

GOVERNMENT OF RAJASTHAN  
FINANCE (GF&AR) DEPARTMENT

**GENERAL FINANCIAL AND ACCOUNTS RULES**

**STORES  
PART – II**

AMENDED UPTO 31.12.2010

Published by Authority

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Rajasthan State Co-operative Press Limited, Jaipur

Price Rs. \_\_\_\_\_

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# CHAPTER – I STORES

## I. INTRODUCTORY.

<sup>3</sup>[Rule 1 : This Chapter contains general rules applicable to all departments, regarding stores required for use in the public service. Detailed rules and instructions relating to the various departments, e.g., Public Works Stationery and Printing, and other departments responsible for or concerned in large purchases, manufactures or consumption of stores shall be contained in departmental regulations relating to the departments concerned.

**Note :** 1. The term "stores" used in this Chapter applies generally to all articles, materials, services procured or otherwise acquired for the use of Government, including not only expendable consumable articles in use or accumulated for specific purposes, but also articles of permanent stock of the nature of plant, machinery, instruments, furniture, equipment, fixtures, and live stock, etc., but excluding books, publications, periodicals, etc., in a library.

2. Services may include following :

- (i) for maintenance of office equipments, computers, etc.
- (ii) for hiring of vehicles, tentage, equipments, etc.
- (iii) for occasional works for which inhouse personnel are not available e.g. organizing fairs, festivals, exhibitions, specific events, designing of tablaus, photography, etc.

Above are illustrative and not exhaustive.]

Rule 2: Expenditure on stores incurred in the Civil departments in included under Contingent expenditure (except where it is treated otherwise, e.g. stores relating to works), and subject to what is provided in the following rules, is governed generally by the rules which apply to such expenditure.

## II. PURCHASE AND ACQUISITION OF STORES.

Rule 3: Rule for purchase of Stores :

- (1) All purchases of stores for use in the public service shall be regulated in strict conformity with the Stores Purchase Rules contained in Chapter-II of this part and the subsidiary instructions as may be issued by Government from time to time.
- (2) Authorities competent to purchase Stores : Subject to any special rule or order applying to any particular department, an authority which is competent to incur contingent expenditure may sanction the purchase of stores required for use in the public service in accordance with the provisions contained in the following rules. Such purchases are also subject to the usual restriction regarding the existence of necessary appropriation and to any monetary limits and other conditions prescribed generally or in regard to specific articles or classes of articles. The powers of subordinate authorities in the matter of purchase of stores are laid down in the Delegation of Financial Powers contained in Part-III of these Rules.

<sup>1</sup>[(3) xxxxxxxx]

.....  
1. Deleted vide Circular No. 3/2007 dated 15.1.2007 – "(3) The cases of unsatisfactory performance of contract for supplies or any serious breach of conditions of contract covered under the Standardised Code for suppliers as provided in the Store Purchase Rules may be referred to the Central Stores Purchase Organisation (C.S.P.O.) Finance Department through the Administrative Department giving full facts of the cases and copies/extracts of relevant documents and/or communications for suitable action against the supplier."

2. Substituted vide Circular No.7/2008 dated 30.4.2008 for - "This Chapter contains general rules applicable to all departments, regarding stores required for use in the public service. Detailed rules and instructions relating to the various departments, e.g., Public Works Stationery and Printing, and other departments responsible for or concerned in large purchases, manufactures or consumption of stores shall be contained in departmental regulations relating to the departments concerned.

**Note :** The term "stores" used in this Chapter applies generally to all articles and materials purchased or otherwise acquired for the use of Government, including not only expendable consumable articles in use or accumulated for specific purposes, but also articles of permanent stock of the nature of plant, machinery, instruments, furniture, equipment, fixtures, and live stock, etc., but excluding books, publications, periodicals, etc., in a library."

3. Substituted vide Circular No. 7/2008 dated 30.4.2008.



### III. RECEIPT OF STORES.

Rule 4 : All materials received should be inspected, counted, measured or weighed, as the case may be, when delivery is taken, and they shall be taken over by Store Incharge who should see that the quantities are correct and their quality is as per specifications and record a certificate to that effect. The Government servant receiving the Stores shall also be required to give a certificate that he has actually received the materials and recorded them in the appropriate stock register.

Rule 5 : Inspection of stores :

#### **Chapter 2 Preliminary inspection : Immediately on receipt of material in the stores, the Stores-in-charge will ensure the following :-**

- (i) That there is a purchase order for that item on the firm;
- (ii) That the supply is made within the time specified in the purchase order;
- (iii) That the supply is made at the correct receiving points as mentioned in the purchase order;and
- (iv) That the material is conforming to the specification, nomenclature/part number and description as mentioned in the firm's challan which shall be got tallied with the purchase order.

(2) Detailed Inspection :

- (a) Quantity inspection : (a) 100% quantity check shall be made by Stores-in-charge (either by actual counting wherever possible and/or weighing and counting quantity and then converting total quantity received and tallying with the challan).
- (b) Quality Inspection : The material shall be inspected for quality by the Stores Inspecting Officer/ Committee or Technical Officer on the following points:
  - (i) In case of proprietary items, the manufacturer's mark, trade mark, part number, etc., on the material and/or cartons/label shall be verified, with description given in the purchase order;
  - (ii) The size and/or type required from the documents and/or nameplates and other identification details marked on the stores will be checked;
  - (iii) Dimensional details like length, width, height, thickness, diameter, bore, etc., will be verified;
  - (iv) The supply will be checked to conform to the specification and/or drawings given in the purchase order and in case of approved samples the supply shall conform also to the approved samples. In all such cases, the sample will be supplementary to and will not supersede the specifications and/or drawings; and
  - (v) The supply will be received subject to tests in cases where laboratory tests are to be carried out in the manner given below:
- (c) Laboratory Tests :
  - (i) In cases where precision tests or laboratory tests are necessary at the receiving points, the Inspecting officer/Committee shall be guided by the

reputation of the suppliers and the nature of the material. But in the case of firms who are new or of recent standing, proper care shall be taken in the inspection and if necessary, 100% check in quality will be made, if on a percentage check material is found to be defective/sub-standard.

