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भंडार एवं क्रय अनुभाग - STORE & PURCHASE SECTION

Purchase of Goods by Single Tender Enquiry (GFR- 166 any value)

The following provision and procedure will be followed in case of purchase of goods of any value by Single Tender enquiry, wherever applicable.

Provision of GFR (Reproduced):

Single Tender Enquiry:- Procurement from a single source may be resorted to in the following circumstances:

- It is in the knowledge of the user department that only a particular firm is the manufacturers of the required goods.
- In a case of emergency, the required goods are necessarily to be purchased from a particular source and the reason for such decision is to be recorded and approval of competent authority obtained.
- For standardization of machinery or spare parts to be compatible to the existing sets of equipment (on the advice of a competent technical expert and approved by the competent authority), the required item is to be purchased only form a selection firm.

Note: Proprietary Article Certificate in the following form is to be provided by the Ministry/Department before procuring the goods from a single source under the provision of sub-Rule 166 (i) and 166 (iii) as applicable.

- The indented goods are manufactured by M/s
- No other make or model is acceptable for the following reasons. :
- Concurrence of Finance wing to the proposal vide.:
- Approval of the Competent Authority vide.:

Procedure to be followed:

- The Indenting Officer will submit the indent (Form No. - **SP-03/SP-04**), proprietary Article Certificate (From No. - **SP/05**) along with recommendation of HOD/Section In-charge Officer to Registrar.
- The Registrar will forward the same to Director for Approval.
- After Approval of indent by the Director the Director Section will send the original copy of indent to Store & Purchase Officer/Registrar and a copy to the Indenting Officer.
- The Store & Purchase Section will forwarded the Original Proprietary Article Certificate and indent to Proprietary Item Committee (PIC) for scrutiny and recommendation.
- The recommendation of Proprietary Item Committee (PIC) will be placed before Director for Approval by Store & Purchase Section.
- After Approval of Director, the Store & Purchase Section will seek quotation and term & conditions from the supplier/manufacturer and seek expenditure sanction from Director.
- After Expenditure Sanction of Director, the Purchase Order will be placed by Store & Purchase Officers (SPO).

- viii. The Indenting Officer will receive the items along with Challan (if any) and GST Bill from the supplier. The Bill / Invoice should contain GST No. of the supplier and GST component should be shown separately.
- ix. After receipts of the items Indenting Officer will certify and arrange for making stock entry in his/her department.
- x. The Indenting Officer will submit the Original Bill with the Certificate and Stock Entry along with Installation Certificate and copy of warranty certificate to Store & Purchase Section.
- xi. Store & Purchase Section will be the issue a Sanction Order, make entry in Asset Register & Central Stock Register and forward the following documents to Dy. / Assistant Registrar (Accounts) for making payments.
 - a. Sanctioned Order.
 - b. Purchase Order.
 - c. Installation Certificate, if any
 - d. Original Bill
 - e. Copy of Warranty Certificate, if applicable