



GOVERNMENT OF KERALA  
STORES PURCHASE (A) DEPARTMENT

No.2573/A2/2013/SPD

Thiruvananthapuram, dated :03-09-2013.

**CIRCULAR**

Sub:- Stores Purchase Department- Note for the Departmental Purchase Committee Meeting – Preparation – reg.

Ref:- G.O. (P) No.3/2013/SPD dated 21.06.2013.

As per the Government Order referred above the Stores Purchase Manual had been revised (2013) and has been hosted in the official website of the Government of Kerala [www.spd.kerala.gov.in](http://www.spd.kerala.gov.in). Many instance have come to notice that when the note for the Departmental Purchase Committee Meeting are prepared, they are either incomplete or not as per the provisions in paras 16.13 to 16.15 of the revised Stores Purchase Manual 2013. Consequently quick scrutiny and further processing of purchase files at the higher levels invites much difficulty. Hence all the Administrative Departments in the Government Secretariat as well as all Heads of Departments are requested to strictly adhere to the common format as envisaged in paras 16.13 to 16.15 of the Stores Purchase Manual 2013 (see SPD web site) while preparing the note for the Departmental Purchase Committee as detailed below:

- (i) Details of the Publicity given to the tender notices;
- (ii) Number of tender notices taken by prospective bidders;
- (iii) Number of tenders received;
- (iv) Number of bids received in proper order;
- (v) Number of bids rejected and reason thereof (reason for rejection of each bid may be given separately);

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- (vi) Among the valid bidders the details of the lowest quotation received, bidder details and the quoted amount;
  - (vii) Whether lowest quotation/tender has been accepted;
  - (viii) If not, the reasons for rejecting the lowest quotation (and other quotations lower than the one ultimately accepted by the Departmental Purchase Committee);
  - (ix) Details of bidder and quotation ultimately accepted and the difference between the lowest quotation and the accepted quotation;
  - (x) Views of the Departmental Purchase Committee as to whether retender is desirable and could lead to substantially lower bids;
  - (xi) Specific Remarks on Guarantee/Warranty/Annual Maintenance Contract, etc.
  - (xii) Any other relevant facts.

In addition to the above, the Administrative Department/Purchasing Officer should take care of the following points also:

- (i) The D.P.C. Meeting Notes must be in full satisfaction of all the points mentioned above.
- (ii) Ensure the availability of the Officer from Stores Purchase Department and Finance Department before deciding the date and time of the meeting.
- (iii) Notes for the DPC meeting must reach SPD at least three days before the meeting for scrutiny. Otherwise it will be difficult to attend the DPC meeting.
- (iv) Copy of the Tender Notification both English and Malayalam should be made available.
- (v) Post tender, negotiation may be made only with the LI Tenderer.

The notes for the Departmental Purchase Committee may also inter alia, contain information on the following:

- (i) Whether the Purchasing Officer has compared the existing prevalent market rates of the Stores/items for which the quotation/tender has been floated and if so, whether it is economical when compared with the bid amount;
- (ii) Whether samples have been insisted in the tender schedule and if not, the reasons therefore;
- (iii) If the item/store to be procured is of a sophisticated technical nature or needs technical evaluation, whether a technical committee with sufficient members for evaluating the articles/stores has been constituted? If so, whether the specific report of the committee has been made available for consideration by the Departmental Purchase Committee.
- (iv) Whether the Purchasing Officer has recorded the absolute necessity for procurement of the store/item particularly taking into account the average consumption use of the items/stores for the past 3 years.
- (v) Whether the Purchasing Officer has taken necessary steps to forecast the requirements in full for a definite period for 3 months, 6 months, one year and so as to avoid piece meal purchases and to observe Stores Purchase Rules strictly;
- (vi) Action taken by the Purchasing Officer to keep open the firmness period, if the same has not been kept open for acceptance and confirmation;

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- (vii) Whether the Purchasing Officer has made any attempt to inspect and satisfy himself about the working of the unit/items/store which has been supplied by the bidder if any, on earlier occasion;
  - (viii) Whether the Purchasing Officer has made any specific recommendation for consideration of the Departmental Purchase Committee; and
  - (ix) Whether the tabulation statement containing full essential data/details of the tenders/quotations received vis-à-vis the evaluation report of the Purchasing Officer authenticated by the Purchasing Officer has been enclosed with the notes for the Departmental Purchase Committee.

It is hence reiterated that all Administrative Departments in the Government Secretariat and Heads of Departments should invariably furnish the copies of the following documents along with the note for the Departmental Purchase Committee

- i) Administrative Sanction
- ii) Tabulation Statement
- iii) Cuttings of the Newspaper Advertisement (both regional language newspapers and leading English newspapers)
- iv) Gazette Notification (Published in the Stores Purchase Sheet of the Kerala Gazette)
- v) Tender Notification (both English & Malayalam)
- vi) Minutes/reports of the Technical Evaluation Committee (if any)
- vii) Filled up proforma as stipulated in para 16.13 of the Stores Purchase Manual 2013. (as detailed above)

SUBHASH JOHN MATHEW  
Additional Secretary to Government

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To

The Additional Chief Secretaries/Principal Secretaries/Secretaries/  
Special Secretaries.

The Secretary, Kerala Legislature Secretariat, Thiruvananthapuram  
(with C/L)

All Heads of Departments/Offices.

The Registrar, High Court, Ernakulam (with C/L)

The Advocate General, Ernakulam (with C/L)

The Registrar, Kerala Administrative Tribunal (with C/L)

All Enquiry Commissioner and Special Judges Court, EC & SJ Courts.

The Vigilance Tribunal, Kozhikode, Ernakulam, Thiruvananthapuram  
& Kottayam

The Director of Printing, Thiruvananthapuram (with C/L)

The Principal Accountant General (Audit), Kerala,

Thiruvananthapuram.

The Accountant General (A& E) Kerala, Thiruvananthapuram.

Information & Public Relations Department (for publishing in the  
newspapers)

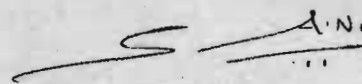
Information & Public Relations Department – Web & New Media (for hosting  
in the Government Website)

All Departments in the Secretariat including Law and Finance.

The Stores Purchase (B, IW -I & IW-II) Departments.

The Stock file/Office Copy.

Forwarded/By Order



Section Office

Copy to:

CA to Additional Secretary, Stores Purchase Dept.