

NATIONAL BUREAU OF SOIL SURVEY & LAND USE PLANNING
AMRAVATI ROAD, NAGPUR- 440 010

F.No. 21-24/11-Admn./

Date : 4th July, 2011

CIRCULAR

In order to streamline the purchase procedure and to increase the Transparency in the system of the Bureau and its Regional Centres, henceforth, the following measures should strictly be observed so as complete the codal formalities :-

1. Actual demand of the stores shall be clearly spelt out keeping in view the specific needs by the Indenting Officer
2. Indenting Officer shall submit the demand to the AO (Stores) of HQ / or Head of the Regional centre as the case may be, in the prescribed stores requisition slip **(a copy of format is enclosed)**.
3. Full justification for the purchase of stores shall be recorded in the stores requisition slip (SRS) by the Indenting Officer
4. (I)After receiving the stores requisition slip, AO(S)/Head, Regional Centre shall arrange a meeting of IPAC/Purchase Advisory Committee (PAC) in which a purchase of stores costing over Rs. 20,000/- will be considered. The constitution of the IPAC at HQrs shall be as under :-
 - Director or his nominee (Chairman)
 - One Principal Scientist nominated by Director (Member)
 - CAO (Member)
 - SFAO (Member)
 - AO (Store) (Member Secretary)(II) Purchase Advisory Committee (PAC) at Regional Centre (with the approval of the Director) :-
 - Head of Regional Centre (Chairman)
 - One Principal Scientist nominated by Head (Member)
 - Indenting Officer (Member)
 - AAO (Member Secretary)
5. After recommendation of the IPAC/PAC, AO(Stores) or Head, Regional Centre shall invite quotations/tenders, as the case may be.
6. Web based publicity should also be given for 'Limited' Enquiry and Advertised Tender Enquiry.
7. If the estimated value of the demanded stores is upto Rs. 15,000/- on each occasion, the stores can be purchased directly from the open market and the following Certificate will be recorded by the Indenting Officer :-

"I am personally satisfied that these goods purchased are of requisite quantity and specification and have been purchased from a reliable supplier on a reasonable price"

8. Purchase of Stores upto One lakh on each occasion can be made through a Committee from the open market. The Committee will survey the market to ascertain the reasonableness of rate, quality and specification and identify the appropriate supplier before recommending the placement of the order. The members of the committee will jointly record a certificate as under. Local purchase Committee consisting of 3 members should be decided by the Competent Authority. The following Certificate will be recorded by the Committee.

“Certified that we members of the Purchase Committee are jointly and individually satisfied that goods recommended for purchase are of requisite specification and quantity, priced of the prevailing market rate and the supplier recommended us reliable and competent to supply the good in question”

9. Purchase of goods can be made directly under rate contract, if the items/goods are on DGS&D rate contract.

10. The demand of goods should not be divided in two small quantities to make piece meal purchases to avoid the necessity of obtaining the sanction for higher authorities.

11. For the purchase of consumable items like chemical, glassware etc., the purchase can be made on the basis of rate contract finalized by City based ICAR Institutes. In case, rate contract is not available, the efforts should be made for rate contract.

12. Purchase of stores upto 25 lakhs and above can be made by adopting Advertised Tender Enquiry system in the case of all procurement

13. Limited tender enquiry system should be adopted when estimated value of goods to be procured upto 25 lakhs. AO(S) at HQ or Heads, Regional Centre at their respective Centres can register suppliers of goods which are specifically required. Before registration, credentials, manufacturing capacity, quality control system, past performance, after sales service, financial background etc. of the suppliers should be carefully verified.

14. In case of tender enquiry the provision of Earnest money and Security money should be incorporated in the Tender Form.

15. A single tender system should be adopted in case of article/demands which are specifically certified as of proprietary nature by the Indenting Officer. It will be certified by the Committee consisting of 3 members whether the demanded goods/articles are of proprietary nature.

16. Proprietary Article Certificate in the following form is to be provided by the Bureau / Regional Centre before procuring the goods from a single source.

(i) The indented goods are manufactured by M/S

(ii) No other make or model is acceptable for the following reasons :

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(iii) Concurrence of finance wing to the proposal vide :

