

The rules regulations instructions and manuals used by CSMRS are as per Govt. of India rules and instructions. CSMRS is following the CSMRS purchase manual for making purchases/disposal of stores. The Purchase manual as approved is enclosed.

**GOVERNMENT OF INDIA
MINISTRY OF WATER RESOURCES
CENTRAL SOIL AND MATERIALS RESEARCH STATION**

**PURCHASE MANUAL
OF
CSMRS**

**REVISED EDITION
2010**

DIRECTOR, CSMRS

PURCHASE MANUAL OF CSMRS

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 ABBREVIATIONS

S.No	ABBREVIATIONS	EXPANSION
1.	AAO	Assistant Accounts Officer
2.	CIF	Cost Insurance & Freight
3.	CPWA code	Central Public Works Accounts code
4.	CPWD	Central Public Works Department
5.	CSMRS	Central Soil & Materials Research Station
6.	Scientist D	Chief Research Officer /CRO
7.	DFPR	Delegation of Financial Power Rules
8.	DGS&D	Director General of Supplies & Disposal
9.	EMD	Earnest Money Deposit
10.	FAS	Free alongside Ship
11.	FOB	Free on Board
12.	FOR	Free on Rail
13.	GFR	General Financial Rules
14.	INR	Indian Rupees
15.	JAO	Junior Accounts
16.	Scientist E	Joint Director
17.	KB	Kendriya Bhandar
18.	L&D centre	Library & Document centre
19.	L/C	Letter of Credit
20.	MB	Measurement Book
21.	NCCF	National Consumer's Co-operative Federation

22	MOWR	Ministry of Water Resources
23	NSIC	National Small Scale Industries Corporation
24	PAO	Pay and Accounts Officer
25	SRO	Senior Research Officer
26	ST	Sales Tax
27	US (F)	Under Secretary (Finance)
28	VAT	Value Added Tax

Government of India
Ministry of Water Resources
Central Soil & Materials Research Station

PURCHASE MANUAL

The terms mentioned below will have the meaning indicated against each in the following paragraphs:

- (a) Procurement Division: Office of the Procurement Officer responsible for arranging supply of the requirements of all the Divisions of CSMRS.
- (b) Procurement Officer: The officer in the Procurement Division or any other Division of CSMRS, authorized by Head of the Department for the time being to execute purchase and supply of goods including contracts on behalf of Indenting Division.
- (c) Goods: The term `goods` used in this chapter includes all articles, materials, commodities, livestock, furniture, fixtures, raw materials, spares, instruments, machinery, equipments, industrials plants, vehicles etc. purchased or otherwise acquired for the use of Government but excluding books, publications periodicals, etc. for CSMRS L&D Centre. (*Rule 136, GFR-2005*)
- (d) Running and maintenance: The term „Running & Maintenance“ used in this chapter means the maintenance contract needed for sophisticated and costly equipment and machinery, vehicles, computers and other electronic equipments, audio and visual systems etc. (*Rule 156, GFR-2005*)
- (e) Out sourcing of Services: The term outsourcing of services means awarding the specific job to the outside agencies (governmental or nongovernmental) / contractors in terms of contract or engagement of consultants in situations which require high quality services for which CSMRS does not have requisite expertise. These services includes, housekeeping and catering services for hostel building, running and maintenance of CSMRS buildings and its premises and other time bound works/ expertise works for which the official staff is not available etc. (*Rule 163-165, GFR-2005*)

PREAMBLE

2. Consequent upon the declaration of the Central Soil and Materials Research Station, New Delhi as a Science and Technology organization as laid down in the department of Science and Technology Memorandum No. DST/JSF/17 (3)(1)/83 of 28th December 1983, exemption from the purview of DGS&D for purchase of goods and disposal of goods has been granted to the Research Station. Accordingly, in terms of Directives of the Ministry of Water Resources, contained in the O.M. No. 26/7/90 E-II (A) dated 28.12.92, CSMRS is required to frame its own purchase manual for regulating purchase of goods etc. In order to give effect to this decision of the Govt., the following procedure shall be adopted by CSMRS for (i) making purchase of

goods and equipment and for awarding works relating to servicing and maintenance of equipment, (ii) issue of goods and (iii) Disposal and write off of goods.

According to Rule 140 of GFR, the Ministries or Departments have been delegated full powers to make their own arrangements for procurement of goods. In case of items not covered in this manual, DFPR, Rule 21 & GFR-2005 shall be followed while processing the purchase/ contract cases (copy of Rule 21 is enclosed as Annexure-I)

3. No liability of any type should be incurred until:
 - (i) Administrative approval and financial sanction have been obtained from the competent authority;
 - (ii) Funds to cover the charge during the year have been provided by the competent authority.
4. Purchase shall be made in the most economical manner in accordance with the definite requirement of the public service. Goods shall not be purchased in small quantities. Periodical indents shall be prepared and as many articles as possible obtained by means of such indents. At the same time, care shall be taken not to purchase goods much in advance of actual requirements, if such purchase is likely to prove unprofitable to the Government.
5. The following should be taken in to consideration while procurement:
 - (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 the specific needs of the indenting division. The specifications so worked out should meet the basic needs of the division without including superfluous and non essentials/ features, which may result in unwarranted expenditure. Care should also be taken to avoid purchasing quantities in excess of requirement to avoid inventory carrying cost;
 - (ii) Offers should be invited following a fair, transparent and reasonable procedure.
 - (iii) The procuring authority should be satisfied that the selected offer adequately meets the requirement in all respect;
 - (iv) The procuring authority should satisfy itself that the price of the selected offer is reasonable and consistent with the quality required;
 - (v) 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.
(Rule 137, GFR-2005)
6. Where scale of consumption or limits of good have been laid down by competent authority, the indenting officer shall certify that the prescribed scales or limits are not exceeded.
7. Purchase order shall not be split up to avoid the necessity for obtaining the sanction of higher authority required with reference to the total amount of the orders.
8. Where goods are required to be supplied and paid for in a particular financial year, indent shall not be sent out so late in the financial year that they cannot possibly be complied with and paid for within that year. If the procurement officer receives any indent which he cannot possibly comply with before the end of the financial year, he will carry it over to the following financial year under intimation to the indenter.

9. All the materials received shall be examined, counted, measured or weighed, as the case may be, when delivery is taken, and they shall be taken in charge by a responsible Government officer who shall see that the quantities are correct, their quality good, and they are according to approved specifications where prescribed and record a certificate to that effect. The officer receiving the goods shall also be required to give a certificate that he has actually received the materials and record them in the appropriate stock register.
10. When materials are issued from stock for departmental use, manufacture, sale etc., the officer in charge of the goods shall see that an indent in the prescribed form has been made by a duly authorised (indenting) officer, examine it carefully with reference to the orders or instructions for the issue of goods and order the issue of goods.
11. A physical verification of all goods shall be made at least once every year under rules prescribed by the "Head of the Department" subject to such general directions as may be issued by the Ministry of Water Resources as the case may be, and subject to the conditions that the verification is not entrusted to a person:
 - (i) Who is the custodian, ledger keeper or the accountant of the goods to be verified, or who is a nominee of, or is employed under the custodian, the ledger keeper or the accountant; or
 - (ii) Who is not conversant with the classification, nomenclature and technique of the particular classes of goods to be verified.

