

NO.G. 25017/1/03-FEC/Pt
GOVERNMENT OF MIZORAM
FINANCE DEPARTMENT

Dated Aizawl, the 20th August, 2008

OFFICE MEMORANDUM

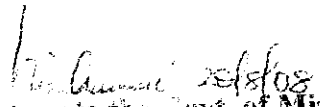
In continuation of Office Memorandum No.G 25017/1/03-FEC dated 11th May 2007 relating to re-constitution of Purchase Advisory Board it has been decided to add the following instruction to the existing procedure :-

1. For timely and wide publication of the Tender/Quotation Notice in the National/Local Newspaper, all concerned Head of Departments should ensure that the original National/Local Newspaper are produced in the Purchase Board Meeting along with the tender/quotation documents. In the case of National News Papers copy of the letter of Director, I & PR addressed to the Editor concerned for publication of Tender/Quotation Notice should invariably be produced in the relevant Purchase Advisory Board Meeting
2. For Purchase of any materials, the recommendation of SPAB/DPAB should clearly indicate the rate, actual quantity and the detail particulars of the approved firm.
3. Purchase of materials should be made only from the firm/firms duly recommended by the Purchase Board. And approved by the Government.
4. For purchase of materials beyond the quantity recommended by the Purchase Advisory Board within its validity period, fresh recommendation of the Purchase Advisory Board for the required quantity should be obtained. However, procurement of such materials should be finalised within the validity period of the existing approved rates.
5. In order to ensure that the quantity and the quality of the materials supplied are in order, a team of two or more officers designated "Receiving Committee", if constituted, should be entrusted to physically verify the materials and issue Certificate to the effect that the materials supplied are fully received in good condition.
6. For adoption of the rates and firm of other Department for procurement of materials, the approved minutes should be enclosed along with the Agenda papers. The period of validity of the fresh recommendation would, however, be as per the validity of the adopted approved Minutes

Sd/- LALTHANSANGA
Secretary to the Govt. of Mizoram
Finance Department

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- Copy to :
- 1) Secretary to Governor, Mizoram.
 - 2) P.S. to Chief Minister, Mizoram.
 - 3) P.S. to Speaker/Minister/M.O.S./Dy. Speaker, Mizoram.
 - 4) P.S. to Vice Chairman, State Planning Board, Mizoram.
 - 5) P.P.S. to Chief Secretary, Govt. of Mizoram.
 - 6) All Administrative Departments, Govt. of Mizoram.
 - 7) All Head of Departments, Govt. of Mizoram.
 - 8) All District Treasury Officer within Mizoram.
 - 9) All Branches of Finance Department.
 - 10) Director, I & PR. He is requested to furnish a copy of letter addressed to the Editors of the National/Local News papers for floating of tenders/Quotations to the concerned Head of Deptt.
 - 11) Guard File.


Deputy Secretary to the Govt. of Mizoram
Finance Department (C)