

C.M.P. DEGREE COLLEGE
(A Constituent College of University of Allahabad)

‘FOR INTERNAL CIRCULATION ONLY’

September, 2023

Brief Instructions for Procurement

Introduction

The College regularly requires procuring various items to fulfill its commitment to support academic and administrative activities of the college. The procurement of various kinds of goods and services has to be made from college's **internal resources/ project grant directly received to college** as per the prescribed procedures and rules. All the concerned- faculty members, Conveners, office staff should be aware about the procedure to be followed for initiation of demand, approval of AA & ES, procurement and payment.

As the College is a constituent of the University of Allahabad, all procurement and works must be in accordance with government rules. In pursuance, the College follows rules as prescribed by GFR 2017 of Government of India and PP 2017 of University of Allahabad to procure goods and services. GFR provides that all Government purchases should be made in a transparent, competitive and fair manner to secure best value for money. Public procurement procedure is also to ensure efficiency, economy and accountability in the system.

Only relevant instruction/ provisions are reproduced/ given in the following paragraphs for ready reference. For details, the GFR 2017 of the Government of India and PP 2017 of the University of Allahabad may be referred.

Section: A

General Instructions

1. Every Convener/Faculty of the Department/ Project Investigator and office making purchases shall have the responsibility and accountability to bring efficiency, economy, and transparency in matter relating to public procurement and for fair and equitable treatment of suppliers and promotion of competition in public procurement.
2. The procedure to be followed in making public procurement must conform to the following yardsticks:
 - i. The specifications in terms of quality, type etc., as also quantity of goods to be procured should be clearly spelt out keeping in view of the specific needs of the department/ college. Quantity of items / services to be procured should be clearly indicated in the quotation enquiry so as to get more competitive rates. The specifications so worked out should meet the basic needs of the college without including superfluous and non-essential features, which may result in unwarranted expenditure.
 - ii. Care should also be taken to avoid purchasing quantities in excess of requirement to avoid inventory carrying costs.
 - iii. Offers should be invited following a fair, transparent and reasonable procedure.
 - iv. A demand for goods should not be divided into small quantities to make piecemeal purchases so as to avoid necessity of obtaining sanction of higher authority required with reference to the estimated value of the total demand;
 - v. The procuring authority should be satisfied that the selected offer adequately meets the requirement in all respects.

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- vi. The procuring authority should satisfy itself that the price of the selected offer is reasonable and consistent with the quality required.
 - vii. At each stage of procurement the concerned procuring authority must place on record, in precise terms, the considerations which weighed with it while taking the procurement decision.
 - viii. All major procurement proposals should be included in the annual budget of the college.
 - ix. It must be ensured that funds are available for purchase of goods and no liability incurred in anticipation of funds/grants.
 - x. It must be ensured by the college that suppliers of goods and services are paid their dues within the time specified in the purchase order/contracts.
 - xi. The Officers and Staff of the college responsible for procurement should process all papers in a speedy and transparent manner, answering queries from indenting departments as well as from suppliers with courtesy and accuracy.
 - xii. The purchase procedure should be simple, transparent, unambiguous and should be implemented by spending a reasonable quantity of administrative time and effort.
3. **Constitution of College Purchase Committee** (hereinafter referred as ‘CPC’):
- i. The CPC shall be constituted and / or modified by the Principal time to time.
 - ii. Indenter / Convener of the indenting department shall attend the meeting as Special Invitee.
 - iii. Quorum will be of 50 % of all members, which shall not be less than at least three members, except special invitee.
 - iv. Principal/ Convener of the CPC, if considers necessary, may invite any person as special invitee in a meeting for a particular purchase.
4. The CPC will be responsible for procurement of goods or services of value above Rs. 25,000/- as per GFR 2017 / PP 2017. However, the Competent Authority may refer procurement upto Rs. 25000/ also, if they deemed it fit, to CPC.
5. The CPC shall not be responsible for following type of procurements:
- i. Specific items to be procured for “Confidential Work” .
 - ii. Civil Works including construction, renovation, repair, maintenance etc.
 - iii. Petty items of daily use procured by the Convener from departmental imprest, contingent advance subject to provisions of GFR 154 & 155.
 - iv. Purchases made by the Co-ordinators of Seminars/Conferences etc., subject to the provisions of GFR 154 & 155.
 - v. Kitchen consumables & food items procured by office of Principal, Hostels, Guest House etc.
 - vi. Any purchases as provided under GFR 154 of 2017.
 - vii. Proposal without Administrative approval.
6. **Administrative Approval:**
- i. The administrative approval of Principal and / or Chairperson-Governing Body is mandatory for the all the purchase except Petty items of daily use procured by the Conveners from their imprest advance.
 - ii. The indenter will request the Principal and / or Chairperson-Governing Body through proper channel for administrative approval giving complete description of items and approximate cost. The intender will mention the appropriate grant, in case of project, seminars, conference etc, from which purchase has to be made along with copy of proof