The verification shall never be left to low paid subordinates and in the case of large and important goods, it shall be, as far as possible, entrusted to a responsible officer who is independent of the subordinate authority in charge of the goods.

12. **GOODS DEMANDS APPROVAL**

- 12.1 Goods demand covering the requirements for equipment, components, raw materials and all types of goods and also for the services needed by the various divisions of CSMRS shall be initiated/prepared by the respective divisions in the prescribed formats (Proforma 1 to 4 and other supporting proforma) and be forwarded through concerned Scientist D/ Scientist E for the recommendation by the appropriate purchase committee for its approval by the Director, CSMRS. The constitution of purchase and disposal committees appointed by Director, CSMRS is as per clause 15.0. These committees will assist Director, CSMRS in taking decision. Procurement officer will process the demands on receipt of approval from Director, CSMRS. Demand for items of equipments and goods of proprietary nature (i.e., when no other make/brand is considered suitable for reasons to be recorded clearly) should be supported with sufficient technical justification for choice of the proprietary make/specified brand. A certificate indicating proprietary nature of the goods shall be issued under the signature of Scientist D/ Scientist E concerned, and shall be enclosed with the goods demand form. The format of this certificate shall be decided by the Purchase Division in consultation with PAO, CSMRS.
- 12.2 The Demanding Officer/user group shall clearly indicate in the goods demand details about technical specification as well as inspection/acceptance procedure, the mode of transport and requirement of insurance cover where needed. The Indenting Division before processing the purchase case shall ensure that the purchase/services are duly covered by a technically

sanctioned estimate under the powers of Director, CSMRS/Ministry for the fulfillment of the General Financial Rules.

12.3 The Procurement Division/Indenting Division shall also obtain the approval/clearance for the purchase from the competent authority/committees before purchase/ contracts are entered into. Any purchase/service exceeding Rs. 15,000.00 (Rupees fifteen thousand only) shall be referred to 'Purchase & Disposal Committees' and approved by Director, CSMRS before the placement of supply order. *(Rule 145, GFR-2005)*

13. **MODE OF PURCHASE**

On receipt of the goods demand, the Procurement Officer, after satisfying that the demand is complete in all respects including the approval of competent authority, shall invite tenders by adopting any one of the modes of purchase (as given in Para 14 below) taking into account such relevant data as may be available in respect of the item. In respect of the imported items, the total value shall be the criterion for applying the prescribed financial limits.

13.1 **CASH PURCHASE**

When the value of an item or items of similar nature covered by demand at a time does not exceed Rs. 5,000.00 (Rupees Five Thousand Only), the purchase may be made by cash payment. The cash purchase upto Rs. 5,000.00 (Rupees Five Thousand Only), may be made by verbal enquiries on-the-spot.

A team headed by Procurement Officer and consisting of at least one representative from the concerned division (not below the rank of Scientist C) shall be constituted for making cash purchases. The team shall certify in respect of each item that the purchase made by the team was the cheapest or alternatively record reasons for the purchase at a higher cost. They shall also record the details of enquiries made by them.

13.2 **PURCHASE OF GOODS WITHOUT QUOTATIONS**

Any purchase of goods or repair shall be done by Procurement Officer/ Scientist C / Scientist D of concerned division up to the value of Rs. 15,000.00 (Rupees fifteen thousand only) on each occasion. Such purchase/ repair shall be made without inviting quotations or bids. In this case, a certificate to be recorded by the head of discipline/division/competent authority in the following format:

"I, -----, 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 145, GFR-2005)

13.3 **PURCHASES OF GOODS BY LOCAL PURCHASE COMMITTEE**

Purchase of goods costing above Rs. 15,000.00 (Rupees fifteen thousand only) and up to Rs.1,00,000.00 (Rupees one lakh 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 Director, CSMRS. 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 records 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.”

(Rule 146, GFR-2005)

The purchase/job order may be placed either by Procurement officer or Scientist C/ Scientist D /of concerned technical division, after obtaining approval of Director, CSMRS. The payments in this regard shall be made by Account Payee Cheque.

However, in the following types of cases, even though the value does not exceed Rs. 1,00,000.00 (Rupees one lakh only), purchase shall be made on the basis of at least three quotations and regular purchase procedure shall be followed:

- (a) Purchase of materials from foreign firms.
- (b) Purchase from out station firms.
- (c) Where the nature of transaction makes it necessary to issue regular purchase order. (d) Where the sale conditions of a particular supplier do not provide for cash sale.

13.4 Local Purchase of stationery and other articles from Kendriya Bhandar, NCCF and Other Multistate Co-operative Societies

- (a) Under Rule 145 of GFRs, 2005, Ministries/Departments can make purchases of goods up to Rs.15,000 without inviting quotations or bids. Further, under Rule 146 of GFRs2005, a Local Purchase Committee constituted by the concerned Ministry/Department can make purchases of goods up to Rs. 1.00 lakh on the basis of a market survey to ascertain the reasonableness of rate, quality, etc. and the submission of a certificate to that effect. In partial modification of this Rule, Ministries/Departments are permitted to make purchases at their discretion of all items required for office consumption up to Rs. 1.00 lakh on each occasion directly from Kendriya Bhandar/ NCCF without calling for quotations. The responsibility for ensuring the reasonableness of rates, quality, specifications etc. will be equally that of the Purchasing Ministry/Department and KB/NCCF. Further, the reasonableness of rates, quality, specifications, etc. should be certified by the Local Purchase Committee as envisaged under Rule 146 of the GFRs, 2005. It shall be ensured that supply orders are not split under any circumstances with the objective of circumventing the limit of Rs. 1.00 lakh.
- (b) For procurement of all items of office consumption beyond Rs. 1 lakh to Rs. 25 lakh, where limited tenders are to be invited as per Rule 151 of the GFRs, 2005, KB and NCCF among others shall also be invited to participate in such limited tenders, in case these cooperatives are functioning at the station. Other things being equal, Purchase Preference will be granted to KB/NCCF, if the price quoted by the cooperatives is within 10% of the L1 price and if these cooperatives are willing to match the L1 price. No price preference over and above the L1 price shall be given to these co-operatives.

However, KB/NCCF will be exempted from furnishing bid security (Earnest Money Deposit).

- (c) Supply orders up to Rs.25 lakh, in respect of office equipments covered under the DGS&D rate contract may also be procured from KB and NCCF provided KB/NCCF offer the items at DGS&D rate contracted prices as also fulfill all the contractual obligations which the manufacturers/suppliers of such products are required to meet under the DGS&D rate contract. The CSMRS shall make their own arrangements for inspection and testing of such goods where required.
- (e) The above dispensation shall be applicable only upto 31/3/2010
- (f) Other Multi-state co-operative societies registered prior to the issue of this memorandum in which the majority of the shares are held by the Central Government, are also permitted to avail of the facility of purchase preference in respect of limited tender enquiries up to Rs. 25 lakhs.

