

## **Procedure to be followed for Purchases of PC, laptop, peripheral etc on buyback basis**

- This mode of purchase is applicable only for the desktops, laptops and computer peripherals which are more than three years old.
- Indents for purchase of items under Buy-back procedure shall be raised by the Indentors with the approval of the competent authority and proper budget code along with a Salvage and Disposal form. Indent and disposal forms can be submitted online. However, hard copies duly signed by the competent authority (as per the delegation for raising indent as well as for disposal) may be forwarded to the purchase section for further processing.
- If the Disposal form with all the details duly filled in by the indentor is not submitted in electronic mode, then purchase section should upload the scanned print copy of the form.
- Once uploaded, the 'Disposal Form' cannot be changed. However, it can be withdrawn by the Purchase section if the indentor makes a request in writing to cancel the purchase indent associated with that.
- The 'Disposal Form' will be displayed on datanet for 30 days from the date of posting and the same will be automatically withdrawn next day (31<sup>st</sup> day).
- Staff members who are interested to use such items in their lab for official purpose, may contact the indentor or the 'contact person', inspect the 'disposable' items, and complete the stores and accounts formalities for transfer to his/her section/department through proper channel. The same may be informed to the Purchase section in writing or by email about the transfer within the Institute.

### **Process by Purchase**

#### **Indent stage:**

- Once the indent is submitted for buy-back, Purchase has to obtain the EQP file and try to obtain the latest configuration of the PCs and peripherals proposed under buyback and ensure the upgrades done to the PCs etc are recorded correctly in the indent/disposal form.

#### **Enquiry/quote stage:**

- Purchase section should ensure that the enquiries are floated for the actual requirement, ie. The specification/configuration of the new machine to be purchased.

- The configuration of the existing PC should also be given in the enquiry.
- The suppliers should be asked to quote for the new machine and the buy-back price for the old machine separately
- The lowest quote (L1) for buyback purchase is the price quoted for the new machine minus the buyback price quoted for the old machine.
- The lowest quote (L1) **without** buy-back is the lowest price quoted is the vender for new machine.

**Order Stage:**

- Purchase order should be prepared after obtaining recommendation from the Indentor.
- Purchase order should be worded clearly stating 'BUY-BACK'.
- The price for the new machine and the buy-back price for the old machine should be indicated separately, and the net amount payable should be mentioned in the purchase order. This will enable us to know at any point of time what is the actual cost of the new machine and the amount realized for the old machine under buy-back.

**Process by Stores**

(Receipt & Acceptance stage)

A new TFR accession number should be given for the new machine purchased as explained above. Old accession number should be written off from the Asset Inventory register after complying with the necessary formalities. Stores section shall ensure that such items are deleted from the Asset Inventory database.