(ii) In case of stores requiring a detailed laboratory test such as paints, textiles, uniform cloth, chemicals, drugs, medicines supplies to hospitals and dispensaries, fertilisers, precision tools, paper, etc., tests/chemical analysis may be got done from Shri Ram Test House, New Delhi, Police Forensic Laboratory, Jaipur, Public Health Laboratories and Government owned/ approved Laboratories. Note: Laboratory tests can also be got done as under:-

(i) Steel (angle, etc.) and civil construction and structural material and soil testing from Malviya Regional Engineering College, Jaipur and other colleges where such facilities are available.

(ii) Bajri, lime, Cement to test mixture as per norms from Police Forensic Laboratory, Jaipur.

(iii) In such cases three samples shall be drawn by Inspecting Officer/ Committee in the presence of authorised representative of the supplier duly signed and properly sealed. One of the sample so drawn shall be sent to the testing house in a sealed packet duly signed by Inspecting Officer and Supplier, second sample given to the authorised representative of supplier and the third sample kept for record in the office. The testing fee paid shall be borne by the Government. In case of rejection however, due to articles found sub-standard on test, the testing fee so paid will be recovered from the supplier.

(3) Detailed Inspection : Inspection with Samples – Drawal of Samples – Procedure :

(i) The officer/Committee appointed for inspecting the supplies shall pick up few articles from the supply and compare these articles with the sample and the specifications, with a critical eye, to ascertain whether the articles supplies conform in all respects, with the sample and specification. Where necessary or prescribed or practicable, tests shall be carried out at random samples to adjudge the suitability of the supplies.

(ii) The number of articles picked up for such comparison shall be such as would, in the discretion of the inspecting officer/Committee give them a reasonable basis for concluding that the supply in general is in conformity with the approved sample and specifications. In any case, the number of articles picked for comparison shall not be less than 10 per cent of the supplies unless this is impracticable.

(iii) When the supply is satisfactory, the Inspecting Officer/Committee shall order the taking of the supply on the registers of the Department and give a certificate to the effect that on carefully inspecting the supply in the prescribed manner, they found it to conform with sample/specification and answering prescribed/practicable tests.

(iv) If the supply is not in conformity with the sample, the Inspecting officer/ Committee shall forthwith draw the attention of the Purchase officer to the defects found by him.

- (v) Defective Supply, Acceptance: The Purchase Officer on receipt of report from Inspecting officer/Committee about defective items shall not accept but reject it and ask the supplier to replace it at his own cost by good supplies. In cases, however, due to exigencies of the work and the nature of defect being nominal, he does not consider it advisable to reject the supply, he may draw the attention of the Head of Department/Regional officer/Head of Office after recording a note to the effect that such acceptance is necessary and submit his recommendation about the amount that should be deducted from the approved rates. The Purchase Officer shall place the matter to the purchase committee, where Purchase Committee has been constituted the matter may be placed before it for its recommendation.

Members of the Purchase Committee formed under Stores Purchase Rules may also check the Stock registers and record pertaining to the purchases or compare accepted supplies with the approval samples.

Note : Decision regarding acceptance or rejection of the supplies shall be given within, at the most, a week of the receipt of supply. The supplier shall be intimated about rejection within 15 days of final rejection to remove the supplies.

- (vi) Inspection at the place of Manufacture : In case of items which are of the nature of machinery and equipments and those items which undergo manufacturing process, inspection may be done in the factory premises during manufacture and afterwards on their being finished, before these items are despatched. Inspection before despatch may also be done for items involving higher value so as to avoid subsequent rejection and loss.

- (4) Authority for inspection and extent of inspection : The Inspecting authority and the Purchase Officer shall not be the same. The Stores shall be inspected by the Inspecting Officer who should be subordinate officer in case of stores valuing more than Rs. 2,000/- and up to Rs. 30,000/- and by a Committee consisting to senior officers in case of stores valuing more than Rs. 30,000/-. Stores of technical nature requiring expert knowledge/advice shall be got inspected along with Technical officer, who shall be associated in the Committee.

The extent of inspection for quality shall be minimum 10% in value of receipt of stores having value more than Rs. 2,000/- and up to Rs. 30,000/- and 5% for store having value exceeding Rs. 30,000/-. In case of valuable machinery and equipments the technical officers to be associated shall not be lower than Assistant Engineer of Public Works Departments. In case of motor vehicles, inspection shall be got done from representative of Motor Garage Department or by Mechanical Engineer if available in the Department.

The inspection note shall contain complete details of inspection, sample drawn and result of Laboratory test, discrepancies, etc.

- (5) **Internal Receipts due to Local Transfers** : In the case of local transfers that is, from one office to another, inspection shall be restricted to quantity, nomenclature part number and condition only and not to detailed checking as the material has already been received by one office. Any defect in quality shall,

however, be reported to the higher authorities of the departments, to original receiving officer and in case of Centralised items to C.S.P.O.

- (6) Inspection of stores received from firms on rate contract with FD : In cases of stores supplies by the firms on rate contract with Finance Department, the inspection will be done by specified inspecting authorities. They are required to mark with stencil seal with number. The marking, seal, etc., in token of inspection shall be verified. The Stores shall, however, be inspected as provided above in accordance with specification mentioned in the rate contract. Any defect in quality shall be reported to Finance Department for final orders immediately.
- (7) Inspection by inspection wing of Director General of Supply and Disposals (D.G.S.&D.) Departments may also avail the facility of Inspection wing of D.G.S.&D. located at Jaipur at the time of their receipt or during manufacturing process or at the time of final manufactured products or after the installation of machinery and equipments and other items dealt by them at their prescribed testing fee.

#### IV. CUSTODY AND ACCOUNT OF STORES.

Rule 6 : **Stock Accounts** : The Head of Office or any other officer entrusted with stores shall maintain suitable accounts, and inventories and prepare correct returns in respect of the stores in his charge with a view to preventing losses, through theft, accident, fraud or otherwise and to making it possible at any time to check the actual balances with the book balances and the payment of suppliers, etc.

Rule 7 : (1) **Custody of Stores** : The Head of Office or any other officer entrusted with stores of any kind shall take care for arranging for safe custody of stores, for providing suitable accommodation more particularly for valuable and combustible stores for keeping them in good condition and for protecting them for loss, damage or deterioration.

(2) The form of stock accounts mentioned in the preceding sub-rule, shall be determined with reference to the nature of the stores, the frequency of the transactions and the special requirements of each department or office in which they are used. The important principles in accordance with which such accounts are to be kept are laid down in the following rules.

