

Visvesvaraya Technological University, Belagavi

Procurement Process as per the KTPP Act of Govt. of Karnataka

Sl No	Stages in Procurement
01	Indent from the indenter (all the departments/section) with detailed technical specification, estimate amount, quantity)
02	Estimated Amount, Budget Head and Financial Year (Copy must enclosed)
03	Administrative Approval for procurement with purpose from the authorities
04	The Same has to be placed before the Purchase Committee, Finance Committee & Executive Council Committee for the approval
05	Approval for proposal for procurement from the authorities through e-Portal / GEM / etc.
05	Calling tender above 5 Lakh of estimated amount through e-Portal/GEM Portal OR Direct Procurement if Single Source Item
06	Procuring through quotation basis for below 5 Lakh estimated amount
07	The estimated amount is below 1 Crore tender period is 15 days and above Crore 1 Months as per KTPP Act.
08	After the tender opening the same is placed before the Scrutiny Committee and Technical Evaluation for evaluation of qualification criteria and technical specification, if single bid or all the bidders are disqualified go for retender
09	After the evaluation same is placed before the authorities for opening Financial Bids of technically and commercially qualified bidders
10	After financial bids opening same is placed before the authorities for accept the L1 bidder quoted amount and issue of Notification Award and Purchase Order after receiving the 5% Performance Security Deposit and contract agreement. If L1 bidder quoted amount above 5% of the estimated amount, he will be called for price negotiation.
11	After supplying of materials/equipment/Software etc. installation and commissioning the indenter takes the stock in ledger and certification of supplied materials has/have been received in good condition, installed and working satisfactorily as per the Purchase Order and the same is to be submit the process for the payment. If materials / equipments above 50 Lakhs per item the goods will be inspected by the third party inspection committee as per the KTPP Act.
12	If bidder supplies the materials in delay, it attracts the liquidity damages (LD) 0.5% per week and maximum of 10% of tender value as per the KTPP Act.
13	The performance security deposit will be returned after the successful completion of warranty period and contractual obligations
14	The completion of above process the same placed before the Purchase Committee, Finance Committee & Executive Council Committee for action taken report and for the approval.