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GOVERNMENT OF KERALA

Abstract

Stores Purchase Department - Amendment of Stores Purchase Manual (SPM) - Incorporating a number of corrections/deletions/ inclusions in the SPM - Orders issued.

STORES PURCHASE (A) DEPARTMENT

G.O.(P).No.4/2019/SPD

Dated, Thiruvananthapuram, 08/04/2019.

Read :- G.O.(P) No.3/2013/SPD dated 21/06/2013.

ORDER

The Stores Purchase Manual had been revised as per the Government Order read 1st above and the same has been published in the official website www.spd.kerala.gov.in. A number of corrections/deletions/ inclusions were noticed after the publication of the Manual.

2.Now, a number of number of corrections/deletions/ inclusions are come to the notice of the Government. The Government have examined the matter in detail and are pleased to incorporate the following amendments/ corrections/deletions/inclusions in the revised Revised Stores Purchase Manual as follows:

| Sl. No | Para No | Existing Provisions in the Revised Stores Purchase Manual | Amendment |
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| 1 | 2 | 3 | 4 |
| 1 | 16.5 | "Heads of Departments (HoDs) in the Group I are authorised to issue both Administrative Sanction and to Purchase Sanction to purchase stores other than computers and peripherals and furniture upto | First sentence of para 16.5 of SPM may be amended as :- Heads of Departments in the Group I are authorised to issue both Administrative Sanction and to Purchase Sanction to |

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| | | Rs. 50 lakh at a time and Rs.25 lakh for Heads of Departments in Group II and III, with respect to the HoDs in the rank of Secretary to Government are authorised to issue both Administrative Sanction and Purchase Sanction upto Rs. 1 Crore subject to budget provision. With respect to purchase of Computer and Peripherals including laptops HoDs are authorised to issue both Administrative Sanction and Purchase Sanction upto Rs.3 lakh, with respect to the HoDs in the rank of Secretary to Government are authorised to issue both Administrative Sanction and Purchase Sanction upto Rs. 50 lakh, subject to budget provision. With respect to purchase of furniture, Group I HoDs are authorised to issue both Administrative Sanction and Purchase Sanction upto Rs.5 lakh and Rs. 2 lakh for HoDs in Group II, and III, subject to budget provision. The HoDs shall sanction repair of equipments/ small machineries, furniture up to a limit of Rs. 3 lakh subject to budget provision. | purchase stores including stationery other than computers and peripherals and furniture upto Rs.50 lakh at a time and Rs.25 lakh for Heads of Departments in Group II and III, with respect to the HoDs in the rank of Secretary to Government are authorised to issue both Administrative Sanction and Purchase Sanction upto Rs. 1 Crore subject to budget provision. |
| 2 | 16.6 | "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 Govern | No change |

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| | | ment or the Departmental Purchase Committee." | |
| 3 | 16.7 | "Departmental Purchase Committees shall be constituted for each Purchasing Department (Non-Secretariat). | No change |
| 4 | 7.5(iii) | "Purchase from Government sources subject to the provisions contained in paragraphs 9.21 to 9.25." | "Purchase from Government sources subject to the provisions contained in paragraphs 9.22 to 9.25." |
| 5 | 7.5(vi) | "Purchase of articles covered by rate or running contracts settled by Director General of Supplies and Disposals, New Delhi or the Stores Purchase Department, Government of Kerala, by operating such contracts. It should be indicated while issuing Administrative Sanction." | "Purchase of articles covered by rate or running contracts settled by the Stores Purchase Department, Government of Kerala, by operating such contracts. It should be indicated while issuing Administrative Sanction." |
| 6. | 9.41 | Depending on the terms of delivery and the projected requirement, all the applicable components of the costs, as quoted in the eligible tenders, are to be added to work out the ultimate evaluated costs of the tenders. The evaluation is also to include applicable taxes, duties, etc., in the tender prices. Further, if the tender enquiry document provides for any price preference and/or purchase preference for Micro, Small & Medium Enterprises/PSU, etc., the same is also to be kept in view while evaluating such tenders. | Last sentence of the para may be deleted. |

