 (00)
13.	Arrange collection and storage of Bio-Medical Waste in the Health Centre and Bio-Technology Deptt. in respective coloured bins as per the PPCB Bio-Medical Waste Rules.	HOD	
14.	Disposal through Authorised Recycler of Bio-Medical Waste periodically.	HOD	
15.	Collect information of Bio-Medical Waste collected and disposed and submit annual report to PPCB.	Store Incharge	

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**ANNEXURE**
**MASTER LIST of ISO Documents - Central Stores**

Sr. No.	DOCUMENT / FORM	ISO Doc No.
1	Purchase / Fund Clearance Indent	TIET/ CS/ FT/ 01 (00)
2	Master Inward Register (Central Store)-MIN	TIET/ CS/ FT/ 02 (00)
3	Material Receipt Cum Inspection Note (MRIN)	TIET/ CS/ FT/ 03 (00)
4	Fixed Asset Register	TIET/ CS/ FT/ 04 (00)
5	Contingency Register	TIET/ CS/ FT/ 05 (00)
6	Store Stock Ledger	TIET/ CS/ FT/ 06 (00)
7	Store Requisition / Issue Slip	TIET/ CS/ FT/ 07 (00)
8	NON-RETURNABLE GATE PASS	TIET/ CS/ FT/ 08 (00)
9	RETURNABLE GATE PASS	TIET/ CS/ FT/ 09 (00)
10	Delivery Challan	TIET/ CS/ FT/ 10 (00)
11	Asset Transfer Form	TIET/ CS/ FT/ 11 (00)
12	Vendor Registration Form	TIET/ CS/ FT/ 12 (00)
13	Vendor Performance Evaluation Form	TIET/ CS/ FT/ 13 (00)
14	DSIR Deptt. Undertaking / Declaration	TIET/ CS/ FT/ 14 (00)
15	DSIR Declaration Certificate	TIET/ CS/ FT/ 15 (00)
16	Survey Report of Write Off of Fixed Assets	TIET/ CS/ FT/ 16 (00)

Attached: The Formats (FT) are as attached herewith

TIET/CS/FT/01(00)

THAPAR INSTITUTE OF ENGINEERING & TECHNOLOGY, PATIALA

**PURCHASE/FUND CLEARANCE INDENT**



Nature of Purchase Indent: ARC  Proprietary  Repeat Order  Spot Purchase  Other

Deptt./Unit	Budget Head	Indent No.	Date of Indent	Material Required by (Date)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Sr. No.	Item(s) Comprehensive Specification*	Qty.	Estimated Cost (Rs.)	Additional Information
				Any specific information required*
				Test certificate required Yes <input type="checkbox"/> No <input type="checkbox"/>
				Calibration certificate required Yes <input type="checkbox"/> No <input type="checkbox"/>
				(Please score out which is not applicable)

\* Please use separate sheet if required and attach vendor and product information, if any available with you  
Director Approval is enclosed for purchase of Plant & Machinery, Furniture & Fixture, Office Equipment, Lab. Equipment & other capital items including Building & Works

Purchase Indent enter in Deptt./School/Centre/ Unit Register at Page No.  Sr. No.  Date

Budget Head	Budget for the year	Funds Cleared	Balance Available
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

<b>INDENTOR</b>	<b>Head of the Deptt. / School / Centre / Unit</b>
Signature: Name : Contact No.: Email Id:	Signature: Name : Contact No.: Email Id:

**For use in Accounts Section**

Sufficient funds are available/ not available under the Budget Head of \_\_\_\_\_ Department \_\_\_\_\_  
Funds Amounting to Rs. may be redeployed from Budget Head of Deptt. \_\_\_\_\_

**Funds Cleared vide**

Budget Head	Sr. No	Page No.	Amount Allocated (Rs.)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Finance Officer</b>			

**APPROVED**

Dean / DIRECTOR

Note: Please attach this original Purchase Indent with the Adjustment/Payment Bills.

TIET/CS/FT/01(00)

**FOR USE IN (CS)**

Indent Registration No.  Date

The Indent for the purchase of has been registered in the above indent registration no. Please quote this number for any further inquiry.

- 2. THE INDENTING OFFICER must furnish here below the names of atleast 5 standard suppliers with complete latest addresses, Contact Person, Mob No. & Email Id from which the above mentioned equipment/Store can be purchased.

