

22043

5/12/19



GOVERNMENT OF KERALA

Abstract

STORES PURCHASE DEPARTMENT—AMENDMENT TO REVISED
STORES PURCHASE MANUAL, 2013—ORDERS ISSUED

STORES PURCHASE (A) DEPARTMENT

G. O. (P) No. 8/2019/SPD.

Dated, Thiruvananthapuram, 6th May, 2019.

Read :—G. O. (P) No. 3/2013/SPD, dated 21-6-2013.

ORDER

As per the Government Order read above the Stores Purchase Manual was revised and published in the official website www.spd.kerala.gov.in.

2. After the publication of the Stores Purchase Manual, a number of corrections/deletions/inclusions were incorporated in the Stores Purchase Manual as amendments. Government have got suggestions and requests from various Departments to incorporate all the amendments together for easy reference.

3. Government have examined the matter in detail and are pleased to issue all the amendments issued so far together, attached as annexure to this as a booklet and to incorporate the same as Appendix-14 in the revised Stores Purchase Manual.

By order of the Governor,

C. JYOTHIKUMAR,
Joint Secretary.

To

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

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

All Heads of Departments/Offices/Public Sector Undertakings/
Autonomous Bodies/Local Self Government Institutions/Universities.

All Departments in the Secretariat including Law.

The Principal Accountant General (Audit), Kerala, Thiruvananthapuram.

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

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 I&PRD (Web & New Media) (for uploading in the website ie.,
www.kerala.gov.in).

The Director of Printing, Thiruvananthapuram.

The Registrar General, High Court, Ernakulam (with C. L.).

Advocate General, Ernakulam (with C. L.).

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

Stores Purchase (A1, A3, A4, B, IW-I, IW-II) Departments.

Stock File/Office Copy.

**PREFACE TO APPENDIX-XIV OF THE REVISED STORES
PURCHASE MANUAL**

The Stores Purchase Manual was revised and published in the Official website of *www.kerala.gov.in* and *www.spd.kerala.gov.in* [G.O.(P) No. 3/2013/SPD, dated 21-6-2013]. After the publication of the Stores Purchase Manual, a number of corrections/deletions/inclusions were incorporated in the Stores Purchase Manual as amendments. Hence Government desires to incorporate all the amendments together for easy reference. Accordingly Government decided to issue all the amendments/modifications issued so far together as a booklet and to incorporate the same as Appendix-14 in the Revised Stores Purchase Manual.

Thiruvananthapuram,
16-10-2019.

C. JYOTHIKUMAR,
*Joint Secretary to Government,
Stores Purchase Department.*

CONTENTS

<i>Sl. No.</i>	<i>G. O.—Amendment of SPM</i>	<i>Page No.</i>
(1)	(2)	(3)
1	G. O. (P) No. 7/2014/SPD, dated 28-8-2014	1
2	G. O. (P) No. 8/2014/SPD, dated 4-9-2014	18
3	G. O. (P) No. 10/2014/SPD, dated 24-12-2014	20
4	G. O. (P) No. 1/2015/SPD, dated 6-3-2015	23
5	G. O. (P) No. 2/2015/SPD, dated 31-3-2015	25
6	G. O. (P) No. 3/2015/SPD, dated 7-4-2015	27
7	G. O. (P) No. 4/2015/SPD, dated 8-4-2015	29
8	G. O. (P) No. 5/2015/SPD, dated 10-4-2015	31
9	G. O. (P) No. 6/2015/SPD, dated 23-4-2015	33
10	G. O. (P) No. 7/2015/SPD, dated 18-6-2015	35
11	G. O. (P) No. 8/2015/SPD, dated 6-7-2015	37
12	G. O. (P) No. 9/2015/SPD, dated 3-8-2015	39
13	G. O. (P) No. 10/2015/SPD, dated 26-9-2015	41
14	G. O. (P) No. 1/2016/SPD, dated 25-1-2016	43
15	G. O. (P) No. 3/2016/SPD, dated 18-2-2016	45
16	G. O. (P) No. 4/2016/SPD, dated 25-2-2016	47
17	G. O. (P) No. 7/2016/SPD, dated 15-3-2016	49
18	G. O. (P) No. 8/2016/SPD, dated 14-7-2016	51
19	G. O. (P) No. 9/2016/SPD, dated 14-7-2016	53
20	G. O. (P) No. 10/2016/SPD, dated 20-7-2016	55

(1)	(2)	(3)
21	G. O. (P) No. 11/2016/SPD, dated 22-9-2016	57
22	G. O. (P) No. 1/2017/SPD, dated 13-3-2017	59
23	G. O. (P) No. 1/2018/SPD, dated 11-4-2018	61
24	G. O. (P) No. 2/2018/SPD, dated 28-4-2018	63
25	G. O. (P) No. 3/2018/SPD, dated 4-5-2018	68
26	G. O. (P) No. 4/2018/SPD, dated 9-7-2018	76
27	G. O. (P) No. 5/2018/SPD, dated 11-9-2018	78
28	G. O. (P) No. 6/2018/SPD, dated 4-10-2018	80
29	G. O. (P) No. 1/2019/SPD, dated 2-1-2019	82
30	G. O. (P) No. 3/2019/SPD, dated 5-2-2019	86
31	G. O. (P) No. 4/2019/SPD, dated 8-4-2019	89
32	G. O. (P) No. 5/2019/SPD, dated 8-4-2019	97
33	G. O. (P) No. 7/2019/SPD, dated 26-4-2019	99

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, 28th August, 2014.

- Read:*—1. G. O. (P) No. 3/2012/SPD dated 5-3-2012.
2. G. O. (P) No. 3/2013/SPD dated 21-6-2013.
3. G. O. (P) No. 4/13/SPD dated 10-9-2013.
4. G. O. (P) No. 506/13/Fin. dated 5-10-2013.
5. G. O. (P) No. 5/2013/SPD dated 13-11-2013.
6. G. O. (P) No. 1/2014/SPD dated 7-1-2014.
7. G. O. (Rt.) No. 5/2014/SPD dated 21-1-2014.
8. G. O. (P) No. 4/2014/SPD dated 14-5-2014.
9. G. O. (P) No. 5/2014/SPD dated 14-5-2014.
10. G. O. (P) No. 6/2014/SPD dated 17-5-2014.

ORDER

As per the Government Order read as 2nd above, the Stores Purchase Manual was revised and 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. 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 × 640 mm (SOM 125 G) (b) Single colour sheetfed offset printing machine 655 × 925 mm (Model-SOM 136) (c) Two colour sheetfed offset printing machine 460 × 640 mm (Model-SOM 225) (d) Two colour sheetfed offset printing machine 655 × 925 mm (SOM 236) (e) Four colour sheetfed offset printing machine 460 × 640 mm (SOM 425) (f) Four colour sheetfed offset printing machine 655 × 925 mm (SOM 436) (g) Sheetfed offset printing machine with numbering attachment 460 × 640 mm (SOM 125 N) (h) Sheetfed offset printing machine with numbering attachment 460 × 640 mm (SOM 225 N) (i) Sheetfed offset printing machine with numbering attachment 655 × 925 mm (SOM 136 N) (j) Programmable paper cutting machine 1150 mm (Model PG 115H) were added as item No. 49, 50, 51, 52, 53, 54, 55, 56, 57 and 58 respectively under Group IA Stationery 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 IA Stationery and 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 and block (t) Chilling unit for dampening system were added as item 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 3rd above the following items such as (a) Centre Lathe LTM 20/1000 mm (b) Centre Lathe LTM 20/1500 mm (c) Centre Lathe 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 5th 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 and Assembled)
- (b) Laptop Computers, Net Books and Tablets
- (c) Servers and Workstations (Blade Servers and Tower Servers, Datacenters)
- (d) Server Racks and All Kinds of Passive and Active Components, UPS—Line Interactive, Online and Offline.
- (e) Printers—Laser Printers, Dot-Matrix Printers, Inkjet Printers, Plotters and Multi Function Devices.
(Computer Peripherals and Accessories/Processors, RAM, SMPS, Cabinets, Hard Disks, DVD writers, Keyboards, Mouse, Mother Boards, Monitors, Pendrives, 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 and Ribbon Cartridges).

6. As per Government Order read 6th 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 7th above, the following amendments were done:

Government have categorized the Head 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 8th 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 9th 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 10th 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:

<i>Sl. No.</i>	<i>Para No./ Sentence</i>	<i>Existing Provisions in the Revised Stores Purchase Manual</i>	<i>Amendment</i>
(1)	(2)	(3)	(4)
1	Para 1.14 (1st 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 gate way 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 gate way of the State Bank of Travancore.
2	Para 1.14 (3rd Sentence)	The amount collected towards tender document fees and Earnest 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 (4th 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 (4th Sentence) may be deleted.
4	Para 3.19 (2nd 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 (1st Sentence)	Quotations may be invited if the estimated value of stores is between ₹ 15,000 to less than ₹ 1,00,000.	Quotations may be invited if the estimated value of stores is above ₹ 15,000 and upto ₹ 1,00,000.
6	Para 7.6 (5th 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 notice board of the concerned

(1)	(2)	(3)	(4)
			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 ₹ 1,00,000 or above through anyone 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 ₹ 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 ₹ 1,00,000 to less than and ₹ 10,00,000.	The limited tender system may be adopted whenever the estimated value of the order to be given is above ₹ 1,00,000 and upto ₹ 10,00,000.
9	Item (i) at Para 7.20 (1st 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 (2nd sentence)	For this purpose a small order means an order the value of which does not exceed ₹ 5,000 or, if more than one kind of article is ordered at one time, the total value of which does not exceed ₹ 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	When, owing to the greater promptitude of supply by particular agencies of the

(1)	(2)	(3)	(4)
		<p>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.</p>	<p>special manufacturer of some articles by certain firms, substantial economy can be effected by deviating from the tender system. Purchasing Officers 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.</p>
12	<p>Item (iii) at Para 7.20</p>	<p>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.</p>	<p>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.</p>
13	<p>Para 7.31</p>	<p>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.</p>	<p>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.</p>
14	<p>Para 8.2 (3rd sentence)</p>	<p>The amount of EMD shall be 1% (rounded to the nearest Rupees) of the total cost of the articles tendered for.</p>	<p>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.</p>

(1)	(2)	(3)	(4)
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 furnishing earnest money deposits in support of tenders submitted by them to Government Departments.	This sentence may be deleted.
16	New Addition After Para 8.9 as "Note".	Nil	<i>Note:—</i> All Government Orders/amendments issued by the Finance and other Administrative Departments in respect to the Public Procurement Policy for the Micro, Small and Medium Enterprises shall be applicable to all registered Micro, Small and Medium Enterprises approved by the State Government.
17	Para 8.17 (2nd sentence)	Performance security is to be obtained from every successful bidder irrespective of its registration status, etc. for a contract value above ₹ 1,00,000.	Performance security is to be obtained from every successful bidder for a contract value above ₹ 1,00,000.
18	Para 10.10 (4th 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

(1)	(2)	(3)	(4)
19	Para 13.7 (5th Sentence)	In respect of purchase as per Rate Contracts settled by the Directorate General of Supplies and 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. and D/State Rate Contracts.	<p>10.32 and in conformity with Annexure 23 (form of agreement) can be imposed on the firm, for the belated/damaged supply.</p> <p>In respect of purchase as per Rate Contracts settled by the Directorate General of 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 D. G. S. and D/State Rate Contracts.</p>
20	Para 16.2	The Administrative Department of the Secretariat may without previous consultation with Finance Department sanction expenditure, which does not exceed ₹ 100 lakh in respect of purchase of stores other than for works, computer and peripherals and furniture and in the case of Computer and peripherals (except laptop computers) sanction expenditure which does not exceed ₹ 50 lakh subject to budget provision being available and Stores Purchase Rules being observed	The Administrative Department of the Secretariat Shall issue administrative sanction without previous consultation with Finance Department for expenditure which does not exceed ₹ 100 lakh in respect of purchase of stores other than for Public Works, computer and peripherals and furniture subject to budget provision being available and Stores Purchase Rules being observed. Administrative Department are also authorised

