



GOVERNMENT OF KERALA

Abstract

Stores Purchase Department – Amendment to Revised Stores Purchase Manual, 2013 - Approved-Orders issued.

STORES PURCHASE (A) DEPARTMENT

G.O.(P)No. 07/2014/SPD

Dated, Thiruvananthapuram, 28/08/2014.

- Read: 1. G.O.(P)No.3/2012/SPD dated 05/03/2012  
2. G.O.(P) No.3/2013/SPD dated 21/06/2013  
3. G.O. (p) No.4/13/SPD dated 10/09/2013  
4. G.O.(P) No. 506/13/Fin dated 05/10/2013  
5. G.O.(P)No.5/2013/SPD dated 13/11/2013  
6. G.O.(P) No.1/2014/SPD dated 07/01/2014  
7. G.O.(Rt) No.5/2014/SPD dated 21/01/2014  
8. G.O.(P) No.4/2014/SPD dated 14/05/2014  
9. G.O.(P) No. 5/2014/SPD dated 14/05/2014  
10. G.O.(P) No.6/2014/SPD dated 17/05/2014

ORDER

As per the Government Order read as 2<sup>nd</sup> above, the Stores Purchase Manual was revised and published in the official website [www.spd.kerala.gov.in](http://www.spd.kerala.gov.in). A number of corrections/deletions/inclusions were noticed after the publication of the manual.

2. In the circumstances, Government have examined the matter in detail and are pleased to accord sanction to incorporate the following Government Orders issued earlier in this regard in the Revised Stores Purchase Manual.

3. As per the Government Order read as first above the following items such as, “(a) Single colour sheetfed offset printing machine 460 x 640mm (SOM 125 G) (b) Single colour sheetfed offset printing machine 655 x 925mm (Model-SOM 136)(c) Two colour sheetfed offset printing machine 460 x 640mm (Model-SOM 225) (d) Two colour sheetfed offset printing machine 655 x 925mm (SOM 236) (e) Four colour sheetfed offset printing machine 460 x 640mm (SOM 425) (f) Four colour sheetfed offset printing machine 655 x 925mm (SOM 436) (g) Sheetfed offset printing machine with numbering attachment 460 x 640mm (SOM 125 N) (h) Sheetfed offset printing machine with numbering attachment 460 x 640mm (SOM 225 N) (i) Sheetfed offset printing machine with numbering attachment 655 x 925mm (SOM 136 N) (j) Programmable paper cutting machine

1150mm (Model PG 115H) were added as item No. 49,50,51,52,53,54,55,56,57 and 58 respectively under Group I A Stationary and Printing in Appendix VII of Pre-revised Stores Purchase Manual (which are now placed as item no. 31,32,33,34,35,36,37,38,39 and 40 under Group I A Stationery & Printing in Annexure 4 of Revised Stores Purchase Manual) and the items (k) Under Blanket (l) Oil tray under the press (m) Servo controlled voltage stabilizer (n) Anti setoff powder spray unit (o) Plate punching device (p) Straight numbering unit (q) Vertical numbering unit (r) Holding ring (s) indexing can & block (t) Chilling unit for dampening system were added as items No.32, 33, 34, 35, 36, 37, 38, 39, 40 and 41 respectively under Group ID Miscellaneous in Appendix VII of Pre-revised Stores Purchase Manual (which are now placed under Group ID Miscellaneous in Annexure IV of the Revised Stores Purchase Manual).

4. As per Government Order read 3<sup>rd</sup> above the following items such as (a) Centre Lathe LTM 20/1000 mm (b) Centre Lathe LTM 20/1500mm © Centre Lethe TL 20/1000 mm were added as item no.82, 83 and 84 respectively and incorporated in the Revised Stores Purchase Manual under Group VI A General Machinery in Annexure 4.

