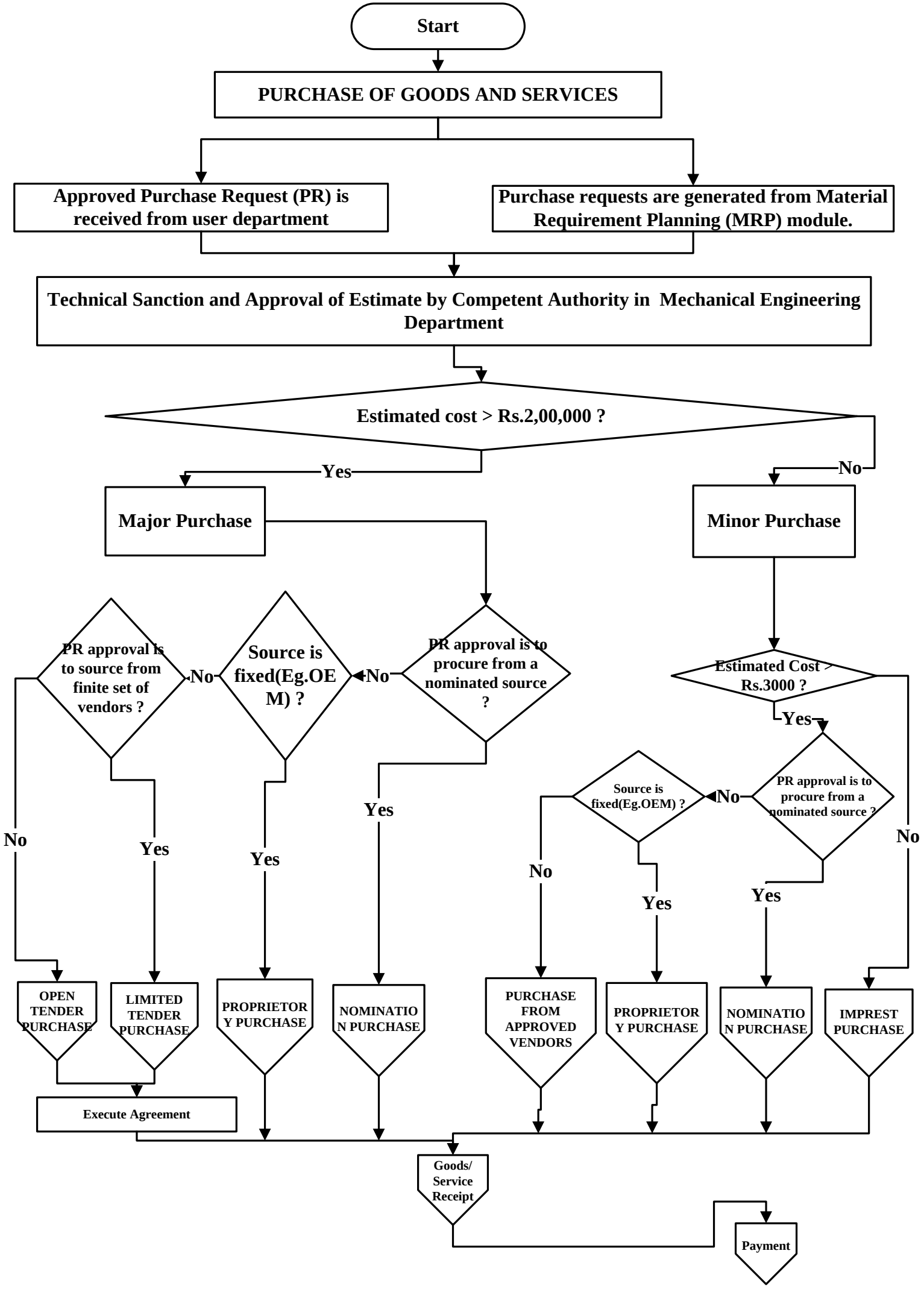
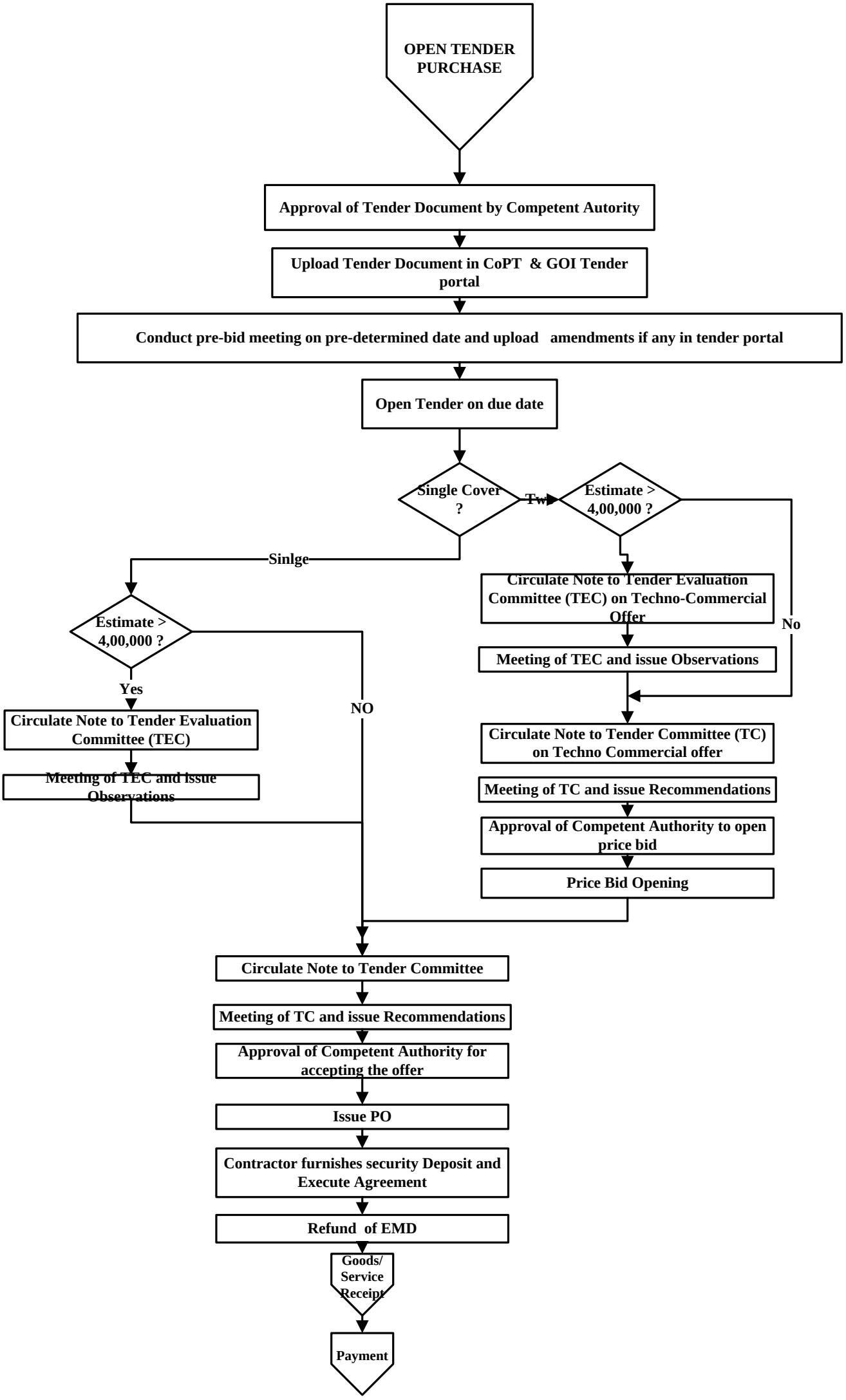
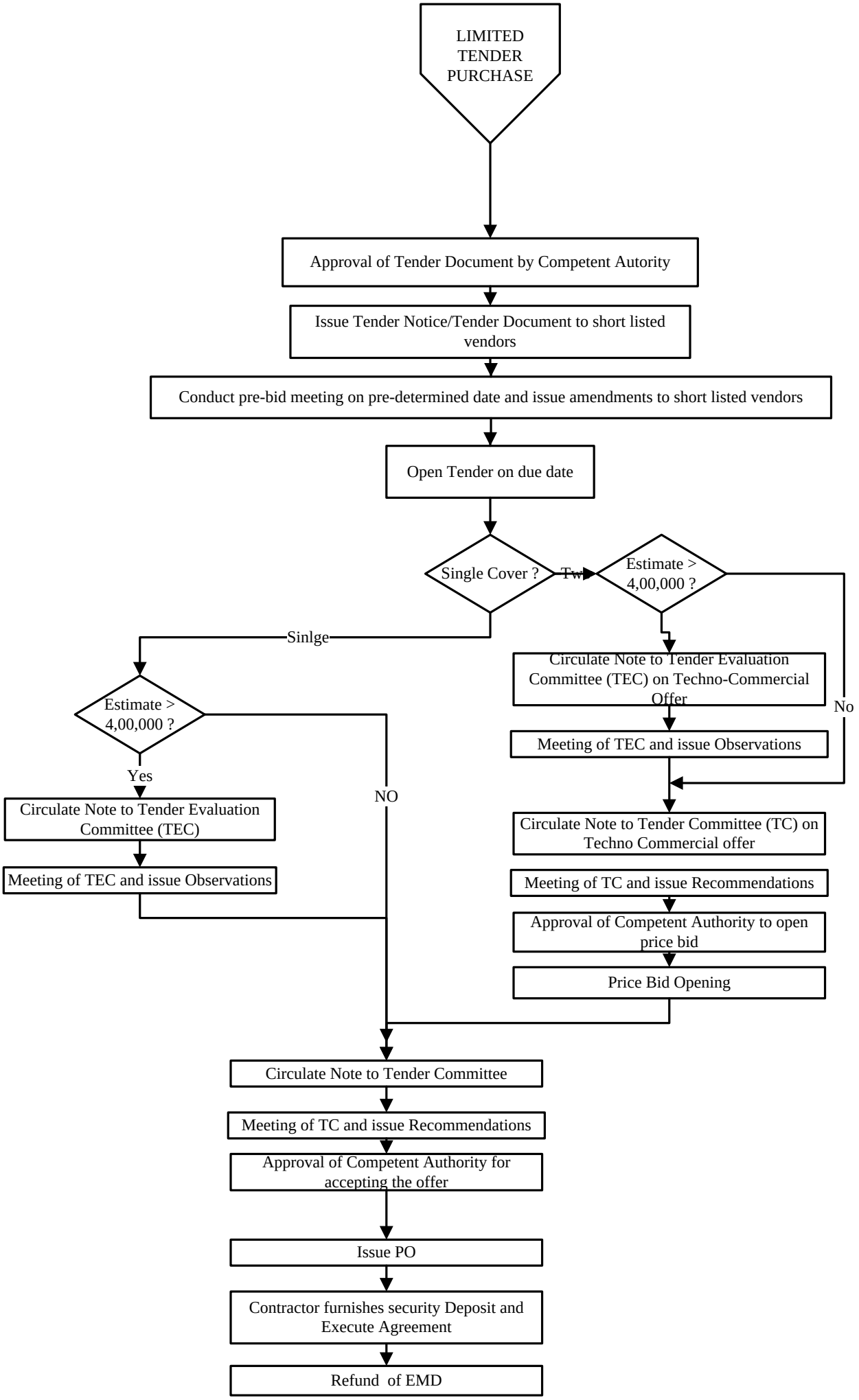
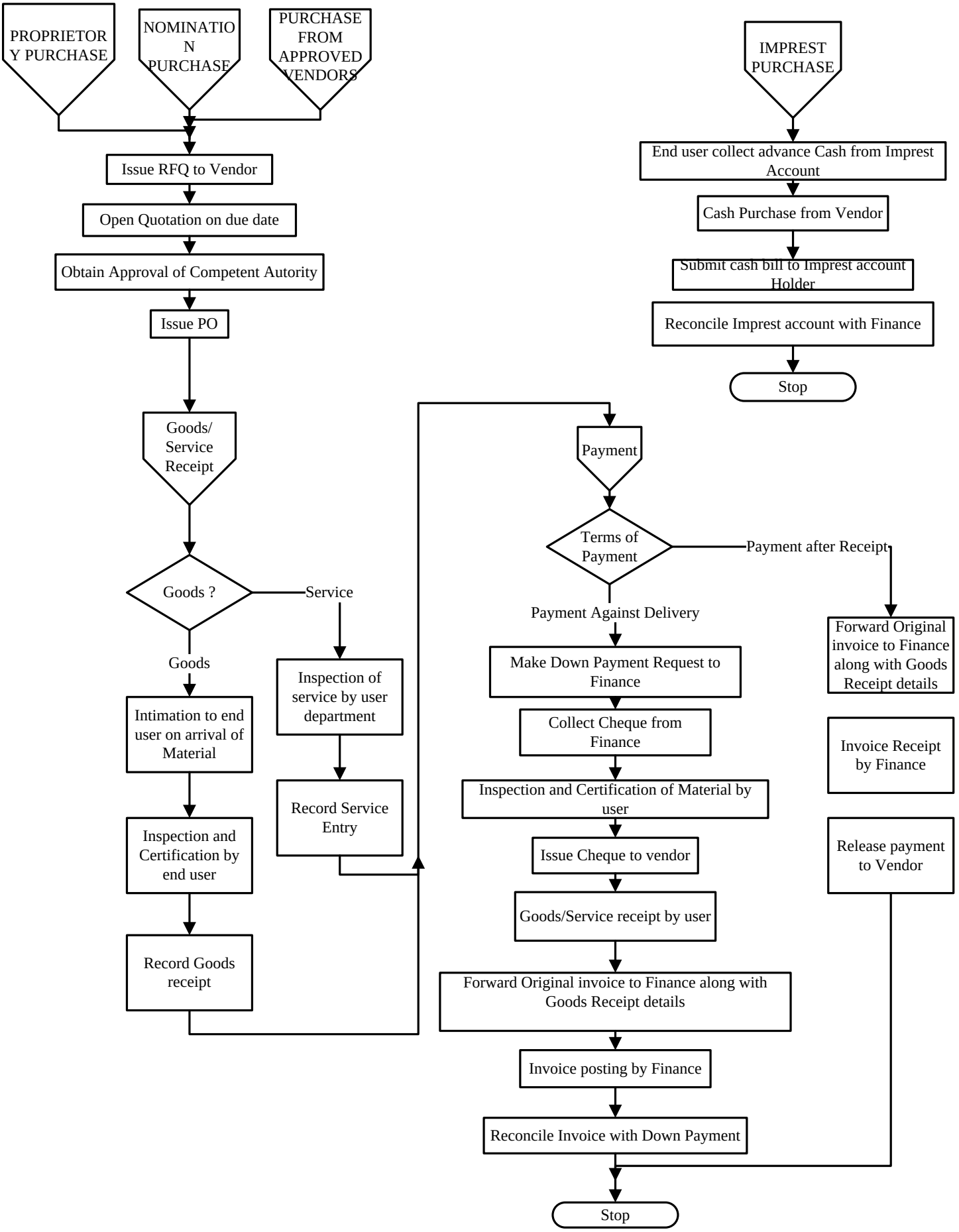
