

Procedure for Procurement

Request for indent on online to be raised by the PI



Kindly follow the procurement process by raising indent on <https://erp.iiti.ac.in/login> (online Mode)
All procurements are processed subject to fund availability

Direct Purchase upto Rs.25000
(With GeM Login Credentials from the Department office)

Local purchase Committee (Rs.25001 to Rs.250000)
With valid approval from the Indent approving Authority and subject to fund availability and with recommendations of Purchase Committee Report duly approved by Dean R&D (Project related purchases)

If products are available in GeM, it is recommended to purchase through GeM, if not (Non-Availability Certificate to be attached while purchasing from other sources)

For all LPC Please route all the bills through MMS

For More details kindly contact MMS



On delivery/purchase of the product/material Form SS-01(for Stock entry) to be filled, and duly certified with stock entry, Payment shall be processed through MMS with due approvals

For Direct Purchase R-1 to be submitted along with duly certified bills/invoices/stock entry by PI for making payment with due approvals.

Forms Link: http://rnd.iiti.ac.in/main/rnd_forms