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of allocation of the grant to their Unit. The budget allocation will be done by the Section Officer- Accounts on the order of Principal. The Section Officer- Accounts may send the file back to intender, if the appropriate grant is not available to intender or his Unit under intimation to Principal.

- iii. The Indenter must also mention the relevant rule under which the administrative approval is required.
- iv. The file will be marked to CPC only after obtaining the Administrative approval by the competent authority.

7. Procurement through GeM (GFR 149) :

Presently the college is not registered on GeM portal. As soon as the college is registered on the portal the procurement will be made through GeM portal for items and services available there.

8. Stages of procurement under GFR 154 and 155

- i. **Annual Requirement Report (ARR)**
- ii. **Indents**

An indent shall have all the details relating to the goods or Services required, Justification for such requirement, quantity required, estimated cost, source of procurement i.e. details of manufacturer and Suppliers/Venders & budgetary provision.

- iii. Getting Administrative approval & estimate sanction of the competent authority under Rule 154 (for upto Rs 25000/) or 155 (for Rs 25001 to Rs 250000/).
- iv. Processing of procurement by Indenter under **GFR 154**, Receipt of items. Stock entry, Inspection, Installation and Verification report, submission of bills through Convener for payment to account section.
- v. Processing of procurement by Local Purchase Committee under **GFR 155**.

Inviting quotation:

- i. Inviting quotation by issuing letter to prospective vender/ suppliers.
- ii. Quotation must be opened in the presence of LPC. All quotations/tenders must be signed by all members of the committee (along with date). Signatures are necessary on the covering envelop, financial part of the bid and the part which contains the terms and conditions. Normally negotiation shall not be held but in exceptional cases negotiations may be done only with L-1 bidder, if required, on the approval of competent Authority.
- iii. Preparation of comparative with certificate under GFR 155, Submitting file to Convener- CPC for getting approval of the Competent Authority, issue of work order under the signature of the Principal. Receipt of items. Stock entry, Inspection, Installation and Verification report, submission of bills through Convener for payment to account section.
- vi. There shall be a three members Local Purchase Committee for procurement of good / services under GFR 155. The constitution of committee shall be as follows:
 - a) **Convener of the concerned department**
 - b) **Indenter or Faculty nominated by the Convener**
 - c) **One member nominated by the Convener – CPC/ Principal**
- vii. After the finalization of minutes by LPC, the file will be submitted to CPC for examination and onward submission to Principal with recommendation.

