

Constitution of Secretaries Purchase Committee (SPC) (IT) under Policy Guidelines for availing IT / ITES solutions, projects, products and related services.

**Government of Gujarat,
Science and Technology Department,
G.R.No. TSP/2004/808/DST
Sachivalaya, Gandhinagar
Dated: 23 /02 /2011**

- Read :** 1. GR NoITP/2001/405/ITD,Dated;4/5/2001.
2. TSP/2004/808/DST, dated 30-7-2004.
3. GR of IMD NO: SPO/102002/UOR/24-CH dated 28.01.2003

Preamble:-

The state Government has announced the Guidelines for availing IT solution, Product, Software and Services vide GR No: TSP/2004/808/DST dated: 30-7-2004 referred at Sr No. 1 referred above.

2. During the recent proposals of this department it has transpired that the SPC of Industries Department may not handle IT services and IT/Electronic products and hence cannot accept IT proposals of various departments in it's Jurisdiction. The Secretaries Purchase Committee of Industries Department is related to Central Stores Purchase Organization. Since IT purchases are carried out by GIL which has been declared as CSPO vide GR NO-ITP/2001/405/ITD,Dated 4/5/2001 referred to at Sr 1 of the read for IT products, it was considered logical by the Government to consider IT committee of DST as the Secretaries Purchase Committee (SPC) for this type of procurement. In view of the above it was under the consideration of the Government to nominate the IT committee of DST as the SPC (IT) for the purposes of purchase of IT / ITES solutions, projects, products and related services for the entire Government of Gujarat organizations.

Resolution:

The State Government is now pleased to resolve to constitute the **Secretaries Purchase Committee (IT)** as under for the purposes of Purchase of IT / ITES solutions, projects, products and related services. This GR will be applicable to all Government Departments, HoD's, Boards, Corporations, Rural/Urban/Local Bodies

referred to as Departments.

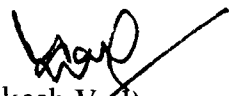
1. Secretaries Purchase Committee (SPC) (IT) :

All the Departments shall have to follow the procedure as prescribed by the Government in chapter-1 at para-4 , chapter-2 under title-Emergency Purchase, Para-4 under title Purchase of Branded articles and para-5 under title Purchase through S.P.C of Manual issued as accompaniment to Govt Resolution N0-SPO/102000/2491/CH of Industries and Mining Department for **Purchase of IT/ITES solutions, projects, products and related services and any consultancy/expert services/ O & M with reference to IT/ e-governance** by way of reference to the Secretaries Purchase Committee (IT) which is constituted as under.

- Additional Chief Secretary
Science and Technology Department. - Chairman
- Principal Secretary
Industries and Mines Department - Member
- Principal Secretary (Expenditure)
Finance Department - Member
- Additional Chief Secretary /Principal Secretary/Secretary - Member
of the Concerned Department
- Chairman cum Managing Director, GIL - Member
- Deputy Secretary (IT)/OSD(IT)
Science and Technology Department. - Member Secretary

- 1.1 The Concerned Department/HoDs/Agency/Govt Organization has to complete the procurement procedure as per the guidelines of DST and of general guidelines of IMD from issued time to time.
 - 1.2 The Committee is empowered to invite as invitee and technical/subject expert for advice.
 - 1.3 The other terms and conditions will be as per the SPC GR of the Industries and Mines Department mentioned above.
 - 1.4 The delegation of financial powers are said to be amended as per the provisions of this G.R.
2. This issues with the concurrence of the Finance Department dated 18/12/2010 on this Department's file of even no.

By order and in the name of the Government of Gujarat,


(Mukesh Ved)
Deputy Secretary (IT)
Science & Technology Department

To:

- The Secretary to the Hon'ble Governor, Raj Bhavan, Gandhinagar.
- The Principal Secretary to the Hon'ble Chief Minister.
- The Personal Secretaries to all Hon'ble Ministers.
- The Personal Secretary to the Hon'ble Leader of Opposition Party in Gujarat Legislative Assembly, Gandhinagar.
- Chairman and Managing Director, Gujarat Informatics Ltd., Gandhinagar.
- National Informatics Center, Block NO.13, New Sachivalaya, Gandhinagar. All Secretariat Department.
- The Secretary, Gujarat Vigilance Commission, Gandhinagar.
- The Secretary, Gujarat Public Service Commission, Ahmedabad.
- The Secretary, Gujarat Legislature Secretariat, Gandhinagar.
- The Registrar, Gujarat High Court, Ahmedabad.
- The Secretary, Gujarat Civil Services Tribunal, Gandhinagar. All Heads of Department.
- All Heads of Office.
- All Collectors.
- All D.D.Os.
- The Accountant General, (A&E), Gujarat, Post Box NO.220, Rajkot.
- The Accountant General (A&E), Gujarat, Ahmedabad branch, Ahmedabad.
- The Accountant General (Audit)-I, Gujarat, M.S.Building, Ahmedabad.
- The Director of Accounts & Treasuries, Gandhinagar.
- All Treasury Officer.
- All Pay & Accounts Officers, Ahmedabad/Gandhinagar. Resident Audit Officer, Ahmedabad/Gandhinagar.
- Select file, S& T. Deptt.