All other items shall be in accordance with DoPT Memorandum No. 14/12/94-welfare (Vol-II) dt. 5/7/2007 (Copy of the same is enclosed as Annexure- II)

14. TENDER PROCEDURE

14.1 LIMITED TENDERS

14.1.1 Purchase shall normally be made by limited tender in cases where the estimated value of an item or items of similar nature covered by the goods demand at a time exceed Rs. 1,00,000.00 (Rupees one lakh Only) but does not exceed Rs. 25,00,000.00 (Rupees twenty five Lakhs Only). These ceiling limits for limited tenders shall be as prescribed in General Financial Rules. It shall be ensured that the field is covered adequately by contacting as many suppliers as possible depending upon the estimated value of the items. Invitations to offer in respect of limited tender should normally be issued only to the suppliers registered with Procurement Officer, Directorate General of supplies and Disposals, National Small Industries corporation, etc. those listed in the Hand Book of indigenous Manufacturers published by DGTD and Department of Defence Supplies for this purpose. Procurement Officer may register as many suppliers as possible who will be in a position to meet the requirements of the Department. In case where there are no registered firms available for the supply of indigenous/imported items, it would be necessary to locate sufficient number of firms dealing with the concerned items/goods and issue them the enquiries. In case where the number of firms is less than seven, then enquires shall be issued to all known firms dealing with the goods, and efforts made in this regard shall be record on the file. In case of imported items, the assistance of India Supply Mission Washington, London/Indian Embassies abroad may also be taken for locating the sources of supply. Selection of suppliers from the authorized lists will be made by the officers not below the rank of Scientist D of the CSMRS.

14.1.2 Limited Tender system can be adopted as the mode of purchase even when the estimated value of an item or items of similar nature covered by the goods demand at a time exceeds Rs. 25,00,000.00 (Rupees twenty five Lakhs Only) and above by dispensing with the `OPEN TENDER` system in the following circumstances, with the prior written approval of the

Director, CSMRS provided justification for dispensing with the issue of Open Tender is recorded.

1. When the requirement of the goods is urgent and the desired delivery schedule cannot be met if open tenders are invited.
2. When the sources of supply are definitely known and limited.
3. When goods are reserved for purchase from a specified category of industry as per the policy design of the Government.
4. When the field has already been explored by open tender for similar items during the previous period of one year.

(Rule 151 (1) & (2), GFR-2005)

14.2 OPEN TENDER/PUBLIC TENDER

14.2.1 Purchase shall normally be made by inviting dual bids by wide publicity through news papers and Indian Trade Journal in all cases where the estimated value of an item or items of similar nature, covered by the goods purchase demand, at a time exceed Rs. 25,00,000.00 (Rupees twenty five lakhs Only) as prescribed in the GFR. The tenders shall be published on CSMRS website also.

(Rule 150, GFR-2005)

Two bid system: For purchasing high value plant, machinery etc., of a complex and technical nature, bids may be obtained in two parts as under:

- (a) Technical bid consisting of all technical details along with commercial terms and conditions; and
- (b) Financial bid indicating item wise price for the items mentioned in the technical bid.

The technical bid and the financial bid should be sealed by the bidder in separate covers duly super scribed and both these sealed covers are to be put in a bigger Cover which should also be sealed and duly super scribe. The technical bids are to be opened by the purchasing department at the first instance and evaluated by a competent committee or authority. At the second stage, financial bids of only the technically acceptable offers should be opened for further evaluation and ranking before awarding the contract. *(Rule 152, GFR-2005)*

14.2.2 The Tender document may be sold at the following rates depending up on the estimated value of the goods. These rates are exclusive of ST, VAT or other taxes as applicable on the sale of tender documents, if any, levied by the state Government.

<u>Estimated value</u>	<u>Rate</u>
Up to Rs. 1 lakhs	Rs. 150/-
Above Rs. 1 lakhs to Rs. 50 lakhs	Rs. 500/- Above
Rs. 50 lakhs to 2 crore	Rs. 1000/-
Above Rs. 2 crore or more	Rs. 1500/-

14.2.3 All Public Tenders shall be opened at the prescribed/notified time in the presence of the attending tenderers or their authorized representatives.

14.2.4 Bid Security:

(i) To safeguard against a bidder's withdrawing or altering its bid during the bid validity period in the case of advertised or limited tender enquiry, Bid Security (also known as Earnest Money) is to be obtained from the bidders except those who are registered with the Central Purchase Organization, National Small Industries Corporation (NSIC) or the concerned Ministry or Department. The bidders should be asked to furnish bid security along with their bids. Amount of bid security should ordinarily range between two per cent to five per cent of the estimated value of the goods to be procured. The exact amount of bid security, should be determined accordingly by the Ministry or Department and indicated in the bidding documents. The bid security may be accepted in the form of Account Payee Demand Draft, Fixed Deposit Receipt, Banker's Cheque or Bank Guarantee from any of the commercial banks in an acceptable form, safeguarding the purchaser's interest in all respects. The bid security is normally to remain valid for a period of forty-five days beyond the final bid validity period.

(ii) Bid securities of the unsuccessful bidders should be returned to them at the earliest after expiry of the final bid validity and latest on or before the 30th day after the award of the contract.

(Rule 157, GFR-2005)

14.2.5 Performance Security:

(i) To ensure due performance of the contract, Performance Security is to be obtained from the successful bidder awarded the contract. Performance security is to be obtained from every successful bidder irrespective of its registration status, etc. Performance security should be for an amount of five to ten per cent of the value of the contract. Performance security may be furnished in the form of Account payee demand draft; fixed deposit receipt from a Commercial bank; Bank Guarantee from a Commercial bank in an acceptable form safeguarding the purchasers interest in all respects.

(ii) Performance Security should remain valid for a period of sixty days beyond the date of completion of all contractual obligations of the supplier including warranty obligations.

(iii) Bid security should be refunded to the successful bidder on receipt of Performance Security. *(Rule 158, GFR-2005)*

14.2.6 Late tenders (i.e., tender received after the specified time of opening), delayed tenders (i.e., tenders received before the time of opening but after the due date and time of receipt of tenders) and post tender offer shall not be considered.

14.2.7 On receipt of both late and delayed tenders, the envelopes containing the postal markings should be detained in the file along with the offers.

14.2.8 When the tenders are under examination, no other authority should be allowed to make queries or call for reports as, apart from the impropriety involved, these lead to delays in taking decisions.

14.2.9 Purchase and disposal Committees of CSMRS shall scrutinize the offers and make recommendations to the competent authority for acceptance or otherwise of the tenders.

14. 2.10 Procurement Officer may exercise full discretion regarding the point of place of delivery to be specified in the Invitation to tender. They may specify C.I.F., F.O.R. Indian Port or F.O.R. place of dispatch in India or Free delivery at receiving station in India. Where tenders are invited for plant and machinery for which the erection at site is to be undertaken by the successful tenderer, appropriate terms in regard to delivery and inspection at the site should be included in the Invitation to Tender or in the general specification.