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9. Stages of procurement by the CPC for any value

i. Annual Requirement Report (ARR)

ii. Indents

An indent shall have all the details relating to the goods or Services required, Justification for such requirement, quantity required, estimated cost, source of procurement i.e. details of manufacturer and Suppliers/Venders & budgetary provision. *Administrative approval of the competent authority shall be obtained before Submitting the Indent to CPC.*

iii. Processing of ARR/Indent by CPC

iv. Inviting LTE/ ATE through e publish / e procurement as the case may be.

v. Opening of Quotations/Tenders

Quotation must be opened in the presence of CPC. All quotations/tenders must be signed by all members of the committee (along with date). Signatures are necessary on the covering envelop, financial part of the bid and the part which contains the terms and conditions. Normally negotiation shall not be held but in exceptional cases negotiations may be done only with L-1 bidder, if required, on the approval of competent Authority.

vi. Purchase Sanction

After rates are finalized by the CPC, the Convener-CPC shall submit the recommendation of CPC to the Competent Authority, along with relevant documents, for approval of rates, and financial sanction.

vii. Purchase Order

All purchases, except as mentioned in GFR 154, shall be made through a purchase order. Purchase order may also be issued under GFR 154, if Principal deemed it fit.

viii. Receipt of goods

I. In Case of bulk supplies and for costly items competent authority, on the recommendation of the CPC, may appoint a Committee to inspect that the goods supplied by the vendor are as per specifications given in the tender.

II. User unit / Indenter must acknowledge the receipt of goods in good condition and as per specification within 7 days.

III. In the event of any shortage/damage/wrong supply, prompt action will be initiated by Indenter/ Convener of the Department to rectify the same. In case the supplier fails to rectify it in a reasonable time, the necessary action will be initiated to recover the full cost paid/ losses if any.

IV. Once the purchase has materialized satisfactorily, the items must be entered in the appropriate stock register and also that of the unit/project and in the Asset Register of the college, wherever relevant. Inspection, Verification and Installation report must be prepared and signed.

V. The payment order, signing of bills, signing of cheques for the processing of payments and adjustment shall be in accordance as per rules.

VI. Any increase in the price of item(s) ordered which is directly an entirely attributable to fresh imposition or increase in Government levies and taxes may be allowed subject to furnishing of sufficient valid written proof by the supplier.

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VII. All purchases/Rate Contract Arrangements will be internally checked by account section of the college.

10 Deviation: The Chairperson- Governing Body/ Principal may at his discretion permit deviations from any of the above provision of the purchase procedure if he is satisfied those deviations will be in the interest of the college and that the insistence on the above provisions can cause inconvenience and delay.

10. Every certificate in case of GFR 154/ 155/ 166 must be signed by Indenter, LPC, and Convener of the department.

11. Terms of Payment

It shall be as per GFR 2017.

12. Purchase of goods without quotation (GFR-154)

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 therequisite quality and specification and have been purchased from a reliable supplier at a reasonableprice.”

13. Purchase under GFR 155 for value Rs. 25001 to Rs 250000/

Purchase of goods costing above Rs.25,000/- (Rupees twenty five Thousand) only and up to 2,50,000/- (Rupees two lakh 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 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 the members of the CPC of _____, 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.”

14. Proprietary item under GFR 166

Single Tender Enquiry. Procurement from a single source may be resorted to in the following circumstances:

- (i) It is in the knowledge of the user department that only a particular firm is the manufacturer of the required goods
- (ii) In a case of emergency, the required goods are necessarily to be purchased from a particular source and the reason for such decision is to be recorded and approval of competent authority obtained.

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- (iii) For standardisation of machinery or spare parts to be compatible to the existing sets of equipment (on the advice of a competent technical expert and approved by the competent authority), the required item is to be purchased only from a selected firm

Note :In case of proprietary items, the Indent shall accompany a “**Proprietary Article Certificate**” in following format; duly signed by all the members of the UPC including Convener of the department before procuring the goods from a single source under the provision of sub Rule 166 (i) , (ii) and (iii) as applicable.

- i. is a proprietary item.
ii. The indented goods are manufactured by M/s.....
iii. No other make or model is acceptable for the following reasons:
.....
.....
.....
iv. Concurrence of finance wing to the proposal vide:
v. Approval of the competent authority vide:

(Signature with date and designation of the indenting officer)

Note: Certificate from the manufacture/vendor may also be attached along with above Certificate.