FOR GOVERNMENT USE ONLY



**MANUAL
OF
OFFICE PROCEDURE
FOR PURCHASE OF STORES
BY THE
GOVERNMENT DEPARTMENTS**

**(Accompaniment to Govt. in I & M Deptt. Resolution
No.SPO/102000/2491/CH dated 20-2-2004)**

**INDUSTRIES & MINES DEPTT.
GOVERNMENT OF GUJARAT
GANDHINAGAR**

CHAPTER -1

INTRODUCTION, DEFINATIONS & ABBREVIATIONS

PART - 1. INTRODUCTION

MOTTO : " Service to Indentors "

✓ 4. Secretaries Purchase Committee:-

The Secretaries Purchase Committee is the highest authority in deciding purchases. The constitution of S.P.C. is as under:-

- (1) Secretary to the Government/Principal Secretary to the Govt. in the Administrative Department of Indenting Officer.
- (2) Secretary to the Govt. /Principal Secretary to the Govt. in Industries & Mines Department.
- (3) Secretary to the Govt. /Principal Secretary to the Govt. in Finance Department.
- (4) Head of the DPC of concerned Department.
- (5) Additional Industries Commissioner (SP), Industries Commissionerate – Member Secretary.

The S.P.C. decides all purchases which exceed the purchase powers of Industries Commissioner and other Departmental Purchase Committees. In addition, in all the cases of deviations to be permitted from terms and conditions of tender enquiry/ specifications of T/E., Purchase of branded articles and for negotiations with tenderers the sanction of S.P.C. is necessary. If the order is required to be placed on 2nd higher supplier other than the 1st lowest acceptable offer, SPC's approval is necessary. In all such cases, a detailed note containing the important details regarding necessary Govt. sanction, technical justification for the purchase, prices, terms and conditions and relevant literature, opinion about reasonability of prices recommended etc., should be sent to Additional Industries Commissioner (SP), who will study the case and put up for approval of Secretaries Purchase Committee.

CHAPTER – 2

CENTRAL STORE PURCHASE ORGANISATION

Organization, Scope & Functions :-

EMERGENCY PURCHASE:

The procedure of Emergency Purchase is prescribed by Govt. vide G.R. dt. 5.6.1964. For such purchase, 'Emergency Purchase Certificate' from the Secretary of respective administrative department is inevitable. IC & CPO & SDPC's are empowered to approve purchase upto Rs.10.00 lacs and in the case of value of more than Rs.10.00 lacs, the purchase action is to be approved by the SPC.

✓ 4. PURCHASE OF BRANDED ARTICLES.

- (1) When selected "**Branded**" articles are required, tenders can be invited for limited "Brands" by department themselves **without** reference to the CSPO but after obtaining orders of Govt. in this respect. Such matter should be placed before Secretaries Purchase Committee for approval.

The main functions of the CSPO are as follows:-

- (a) to act as a purchasing and inspecting agency in an advisory capacity in all matters connected with the purchase of stores on behalf of various indentors.
- (b) to help to draw up for the indentors who effect purchases through this organisation, specification of various classes of stores in demand, where no specification are drawn by the Bureau of Indian **Standards**.
- (c) to register the manufacturing units **as well** as trading units as an approved Contractor.

- (d) Even after decentralization of the stores, purchase activity, the CSPO continues to have the over-all responsibilities for ensuring adherence to laid down policies & suggesting improvement in them in respect of Govt. purchases made by the departmental Purchase Committees or through the CSPO. The guidelines formulated by the CSPO from time to time in consultation with SPC /Govt., is binding on all Purchasing Officers.
- (e) for items which are required in large quantity and by more than one Deptt., the rate Contract/ running Contract is to be fixed by the CSPO. CSPO may fix rate contracts with more than one party, so the Deptt. can draw on any of the parties for their supplies in case one party fails to supply the material.

5. PURCHASES THROUGH S.P.C.

Approval of S.P.C. is required in respect of the following kind of stores purchases:-

- 1) The value of the stores to be purchased exceeds the limit of Rs.100 lacs. ✓
- 2) The value of the stores to be purchased by way of repeat order exceeding Rs.15 lacs or when it exceeds original A/T value. ✓
- 3) The value of the stores to be purchased on emergency basis the value of which exceeds Rs.10 lacs.
- 4) The purchase value of stores exceeding Rs.10 lacs in case of Solitary offers.
- 5) The purchases of stores at the higher rates than the lowest quotations received.
- 6) The purchases of branded or monopoly items
- 7) In all cases where negotiations are required to be done with Tenderers. No department including D.P.C's/and S.D.P.C's have powers to negotiate with the tenderer except with the prior permission of S.P.C.
- 8) Any other case where deviations are required to be permitted from terms, conditions and specifications of T.E.

