

No. 11072/1(LPC)/2019-Pur
Government of India
Ministry of Home Affairs
Directorate of Coordination
(Police Wireless)

Block No. 9,CGO complex
Lodhi Road New Delhi-3
Dated: 05th Aug, 2019.

Circular

Sub: Procurement of Goods and Services.

As per provisions of Rule-142, GFR-2017 the procurement procedure of DCPW is streamlined for procurements of Goods/Services/Works available on GeM and not available on GeM as per the following proposed "Flow Chart":

(A) Goods/ Services/ Works "AVAILABLE" on GeM Portal

FLOW CHART

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Indenter will initiate the proposal for the Goods/ Services/ Works by framing proper specifications as per requirement and obtain the "In principle approval" of the competent authority. In case of expenditure cost of more than Rs. 5 Lakhs, the proposal is to be duly vetted by "Board of Officer" constituted by Head of Department for QR's/technical specifications and its justification. (*Indenter should ensure that the proposed procurement should have generic specification and should not be brand specific*)

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Procurement Cell

On receipt of the proposal, procurement cell to process case as per the provisions of GFR 2017, Rule - 149 (**amended**) and accordingly will propose **Budget Head**. Procurement is to be processed as:

- (i) **Procurement upto 25,000:** Through any of the available Suppliers on the GeM, meeting the requisite quality, specification and delivery period.
- (ii) **Procurement above RS.25,000 & up to Rs. 5,00,000:** 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.
- (iii) **Procurement above Rs, 5,00,000:** 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 (excluding automobiles where current limit of 30 lakh will continue).

Technical and Financial evaluation will be done by the GeM cell with indenter and declare L1 firm. Further, will obtain the expenditure sanction of the Competent Authority, if IFA concurrence is required then through IFA Cell for the L1 price.

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After according financial concurrence and expenditure sanction of the competent authority procurement cell will place the order to the L1 Firm.

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On receipt of items, Indentor/Consignee to take item on the ledger and generate CRAC.

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On receipt of CRAC procurement sell to process the bill for payment action.

(B) Goods/ Services/ Works "NOT AVAILABLE" on GeM

FLOW CHART

Indenter will initiate the proposal for the Goods/ Services/ Works by framing proper specifications as per requirement and obtain the "In principle approval" of the competent authority and In case of expenditure cost of more than Rs. 2,50,000 Lakhs, the proposal is to be duly vetted by "Board of Officer" constituted by Head of Department for QRs/technical specifications and its justification. (*Indenter should ensure that the proposed procurement should have generic specification and should not be brand specific*)

Indenter has to propose Local Purchase Committee comprising officers one each of rank DD/AD/AO when the expenditure is above Rs25000/-, prior to in-principle approval of the competent authority.

Procurement Cell

On receipt of the approved proposal, procurement cell to examine the case and process as per the provisions of **GFR- 2017, Rule-155(amended)& Rule 158** and accordingly will propose **Budget Head**.

(i) For Goods / Service costing above Rs. 25,000/- & upto Rs.2,50,000/- the duly constituted Local Purchase Committee will Survey the Market and ascertain the reasonableness of rate, quality, specifications and identify the appropriate supplier as per the GFR provisions. LPC will furnish required certificate as per the provisions of Rule 155, GFR 2017 and to recommend the L1 firm price as per proceedings of LPC and obtain expenditure sanction of the Competent Authority for L-1 firm price, if IFA concurrence is required than through IFA Cell.

(ii) For Goods costing above Rs.2,50,000/- Purchase of goods will be done as per the provisions of Rule 158, GFR-2017, and by following the standard method of obtaining bids as:

- Advertised Tender Enquiry (*Procurement above 25 Lakhs*)
- Limited Tender Enquiry (*Procurement upto 25 Lakhs*)

Procurement cell to float tender as per GFR provisions on CPP Portal. Procurement cell will declare L1 firm after Technical and Financial evaluation. Obtain the expenditure sanction of the Competent Authority, if IFA concurrence is required than through IFA Cell.

After according financial concurrence and expenditure sanction of the competent authority procurement cell will place the order to the L1 firm.

On receipt of items, Indenter/ Consignee to take item on the ledger and process the bill for payment.

2. The various provisions of GFR-2017 (*as amended time to time*), Manual for Procurement of Consultancy & Other Services-2017 and further following of CVC guidelines will be followed in the Procurement Process of DCPW.

3. This issues with approval of Director, DCPW.

(Naresh Kumar)

Deputy Director(MM)

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1. PS to Director
2. PA to Addl. Dir(HQ)
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5. All DD's/AD's/JAD's/ISPW Incharges.
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