S. No.	Name of the Supplier & Address.	Contact Person Details (Name, Mobile No. & Email Id)
1		
2		
3		
4		
5		

**CHECK LIST**

- 01. Have you filled in the Purchase Indent No. & Date?
- 02. Have you indicated the Chargeable Head of Account?
- 03. Have you given all the essential specifications of the equipment/store indented along with quality?
- 04. Have you given the addresses of at least 5 prospective suppliers?
- 05. Have you got the fund cleared from the Account Section?

Signature of Indenting Official  Name Mobile No. Email Id:
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2 Master Inward Register (Central Store) TIET/CS/FT/02 (00)

TIET/CS/FT/02/00

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MASTER INWARD REGISTER (CENTRAL STORES)

Sr. No.	P.O. Details	Vendor Details	Invoice Details	Item Description	Invoice Qty.	Invoice Value	MRIN Details	Gate Pass Details	Signature	Remarks

**3 Material Receipt Cum Inspection Note (MRIN) TIET/CS/FT/03 (00)**

TIET/CS/FT/03(00)



**THAPAR INSTITUTE**  
OF ENGINEERING & TECHNOLOGY  
(Deemed to be University)

**MATERIAL RECEIPT CUM INSPECTION NOTE (MRIN)**

SUPPLIERS NAME & ADD.		SR. NO.	DATE								
		G.P./G.E. No.	DATE								
D.C./Packing List No.		NO. OF Cartons/Packets	VEHICLE NO.								
Invoice No.		G.R./R.R. no./ Direct/Through Bank	DATE								
P.O. NO.		Name of Transporter/Person									
<b>QUANTITY DETAILS</b>											
Sr. No.	Item Code	Item Description	Unit	Quantity				Rate	Value	Reference No.	Location
				As Per PO	As Per Invoice	Actual	Rejected				

<b>For Central Stores Department</b>		<b>For Central Purchase &amp; Inspection Committee</b>	
Remarks		Remarks :- (if any rejection)	
Sign.		Sign.	
Name		Name	
Mobile No.		Mobile No.	
(Prepared by)	(Checked by)	(Head)	(Indenter)
	(Authorised by)		(Store)

**4 Fixed Asset Register TIET/CS/FT/04 (00)**

**THAPAR INSTITUTE OF ENGINEERING & TECHNOLOGY, PATIALA**  
**FIXED ASSET REGISTER**

TIET/CS/FT/04(00)



S.No.	Date of Entry	Purchase Order Details	Supplier's Details	Invoice/Bill Details	Name of Asset	Make/Model Year of Mfg.	Qty.	Rate Per Item	Bill Amount inclusive of GST/VAT	Other Charges Custom/Fright etc.	TOTAL INVOICE VALUE						Per Item Cost	Location/ User's Deptt. & Entry No.	Identification Number of Asset	SERV No.	Issue Details	Written off Remarks
											(i) P & M	(ii) FUR & Fixture	(iii) LAB. EQUIP	(iv) OFF. EQUIP	(v) VEHICLE	(vi) MISC.						
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23



**5 Contingency Register TIET/CS/FT/05 (00)**

**THAPAR INSTITUTE OF ENGINEERING & TECHNOLOGY, PATIALA  
CONTINGENCY REGISTER**



TIET/CS/FT/05(00)

Page No. ....

S. No.	Date	Supplier	Description	Quantity	Bill Details	Amount (Rs.)	Approved By	Signature	Remarks



7      Store Requisition / Issue Slip      TIET/CS/FT/07      (00)

  
**THAPAR INSTITUTE**  
OF ENGINEERING & TECHNOLOGY  
(Deemed to be University)      TIET/CS/FT/07(00)  
**Stores Requisition / Issue Slip**

Sr. No.

Requisitioned By.....

Stores Issue No. ....

Deptt./Section .....

Date.....

Sr. No.	Description	L. No.	Unit	QUANTITY		Value	Remarks
				Indented	Issued		
					<b>TOTAL</b>		

