

**PROCEDURE FOR PURCHASING EXTERNALLY PROVIDED PRODUCTS AND SERVICES****Scope**

This procedure covers the purchasing of externally provided products & services. Products include measurement standards and equipment, auxiliary equipment, consumable materials and reference materials. Services include calibration services, subcontracting of testing services, facility and equipment maintenance services, proficiency testing/interlaboratory comparison services and assessment and auditing services.

Responsibility

Technical Manager(s) is responsible for identifying the requirement of purchasing of externally provided products and services and Director is responsible for the approval of the same.

Procedure

Technical Managers of respective laboratories identify the needs to procure new products & services. Products can include measurement standards and equipment, auxiliary equipment, consumable materials and reference materials. Services can include calibration of equipment, subcontracting of testing work, equipment repair/maintenance, proficiency testing (PT)/interlaboratory comparison (ILC). Accordingly, Technical Managers submit the request letter/indent to the Director with required specifications.

Purchase of Measurement Standards & Equipment and Reference Standards:

In case of measurement standards and equipment, auxiliary equipment and reference standards, purchase department of CPPRI will procure the material as per GFR of Govt. of India. (CPPRI is strictly following the guidelines of Government Financial Rules, 2017, Chapter 6 (Procurement of Good & Services).

The purchase order is placed to appropriate supplier incorporating the specifications of the items. The details of purchase procedure are given in **ANNEX – A**. Store department after receiving the item sends it to respective laboratories.

Purchase of glassware, chemicals and other consumables:

Technical Manager (s) is responsible for ordering chemicals/ glassware and other consumable required for testing. He/she is also responsible for taking stock of the chemicals and glassware and issue of the same. Generally, Laboratory Grade reagents are purchased. In case of eco parameters testing, LR Grade, AR Grade or higher-grade chemicals are used in accordance with the stipulations given in the standard test methods or in-house test methods. The purchase order incorporates the technical specifications of the items ordered including grade/purity of chemical/CRM, class of glassware etc. The reagents and chemicals are purchased

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from well-known manufacturers such as Popular, Borosil, Fisher, TARSON, SIGMA etc. CRMs of appropriate purity are procured. CPPRI has Annual rate contract for supply of chemicals, glassware and other consumables. Routine and regular purchase is done from these suppliers. Technical Manager (s) obtains approval from the Director and then it is forwarded to store department. Store department after receiving the item sends it to respective laboratories.

Externally provided services:

CPPRI avails services for the calibration of equipment and accessories as well as reference standards by competent calibration laboratories (NABL accredited laboratories etc.). Similarly, the sub-contracting of testing work is done to NABL accredited testing laboratories in case of exigencies as well as non-availability of testing facilities with CPPRI. At times sub-contracting of testing work is also done to non-accredited testing laboratories for those parameters for which CPPRI is not accredited. The servicing/maintenance/repair of sophisticated equipment is done by authorized service engineers of the suppliers of the equipment. Alternatively competent agencies are also used for servicing and repairing of equipment. CPPRI participates in Proficiency Testing (PT) conducted by ISO/IEC 17043:2010 accredited PT Providers or reputed organizations such as ASTM, AATCC etc. CPPRI also participates in Interlaboratory Comparison (ILC) conducted by NABL accredited laboratories. CPPRI avails the services of NABL only for the accreditation of its testing laboratories.



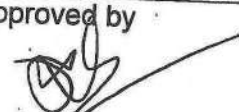
Verification of externally provided products & services:


Technical managers of concerned laboratories ensure and verify that the externally provided products & services conform to the laboratories' specified/established requirements before they are used.

Evaluation & monitoring of performance of the external providers:

The performance of the external providers is monitored and evaluated. Their performance is analyzed and accordingly scores are given. The criteria defined for giving scores is described below:

Sr. No.	Performance Criteria	Scores for satisfactory performance
1.	Promptness in their service, applicable to products and services [Delivery within specified period]	30
2.	Quality of product or services [As per specified/ established requirements]	60
3.	Price quoted	10

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The performance is analyzed every year on the basis of scores. The suppliers scoring above 70 are included in the list of approved suppliers. If the score falls below 70 for the first time, the supplier is given a warning and the suppliers are de-listed if the score falls below 70 for the second time.

Storage and use:

The purchased chemicals and other consumables are stored in appropriate conditions such as fridge as specified on the package of these items. Technical Manager (s) takes it into the stock and relevant records are maintained. The chemicals and other consumables procured by CPPRI are used for a maximum period of **2 years** from the date of receipt or till date of expiring whichever is earlier. However, if the consumable item deteriorates as noticed by visual examination, the use of the same is discontinued with immediate effect. CRMs and RMs are used within the expiry date given by the manufacturers/suppliers. The CRMs and RMs are stored in appropriate storage conditions as specified in the CRM/RM certificate.