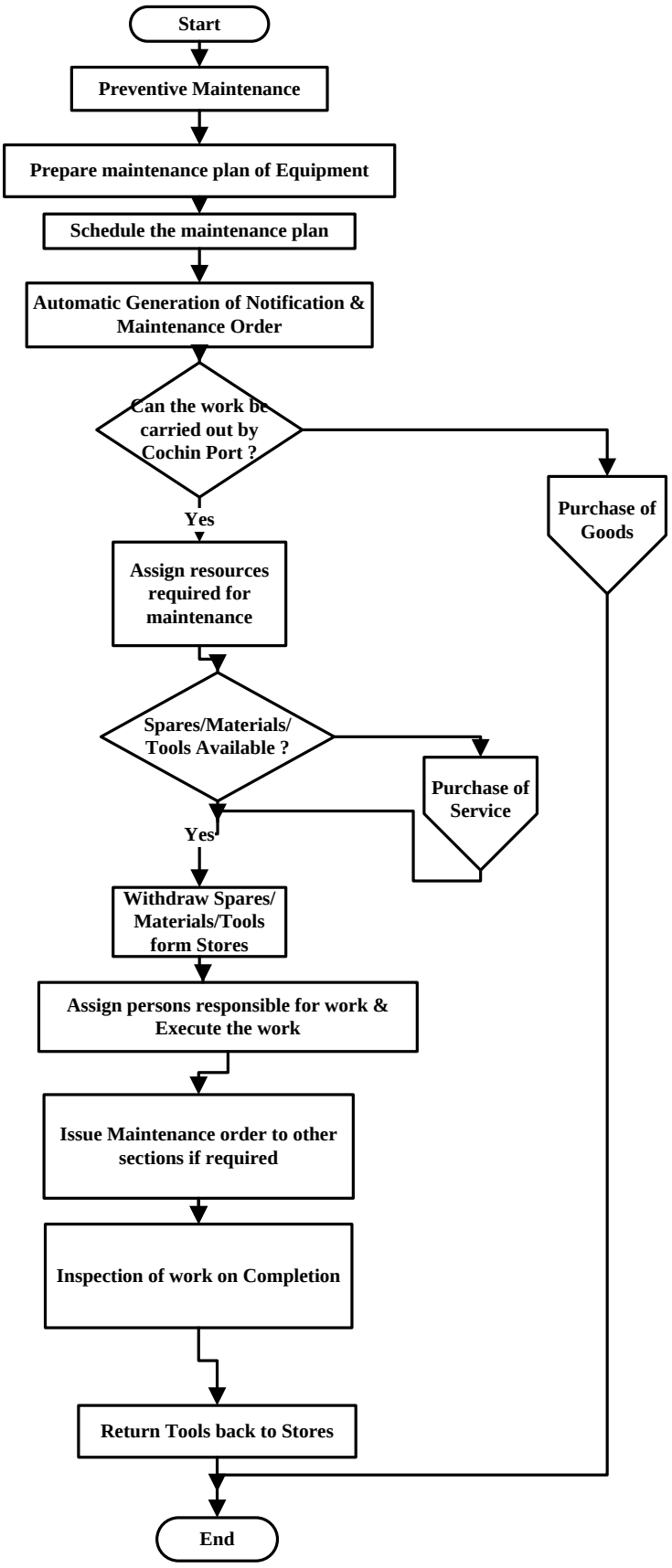

Start
PURCHASE OF GOODS AND SERVICES
Approved Purchase Request (PR) is received from user department
Purchase requests are generated from Material Requirement Planning (MRP) module.
Technical Sanction and Approval of Estimate by Competent Authority in Mechanical Engineering Department
Estimated cost > Rs.2,00,000 ?
Yes
No
Major Purchase
Minor Purchase
PR approval is to source from finite set of vendors ?
No
Source is fixed(Eg.OEM) ?
No
PR approval is to procure from a nominated source ?
Estimated Cost > Rs.3000 ?
Yes
No
Source is fixed(Eg.OEM) ?
No
PR approval is to procure from a nominated source ?