(1)	(2)	(3)	(4)
		<p>(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 1-6-2006).</p>	<p>to issue purchase sanction for an amount over and above the purchases sanctions delegated to the Head of Departments as per para 16.5 for an amount not exceeding ₹ 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 ₹ 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 ₹ 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</p>

(1)	(2)	(3)	(4)
21	Para 16.3	The Administrative Department of the Secretariat may without previous consultation with Finance Department sanction expenditure for the purchase of furniture up to ₹ 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.	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 1-6-2006. The Administrative Department of the Secretariat shall issue Administrative sanction without previous consultation with Finance Department for the purchase of furniture up to ₹ 5 lakh subject to budget provision being available and observing Stores Purchase procedures. Administrative Department are also authorised to issue purchase sanction for an amount over and above the purchase sanctions delegated to the Head of Departments.
22	Para 16.5	Head of Departments in the Group I are authorised to purchase stores other than	Head of Departments in the Group I are authorised to issue both administrative

(1)	(2)	(3)	(4)
23	Para 16.6	<p>computers and peripherals and furniture up to ₹ 20 lakh at a time and ₹ 10 lakh for Head of Departments in Group II and III. The Heads of Departments are also authorised to purchase stationery up to ₹ 1 lakh. With respect to purchase of furniture, Group I HODs are authorised to sanction up to ₹ 2 lakh and ₹ 1 lakh for HODs in Group II and III, subject to budget provision [Head of Department may obtain administrative sanction and purchase sanction as per G. O. (P) No. 224/2000/Fin. dated 27-1-2000].</p> <p>The Controller of Stationery and the Superintendent of Government Presses are authorised to purchase stores up to ₹ 10 lakhs at a time without reference to the Government or the Departmental Purchase Committee.</p>	<p>sanction and purchase sanction to purchase stores other than computers and peripherals and furniture up to ₹ 20 lakh at a time and ₹ 10 lakh for Head of Departments in Group II and III. The Head of Departments are also authorised to issue both administrative sanction and purchase sanction to purchase stationery up to ₹ 1 lakh. With respect to purchase of furniture, Group I HODs are authorised to issue both administrative sanction and purchase sanction up to ₹ 2 lakh and ₹ 1 lakh for HODs in Group II and III, subject to budget provision.</p> <p>The Controller of Stationery and the Superintendent of Government Presses are authorised to issue both administrative sanction and purchase sanction to purchase stores up to ₹ 10 lakhs at a time without reference to the Government or the Departmental Purchase Committee.</p>

(1)	(2)	(3)	(4)
24	New addition after para 16.6 as 'Note'	NIL	<i>Note:</i> 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 (1st 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 (2nd 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 minutes/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 pro forma as

(1)	(2)	(3)	(4)
			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, 1st 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 ₹..... within a month/fortnight for the due fulfilment 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 ₹..... within a month/fortnight for the due fulfilment of the contract.
30	Annexure 22 (Para 2, 3rd Sentence)	Stamp Paper will however be supplied to you, if your firm situated outside Kerala, on payment of ₹ 20 (₹ 15 being the value of stamp paper and ₹ 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:

<i>Sl. No.</i>	<i>Para.No./ Sentence</i>	<i>Existing Provisions in the Revised Stores Purchase Manual</i>	<i>Amendments</i>
(1)	(2)	(3)	(4)
1	Para 5.25 (2nd 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, 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.	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 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.”

(1)	(2)	(3)	(4)
3	Para 7.32 (2nd 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 13.6)
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).

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 Government 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 and S) Courts.
- The Vigilance Tribunal, Kozhikode, Ernakulam, Thiruvananthapuram and Kottayam.
- The Principal Accountant General (Audit), Kerala, Thiruvananthapuram.
- The Accountant General (A& E), Kerala, Thiruvananthapuram.
- Information and 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).
- General Administration (SC) Department.
- All Departments in the Secretariat including Law and Finance.
- The Stores Purchase (B, IW-I and IW-II) Departments.
- Secretariat Library.
- The Stock File/Office Copy.

GOVERNMENT OF KERALA

Abstract

STORES PURCHASE DEPARTMENT—INCLUSION OF ITEMS UNDER GROUP VII IN ANNEXURE IV OF STORES PURCHASE MANUAL—AMENDMENT TO REVISED STORES PURCHASE MANUAL 2013—ORDERS ISSUED

STORES PURCHASE (A) DEPARTMENT

G. O. (P) No. 8/2014/SPD.

Dated, Thiruvananthapuram, 4th September, 2014.

Read:—G. O. (P) No. 5/2013/SPD dated 13-11-2013.

ORDER

As per the Government Order read above Revised Stores Purchase Manual 2013 was amended and the following items as specified as a, b, c, d, e, f & g were included under item No. 3, i.e., Computer and Computer Peripherals, Sub Group B—Electronic Equipments of Group VII, in Annexure IV.

- (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)
Government have now decided to include 'Operating System and Other Application Softwares' as an additional item under the above item No. 3.

In the circumstances, the following amendments to the Revised Stores Purchase Manual 2013 are ordered with immediate effect.

The item 'Operating System and Other Application Softwares' specified as "h" is also included under item No.3, ie. Computer and Computer Peripherals, Sub Group B—Electronic Equipments of Group VII in Annexure IV.

By order of the Governor.

ELPIEGE TAJAN, I.,
Joint Secretary to Government.

To

All Heads of Departments and Offices.

All Departments in the Secretariat.

The Principal Accountant General (Audit), Kerala, Thiruvananthapuram.

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

Director, Centre for Management and Development, Thiruvananthapuram.

The I & PRD (Web & New Media) (for uploading in the website ie., www.spd.kerala.gov.in).

The C-DIT, Gorky Bhavan, Vanross Junction, Thiruvananthapuram.

Stock File/Office Copy.

CA to Additional Secretary (SPD).

Stores Purchase (A2, A3, A4 , B, IW-I, IW-II) Departments.

GOVERNMENT OF KERALA

Abstract

STORES PURCHASE DEPARTMENT—AMENDMENT TO STORES PURCHASE
MANUAL 2013—SANCTIONED—ORDERS ISSUED

STORES PURCHASE (A) DEPARTMENT

G. O. (P) No. 10/2014/SPD.

Dated, Thiruvananthapuram, 24th December, 2014.

- Read:—*1. G. O. (P) No. 3/2013/SPD dated 21-6-2013.
2. Circular No. 2508/B2/13/SPD dated 28-10-2013.
3. G. O. (P) No. 6/2014/SPD dated 17-5-2014.

ORDER

As per the Government Order read 1st above the Stores Purchase Manual was revised and published in the Official website www.spd.kerala.gov.in. Some more omissions in the same came to notice.

2. As per the circular read 2nd above the following guidelines regarding single bid were issued:

1. In general, single bid or tenders are not acceptable in the first instance.
2. If there is only one bid even after re-tendering, there is need for detailed justification to accept the single bid with the approval from the competent authority.

3. There should be no negotiation with the bidder at all. However, in cases where a decision is taken to go for re-tendering due to the unreasonableness of the quoted rates, but the requirements are urgent and a re-tender for the entire requirement would delay the availability of the items, thus jeopardizing the essential operations, maintenance and safety, negotiations would be permitted with L1 bidder(s)/single bidder for the supply of a bare minimum quantity. The balance quantity should however be procured expeditiously through a re-tender, following the normal tendering process.

Government are pleased to incorporate these guidelines regarding single bid under para 7.20 as item No. V, VI and VII.

3. As per Government Order read 3rd above price procurement policy was granted to MSMEs working within the State and registered with certain departments in Government and was incorporated as 'NOTE' to para 8.9 in the Revised Stores Purchase Manual. But the provisions in paras—9.19, 9.20 and 9.21 in the Revised Stores Purchase Manual are in contradiction with this Government Order.

4. In the above circumstances Government have examined the matter in detail and are pleased to delete those paras and the word 'deleted' is incorporated against those Paras in the Manual, 2013.

By order of the Governor,

ELPHEGE TAJAN, I.,

Joint Secretary to Government.

To

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

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

All Heads of Departments Offices/Public Sector Undertakings/
Autonomous Bodies/Local Self Government Institutions/
Universities.

All Departments in the Secretariat including Law and Finance.

The Principal Accountant General (Audit), Kerala, Thiruvananthapuram.

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

The C-DIT, Gorky Bhavan, Vanross Junction, Thiruvananthapuram
(for hosting the Government Order in the website
www.spd.kerala.gov.in).

The I & PRD (Web & New Media) (for uploading in the website
i.e., www.kerala.gov.in).

The Registrar General, Ernakulam (with C. L.).

Advocate General, Ernakulam (with C. L.).

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

Stores Purchase (A2, A3, A4 , B, IW-I, IW-II) Departments.

Stock File/Office Copy.

GOVERNMENT OF KERALA

Abstract

STORES PURCHASE DEPARTMENT—INCLUSION OF ADDITIONAL ITEMS IN
GROUP I & VII UNDER ANNEXURE 4 OF STORES PURCHASE
MANUAL—AMENDMENT TO REVISED STORES PURCHASE
MANUAL, 2013—ORDERS ISSUED

STORES PURCHASE (A) DEPARTMENT

G. O. (P) No. 1/2015/SPD. Dated, Thiruvananthapuram, 6th March, 2015.

Read:—G. O. (P) No. 3/2013/SPD dated 21-6-2013.

ORDER

The following amendments to the Revised Stores Purchase Manual, 2013 are ordered with immediate effect.

The following items (a) Life Jacket (Adult and Child) (b) Life-buoy are included in Group I D Miscellaneous as item No. 32 and 33 and item (c) Boats (inflatable boat and Fiber glass boat) is included under Group VI A General Machinery as item No. 88 and items (d) Security Equipment (Surveillance Cameras, Hand held metal detector, etc.) and (e) Navigational Equipments are included under Group VII B—Electronic Equipments as item No. 5 and 6 under annexure 4 of the Revised Stores Purchase Manual, 2013.

Stores Purchase Manual stands amended to the above extend.

By order of the Governor,

ELPHEGE TAJAN, I.,
Joint Secretary to Government.

To

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

All Heads of Departments and Offices.

All Departments in the Secretariat (including Law and Finance).

The Principal Accountant General (Audit), Kerala, Thiruvananthapuram.

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

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

The Web & New Media, I & PRD, Thiruvananthapuram (for hosting
the Government Order in the Government website www.kerala.gov.in).

The C-DIT, Gorky Bhavan, Vanross Junction, Thiruvananthapuram
(for hosting the Government Order in the website
www.spd.kerala.gov.in).

Stores Purchase (A2, A3, A4, B, IW-I & II) Departments.

Stock File/Office Copy.

GOVERNMENT OF KERALA

Abstract

STORES PURCHASE DEPARTMENT—INCLUSION OF ADDITIONAL ITEMS IN
GROUP V & VII UNDER ANNEXURE 4 OF STORES PURCHASE
MANUAL—AMENDMENT TO REVISED STORES PURCHASE
MANUAL, 2013—ORDERS ISSUED

STORES PURCHASE (A) DEPARTMENT

G O. (P) No. 02/2015/SPD.

Dated, Thiruvananthapuram, 31st March, 2015.

*Read:—*G. O. (P) No. 3/2013/SPD dated 21-6-2013.