Associated Documents:

CPPRI/QF/6.6/01 – List of Approved Suppliers and Service Providers




CPPRI/QF/6.6/02- Purchase requisition records

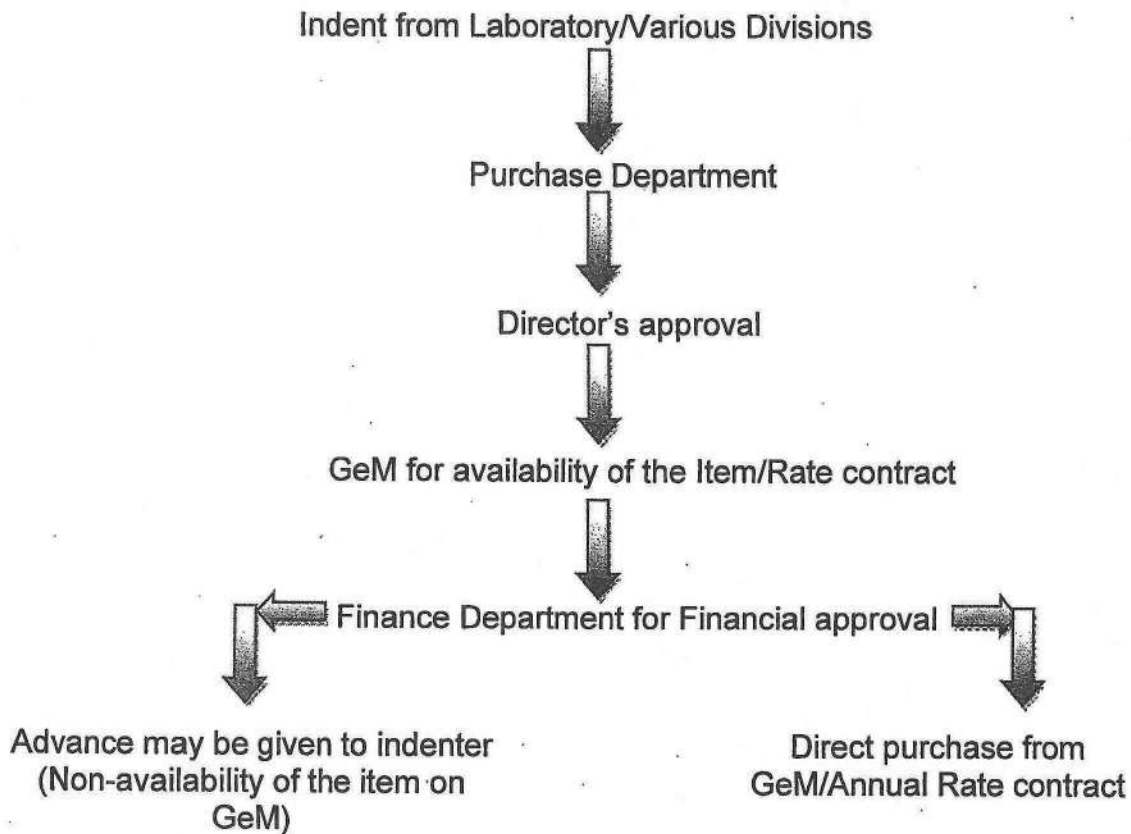
CPPRI/QF/6.6/03– Records of verification of externally provided products & services

CPPRI/QF/6.6/04 – Records of evaluation of suppliers and service providers


CPPRI/QF/6.6/05 – Records of stock of consumable items

CPPRI/QF/6.6/06 – Review of calibration certificate of equipment

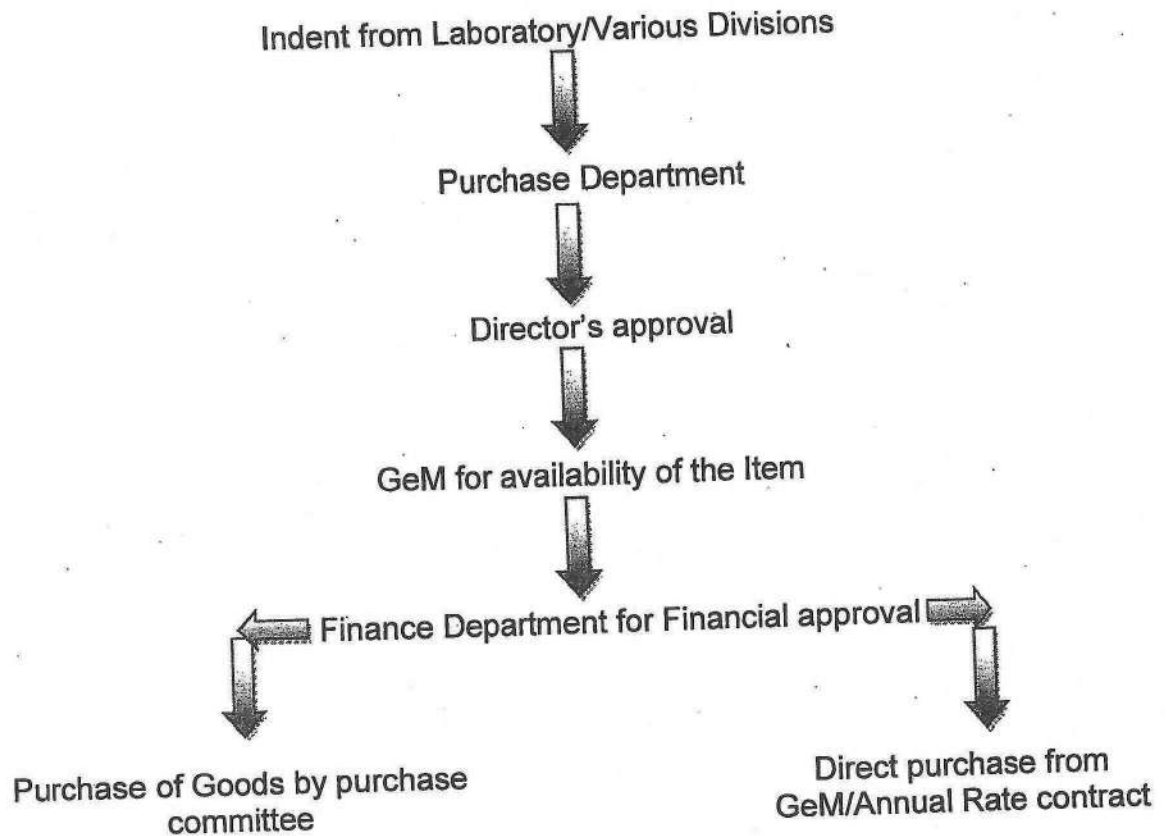
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**Procedure I: Purchase of Goods up to the value of Rs. 15,000**