(3) Separate accounts shall be kept of –

- (i) "**Permanent/Live Stock**" such as plant, machinery, furniture, equipment. fixtures, live stock; and
- (ii) Consumable stores.

(4) **Permanent stock and Accounting** : An Account of the permanent stock shall be maintained in SR Form 1 showing the number received, the number disposed off (by transfer, sale, loss, auction, destruction etc.) and the balance in hand for each kind of articles. The subsidiary accounts shall be maintained as below :-

- (i) An inventory shall be maintained in all Government offices at the site of the permanent stock in the prescribed form. Any departure in exceptional cases may be decided by Head of the Department;

- (ii) The inventory of articles costing Rs. 50/- and above shall be priced whenever the items have to enter into the assets accounts maintained for a Government commercial undertaking or the value of the items is necessary in order to enable Government to calculate the charge to be levied upon private persons or bodies;
- (iii) Articles of similar description such as tables, durries, carpets, etc., should be put into separate categories, each category comprising articles of the same measurements and make and manufactured with the same metal or wood or other material and distinguish costly from cheap articles.
- (iv) When articles of permanent stock, e.g. tools and plant, are lent to local bodies, contractors and others, the hire and other charges as determined under rules prescribed by competent authority shall be recovered regularly; and
- (v) Government libraries and museums shall maintain upto date stock accounts and inventories of all items of permanent stock with which they are concerned apart from catalogues for books and exhibits, etc. In so far as the books acquired by various libraries of the Government are concerned, the necessary records shall be maintained in the Accession Register in (SR Form 3).

**(5) Consumable Stores Accounting :**

- (i) A reliable list, inventory or account of all stores in the custody of Government servants shall be maintained, in a form prescribed by competent authority, to enable ready verification of stores and checking of accounts at any time, and transactions shall be recorded in it as they occur.
- (ii) Account of Stationery shall be kept in SR Form 2.

**Note :** The checking of stores accounts shall be got done by a person other than the writer of these accounts.

**(6) Quantities and Value accounts :**

- (i) Priced lists, recording both quantities and values should be maintained in cases where the stores are intended to be converted into money, or where it is desired to distribute their cost over the works, items or objects on which they are actually used. In such cases, the expenditure on stores shall be charged to "stock" head in the first instance.
- (ii) Where a priced inventory is maintained, the values recorded therein shall not be materially in excess of the market value of the stores.
- (iii) The Head of the Department concerned shall issue instructions to govern:-
  - (a) The fixation of prices with reasonable accuracy,
  - (b) The periodical review and revision of rates, and
  - (c) The agency to be employed in periodical revaluation.

**Note :** The Market value of an article for this purpose means the cost per unit at which the article or an article of a similar description can be produced at a given time at the

stores godown from the public Markets suitable to the office for obtaining and supply thereof.

Rule 8 : (1) **Revaluation** : All profits and losses due to revaluation, stock taking or other causes shall be duly recorded and adjusted where necessary. Formal sanction of competent authority shall be obtained in respect of losses even through no formal correction or adjustment in the accounts is involved.

(2) **Losses** : Losses due to depreciation shall be analysed and recorded under following heads according as they are due to :-

- (i) Normal fluctuation of market prices,
- (ii) Fair wear and tear,
- (iii) Lack of foresight in regulating purchases, and
- (iv) Neglect after purchase.

(3) **Losses not due to depreciation shall be grouped under the following heads :-**

- (i) Losses due to theft or fraud;
- (ii) Losses due to neglect;
- (iii) Losses due to an act of God and other calamities such as fire, enemy action, etc.;
- (iv) Anticipated losses on accounts of surplus or obsolete stores or of purchases in excess of requirements; and
- (v) Other losses due to damage etc.

**Note** : The provisions contained in rule 7(4)(ii)(6) & (8) applies to stock accounting in the Commercial Department.

Rule 9 : **Internal Check** : The lists, inventories accounts of stores shall in all cases be subject to such internal check as may be prescribed by competent authority, whether or not they are subject to any check by the Accountant General.

## **V. ISSUE OF STORES.**

Rule 10. Issue of Stores : When materials are issued from stock for departmental use, manufacture, sale, etc., the Officer-in-charge of the stores shall ensure that an indent in Form SR 4 has been made by a properly authorised Indenting Officer, examine it care fully with reference to the orders or instructions for the issue of stores. If he can comply with the indent in full, he shall prepare and sign the form of invoice attached to the indent.

If he is unable to comply with the indent in full he should make the supply to the extent possible, return invoices and also indicate if any alternative supplies are available in respect of such items as are not available.

When materials are actually issued from stock, a written acknowledgement shall be obtained from the person to whom they ordered to be delivered or despatched or from his duly authorised agent.

In cases of stores issued to a contractor, the cost of which is recoverable from him, the acknowledgement shall give full particulars of the materials issued, including the recovery rates and the total value chargeable to the contractor.

Rule 11 : Transfer of charge of stores : In case of transfer the Officer-in-charge of stores shall see that the stores in his custody are made over correctly to his successor and a proper receipt taken from him.

## VI. PHYSICAL VERIFICATION.

Rule 12 : (1) A physical verification of all stores shall be made at least once in a year subject to directions, as may be issued and subject to the condition that the verification is not entrusted to a person who is the custodian or the ledger keeper or the Accountant of the stores to be verified or who is nominee of, or employed under the custodian, or the ledger-keeper or the Accountant; or who is not conversant with the classification, nomenclature and technique of the particular classes of stores to be verified.

(2) The verification shall never be left to low paid subordinates and in the case of large and important stores, it shall be, as far as possible, entrusted to a responsible officer who is independent of the authority incharge of the stores and is thoroughly conversant with the items of stores.

(3) Physical verification shall also be conducted by the organisation of the <sup>2</sup>[Director, Inspection Department], Rajasthan, as per instructions contained in Annexure "A" to this Chapter.

<sup>1</sup> [(4) ) Each Head of Department shall furnish a certificate (Proforma given below) to the Administrative Department by 31st May of each year after satisfying himself that the physical verification of stores of his office as well as of all the subordinate offices has been duly carried out during the last financial year as required under the rules and the results thereof have been intimated to the Director, Inspection Department, Rajasthan in the proforma prescribed by him.

### Certificate

It is certified after having satisfied myself, that the physical verification of stores held in my office as well as in all the offices under my subordination has been carried out during the financial year..... as required under Rule 12(1) of GF&AR Part-II and the results thereof have been intimated to the Director, Inspection Department, Rajasthan]."