[In case of items are not covered in Purchase Manual, the same shall be in accordance with GFR – 2005]

15. PURCHASE AND DISPOSAL COMMITTEE

Purchase and Disposal Committee at the Central Soil and Materials Research Station shall be constituted in the manner given below:

15.1 For purchase and disposal of goods exceeds Rs. 15,000/- (Rupees fifteen thousand only) and upto Rs.1,00,000/- (Rupees one lakh only)

- | | | |
|-------|------------------|---|
| (i) | Chairperson | Joint Director |
| (ii) | Member | Scientist E/ Scientist D/ Scientist C from the concerned Division |
| (iii) | Member | JAO/AAO, CSMRS |
| (iv) | Member | US (F), CSMRS |
| (v) | Member Secretary | Procurement Officer, CSMRS |

The above purchase and disposal committee shall scrutinize the following cases:

- (i) Procurement/repairs/AMC of machinery and equipment by inviting quotations.
- (ii) Procurement of proprietary articles.
- (iii) Advance payment (*see item 16*)
- (iv) Acceptance of single tender. (*See item 18.1*) (v) Acceptance of quotations other than the lowest.
- (vi) Award of work by negotiations.
- (vii) Payment of freight, demurrage and wharfage charges: Full powers.

15.2 For purchase and disposal of goods exceeding Rs. 1,00,000/- (Rupees one lakh only) and up to Rs. 25,00,000 (Rupees twenty five lakhs only)

- | | | |
|-----|-------------|-------------|
| (i) | Chairperson | Scientist E |
|-----|-------------|-------------|

- (ii) Member Scientist E/ Scientist D/ Scientist C from the concerned Division
- (iii) Member JAO /AAO, CSMRS
- (iv) Member US (F), CSMRS
- (v) Member Secretary Procurement Officer, CSMRS

Note: PAO, CSMRS shall be opted as a committee member for cases exceeding Rs.10 Lakhs.

The above Purchase & Disposal Committee will look after the following cases:

- (i) Procurement/repairs/maintenance contracts of machinery and equipment by inviting tenders/quotations.
- (ii) Procurement of proprietary articles.
- (iii) Advance payment (*see item 16*)
- (iv) Acceptance of single tender. (*See item 18.1*) (v) Acceptance of quotations other than the lowest.
- (vi) Award of work by negotiations.
- (vii) Payment of freight, demurrage and wharfage charges: Full powers.

15.3 For purchase and disposal of goods exceeding Rs. 25,00,000.00 (Rupees twenty five lakhs only) and above.

- (i) Chairperson Joint Director
- (ii) Member Technical Expert from outside CSMRS
- (iii) Member Scientist E / Scientist D from concerned discipline
- (iv) Member US (F), CSMRS
- (v) Member PAO, CSMRS
- (vi) Member Secretary Procurement Officer, CSMRS

The above Purchase & Disposal Committee will look after the following cases:

- (i) Procurement/repairs/maintenance contracts of machinery and equipment by inviting tenders/quotations.
- (ii) Procurement of proprietary articles.
- (iii) Advance payment (*see item 16*)
- (iv) Acceptance of single tenders. (*See item 18.1*) (v) Acceptance of quotations other than the lowest.
- (vi) Award of work by negotiations.
- (vii) Payment of freight, demurrage and wharfage charges: Full powers.

16. **Advance payment**

16.1 Ordinarily, payments for services rendered or supplies made should be released only after the services have been rendered or supplies made. However, it may become necessary to make advance payments in the following types of cases

- (i) Advance payment demanded by the firms holding maintenance contracts for servicing of Air-conditioners; computers, other costly equipment, etc.
- (ii) Advance payment demanded by firms against fabrication contracts, turnkey contracts etc.

Such advance payments should not exceed the following limits:

- (i) Thirty per cent of the contract value to private firms;
- (ii) Forty per cent of the contract value to a State or Central Government agency or a Public Sector Undertaking; or
- (iii) In case of maintenance contract, the amount should not exceed the amount payable for six months under the contract.

Ministries or Departments of the Central Government may relax, in consultation with their Financial Advisers concerned; the ceilings (including percentage laid down for advance payment for private firms) mentioned above.

While making any advance payment as above, adequate safeguards in the form of bank guarantee, etc., should be obtained from the firm.

16.2 Part payment to suppliers

Depending on the terms of delivery incorporated in a contract, part payment to the supplier may be released after it dispatches the goods from its premises in terms of the contract. (*Rule 159 (1) & (2), GFR-2005*)

17. PURCHASE AND DISPOSAL COMMITTEE: FUNCTIONS

- (i) To ascertain equipment available in CSMRS and frequency of their use and then consider the demands of various divisions for the purchase of new equipment.
- (ii) To ensure that there is no unnecessary and unplanned duplication of any particular equipment.
- (iii) To ensure that orders are placed for the equipment of standard quality conforming to BIS/International specifications as far as possible to avoid ordering of any substandard equipments.
- (iv) To scrutinise closely the specifications before the enquiries are floated; since the lowest quotation would normally be accepted. Also to forward their comments and advice on comparative statement of rates prepared by procurement Officer, CSMRS, and on comments made by the concerned division, to ensure economy and quality.
- (v) To consider the recommendation for purchase of equipment and advise the Director on the purchase selected from the lowest or other than the lowest and decides on the merit of the case.
- (vi) To review requirements of the various Divisions and finalise the report before the end of May every year, so that procurement action is initiated and most of the amount sanctioned for the year are committed before the month of September to enable the office to review the requirements of funds.
- (vii) To ensure full utilisation of allotted funds during the financial year in an efficient and economical manner.
- (viii) To lay down procedures and ensure proper maintenance of all items of equipment.
- (ix) To decide the cases of disposal of goods from time to time.
- (x) To finally authorise purchase and disposal of goods.
- (xi) To maintain transparency, competition, fairness and elimination or arbitrariness in the procurement process as per GFR-2005; Rule 160.

18. PURCHASE AND DISPOSAL COMMITTEE: PROCEDURE

All the purchase involving an outlay of Rs. 15,000.00 (Rupees fifteen Thousand Only) or more would have to be cleared by the respective Committees. For this purpose, the Committee would identify, every year, items of goods that are of common nature and are required by all Divisions in CSMRS, and send them to Procurement Officer for inviting quotations etc., as provided in GFRs and enter into rate and running contracts with suppliers, preferably with those who are manufacturers or authorised dealers. Other goods of proprietary or monopoly nature but required by more than one indenter should also be processed separately by inviting tenders/quotations as above and could be considered as rate and running contract or as price agreements in consultation with Department of Supply, whenever necessary.

Items of goods that are of proprietary nature should, to the extent possible, be brought under price agreements in accordance with the practice followed by DGS&D. All accepted tenders should be given a serial number and communicated to all concerned including PAO/JAO, CSMRS to enable ensuring proper check and scrutiny. All purchase orders placed on the suppliers against the above tenders should have reference to the accepted tenders and serially numbered.

Subject to exigencies, orders can also be placed on the DGS&D approved suppliers on rate contract, so that the time in formulating and entering into agreements is saved and the economy in expenditure achieved. Provision of Manuals of office procedures for Supplies, Inspection and Disposals as also of Contract Manual of DGS&D should also mutatis mutandis and followed by the committees. The purchase shall also be strictly governed by the relevant provisions in the General Financial Rules (Rule 102), Central Public Works Accounts Manual and the Govt. orders specifically issued in connection with purchase of goods, from time to time. For this purpose, compilation of rules incorporating all the provisions of GFRs and DFPRs and above Manual of DGS&D and Central Public Works Accounts code, as relevant to the Institution's requirements shall be prepared and followed by the committee.

After obtaining the recommendations of the Purchase and Disposal Committee, the office of the Procurement Officer shall process the case further and obtain the approval of the competent authority as per Delegation of Financial Powers.

