



TEA BOARD INDIA

(Under Ministry of Commerce & Industry, Deptt. of Commerce, Govt. of India)

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Ref. No. 25(1)/Sectt/2014/383

Date : 09-5-2014.

Sub: Procurement of goods and services and execution of repair works-reg.

The guidelines for procurement of goods and services and execution of works has been laid down in the GFR 2005 as amended from time to time. The important provisions as laid down in the GFR-2005 are summarized below and all concerned are requested to follow the same for procurement of goods and services and execution of repair works.

2. Some of the important provisions regarding procurement of goods as laid down in the GFR 2005 are given in the following table.

Serial No.	Rule No.	Subject.
1.	137	Fundamental principles of public buying.
2.	142	Registration of Suppliers.
3.	144	Reserved items.
4.	145	Purchase of goods without Quotations.
5.	146	Purchase of goods by Purchase Committee.
6.	147	Purchase of goods directly under rate contract.
7.	148	Demands should not be divided into small quantities to make piecemeal purchases.
8.	149	Purchase of goods by obtaining bids.
9.	150	Advertised Tender Enquiry.
10.	151	Limited Tender Enquiry.
11.	152	Two bid system.
12.	153	Late bids.
13.	154	Single Tender Enquiry.
14.	155	Contents of bidding document.
15.	156	Maintenance contract.
16.	157	Bid Security.
17.	158	Performance Security.
18.	159	Advance/Part Payments to supplier.
19.	160	Transparency, competition, fairness and elimination of arbitrariness in the procurement process.
20.	161	Efficiency, economy and accountability in public procurement system.
21.	162	Buy-back offer.

.....contd...2.

3. Regarding procurement of services the important provisions as laid down in the GFR 2005 is tabulated below.

Serial No.	Rule No.	Subject.
1.	163	Hiring of Consultants for specific job.
2.	165	Identification of work/services required to be performed by Consultants.
3.	166	Preparation of scope of the required work/service.
4.	167	Estimating reasonable expenditure.
5.	168	Identification of likely sources.
6.	169	Short-listing of consultants.
7.	170	Preparation of Terms of Reference (TOR).
8.	171.	Preparation and Issue of Request for Proposal (RFP).
9.	172	Receipt and opening of proposals.
10.	173	Late bids.
11.	174	Evaluation of Technical Bids.
12.	175	Evaluation of Financial Bids of the technically qualified bidders.
13.	176	Consultancy by nomination.
14.	177	Monitoring the Contract.

4. Regarding outsourcing of services the important provisions as laid down in the GFR 2005 is given in the following table.

Serial No.	Rule No.	Subject.
1.	178	Outsourcing of services.
2.	179	Identification of likely contractors.
3.	180	Preparation of Tender enquiry
4.	181	Invitation of Bids.
5.	182	Late Bids.
6.	183	Evaluation of Bids Received.
7.	184	Outsourcing by choice.
8.	185	Monitoring the Contract.

5. Regarding works the important provisions as laid down in the GFR 2005 is given below.

Serial No.	Rule No.	Subject.
1.	123	Definition of original works.
2.	126(1)	Power to execute repair works up Rs.30.00 lakhs.
3.	126(2)	Power for assigning repair works (Civil or electrical works) above Rs.30.00 lakhs & original works of any value to CPWD etc.
4.	129(1)	Procedure for commencement of work.
5.	132	Procedure for execution of works.

6. Attention is also drawn to the following provisions for executing contracts-

Serial No.	Rule / Act	Rule / Act No.	Subject
1.	Tea Rules 1954	38	Contracts.
2.	Tea Board Bye Laws 1955	50	Power to enter into contracts.

7. Regarding procurement of Uniforms for common categories of employees DOPT OM No. 14/7/2003-JCA dated 21st November 2005 (copy enclosed) may be referred to.

8. The aforesaid rules/orders for procurement of goods/services and execution of works may be strictly adhered to.



(A.Rajan)

Secretary-in-Charge.

Enclo : As above.

Distribution :

1. All Officers of the Board in H.O. (excluding Chairman, Dy. Chairman and Secretary)
2. All Zonal/Regional Heads of Tea Board Offices
3. E.D., Coonoor / E.D. I/c. Jorhat
4. D.T.D. - this is in reference to his Dte. file No. 12(36)/DTD/Dibru/2011-12/
5. Section Officer (Stores)
6. Sr. A.O.
7. DDTD/STGD-Dibrugarh
8. Security Officer
9. System Analyst – with the request to upload in Board's website
10. PAs' to Chairman/Dy.Chairman/Secretary/FA&CAO
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IMMEDIATE

**Government of India
Ministry of Personnel Public Grievances and Pensions
Department of Personnel and Training
North Block, New Delhi**

No.14/7/2003-JCA**Dated the 21st November, 2005****OFFICE MEMORANDUM**

Subject:- Procurement of uniforms (summer/winter) for common categories of employees in the Central Government Ministries/Departments- revised procedure under the General Financial Rules, 2005 - reg.