Rule 13 : **Instructions for Physical Verification of Stores** : In making a physical verification the following instructions shall invariably be observed :-

- (i) Verification shall always be made in the presence of the officer responsible for the custody of the stores or of a responsible person deputed by him;
- (ii) Cent per cent verification shall be done as precisely and as correctly as possible;
- (iii) Separate list showing excesses and shortages if any, shall be drawn up and got signed by the Officer-in-charge of stores and a copy thereof shall be delivered on spot to him for making entries in the stock registers and for regularisation of the shortages;
- (iv) Physical verification shall be conducted either in one or all of the following methods as the items of stores warrant :-

- (a) by count;

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1 Substituted vide Circular No.12/2005 dated 28.5.2005.

2.Substituted vide Circular No.12/2005 dated 28.5.2005 for – Director of Treasuries and Accounts".

- (b) by measurement (including measurement by volume);
- (c) by weights.

- (v) In verifying the articles of stores in which shortage occurs due to evaporation of the contents of the article or of wastage, an allowance for such shortage or wastage may be given according to approved standard keeping in view the period of stores. Maximum permissible limit for such shortage or wastage in respect of stores liable to evaporation shall be fixed by Government.
- (vi) The officer shall submit a precise report on the following points separately:-
  - (a) Articles of consumable nature which are in stock over a year and suggestion for its disposal;
  - (b) Surplus stores remaining in stock for over a year;
  - (c) Unserviceable and obsolete stores; and
  - (d) Any deficiencies requiring attention or undue depreciation of stores articles.
- (vii) Physical verification shall also be done of the empty containers, namely packing cases, drums of various sizes, metal container and other costly packing material;
- (viii) Remarks about the suitability of the building for storage (fire proof), fire extinguishing arrangements, safety, pilferage or rains or rats nuisance or white-ant, storage accommodation and way of storing articles) should be recorded in the physical verification report;
- (ix) The date and time taken in conducting physical verification shall be recorded in the report.

**Note :** The rules prescribed above shall, *mutatis-mutandis* apply to the stores, lying in Malkhanas under the custody of Police Department and Civil and Criminal courts, etc.

**Rule 14 : Physical Verification of Library Books :**

- (i) Physical verification of books shall be done every year in the case of libraries having not more than 20,000 books.
- (ii) In case of libraries having more than 20,000 books, verification shall be done at intervals of not more than 3 years, at least one third of the library checked every year.
- (iii) Where it is not feasible to entrust the work of verification to officers not connected with the library, the work may be entrusted to those members of the staff of the Library, who are not connected with the custody of the books of the particular section taken up for physical verification.
- (iv) The verification shall always be subject to surprise test check by some independent officers. The decision regarding the selection of staff to whom this work may be entrusted shall be taken by head of Department/Regional Officer.

**Rule 15 :** A certificate of physical verification of stores with its results shall be recorded on the list, inventory or accounts registers as the case may be.



<sup>1</sup>[15.A. **Audit of stores and stock accounts :-**

When audit of the account of stores and stock kept in any office or Department is under taken by the Comptroller and Auditor General of India it will be conducted in accordance with the instructions embodied in "Annexure-A". The Heads of the Departments specified in the said "Annexure-A" shall furnish the stores and stock accounts of their departments to the Accountant General by 1st July of each year.

ANNEXURE - "A"

Sub :- INSTRUCTIONS FOR CONDUCTING AUDIT OF STORES AND STOCK ACCOUNTS WHEN SUCH ACCOUNTS ARE KEPT IN ANY OFFICE OR DEPARTMENT BY THE COMPTROLLER AND AUDITOR GENERAL.

(See rule 15A of Part-II)

1. The Audit of stores accounts kept in any office or department of Government shall be directed to ascertain that the departmental regulations governing purchase, receipt, issue and custody, condemnation, sale and stock taking of stores are well devised and properly carried into effect, and to bring to the notice of Government any important deficiencies in quantities of stores held or any grave defects in the system of control.
2. As regards purchases of stores audit will see that :-
  - i) these are properly sanctioned, are made economically and in accordance with any rules or orders made by competent authority for purchase of stores required for the public service, in particular when stores are purchased from contractors the system of open competitive tender is adopted and the purchase is made from the lowest tenderers unless there are recorded reasons to the contrary;
  - ii) the rates paid agree with those shown in the contract or agreement made for the supply of the stores;
  - iii) certificate of quality and quantity are furnished by the passing and receiving officers before payment is made, except where the contrary is allowed by the rules of Government regulating purchase of stores; and
  - iv) purchase orders have not been split up so as to avoid the necessity for obtaining the sanction of higher authority required with reference to the total amount of the orders.

Audit should call attention to cases of uneconomical purchase of stores and to any losses, which may be clearly and definitely attributed to the defective or inferior nature of store which were accepted and certified to be satisfactory in quality.

3. Audit should ascertain that the accounts of receipts of stores whether purchased or otherwise obtained and of their issues and balances are correctly maintained. Where a scale has been prescribed by Government or other authority for issue of stores of any particular kind, it would be seen that the scale is not exceeded.

4. Stores, in many cases, represent a locking up of capital which is not justifiable unless essential. In order to effect economy in this direction, audit will see that the balance in hand does not exceed the maximum limit prescribed by competent authority and is not in excess of requirements for a reasonable period.

5. The accounting for and maintenance of unserviceable stores, which cannot be utilised by the department in whose custody they are kept involve waste of labour and space. The retention of stores in excess of the probable requirements of the department in the near future may result in loss to Government through deterioration. Audit will, therefore, see that measures are taken to survey, segregate and consider the disposal of unserviceable, surplus and obsolete store in accordance with the procedure prescribed by the Government in this behalf.

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1. Added vide Circular No.31/95 dated 5.10.1995.

6. It is an important function of Audit to ascertain that the articles are counted periodically and otherwise examine to verify the accuracy of the quantity balances in the books. Audit shall not except when specially authorized to do so, assume responsibility for the physical verification of stores, but it has the right to investigate balance of stores, if any, discrepancies in the stores accounts suggest that such actions necessary. Audit has, however, to see that a certificate of verification of stores is recorded periodically by a responsible authority, that the system of verification adopted by the executive is adequate and proper, that discrepancies found on stock taking are properly investigated and adjusted and that wherever possible the staff responsible for the verification is independent of the staff which is responsible for the physical custody of the stock or for keeping accounts of it. It should also be seen that, wherever practicable verifying of stock work directly under the control of Government and not under the heads of individual departments.