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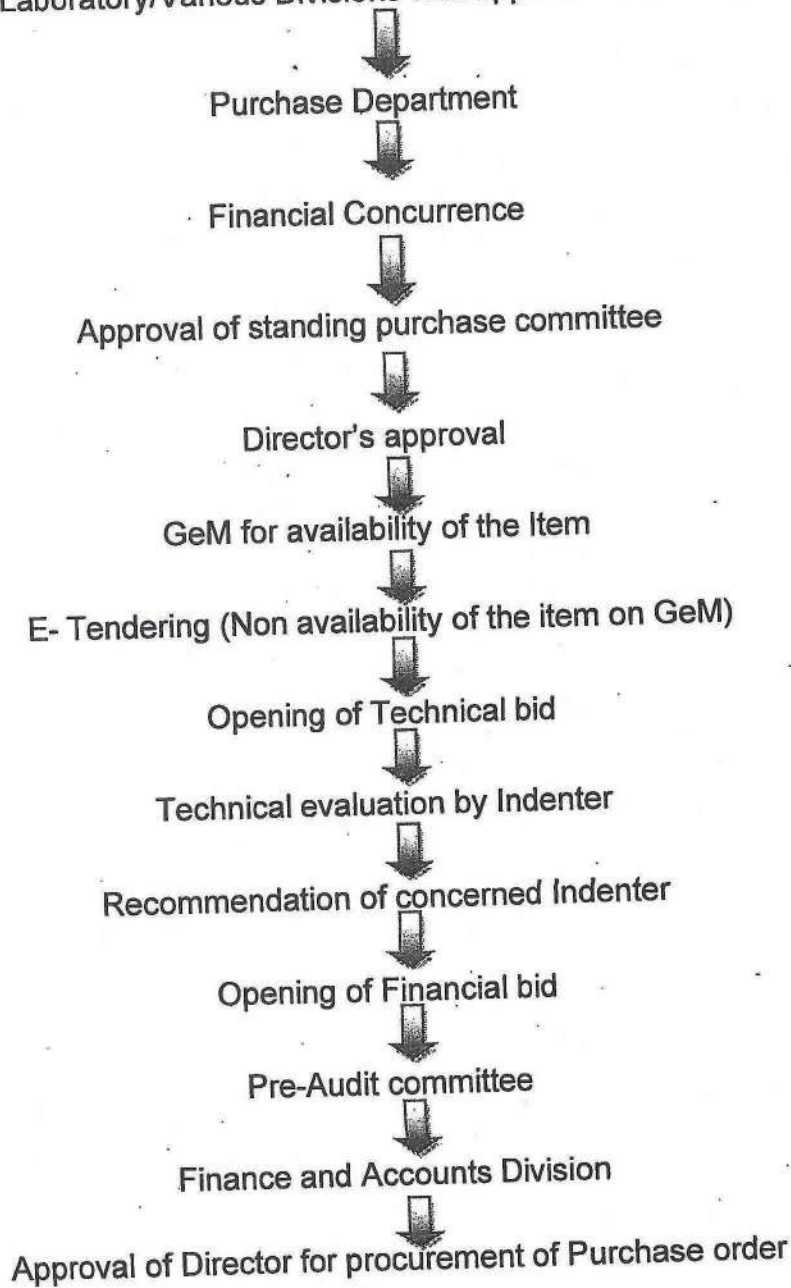
Procedure II: Purchase of Goods costing above Rs. 25,000 and up to Rs. 2, 50,000



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**Procedure III: Purchase of Goods by obtaining bids**

Indent from Laboratory/Various Divisions with approx. cost and specification



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