In all such cases a detailed note as advised by Govt. in IM & ED. G.R.No.SPO-1179-1188-Ch dated 20.4.82 and 12.9.85 should be prepared containing the important details regarding necessary Govt. sanction, comparative evaluation of tenders, technical justification regarding the acceptance of any particular brand, prices, terms & conditions, opinion about reasonability of prices recommendation etc., should be sent to AIC (SP) who will send agenda to the members of S.P.C. by circulation and obtain the approval of S.P.C.

APPENDIX-4

*Central Stores Purchase Organization--
Procedure for the Purchase of stores Through
the Secretaries Purchase Committee.*

**GOVERNMENT OF GUJARAT,
Industries, Mines & Power Department,**

No.SPO-1179-1198-CH,
Sachivalaya, Gandhinagar.
Dated the 20th April, 1982.

Read :- G.R. H. & I. Deptt. No.SPO-1064-329-G(i) dtd. 5.6.64.

G.R. I.M.P.D No.SPO-1179-9909-CH, dtd. 12.12.79.

CIRCULAR

As per prevailing orders, the approval of the Secretaries Purchase Committee is required in respect of the following kinds of stores purchases:-

- (i) the value of stores to be purchased exceeds the limit of Rs. 25 lacs.
- (ii) the purchase of stores at the rates higher than the lowest quotation received.
- (iii) the Purchase of branded or monopoly items.

The Administrative Departments proposing purchases of above kinds of stores are required to prepare self contained notes and send them to the Jt. Industries Commissioner(CSPO) who will obtain the approval of the stores Purchase Committee by circulation. The CSPO has brought to the notice of the IMPD that the Administrative Departments are not following this practice and they are referring their file u.o. to the Jt. Industries Commissioner(CSPO). It is not possible for the CSPO to go through the entire file of the departments and prepare self contained notes for SPC. Besides these file do not contain the important details regarding necessary Govt. sanction, technical justification for the purchase from a particular manufacturer, prices, terms and conditions and relevant literature, opinion about reasonableness of prices recommendations of the indenting department etc.

All the Administrative Departments of Secretariat are requested to see that detailed notes on stores purchase requiring SPC's approval are submitted to the Jt. Industries Commissioner & (CSPO) and the Department files are not referred to him u.o.r. The notes should invariably contain the following information -

- a. Necessary Govt. Sanction for purchase.
- b. Technical justification for the purchase from the particular manufacturer.

- c. Prices, terms and conditions as per the firm's tender and relevant literature.
- d. Opinion about reasonableness of prices.
- e. Recommendations of the Indenting Department and justification for that.
- f. More over, if tenders are invited, the note for the stores purchase committee should contain details of tender enquiry, when and where it was published, number of tenders received, considered and ignored and comparative price of tenders.
- g. Other relevant details as per the merit of the case.

By order and in the name of the Governor of Gujarat.

Sd/-

(R. U. Asnani)

Section Officer

Industries, Mines & Power Department,
Gandhinagar.

To

Secretary, All Departments of Secretariat

The Industries Commissioner, Ahmedabad

The Jt. Industries Commissioner & Central Stores Purchase Office, Ahmedabad.

The Accountant General, Gujarat, Ahmedabad/Rajkot

All Branches of IMPD

Financial Adviser, IMPD

Select file

APPENDIX - 28

Procedure for the Purchase of branded items through SPC

GOVERNMENT OF GUJARAT,
Industries Mines & Energy Deptt.,

Circular No. SPO-1085-2776-CH,
Sachivalaya, Gandhinagar.

Dated the 12th September 1985.

CIRCULAR

It is observed that many administrative departments intending to purchase branded articles have been sending proposals to CSPO without following the procedures laid down in the G.R.No. SPO-1064-329-G-I dtd.5.6.64. Attention of all administrative departments, intending to purchase stores on branded basis, is drawn to the said G.R. wherein it is stipulated that administrative departments can call limited tenders of selected brands after obtaining sanction of the Government to purchase branded store. Such Purchase proposals after obtaining the tenders of selected brands shall be placed before the Secretaries Purchase Committee. Therefore a detailed note with the comparative evaluation of tenders from selected brands should be sent to CSPO instead of sending a proposal with a single quotation. While sending the detailed note and comparative statement of selected brands, technical justification regarding the acceptance of any particular brand should invariably be given. Whenever, the brand selected for purchase is not manufactured in India, or is manufactured in India, or is manufactured by one manufacturer, a note to that effect should be appended in the purchase proposal. This practice should be followed scrupulously.

By order and in the name of the Governor of Gujarat,

Sd/-

(R.U.ASNANI)

Section Officer,

Industries, Mines & Energy Department.