15. For other rules/ provisions regarding Rate Contract, LTE, ATE, Bid etc., GFR 2017 and / or PP 2017 may be referred.
16. If competent authority deemed it fit, LTE may also be adopted for value upto Rs. 250000/.
17. There shall be no splitting of demand in small quantities to make piecemeal purchase (Rule 157).
18. Procurement will be made through e publish/ e procurement, as the case may be.

Abbreviation Used

| | | |
|---------|---|---|
| ARR | : | Annual Requirement Report |
| ATE | : | Advertised Tender Enquiry |
| AA & ES | : | Administrative Approval & Estimate Sanction |
| CPC | : | College Purchase Committee |
| GB | : | Governing Body |
| GeM | : | Government E Marketplace |
| GFR | : | General Financial Rules |
| H-1 | : | Highest one |
| L-1 | : | Lowest one |
| LPC | : | Local Purchase Committee |
| LTE | : | Limited Tender Enquiry |
| PP | : | Purchase Procedure |
| SO | : | Section Officer |

C.M.P. DEGREE COLLEGE*(A Constituent College of University of Allahabad)***GFR - 149 : Government E Market place : At a Glance**

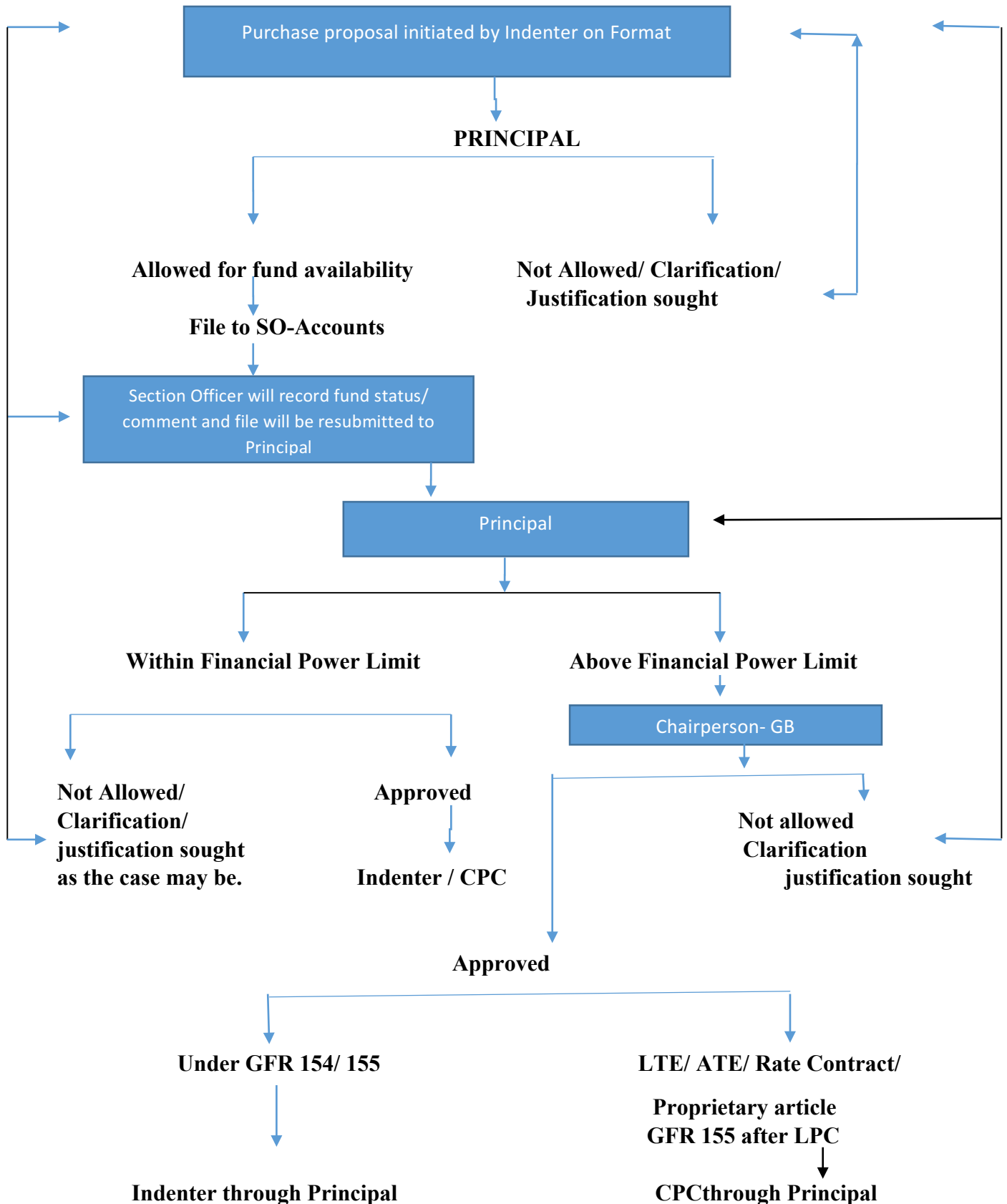
| GFR | Limit of value of goods | Vendor / supplier |
|-----------------|--|---|
| 149(i) | Up to Rs.50,000/- | Any of the available suppliers on the GeM, meeting the requisite quality, specification and delivery period |
| 149(ii) | > 50,000/- and up to Rs.30,00,000/ | GeM Seller having lowest price amongst the available sellers, of at least three different manufacturers, on GeM, meeting the requisite quality, specification and delivery period. |
| 149(iii) | >Rs 30 lakh | Supplier having lowest price meeting the requisite quality, specification and delivery period after mandatorily obtaining bids, using online bidding or reverse auction tool provided on GeM. |