18.1 SINGLE TENDER

A single tender may be considered in respect of the following cases:

- (a) It is in the knowledge of the user that only a particular firm is the manufacturer of the required goods.
- (b) In 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.
- (c) For standardization of machinery or spare parts to be compatible to the existing sets of equipment, the required item is to be purchased only from a selected firm after the approval of competent authority.

The proprietary article certificate in the following format is to be provided:

- (i) The indented goods are manufactured by M/s. ----- (ii)
No other make or model is acceptable for the following reasons:
 - (a) -----
 - (b) -----
- (iii) The rates of the firm are reasonable for the said model
(*Rule 154, GFR-2005*)

18.2 AB-INITIO' NEGOTIATION

The system of `ab-initio` negotiation may be adopted under exceptional circumstances with the prior approval of the Director, CSMRS where there is no or limited competition or where there is shortage of capacity or where it is in the public interest to adopt this system.

Ab-initio negotiation shall be conducted by suitable Committees constituted by the Director, CSMRS. The negotiation shall include representative from the integrated finance/internal finance/PAO/JAO among others, and the procedure adopted shall be as per the directives issued by the Government from time to time.

18.3 RATE CONTRACT

In respect of goods for which there is regular and recurring demand, the price of which is not subject to appreciable fluctuation, and in case where appreciable number of divisions/projects are likely to be the end users, the Director, CSMRS may conclude Rate Contract for an appropriate period, not exceeding two years at a time. For the purpose of entering into such contracts, open or limited tenders shall be invited depending upon the estimated values of the requirements during the currency of the contracts.

Where valid rate Contracts concluded by the DGS&D exist, the CSMRS shall make use of such Rate Contract concluded by the DGS&D and place supply orders on the Rate Contract holder provided technical specifications and terms and conditions of Rate Contract otherwise suit the requirement of the Institution, provided the delivery schedule prescribed by the projects/units can be met by suppliers against rate contracts.

(*Rule 141, GFR-2005*)

19. MAINTENANCE CONTRACT

Depending on the cost and nature of the goods purchased, it is also necessary to enter in to maintenance contracts 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, vehicles, computers, other electronic equipments, audio/ visual systems, etc. It may however be kept in mind that the goods are maintained free of charge by the supplier during its warranty period or such other extended periods as the contract terms may provide and the paid maintenance should commence only thereafter.

(*Rule 156, GFR-2005*)

20. BUY-BACK OFFER

When it is decided to replace an existing old item with a new and better version, the research station may trade the existing old item while purchasing the new one with the prior approval of the competent authority. For this purpose, a suitable clause is to be incorporated in the bidding document so that the prospective and interested bidders formulate their bids accordingly. Depending on the value and the condition of the old items to be traded, the time as well as the mode of handing over the old item to the successful bidder should be decided and relevant details in this regard suitably incorporated in the bidding document.

(Rule 162, GFR-2005)

21. OUTSOURCING OF SERVICES

CSMRS may outsource certain services in the interest of economy and efficiency/ expertise required in the work/job already mentioned in the definition. Also, CSMRS may engage consultants in situations which require high quality services for which CSMRS does not have requisite expertise. For hiring contractor /Consultant, CSMRS shall prepare a list of likely and potential contractors/ consultants on the basis of formal or informal enquiries from the other department/ organizations involved in similar activities, trade journal, web site etc.

- 21.1 **Invitation of bids:** The limited tenders shall be invited from identified contractors/ consultants for the estimated value of the work or service up to Rs. 10.00 lakhs or less and for the estimated value more than 10.00 lakhs, advertisement shall be published in the national newspaper and also on the web site of the department.
- 21.2 **Outsourcing by choice:** In exceptional situation, if it becomes necessary to outsource a job to a specifically chosen contractor, Director, CSMRS may do so in consultation with the financial advisor. In such cases the detailed justification, the circumstances leading to the outsourcing by choice and the special interest or purpose it shall serve shall form an integral part of the proposal.
- 21.3 **Monitoring of the contract:** CSMRS shall involvethroughout in the conduct of the contract and continuously monitor the performance of the contractor.
- 21.4 According to the Delegation of financial powers, the following guideline shall be followed. The first time delegation of any service shall be done with the approval of the ministry.
- At the time of outsourcing of the service the organization shall ensure that there is no staff sanction/ earmark for taking up of that service.
 - For more operational efficiency and availability of quantitative service the scope of such service with respect to the requirements, existing establishment and financial resources be decided.
 - An annual report shall be sent to the ministry about the services outsourced.
 - Services shall be outsourced in accordance with GFR.

[In case of items are not covered in Purchase Manual, the same shall be in accordance with GFR – 2005 & DFPR]

22. REPEAT ORDER

If a demand is received for an item or items of goods of identical description for which an earlier purchase order has been placed, fresh tendering action may be dispensed with and the purchase may be made on repeat order basis, that is, either by enhancing the quantity in the earlier purchase order or by placing fresh purchase order on repeat basis provided that:

- (a) the original purchase order was placed on the basis of a lowest price and technically acceptable offer and was not on delivery preference.
- (b) the new purchase order is placed within six months from the date of the issue of the original purchase order.
- (c) the requirement is for goods of identical description
- (d) the supplier concerned is willing to accept a purchase order in identical terms and conditions.
- (e) there is no downward trend of the price since the original purchase order was placed which is to be certified by the purchase officer concerned.
- (f) quantity of repeat order will not be more than 50% of the original order.
- (g) these purchases shall be made with the approval of appropriate purchase committee.

23. ITEMS FOR WHICH PRICE OR DISTRIBUTION IS CONTROLLED BY GOVT./ITEMS SUPPLIED BY STATE TRADING AGENCIES

In the case of mild steel items to be purchased from the stock-yards of the main producers and petroleum products to be purchased from public sector undertakings, such as IGA, Indian Oil Corporation, Bharat Petroleum, Hindustan Petroleum etc., where price is fixed by the Govt. and also for any other items where the distribution and/or price is controlled by the Govt. statutory authority, the question of inviting tenders does not arise. Purchase in such cases, which includes only those items, which are either retailed by Govt. agencies or by other agencies at Govt. fixed prices may be made by adopting appropriate procedure and payment terms. Similarly, tenders shall not be invited while procuring goods/equipment from state trading agencies such as STC, MMTC etc.

24. TERMS OF PAYMENT

- 24.1 The normal terms of payment are “100% payment within 30 days after receipt and acceptance of the materials in good condition to the date of receipt of supplier’s bill whichever is later”.
However, an amount of 10% may be withheld as performance guarantee during the warranty period in cases where mutually agreed.
- 24.2 If, in spite of the stipulation of the above in the tender inquiry, the suppliers still insist on any other terms of payment in their tender, the following could be agreed to in exceptional circumstances to be recorded in writing.
Advance payment against proof of dispatch taking into consideration aspects like the standing and reputation and/or previous performance of the suppliers, and pre-inspection of the goods at the supplier’s premises wherever considered necessary. (*Rule 159 (2), GFR-2005*)
- 24.3 Any other terms of payment can be accepted in exceptional cases only in consultation with the integrated finance.
- 24.4 With regard to the payment to foreign suppliers, the normal terms of payment are against letter of credit/sight draft. Letter of credit may be opened by PAO, CSMRS with the approval of Director, CSMRS.
- 24.5 Payment of Agency Commission: The agency Commission to the Indian Agents of foreign firms within the limits prescribed by the Government from time to time should be paid in Indian Rupees worked out on the basis of Telegraphic Transfer at buying rate of Exchange prevailing on the date of placement of order/contract within 30 days after the receipt and acceptance of goods or receipt of bill whichever is later.