INDENTOR

CENTRAL STORES

ISSUED BY

RECOMMENDED BY

DATE OF ISSUE

RECEIVED BY

8      **NON-RETURNABLE GATE PASS**      **TIET/CS/FT/08**      **(00)**

GST No. 03AAAAT4247P1Z9		TIET/CS/FT/08 (00)		
<b>THAPAR INSTITUTE OF ENGG. &amp; TECHNOLOGY</b>				
(Deemed To Be University u/s Section-3 of UGC)				
Bhadson Road, Patiala-147004				
Ph.: 0175-2393086,				
E-mail: npsingh@thapar.edu, www.thapar.edu				
<b>NON RETURNABLE GATE PASS</b>				
No. NRGP/		Date _____		
M/s. _____				
Address. _____				
GST No. _____				
Dear Sir,		Delivery Challan No. & Date		
You are permitted to take out the material on Non-Returnable basis as per details in attached Delivery Challan.				
Material Type- Scrap / Rejection / E-Waste / Other / _____				
S.No.	Description of Material	Unit	Qty	Appx. Value Rs.
Dispatch Mode: By Road / Courier/ Rail/ By Hand		Mode - Truck / Tempo/ Rehri/ Person/ By Hand		
Transport / Gr No.		Vehicle No.		
	Prepared By	Authorised By	Security	Received by
Signature				
Date				
Name				
Mobile				
Copy to : 1 <sup>st</sup> Supplier (White) 2 <sup>nd</sup> Account (Green) 3 <sup>rd</sup> Security (Yellow) 4 <sup>th</sup> Record (White)				

9 RETURNABLE GATE PASS TIET/CS/FT/09 (00)

GST No. 03AAAAT4247P1Z9

TIET/CS/FT/09 (00)

**THAPAR INSTITUTE OF ENGG. & TECHNOLOGY**

(Deemed To Be University u/s Section-3 of UGC)

Bhadson Road, Patiala-147004

Ph.: 0175-2393086,

E-mail: npsingh@thapar.edu, www.thapar.edu



THAPAR INSTITUTE  
OF ENGINEERING & TECHNOLOGY  
Deemed to be University

**RETURNABLE GATE PASS**

No. RGP/ \_\_\_\_\_ Date \_\_\_\_\_

M/s. \_\_\_\_\_

Address. \_\_\_\_\_

GST No. \_\_\_\_\_

Dear Sir,

You are permitted to take out the material on Returnable basis as per details in attached Delivery Challan.

<b>Delivery Challan No. &amp; Date</b>

Material Type- Repair / Sample / Rejection / Other / \_\_\_\_\_

S.No.	Description of Material	Unit	Qty	Appx. Value Rs.

Material to be returned within \_\_\_\_\_ days.

Declared that these goods are Not for Sale and Value declared only for Transit Purpose

Dispatch Mode: By Road / Courier/ Rail/ By Hand	Mode - Truck / Tempo/ Rehri/ Person/ By Hand
Transport / Gr No.	Vehicle No.

	Prepared By	Authorised By	Security	Received by
Signature				
Date				
Name				
Mobile				

Copy to :1<sup>st</sup> Supplier (White) 2<sup>nd</sup> Account (Yellow) 3<sup>rd</sup> Security (Green) 4<sup>th</sup> Record (White)

**10 Delivery Challan TIET/CS/FT/10 (00)**

GST No. 03AAAAT4247P1Z9

TIET/CS/FT/10 (00)

**THAPAR INSTITUTE OF ENGG. & TECHNOLOGY PATIALA**

(Deemed To Be University u/s Section-3 of UGC)  
Bhadson Road, Patiala-147004

Ph.: 0175-2393086, E-mail: npsingh@thapar.edu, www.thapar.edu



**DELIVERY CHALLAN**

No. DC / \_\_\_\_\_ DATE: \_\_\_\_\_

M/s. \_\_\_\_\_

Address. \_\_\_\_\_

GST No. \_\_\_\_\_ Email ID \_\_\_\_\_

Dear sir

You are permitted to takeout the material as per following details.

Material Despatched vide Returnable/Non Returnable GP No. \_\_\_\_\_ Dated \_\_\_\_\_

S.No.	Description of Material	Unit	Qty.	Appx.Value Rs.

Dispatch mode: By Road / Courier / Rail / By Hand	Mode- Truck/ Tempo/ Rehri/ Person/By Hand/--
Transport / GR No.	Vehicle No.