ORDER

The following amendments to the Revised Stores Purchase Manual 2013 are ordered with immediate effect.

The following items (a) Galvanised Hardware is included in Group VA Hardware as item No. 35 and items (b) Electricity Supply Materials (c) Motor Starters (d) A. B. Switches and (e) Street Light Accessories are included in group VIIA Electrical items as item Numbers 62, 63, 64 & 65 under Annexure 4 of the Revised Stores Purchase Manual, 2013.

Stores Purchase Manual stands amended to the above extend.

By order of the Governor,

ELPHEGE TAJAN, I.,
Joint Secretary to Government.

To

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

All Heads of Departments and Offices.

All Departments in the Secretariat (including Law and Finance).

The Principal Accountant General (Audit), Kerala, Thiruvananthapuram.

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

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

The Web & New Media, I & PRD, Thiruvananthapuram (for
hosting the Government Order in the Government website
www.kerala.gov.in).

The C-DIT, Gorky Bhavan, Vanross Junction, Thiruvananthapuram
(for hosting the Government Order in the website
www.spd.kerala.gov.in).

Stores Purchase (A2, A3, A4, B, IW-I & II) Departments.

Stock File/Office Copy.

GOVERNMENT OF KERALA

Abstract

STORES PURCHASE DEPARTMENT—INCLUSION OF ADDITIONAL ITEMS IN
GROUP VII UNDER ANNEXURE 4 OF STORES PURCHASE MANUAL—
AMENDMENT TO REVISED STORES PURCHASE
MANUAL, 2013—ORDERS ISSUED

STORES PURCHASE (A) DEPARTMENT

G O. (P) No. 03/2015/SPD. Dated, Thiruvananthapuram, 7th April, 2015.

Read:—G. O. (P) No. 3/2013/SPD dated 21-6-2013.

ORDER

The following amendments to the Revised Stores Purchase Manual, 2013 are ordered with immediate effect.

The following items (1) Stabilizer [(a) Servo Controlled Voltage Stabilizer (b) Automatic Voltage Stabilizer](2). Inverters are included under Group VII B Electronic Equipments as item No. 7 and 8, under Annexure 4 of the Revised Stores Purchase Manual, 2013.

Stores Purchase Manual stands amended to the above extend.

By order of the Governor,

ELPHEGE TAJAN, I.,

Joint Secretary to Government.

To

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

All Heads of Departments and Offices.

All Departments in the Secretariat (including Law and Finance).

The Principal Accountant General (Audit), Kerala, Thiruvananthapuram.

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

The Director of Printing, Thiruvananthapuram (with CL).

The Web & New Media, I & PRD, Thiruvananthapuram (for hosting
the Government Order in the Government website *www.kerala.gov.in*).

The C-DIT, Gorky Bhavan, Vanross Junction, Thiruvananthapuram
(for hosting the Government Order in the website
www.spd.kerala.gov.in).

Stores Purchase (A2, A3, A4, B, IW-I & II) Departments.

Stock File/Office Copy.

GOVERNMENT OF KERALA

Abstract

STORES PURCHASE DEPARTMENT—INCLUSION OF ADDITIONAL ITEMS IN
GROUP VII UNDER ANNEXURE 4 OF STORES PURCHASE MANUAL—
AMENDMENT TO REVISED STORES PURCHASE
MANUAL, 2013—ORDERS ISSUED

STORES PURCHASE (A) DEPARTMENT

G O. (P) No. 4/2015/SPD. Dated, Thiruvananthapuram, 8th April, 2015.

*Read:—*G. O. (P) No. 3/2013/SPD dated 21-6-2013.

ORDER

The following amendment to the Revised Stores Purchase Manual, 2013 is ordered with immediate effect.

The item “e-toilet” is included under Group VII B Electronic Equipments as item No. 9, under Annexure 4 of the Revised Stores Purchase Manual, 2013.

Stores Purchase Manual stands amended to the above extend.

By order of the Governor, -

ELPHEGE TAJAN, I.,
Joint Secretary to Government.

To

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

All Heads of Departments and Offices.

All Departments in the Secretariat (including Law and Finance).

The Principal Accountant General (Audit), Kerala, Thiruvananthapuram.

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

The Director of Printing, Thiruvananthapuram (with CL).

The Web & New Media, I & PRD, Thiruvananthapuram (for hosting
the Government Order in the Government website *www.kerala.gov.in*).

The C-DIT, Gorky Bhavan, Vanross Junction, Thiruvananthapuram
(for hosting the Government Order in the website
www.spd.kerala.gov.in)

Stores Purchase (A2, A3, A4, B, IW-I & II) Departments.

Stock File/Office Copy.

GOVERNMENT OF KERALA

Abstract

STORES PURCHASE DEPARTMENT—INCLUSION OF ADDITIONAL ITEM AS SERIAL
No. 8 IN ANNEXURE 19 OF STORES PURCHASE MANUAL—AMENDMENT TO
REVISED STORES PURCHASE MANUAL, 2013—ORDERS ISSUED

STORES PURCHASE (A) DEPARTMENT

G. O. (P) No. 5/2015/SPD. Dated, Thiruvananthapuram, 10th April, 2015.

Read:—1. G. O. (P) No. 18/89/SPD dated 27-12-1989.

2. Letters from All Kerala Alum Manufacturers Association dated 14-3-2012, 14-3-2015.

ORDER

The following amendments to the Revised Stores Purchase Manual, 2013 is hereby issued.

As per the Government Order read 1st paper above “Alums including Aluminium Sulphate—Industrial-Grade” occurring as Serial No. 243 in the Appendix 19 of the Stores Purchase Manual was deleted.

Now as per letters read 2nd above All Kerala Alum Manufacturers Association requested to include Alum in the exclusive purchase list in Annexure 19 of Revised Stores Purchase Manual, 2013 as item No. 8.

Government have examined the matter in detail and are pleased to remove the word ‘deleted’ in “Alums including Aluminium Sulphate—Industrial-Grade (deleted)” occurring as serial No. 243 in Appendix 19 of the Revised Stores Purchase Manual, 2013.

By order of the Governor,

ELPHEGE TAJAN, I.,
Joint Secretary to Government.

To

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

All Heads of Departments and Offices.

All Departments in the Secretariat (including Law & Finance).

The Principal Accountant General (Audit), Kerala, Thiruvananthapuram.

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

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

The Web & New Media, I & PRD, Thiruvananthapuram (for hosting
the Government Order in the Government website www.kerala.gov.in)

The C-DIT, Gorky Bhavan, Vanross Junction, Thiruvananthapuram (for
hosting the Government Order in the website www.spd.kerala.gov.in)

The Industries (B) Department (Vide U. O. File No. 13083/B2/12/Ind).

Stores Purchase (A2, A3, A4, B, IW-I & II) Departments.

Stock File/Office Copy.

GOVERNMENT OF KERALA

Abstract

STORES PURCHASE DEPARTMENT—INCLUSION OF ADDITIONAL ITEMS IN GROUP VI
UNDER ANNEXURE 4 OF STORES PURCHASE MANUAL—AMENDMENT TO
REVISED STORES PURCHASE MANUAL, 2013—ORDERS ISSUED

STORES PURCHASE (A) DEPARTMENT

G O. (P) No. 06/2015/SPD. Dated, Thiruvananthapuram, 23rd April, 2015.

Read:—G. O. (P) No. 3/2013/SPD, dated 21-6-2013.

ORDER

The following amendments to the Revised Stores Purchase Manual, 2013 are ordered with immediate effect.

The item “FRP Bio Bin” is included in Group VI C—Gases and Gas Plants as item No. 17 under Annexure 4 of the Revised Stores Purchase Manual, 2013.

Stores Purchase Manual stands amended to the above extend.

By order of the Governor,

K. S. RAJAGOPAL,

Additional Secretary to Government.

To

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

All Heads of Departments and Offices.

All Departments in the Secretariat (including Law & Finance).

The Principal Accountant General (Audit), Kerala, Thiruvananthapuram.

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

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

The Web & New Media, I & PRD, Thiruvananthapuram (for hosting the Government Order in the Government website www.kerala.gov.in).

The C-DIT, Gorky Bhavan, Vanross Junction, Thiruvananthapuram (for hosting the Government Order in the website www.spd.kerala.gov.in).

Stores Purchase (A2, A3, A4, B, IW-I & II) Departments.

Stock File/Office Copy.

GOVERNMENT OF KERALA

Abstract

STORES PURCHASE DEPARTMENT—INCLUSION OF ADDITIONAL ITEMS IN GROUP VI
UNDER ANNEXURE 4 OF STORES PURCHASE MANUAL—AMENDMENT TO
REVISED STORES PURCHASE MANUAL, 2013—ORDERS ISSUED

STORES PURCHASE (A) DEPARTMENT

G. O. (P) No. 07/2015/SPD. Dated, Thiruvananthapuram, 18th June, 2015.

Read:—G. O. (P) No. 3/2013/SPD, dated 21-6-2013.

ORDER

The following amendments to the Revised Stores Purchase Manual, 2013 are ordered with immediate effect.

The item “FRP and Plastic Composting Bins ” is included in Group VI C—Gases and Gas Plants as item No. 18 under Annexure 4 of the Revised Stores Purchase Manual, 2013.

Stores Purchase Manual stands amended to the above extend.

By order of the Governor,

G. RAMPRAKASH,
Additional Secretary to Government.

To

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

All Heads of Departments and Offices.

All Departments in the Secretariat (including Law & Finance).

The Principal Accountant General (Audit), Kerala, Thiruvananthapuram.

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

The Web & New Media, I & PRD, Thiruvananthapuram (for hosting
the Government Order in the Government website *www.kerala.gov.in*).

The C-DIT, Gorky Bhavan, Vanross Junction, Thiruvananthapuram (for
hosting the Government Order in the website *www.spd.kerala.gov.in*).

Stores Purchase (A2, A3, A4, B, IW-I & II) Departments.

CA to Additional Secretary (SPD).

Stock File/Office Copy.

GOVERNMENT OF KERALA

Abstract

STORES PURCHASE DEPARTMENT—INCLUSION OF ADDITIONAL ITEMS IN GROUP V
UNDER ANNEXURE 4 OF STORES PURCHASE MANUAL—AMENDMENT TO
REVISED STORES PURCHASE MANUAL, 2013—ORDERS ISSUED

STORES PURCHASE (A) DEPARTMENT

G O. (P) No. 8/2015/SPD. Dated, Thiruvananthapuram, 6th July, 2015.

Read:—G. O. (P) No. 3/2013/SPD, dated 21-6-2013.

ORDER

The following amendments to the Revised Stores Purchase Manual, 2013 are ordered with immediate effect.

The following items, (a) Water Treatment Plant and (b) Waste Water Treatment Plant, are included in Group V C—Water works and sanitary goods as item Nos. 18 and 19 under Annexure 4 of the Revised Stores Purchase Manual, 2013.

Stores Purchase Manual stands amended to the above extend.

By order of the Governor.

G. RAMPRAKASH,
Additional Secretary to Government.

To

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

All Heads of Departments and Offices.

All Departments in the Secretariat (including Law & Finance).

The Principal Accountant General (Audit), Kerala, Thiruvananthapuram.

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

The Web & New Media, I & PRD, Thiruvananthapuram (for hosting
the Government Order in the Government website www.kerala.gov.in).

The C-DIT, Gorky Bhavan, Vanross Junction, Thiruvananthapuram (for
hosting the Government Order in the website www.spd.kerala.gov.in).

Stores Purchase (A2, A3, A4, B, IW-I & II) Departments.

CA to Additional Secretary (SPD).

Stock File/Office Copy.

