

No. G.25017/1/03-FEC
GOVERNMENT OF MIZORAM
FINANCE DEPARTMENT
(Expenditure Control Branch)

Dated Aizawl 16th September, 2016

OFFICE MEMORANDUM

In continuation of this Department's Office Memorandum No G.25017/1/03-FEC dated 14.03.2013 on Constitution of Purchase Advisory Boards and Guidelines for Regulating Supply and Purchase of Materials, the following modifications of the Guidelines are hereby incorporated with immediate effect.

1. A new sub-para (3) shall be added under Para 2 of the Guidelines as under:

(3) Purchase of materials costing upto Rs 1,00,000 (Rupees one lakh) only on each occasion with an annual ceiling of Rs 5,00,000 (Rupees Five lakhs) may be made on the recommendations of a duly constituted Local Purchase Committee consisting of three members of an appropriate level as decided by the Head of Department. The committee will survey the market to ascertain the reasonableness of rate, quality and specifications and identify the appropriate supplier. Before recommending placement of the purchase order, the members of the committee will jointly record a certificate as under:-

"Certified that we _____, members of the Local Purchase Committee constituted vide Memo No. _____ dated _____ are jointly and individually satisfied that the _____ (materials recommended for purchase) are of the requisite specification and quality, the priced Rs _____ is at the prevailing market rate and the supplier recommended _____ (name of firm) is reliable and competent to supply the materials in question. "

The recommendation of Local Purchase Committee will be construed as recommendation of DPAB in relating to Item No 26 of Delegation of Financial Powers to Officers under the Government of Mizoram, 2011 issued under Notification No G.17012/1/2003-F.Est dated 6.9.2011.

2. The following sentences shall be added to the Para 7 of the Guidelines.

'This method may be adopted when estimated value of materials to be procured is upto Rs 25,00,000 (Rupees twenty-five lakhs). Copies of the bidding document should be sent directly by speed post/registered post/courier/e-mail to firms and there should be document(s) to prove that the bidding document is delivered/sent to the invited firms. The Limited/Restricted Quotation should be invited from not less than three firms capable of supplying the required materials. Efforts should be made to identify a higher number of suppliers to obtain more responsive bids on competitive basis. However, if there is/are less

than 3(three) quotations, the decision to consider such quotation(s) shall be at the discretion of the Board provided that the bidding document is actually delivered to the invited firms

3. Para 17 shall be replaced by the following sentences:

There should be at least 3 (three) quotations. In the event of receipt of less than three quotations, a fresh quotation may be invited in the usual manner unless such process is foreseeably bound to cause pecuniary loss to the Government. In the event of re-inviting the same, it should be ensured that copy of the Notice for the second quotation is duly given to the previous quotationer(s). However, if there is/are less than 3(three) quotations even after quotation had been invited twice; the decision to consider such quotation(s) shall be at the discretion of the Board.

The Department shall prepare a comparative statement of all the quotations, whether valid or invalid for consideration of the SPAB/DPAB as the case may be.

Sd/-L.N. TOCHHAWNG
Secretary to the Govt. of Mizoram
Finance Department

Memo No. G.25017/1/03-FEC :

Dated Aizawl, the 16th September, 2016

Copy to :-

1. Secretary to Governor, Mizoram
2. P.S. to Chief Minister, Mizoram
3. P.S. to Speaker/Ministers/Ministers of State/ Parliamentary Secretaries / Deputy Speaker ,Mizoram
4. P.S. to Chief Secretary, Govt. of Mizoram
5. All Administrative Departments, Govt. of Mizoram
6. All Heads of Departments, Govt. of Mizoram. They are informed to distribute the copy of this CM to all offices under their control
7. All Joint Directors(Accounts)/Deputy Directors(Accounts)/FAOs for information
8. All District Treasury Officers within Mizoram
9. All Officers/Branches under Finance Department
10. Guard file

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Under Secretary to the Govt. of Mizoram
Finance Department
(Expenditure Control Branch)