

Centre for Advanced Research and Development,
Head Office, Bhopal

No: CARD/Internal Control/2021

Date 18.06.2021

ORDER

Sub: Guidelines for recommendations of Procurement Approval committee.

In addition to order issued on 09.03.21 regarding procurement procedure, the following guidelines are further prescribed to streamline procurement of materials and services for strict compliance.

Three Quotations must be called for any procurement either in one time or in parts from the same vendor that goes above Rs. 20000. For the procurement of recurring nature, rates should be called for standardization for a longer period not exceeding one year. Accordingly, in the letter calling quotations, the fact that the rates are meant for standardization for a specific period should invariably be mentioned.

The local purchase committee shall comprise of the Theme Coordinator concerned, Accounts in-charge and/or any other person/Coordinator having sufficient knowledge of the product/services and trends in the local market. The Project Manager and Project Holder who have been delegated powers to approve procurement cannot be members of purchase committee. The local purchase committee shall recommend the selection of a vendor based on lowest quoted price, required specifications and quality, delivery time etc. In case any other rate, other than the lowest one is recommended with justifications recorded, relaxation in rules should also be sought for. It is to be noted that proper legal documentation of vendor needs to be maintained from whom quotations are being that is GST Certificate, PAN Card, Aadhar Card, Registration Certificate, Shop Licence, etc.

Procurements below Rs. 50000.00 at a time made only after getting prior approval from Project Holder on the basis of concept note shall be approved by the Project Manager on the lowest rates, subject to the availability of budget information of which should also be shared with HO Approval Committee.

Procurements above Rs. 50000.00 after getting prior approval from Project Holder on the basis of concept note duly forwarded along with the comparative statements with quotations received shall be approved by a HO level purchase committee comprising of Mr. Gyani Tiwari, Senior fellow, Mr. Shivraj Singh Rajput, AF and Mr. Pankaj Sharma (YNG), AF. (Mr. Gyani Tiwari may induct any suitable person substituting the above members in the absence of the designated members). This committee will directly report to the Treasurer.

Location Incharge should share a monthly plan of all procurements and construction works to be taken up in the month at the beginning of each month itself i.e. between 1st to 4th. The individual procurement related mails forwarded to Approval Committee would be responded within 3-4 days from date of receipt of such mail.

In case of any approval for procurement with relaxation of rules, it should be expressly mentioned in the approval that relaxation of rules has been obtained from the competent authority.

Copy of order dated 09.03.21 is enclosed herewith which shall be henceforth used for seeking approvals for purchase of material/services.


(Prakash Bannapur)
Treasurer



CC:

1. Executive Director/General Secretary/Zonal office CARD, for information.
2. All offices of CARD for compliance and informing to the concerned purchase committee members.
3. Finance manager, CARD, for information and onward transmission to staff under her.
4. All Project Holders/Project Managers, CARD,
5. HR Department/Internal Control wing, CARD, for information and necessary action.

**Centre for Advanced Research and Development,
Head Office, Bhopal**

No: CARD/Internal Control/2021

Date 09.03.2021

ORDER

Sub: Guidelines for recommendations of purchase committees.

As per procurement procedure prescribed in the Standard Operation Procedure (SoP), role of purchase committee is defined, according to which the committee has to analyse various quotations and recommend one vendor and the rates for purchases of material and/or services for various works being undertaken by CARD. It is observed that in some of the cases, the recommendations of the committees are not adequate to cover the entire proceedings of the committee and the transparency of the process followed. It is therefore decided that a model template for recommendations of the purchase committee and other relevant documents should be evolved.

Accordingly, various templates are enclosed herewith for the benefit of the concerned persons involved in procurement. These templates should be used for documenting future procurements.

It is further clarified that the template for "Calling quotations" should invariably be *suitably* used for calling quotations for all kinds of purchases/works.

Two model templates for recommendations of purchase committee are enclosed. Separate templates have been prescribed for procurement of material and procurement of services/work. These templates are meant for recommending purchases in compliance of the SoP for recommendation of seeking approval for relaxation of rules. In case where purchases are recommended with any deviation of rules, detailed justification about the grounds on which such relaxation is sought for should be recorded in the recommendations to the Competent Authority to whom powers are specifically delegated.

A template for Purchase/work order is also enclosed.

