

From

The Director-General,
Technical Education Haryana,
Bays No. 7-12, Sector-4, Panchkula.

To

The Director-Principal(s), State Institute of Engineering & Technology Nilokheri (Karnal)/ CRS-SIET Silani Kesho (Jhajjar)/ RBS-SIET Zainabad (Rewari)/ CDL-SIET Panniwala Mota (Sirsa).

The Principal(s), Govt. Polytechnic Sector-26, Panchkula/ Ambala City/ Nilokheri (Karnal)/ Hisar / Jhajjar/ Mandi Adampur (Hisar) / Sirsa/ Sonipat / Narnaul (Mahendergarh)/ Cheeka (Kaithal) / Nathusari Chopta (Sirsa)/ Loharu (Bhiwani)/ Manesar (Gurugram)/ Sampla (Rohtak)/ Lisana (Rewari)/ Uttawar (Palwal) / Meham (Rohtak)/ Sanghi (Rohtak) / Morni (Panchkula) / Bhiwani/ Chappar (Charki Dadri) / Dhangar (Fatehabad)/ Indri (Nuh) / Jattal (Panipat)/Hathnikund (Yamuna Nagar)/ Sadhaura (Yamuna Nagar) /Dhamlawas (Rewari)/ Jamalpur Shekhon (Fatehabad)/ Malab (Nuh)/ Mandkola (Palwal)/ Nanakpur (Panchkula)/ Umri (Kurukshetra)/ Narwana (Jind)/ Shergarh (Kaithal)

The Principal(s), Govt. Polytechnic for Women Ambala City/ Sirsa/ Faridabad

Memo No: P(68)/538-578/Proc.

Dated: 4-10-2022

Subject: Standard Purchase Procedure.

It is intimated that the purchase of goods/ stores/ services is governed by Rule 7 of Rules for purchase of stores (PFR Vol-II) (Appendix-14 applicable to Haryana). The matter has been examined and the general guidelines are as given below:-

1. **Local purchases:** of goods/stores (DSD instruction dated 02.09.2019) without quotations.
 - a) For value INR 10,000: direct purchase by competent authority without quotations provided that total value of such purchases during financial year shall not exceed INR 1 lakh. The quality, quantity and reasonableness of rates shall be the responsibility of official(s) making the purchases.
 - b) For value (INR 10,000/- to 1 lakh): Purchase by local purchase committee of three members as constituted by HoD. However, total value of such purchases made during financial years shall not exceed INR 5 lakh. The Committee will survey the market to ascertain the reasonability of rates, quality and specification and identify the appropriate supplier. Before recommending the placement of purchase order, the members of the committee shall jointly record a certificate as under:-

"Certified that we, members of the purchase committee are individually and jointly satisfied that the goods/stores recommended for purchase are of the requisite specifications and quality, priced at the prevailing market rate, and the supplier recommended is reliable and competent to supply the goods/stores in question and it is not debarred by Dept. of industries & Commerce or any other govt. Department/Agency of the State."
2. **GeM purchases:** As per DSD instruction dated 14.06.2021 the competent authorities can purchase Goods/Stores/Services upto value of INR 1 lakh on the GeM portal through any of the suppliers on GeM having lowest price among the available sellers, meeting the requisite quality, specifications and delivery period. Accordingly, all purchases of goods/stores of value upto INR 1 lakh shall be conducted through GeM to save time and energy.
3. **Mandatory GeM purchases:** with a view to save time and energy and for ensuring that teaching and non-teaching staff stay focused on the main function of "Technical Education" it is proposed that all purchases of goods/stores of value upto INR 1 lakh shall be conducted through GeM.
4. **Items not available on GeM:** In case any goods/stores are required that are not listed on GeM, the competent authority shall provide the rationale for effecting local purchase instead of GeM and take permission of DG Technical Education and then effect the purchase as per procedure prescribed at para 1 above.
5. **Constitution of committees:** Further the local purchase committees may be constituted as detailed below:

- I. **Technical Committee:** To frame and approve specifications and conduct inspections of goods before accepting them.
- II. **Purchase Committee:** To survey the market, to ascertain the reasonability of rates, quality and specifications and identify the appropriate supplier.

Note: of the three members in above committees, two shall be from teaching background of at Lecturer Level in case of Govt. Polytechnics and Assistant Professor in case of SIETs.

6. **Standard Specifications:** With a view to reduce the work of Technical Committees it may be examined if Head Office can issue standard specifications of goods/stores which shall be followed by all competent authorities.
7. The purchases needs to be tracked so that they do not exceed limits of 1 lakh and 5 lakh laid down in para 1 above for this purpose a small software can be developed to record such purchases and online stock register mechanism. This will ensure full transparency and the final rates of each purchasing entity can be open for guidance of all users of the software.
8. The institute may initiate the purchase process as per the procedure/ steps given below:-
- Prepare annual procurement plan (goods/services/works) alongwith estimated cost & availability of budget.
 - Decide who shall purchase-Purchase at own level (GeM/State portal) or place indent to DSD/HARTRON with the approval of competent authority.
 - Formulate Technical specifications and Pre-qualifications in respect of turnover, experience, capacity through Standing Technical Committee, ensure specifications are vendor neutral.
 - Frame tender document through Standing Purchase Committee incorporating specifications and PQ suggested by Standing Technical Committee.
 - Take approval of appropriate competent authority
 - For purchase above 1 lakh, float bids both on GeM and State tender portal.
 - Evaluate bids through Standing Purchase Committee.
 - Award the work after taking approval of the competent authority (as per financial powers).
 - Accept the goods- the inspection shall be done by Standing Technical Committee.
 - Enter the details in Stock entry register / online inventory.
 - Release the payment immediately upon installation & commissioning of the item.

The above instructions have to be followed while affecting the purchases and latest instructions/ guidelines/ amendments etc. issued by State Govt. Nodal departments i.e. DGS&D and HARTRON may also be referred. For any further clarification Deputy Director(Proc.) may be contacted.



Joint Director
for Director General Technical Education,
Haryana, Panchkula

Endst. No. P(68)/579-581 /Proc.

Dated: 04-10-2022

A copy of the above is forwarded to the following for information & necessary action:-

1. PS/PSTE
2. PS/DGTE
3. PA/DTE


Joint Director
for Director General Technical Education,
Haryana, Panchkula