- 24.6 Notwithstanding the above provisions, in case of purchase from foreign Agency/import of material, the General Conditions in GFR and those provided in the Hand Book of Import and Export Policy and Hand Book of Procedures published by Chief Controller of Imports and Exports, Ministry of Commerce, New Delhi shall be generally followed.
- 24.7 In case of items are not covered in Purchase Manual, the same shall be in accordance with GFR – 2005

25. PRICE ESCALATION

Purchase shall normally be made on firm prices. However, variations on account of rate of exchange and statutory levies could be allowed. Escalation on account of materials and/or wages should be discouraged.

In respect of imported goods, the escalation in rupee value solely attributable to the fluctuations in the official currency rates is permitted.

26. PRICE INCREASE DUE TO STATUTORY LEVIES

Where the price increases asked by suppliers are due to statutory variations in the rates of customs duty, excise duty and Sales Tax, full increase as correctly applicable can be allowed, if requested for, by the Procurement Officer provided the terms of the contract with the suppliers envisage such price changes. Increase on account of statutory levies during the extended delivery date should not be considered except where delays in delivery are attributed to the user unit/demanding officer.

The authority to accept the price escalation clause for reasons other than those mentioned in 25 and above in a purchase order/contract is the Director, CSMRS, in consultation with the integrated finance, wherever necessary.

27. ACCEPTANCE OF GOODS

- 27.1 All items shall be accepted by goods subject to inspection by technical staff concerned. On receipt of the material in goods, a receipt voucher in the prescribed form will be prepared giving equipment register number and date as applicable and the format after completion shall be forwarded by the goods wing to Procurement Officer immediately on receipt of goods. The concerned user unit/demanding officer shall ensure completion of inspection/acceptance of goods within 7 (seven) days after receipt of goods at his division. The demanding officer shall, at the time of initiating the goods purchase demand, clearly indicate the details of inspection proposed to be carried out on the goods and the place (s) of inspection.
- 27.2 Acceptance of excess/short supplies: Where it is absolutely necessary to accept variation in supplies up to 5% in quantity for items like cables, condensers, resistors, glass materials, fasteners, ferrous, non-ferrous materials etc., these requests will be examined by the Procurement Officer in consultation with the head of the concerned Division. Formal amendments to purchase orders shall be issued to regularise the transactions.

28. PAYING AUTHORITY

- 28.1 Bills/invoices from the suppliers shall be received in the office of the Procurement Officer, CSMRS and will be passed on to the respective user/indenting Divisions. The latter shall after checking and verifying the performance of the equipment/goods, record measurements and bill in the measurement book along with necessary acceptance certificates and also obtain store entry certificate in the bill and in M.B from the CSMRS stores and send the same to the Procurement Officer, who after posting in his records will submit the same to the Branch Officer/Account Section for arranging payment through the PAO, CSMRS.
- 28.2 Payment to suppliers/Departments shall be released by drawing and Disbursing Officer, who should be an officer other than the Procurement Officer. All payment must be sent through Registered Post or as per the directions of Director, CSMRS.

29. SIGNING OF PURCHASE ORDERS/CONTRACTS

Purchase order/contract and amendments thereto shall be signed by the Procurement Officer on behalf of the President of India as per provisions in the CPWA code.

30. PURCHASE POWER OF DIRECTOR, CSMRS AND PROCUREMENT OFFICER, CSMRS

On approval of the purchase case for goods by the Committee, the concerned Committee shall forward the proposal to Procurement Officer for further processing and putting up the case to Director for his final approval. Director shall have full power to approve/disapprove/amend the purchase case and send back the same to Procurement Officer for further processing. Director's decision in this regard shall be final.

- 30.1 Director, CSMRS shall have full monetary powers for authorizing purchase and disposal of indigenous and imported goods.
- 30.2 Director, CSMRS shall have full monetary powers for, making advance payment/Opening Letter of credit with the Nationalized Bank subject to observance of Government instructions issued on the subject from time to time, and the guidelines and principles as laid down in General Financial Rules and CPWA code.
- 30.3 Director, CSMRS shall have full powers to incur expenditure on insurance with regard to purchase and transshipment and cost of air-shipment in all cases of indigenous as well as imported goods, subject to general guidelines laid down in GFR for insuring of goods.
- 30.4 The Procurement Officer, CSMRS shall exercise the purchase powers equivalent to Executive Engineer of Central Public Work Department (CPWD), Ministry of Housing, as amended from time to time subject to observance of general principles laid down in GFR and CPWA Code.

31 DEVIATIONS

Approval of Director, CSMRS shall be obtained for any deviations from the adopted purchase procedure.

32. DETAILED INSTRUCTION, GUIDELINES AND WORK PROCEDURES

Detailed instructions, policy guidelines and work procedures in this regard shall be followed by Central Soil & Materials Research Station, as per Manuals of Central Public Work Department and General Financial Rules.

General principles contained in GFR should be observed by the authorities empowered to either enter into contracts or arrangements involving expenditure from public funds.

33. DISPOSAL AND WRITE OFF OF GOODS

The prior sanction of the competent authority shall be obtained for writing off of all losses, deficiencies or depreciation in the value of goods.

Subject to any special rules or orders applicable to any particular department, goods which are reported to be obsolete or unserviceable may be declared as such and ordered to be disposed off by an authority to whom powers may be delegated in this behalf. Such authority shall also specify the manner in which the goods are to be disposed off, except in the case of goods which are required to be declared to the DGS&D. Each order declaring the goods as obsolete or unserviceable shall specify the full reasons for declaring them as such and proper record of all goods shall be maintained for watching disposal thereof.

All goods which may be declared as obsolete or unserviceable and ordered to be disposed off shall be disposed off by sale or otherwise under orders of an authority to whom powers may be delegated in this behalf.

The following general instructions should invariably be followed by all officers entrusted with the disposal of obsolete, or unserviceable goods:

- (i) Where the articles are sold by public auction, the head of office or any other gazetted officer should invariably attend the auction and record the final bids.
- (ii) The head of office or any other gazetted officer should also be present when the articles sold are released, his presence being most essential when the release of the articles takes place sometime after the auction or when it involves process such as weighment, etc.

A report of unserviceable or obsolete goods for disposal should be prepared in form GFR 17. This report should be signed by Head of Office or other gazetted officer after satisfying that all the goods have been correctly included in the report. A sale account should also be prepared in form GFR 18. The sale account should be signed by the officer who supervised the auction after comparing the entries made in the sale account with the report of unserviceable or obsolete goods. If the articles are released in the presence of an officer other than the one who supervised the auction, the entries in column 9 of the Sale account should be attested by dated signature of such officer.

No separate auction is necessary for write-off of loss when goods are declared obsolete or unserviceable.