GOVERNMENT OF KERALA

Abstract

STORES PURCHASE DEPARTMENT—AMENDMENT TO STORES PURCHASE
MANUAL, 2013—SANCTIONED—ORDERS ISSUED

STORES PURCHASE (A) DEPARTMENT

G O. (P) No. 09/2015/SPD. Dated, Thiruvananthapuram, 3rd August, 2015.

*Read:—*G. O. (P) No. 3/2013/SPD, dated 21-6-2013.

ORDER

The following amendments to the Revised Stores Purchase Manual, 2013 are ordered with immediate effect.

1. Item No. 1 “A.C. Conductors up to and including 19 strands” in Annexure 19 of Stores Purchase Manual is changed to “A. C. Conductors upto and including 61 strands”.
2. The following items are included as item No. 417, 418 & 419 under Annexure 19 of the Revised Stores Purchase Manual, 2013.
 - (a) XLPE underground cables upto the voltage range of 33 KV.
 - (b) Ariel bunched cables upto the voltage range of 11 KV, and
 - (c) Control cables of 2.5 Sq, M and 4 Sq.M as multiples up to 19 * 2.5 Sq.M and 19 * 4 Sq.M.

Stores Purchase Manual stands amended to the above extend.

By order of the Governor,

G. RAMPRAKASH,
Additional Secretary to Government.

To

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

All Heads of Departments and Offices.

All Departments in the Secretariat (including Law & Finance).

The Principal Accountant General (Audit), Kerala, Thiruvananthapuram.

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

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

The Web & New Media, I & PRD, Thiruvananthapuram (for hosting
the Government Order in the Government website www.kerala.gov.in)

The C-DIT, Gorky Bhavan, Vanross Junction, Thiruvananthapuram (for
hosting the Government Order in the website www.spd.kerala.gov.in)

Stores Purchase (A2, A3, A4, B, IW-I & II) Departments.

CA to Additional Secretary (SPD).

Stock File/Office Copy.

GOVERNMENT OF KERALA

Abstract

STORES PURCHASE DEPARTMENT—INCLUSION OF ADDITIONAL ITEMS IN GROUP VII UNDER ANNEXURE 4 OF STORES PURCHASE MANUAL—AMENDMENT TO REVISED STORES PURCHASE MANUAL 2013—ORDERS ISSUED

STORES PURCHASE (A) DEPARTMENT

G. O. (P) No. 10/2015/SPD.

Dated, Thiruvananthapuram, 26th September, 2015.

Read:—G. O. (P) No. 3/2013/SPD, dated 21-6-2013.

ORDER

The following amendments to the Revised Stores Purchase Manual 2013 are ordered with immediate effect.

The following items (a) Fuse Unit (Kit Kat—100A, 200A, 300A) and (b) D. O. Fuse are included in Group VII A Electrical items as item numbers 66 and 67 under Annexure 4 of the Revised Stores Purchase Manual, 2013.

Stores Purchase Manual stands amended to the above extend.

By order of the Governor,

G. RAMPRAKASH,
Additional Secretary to Government.

To

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

All Heads of Departments and Offices.

All Departments in the Secretariat (including Law & Finance).

The Principal Accountant General (Audit), Kerala, Thiruvananthapuram.

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

The Web & New Media, I & PRD, Thiruvananthapuram (for hosting
the Government Order in the Government website www.kerala.gov.in)

The C-DIT, Gorky Bhavan, Vanross Junction, Thiruvananthapuram (for
hosting the Government Order in the website www.spd.kerala.gov.in)

Stores Purchase (A2, A3, A4, B, IW-I & II) Departments.

Stock File/Office Copy.

GOVERNMENT OF KERALA

Abstract

STORES PURCHASE DEPARTMENT—INCLUSION OF ADDITIONAL
ITEMS IN GROUP VII UNDER ANNEXURE 4 OF STORES
PURCHASE MANUAL—AMENDMENT TO REVISED
STORES PURCHASE MANUAL 2013—
ORDERS ISSUED

STORES PURCHASE (A) DEPARTMENT

G. O. (P) No. 1/2016/SPD. Dated, Thiruvananthapuram, 25th January, 2016.

*Read:—*G. O. (P) No. 3/2013/SPD, dated 21-6-2013.

ORDER

The following amendments to the Revised Stores Purchase Manual, 2013 are ordered with immediate effect.

The items 1. Digital Multifunction Device (Black and White and full colour), 2. Document Shredders, 3. Laminators, 4. Binders, 5. Currency Counting Machines, 6. Counterfeit Note Detectors, 7. Currency Note Banding Machines, 8. Currency Note Strapping Machines, 9. Currency Fitness/denomination sorters and 10. Electronic Copy Boards are included in Group VII Sub Group B-Electronic Equipments under Annexure 4 of the Stores Purchase Manual, 2013.

By order of the Governor,

T. A. ALPHONSA,

Additional Secretary to Government.

To

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

All Heads of Departments and Offices.

All Departments in the Secretariat (including Law & Finance).

The Principal Accountant General (Audit), Kerala, Thiruvananthapuram.

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

The Web & New Media, I & PRD, Thiruvananthapuram
(for hosting the Government Order in the Government Website
www.kerala.gov.in).

The C-DIT, Gorky Bhavan, Vanross Junction, Thiruvananthapuram
(for hosting the Government Order in the website
www.spd.kerala.gov.in).

Stores Purchase (A2, A3, A4, B, IW-I & II) Departments.

CA to Additional Secretary (Stores Purchase Department).

Stock File/Office Copy.

GOVERNMENT OF KERALA

Abstract

STORES PURCHASE DEPARTMENT—AMENDMENT TO STORES PURCHASE
MANUAL, 2013—EXTENDING BENEFITS IN G. O. (P) No. 06/2014/SPD
DATED 17-5-2014 TO TURNKEY CONTRACTS ALSO—
SANCTIONED—ORDERS ISSUED.

STORES PURCHASE (A) DEPARTMENT

G. O. (P) No. 3/2016/SPD. Dated, Thiruvananthapuram, 18th February 2016.

Read :— G. O. (P) No. 6/2014/SPD, dated 17-5-2014.

ORDER

As per the Government Order read above Government have extended certain benefits to Micro, Small and Medium Enterprises and exempted MSMEs from payment of EMD, cost of tender forms etc.

(2) Now Government are pleased to extend the benefits offered in the Government Order read above to TURNKEY CONTRACTS also.

By order of the Governor,

ALPHONSA, T. A.,
Additional Secretary.

To

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

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

All Heads of Departments/Offices/Public Sector Undertakings/
Autonomous Bodies/Local Self Government Institutions/Universities.

All Departments in the Secretariat including Law and Finance.

The Principal Accountant General (Audit), Kerala, Thiruvananthapuram.

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

The C-DIT, Gorky Bhavan, Vanross Junction, Thiruvananthapuram
(for hosting the Government Order in the
website : www.spd.kerala.gov.in).

The I & PRD (Web & New Media) (for uploading in the website
ie., www.kerala.gov.in).

The Registrar General, Ernakulam (with C. L.).

Advocate General Ernakulam (with C. L.).

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

Stores Purchase (A2, A3, A4, B, IW-I, IW-II) Departments.

Stock File/Office Copy.

GOVERNMENT OF KERALA

Abstract

STORES PURCHASE DEPARTMENT—INCLUSION OF ADDITIONAL ITEMS IN
GROUP VII UNDER ANNEXURE 4 OF STORES PURCHASE
MANUAL—AMENDMENT TO REVISED STORES
PURCHASE MANUAL, 2013—
ORDERS ISSUED

STORES PURCHASE (A) DEPARTMENT

G. O. (P) No. 4/2016/SPD. Dated, Thiruvananthapuram, 25th February, 2016.

Read:—G. O. (P) No. 3/2013/SPD, dated. 21-6-2013.

ORDER

The following amendments to the Revised Stores Purchase Manual, 2013 are ordered with immediate effect.

The following items 1. Vessals and 2. Toys are included in Group I Sub Group D—Miscellaneous under Annexure 4 of the Stores Purchase Manual, 2013.

By Order of the Governor

MUHAMMED ANZARI,
Under Secretary to Government.

To

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

All Heads of Departments and Offices.

All Departments in the Secretariat (including Law and Finance).

The Principal Accountant General (Audit), Kerala, Thiruvananthapuram.

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

The Web and New Media, I & PRD, Thiruvananthapuram
(for hosting the Government Order in the Government website
www.kerala.gov.in).

The C-DIT, Gorky Bhavan, Vanross Junction, Thiruvananthapuram
(for hosting the Government Order in the website
www.spd.kerala.gov.in).

Stores Purchase (A2, A3, A4, B, IW-I & II) Departments.

CA to Additional Secretary (Stores Purchase Department).

Stock File/Office Copy.

GOVERNMENT OF KERALA

Abstract

STORES PURCHASE DEPARTMENT—INCLUSION OF ADDITIONAL ITEMS IN
GROUP VII UNDER ANNEXURE 4 OF STORES PURCHASE MANUAL—
AMENDMENT TO REVISED STORES PURCHASE MANUAL,
2013—ORDERS ISSUED

STORES PURCHASE (A) DEPARTMENT

G. O. (P) No. 7/2016/SPD. Dated, Thiruvananthapuram, 15th March, 2016.

Read:—(1) G. O. (P) No. 3/2013/SPD dated 21-6-2013.

(2) G. O. (P) No. 4/2016/SPD dated 25-2-2016.

ORDER

As per G. O. read as second paper above 'Toys' are included as an item in Group I Sub Group D—Miscellaneous under Annexure 4 of the Stores Purchase Manual.

In the above circumstances, the following amendments to the Revised Stores Purchase Manual 2013 are ordered with immediate effect.

The following items 1. Wooden Toys, 2. Plastic/Fiber Toys, 3. Soft Toys, 4. Indoor Play Equipments, 5. Outdoor Play Equipments are included in Group I Sub Group D—Miscellaneous under Annexure 4 of the Stores Purchase Manual, 2013.

By order of the Governor,

MUHAMMED ANZARI,

Under Secretary to Government.

To

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

All Heads of Departments and Offices.

All Departments in the Secretariat (including Law and Finance).

The Principal Accountant General (Audit), Kerala, Thiruvananthapuram.

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

The Directors of Printing, Thiruvananthapuram (with C.L.).

The Web and New Media, I & PRD, Thiruvananthapuram
(for hosting the Government Order in the Government website
www.kerala.gov.in).

The C-DIT, Gorky Bhavan, Vanross Junction, Thiruvananthapuram
(for hosting the Government Order in the website
www.spd.kerala.gov.in).

Stores Purchase (A2, A3, A4, B, IW-I & II) Departments.

CA to Additional Secretary (Stores Purchase Department).

Stock File/Office Copy.

GOVERNMENT OF KERALA

Abstract

STORES PURCHASE DEPARTMENT—INCLUSION OF ADDITIONAL ITEMS IN
GROUP IX UNDER ANNEXURE 4 OF STORES PURCHASE MANUAL—
AMENDMENT TO REVISED STORES PURCHASE MANUAL,
2013—ORDERS ISSUED

STORES PURCHASE (A) DEPARTMENT

G. O. (P) No. 8/2016/SPD.

Dated, Thiruvananthapuram, 14th July, 2016.

Read:—G. O. (P) No. 3/2013/SPD dated 21-6-2013.

ORDER

The following amendments to the Revised Stores Purchase Manual 2013 are ordered with immediate effect.

The item 'Fire Resistant Record Cabinets' is added as an item in Group IX A Office Furniture—Steel Furniture under Annexure 4 of the Stores Purchase Manual, 2013.

By order of the Governor,

R. RAJASEKHARAN NAIR,
Additional Secretary to Government.

To

The Secretary, Kerala Legislature Assembly, Thiruvananthapuram
(with C.L.).

All Heads of Departments and Offices.