5. As per Government Order read 5<sup>th</sup> above, the following items specified as "a,b,c,d,e,f and g" were included under item No.3, ie, Computer and Computer Peripherals of Group VII Sub group B- Electronic Equipments in Annexure IV of the Revised Stores Purchase Manual.

a) Desktop Computers (Branded & Assembled)

b) Laptop Computers, Net Books & Tablets

c) Servers & Workstations (Blade Servers& Tower Servers, Datacenters)

d) Server Racks and All Kinds of Passive & Active Components, UPS- Line Interactive, Online & Offline.

e) Printers-Laser Printers, Dot – Matrix Printers, Inkjet Printers, Plotters & Multi Function Devices.

(Computer Peripherals & Accessories /Processors, RAM, SMPS, Cabinets, Hard Disks, DVD writers, Keyboards, Mouse, Mother Boards, Monitors, Pen drives, Web Cameras, Head Phones, Data Cards, Graphic Cards, Sound Cards, External Hard disks, External DVD writers).

f) Security Systems- IP Cam, DVR, CCTV, GPS and

g) Consumables (INK Cartridges, Tonners & Ribbon Cartridges)

6. As per Government Order read 6<sup>th</sup> above, the following items, (a) Side Scan Sonar (b) Sub Bottom Profiler (c) Multibeam Echosounder(including DGPS) were added as item No. 85,86 and 87 respectively under Group VI A- General Machinery in Annexure 4 of the Revised Stores Purchase Manual.

7. As per Government Order read 7<sup>th</sup> above, the following amendments were done.

Government have categorized the Heads of Departments into Group I, II and III as appended to that Government Order in accordance with their delegated financial powers.



8. As per Government Order read 8<sup>th</sup> above, the following amendments were done.

Government have included the Director of Soil Survey and Soil Conservation in the list of Head of Departments categorized under Group I.

9. As per Government Order read 9<sup>th</sup> above, the following items, “(a) Burnt Lime Shell (b) Hydrated Lime (c) Quick Lime (d) Lime Shell (e) Agricultural Lime were added as item No. 14,15,16,17 and 18 respectively under Group IV D Chemicals, Laboratory Equipment in Annexure 4 of Revised Stores Purchase Manual.

10. As per Government Order read 10<sup>th</sup> above, Government have issued the following amendments to the Revised Stores Purchase Manual. After Para 8.9 of the Revised Stores Purchase Manual, the following provisions were incorporated as 'Note'.

- a) All State Government Departments/Public Sector Undertakings/ Local Self Governments/Development Authorities/Kerala Khadi and Village Industries Board/KINFRA/Kerala State Electricity Board/Kerala State Road Transport Corporation/Kerala Water Authority shall set an annual goal of procuring a minimum of 20% of their annual value of goods or services from Micro and Small Enterprises working within the State, in a period of two years with effect from 2013-14.
- b) From 1-4-2015, overall procurement goal of minimum 20% shall be made mandatory.
- c) Out of the 20% target of annual procurement, a sub-target of 20% shall be earmarked for procurement from Micro and Small Enterprises owned by Scheduled Castes/Scheduled Tribes.
- d) In tender, participating Micro and Small Enterprises quoting price within price band of L1 + 15% shall also be allowed to supply a portion of requirement by bringing down their price to L1 price if the L1 price is from some one other than the Micro and Small Enterprises and such Micro and Small Enterprises be allowed to supply 20% of the total tendered value.
- e) To reduce transaction cost of doing business, the Micro and Small Enterprises will be given tender sets free of cost, payment of EMD will be exempted and e-procurement will be adopted to ensure transparency in the tendering process.
- f) The price procurement policy shall be made applicable to Micro and Small Enterprises working within the State and registered with the Stores Purchase Department/District Industries Centres/Khadi and Village Industries Commission/Khadi and Village Industries Board/Coir Board/National Small Industries Corporation / Directorate of Handicrafts and Handloom or any other body specified by the Ministry of Micro, Small and Medium Enterprises.