7. Where a priced accounts is maintained Audit will see that :-

(i) the stores are priced with reasonable accuracy and the rates initially fixed are reviewed from time to time are co-related with market rates and revised where necessary;

(ii) the value accounts tally with accounts of works and of departments connected with stores transactions, that the total of the valued account tallies with the outstanding amount in the general accounts; and that the numerical balance of stock materials is reconcilable with the total of value balances in the accounts at the rates applicable to the various classes of stores; and

(iii) steps are taken for the adjustment of profits or losses due to revaluation, stock taking, or other causes and that these are not indicative of any serious disregard of rules.

8. The procedure for the conduct of audit of any stores and stock accounts and the extent to which those accounts should be examined by the Audit will be such as may be agreed upon between Government and the Accountant General.

9. The procedure prescribed by the Comptroller and Auditor General for raising and pursuing audit objections in relation to expenditure shall generally apply in respect of audit objections on any accounts of stores and stock. Where necessary, separate rules of procedure shall be laid down by the Accountant General with the concurrence of Government.

10. The stores and stock accounts of the following departments shall be sent to the Accountant General (Inspection) Rajasthan, Jaipur by 1st of July each year:-

1. All Chief Engineers, PWD, Rajasthan.
2. Chief Engineer, CAD, IGNP, Bikaner
3. Chief Engineer, CAD, Kota
4. Chief Engineer, IGNP, Bikaner.
5. Chief Engineer, Mahi Project, Banswara
6. Chief Engineer, Project Management Cell, Churu.
7. Chief Project Director, Sidhmukh Nohar Project, Hanumangarh.
8. Chief Engineer, Chambal Project, Kota.
9. All Chief Engineers, PHED, Rajasthan.
10. Chief Engineer, IGNP, Jaisalmer.
11. Chief Engineer, Project for Rajasthan Legislative Assembly Project, Jaipur.
12. All Addl. Chief Engineers, Irrigation, Rajasthan.
13. All Addl. Chief Engineers, IGNP and CAD IGNP, Rajasthan.
14. Chief Engineer, Ground Water Department, Rajasthan, Jodhpur.
15. Director Agriculture, Rajasthan, Jaipur.
16. Director Water Shed Development & Soil Conservation Rajasthan, Jaipur.
17. Director Animal Husbandry, Rajasthan, Jaipur.
18. All Directors, Medical & Health Services, Rajasthan.
19. Director Ayurved Department, Raj., Ajmer.
20. Director General of Police, Raj. Jaipur.
21. Principal Chief Conservator of Forests Rajasthan, Jaipur.
22. Chief Conservator of Forest, IGNP, Bikaner
23. Controller State Motor Garage, Raj. Jaipur.
24. Commissioner Food Department, Rajasthan, Jaipur.
25. Inspector General of Prisons, Rajasthan, Jaipur.
26. Commissioner, Excise Department, Rajasthan, Jaipur.
- 27.

28. Director, Printing & Stationery Department, Rajasthan, Jaipur.
29. Inspector General, Registration & Stamps Rajasthan, Ajmer.
30. Director General, Civil Defence Department, Rajasthan, Jaipur.

## **VII. SURPLUS/OBSOLETE/UNSERVICEABLE STORES.**

Rule 16: (1) Declaring stores as Surplus : Balance of stores shall not be held in excess of prescribed maximum limit/scale, if any.

- (2) Stores remaining stock for over a year shall ordinarily be considered surplus unless there is good reason to treat them otherwise.

**Note :** 1. This applied to those types of stores which are required for the technical working of the Department, Articles of permanent stock like furniture, equipment, fixture shall be declared surplus, if they exceed the prescribed scale.

2. To ensure that balances are not held in excess of requirement of a reasonable period, an inspection of stores shall be arranged once a year.
3. Articles shall be declared surplus if possibility of their use in the department or in other departments has been explored and found that these are not required for use in the Government departments.

Rule 17: (1) Declaring stores as obsolete and unserviceable : Each order declaring the stores as obsolete and unserviceable shall specify full reasons for declaring them as such and proper record of all such stores shall be maintained for watching their disposal thereof in Form SR 5.

- (2) The authority declaring stores unserviceable shall take into account the minimum period of serviceability of articles and vehicle as given in annexure "B" before an order for declaring such articles unserviceable is issued.

Rule 18: Committee for Inspection/Survey:

- (i) The surplus, obsolete and unserviceable articles shall be inspected by a committee consisting of senior Gazetted Officer and A.O./A.A.O./Accountant/Tehsil Revenue Accountant as the case may be. A certificate for such inspection shall be recorded by the committee and a list of articles submitted.
- (ii) In case of article valuing Rs.5.00 lacs and above, the committee for inspection shall consist of a senior Gazetted Officer, F.A./CAO/Sr.A.O. and a technical officer having knowledge of such articles.
- (iii) In case of costly machinery and equipments, the committee may obtain report from expert or authorised dealer wherever considered proper before the articles are declared obsolete and unserviceable.
- (iv) In case of vehicles the Committee shall consist of -
  - (a) Head of Department or his nominee not below the rank of District Level Officer;
  - (b) Senior most Accounts Officer of the organisation, in case, where there is no Accounts Officer, then the Treasury Officer concerned, and
  - <sup>1</sup>[(c)(i) In case of the vehicles stationed at Jaipur, Mechanical Engineer of the department, if there is one. If there is no such Engineer, a representative of Chief Superintendent, State Motor Garage Department, Jaipur.
  - (ii) For the vehicles stationed at other places, a Mechanical Engineer of the Department, if there is one. If there is no such Engineer available, a Mechanical Engineer posted in any Government Department to be nominated by the Collector of the District concerned.]

Rule 19: Instructions to be followed in Disposal of Stores : Subject to any special rules or orders applicable to any particular department stores which are reported to be surplus, obsolete, and ordered to be disposed off shall be disposed off by sale or

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1. Substituted vide Circular No.24/95 dated 7.8.1995.

otherwise under orders of the authority competent to sanction the writing off of a loss.