All Departments in the Secretariat.

The Principal Accountant General (Audit), Kerala, Thiruvananthapuram.

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

The Directors of Printing, (with C.L.).

The I & PRD (Web and New Media) (for uploading in the website
i.e., www.kerala.gov.in).

The C-DIT, Gorky Bhavan, Vanross Junction, Thiruvananthapuram
(for uploading in the website www.spd.kerala.gov.in).

CA to Joint Secretary (Stores Purchase Department).

Stores Purchase (A2, A3, A4, B, IW-I & II) Departments.

Stock File/Office Copy.

GOVERNMENT OF KERALA

Abstract

STORES PURCHASE DEPARTMENT—INCLUSION OF ADDITIONAL ITEMS IN
GROUP I UNDER ANNEXURE 4 OF STORES PURCHASE MANUAL—
AMENDMENT TO REVISED STORES PURCHASE MANUAL
2013—ORDERS ISSUED

STORES PURCHASE (A) DEPARTMENT

G. O. (P) No. 9/2016/SPD.

Dated, Thiruvananthapuram, 14th July, 2016.

ORDER

The following amendments to the Revised Stores Purchase Manual 2013 are ordered with immediate effect:

The item “Maths Lab Equipments” is added as a new item in Group I under Annexure 4 of the Revised Stores Purchase Manual, 2013.

By order of the Governor

R. RAJASEKHARAN NAIR,

Additional Secretary to Government.

To

All Heads of Departments and Offices.

All Departments in the Secretariat.

The Principal Accountant General (Audit), Kerala, Thiruvananthapuram.

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

Director, Centre for Management and Development, Thiruvananthapuram.

The I & PRD (Web and New Media) (for uploading in the website
i.e., www.spd.kerala.gov.in).

The C-DIT, Gorky Bhavan, Vanross Junction, Thiruvananthapuram.

CA to Additional Secretary (SPD).

Stores Purchase (A2, A3, A4, B, IW-I & II) Departments.

The Stock File/Office Copy.

GOVERNMENT OF KERALA

Abstract

STORES PURCHASE DEPARTMENT—AMENDMENT TO REVISED STORES
PURCHASE MANUAL, 2013—SANCTIONED—ORDERS ISSUED

STORES PURCHASE (A) DEPARTMENT

G. O. (P) No. 10/2016/SPD. Dated, Thiruvananthapuram, 20th July, 2016.

*Read:—*G. O. (P) No. 3/2013/SPD dated 21-6-2013.

ORDER

The following amendments to the Revised Stores Purchase Manual 2013 are ordered with immediate effect:

Item No. 367 “Stranded Wire” in Annexure 19 of Stores Purchase Manual 2013 is changed to “Stranded Wire including Stay Wire and Earth Wire”.

Stores Purchase Manual stands amended to the above extend.

By order of the Governor,

R. RAJASEKHARAN NAIR,
Additional Secretary to Government.

To

All Heads of Departments and Offices.

All Departments in the Secretariat including Finance and Law.

The Principal Accountant General (Audit), Kerala, Thiruvananthapuram.

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

The Managing Director, Keltron, Keltron House, Vellayambalam,
Thiruvananthapuram-33.

Finance Department.

Information Technology (IT Cell) Department.

The I & PRD (Web and New Media) (for uploading in the website
i.e., www.kerala.gov.in).

The C-DIT, Gorky Bhavan, Vanross Junction, Thiruvananthapuram
(for uploading in the website i.e., www.spd.kerala.gov.in).

CA to Additional Secretary (Stores Purchase Department).

Stores Purchase (A1, A3, A4, B, IW-I & II) Departments.

Stock File/Office Copy.

GOVERNMENT OF KERALA

Abstract

STORES PURCHASE DEPARTMENT—CHANGING THE NAME OF AN ITEM IN
GROUP ID UNDER ANNEXURE 4 OF THE STORES PURCHASE MANUAL—
AMENDMENT TO REVISED OF STORES PURCHASE
MANUAL 2013—ORDERS ISSUED

STORES PURCHASE (A) DEPARTMENT

G. O. (P) No. 11/2016/SPD. Dated, Thiruvananthapuram, 22nd September 2016.

- Read:—*1. G. O. (P) No. 3/2013/SPD, dated 21-6-2013.
2. Representation dated 10-11-2014 received from,
M/s. Cochin Fire Tech, 1st floor, S. N. Complex,
Lissie Junction, Ernakulam.

ORDER

The following amendments to the Revised Stores Purchase Manual 2013 are ordered with immediate effect.

The name of item number 11 in Group ID (miscellaneous) under Annexure 4 of Stores Purchase Manual, 2013, i.e., “Fire Fighting Equipments” is changed as “fire fighting Safety & Rescue equipments” by amending the Stores Purchase Manual, 2013.

By order of the Governor,

PRADEEP KUMAR, C. G.,
Additional Secretary to Government.

To

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

All Heads of Departments and Offices.

All Departments in the Secretariat.

The Principal Accountant General (Audit), Kerala, Thiruvananthapuram.

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

The Director of Government Presses, Thiruvananthapuram.

(with C. L.).

Director, Centre for Management and Development, Thiruvananthapuram.

The I & PRD (Web & New Media) (for uploading in the website ie.,
www.spd.kerala.gov.in).

The C-DIT, Gorky Bhavan, Vanross Junction, Thiruvananthapuram.

CA to Additional Secretary (SPD).

The Stores Purchase (A2, A3, A4, B, IW-I, IW-II) Departments.

Stock File/Office Copy.

GOVERNMENT OF KERALA

Abstract

STORES PURCHASE DEPARTMENT—AMENDMENT TO STORES PURCHASE
MANUAL, 2013—SANCTIONED—ORDERS ISSUED

STORES PURCHASE (A) DEPARTMENT

G. O. (P) No. 1/2017/SPD. Dated, Thiruvananthapuram, 13th March 2017.

*Read:—*G. O. (P) No. 3/2013/SPD., dated 21-6-2013.

ORDER

The following Amendment is incorporated as a Note to Para 9.22 in the Revised Stores Purchase Manual, 2013 is ordered with immediate effect.

*Note:—*The Public Sector Undertaking (Supplier) and the purchasing authority should make available a certificate, which certifies that “the rate of purchase does not exceed the existing market price”. (Which excludes the exemption allotted to the Public Sector Undertakings by the Government).

2. Stores Purchase Manual stands amended to the above extend.

By order of the Governor,

PRADEEP KUMAR, C. G.,
Additional Secretary to Government.

To

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

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

All Heads of Departments/Offices/Public Sector Undertakings/
Autonomous Bodies/Local Self Government Institutions/Universities.

All Departments in the Secretariat including Law and Finance.

The Principal Accountant General (Audit), Kerala, Thiruvananthapuram.

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

The C-DIT, Gorky Bhavan, Vanross Junction, Thiruvananthapuram
(for hosting the Government Order in the website
www.spd.kerala.gov.in).

The I & PRD (Web & New Media) (for uploading in the website
ie. *www.kerala.gov.in*).

The Registrar General, Ernakulam (with C. L.).

The Advocate General, Ernakulam (with C. L.).

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

Stores Purchase (A1, A3, A4, B, IW-I, IW-II) Departments.

PA to Additional Chief Secretary.

General Administration SC Department (vide item No. 333).

Stock File/Office Copy.

കേരള സർക്കാർ

സംഗ്രഹം

സ്റ്റോഴ്സ് പർച്ചേസ് വകുപ്പ്—സ്റ്റോഴ്സ് പർച്ചേസ് മാനുവൽ അനുബന്ധം-4
ഗ്രൂപ്പ്-V-സി-യിൽ അധിക ഇനം ഉൾപ്പെടുത്തി സ്റ്റോഴ്സ് പർച്ചേസ്
മാനുവൽ ഭേദഗതി ചെയ്ത് ഉത്തരവ് പുറപ്പെടുവിക്കുന്നു

സ്റ്റോഴ്സ് പർച്ചേസ് (എ) വകുപ്പ്

സ. ഉ. (അച്ചടി) നമ്പർ 01/2018/SPD. തിരുവനന്തപുരം, 2018 ഏപ്രിൽ 11.

പരാമർശം:—സ. ഉ. (അച്ചടി) നമ്പർ 03/2013/SPD, തീയതി 20-6-2013.

ഉത്തരവ്

'സാനിറ്ററി നാപ്കിൻ' എന്ന ഉൽപ്പന്നം സ്റ്റോഴ്സ് പർച്ചേസ് മാനുവൽ
അനുബന്ധം-4 ഗ്രൂപ്പ്-V-സി-യിൽ അധിക ഇനമായി ഉൾപ്പെടുത്തി സ്റ്റോഴ്സ്
പർച്ചേസ് മാനുവൽ ഭേദഗതി ചെയ്ത് ഉത്തരവ് പുറപ്പെടുവിക്കുന്നു.

ഗവർണ്ണറുടെ ഉത്തരവിൻപ്രകാരം,

സെൽവരാജൻ, എൽ.,
അഡീഷണൽ സെക്രട്ടറി.

- സെക്രട്ടറി, കേരള നിയമസഭ, തിരുവനന്തപുരം (ആമുഖ കത്ത് മുഖേന).
- എല്ലാ വകുപ്പ് തലവന്മാർക്കും/ഓഫീസർമാർക്കും.
- എല്ലാ സെക്രട്ടേറിയറ്റ് വകുപ്പുകൾക്കും (നിയമം, ധനകാര്യം ഉൾപ്പെടെ).
- പ്രിൻസിപ്പൽ അക്കൗണ്ടന്റ് ജനറൽ (ആഡിറ്റ്), കേരള, തിരുവനന്തപുരം.
- അക്കൗണ്ടന്റ് ജനറൽ (എ. ആന്റ് ഇ.), കേരള, തിരുവനന്തപുരം.

വെബ് ആന്റ് ന്യൂമീഡിയ, വിവര പൊതുജന സമ്പർക്ക വകുപ്പ്, തിരുവനന്തപുരം (സർക്കാർ ഉത്തരവ് www.kerala.gov.in എന്ന സർക്കാർ വെബ്സൈറ്റിൽ ഉൾപ്പെടുത്തുന്നതിന്).

സി-ഡിറ്റ്, ചിറ്റാഴം, ലാവണ്യ ബിൽഡിംഗ്, എസ്. എം. എസ്. എം. ഇൻസ്റ്റിറ്റ്യൂട്ടിന് സമീപം, സ്റ്റാച്യു, തിരുവനന്തപുരം (സർക്കാർ ഉത്തരവ്, www.spd.kerala.gov.in എന്ന സ്റ്റോഴ്സ് പർച്ചേസ് വകുപ്പിന്റെ വെബ്സൈറ്റിൽ പ്രസിദ്ധീകരിക്കുന്നതിനായി).

സ്റ്റോഴ്സ് പർച്ചേസ് (എ-2, എ-3, എ-4, ബി, ഇൻസ്പെക്ഷൻ വിങ്-I & II) വകുപ്പുകൾക്ക്.

സ്റ്റോക്ക് ഫയൽ/ഓഫീസ് കോപ്പി.

GOVERNMENT OF KERALA

Abstract

STORES PURCHASE DEPARTMENT—AMENDMENT TO STORES PURCHASE
MANUAL, 2013—INCLUSION OF A NEW CHAPTER REGARDING
GeM—SANCTIONED—ORDERS ISSUED

STORES PURCHASE (A) DEPARTMENT

G. O. (P) No. 2/2018/SPD.

Dated, Thiruvananthapuram, 28th April, 2018.

- Read:*—1. G. O. (P) No. 3/2013/SPD, dated 21-6-2013.
2. G. O. (Ms.) No. 2/2018/SPD, dated 27-3-2018.

