

STORE PURCHASE RULES

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STORES

- Express definite preference for articles produced in India
 - Articles mfd by cottage & SSI be given preference
- Standard of Financial Proprietary for procurement competent authority should ensure that
1. Officers invited according to Govt. rules following fair & reasonable procedure.
 2. Selected officer will meet the requirement for which it is being procured.
 3. Price of offer is reasonable.
 4. Rule-10 (financial propriety is taken into account)

Rules

Rule-10-

Rule-30-

Ordinarily all purchase through Tenders except case mentioned in Annex. 'A'

Rule-35- Purchase from DGS&D

Articles not mfd in Rajasthan, preferably be purchased through Agency of DGS&D by Direct Demanding offices

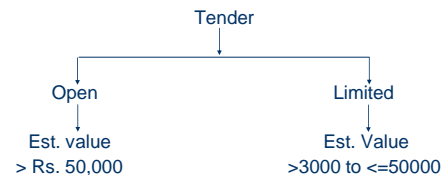
Tenders

- For supply of all articles unders purchase committee/HOD is satisfied that
- a. It is not in public interest to call tanders or
 - b. Demand is so urgent (not to incur additional expenditure or
 - c. Source of supply definitely know or
 - d. Urgency & circumstance where demand couldn't be anticipated.

E-procurement

1. All stores/Works/Service Rs. 5.00 crores/more in works deptts & Rs. 1.00 crores/more in M&H be procured only through e-tendering from 1.4.2007
2. Rs. 50,000/- or more in other deptt. E-tendering is optional

Types of Tenders



Time Limit for Open Tender

Amount	Days	Short Term Tender Urgent
> 50,000 to 5.00 Lacs	10	10
> 5.00 Lacs to 10 Lacs	15	10
> 10 Lacs	30	20

Publicity of Tender

Value of surplus store	Periodicity	Made of Publication
Up to 0.50 Lacs to 5 Lacs	7 days	Notice Board of all Reg/Dvl.Hgrs., One Regional News Paper One State Level News Paper (circulation 50 TH or more)
> 5 Lacs to 10.00 Lacs	15 days	Notice Board of all Reg/Dvl Hgrs One Regional News Paper Two Leading state level news paper (one of which circulation 50 TH or more)
>10.00 Lacs Above	30 days	1. Notice Board of all Reg/Dvl Hgrs 2. Two state News paper (one of which circulation 50 TH or more) 3. One All India Level News Papers 4. Any Trade Journal specializing in publication N.T.

Limited Tenders

- Be obtained from SSI units/whole selling/produces/ mfd's/Sale distribution/Marketing Agents/Authorized dealers/retailers etc.
- Tenders be given to sufficient number of firms

Time-Limit-

- 3Days
- Can be relaxed in case of urgency

Tender Should Contain

- Brief specification, Quantity & est. value
- Office where from tender can be obtained (time & date)
- Time and date of receiving the tender
- Cost of Tender, mode of payment
- Earnest Money
- Date,time,place where tenders be opened.
- Delivery Period
- Validity of Tender

Cost of Tenders

> Rs. 30000 to 1.00 Lac = Rs. 50/-
> 1.00 Lac = Rs. 100/-

Receipt of Tenders

Delayed & late Tenders

Opening of Tenders

Acceptance of Tender & Issue of Supply Order

- On acceptance, intimation of same
- ASK tender to execute agreement bond
- Unsuccessful tender shall also be informed

Earnest Money/security Deposit

E.M. = 2% (0.5% in case of SSI of Raj.)

S.D. = 5% (1% in case of SSI of Raj.)

Refund of EM/SD

- EM of unsuccessful tenders shall be refunded soon after final acceptance of tender.
- SD within one month of completion of supply in case of one time purchase and 2 months if delivery is staggered

Forfeiture of EM:-

1. Tender withdraw/modifies the offer after opening the tender but before
2. Fails to execute the agreement
3. Fails to commence supply within time
4. Fails to deposit SD.

Forfeiture of SD

1. Terms & Conditions infringed
2. Fails to make supply satisfactorily,
3. Notice be given before forfeiture of EM/SD

Damage:-

- Upto $\frac{1}{4}$ pd = 2.5%
- $> \frac{1}{4}$ to $\frac{1}{2}$ pd = 5%
- $> \frac{1}{2}$ to $\frac{3}{4}$ pd = 7.5%
- $> \frac{3}{4}$ pd = 10%

NIT

NIT should contain brief specification quantity estimated value, place of issue & receipt of tender date & time, cost of tender, EM, date & time of opening of tender, Delivery period, validation of tender

Cost of Tender:- 30000 to <1 Lac = 50/-
 > 1 Lac = 100/-

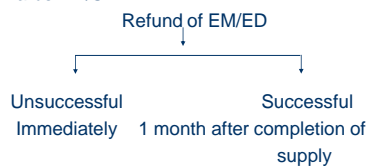
- Process of NIT, issue of tenders, receipt of tenders, comparative Statement.

NIT

- Approval of rates of more than one firm to ensure regular supply of stores (at lowest rate)
- Approval other than lowest = record reasons if single tender received Higher committee will decide re-tendering or sanction
- After approval – order
- Negotiation
- E.M.= 2% of Est. Value SSI – 0.5%
- S.D.= 5% of Est. Value – 1.5%

NIT

- HOD may permit BG (upto 50%) or full BG (if amt. Exceeds 10 lacs) in lieu of cash DD/Bankers Cheque towards EM/SD



Thanks