

NPIU/TEQIP-III/PROC/2018/19

30<sup>th</sup> October, 2018**Circular**

In continuation to the display of "Procurement Manual", "Financial Management Manual" on NPIU website and also the emails sent by NPIU dated 10<sup>th</sup> Dec. 2017 & 14<sup>th</sup> Dec. 2017, it is informed that the stock verification of the items procured under TEQIP-III needs to be carried out regularly to mitigate the audit observations.

The levels of stock verification (post procurement) to be carried out along with the percentage of items covered at each level are as given below:

Level	Internal Auditor	Institute Internal Committee	SPIU	NPIU	World Bank
Percentage of Stock covered	100%	100%	50%	20%	10% (PPR)

The institutions and SPIU are hereby informed to refer the following procurement verification checklist and ensure that all the institutes strictly follow the checklist in order to avoid any audit observation/issues and also to evade non-admissible expenditure under the project.

S.No.	Checklist	Remark
1	Every package needs to have separate file with Abstract written on the Cover	
2	Index page pasted on the back side of the cover of file	
The file should contain following documents/ copy		
3	Procurement Plan approved by NPIU/ BoG with the minutes of BoG meeting recorded or post facto approval.	
4	The package/ equipment in question be highlighted in the approved procurement plan.	
5	Tender document/ Bidding Document / EoI/ RFP, as the case may be.	
6	Time allowed (highlighted) for submission of bids/ quotation mentioned in the document (Minimum 2-4 weeks as the case may be).	
7	The advertisement/ Call for quotation/ Website proof etc. indicating efforts for maximum participation of vendor.	
8	Minutes of pre-bid meeting (if mentioned in the document) with proof for presence of bidders,	
9	Minutes of opening of quotations/ tenders/ offers meeting of Institute Purchase Committee and all relevant documents available,	
10	Minutes of bid/ quotation evaluation meeting by Institute Purchase Committee	
11	The minutes of meeting and other communications in case of extension in supply/ delivery is granted.	
12	Definition of delivery be precisely indicated (preferably should include installation & commissioning)	

13	The package/ equipment whose PO/ WO/ Contract is awarded should be available in PMSS.	
14	Each PO/ WO/ Contract need to have timelines for payments	
15	Bank guarantee in case of advance payment	
16	Records for availability of EMD, EMD refunded (if any) and Performance Security (if any) are available.	
17	In case of any dispute/ complaints with vendor regarding supply etc., relevant communication on actions taken.	
18	The bills are processed after receipt of equipment with installation/ commissioning/ testing/ training/ demonstration done and certified by the respective committee of faculty as per terms and conditions in PO/ WO/ Contract agreement. Along with the liquidated damage, penalty etc. recorded appropriately.	
19	All the documents/ proofs/ claims should be available in file as well as uploaded on PMSS.	
20	All other documents related to Insurance, Bill of lading, customs clearance, license and permits, Cost escalations reasons and explanations etc.	
21	Performance warranty & performance security	
Physical verification		
22	Separate Central Stock Registrar for the items procured under TEQIP-III (containing S. No.; Details of Asset; Type & Make; Quantity; Supplier's name; Bill No.; Voucher No.; Amount; Date of Purchase; Identification; Location; Date of Physical Verification; Signature; Remarks). And equipment shown transferred to respective laboratory/ location with the equipment shown in the stock register of laboratory also.	
23	The report regarding annual stock verification by institute internal committee, by internal/ statutory auditor and the signature on stock register.	
24	The label of TEQIP – III pasted on Equipment for unique identity.	
25	The equipment whose payment is already done should be in working condition or reasons thereof. If the equipment is not working, communication regarding necessary follow up with the vendor.	
26	Equipment utilization register maintained in the concerned laboratory	
27	Provisions are available at the equipment location for safety and environmental protection (besides statutory mandatory requirement).	
28	The justification and minutes of IPC, if initiated package is cancelled even after receiving adequate response.	

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Copy to: SPIUs/ Finance-NPIU