ORDER

As per Government Order read as 1st paper above, the Stores Purchase Manual was revised and published in the Official Website www.kerala.gov.in.

2. As per the Government Order read as 2nd paper above, Government of Kerala have approved Government e-Marketplace (GeM) operated by Government of India as a procurement mode for the purchase of commonly used goods and services in the State by Government Departments/PSUs/Autonomous Bodies/LSGIs/Universities. Government are pleased to incorporate a new chapter—Chapter 19 in Stores Purchase Manual (SPM) attached as annexure to this for compliance by Government Departments/PSUs/Autonomous Bodies/LSGIs/Universities.

By order of the Governor,

MANOJ JOSHI,
Principal Secretary to Government.

To

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

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

All Heads of Departments and Offices/Public Sector Undertakings/
Autonomous Bodies/Local Self Government Institutions/Universities.

All Departments in the Secretariat including Law and Finance.

The Principal Accountant General (Audit), Kerala, Thiruvananthapuram.

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

The C-DIT, Gorky Bhavan, Vanross Junction, Thiruvananthapuram
(for hosting the Government Order in the website
www.spd.kerala.gov.in).

The I&PRD (Web & New Media) (for uploading in the website ie.,
www.kerala.gov.in).

The Registrar General, Ernakulam (with C.L.)

Advocate General, Ernakulam (with C.L.)

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

Stores Purchase (A1, A3, A4, B, IW-I, IW-II) Departments.

PA to Principal Secretary.

Stock File/Office Copy.

GOVERNMENT e-MARKETPLACE (GeM)

- 19.1 In order to revamp the operational processes, Government e-Commerce Marketplace (GeM), a one-stop shop is implemented by Government of India (GoI), Directorate General of Supplies and Disposals (DGS&D) to facilitate online procurement of commonly used Goods and Services required by various Government Departments/Organisations/PSUs etc. instead of DGS&D Rate Contract. GeM aims to enhance transparency, efficiency and speed in public procurement. It provides the tools of e-bidding, reverse e-auction and demand aggregation to facilitate the Government users to achieve the best value for their money. The purchases through GeM by Central Government users have been authorised and made mandatory by Ministry of Finance, GoI by adding a new Rule No. 149 in the General Financial Rules (GFR), 2017.
- 19.2 Government of Kerala have adopted GeM as a procurement mode for the purchase of commonly used goods and services vide G.O. (Ms.) No. 2/2018/SPD, dated 27-3-2018 and procurement of Vehicles and its conditions [G. O. (Rt.) No. 67/2017/SPD, dated 25-11-2017] by Government Departments/PSUs/Autonomous bodies and Local bodies.
- 19.3 Procurement through GeM is being allowed as an option/additional mode of procurement at the discretion of the procuring agency. It is the discretion of the Procuring Authority, whether purchase is to be undertaken through GeM or not. Even after trying to purchase an item through GeM, if the procuring authority finds that quality or price on GeM is not better than traditionally approved channels, they may not buy the items through GeM.
- 19.4 In case of purchase of vehicles, provisions of G. O. (Rt.) No. 67/2017/SPD, dated 25-11-2017 shall be followed. It provides that for purchase of 1-2 vehicles, purchase shall be undertaken only through GeM. In case of purchase of 3 or more vehicles at a time, the purchasing entity shall make purchases following single tender system after obtaining Specialised Government Price from

the Original Equipment Manufacturer (OEM) and after ascertaining that such Specialised Government Price is less than the price quoted in GeM for the vehicle to be purchased. Purchase of any vehicle shall be undertaken only after approval from the Government in consultation with the Finance Department as regulated vide G. O. (P) No. 442/2012/Fin., dated 8-8-2012.

- 19.5 A Purchasing Officer can purchase articles worth ₹ 50,000 without quotation/tenders through GeM.
- 19.6 For procurement for value between ₹ 50,000 to ₹ 10,00,000, the procuring Department can procure without tender from lowest bidder quoting items with specified parameters.
- 19.7 For procurement for value between Rupees Ten Lakhs and One Crore, the procuring Department shall procure items through bidding/reverse auction.
- 19.8 For purchase values more than One Crore, the Procuring Departments can do tender on GeM Platform, after seeking approval of Stores Purchase Department on a case by case basis.
- 19.9 The demand for goods shall not be divided into small quantities to make piecemeal purchases to avoid procurement through L-1 Buying/bidding/reverse auction on GeM or the necessity of obtaining the sanction of higher authorities required with reference to the estimated value of the total demand. The Administrative Sanction should clearly mention about the procurement mode "through GeM".
- 19.10 The Goods purchased through GeM shall bear the self certified Warranty/Guarantee. Buyer shall have the right to reject on proper justification any consignment of the Goods received within a period of 10 days of receipt. No payment shall be made for rejected goods. The Seller would be liable to take back such rejected Goods within 10 days without any charge.
- 19.11 The Purchasing Officer should ensure the quality and quantity of the product within ten days after delivery of the product. If the procuring authority wants to have retention of certain amount for

performance guarantee, they could specify that condition in procuring goods through GeM. Ensuring quality of goods purchased is responsibility of the procuring authority in the same way as that in procurement using other existing methods allowed under SPM. Demanding necessary certification to ensure quality or post delivery tests in purchases through GeM is the discretion of the procuring authority. Similarly, if the procuring authority requires Annual Maintenance Contract (AMC) or presence of local office to undertake maintenance or AMC, that should also be specified on GeM, if required.

- 19.12 It is the responsibility of the Procuring Authority to ensure the payment to supplier should be effected from the account on 10th day of delivery, unless buyer wants to return the goods. Guidelines regarding the Payment will be issued by the Finance Department separately.
- 19.13 If the cost of the Purchase of computer and peripherals is above 20 lakhs shall be undertaken only after concurrence of the Electronics and IT Department vide G. O. (Ms.) No. 18/2017/ITD, dated 23-7-2017.
-

GOVERNMENT OF KERALA

Abstract

STORES PURCHASE DEPARTMENT—AMENDMENT TO REVISED STORES PURCHASE MANUAL, 2013—DELEGATION/ENHANCEMENT OF FINANCIAL POWERS OF THE ADMINISTRATIVE DEPARTMENTS OF THE SECRETARIAT AND HEADS OF DEPARTMENTS—REVISED—ORDERS ISSUED

STORES PURCHASE (A) DEPARTMENT

G. O. (P) No. 03/2018/SPD.

Dated, Thiruvananthapuram, 4th May, 2018.

Read:— 1. G. O. (P) No. 3/2013/SPD dated 21-6-2013.

2. G. O. (P) No. 102/2017/Fin. dated 7-8-2017.

ORDER

As per the Government Order read as 1st paper above, the Stores Purchase Manual was revised and published in the official website www.spd.kerala.gov.in.

2. As per the Government Order read as 2nd paper above, Government have revised the Financial Powers of the Administrative Departments of the Secretariat and Heads of Departments (HoDs). Government are also pleased to incorporate the following amendments in the Revised Stores Purchase Manual.

<i>Sl. Para No. No.</i>	<i>Existing Provisions in the Revised Stores Purchase Manual</i>	<i>Amendment</i>
(1) (2)	(3)	(4)
1 9.71	The Administrative Department of the Secretariat may without previous consultation with Finance Department sanction expenditure related to Annual Maintenance Contract (AMC) up to a limit of ₹ 3,00,000 subject to the rules in force. In case of AMC of IT related items, for eg. computer and peripherals, other hardware, software and other programmes, concurrence of IT Department shall be required. In the case of other equipment/machineries, concurrence of PWD or accredited agencies shall be required.	The Administrative Department of the Secretariat may without previous consultation with Finance Department sanction expenditure related to Annual Maintenance Contract (AMC) up to a limit of ₹ 15 lakh subject to the rules in force and budget provision. In case of AMC of IT related items, for eg. computer and peripherals other hardware, software and other programmes, concurrence of IT Department shall be required. In the case of other equipment/machineries, concurrence of PWD or accredited agencies shall be required.
2 9.72	With respect to Annual Maintenance Contract for computer, printer, photocopiers, machinery, lab equipment, AC & all other electronic & electrical equipments used for the functioning of offices, Heads of Departments is delegated financial power up to ₹ 2 lakh subject to	With respect to Annual Maintenance Contract for computer, printer, photocopiers, machinery, lab equipment, AC & all other electronic & electrical equipment used for the functioning of offices, Heads of Departments is delegated financial power up to ₹ 3 lakh subject to

(1) (2)	(3)	(4)
<p>observance of Rules & procedures and subject to budget provision. In case of other equipment/machineries, concurrence of PWD or accredited agencies shall be required.</p>	<p>observance of Rules & Procedures and subject to budget provision. In case of other equipment/machineries, concurrence of PWD or accredited agencies shall be required. With respect to the HoDs in the rank of Secretary to Government, are delegated financial power up to ₹ 5 lakh subject to observance of rules and procedures, and subject to budget provision.</p>	
<p>3 16.2 The Administrative Department of the Secretariat shall issue Administrative Sanction without previous consultation with Finance Department for expenditure which does not exceed ₹ 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 Departments are also authorised to issue purchase Sanction for an amount over and above the Purchase Sanctions delegated to the</p>	<p>The Administrative Department of the Secretariat shall issue Administrative Sanction without previous consultation with Finance Department for expenditure which does not exceed ₹ 200 lakh in respect of purchase of stores including stationery and other than for Public Works, computer & peripherals and furniture subject to budget provision being available and Stores Purchase Rules being observed. Administrative Departments are also authorised to issue purchase sanction for an amount over and above the purchase</p>	

(1)	(2)	(3)	(4)
		<p>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 & 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 (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 1-6-2006.)</p>	<p>sanctions delegated to the Head of Departments as per para 16.5 for an amount not exceeding Rs. 200 lakhs in respect of purchase of Stores other than for Public Works, Computer & Peripherals and Furniture. In the case of Laptops, Computer and Peripherals Administrative Department shall issue Administrative Sanction for expenditure which does not exceed Rs. 100 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. 20 lakhs vide G. O. (Ms.) No. 18/2017/ITD dated 23-7-2017 (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 1-6-2006).</p>

(1) (2)	(3)	(4)
4 16.3	<p>The Administrative Department of the Secretariat shall issue Administrative Sanction without previous consultation with Finance Department for the purchase of furniture up to ₹ 5 Lakh subject to budget provision being available and observing Stores Purchase procedures. Administrative Department are also authorised to issue purchase sanction for an amount over and above the purchase sanctions delegated to the Heads of Department.</p>	<p>The Administrative Department of the Secretariat shall issue Administrative Sanction without previous consultation with Finance Department for the purchase of furniture up to ₹ 10 Lakh subject to budget provision being available and observing Stores Purchase procedures. Administrative Department are also authorised to issue purchase sanction for an amount over and above the purchase sanctions delegated to the Heads of Department.</p>
5 16.4	<p>The Administrative Department of the Secretariat may without previous consultation with Finance Department sanction repair of equipment and small machineries up to ₹ 3 lakh subject to production of essentiality certificate from the respective Engineer as the case may be. The Administrative Department of the Secretariat may without consultation with Finance Department sanction Temporary</p>	<p>The Administrative Department of the Secretariat may without previous consultation with Finance Department sanction repair of equipment and small machineries up to ₹ 5 lakh subject to budget provision and subject to production of essentiality certificate from the respective Engineer as the case may be. The Administrative Department of the Secretariat may without consultation with Finance Department sanction Temporary Advance up to ₹ 25,000</p>

(1) (2)	(3)	(4)
<p>Advance up to ₹ 10,000 subject to the condition stipulated in Article 99 KFC Vol. I.</p>	<p>subject to the condition stipulated in Article 99 KFC Vol. I. The Heads of the Departments can sanction ₹ 10,000 subject to the condition stipulated in Article 99 KFC Vol. I.</p>	
<p>6 16.5 Heads of Departments 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 up to ₹ 20 lakh at a time and ₹ 10 lakh for Heads of Departments in Group II and III. The Heads of Departments are also authorised to issue both administrative sanction and purchase sanction to purchase stationery up to ₹ 1 lakh. With respect to purchase of furniture, Group I HoDs are authorised to issue both administrative sanction and purchase sanction up to ₹ 2 lakh and ₹ 1 lakh for HoDs in Group II and III, subject to budget provision.</p>	<p>Heads of Departments 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 up to ₹ 50 lakh at a time and ₹ 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 up to ₹ 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 up to</p>	

(1) (2)

(3)

(4)

₹ 3 lakh with respect to the HoDs in the rank of Secretary to Government are authorised to issue both Administrative Sanction and Purchase Sanction up to ₹ 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 up to ₹ 5 lakh and ₹ 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 ₹ 3 lakh subject to budget provision.