**Rule 20 : (1) Separate sanction for writing off not necessary :**

- (i) Where the competent authority holds that the stores have become obsolete, surplus or unserviceable owing to normal wear and tear;
- (ii) When the competent authority holds that stores have become obsolete, surplus or unserviceable owing to negligence, fraud, etc., on the part of individual Government servant, it will be necessary to fix responsibility for the loss and to devise remedial measures to prevent recurrence of such cases. In the later case, the order declaring the stores in question as obsolete, surplus or unserviceable and ordering their disposal would be sufficient to cover the loss to Government and no separate sanction for write off of the loss is necessary.

**Rule 21 : Procedure for disposal – Survey report :**

- (i) On receipt of the orders issued by competent authority under rule 20 the Head of office shall take further necessary action for the disposal of store articles.
- (ii) The Survey Report for disposal will be prepared in SR Form 6. This report shall be signed by the Head of Office or other Gazetted Officer after satisfying himself that all the articles included in the report have been ordered to be disposed off.
- (iii) In order to ensure that the stores declared surplus, obsolete, unserviceable fetch maximum value, it is essential that action to dispose them off is taken expeditiously, proper protection is given till their removal by purchaser and time lag between the declaration and actual disposal is minimised.
- (iv) Reserve price shall be fixed before auction by the committee as prescribed in rule 18, Special care will be taken while fixing reserve price in cases of spare parts rendered surplus and articles having components of metal like brass, copper, lead, zinc, aluminium, etc. The prevailing market rate at the time of fixing the reserve price shall be taken into account.

**VII. COMMITTEE'S FOR DISPOSAL/SALE/AUCTION.**

Rule 22 : The Committees for disposal shall comprise of –

**(1) For articles, other than waste paper :**

A. For stores of the value of Rs. 5 lacs and above –

- (i) Head of Department or Senior most Officer nominated by the Head of Department;
- (ii) Head of Office concerned - Member Secretary;
- (iii) F.A./C.A.O./Sr.A.O. of the Department Member;
- (iv) Regional Officer as nominated by the Head of Department – Member.

B. For stores of the value of Rs. 1 lac and above but below Rs. 5 lacs:

- |   |                  |
|---|------------------|
| 1. Dy.H.O.D./Regional Officer as nominated by the head of Department    | Member Secretary |
| 2. Head of Office   | Member           |
| 3. A.O./A.A.O. of the office of the Head of Department/Regional Officer | Member           |
| 4. Treasury Officer or Asstt./Sub-Treasury Officer                      | Member           |

C. For stores of the value exceeding Rs. 30,000/- but below Rs. 1 lac:

- |  |                  |
|--|------------------|
| (i) Head of Office/Drawing and Disbursing Officer.   | Member Secretary |
| (ii) A.A.O./Accountant nominated by Regional Officer or by Head of Department if there is no Regional Officer.   | Member           |
| (iii) Asstt./Sub./Treasury Officer/Accountant as nominated by T.O., where independent sub-treasury is located, Assistant/Sub-treasury Officer concerned. | Member           |

D. For stores of the Value upto Rs. 30,000/-

- |  |                  |
|--|------------------|
| (i) Head of Office/Drawing and Disbursing Officer.   | Member Secretary |
| (ii) A.A.O./Accountant posted in the Office of Head of Department/Regional Officer if the offices are located at the same place as that of Head of Office, otherwise posted in the office of Head of Office. | Member           |

**(2) For waste paper :**

A. For waste paper of value exceeding Rs. 30,000/-

- |  |                  |
|--|------------------|
| (i) Dy.H.O.D./Regional Officer as nominated by the Head of Department. | Member Secretary |
| (ii) Head of Office concerned  | Member           |
| (iii) Sr.A.O./A.O./A.A.O. of the Department.                           | Member           |

B. For the waster paper of value exceeding Rs. 10,000/- and upto Rs. 30,000/-

- |   |                  |
|---|------------------|
| (i) Regional Officer/Head of Office           | Member Secretary |
| (ii) A.O./A.A.O./Accountants of their office. | Member           |

(iii) Any Gazetted Officer as nominated by Regional Officer/Head of Office. Member

**C. For the waste paper value upto Rs. 10,000/-**

- (i) Head of office/Drawing and Disbursing Officer. Member Secretary  
(ii) Accountants/Jr.Accountants of the office. Member  
(iii) Office Superintendent/Office Assistant Member

<sup>1</sup>[D (i)] Motor Vehicles and Heavy Machinery and equipments : Subject to orders issued by the Government in case of particular department, the motor vehicle of the departments shall be auctioned by the motor Garage Department.

<sup>2</sup>[(ii) The motor vehicles declared condemned and it is not feasible/economical to bring them to Motor Garage Jaipur, may be auctioned at the District concerned by the Committee constituted as under :-

1. District Collector or his nominee not below the rank of DLO – Chairman
2. Senior most officer of the office concerned not below – Member Secretary  
the rank of district level officer.
3. District Treasury Officer – Member
4. Technical Officer - Member

The order of the constitution of the above committee shall be issued by the District Collector concerned under intimation to Motor Garage department.]

**(3) Typewriters shall be returned to the Government Central Press, Jaipur for disposal at their end.**

**Rule 23 : Duties and Powers of the Committees:**

- (i) The Committee provided in Rule 22 shall first inspect the articles declared for disposal to ensure that they are in accordance with the list of such articles. They may point out about their serviceability, etc.
- (ii) Procedure, terms and conditions for auction shall be in accordance with the instructions contained in the departmental manual/regulations of the department.
- (iii) A sale account shall be prepared in SR Form 7. The sale account, proceedings of auction and other papers of bids, etc., shall be signed by the members of the Committee.
- (iv) The Committee for disposal shall be the final authority to approve the highest bid offered at the time of auction.
- (v) The Member Secretary will ensure that accounts members or members are invariably present in the meeting in their absence the meeting will not be held.

<sup>2</sup>[Rule 24 : **Earnest Money** : The earnest money which will be taken from the bidders before the start of auction shall be 2% of the value of the stores, minimum – being, Rs. 500/- and maximum Rs. 50,000/-.