(iv) Approval of the Competent Authority vide

Signature with date and designation
Of the Procuring Officer

17. Purchase shall be made in the most economical manner in accordance with the definite requirement of the purchase
18. Purchase Officer shall clearly mention the date and time of the opening of quotation/tender in the invitation letter. Atleast 3-4 weeks time should be allowed to the parties to submit their offers/bids.
19. Late receipt bids/quotations should similarly be rejected.
20. Incomplete/or unsigned bids/quotations submitted by tenderers should similarly be rejected.
21. All the quotations/bids should be kept in the **Tender Box**, which will be opened in the presence of the quotation opening Committee on due date. The Committee shall sign on each and every page(s) of the tender /or quotation including envelope also.
22. In case any letter, offer, bid or advertisement is received from the parties/firms and which is not in response to Bureau's letter/enquiry, such type of communications shall not be entertained for purchase of goods. In other words, Institute shall invite the quotations/tenders from the open market as per rule and the offers/bids/Proforma Invoice which are in response to Institute's letter and received by due to date, may be consider only. Otherwise, any communications which is not in response to Institute's enquiry the same may not be considered.
23. After opening the tenders/quotations, stores section shall prepare a comparative statement and send the same to the indenting officer for its comments.
24. After receiving the comments of indenting officer, the proposal will be placed before the IPAC for its recommendation
25. In case of Regional Centre, the proposal shall be sent to the HQrs as per practice in vogue.
26. As per instruction of ICAR, the purchase costing over Rs. 3.00 lakhs, the file shall be sent to Audit for concurrence. However, if it is considered necessary that the concurrence of Audit for the purchase costing less than Rs. 3.00 lakhs is required, the proposal may be sent to Audit.
27. On the recommendation of PAC, the recommendation of Committee shall be sent to the Competent Authority for approval and expenditure sanction
28. After receiving the expenditure sanction of the Competent Authority, Store Officer shall place the purchase order.
29. All terms and conditions of purchase should be incorporated in the purchase order.
30. Place and period of supply should invariably be included in the purchase order.
31. All statutory liabilities i.e Tax, duty, cess etc. should be followed strictly. PAN, VAT, CST registration should be verified properly before placing the purchase order.

32. On receipt of supply of goods, the material shall be entered in stock register maintained by Stores section at HQ or Regional Centre, as the case may be..
33. Stores section shall process the bill on file and send the same to the indenting officer for verification of goods as per rules. Thereafter indenting officer shall send an indent to store section to issue the stores/goods supplied against the stores requisition slip.
34. In case of any short/defective supply, the same will be recorded by the Indenting Officer on the body of bill
35. The proper entry of bill will be made in stock register with date and signature of the issuing clerk, as and when the material is issued to the concerned Indenting Officer. After issuing the materials/goods; the same shall be deducted from the Stock Register.
36. The concerned dealing hand / clerk shall maintain proper record of receipt and issue of material/goods.
37. Maintenance Contract : Depending on the cost and nature of the goods to be purchased, it may also be necessary to enter into maintenance contract(s) of suitable period either with the supplier of the goods or with any other competent firm, not necessarily the supplier of the subject goods. Such maintenance contracts are especially needed for sophisticated and costly equipment and machinery. It may however be kept in mind that the equipment or machinery is maintained free of charge by the supplier during its warranty period or such other extended periods as the contract terms may provide and the period maintenance should commence only thereafter.

The above brief points are indicative and only for information in order to complete the Codal formalities. The purchase procedure and instruction thereon issued by ICAR from time to time should be followed strictly. Subsequently the directives/instructions issued by CVC in respect of inviting tenders should be kept in mind.

In view of the above, we do hope that the above measures shall help us for smooth functioning of this Bureau and timely purchase of goods.

(B.D. Phansal)
Chief Admn. Officer

Copy to :

1. Head, Division of SRS / RSA / LUP, NBSS&LUP, Nagpur
2. Head, Regional Centre, NBSS&LUP, Bangalore/ Kolkata/ New Delhi/ Jorhat/ Udaipur
3. Incharge, RCM Unit / GIS Section / Cartography Section / L&D Unit / S&P Unit, NBSS&LUP, Nagpur / The Incharge, Printing Section, NBSS&LUP, New Delhi
4. Chief Administrative Officer, NBSS&LUP, Nagpur
5. Senior Finance & Accounts Officer, NBSS&LUP, Nagpur
6. Incharge, ARIS Cell, NBSS&LUP, Nagpur to upload the circular on Bureau's web-site of this Bureau.
7. Administrative Officer, NBSS&LUP, Nagpur
8. Drawing & Disbursing Officer, NBSS&LUP, Nagpur
9. PS to Director for information

STORES REQUISITION SLIP

Name of Division / Section

Sl. No.	Name of Store/equipment and its detailed specification	Quantity already in Hand	Whether Consumable/ Non-consumable	Estimated cost of goods/stores	Whether approved under Plan/ Non-Plan / Out-sourced project (Name of the Project be indicated)	Whether the item is of proprietary nature	Mode of purchase	Name of the firm from which the equipment/ goods can be purchased	Justification

Recommendation of Head / Section Incharge.....
Signature of Head / Section Incharge & Date.....

Signature of the Indenting Officer/
Designation & Date