Before a competent authority declares goods obsolete or unserviceable, whether due to normal wear and tear or due to abnormal wear and tear and orders their disposal, it would take into account the circumstances in which goods have become obsolete, or unserviceable. Where the

competent authority holds that goods have become obsolete or unserviceable owing to normal wear and tear, no question of loss arises. Where the competent authority holds that goods have become obsolete or unserviceable owing to negligence, fraud etc. on the part of individual Govt. servants, it will be necessary to fix the responsibility for the loss and to devise remedial measures to prevent recurrence of such cases. In the other cases, the order of the competent authority declaring the goods in question as obsolete or unserviceable and ordering their disposal would be sufficient to cover the loss to government, if any, and no separate sanction for write off of the goods is necessary. A formal survey report as prescribed in Government of India's decision (1) under rules 124 of GFR should be prepared in all such cases.

A copy of each order declaring goods as unserviceable or obsolete should be endorsed by the competent authority to the audit officer and/or the pay and account Officer, as the case may be, in accordance with the procedure prescribed in rules 39.

In order to ensure that the obsolete/unserviceable goods fetch good returns, it is essential that (1) the goods are disposed off at the earliest after they are condemned or rendered unserviceable/obsolete to requirements; (2) proper protection is given to them till their removal by the purchasers and (3) time lag between the declaration and actual disposal of goods is minimized.

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PROFORMA-1

Central Soil & Materials Research Station

FOR FRESH PURCHASE

Please tick() at appropriate place

* Equipment/ Instrument ()

- * Consumable (Stationary/oil/chemical/glasswares etc.) ()
 - * Indigenous ()
 - * Imported ()
 - * Imported item having indigenous components also ()
 - * Equipment/ Instrument having consumables ()
- (pl. specify consumable component in the main specification also)

(a)	Name of the indenting division	
(b)	Name of the equipment/items along with specifications as per Proforma 5 including spares and accessories. Number to be specifically mentioned. In case of consumables/stationary items like, chemicals/ glasswares/ filter papers, oil, plastic items Proforma 9 to be filled and enclosed.	
(c)	Whether Non Availability Certificate as per Proforma-6 from the Stores (in original) has been enclosed?	
(d)	Is it a lab equipment, field equipment, consumable or furniture item?	
(e)	Justification for the equipment/item.	
(f)	Whether the same equipment is already available in the division/unit, if so, please state whether working/ not working. In case of consumable, please state whether balance account (quantity) is available.	
(g)	In case, it is in addition to the existing working equipments/ items, please give justification	
(h)	Is it a proprietary item, if so, to be fully justified (Attach proprietary item certificate from CRO/JD)	
(I)	Has the indenting division located the space and is ready for receipt/ commissioning of the equipment/items as soon as it arrives?	
(j)	Is any site preparation required for installation or commissioning? if yes, whether the same would be ready by the time the equipment/item arrives.	
(k)	Plan scheme/project to which it is chargeable. In case of plan scheme, whether provision for the same has been made. Enclose a copy of relevant SFC wherein the items has been mentioned. If covered under miscellaneous item of SFC, suitable justification may be given w.r.t. the objectives of the scheme.	
(l)	Approximate cost of the equipment/items (Rupees)	
(m)	Head of account and year.	
(n)	Head of A/C chargeable (for non deposit works)	

(o)	In case chargeable to a project a) Name of the project b) Total amount deposited (vide letter No.----- dt.----- ----- Cheque No. ----- dt.-----) c) Amount allocated for consumable/ misc. purchases d) Amount already spent before e) Balance amount available f) Amount to be spent for present purchase g) Head of Account: _____ h) Appropriation of the Head of Account:	
(p)	Is the item available under DGS&D rate contract/ Kendriya Bhandar/ NCCF or through any authorized Govt. of India body/ Institution ? Please also indicate whether it is proposed to be purchased through them.	
(q)	In case the cost of the equipment/item is up to Rs.10,000/- following details may be given	
	(i) In case quotations are to be called, list of possible suppliers/firms to be enclosed as per proforma-10	
	(ii) In case hand quotations are to be taken justification for the same may be given.	
	(iii) Any specific terms and condition (like Guarantee/ warranty etc. ; (to be taken care of by indenting division)	

Encl:

- | | |
|---|-----------|
| (i) Specifications including spares and accessories (Proforma -5) | (Yes/ No) |
| (ii) Non Availability Certificate from the Stores in original (Proforma -6) | (Yes/ No) |
| (iii) List of possible suppliers/firms (Proforma-10) | (Yes/ No) |
| (iv) Specification of consumables (Proforma- 9) | (Yes/ No) |
| (v) Relevant portion of SFC | (Yes/ No) |
| (vi) Any other item | |

Signature of the officer

Signature of the divisional head

Signature of the Group head

Signature of the Director, CSMRS

Central Soil & Materials Research Station
REPAIR CASES (Not covered under AMC)

(a)	Name of the indenting division	
(b)	Name of the equipment/item along with Model No. Please state whether it is indigenous or imported.	
(c)	Whether NOC has been taken from workshop/ Electronic Division (Proforma 7/8, as applicable). If yes, enclose NOC in original	
(d)	Name of the firm, year of purchase, original cost of the equipment/item	
(e)	Amount incurred so far by way of repair including spares/accessories(this should cover cost incurred both by the indenting divisions on their own and through Procurement Division) Details may be had from the Procurement Division	
(f)	Approximate cost of the repair in case it is readily assessable	
(g)	Is the repair proposed to be undertaken through the authorised service agent of the equipment/item supplies, if so, please give name of the authorised dealer along with photocopy of its proof.	
(h)	In case it is proposed to be undertaken through an authorised Govt. body/National Level Institution etc, please give details.	
(i)	In case it is proposed to be undertaken by calling quotation please enclose list of dealers/ firms. (Proforma 10)	
(j)	Whether the indenting division has prepared specific terms and conditions, if yes, same may be enclosed. (see proforma-13)	
(l)	Justification for the proposed expenditure (e.g. revenue earned through clients sponsored works, frequency of its utilization, log book etc.)	
(m)	Name of the contact official in the division for repair work.	

Encl:

- | | | |
|-------|--|-----------|
| (i) | NOC from workshop/ Electronic Division(Proforma 7/8) | (Yes/ No) |
| (ii) | Proof of authorised dealer | (Yes/ No) |
| (iii) | List of possible suppliers/dealers (Proforma-10) | (Yes/ No) |
| (iv) | Specific terms and conditions | (Yes/ No) |