**Note** : The value of stores would mean the valuation of store articles as recorded in the stock registers.]

<sup>3</sup>[Rule 25 : **Publicity & Periodicity** for auction shall be made as under :-

Value of Surplus Store	Periodicity	Mode of publication
Up to Rs. 0.50 lacs	7 days	Notice Board of all Regional and Divisional H.Qs. as the case may be and also be inform local persons (Kabadi) etc. dealing in purchase of such surplus obsolete/unserviceable articles .
Above Rs. 0.50 lacs and up to 2.5 lacs	10 days	(1) Notice Board of all Regional and Divisional H.Qs. as the case may be. (2) One Regional/State News paper - Local Edition.
Above Rs. 2.5 lacs and up to Rs. 10.00 lacs	15 days	(1) Notice Board of all Regional and Divisional H.Qs. as the case may be. (2) One State News paper.
Above Rs. 10.00 lacs	20 days	(1) Notice Board of all Regional and Divisional H.Qs. as the case may be. (2) One State News paper. (3) One all India level News paper. (4) Any Trade Journal specialising for publication of NITs.

1. Renumbered and added vide Circular No. 17/2006 dated 3.10.2006.

2. Substituted vide Circular No.2/2009 dated 13.1.2009.

3. Substituted vide Circular No.3/2009 dated 23.1.2009 for -

<sup>3</sup>Rule 25 : **Publicity for Auction** :

- (1) Notice for auction will be displayed in local papers in cases of value of stores exceeding Rs. 20,000/- and up to Rs. 2 lacs and in All India Paper for value of stores and exceeding Rs. 2 lacs. In case where value is Rs. 20,000/- or below it would be sufficient if the local persons, etc., dealing in purchase of such surplus, obsolete/unserviceable, articles (Kavadi) are informed through letters.  
For waste papers individuals/firms using waster papers for manufacture of indigenous papers as a cottage industry shall also be informed.
- (2) Period of Notices : The periodicity of notice shall be as under :-

Value up to Rs. 20,000/-	7 days
Value exceeding Rs. 20,000/- and up to Rs. 2 lacs.	15 days
Value exceeding Rs. 2 lacs	1 month."

- Note :** (i) The minimum time shall be counted from the date of publicity for auction in the first news paper.
- (ii) Extension in the date of publicity for auction shall also be published in the news papers and on the website.
- (iii) The publicity for auction shall also be publicised by including it on the Website of the Director Information and Public Relations, Rajasthan, Jaipur (DIPR) if the value of the tender exceeds Rs. 10.00 Lacs. The tender below Rs. 10.00 Lacs shall, however, be publicised through the Departmental Website.
- (iv) The publicity for auction to be published through the Website of the DIPR shall be sent either through e-mail on "tender@rajasthan.gov.in." by attaching Word/ HTML format.
- (v) For waste papers individuals/firms using waste papers for manufacture of indigenous papers as a cottage industry shall also be informed.]

**Rule 26 : Action after Sale :** The Head of Office or any other Gazetted Officer nominated shall invariably be present when the articles sold are released. His presence is most essential when the release of the articles takes places sometime after the auction or when it involve process of weightment, etc.

**Rule 27 : Sales to private persons/local bodies/Government servants, etc. :** Sales of any article of stores to private persons of stores other than those which are found to have become obsolete or unserviceable are regulated by special rules and others applicable to particular department. When stock materials are sold to the public or any other department or authority at the value fixed by the Department, supervision charges and storage charges as determined in the Public Works Department shall be added to the value to cover charges on account of supervision, storage and contingencies. This addition may, however, be waived by the Officer empowered to sanction the sale in the case of surplus stock which in his opinion would otherwise be unsaleable.

**INSTRUCTIONS FOR CONDUCTING PHYSICAL VERIFICATION OF STORES AND STOCK IN THE GOVERNMENT DEPARTMENT BY THE ORGANISATION OF THE<sup>1</sup>[DIRECTOR, INSPECTION DEPARTMENT], RAJASTHAN, JAIPUR.**

**(See Rule 12(3) of Part-II)**

1. Introduction : As per Rule 12 of Part-II of General Financial and Accounts Rules, Physical verification of all stores shall be made by the department officers at least once in every year under rules prescribed by competent authority. The object of verification of stores in the custody of the departmental Officers and subordinates is to ensure that the materials conform to the description and specifications shown in the ledgers (Ledger cards or Departmental registers) and that actual balances of such stock agree with the balances appearing in the books and that excesses and shortage if any, noticed on such verification are properly investigated and accounted for.
  2. Object of the Organisation set up in the office of the <sup>1</sup>[Director, Inspection Department] : An organisation of the physical verification of departmental stores and stock has been set up in the office of the <sup>1</sup>[Director, Inspection Department], Rajasthan, to further ensure that –
    - (i) Physical verification of departmental stores and stocks is properly and regularly made by the Head of Departments/Officers as prescribed in rules;
    - (ii) That the certificate of verification of stores with its results is recorded on the list, inventory or account as the case may be, where such verification is carried out by the departmental officers as required under Rule 12 of Stores Rules;
    - (iii) That stores and stock accounts are rendered properly and timely to the Accountant General, Rajasthan or to any competent authority prescribed in the rules;
    - (iv) That the stock balances and account, etc., are correct by further test verification of stores;
    - (v) That stores held by departmental officers are not in excess of their requirements and ceilings have been prescribed under orders of competent authority for each kind of stores;
    - (vi) That proper value accounts have been maintained and the rates fixed for the items of stores are neither low nor in excess of the market rate.
- Note :** Setting up of this organisation does not absolve the Departmental Officers of the responsibility of conducting physical verification of stores as required under Rule 12 of General Financial and Account Rules and maintenance of Stores Accounts, etc.
3. Frequency of Verification : This organisation will conduct test verification of the stores of Government Departments once a year or at intervals to be fixed by the Director. Ordinarily atleast one week advance intimation will be conveyed to the Head of Departments/Offices, whose stores are to be verified. The Director may however, order for special or surprise verification of stores without giving previous notice to the Departments, if considered desirable and necessary in any case by him.

With a view to facilitate the test-check of stores, the Government Departments have been grouped in the following three categories and the verification will be conducted by this organisation to the extent noted against each –

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1.Substituted vide Circular No.12/2005 dated 28.5.2005.



- (i) Civil Department : Verification will be conducted on a test check basis only. The percentage of items to be verified will be not less than 10%.
- (ii) Public Works Departments (P.W.D. B&R), Irrigation and P.H.E.D., etc. : Verification will be conducted on a test check basis. In case of special stores Depots or Divisions with a large concentration, the percentage of items to be verified will not be less than 10%

**Note :** The Executive Engineer will lend the services of Engineering staff to assist the verification parties for checking the stores in their divisions.

