



GOVERNMENT OF KERALA

**Stores Purchase (B) Department**

**CIRCULAR**

No. 653/B1/04/SPD.

*Dated, Thiruvananthapuram, 11th March, 2004.*

*Sub:—Stores Purchase Department—Departmental Purchase Committee Meeting—Notes, Tabulation Statement and Minutes—Preparation reg.*

*Ref:—Circular No. 4681/B1/95/SPD dated 16th November, 1995.*

Many instance have come to notice that where the minutes of the D.P.C. are incomplete and do not convey the full text of the reasoning on which decision were based. Many of the notes sent by the purchasing officers are incomplete. As a consequence quick scrutiny and further processing of purchase files at the higher levels become difficult. In this circumstance Administrative Department as well as purchasing officers are requested to follow a common format while preparing notes, tabulation statement and minutes of the Departmental Purchase Committee as detailed below:

- (i) Details of the publicity given to the tender notices;
- (ii) Number of tender notices taken by prospective bidders;
- (iii) Number of tenders received;
- (iv) Number of bids received in proper order;
- (v) Number of bids rejected and reason therefor (reason for rejection of each bid may be given separately);
- (vi) Among the valid bidders the details of the lowest quotation received, bidder details and the quoted amount;
- (vii) Whether lowest quotation/tender has been accepted;

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

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

1. The D.P.C Meeting Notes must be in full satisfaction of all the points mentioned above.
2. Ensure the availability of the Officer from Stores Purchase Department and Finance Department before deciding the date and time of the meeting.
3. Notes for the DPC meeting must reach SPD atleast three days before the meeting for scrutiny. Otherwise it will be difficult to attend the DPC meeting.
4. Copy of the Administrative Sanction should be furnished.
5. Copy of the Tender Notification both English and Malayalam should be made available.
6. Post tender, negotiation may be made only with the L1 Tenderer.

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

- (i) Whether Purchasing Officer has compared the existing prevalent market rates of the Stores/items for which the quotation/tender has been floated and if so, whether it is economical when compared with the bid amount;
- (ii) Whether samples have been insisted in the tender schedule and if not, the reasons therefore;
- (iii) If the item/store to be procured is of a sophisticated technical nature or needs technical evaluation, whether a technical committee for

- evaluating the articles/stores has been constituted? If so, whether the specific report of the committee has been made available for consideration by the Departmental Purchase Committee.
- (iv) Whether the Purchasing Officer has recorded the absolute necessity for procurement of the store/item particularly taking into account the average consumption use of the items/stores for the past 3 years;
  - (v) Whether the Purchasing Officer has taken necessary steps to forecast the requirements in full for a definite period of 3 months, 6 months, one year and so on a avoid piece meal purchases and to observe Stores Purchase Rules strictly;
  - (vi) Action taken by the Purchasing Officer to keep open the firmness period, if the same has not been kept open for acceptance and confirmation;
  - (vii) Whether the Purchasing Officer has made any attempt to inspect and satisfy himself about the working of the unit/items/store which has been supplied by the bidder if any, on earlier occasion;
  - (viii) Whether the Purchasing Officer has made any specific recommendation for consideration of the Departmental Purchase Committee; and
  - (ix) Whether the tabulation statement containing full essential data/details of the tenders/quotations received vis-a-vis the evaluation report of the Purchasing Officer authenticated by the Purchasing Officer has been enclosed with the notes for the Departmental Purchase Committee.

SUDHA PILLAI,

*Principal Secretary (Fin. and SPD).*

To

All Heads of Departments/Offices  
 All Department in the Secretariat (All Sections)  
 Stock file/Office copy  
 Director of Public Relations.