11. Besides, Government are also pleased to incorporate the following amendments/deletions/inclusions in the Revised Stores Purchase Manual as follows:

Sl. No	Para No./sentence	Existing Provisions in the Revised Stores Purchase Manual	Amendment
1	Para 1.14 (1 <sup>st</sup> sentence)	In order to ensure complete confidentiality and anonymity in tendering activities, payment towards EMD and cost of tender form shall be collected online using the payment gateway of the State Bank of Travancore.	In order to ensure complete confidentiality and anonymity in tendering activities, payment towards EMD shall be collected online using the payment gateway of the State Bank of Travancore.
2.	Para 1.14 (3 <sup>rd</sup> Sentence)	The amount collected towards tender document fees and Earest Money Deposit of tenders shall be deposited into two pooled account of SBT(one for Government departments and the other for PSUs) opened for the purpose at SBT Treasury Branch, Thiruvananthapuram	The amount collected towards EMD of tenders shall be deposited into two pooled account of SBT(one for Government departments and the other for PSUs) opened for the purpose at SBT Treasury Branch, Thiruvananthapuram
3.	Para 1.14 (4 <sup>th</sup> Sentence)	The amount collected into this account by way of cost of tender forms shall be transferred to treasury/PSUs on the very next day after opening the bid.	This (4 <sup>th</sup> Sentence) may be deleted
4.	Para 3.19 (2 <sup>nd</sup> Sentence)	A telegraphic revocation of acceptance, which reaches the tenderer before the letter of acceptance, will be a valid revocation.	An electronic revocation of acceptance, which reaches the tenderer before the letter of acceptance, will be a valid revocation.
5.	Para 7.6 (1 <sup>st</sup> Sentence)	Quotations may be invited if the estimated value of stores is between Rs.15,000/- to less than Rs. 1,00,000/-	Quotations may be invited if the estimated value of stores is above Rs.15,000/- and upto Rs. 1,00,000/-
6.	Para 7.6 (5 <sup>th</sup> Sentence)	Short Quotation Notice as in Annexure 11 may, however, be published in the newspapers and Govt. website	Short Quotation Notice as in Annexure 11 may, however, be published in the noticeboard of the concerned purchasing office, the nearby prominent



			public places and in the Govt. website. At least 5 working days shall be given for submission of quotation by the supplier from the date of Quotation Notice.
7.	Para 7.7	Tenders should be invited if the estimated value of the stores to be purchased is Rs.1,00,000/- or above through any one of the three types of tender mentioned below, as the case may be.	Tenders should be invited if the estimated value of the stores to be purchased is above Rs.1,00,000/- through any one of the three types of tender mentioned below, as the case may be.
8.	Para 7.8	The limited tender system may be adopted whenever the estimated value of the order to be given is between Rs. 1,00,000/- to less than Rs.10,00,000/-	The limited tender system may be adopted whenever the estimated value of the order to be given is above Rs. 1,00,000/- and upto Rs.10,00,000/-
9.	Item (i) at Para 7.20 (1 <sup>st</sup> sentence)	In the case of a small order or when the articles required are of a proprietary character and competition is not expected to be advantageous.	When the articles required are of a proprietary character and competition is not expected to be advantageous.
10	Item (I) at Para 7.20 (2 <sup>nd</sup> sentence)	For this purpose a small order means an order the value of which does not exceed Rs.5,000/- or, if more than one kind of article is ordered at one time, the total value of which does not exceed Rs.10,000/-	This sentence may be deleted
11	Item (ii) at Para 7.20	When, owing to the greater promptitude of supply by particular agencies of the special manufacturer of some articles by certain firms, substantial economy can be effected by deviating from the tender system, officers may purchase direct such articles from the firms or agencies concerned.	When, owing to the greater promptitude of supply by particular agencies of the special manufacturer of some articles by certain firms, substantial economy can be effected by deviating from the tender system, <b>Purchasing Officers</b> may purchase such articles directly from the firms or agencies concerned on the advice of an