Reference: Ministry of Finance OM No.1/12/E.II(A)/94 dated 29-7-2005

The undersigned is directed to refer to the consolidated instructions issued in this Department OM No. 14/8/90-JCA dated 29.6.1990 and further orders issued from time to time dealing with the procedure for procurement and supply of summer/winter uniforms to common categories of Group 'C' and 'D' employees serving in various Ministries/ Departments of the Central Government and to say as follows.

2. Consequent to the coming into force of the new General Financial Rules, 2005 (GFRs), it has become necessary to review and modify the existing 'procedure for procurement/purchase of summer/winter uniforms' for common categories of Group 'C' and 'D' employees serving in various Ministries/ Departments of the Central Government so as to bring it in line with the provisions of the revised GFRs. In this connection, it is also relevant to note that *vide* OM dated 29-7-2005 cited above, the Ministry of Finance (Department of Expenditure) has clarified that the special dispensation from the process of inviting tenders/quotations provided to NCCF/Kendriya Bhandar in DOPT Welfare Division's OM dated 14.7.1981 and 11.4.1994 under Chapter 8 of the old GFRs no longer holds good and that purchase/procurement of goods by Government of India offices will now be solely guided by the provisions of GFRs 2005.

3. In the circumstances, in supersession of the extant instructions regarding procurement of summer/winter uniforms relating to Groups 'C' & 'D' employees in the Central Secretariat Ministries/ Departments and its attached and subordinate offices, the purchase procedure to be followed in different exigencies and the relevant rules in the GFRs are outlined below:-

- (i) Chapter 6 of the GFR's 2005 pertaining to Procurement of Goods and Services may be carefully perused to ensure that the procurement/purchase procedure adopted is strictly in line with the prescribed rules. In this connection attention is specially drawn to some of the following important provisions, details of which may be obtained from the GFR's 2005:-

Rule 137 - Fundamental Principles of Public Buying

Rule 144 - Reserved items

Rule 145 - Purchase of Goods without Quotation

Rule 146 - Purchase of Goods by Purchase Committee

Rule 148 - Demand should not be divided into small quantities to make price-meal purchase

Rule 160 - Transparency, competition, fairness and elimination of Arbitrariness in the procurement process

Rule 161 - Efficiency, Economy and Accountability in Public Procurement System

- (ii) All purchases should be made through a duly constituted Purchase Committee comprising of three members of an appropriate level as decided by the Head of the Department, including one member from the Internal Finance Division and two belonging to the Administration Division. In addition, a fourth member may be associated with the Purchase Committee, to be nominated by the concerned staff Associations / unions.
- (iii) In case of purchase of goods of a value above Rs.15,000/- and upto Rs.1,00,000/-, on each occasion, purchase may be made only on the recommendation of a duly constituted Purchase Committee defined in para (ii) above, and 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. Also, before placing the purchase order, the members of the Committee will jointly record a certificate and authenticate it, as under:
- "Certified that we, S/Shri_____, 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."*
- (iv) Subject to the exceptions incorporated in Rules 151 and 154 of GFR's, 2005, invitation to tenders by advertisement should be used for procurement of goods of estimated value of Rs.25 lakhs and above,
- (v) In case the Ministry / Department directly procures DGS&D rate contract goods from suppliers, the prices to be paid for such goods should not exceed the rates mentioned in the rate contract and the other terms and conditions of purchase should also be in line with those specified in the rate contract. In addition, the Ministry/Department has to make its own arrangement for inspection and testing of the goods, where so required.

3. While observing the above change in procedure, the Purchase Committee / Competent Authority may also keep in view the provisions of Rule 144 of the GFRs, 2005, that reads as under:-

"Rule 144. Reserved Items: The Central Government, through administrative instructions, has reserved all items of handspun 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 handlooms units of ACASH (Association of Corporations and Apex Societies of Handlooms). The Central Government has also reserved some items for purchase from registered Small Scale Industrial Units. The Central Departments or Ministries are to make their purchases for such reserved goods and items from such units as per the instructions issued by the Central Government in this regard."

Hindi version will follow.

R. Vaidyanathan
(R.Vaidyanathan)

Under Secretary to the Govt. of India

To

All Ministries/ Departments of the Government of India