

INDICATIVE GUIDELINES & CODAL FORMALITIES FOR PURCHASE OF GOODS

Steps to be followed:

1. Permission/Requisition from Principal for the procurement of articles is to be sought by the convener of the Committee.
2. The items, for which Rate Contract has been approved, shall be purchased through rate contract if the rates of items are lower than GeM.
3. Items be procured through GeM, if rate contract of such items are not available.
4. No splitting of orders / piecemeal purchases be made to avoid bid process on GeM.
5. If articles are to be purchased from a government department or undertaking, an official letter requesting the proforma invoice be sent to the respective department or agency.
6. A proforma invoice, whether received via email, post, or by hand, must also be recorded in the diary register.
7. If the items are not available through rate contract, GeM, or government undertaking, they may be purchased from the open market after observing the required codal formalities.
8. If the value of articles to be purchased exceeds ₹ 10000/-, Principal (NOT DDO) will Call Quotations (clearly indicating the terms & conditions) from different (Min. 3) suppliers. Received quotations must be properly diariied, and then: i. Quotation Opening certificate indicating (date, time and place of opening) be signed by at least three persons present. ii. Comparative statement be prepared and signed by the committee constituted for the purpose with the recommendation to place supply order to the firm quoting the lowest rates.
9. Sanction to incur the expenditure (clearly indicating the amount) be taken from the Principal.
10. Supply order should be placed by the Principal (NOT DDO), clearly indicating the specifications of articles to be purchased along with all the terms & conditions including maintenance contract (if required).
11. After receiving the bill following steps must be taken:
 - (i) Diary the bill
 - (ii) Principal will certify the stock entry of articles.
 - (iii) If the purchase is up to ₹ 10000/- then the following certificate be given by the committee: "We the members of the purchase committee are jointly and individually satisfied that the goods purchased are of requisite quality and specifications and have been purchased from a reliable supplier at the reasonable price".
 - (iv) If the purchase is above ₹ 10000/- then the following certificate be given by the committee: "We the members of the purchase committee are jointly and individually satisfied that the

goods purchased are of the requisite quality & specifications, priced at the prevailing market rate and the supplier is reliable & competent to supply the goods in question”.

(v) If the payment for any type of work is to be made, the following certificate be given: “We the members of the purchase committee are jointly and individually satisfied that the work has been executed as per the specifications laid down in the Contract Agreement and the workmanship is up to the standards”.

12. Physical and Record verification be done by the committee constituted for this purpose.

13. Finally, the payment should be made only after the Superintendent Gr-I has obtained proper permission from the Principal to release the payment.

Principal
Government Degree College Banikhet,
District, Chamba (H.P.)