No
Yes
Yes
Yes
No
Yes
Yes
OPEN TENDER PURCHASE
LIMITED TENDER PURCHASE
PROPRIETORY PURCHASE
NOMINATION PURCHASE
PURCHASE FROM APPROVED VENDORS
PROPRIETORY PURCHASE
NOMINATION PURCHASE
IMPREST PURCHASE
Execute Agreement
Goods/ Service Receipt
Payment


OPEN TENDER PURCHASE
Approval of Tender Document by Competent Autority
Upload Tender Document in CoPT & GOI Tender portal
Conduct pre-bid meeting on pre-determined date and upload amendments if any in tender portal
Open Tender on due date
Single Cover ?
Twl
Estimate > 4,00,000 ?
Sinlge
Estimate > 4,00,000 ?
Yes
NO
No
Circulate Note to Tender Evaluation Committee (TEC)
Meeting of TEC and issue Observations
Circulate Note to Tender Evaluation Committee (TEC) on Techno-Commercial Offer
Meeting of TEC and issue Observations
Circulate Note to Tender Committee (TC) on Techno Commercial offer
Meeting of TC and issue Recommendations
Approval of Competent Authority to open price bid
Price Bid Opening
Circulate Note to Tender Committee
Meeting of TC and issue Recommendations
Approval of Competent Authority for accepting the offer
Issue PO
Contractor furnishes security Deposit and Execute Agreement
Refund of EMD
Goods/ Service Receipt
Payment


LIMITED TENDER PURCHASE
Approval of Tender Document by Competent Autority
Issue Tender Notice/Tender Document to short listed vendors
Conduct pre-bid meeting on pre-determined date and issue amendments to short listed vendors
Open Tender on due date
Single Cover ?
Tw
Estimate > 4,00,000 ?
Sinlge
Circulate Note to Tender Evaluation Committee (TEC) on Techno-Commercial Offer
No
Meeting of TEC and issue Observations
Estimate > 4,00,000 ?
Yes
NO
Circulate Note to Tender Evaluation Committee (TEC)
Meeting of TEC and issue Observations
Circulate Note to Tender Committee (TC) on Techno Commercial offer
Meeting of TC and issue Recommendations
Approval of Competent Authority to open price bid
Price Bid Opening
Circulate Note to Tender Committee
Meeting of TC and issue Recommendations
Approval of Competent Authority for accepting the offer
Issue PO
Contractor furnishes security Deposit and Execute Agreement
Refund of EMD


PROPRIETORY PURCHASE
NOMINATION PURCHASE
PURCHASE FROM APPROVED VENDORS
Issue RFQ to Vendor
Open Quotation on due date
Obtain Approval of Competent Autority
Issue PO
Goods/ Service Receipt
Goods ?
Service
Goods
Intimation to end user on arrival of Material
Inspection and Certification by end user
Record Goods receipt
Inspection of service by user department
Record Service Entry
IMPREST PURCHASE
End user collect advance Cash from Imprest Account
Cash Purchase from Vendor
Submit cash bill to Imprest account Holder
Reconcile Imprest account with Finance
Stop
Payment
Terms of Payment
Payment after Receipt
Payment Against Delivery
Forward Original invoice to Finance along with Goods Receipt details
Invoice Receipt by Finance
Release payment to Vendor
Make Down Payment Request to Finance
Collect Cheque from Finance
Inspection and Certification of Material by user
Issue Cheque to vendor
Goods/Service receipt by user
Forward Original invoice to Finance along with Goods Receipt details
Invoice posting by Finance
Reconcile Invoice with Down Payment
Stop


Start
Preventive Maintenance
Prepare maintenance plan of Equipment
Schedule the maintenance plan
Automatic Generation of Notification & Maintenance Order
Can the work be carried out by Cochin Port ?
Purchase of Goods
Yes
Assign resources required for maintenance
Spares/Materials/ Tools Available ?
Purchase of Service
Yes
Withdraw Spares/ Materials/Tools form Stores
Assign persons responsible for work & Execute the work
Issue Maintenance order to other sections if required
Inspection of work on Completion
Return Tools back to Stores
End