



HOMI BHABHA CENTRE FOR SCIENCE EDUCATION  
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होमी भाभा विज्ञान शिक्षा केन्द्र  
टाटा मूलभूत अनुसंधान संस्थान  
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March 7, 2022

### **Local Purchase Committee (LPC)**

The HBCSE Local Purchase Committee (LPC) is hereby constituted with the following members:

Krishna Kumar Mishra - Chair  
Shirish Pathare  
Anupama Ronad  
Indrani Sen- Das  
Rupesh Nichat  
Smita Burli

For every indent processed through the LPC, the indenter / budget control authority will be a co-opted member of the LPC.

Local Purchase Committee (LPC) mode of procurement allows for purchases (from Rs. 25000 to Rs.2.5 lakh only) within India on Rupee payment to be made for purchases of computers and accessories, research requirements, and laboratory items. The LPC mode cannot be used for furniture, phones and other generalized items. Please follow the "LPC mode" guidelines for procurement made using this method.

The mandate of the LPC Committee will be to:

1. To perform due diligence and check quotations and seek additional information from the indenter if required.
2. To sign the LPC certificate and recommended issuance of a Purchase Order.

(Prof. Arnab Bhattacharya)  
Centre Director, HBCSE

**All members of the Committee**

## Guidelines for Local Purchase through Local Purchase Committee (LPC) at HBCSE

**The LPC mode can be used for the purchase of goods between Rs. 25000 to Rs.2.5 lakh, Only for purchases within India, Rupee payment (inclusive of all taxes). If the indenter chooses the LPC option, he/she should strictly comply with the procedure and entire responsibility of completing the process will lie with the indenter. In case of any procedural, payment and delivery related issues indenter shall be responsible.**

### Important Notes:

1. Indenter must be permanent staff member equivalent to **Level 8 and above**
2. Only for purchases of computers and accessories, research requirements, laboratory items etc. **CANNOT BE USED FOR furniture, phones and other generalized items.**
3. The LPC constituted for purchase of computer and its accessories shall not approve any single quote procurement.
4. The indenter should strictly comply with the procedure and entire responsibility of completing the process will lie with the indenter. In case of any procedural, payment and delivery related issues, **indenter shall be responsible.**
5. **No advance** can be drawn from HBCSE in any form for procurement under LPC. Indenter will have to make payment and will be reimbursed only on successful completion of the purchase and stores process.

### Process to be followed:

#### 1. Indenter

- Submit the indent on Datanet with 'LPC' option, get it duly approved and make a folder. **The indenter will get quotations** through phone / fax / e-mail / web and prepare a folder with all necessary papers. This folder will be submitted to the respective LPC.
- **SQ procurement is not permitted for computers/accessories.** For other permissible materials Duly completed Single Quote Certificate needs to be submitted along with indent for proprietary/spares for research work.

#### 2. LPC

- Check quotations, may seek additional information from the market/ indenter. The members of the LPC will jointly sign the LPC certificate for recommending a PO.
- The indenter / budget control authority will be a co-opted member of the LPC and is required to sign the LPC certification.

#### 3. Indenter

- After the LPC recommendation, indenter shall record details of chosen vendor in the folder and **get an approval** of the competent budget control authority (Dean /Centre Director).
- The Indenter can then proceed with procurement of the item and can **make the payment** with convenient option (credit card / debit card / net banking).
- If the item is ordered with e-retailer, indenter should ensure that **delivery address is "HBCSE"**. Residential address will not be acceptable.
- The indenter shall put the invoice (if available from vendor) and record the exact cost (inclusive of all taxes) in the folder and submit the folder to the Purchase section

#### 4. Purchase

- The Purchase will issue the P.O. in the name of e-retailer/vendor with voucher number for internal processing like budgeting, SAI. **The PO will not be dispatched to the vendor.**

#### 5. Indenter

- On receipt of material, indenter will **submit the delivery challan** duly stamped by HBCSE security to stores. The stores will verify the product (as in case of regular purchases) and prepare SAI.
- **After SAI approval**, the indenter can **collect reimbursement** from HBCSE against the copy of delivery challan and payment receipts.

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**HBCSE LPC certification and user undertaking**

**Procurement details**

<b>Indent no</b>		<b>Budget code</b>	
<b>Name of Indenter</b>			

<b>Vendor name</b>	<b>Total cost</b>	<b>Comments</b>

**(Indenter)**

“Certified that we \_\_\_\_\_, members of the local purchase committee are jointly and individually satisfied that the goods recommended for purchase are of the requisite specification and quality, priced at the prevailing market rate and the supplier recommended is reliable and competent to supply the goods in question.”

**(Member 1) (Member 2) (Member 3) (Member 4) (Member 5) (Member 6)**

**(Indenter)**

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**I undertake the responsibility for procuring items in the above specified indent as recommended. Further, I agree that I shall be responsible for any procedural, payment and delivery related issues. I understand that the payment will be made by HBCSE only after the SAI approval.**

**(Indenter)**

I have verified the availability of funds in the specified budget head.

**Budget Control Authority**

**Approval by Competent Authority  
(Dean / Centre Director)**