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 tenders or
  b. Demand is so urgent (not to incur additional expenditure or
  c. Source of supply definitely known 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

- Tender
  - Open
  - Limited

  Est. Value
  > Rs. 50,000
  > 3000 to <=50000
### Time Limit for Open Tender

<table>
<thead>
<tr>
<th>Amount</th>
<th>Days</th>
<th>Short Term Tender</th>
</tr>
</thead>
<tbody>
<tr>
<td>&gt; 50,000 to 5.00 Lacs</td>
<td>10</td>
<td>10</td>
</tr>
<tr>
<td>&gt; 5.00 Lacs to 10 Lacs</td>
<td>15</td>
<td>10</td>
</tr>
<tr>
<td>&gt; 10 Lacs</td>
<td>30</td>
<td>20</td>
</tr>
</tbody>
</table>

#### Publicity of Tender

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

### 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-
- 3 Days
- 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/-

### 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 withdraws/modifies the officer often 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 ¼ pd = 2.5%
- > ¼ to ½ pd = 5%
- > ½ to ¾ pd = 7.5%
- > ¾ pd = 10%

NIT

NIT should contain brief specification, quantity, estimated value, place of issue & receipt of tender, date & time, cost 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
- S.D. = 5% of Est. Value
- SSI – 0.5%
- 1.5%

NIT

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