

No. NRWM/ADM/SOP/673/2025-26
North Eastern Regional Institute of Water and Land Management (NERIWALM)
Dolabari, Tezpur, Assam

Standard Operating Procedure (SOP) for procurement of
'Goods' and 'Services'

In supersession of the "Standard Operating Procedure (SOP)" issued by this office on 15.05.2025, the following revised SOP for procurement of goods and services in NERIWALM is issued for compliance with immediate effect and until further orders: -

Identification of Requirement; Initiation and Submission of Proposal

- 1) The Section In-Charge (Proposer) shall assess and identify the need for procurement of both goods and services of his/her concerned Section.
- 2) Thereafter, the Section In-Charge shall submit a proposal to the Deputy Director (Administration) [DD(A)] for procurement of the goods/services.
- 3) The proposal for procurement of **goods** shall be submitted in the format attached as **Annexure-I**, detailing the items required, specifications, quantity, estimated cost, purpose and justification for the purchase.
- 4) The proposals for procurement/extension of **services** shall be submitted in the format attached as **Annexure-II**, detailing the services required, specifications, quantity, estimated cost, purpose and justification for the purchase. The tender documents, containing the terms and conditions in details, shall also be prepared and provided to Purchase Cell by the Proposer.
- 5) The proposals for procurement of goods and services shall be submitted to DD(A) in the above mentioned format only and not in any other mode. ***The Sections shall not send any proposal for procurement on file to DD(A)/Purchase Cell.***
- 6) The proposals shall be forwarded with the signature and seal of the concerned Section In-Charge.
- 7) DD(A) will forward the proposal to Purchase Cell for further necessary action.

Action by Purchase Cell

- 8) Purchase Cell shall review the proposal for accuracy and completeness. If necessary, the Purchase Cell shall ask the Proposer for clarifications.
- 9) Purchase Cell may also ask for quotations, cost estimates, tender documents if not provided.

- 10) I/c. Purchase Cell shall check the availability of funds with Accounts Section.
- 11) Thereafter, I/c. Purchase Cell shall submit the proposal to DD (A) for obtaining administrative approval and expenditure sanction.
- 12) The mode of procurement (i.e. through GeM, outside GeM or CPPP and whether through Bid, Direct Purchase or LPC mode) shall also be proposed by Purchase Cell with justification(s).
- 13) DD(A) will submit the file to the Director for approval.
- 14) Upon approval from the Director, DD(A) shall forward the file to Purchase Cell for further necessary action.
- 15) Purchase Cell shall process the procurement as per the approved mode of procurement and as per the extant guidelines.
- 16) In case of procurement through Bid, Purchase Cell shall submit the proposal for constitution of the Committee(s) for Opening the Bids and for Technical & Financial Evaluation of the Bids. On receipt of the recommendation(s) of the Committee(s), Purchase Cell shall submit the same for approval of the Competent Authority.
- 17) Purchase Cell shall prepare the Purchase Order/Supply Order and submit the file for signature of DD(A). The Purchase Order/Supply Order shall include the terms & conditions, including pricing, delivery schedules and payment terms.
- 18) The Purchase Order/Supply Order shall be sent to the vendor/supplier by Purchase Cell. A copy of the same shall also be sent to the Proposer.
- 19) The Purchase Cell shall coordinate with the vendor/supplier to ensure timely delivery as per the terms of the Purchase Order/Supply Order.
- 20) In case of goods, Purchase Cell shall receive the items. However, the Proposer shall check and verify the items for accuracy. A Verification Certificate in the format attached as **Annexure-III** shall be submitted by the Proposer to Purchase Cell. Thereafter, the delivery shall be confirmed by Purchase Cell and the items shall be handed over to I/c. Store for further necessary action.
- 21) In case of services, Purchase Cell shall coordinate with the concerned service provider and take necessary action for execution of a contract between NERIWALM and the service provider. A copy of the Contract shall be handed over to the Proposer for further necessary action.

Payment

- 22) Once the goods/services are delivered, the bills/invoices submitted by the vendors/suppliers shall be forwarded to Accounts Section.
- 23) In case of services, the bills shall be verified by the concerned Proposer and submit to Accounts Section for payments.
- 24) Accounts Section shall process the payment as per the agreed payment terms after verifying the receipt of items/services.

General

- 25) The formats mentioned above (**Annexure-I, Annexure-II and Annexure-III**) can be downloaded from the website of NERIWALM through the following links:-

neriwalm.gov.in → [More](#) → [Downloads](#) → [Formats for Procurement of Goods and Services](#)

- 26) All procurement documents (e.g., Proposals, Purchase Orders/Supply Orders, Contracts, Correspondences etc.) shall be maintained by the Purchase Cell for future reference and audit purposes.
- 27) The Purchase Cell shall be responsible for ensuring that all procurement processes comply with the extant rules/guidelines.
- 28) This SOP shall be reviewed periodically (annually or as needed) to ensure it remains relevant and efficient. Any changes or updates shall be documented and communicated to relevant staff.
- 29) This SOP is only for procurement of 'goods' and 'services'. The SOP for 'works' shall be issued separately.

(Sandeep Doley)
Deputy Director (Admn.)