			Expert Committee (when necessary) and the Purchase Committee after considering the reasonableness of the cost fixed.
12	Item (iii) at Para 7.20	In a case of emergency, the required stores are necessarily to be purchased from a particular source subject to the reason for such decision being recorded and approval of the competent authority obtained.	In a case of emergency, the required stores are necessarily to be purchased from a particular source subject to the reason for such decision being recorded and approval of the competent authority obtained prior to the purchase.
13	Para 7.31	Free Tenders(or quotations) may be invited in all cases of limited tender or single tender system. In such cases, the tendering firms can submit their tenders in their own commercial letter papers.	Atleast 3 quotations should be invited for the purchase effected as per para 7.6. In such cases firms can submit their quotations in their own commercial letter papers
14	Para 8.2 (3 <sup>rd</sup> sentence)	The amount of EMD shall be 1% (rounded to the nearest Rupees) of the total cost of the articles tendered for.	The amount of EMD shall be 1% (rounded to the nearest Rupees) of the total estimated cost of the articles fixed by the purchasing officers.
15	Para 8.7	Micro and Small Enterprises and Industrial Co-operatives within the State which are certified as such by the Director of Industries and Commerce or by the General Manager, District Industries Centre, are exempted in respect of certified items from	This sentence may be deleted
		furnishing earnest money deposits in support of tenders submitted by them to Government Departments.	
16	New addition after para 8.9 as "Note".	Nil	Note:- All Government Orders/ amendments issued by the Finance and other Administrative Departments in respect to the

			Public Procurement Policy for the Micro, Small & Medium Enterprises shall be applicable to all registered Micro, Small & Medium Enterprises approved by the State Government.
17	Para 8.17 (2nd sentence)	Performance security is to be obtained from every successful bidder <b>irrespective of its registration status, etc.</b> for a contract value above Rs.1,00,000/-	Performance security is to be obtained from every successful bidder for a contract value above Rs.1,00,000/-
18	Para 10.10 (4 <sup>th</sup> Sentence)	In case the reasons stated by the firm are not acceptable in public interest, appropriate penalty as the Purchasing Officer deems fit can be imposed on the firm, for the belated supply	In case the reasons stated by the firm are not acceptable in public interest, appropriate penalty as the Purchasing Officer deems fit as stipulated under paras 10.29, 10.30, 10.31, 10.32 and in conformity with Annexure 23 (form of agreement) can be imposed on the firm, for the belated/ damaged supply
19	Para 13.7 (5 <sup>th</sup> Sentence)	In respect of purchase as per Rate Contracts settled by the Directorate General of Supplies & Disposals and the State Government, purchase sanction from Government is not necessary even if the value of the purchase exceeds the purchase power of the Purchasing Officer provided that it is specified while issuing administrative sanction that the purchase will be made as per D.G.S & D/State Rate Contracts.	In respect of purchase as per Rate Contracts settled by the Directorate General of Supplies & Disposals and the State Government, purchase sanction from Government is not necessary but the purchase may be limited within the purchase power of the Purchasing Officer provided that it is specified while issuing administrative sanction that the purchase will be made as per D.G.S & D/State Rate Contracts.
20	Para 16.2	The Administrative Department of the Secretariat may without previous consultation with	The Administrative Department of the Secretariat shall issue administrative sanction without



Finance Department sanction expenditure, which does not exceed Rs. 100 lakh in respect of purchase of stores other than for works, computer & peripherals and furniture and in the case of Computer and peripherals (except laptop computers) sanction expenditure which does not exceed Rs.50 lakh subject to budget provision being available and Stores Purchase Rules being observed (large scale purchase of computers is to be effected only after ensuring that all requirements for computerization with respect to both software and hardware are fully satisfied following the guidelines issued on the basis of the recommendations of the PAC vide Circular No.25/2006/Fin. dated 01.06.2006).

previous consultation with Finance Department for expenditure which does not exceed Rs. 100 lakh in respect of purchase of stores other than for Public Works, computer & peripherals and furniture subject to budget provision being available and Stores Purchase Rules being observed. Administrative Department are also authorised to issue purchase sanction for an amount over and above the purchase sanctions delegated to the Head of Departments as per para 16.5 for an amount not exceeding Rs.100 lakhs in respect of purchase of Stores other than for Public Works, Computer and Peripherals and Furniture. In the case of Computer and peripherals (except laptop computers) Administrative Department shall issue administrative sanction for expenditure which does not exceed Rs.50 lakh subject to budget provision being available and Stores Purchase Rules being observed and also subject to the concurrence of IT Department if the amount exceeds Rs.10 lakhs vide Circular No.6065/B2/2012/ITD dated 17/11/2012. Administrative Department are also authorised to issue purchase sanction for an amount over and above the purchase sanctions delegated to the Heads of Departments as per para 16.5 for an amount not exceeding Rs. 50 lakhs in respect of purchase of