Other than Government E Market: At A Glance

| GFR | Estimated value of goods | Mode |
|-----------------|---|--|
| 154 | UptoRs 25000/ | Purchase of goods on each occasion may be made without inviting quotations or bids |
| 155 | >25000 & uptoRs 250000/ | Local purchase committee consisting of three members |
| 156(1) | Any value | Rate Contract through LTE/ ATE |
| 161 | Rs 25 lakh and above | Bidding through ATE E-publish/ E-procurement |
| 162 | <Rs 25 lakh | Quotation through LTE : E-publish |
| 166 | Any value | Single tender enquiry : proprietary article |
| 162(iii) | Purchase through Limited Tender Enquiry may be adopted even where the estimated value of the procurement is more than Rupees twenty-five Lakhs, in the following circumstances: <ul style="list-style-type: none"> • The demand is urgent , • There are sufficient reasons, • The sources of supply are definitely known and possibility of fresh source(s) beyond those being tapped is remote. | |

PROCESS OF PROCUREMENT AT A GLANCE

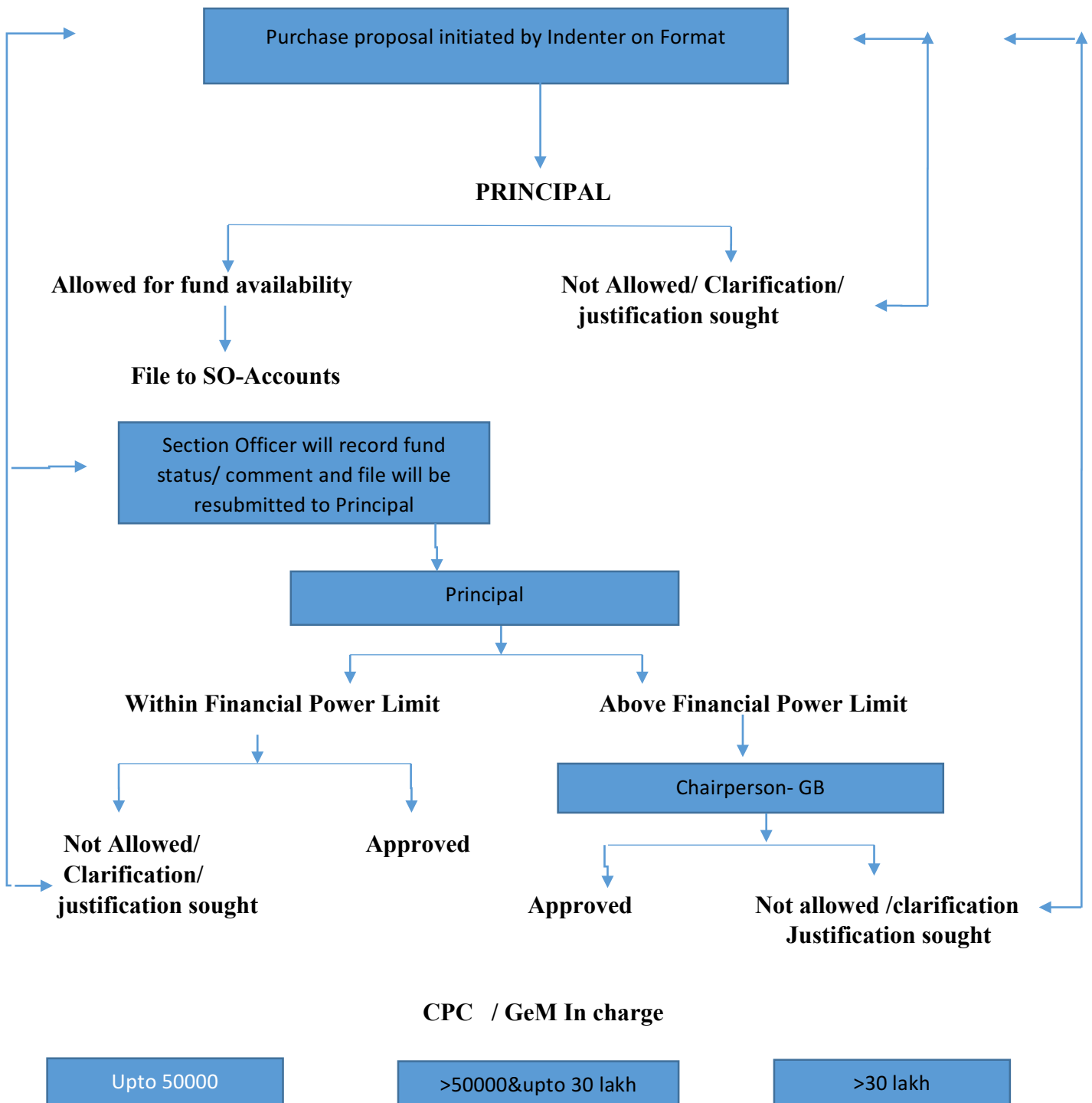
[AA & ES must be obtained from Competent Authority for any value except the expenditure from imprest money of the department.]



[Indenter and / or Purchase Committee will procure the goods/ services as per GFR / PP 2017 and process the bill for payment after due procedure.]

Process of Procurement Through GeM At A Glance

[AA & ES must be obtained from Competent Authority for any value except the expenditure from imprest money of the department.]



Process of Receipt of goods / services and Payment

1. Supply by Supplier
2. Receipt of goods by college representative and / or Indenter alongwith Bills
3. Inspection, Installation, Verification report as per specification, quality, and quantity demanded.
If any deviation is there in received goods then the same must be bring to notice of Supplier within two days for rectification.
4. Re-verification after rectification
5. Stock entry
6. Forwarding of file by indenter and / or Convener-PC to account section for consideration of payment.
7. Checking of bills and documents by the SO-Accounts/ Burser/ Administrative officer
8. Recommendation for payment by SO/ Burser
9. Approval By the Competent Authority
10. Payment to supplier through RTGS/ NEFT/ Online only within two days by SO-Accounts.