	Perpared by	Authorised By	Security	Received By
Signature				
Date				
Name				
Mobile				

Copy to :1<sup>st</sup> (White) Supplier 2<sup>nd</sup> (Pink) Account 3<sup>rd</sup> (Green) Security 4<sup>th</sup> (White) Record

11 Asset Transfer Form TIET/CS/FT/11 (00)


TIET/CS/FT/11 (00)			
THAPAR INSTITUTE OF ENGG. & TECHNOLOGY PATIALA			
<b>ASSET TRANSFER FORM</b>			
ATF No	CS/ATF/	Date :	
Asset Code			
Asset Description			
Quantity			
Date of transfer			
Transferor Employee & Department			
Location of Asset (Before Transfer)			
Remarks for Transfer (Handing Over)			
<b>Employee -Transferor (Handed Over)</b>		<b>HEAD - Transferor Department</b>	
Signature		Signature	
Name & Emp ID		Name	
Mobile No.		Mobile No.	
Transferee Employee & Department			
Location of Asset (After Transfer)			
Remarks for Transfer (Taken Over)			
<b>Employee -Transferee (Taken Over)</b>		<b>HEAD - Transferee Department</b>	
Signature		Signature	
Name & Emp ID		Name	
Mobile No.		Mobile No.	
<b>Assistant- Accounts Department</b>		<b>Finance Officer</b>	
Signature		Signature	
Name & Emp ID		Name	
Mobile No.		Mobile No.	

12 Vendor Registration Form TIET/ CS/FT/12 (00)

VENDOR REGISTRATION FORM		TIET/CS/FT/12(00)	<small>THAPAR INSTITUTE OF ENGINEERING &amp; TECHNOLOGY Deemed to be University</small>
<b>1. Name of Company:</b>			
Postal Code : _____	City : _____	Telephone No. : _____	Fax : _____
Country : _____		Email : _____	Website : _____
Name of Contact Person : _____		Contact No. _____	
Designation : _____		Email: _____	
<b>2. Legal Entity:</b>			
Public Ltd. Co. <input type="checkbox"/>	Pvt. Ltd. Co. <input type="checkbox"/>	Partnership <input type="checkbox"/>	Proprietor <input type="checkbox"/>
<b>3. Nature of Business:</b>			
Manufacturer <input type="checkbox"/>	Auth. Dealer <input type="checkbox"/>	Others (Specify) <input type="checkbox"/>	
<b>4. Bank Account Details : A/c No. _____ IFSC CODE _____</b>			
<b>5. Statutory Details :</b>			
GST No. _____	TAN No. _____		
PAN No. _____	ESI No. _____		
IEC Code _____	PF No. _____		
<b>6. Production / Service Capacity :</b>			
<b>Sl. No.</b>	<b>Description</b>	<b>Annual Capacity</b>	
<b>7. Financial Details (Turnover of last three financial years)</b>			
<b>Sl. No.</b>	<b>Financial Year</b>	<b>Turnover</b>	
1			
2			
3			
<b>8. Key Clients</b>			
<b>Sl. No.</b>	<b>Client Name</b>	<b>Contact Details</b>	
1			
2			
3			
<b>9. Business Term (in brief):</b>			
<b>10. Credit Period:</b>			
<b>11. List of enclosures :</b>			
<b>Sl. No.</b>	<b>Description</b>	<b>Format Item No.</b>	<b>No. of Pages</b>
1			



13 Vendor Performance Evaluation Form TIET/ CS/FT/13 (00)

Vendor Performance Evaluation Form		TIET/CS/FT/13(00)	
<b>Vendor Name:</b>		<b>Period of Evaluation :</b>	
<b>Vendor Code:</b>		<b>Product Category:</b>	
<b>A. Quality Rating</b>			
Total supply quantity		X	
Quantity accepted		Y	
Quality Rating		(Y/X) x 100	
<b>B. Delivery Rating</b>			
Number of POs issued		X	
Number of POs executed on/before time		Y	
Delivery Rating		(Y/X) x 100	
<b>C. Service Support Rating</b>			
Quality and efficiency of 'after sale service' offered by the vendor			
Service Support Rating		To be rated by the User department based on its experience with the vendor	
<b>Overall Rating (On a Scale of 1-100) .....</b>			
<i>Weighted average Rating: Quality rating x 40% + Delivery rating x 40% + Service support Rating x 20%</i>			
Special Remarks:			
<b>Evaluation done by – Indenter / User</b>		<b>Approved By Head User Deptt.</b>	
Signature		Signature	
Name & Designation		Name	
Mobile No.		Mobile No.	
<b>REMARKS:</b>		<b>HOD - Central Stores</b>	
		Signature	
		Name	
		Mobile No.	

14 DSIR Deptt. Undertaking / Declaration TIET/CS/FT/14 (00)

TIET/CS/FT/14(00)



Thapar Technology Campus, Bhadson Road  
Patiala-147004, Punjab India  
URL: Thapar.edu

Dated: .....