			Computer and Peripherals (except laptop Computers) (large scale purchase of computers is to be effected only after ensuring that all requirements for computerization with respect to both software and hardware are fully satisfied following the guidelines issued on the basis of the recommendations of the PAC vide Circular No.25/2006/Fin. dated 01.06.2006).
21	Para 16.3	The Administrative Department of the Secretariat may without previous consultation with Finance Department sanction expenditure for the purchase of furniture upto Rs. 5 lakh subject to budget provision being available and observing Stores Purchase procedures and as per G.O. (P) 224/2000/Fin dated 27-1-2000	The Administrative Department of the Secretariat shall issue <b>Administrative sanction</b> without previous consultation with Finance Department for the purchase of furniture upto Rs. 5 lakh subject to budget provision being available and observing Stores Purchase procedures. <b>Administrative Department</b> are also authorised to issue <b>purchase sanction</b> for an amount over and above the purchase sanctions delegated to the Heads of Departments.
22	Para 16.5	Head of Departments in the Group I are authorised to purchase stores other than computers and peripherals and furniture upto Rs. 20 lakh at a time and Rs.10lakh for Head of Departments in Group II and III. The Heads of Departments are also authorised to purchase stationery upto Rs.1 lakh. With respect to purchase of furniture, Group I HODs are authorised to sanction upto Rs. 2 lakh and Rs. 1 lakh for HODs in Group II and III, subject to budget provision (Head of Department may obtain administrative sanction	Head of Departments in the Group I are authorised to issue <b>both administrative sanction and purchase sanction</b> to purchase stores other than computers and peripherals and furniture upto Rs. 20 lakh at a time and Rs. 10 lakh for Head of Departments in Group II and III. The Head of Departments are also authorised to issue <b>both administrative sanction and purchase sanction</b> to purchase stationery upto Rs.1 lakh. With respect to purchase of furniture, Group I HODs are authorised to <b>issue both administrative</b>

		and purchase sanction as per G.O. (P) No. 224/2000/Fin. Dated 27-1-2000).	sanction and purchase sanction upto Rs. 2 lakh and Rs. 1 lakh for HODs in Group II and III, subject to budget provision.
23	Para 16.6	The Controller of Stationery and the Superintendent of Government Presses is authorised to purchase stores upto Rs.10 lakhs at a time without reference to the Government or the Departmental Purchase Committee.	The Controller of Stationery and the Superintendent of Government Presses is authorised to issue both administrative sanction and purchase sanction to purchase stores upto Rs.10 lakhs at a time without reference to the Government or the Departmental Purchase Committee.
24	New addition after para 16.6 as 'Note'	NIL	Note: The above mentioned financial powers as per paras 16.2 to 16.6 shall be in accordance with the orders on delegated financial powers issued by Finance Department from time to time
25	Para 16.8 (1 <sup>st</sup> Sentence)	All purchase proposals which do not fall within the powers of the Head of the Department will be considered by the appropriate Departmental Purchase Committee.	All purchase proposals which do not fall within the powers of the Heads of Department and Administrative Department, except purchases under D.G.S & D Rate Contract/State Rate Contract, will be considered by the appropriate Departmental Purchase Committee.
26	Para 16.9 (2 <sup>nd</sup> sentence)	In all cases, the sanction will be issued by the Administrative Department	In all cases, the purchase sanction will be issued by the Administrative Department
27	Item (iv) at Para 16.14	Copy of the administrative sanction and minute /report of Technical Evaluation Committee, if any, should be furnished	Copies of the administrative sanction, tabulation statement, newspaper advertisement (both regional language newspapers and leading English newspapers), Gazette Notification (published in the



