

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)

Under Secretary to the Govt. of India

To

All Ministries/ Departments of the Government of India.