

From

Additional Chief Secretary to Government Haryana,
Higher Education Department, Chandigarh.

To

Principals of Government Colleges of Haryana

Memo No.: 10/14/2023- Pro Cell

Dated, Panchkula, the 09.01.2024

Subject: Annual Procurement Plan for Govt. Colleges in Haryana.

Please refer to the subject cited above, You are hereby directed to initiate the purchase process of goods/ stores / services etc. as per the requirement of your college after adopting following procedure:-

- a. **Subject to a limit of Rs. One lakh per case and Rs. five Lakh annually**, purchase of items whose value doesn't exceed Rs. One Lakh, can be made by the competent authority at college level on GeM portal from approved vendors as per the most competitive lowest rates after best negotiation.
- b. **GeM Purchases:** As per DSD instructions dated 21.06.2021, the purchasing authority can purchase Goods/Store/Services upto value of INR 1 Lakh on the GeM portal through any of the approved suppliers on the GeM, meeting the requisite quality, specification and delivery period. Accordingly all purchases of Goods/Stores value upto INR 1Lakh may be purchased through GeM portal to save time and energy. However total value of such purchases made during financial year **shall not exceed INR 5 Lakh.**
- c. A demand for goods shall not be divided into small quantities to make piecemeal purchases to avoid procurement through L-1 Buying / bidding / reverse auction on GeM or the necessity of obtaining the sanction of higher authorities required with reference to the estimated value of the total demand.

➤ **Items not available on GeM:** In case any Goods/Stores are required that are not listed on GeM, the College shall effect the purchase as under:

i. **For Value upto INR 10,000:** Direct purchase by the competent authority without quotations provided that total value of such purchases during financial year **shall not exceed INR 1 Lakh.** The quality, quantity and reasonableness of rates shall be the responsibility of the official(s) making the purchases.

ii. **For Value (INR 10,000 to 1 Lakh):** Such items can be purchased by a local purchase committee of three members constituted by HOI. However total value of such purchases made during financial year **shall not exceed INR 5 Lakh.** The Committee will survey the market to ascertain the reasonability of rates, quality and specifications and identify the appropriate supplier. Before recommending the placement of purchase order, the members of the committee shall jointly record a certificate as under:-

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“certified that, we members of the committee are individually and jointly satisfied that the goods/stores recommended for purchase are not available on GeM and are of the requisite specifications and quality, priced at the prevailing market rate and the supplier recommended is reliable and competent to supply the goods/stores in question and it is not debarred by Dept. of Industries & Commerce or any other Govt. Department/Agency of the State.

iii. **Cases where purchase requirement of college exceeds 5 lakhs in a given financial year shall be referred to the HQ for the approval of competent authority atleast 30 days in advance. Any breach of this condition will entail disciplinary proceedings.**

- **Constitution of Committees:** The purchase committee may be constituted as below:
 - i. **Technical Committee:** In those cases where specifications are not laid down by the HQ, there shall be a technical committee at the college level,, To frame vendor neutral specifications and conduct inspections of goods/store before accepting them.
 - ii. **Purchase Committee:** To survey the market, to ascertain the reasonability of rates, quality and identify the appropriate supplier.

Note: of the three members in above committees, two shall be from teaching background. principal has mandatorily to be a member of purchase committee.

- **Standard Specifications:** Standard specifications shall be framed/finalized by HQ Technical Committee shall be followed by all the Colleges.
- The purchase made by colleges shall be tracked so that it does not exceed the limit of **1 Lakh and 5 Lakh**. For this purpose all Colleges shall have to make the entries in online stock register mechanism which shall be provided by the IT team of HQ.
- Procurement Cell at HQ may assist those institutes who do not have technical capability to buy on GeM. The Procurement Cell of Headquarter, after approval of HOD, may purchase small items for any Colleges upon their request through GeM.
- **Centralized Procurement by Headquarters (HQ) for Govt. Colleges:**
- Procurement Cell at HQ will do the centralized procurement for the Govt. Colleges for the goods/store whose individual/few items cost is above INR 1 Lakh.
- The GeM portal shall be utilized by Procurement Cell for value above INR 1 Lakhs 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 as per instructions DI&C 21.06.2021.
- Standard Specifications of the goods/store be made by the Standard Technical Committee of the HQ.
- Evaluation of bids through Standing Purchase Committee of HQ.
- Procurement Cell will be responsible for identifying the priority wise goods/store to be procured with the help of Standard Technical Committee of HQ.
- **Monitoring and Evaluation**
- Regularly monitor procurement activities at the HQ and college levels to ensure compliance with the APP.
- Evaluate the effectiveness of the procurement process in meeting the colleges' needs and suggest improvements.
- **Reporting:** Prepare quarterly and annual reports on procurement activities and budget utilization.
- **Review and Amendments:** Review the APP annually to make necessary amendments based on changing needs and priorities.
- **Other Instructions:**
 - a. Procurement cell and Govt Colleges will prepare Annual Procurement Plan alongwith estimated cost and availability of budget.
 - b. Awarding of work after taking approval from competent authority (as per financial powers).
 - c. Enter the details of Stock entry in Stock Entry Register / Online Inventory.


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The above instructions have to be followed by letter and spirit while affecting the purchases and latest instructions /guidelines / amendments etc issued by State Govt. nodal departments i.e DGS&D and Hartron may also be referred.

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Superintendent Procurement Cell
for Additional Chief Secretary to Govt. Haryana
Higher Education Department, Chandigarh

Endst. No. Even

Date Panchkula:- 09-01-2024

A copy of above is forwarded to the following for information and necessary action please:-

1. PS to W/ACS
2. PS to W/DGHE
3. PS to W/AD Admin.
4. IT Cell

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09/1/24

Superintendent Procurement Cell
for Additional Chief Secretary to Govt. Haryana
Higher Education Department, Chandigarh