			Stores Purchase Sheet of the Kerala Gazette), filled up proforma as stipulated in para 16.13 and minutes /report of Technical Evaluation Committee, if any, should be furnished
28	Item (vi) at para 16.14	Post tender, negotiation may be made only with the L1 Tenderer	This item may be deleted.
29	Annexure 22 (Para 2, 1 <sup>st</sup> sentence)	An agreement has to be executed by you in the prescribed form on stamp paper of value rupees fifteen purchased in the Kerala State after furnishing a security of Rs. ..../- within a month/ fortnight for the due fulfillment of the contract.	An agreement has to be executed by you in the prescribed form on stamp paper of value (as decided by the concerned Government Department from time to time) purchased in the Kerala State after furnishing a security of Rs. ..../- within a month/ fortnight for the due fulfilment of the contract.
30	Annexure 22 (para 2, 3 <sup>rd</sup> sentence)	Stamp Paper will however be supplied to you, if your firm is situated outside Kerala, on payment of Rs.20 (Rs.15 being the value of stamp paper and Rs.5 incidental charges) which may be remitted by money order in advance.	Stamp Paper will however be supplied to you, if your firm is situated outside Kerala, on payment of value as decided by the concerned Government Department from time to time which may be remitted by money order in advance.

12. The following factual errors noticed may also be corrected as follows:

Sl. No	Para No./sentence	Existing Provisions in the Revised Stores Purchase Manual	Amendments
1.	Para 5.25(2 <sup>nd</sup> Sentence)	In accordance with the provisions in the Standardised Code of Blacklisting prescribed by the Government of India which is adopted on a reciprocal basis by the State Government,	In accordance with the provisions in the Standardised Code of Blacklisting prescribed by the Government of India which is adopted on a reciprocal basis by the State Government, Government can impose on a firm penalties such as Blacklisting, Banning and Suspension of Business, and Removal

		Government can impose on a firm penalties such as Blacklisting, Banning and Suspension of Business, and Removal from the list of approved suppliers according to the magnitude of the irregular performance of their contracts.	from the list of approved suppliers according to the magnitude of the irregular performance of their contracts.
2.	Para 7.3 (Certificate)	I, ..... am personally satisfied that these stores purchased are of the requisite quality and specification and have been purchased from a reliable supplier at a reasonable price"	I, ..... am personally satisfied that the stores purchased are of the requisite quality and specification and have been purchased from a reliable supplier at a reasonable price"
3.	Para 7.32 (2 <sup>nd</sup> Sentence)	In that case the tenderer should remit the cost of the tender form by Demand Draft of Nationalised Banks and should submit such tenders along with the cost as detailed in para 7.26 of the Manual.	In that case the tenderer should remit the cost of the tender form by Demand Draft of Nationalised Banks and should submit such tenders along with the cost as detailed in para 7.25 of the Manual.
4.	Note in para 9.15	However ,in the case of Two Bid System (as described under para 7.49).....	However ,in the case of Two Bid System (as described under para 7.50) .....
5.	Para 13.15 (Item No.ix)	The rate contract will be guided by "Fall Clause" (as described in para 13.18)	The rate contract will be guided by "Fall Clause"(as described in para 13.16)
6.	Para 16.13 (Heading)	The minutes of the Departmental Purchase Committee should contain the following :	The notes for the Departmental Purchase Committee should contain the following :



7	Annexure 19 (Item No.368)	Plastic products (other thermo welded plastic products)	Plastic products (other than thermo welded plastic products)
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By Order of the Governor  
ELPHEGE TAJAN.I  
Joint Secretary to Government

To

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

The Secretary, Kerala Legislature Secretariat, Thiruvananthapuram (with C/L)  
All Heads of Departments/Offices/Public Sector Undertakings/

Autonomous bodies/ Local Self Govt. Institutions /Universities etc.

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 & S) 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  
Government Website)

✓ The C-DIT, Gorky Bhavan, Vanross Junction, Thiruvananthapuram  
(for hosting the Government Order in the website

[www.spd.kerala.gov.in](http://www.spd.kerala.gov.in))

General Administration (SC) Department

All Departments in the Secretariat including Law and Finance.

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

Secretariat Library

The Stock file/Office Copy.

Forwarded/By Order

  
Section Officer