**TO WHOM SO EVER IT MAY CONCERN**

**Sub: Request to avail the Custom Duty / GST Exemption for the procurement under DSIR Exemption Certificate issued by Ministry of Science & Technology vide letter no. TU/N/RC-CDE(116)/2021 dated 31.08.2021**

This is with reference to

PR No. & Date	
Eqpt. /Material	
For the Sponsored Project	
of Deptt. / School	

It is declared that the said equipment/ material is required for Research & Development purpose only, therefore the DSIR Certificate may please be issued to avail the custom duty exemption in terms of Government Notification No. 51/96- Customs dt. 23.07.1996, Notfn. No. 28/2003- Customs dt. 01.03.2003, Notfn. No. 43/2017- Customs dt. 30.06.2017 & Notfn. No. 47/2017- Integrated Tax (Rate) dt. 14.11.2017, Notfn. No. 10/2018-Integrated Tax (Rate) dt. 25.01.2018 and Notfn. No. 45/2017- Central Tax (Rate) dt. 14.11.2017, Notfn. No. 45/2017- Union Territory Tax (Rate) dt. 14.11.2017 & Notfn. No. 9/2018- Central Tax (Rate) dt. 25.01.2018, Notfn. No. 9/2018- Union Territory Tax (Rate) dt. 25.01.2018, as amended from time to time for research purposes only.

	Indenter	Head of Deptt. / School
Signature:		
Name & Designation:		
Mobbie No.:		

15 DSIR Declaration Certificate

TIET/CS/FT/15 (00)

TIET/CS/FT/15 (00)



**THAPAR INSTITUTE**  
 OF ENGINEERING & TECHNOLOGY  
 (Deemed to be University)  
 Thapar Technology Campus,  
 Bhadson Road Patiala 147 004, Punjab, India.  
 Mobile : +91-8288008229  
 Email : npsingh@thapar.edu  
 URL : www.thapar.edu

Ref. no. TIET/CS/

Dated:

**DECLARATION**

Certificate for availing Customs Duty/ GST Exemption in terms for Govt. Notification issued by Ministry of Finance, Dept of Revenue No. 51/96 – Customs Dt. 23/July/1996, Notification No. 47/2017 - Integrated Tax (Rate) dt. 14.11.2017 and Notfn No. 45/2017- Central Tax (Rate) dated 14.11.2017, as amended from time to time.

**Details of Supply:**

Name of Research Institution	Thapar Institute of Engg & Technology, Patiala
Registration No. of Institution	TU/V/RG-CDE (116)/2021 dated 31.08.2021
Brief Description of the Research Equipment / Consumables being purchased	
Value of Research Equipment / Consumables	
Name of Supplier/Manufacturer	
Purchase Order No./ & Date	

We hereby certify that the goods in respect of which concession is claimed; are required by the Thapar Institute of Engineering & Technology, Patiala for the Research & Development Purposes only.

Sign &amp; Stamp

Registrar

16 Survey Report of Write Off of Fixed Assets

TIET/CS/FT/16 (00)

TIET/CS/FT/16(00)						
<b>SURVEY REPORT OF STORES</b>						<b>ti</b>
(WRITE OFF OF FIXED ASSETS)						THAPAR INSTITUTE OF ENGINEERING & TECHNOLOGY (Deemed to be University)
<b>Deptt. / School / Centre:</b>					<b>Date:</b>	
Sr. No.	Description of Asset	Qty	Purchase Value (Rs.)	Deptt. Entry Details	Store Entry Details (Pg. Sr. No.)	Remarks
1						
2						
3						
4						
<b>Deptt.: Remarks of Head / Write off recommendations:</b>				<b>Signature</b>		
				<b>Name</b>		
				<b>Mobile No.</b>		
<b>Central Stores (Entries Verified):</b>				<b>Signature</b>		
				<b>Name</b>		
				<b>Mobile No.</b>		
<b>Survey Committee Recommendations:</b>						
<b>Members</b>	<b>1.</b>	<b>2.</b>	<b>3.</b>	<b>4.</b>		
<b>Signature</b>						
<b>Name &amp; Designation</b>						
<b>Mobile No.</b>						
<b>Remarks of REGISTRAR</b>						
Considered and approved to write off and dispose the aforementioned assets						
						<b>DIRECTOR</b>
Forwarded to CENTRAL STORES for further follow up and book adjustments						
						<b>REGISTRAR</b>