By order of the Governor,

MANOJ JOSHI,
Principal Secretary to Government.

To

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

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

All Heads of Departments/Offices/Public Sector Undertakings/
Autonomous Bodies/Local Self Government Institutions/Universities.

All Departments in the Secretariat including Law.

The Principal Accountant General (Audit), Kerala, Thiruvananthapuram.

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

The C-DIT, Gorky Bhavan, Vanross Junction, Thiruvananthapuram
(for hosting the Government Order in the website
www.spd.kerala.gov.in).

The I & PRD (Web & New Media) (for uploading in the website ie.,
www.kerala.gov.in).

The Registrar General, Ernakulam (with C. L).

Advocate General, Ernakulam (with C. L).

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

Stores Purchase (A1, A3, A4, B, IW-I, IW-II) Departments.

Stock File/Office Copy.

GOVERNMENT OF KERALA

Abstract

STORES PURCHASE DEPARTMENT—INCLUSION OF ADDITIONAL ITEM IN
GROUP I-D UNDER ANNEXURE 4 OF STORES PURCHASE MANUAL—
AMENDMENT TO REVISED STORES PURCHASE
MANUAL, 2013—ORDERS ISSUED

STORES PURCHASE (A) DEPARTMENT

G. O. (P) No. 04/2018/SPD.

Dated, Thiruvananthapuram, 9th July, 2018.

Read:—G. O. (P) No. 3/2013/SPD dated 21-6-2013.

ORDER

The following amendments to the Revised Stores Purchase Manual, 2013 are ordered with immediate effect.

The item 'Elide Fire Extinguishing Ball' is added as an item in Group I-D under Annexure 4 of the Stores Purchase Manual, 2013.

By order of the Governor,

C. JYOTHIKUMAR,

Joint Secretary to Government.

To

The Secretary, Kerala Legislative Assembly, Thiruvananthapuram
(with C. L.).

All Heads of Departments and Offices.

All Departments in the Secretariat.

The Principal Accountant General (Audit), Kerala, Thiruvananthapuram.

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

The I&PRD (Web & New Media) (for uploading in the website
i.e., *www.kerala.gov.in*).

The C-DIT, Chittazham Lavanya Building, Near S. M. S. M. Institute,
Statue, Thiruvananthapuram (for uploading in the website
www.spd.kerala.gov.in).

C. A. to Joint Secretary (SPD).

Stores Purchase (A2, A3, A4, B, IW-I, IW-II) Departments.

Stock File/Office Copy.

GOVERNMENT OF KERALA

Abstract

STORES PURCHASE DEPARTMENT—AMENDMENT TO REVISED STORES
PURCHASE MANUAL, 2013—ORDERS ISSUED

STORES PURCHASE (A) DEPARTMENT

G. O. (P) No. 5/2018/SPD.

Dated, Thiruvananthapuram, 11th September, 2018.

Read:—1. G. O. (P) No. 3/2013/SPD, dated 21-6-2013.

2. Letter No. E17 (QV 5/2014/SCT) 29603/2014 dated 6-12-2014, from the Director, Vigilance and Anti-Corruption Bureau.

ORDER

As per the Government Order read as 1st paper above, the Stores Purchase Manual was revised and published in the official website www.spd.kerala.gov.in.

2. As per the Letter read as 2nd paper above, the Director, Vigilance and Anti-Corruption Bureau has conducted a Quick Verification on the allegation of corruption in the purchase of computers in the office of Inspector General of Registration and requested to Government to re-examine para 13.18 of Stores Purchase Manual in order to stop the misinterpretation and misuse of the para.

3. Government have examined the matter in detail and are pleased to incorporate the proviso “in cases where the Department has already obtained Performance Security for granting the rate contract” after (para 13.18) “Depending on the anticipated overall drawal against a rate contract and, also, anticipated number of parallel rate contracts to be issued for an item, the Department shall consider obtaining performance security of reasonable amount from the rate contract holders. A suitable clause to

this effect is to be incorporated in the tender enquiry documents. Performance Security shall, however, not be demand again in each supply orders issued against rate contract”.

By order of the Governor,

MANOJ JOSHI,

Principal Secretary to Government.

To

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

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

All Heads of Departments/Offices/Public Sector Undertakings/
Autonomous Bodies/Local Self Government Institutions/Universities.

All Departments in the Secretariat including Law.

The Principal Accountant General (Audit), Kerala, Thiruvananthapuram.

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

The C-DIT, Gorky Bhavan, Vanrose Junction, Thiruvananthapuram
(for hosting the Government Order in the website
www.spd.kerala.gov.in).

The I&PRD (Web & New Media) (for uploading in the website ie.,
www.kerala.gov.in).

The Registrar General, Ernakulam (with C/L).

Advocate General, Ernakulam (with C/L).

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

Stores Purchase (A1, A3, A4, B, IW-I, IW-II) Departments.

Stock File/Office Copy.

GOVERNMENT OF KERALA

Abstract

STORES PURCHASE DEPARTMENT—AMENDMENT OF STORES PURCHASE
MANUAL—INCLUSION OF THE PRESIDING OFFICERS OF INDUSTRIAL
TRIBUNALS OF THE STATE AS HEAD OF DEPARTMENT
(HoDs)—ORDERS ISSUED

STORES PURCHASE (A) DEPARTMENT

G. O. (P) No. 6/2018/SPD. Dated, Thiruvananthapuram, 4th October, 2018.

*Read:—*1. G. O. (P) No. 3/2013/SPD, dated 21-6-2013.

2. Letter from the Presiding Officers of Industrial Tribunals of the State, dated 19-4-2018.

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.

2. As per the letter read 2nd above, the Presiding Officers of Industrial Tribunals of the State have requested to include them in the list of Heads of Departments in the Annexure 9 of the revised Stores Purchase Manual as done in the pre-revised Manual and separate Head of Account and budget provisions are allotted to each Tribunals.

3. Government have examined the matter in detail and are pleased to include the Presiding Officers of Industrial Tribunals of the State in the list of Heads of Departments in the Annexure 9 of the revised Stores Purchase Manual.

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 Government 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 Principal Accountant General (Audit), Kerala, Thiruvananthapuram.

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

Information and 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.

GOVERNMENT OF KERALA

Abstract

STORES PURCHASE DEPARTMENT—AMENDMENT OF STORES PURCHASE
 MANUAL (SPM)—INCORPORATING A NEW MODE OF PROCUREMENT
 REAGENT RENTAL CONTRACT (RRC) IN HEALTH SECTOR—
 ORDERS ISSUED

 STORES PURCHASE (A) DEPARTMENT

G. O. (P) No. 1/2019/SPD.

Dated, Thiruvananthapuram, 2nd January, 2019.

Read:—1. G. O. (P) No. 3/2013/SPD, dated 21-6-2013.

2. Note No. 390/ACS/2017/Health and Family Welfare
 Department, dated 8-8-2018.

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.

2. Additional Chief Secretary, Health and Family Welfare Department vide his note read 2nd above informed that the current practice in Health Services Department is to procure machines is based on technical qualification and purchase the L1 machine from among the technically qualified bids. However, quite often the machines are not maintained promptly even during the warranty period and hence there is no control on the cost of reagent and the purchase fails to be cost effective. He also pointed out that, due to major advances made in research on the fundamental pathogenesis of diseases and development of methods, many new diagnostic techniques and laboratory test have been evolved. The best health care possible could be provided only by equipping all the

diagnostic labs with latest equipments and sufficient reagent without wastage of resources and Government Funds, and hence requested to incorporate RRC as an alternative mode of procurement in the SPM.

3. Government have examined the matter in detail and are pleased to amend SPM by incorporating Reagent Rental Contract as a mode of procurement in health sector in a new para 7.51 in chapter 7 of SPM. Para 7.51 in Chapter 7 attached as an annexure to this as—"Reagent Rental Contract".

4. The SPM 2013 is amended to that extend.

By order of the Governor,

MANOJ JOSHI,
Principal Secretary to Government.

To

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 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.

REAGENT RENTAL CONTRACT (RRC)

7.51. In the field of diagnostics and laboratory testing the traditional mode of procurement in the Government has been purchase of equipment from the suppliers by the Department concerned and using it for carrying out tests. Purchase of reagents specific to that equipment and annual maintenance contract are sometimes part of the original equipment purchase contract for specified period. New trend is evolving in the diagnostic field wherein the lab or hospital enters into an agreement with the supplier of equipment for payment of per test basis only. Equipment would continue to be owned by the supplier who would also supply necessary reagents and undertake service of the equipment.

The lab hospital would only pay for the number of tests carried out at the agreed rate. This type of procurement has multiple advantages such as the responsibility of the supplier to upgrade the equipment if a better method of testing at cheaper rate emerges and the complete responsibility of the supplier to undertake servicing. This also has advantage to lower upfront investment by the Government. Keeping these in perspective the Stores Purchase Manual is being amended to make Government Departments and organisations to undertake procurement of such equipment in the following manner:

1. Tenders could be invited for undertaking tests of various kinds in labs and hospitals on per test basis. The supplier would make available the equipment provide necessary reagents and undertake servicing of the regular maintenance of the equipment. The procuring department would only make payment on a per test basis on an agreed rate.

2. The tenderer should specify the details of the tests and outcome required within the desired range. To achieve that outcome, the equipment need to be supplied by the supplier which could be with different reagents and different technologies. If any technology/reagent is to be disallowed, that could also be specified.

3. The tender should be in two parts first for technical qualification and second financial bid. Financial bid should only be opened only for technically qualified bidders.

4. The period of contract in terms of years should be specified in the tender depending upon the life of the equipment, the frequency with which the technology and reagents are changing, etc.

5. The machine should be operation for 95% of the time.

6. The equipment supplied and have a freedom to replace the machine if technology changes which should be able to deliver the same result at the same cost.

7. The equipment supplied should be a new equipment.

GOVERNMENT OF KERALA

Abstract

STORES PURCHASE DEPARTMENT—AMENDMENT TO REVISED STORES
PURCHASE MANUAL 2013—PROCUREMENT OF VEHICLES THROUGH
GeM—MODIFICATIONS INCORPORATED—
ORDERS ISSUED

STORES PURCHASE (A) DEPARTMENT

G. O. (P) No. 3/2019/SPD. Dated, Thiruvananthapuram, 5th February, 2019.

- Read:*—1. G. O. (Rt.) No. 67/2017/SPD, dated 25-11-2017.
2. G. O. (P) No. 2/2018/SPD, dated 28-4-2018.
3. G. O. (Rt.) No. 1/2019/SPD, dated 2-1-2019.

ORDER

As per the Government Order read as 2nd paper above, Government incorporated a new chapter—Chapter-19 Government e Marketplace (GeM) in Stores Purchase Manual (SPM) for compliance by Government Departments/PSUs/Autonomous Bodies/LSGIs/Universities.