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| 7. | 12.6 | In case of a contract involving substantial import content(s) and having a long delivery period (exceeding one year from the date of contract), an appropriate Foreign Exchange Variation clause may be formulated by the Stores Purchase Department in consultation with the Finance Department, as needed, and incorporated in the Tender Enquiry Document. (First sentence of that para) | may be amended by incorporating the term purchasing officer instead of Stores Purchase Department. |
| 8. | 13.7 | "The Directorate General of Supplies & Disposals (DGS&D), New Delhi is concluding every year rate and /or running contract for a number of articles. Purchasing Officers can avail themselves of these contracts, wherever it is economical and easier to do so. They should keep themselves conversant with the rules and procedure of the D.G.S. & D Rate Contracts. The Stores Purchase Department is also concluding every year rate contract for a number of articles. In respect of purchase as per rate contracts settled by the Director General Supplies and 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 | para may be deleted |

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| | | D.G.S. & D./State Rate Contracts. In such cases, the selection of the type and make of the articles to be purchased will be made by the Purchasing Officers. It is not necessary to mention the name of the firm or description of stores, etc., in the administrative sanction issued for the purchase. | |
| 9. | 13.8 | "In respect of the rate contracts concluded by Directorate General of Supplies & Disposals, the Departments of the State Government are entitled to operate as Direct Demanding Officers. If any of the State Government Departments are interested in availing these facilities they may address the Directorate General of Supplies & Disposals intimating the names of officers along with designations and addresses for declaring them as Direct Demanding Officers and also indicate the items of rate contract in which they are interested. The names and full address of the Accounts Officers with whom the accounting has to be done by the Controller of Accounts should also be indicated. The State Government undertakings can also make their purchases, through the Directorate General of Supplies & Disposals either as predeposit parties or as revolving deposit parties. Otherwise they have to place their indents on Directorate General of Supplies & Disposals along with | para may be deleted |

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| | | Demand Drafts in favour of the Controller of Accounts concerned towards the estimated cost of stores + 1 per cent departmental charges. | |
| 10 | 16.8 | " 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. The factual accuracy of the materials placed before the Committee and the observance of the rules in undertaking the various steps before bringing the proposals before the Committee will be the sole responsibility of the Head of the Department. The Committee will scrutinize the proposals and take/make appropriate decision/recommendations. Any variation in the original sanction will require further reference to the Departmental Purchase Committee who made the original decision/ recommendation of purchase sanction. The sanction for the purchase should show the actual specific ations quoted in the tender. | The term DGS&D Rate Contract may be deleted from the para. |
| 11 | 18.9 | "The important and significant areas of Public Procurement have been covered in this Manual. A situation may, however crop up in a purchase case for which no solution may be readily available | The last sentence may be deleted from this para. |

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| | | in this Manual. In such a situation, the Departments may seek advice and guidance from the Stores Purchase Department. The matters related to DGS&D rate contract may be obtained directly from DGS&D." | |
| 12 | | The term Value Added Tax (VAT) appears in SPM may be changed as Goods and Services Tax (GST) | |

3. The SPM 2013 is amended to that extend.

By Order of the Governor

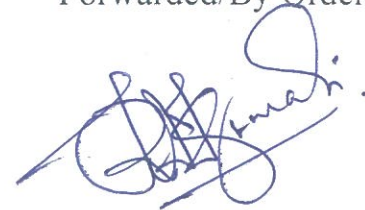
C.JYOTHIKUMAR
JOINT SECRETARY TO GOVERNMENT

To

The All Heads of Departments/Offices/Public Sector Undertakings/
Autonomous bodies/ Local Self Govt. Institutions /Universities etc.
The Secretary, Kerala Legislature, Thiruvananthapuram (with C/L)
The Registrar General, High Court, Ernakulam (with C/L)
The Advocate General, Ernakulam (with C/L)
The Registrar, Kerala Administrative Tribunal (with C/L)
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)
All Departments in the Secretariat including Law and Finance.
The Stores Purchase (A1,A3,A4 ,B, IW -I & IW-II) Departments.
Secretariat Library

The Director, C-DIT, Chittazham, Lavanya Building, Behind SMSM Institute,
Statue, Thiruvananthapuram (for hosting the Government Order in the
website of Stores Purchase Department)
The Stock file/Office Copy.

Forwarded/By Order

A handwritten signature in blue ink, appearing to be 'S. S. S. S.', written over a horizontal line.

Section Officer

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