(This has been issued with the approval of CF)

(Prakash Bannapur)
Treasurer



CC:

1. Chief Functionary/General Secretary/Zonal office CARD, for information.
2. All offices of CARD for compliance and informing to the concerned purchase committee members.
3. Finance manager, CARD, for information and onward transmission to staff under her.
4. All Project Holders/Project Managers, CARD,
5. HR Department/Internal Control wing, CARD, for information and necessary action.

Model Template for calling quotations

Centre for Advanced Research and Development,

.....(Place and address of the office)

No: CARD/

Date

To,

.....
.....
.....

Sub: Quotations for procurement/standardization of rated uptofor the following Items :-

Sir,

We intend to purchase the following items/to get the following work done on the following conditions, and knowing that you are a prominent supplier/contractor for this, you are requested to please submit your rates preferably in the format below or separately on your letter head latest by

S.N.	Item	make/specification/size and other description of the material to be supplied/work to be executed	Rates quoted including of all taxes, duties and incidentals
		Total	

1. These rates shall be valid for acceptance till.....
2. The above quoted rates shall be valid till.....
3. The above material shall be delivered by
4. We shall be responsible for the quality of the material/work.
5. Our GST registration No. is
6. Copy of PAN is attached.
7. Our telephonic contact No. is
8. Payment terms proposed

Signatures
CARD

Signatures
party quoting rates

Model Template for recommendations of Purchase Committee for procurement of material

Centre for Advanced Research and Development,

.....(Place and address of the office)

For supply of at, quotations from(nos.) parties were called for in line of the approved concept note, on(date), in response of which(nos.) parties submitted quotations, which have been opened by the committee consisting of 1. 2.....3.....(Names of committee members)

The rates quoted by them are mentioned in the table below for comparison:

S.N.	Item/work	make/specification/size and other description of the material to be supplied/work to be executed	Name of Party with Address and Contact Detail	Name of Party with Address and Contact Detail	Name of Party with Address and Contact Detail

1. Proper budget provision is available for this purpose.
2. The above rates are inclusive of all taxes, duties and incidentals, FOR.....(Destination)
3. M/s has quoted lowest rates.
4. From enquiry from known dealers and from our past experience/other sources, it is observed that the rates are reasonable and workable.
5. The approved rates shall be valid till

or

Lowest rates have been quoted by M/s....., but the committee after considering various aspects of quality of material/situation at work site/reasonability and workability of rates and past experience of the vendor feels that instead of lowest rates, we may approve the rates quoted by M/s..... Since this is a deviation from the standard procurement process and powers to relax rules presently rest with only CF. It is recommended that relaxation of rules may be sought for from CF/Competent Authority for approval of rates quoted by M/s as mentioned in the comparative statement above.

(Note: The second part of the recommendation mentioned after "or" should be recorded only if any relaxation in rules is required, otherwise it should be ignored.

Signatures
Name and Designation
Date

Signatures
Name and Designation

Signatures
Name and Designation

**Model Template for recommendations of Purchase Committee for works/
procurement of services**

Centre for Advanced Research and Development,

.....(Place and address of the office)

For supply the execution of work of at
.....(Site), quotations from (Nos) parties were called for on(date), in
response of which (Nos.) parties submitted quotations, which have been opened by the
committee consisting of 1. 2. 3. (Names and
Designations of the committee members)

The rates quoted by them are mentioned in the table below for comparison:

S.N.	Item/work	make/specification/size and other description of the material to be supplied/work to be executed	Name of Party with Address and Contact Detail	Name of Party with Address and Contact Detail	Name of Party with Address and Contact Detail

1. Proper budget provision is available for this purpose.
2. The above rates are inclusive of all taxes, duties and incidentals, FOR.....
3. M/s has quoted lowest rates, which shall be valid till....., once approved.
4. From enquiry from known dealers and from our past experience/other sources, it is observed that the rates are reasonable and workable.

or

Lowest rates have been quoted by M/s....., but the committee after considering various aspects of quality of material/situation at work site/reasonability and workability of rates and past experience of the vendor feels that instead of lowest rates, we may approve the rates quoted by M/s..... Since this is a deviation from the standard procurement process and powers to relax rules presently rest with only CF. It is recommended that relaxation of rules may be sought for from CF/Competent Authority for approval of rates quoted by M/s as mentioned in the comparative statement above.

(Note: The second part of the recommendation mentioned after "or" should be recorded only if any relaxation in rules is required, otherwise it should be ignored.

Signatures
Name and Designation
Date:

Signatures
Name and Designation

Signatures
Name and Designation

Comments of Project Manager:-

Comments of Project Holder:-
