

OFFICE MEMORANDUMSub: **Printing and similar job works.**

This is to inform to all concerned that the Director, CSIR-NML has been pleased to approve that the Printing and similar Job works shall be dealt by E-III section as per Rule 206 of GFR 2017 and accordingly the following process may be followed:

1. Where indented item/s is/are **available on Government e-Market (GeM)** place portal, the same may be procured from the same as mentioned below:

(A) Up to Rs. 25,000/- through any of available suppliers on the GeM, meeting the requisite quality, specification and delivery period. The same may be procured directly by IO using his own GeM credentials / any other employee having GeM credential in his/her division.

(B) The procurement cases above Rs. 25000/- form GeM portal will be dealt with by E-III Section according to the rule/s provided in GFR-2017.

2. Where indented item/s is/are **not available on GeM** portal, **GeM Availability Report and Past Transaction Summary (GARPTS)** may be attached with the indent by the IO. The below mentioned process may be followed:

(A) Purchase of goods (printing and similar job works) up to the value of Rs. 25,000 (Rupees twenty five thousand) only may be dealt as per Rule-154 of GFR-2017 (copy enclosed) directly by IO.

(B) Purchase of goods (printing and similar job works) costing above Rs. 25,000 (Rupees twenty five thousand only) and upto Rs.2,50,000/- (Rupees two lakh and fifty thousand only) may be dealt as per Rule 155 of GFR-2017 (copy enclosed). The procurement process will be dealt with by E-III section through a duly constituted Local Purchase Committee (LPC) consisting of the following members:

- i. Indenting Officer (IO), Member & Convener
- ii. Section Officer (F&A). In absence of SO (F&A) Sh. Durga Prasad, PS
- iii. Sh. Amod Kumar, ASO (G)

The above committee may submit its recommendation as per Annex. A.

(C) Procurement above Rs. 2,50,000/-, if any, will be dealt with by E-III section as per rules provided in GFR-2017.

3. After delivery of material procured following the above mentioned modes, the same may also be shown to CSIR-NML stores to ascertain the supplied quantity as per invoice/bill/Challan as soon as items received, preferably on the same day of supply; wherein stores authority will give remarks as "seen" and sign on the invoice/bill and material along with invoice/bill/Challan will be handed over to IO.

4. Indent along with sanction, Invoice, GeM Contract copy and CRAC (if procured from GeM), etc. will be handed over to E-III for further processing for payment for procurement process mentioned at 1(A) and 2(A).

5. A proof reading of the indented items and certification thereof shall invariably be made by the IO before final Printing.

Accordingly, all concerned are requested to follow the above mentioned procedure.

This comes into force with immediate effect.


(S. Banerjee)

Administrative Officer

To: 1. SO (F&A) 2. Sh. Durga Prasad, PS 3. Sh. Amod Kumar, ASO (G)

Copy to:

1. All Heads of Division through E-notice,
2. CoSP for information
3. Director's Secretariat

"Certified that we, members of the purchase committee are jointly and individually satisfied that the goods recommended for purchase are of the requisite specification and quality, priced at the prevailing market rate and the supplier recommended is reliable and competent to supply the goods in question, and it is not debarred by Department of Commerce or Ministry/ Department concerned."

Quotation No. and Date: pecuniary

Name and address of recommended Supplier:

Terms & Conditions of Supply:

1. Price Basis:
2. Delivery Period:
3. Payment Terms:
4. Transportation Charge, if any:
5. Any other terms & conditions:

Sig. with Date

Member

(Name)

Designation

Sig. with Date

Member

(Name)

Designation

Sig. with Date

Member

(Name)

Designation



Ministry/Department will maintain such list which will also be displayed on their website.

- (iv) The bidder shall not be debarred unless such bidder has been given a reasonable opportunity to represent against such debarment

Rule 152 Enlistment of Indian Agents. As per the Compulsory Enlistment Scheme of the Department of Expenditure, Ministry of Finance, it is compulsory for Indian agents, who desire to quote directly on behalf of their foreign principals, to get themselves enlisted with the Central Purchase Organisation (eg. DGS&D). However, such enlistment is not equivalent to registration of suppliers as mentioned under Rule 150.

Rule 153 Reserved Items and other Purchase/Price Preference Policy.

- (i) The Central Government, through administrative instructions, has reserved all items of hand spun and hand-woven textiles (khadi goods) for exclusive purchase from Khadi Village Industries Commission (KVIC). It has also reserved all items of handloom textiles required by Central Government departments for exclusive purchase from KVIC and/or the notified handloom units of Association of Corporations and Apex Societies of Handlooms (ACASH).
- (ii) Ministry of Micro, Small and Medium Enterprises (MSME) have notified procurement policy under section 11 of the Micro, Small and Medium Enterprises Development Act, 2006.
- (iii) The Central Government may, by notification, provide for mandatory procurement of any goods or services from any category of bidders, or provide for preference to bidders on the grounds of promotion of locally manufactured goods or locally provided services.

Rule 154 Purchase of goods without quotation

Purchase of goods upto the value of Rs. 25,000 (Rupees twenty five thousand) only on each occasion may be made without inviting quotations or bids on the basis of a certificate to be recorded by the competent authority in the following format.

"I,, am personally satisfied that these goods purchased are of the requisite quality and specification and have been purchased from a reliable supplier at a reasonable price."

Rule 155 Purchase of goods by Purchase Committee. Purchase of goods costing above Rs. 25,000 (Rupees twenty five thousand only) and upto Rs.2,50,000/- (Rupees two lakh and fifty thousand only) on each occasion may be made on the recommendations of a duly constituted Local Purchase Committee consisting of three members of an appropriate level as decided by the Head of the Department.

The committee will survey the market to ascertain the reasonableness of rate, quality and specifications and identify the appropriate supplier. Before recommending placement of the purchase order, the members of the committee will jointly record a certificate as under.

"Certified that we, members of the purchase committee are jointly and individually satisfied that the goods recommended for purchase are of the requisite specification and quality, priced at the prevailing market rate and the supplier recommended is reliable and competent to supply the goods in question, and it is not debarred by Department of Commerce or Ministry/ Department concerned."

Rule 156 (1) Purchase of goods directly under Rate Contract. In case a Ministry or Department directly procures Central Purchase Organisation (e.g. DGS&D) rate contracted goods from suppliers, the prices to be paid for such goods shall not exceed those stipulated in the rate contract and the other salient terms and conditions of the purchase should be in line with those specified in the Rate Contract. The Ministry or Department shall make its own arrangement for inspection and testing of such goods where ever required.

Rule 156 (2) The Central Purchase Organisation (e.g. DGS&D) should host the specifications, prices and other salient details of different rate contracted items, appropriately updated, on the web site for use by the procuring Ministry or Department.

Rule 157 A demand for goods should not be divided