2. As per the Government Order read as 3rd paper above, Government modified the Government Order read 1st paper above regarding the procurement of Vehicles through GeM, where purchase on proprietary basis, cannot be followed.

3. On the basis of the modification, Government are pleased to incorporate the following directions as a NOTE to para 19.4 of Stores Purchase Manual.

NOTE:—"In cases where purchase of vehicles on proprietary basis cannot be followed, i.e., if the OEM, model etc., of the vehicles to be purchased are not specified in the Administrative Sanction Order, there are no specific existing guidelines for the purchasing officers on how to effect purchases through GeM, in such cases, the following guidelines should be followed:

(a) Purchasing entities are permitted to purchase vehicles other than proprietary basis, up to Rupees One Crore through GeM, irrespective of their numbers, following the general conditions of purchases through GeM, laid down in chapter 19 of Stores Purchase Manual.

(b) The purchasing entities are directed to ensure that a valid Administrative Sanction order as per the existing financial power is issued for each such purchase.

(c) For the purchase of vehicles exceeding Rupees One Crore through GeM the procuring departments should seek the approval of Stores Purchase Department on case by case basis as per para 19.8 of Stores Purchase Manual."

4. Stores Purchase Manual Stands amended to the above extend.

By order of the Governor,

MANOJ JOSHI,

Additional Chief Secretary.

To

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

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

All Heads of Departments Offices/Public Sector Undertakings/
Autonomous Bodies/Local Self Government Institutions/Universities.

All Departments in the Secretariat including Law.

The Principal Accountant General (Audit), Kerala, Thiruvananthapuram.

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

The Director, C-DIT, Chittazham, Lavanya Building, Behind SMSM Institute, Statue, Thiruvananthapuram (for hosting the Government Order in the website of Stores Purchase Department) (for hosting the Government Order in the website www.spd.kerala.gov.in)

The I & PRD (Web & New Media) (for uploading in the website i.e., www.kerala.gov.in).

The Registrar General, HC, Ernakulam (with C./L.).

Advocate General, Ernakulam (with C./L.).

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

Stores Purchase (A1, A3, A4 , B, IW-I, IW-II) Departments.

Stock File/Office Copy.

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, 8th April, 2019.

Read:—G. O. (P) No. 3/2013/SPD dated 21-6-2013.

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 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 Stores Purchase Manual as follows:

<i>Sl. No.</i>	<i>Para No.</i>	<i>Existing Provisions in the Revised Stores Purchase Manual</i>	<i>Amendment</i>
(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	First sentence of para 16.5 of SPM may be amended as:—Heads of Departments in the Group I are authorised

(1)	(2)	(3)	(4)
		<p>other than computers and peripherals and furniture up to ₹ 50 lakh at a time and ₹ 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 up to ₹ 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 up to ₹ 3 lakh, with respect to the HoDs in the rank of Secretary to Government are authorised to issue both Administrative Sanction and Purchase Sanction up to ₹ 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 up to ₹ 5 lakh and ₹ 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 ₹ 3 lakh subject to budget provision.</p>	<p>to issue both Administrative Sanction and to Purchase Sanction to purchase stores including stationery other than computers and peripherals and furniture up to ₹ 50 lakh at a time and ₹ 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 up to ₹ 1 Crore subject to budget provision.</p>

(1)	(2)	(3)	(4)
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 up to ₹ 10 lakhs at a time without reference to the Government or the Departmental Purchase Committee.	No change.
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,	Last sentence of the para may be deleted.

(1)	(2)	(3)	(4)
		<p>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 and Medium Enterprises/ PSU, etc., the same is also to be kept in view while evaluating such tenders.</p>	
7	12.6	<p>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).</p>	<p>May be amended by incorporating the term purchasing officer instead of Stores Purchase Department.</p>
8	13.7	<p>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</p>	<p>Para may be deleted.</p>

(1)	(2)	(3)	(4)
-----	-----	-----	-----

do so. They should keep themselves conversant with the rules and procedure of the DGS & 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 Directorate 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 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 | Para may be deleted. |
|---|------|--|----------------------|
-

(1)	(2)	(3)	(4)
		<p>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 pre deposit parties or as revolving deposit parties. Otherwise they have to place their indents on Directorate General of Supplies & Disposals along with Demand Drafts in favour of the Controller of Accounts concerned towards the estimated cost of stores + 1 per cent departmental charges.</p>	
10	16.8	<p>All purchase proposals which do not fall within the powers of the Heads of Department and Administrative Department,</p>	<p>The term DGS & D Rate Contract may be deleted from the para.</p>

(1)	(2)	(3)	(4)
		<p>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 specifications quoted in the tender.</p>	
11	18.9	<p>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 in this Manual. In such a situation, the Departments may seek advice</p>	<p>The last sentence may be deleted from this para.</p>

(1)	(2)	(3)	(4)
		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 Government 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 Principal Accountant General (Audit), Kerala, Thiruvananthapuram.

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

Information and 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.

GOVERNMENT OF KERALA

Abstract

STORES PURCHASE DEPARTMENT—AMENDMENT TO REVISED
STORES PURCHASE MANUAL, 2013—ORDERS ISSUED

STORES PURCHASE (A) DEPARTMENT

G. O. (P) No. 5/2019/SPD.

Dated, Thiruvananthapuram, 8th April, 2019.

- Read:—* 1. G. O. (P) No. 3/2013/SPD, dated 21-6-2013.
2. G. O. (P) No. 6/2014/SPD, dated 17-5-2014.
3. G. O. (P) No. 10/2014/SPD, dated 24-12-2014.
4. G. O. (P) No. 9/2015/SPD, dated 3-8-2015.

ORDER

As per the Government Order read as 1st paper above, the Stores Purchase Manual was revised and published in the official website www.spd.kerala.gov.in.

2. As per the Government Order read as 3rd paper above, para 9.19, 9.20 and 9.21 are deleted from the Stores Purchase Manual as these were in contradiction with G. O. (P) No. 6/2014/SPD, dated 17-5-2014 through which Government extended certain benefits to Micro Small and Medium Enterprises. The Annexure 19, which is a part of para 9.21 of the Stores Purchase Manual still remains in the SPM erroneously even though the para 9.21 deleted from the SPM. This has led misinterpretation and misuse of the Annexure. The deleted para is also mentions in the para 9.26 of the Stores Purchase Manual, all these matters are in contradiction with the Government Order read 3rd above.

3. Government have examined the matter in detail and are pleased to delete Annexure 19 and para 9.26 of the Stores Purchase Manual. Government are also pleased to incorporate the items listed in the Annexure 19 to concerned groups of the Annexure 4 of the Stores Purchase Manual and to revoke those Government Orders which added items to Annexure 19.

By order of the Governor,

MANOJ JOSHI,
Additional Chief Secretary.

To

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

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

All Heads of Departments/Offices/Public Sector Undertakings/
Autonomous Bodies/Local Self Government Institutions/Universities.

All Departments in the Secretariat including Law.

The Principal Accountant General (Audit), Kerala, Thiruvananthapuram.

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

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 I & PRD (Web & New Media) (for uploading in the website i.e.,
www.kerala.gov.in).

The Registrar General, Ernakulam (with C.L.).

Advocate General, Ernakulam (with C.L.).

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

Stores Purchase (A1, A3, A4, B, IW-I, IW-II) Departments.

Stock File/Office Copy.

GOVERNMENT OF KERALA

Abstract

STORES PURCHASE DEPARTMENT—AMENDMENT TO STORES PURCHASE
MANUAL, 2013—SANCTIONED—ORDERS ISSUED

STORES PURCHASE (A) DEPARTMENT

G. O. (P) No. 7/2019/SPD.

Dated, Thiruvananthapuram, 26th April, 2019.

- Read:*—1. G. O. (Ms.) No. 2/2018/SPD, dated 27-3-2018.
2. G. O. (P) No. 2/2018/SPD, dated 28-4-2018.

ORDER

As per the Government Order read as 1st paper above, Government of Kerala have approved Government e Marketplace (GeM) operated by Government of India as a procurement mode for the purchase of commonly used goods and services in the State by Government Departments/PSUs/Autonomous Bodies/LSGIs/Universities. As per the Government Order read as 2nd paper above, a new chapter—Chapter 19 (Government e Marketplace—GeM) has been incorporated in the Stores Purchase Manual (SPM) for compliance by Government Departments/PSUs/Autonomous Bodies/LSGIs/Universities.

2. Government examined the present status of procurement through GeM by various Departments and got suggestions and requests to review the present purchasing power of Heads of Departments (HoDs) as the prices of goods on GeM are much lower than that of the other modes of procurement. Government are pleased to amend para 19.3 as follows:

Procurement of Goods and Services above ₹ 25,000 through GeM shall be mandatory for all Government Departments. If the Head of Department (HoD) finds that purchase of a particular item on GeM would not be appropriate as the item is not available on GeM or requirement/specification is too specific or otherwise, then the HoD could procure those items through other modes of procurement as provided in the Stores Purchase Manual, after recording the reasons for the same. The Procurement of Goods and Services by Departments above ₹ 25,000 will be mandatory for Goods or Services available on GeM. The procuring authorities will certify the reasonability of rates. The GeM portal shall be utilized by the Government buyers for direct online purchases as under:—

- (i) Up to ₹ 50,000 through any of the available suppliers on the GeM, meeting the requisite quality, specification and delivery period.
- (ii) Above ₹ 50,000 and up to ₹ 30,00,000 through the GeM Seller having lowest price amongst the available sellers, of at least three different manufacturers, on GeM, meeting the requisite quality, specification and delivery period. The tools for online bidding and online reverse auction available on GeM can be used by the Buyer if decided by the competent authority.
- (iii) Above ₹ 30,00,000 through the supplier having lowest price meeting the requisite quality, specification and delivery period after mandatorily obtaining bids, using online bidding or reverse auction tool provided on GeM.
- (iv) The above mentioned monetary ceiling is applicable only for purchases made through GeM. For purchases, if any, outside GeM, relevant SPM Rules shall apply.
- (v) A demand for goods shall not be divided into small quantities to make piecemeal purchases to avoid procurement through L-1 Buying/bidding/reverse auction on GeM or the necessity of obtaining the sanction of higher authorities required with reference to the estimated value of the total demand.

Certain exemptions granted are as follows:—

- Dietary articles.
- Purchase of Laboratory/Medical Equipments by Director of Health Services (DHS), Director of Medical Education (DME), Kerala Medical Services Corporation Ltd. (KMSCL), Director of Ayurveda Medical Education (DAME), Director of Ayurveda, Director of Homoeopathy, Director of Homoeopathy Medical Education, Employees State Insurance Corporation.
- Stationary Department, Kerala Books and Publication Society (KBPS), Fire and Rescue Services Department, Government of Kerala controlled organisations, PSUs, etc., should come up with their own policy as to what items shall be bought through GeM and otherwise.

3. The SPM 2013 is amended to that extend.

By order of the Governor,

MANOJ JOSHI,
Additional Chief Secretary.

To

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

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

All Heads of Departments/Offices/Public Sector Undertakings/
Autonomous Bodies/Local Self Government Institutions/Universities.

All Departments in the Secretariat including Law and Finance.

The Principal Accountant General (Audit), Kerala, Thiruvananthapuram.

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

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 I & PRD (Web & New Media) (for uploading in the website ie.,www.kerala.gov.in).

The Registrar General, Ernakulam (with C./L.).

Advocate General, Ernakulam (with C./L.)

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

Stores Purchase (A1, A3, A4, B, IW-I, IW-II) Departments.

P. A. to Principal Secretary.

Stock File/Office Copy.