Signature of the officer

Signature of the division head

Signature of the Grouphead

Signature of the Director, CSMRS

Central Soil & Materials Research Station
AMC

(a)	Name of the indenting division	
(b)	Name of the equipment	
(c)	Supply order No. and year of purchase	
(d)	Is it an indigenous equipment or imported ?	
(e)	Original cost of the equipment/item alongwith accessories, spares	
(f)	Is the AMC proposed to be undertaken through an authorised service agent of the equipment/item, if so, please give name of the authorised dealer alongwith photocopy of its proof.	
(g)	Is it currently under AMC? if so, date of expiry of current AMC.	
(h)	Has the firm provided satisfactory maintenance/repair performance in the immediate past?	
(i)	Year wise expenditure including AMC charges incurred on repair and purchase of spare parts/consumable/accessories (to be taken from Procurement Division) However, if any expenditure on account of AMC/repairs/spareparts has been incurred by indenting division themselves in the past, details may be given.	
(j)	Head of account	
(k)	Is it chargeable to an ongoing scheme or project deposit, give details. (In case of project deposit, give details.) i) Name of the project ii) Total amount deposited (vide letter No.----- dt.----- Cheque No. ----- dt.-----) iii) Amount allocated for consumable/ misc. purchases iv) Amount already spent before v) Balance amount available vi) Amount to be spent for present purchase vii) Appropriation of the Head of Account:	
(l)	In case there is no authorised dealer please state whether quotations are to be called. If so, enclose list of probable vendors.	
(m)	Any specific terms and conditions to be incorporated/ deleted in the existing terms and conditions of CSMRS (proforma 13), if so, please give details.	
(n)	Justification for the proposed expenditure (e.g. revenue earned through client sponsored projects, frequency of utilization, log books etc.)	
(o)	Name of the contact official in the division for AMC	

- Encl: (i) Year wise expenditure incurred on repair and purchase of spare parts/ consumables/ accessories (Yes/No)
(ii) List of possible vendors. (proforma 10) (Yes/No)
(iii) Proof of authorised dealer (Yes/No)
(iv) Specific terms & conditions (Yes/No)

Signature of the officer

Signature of the divisional head
Signature of the Group head

Signature of the Director, CSMRS

Central Soil & Materials Research Station
JOB WORK

(a)	Name of the indenting division	
(b)	Name of the job work	
(c)	Is it proposed to be done through CSMRS or outside agency? NOC from the DW&I may be enclosed in the prescribed format (proforma 7) wherever applicable	
(d)	Approximate expenditure involved	
(e)	Job specifications(enclose details)in original with drawing, if any	
(f)	Can the job be done through CPWD/NCCE/ Kendriya Bhandar/ NIC/ Authorised Govt. body/Institution.	
(g)	In case quotations are to be called, list of possible dealers (proforma 10)	
(h)	Any site, specific preparation required for the job work, if so, give details and whether the same would be ready before undertaking the job.	
(i)	If any specific terms and conditions for the job have been prepared. Please enclose a copy of the same. (see proforma-13 also).	
(j)	Full justification for the job work	
(k)	Is it chargeable to any ongoing scheme/project, give details. In case of project deposit, give details. i) Name of the project ii) Total amount deposited (vide letter No.----- dt.----- Cheque No. ----- dt.-----) iii) Amount allocated for consumable/ misc. purchases iv) Amount already spent before v) Balance amount available vi) Amount to be spent for present purchase vii) Head of Account: _____ viii) Appropriation of the Head of Account:	
(l)	Head of account	
(m)	Approximate time period involved in the job work	
(n)	Name of the contact official in the division for job work	

Encl:

- | | |
|--|----------|
| (i) NOC from the DW&I in the proforma 7 | (Yes/No) |
| (ii) Job specifications in original with drawing | (Yes/No) |
| (iii)List of possible dealers (proforma 10) | (Yes/No) |
| (iv) Any specific terms and conditions for the job | (Yes/No) |
| (v) Copy of project estimate | (Yes/No) |

Signature of the officer

Signature of the divisional head
Signature of the Group head
Signature of the Director, CSMRS

Central Soil & Materials Research Station
----- Division

SPECIFICATION
(For fresh purchase/ job and to be enclosed with PROFORMA-1)

1. Name of the equipment/ instrument:
2. Number required: -----
3. Detailed specification: -----

4. Any spares/ accessories including their number:-----
5. Guaranty/ warranty: ----- 6.
- Whether installation/ commissioning required from the firm: -----
7. Manual/ service book required:
8. Training component: -----
9. Any consumable component: -----
10. Any special requirement: -----

Note: For consumables, pl. fill in PROFORMA-9

Signature

Signature of Division/ Group head

PROFORMA-6

CENTRAL SOIL AND MATERIALS RESEARCH STATION

NON-AVAILABILITY CERTIFICATE FROM CSMRS STORE

1. Name of Division:
2. Name of Equipment/ items
3. Quantity required:
4. Type of equipment/ item (field store/ lab. store/furniture / consumables etc.)
5. In case it is spares/ accessories of existing equipment, please indicate the name of equipment, year of purchase of the main equipment.
6. Specifications including drawings of the equipments along with accessories (duly signed by division/ discipline head) in one original + one extra copy:

Encl: Proforma- 5/9 enclosed (Yes/ No)

(Signature)

Sig. of Division/Group Head

Scientist C (Stores)

Workshop Division

Job reference & date: _____

Workshop job No. & Date: _____

Indenting division: _____

Sl No.	Job	1	2	3	Remarks, if any
1.	Name/Part No. of the job(s) Part(s) required and it's Priority				Indenting Division
2.	Quantity required				Stores division
3.	Whether quantity required, if yes, approximate Consumption per year				

The following items/papers are being supplied alongwith for undertaking the job(s) in the workshop as specified above:

Raw material(s)/Drawing/Blue prints/Photostat/Sample of the job(s)

Job(s) received as per required specifications

ARO/Scientist (Indenting Divn.)

Scientist (C)

Scientist (D)

Scientist (C) (Workshop)

ARO (Workshop)

Sup/RA (Workshop)

Foreman(Workshop)

For use in the workshop

Job(s)reference	Job(s) handed over to Mechanic(s) (Name & Date)	Job(s) completed	Remarks

Signature

Supervisor (Workshop)
Scientist (C) (Workshop)
Scientist D (Workshop)

Physics & Electronics Instrumentation

Equipment/Job: _____

Indenting Division: _____

Date of sending the job: _____

Particulars of Complaint/Job: _____

Job No.: _____

Details for the Job/report: _____

Date of handing over: _____

Any other remarks: _____

(RA/ARO/SC B)

Scientist (C) electronics

Item received back in working condition

(Sign. of Indenting Officer)

Scientist (C) / Scientist (D)

PROFORMA-11

PROFORMA-9

Central Soil and Materials Research Station

PURCHASE OF CONSUMABLE ITEMS
(to be enclosed with proforma-1)

1. Name of Indenting
Division: _____
2. Title of the consumable items i.e. stationery, : _____
Chemical, Glassware, Oil, Plastic ware, Filter Paper etc.
3. Is there any Stock/ portion of indented consumables available? Available/ Not available/
Partially available
4. Details of consumables required (following format to be followed):

Sl. No.	Name of items	Quality/Grade	Qty. required	Rate per item (Rs.)	Approx. Cost (Rs.)
Total					

(Rupees -----)

only)

5. Recommended for purchase from Kendriya Bhandar/ NCCF/ Open market.
6. Head of A/c _____

(Signature) with

PROFORMA-12
name &
designation

SC C/SC D/SC E

Director (CSMRS)

PROFORMA-10

CENTRAL SOIL AND MATERIALS RESEARCH STATION
----- **DIVISION**

List Of Suppliers/ Dealers/ Authorised Service Providers

1. Name of equipment/ item/ consumable:
2. List of suppliers/ dealers

Sl. No.	Name of the firm	Complete address	Contact Phone No./ Fax No./ E-mail, if any
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			

PROFORMA-13
Signature

Signature of Division/ Group Head