- (iii) Commercial Department - cent per cent verification will be conducted.

4. Supervision and Control : The Head of the Department for this organisation is the <sup>1</sup>[Director, Inspection Department], Rajasthan. Under his supervision and control the Dy.Director (Inspection) assisted by the Assistant Accounts Officers will function as immediate Officer-in-charge of the organisation.

The Director will from time to time issue necessary instructions, lay down rules of procedure, duties of the Officers, Accountants and other staff, programme, of the checking parties, frequency of verification, manner of report and other ancillary matters.

The Report of verification shall be drawn up by the Accountant or any other person incharge of the party conducting the verification. This report shall be vetted and approved by the Officer-in-charge of the party. The Report shall be sent to the Government, Head of Department/Office, as the case may be, under the signatures of the Director.

Although every care shall be exercised by the Accountant Incharge party to see that facts mentioned in the Report are undisputed and correct but to ensure further accuracy the Draft Report shall be shown to the Head of Department/Office concerned (if such an officer is at the Headquarters on the day the verification has been completed) and his signatures obtained as token of correctness of facts mentioned in the Report. If and when any officer incharge of the party happen to visit, he shall discuss the Report with the Head of Department/Office instead of the Accountant Incharge party.

Visiting officers of the Director's office shall be required to –

- (i) Conduct actual verification of atleast 5% of the stores themselves.
- (ii) Examine and scrutinise in detail the system and prescribed procedure of stores accounts and say whether there is any scope for improvements and amendments.
- (iii) That the prescribed procedure is being duly observed.

5. Duties of the Inspecting Assistant Accodunts Officer/Inspecting Accountant and his party;

- (i) The routine verification of Stocks comprise of –
  - (a) Stores in the custody of stores department.
  - (b) Imprest or surplus material in Suspense Stock in custody of subordinate.
  - (c) Charged off Materials in Workshops and other Charged off material elsewhere generally as far as they are susceptible of check.
  - (d) Tools and plants in the custody of subordinate and officers of the departments.

.....  
1.Substituted vide Circular No.12/2005 dated 28.5.2005.

(e) Consumable Stores.

- (ii) Surprise verification of stocks, wherever desired by the <sup>1</sup>[Director, Inspection Department], Rajasthan.
- (iii) Inspection of the Receipts and Issue.
- (iv) Test check of the stock accounts and ledgers or inventories as the case may be.
- (v) Watching of the compliance of the objections raised in the previous inspection reports issued by the office of the <sup>1</sup>[Director, Inspection Department], Rajasthan.
- (vi) Examining the position of outstanding objections pertaining to the Inspection Reports issued by the Office of the Accountant General, Rajasthan, as well as the rendering of the proper and timely stores and stock accounts to Accountant General, Rajasthan, and other competent authorities.

6. General instructions for the guidance of the Inspecting A.A.O. & Inspecting Accountants regarding verification:

- (i) **Presence of Store Keeper** : Stores shall be verified in the presence of the Store Keeper or Officer-in-charge of the stores.
- (ii) Physical verification shall be conducted either in one or all the following methods as the items of stores warrant:-
  - (a) By count.
  - (b) By measurement.
  - (c) By weights.

In verifying the articles of stores in which shortage occurs due to evaporation, shrinkage, etc., of the articles, an allowance for shortage be given in accordance to the norms prescribed by the Government with regard to each type of stores articles.

- (iii) **Correction of scales, etc.:-** Scales shall be carefully adjusted at least once during each day before weighing of any article.
- (iv) **Personal count, etc., by Inspecting Assistant Accounts Officer/Inspecting Accountant/Auditor** : The Inspecting Assistant Accounts Officer/Inspecting Accountant/Auditor shall personally count, weight or measure all items of stores he proposes to verify with the assistance of departmental class-IV Government servants, where necessary. All details of verification, i.e. count, weight or measurement, shall be recorded in the stock verification sheet and it shall be seen that no stock of the items under verification is lying in any other part of the godown or obscure corner. In case of Commercial Department where 100% checking is to be done, the Inspecting Assistant Accounts Officer/Inspecting Accountant will not only be responsible for verifying what is shown to him but will also be responsible for seeing that nothing is left unverified.
- (v) **Material under issue or receipts** : Inspecting Assistant Accounts Officer/Inspecting Accountant shall also examine material under issue and receipt. If the items under verification happen to be genuine, he will see that covering issue vouchers for material taken out for issues have been duly posted in the stores ledgers, if not, the quantities in the issue racks shall be added to the stocks figures or alternatively the receipt orders shall be initialled in token of their having been checked. If any articles are found lying without any covering issue voucher, they shall invariably be brought on books, except under exceptional circumstances, which shall be recorded in the Inspection Report.

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1.Substituted vide Circular No.12/2005 dated 28.5.2005.

- (vi) **Weightment Vs.Count** : The Inspecting Assistant Accounts Officer/Inspecting Accountant shall not waste time in counting large quantities of small articles when a fair result can be obtained in a short time by weight or measurement. In such cases 5% or 100 of the articles, whichever is less, shall be counted and weighed and the weight of the whole stock then taken and reduced to a count by weight of the sample count.

The method adopted in ascertaining the average and actual weightment or measurement taken in each case shall be carefully recorded in details in the remarks column of the stock certification sheet to be enclosed with the inspection Report.

- (vii) **Measurement Vs. Weightments** : Measurements or average weightments to arrive at the total approximate weight of stock of an article shall be resorted to only if there are heavy balances in hand. To arrive at average weightment, at least 2% in the case of iron and 10% in the case of other material or stores, shall be weighed and such stocks shall then be measured by length, area or cubic contents. The measurement of the entire stock shall then be taken and then reduced to weight by the help of the data furnished by the sample quantity measured and weighed. If the weight thus arrived at is approximately the same as entered in book balance, the later shall be accepted as correct. If however a large difference is disclosed thereby, all figures for measurement and weightments shall be carefully rechecked and an additional 2% (as the case may be) weighed and measured.
- (viii) **Valuable articles** : In case of valuable articles the whole stock shall always be weighed regardless of what the balances may be.
- (ix) (a) **Verification of fluids** : Unopened receptacles with original seal, etc., intact may be taken as containing the quantity of the fluid stated in the receptacles.
- (b) **Unpacked goods** : In the case of articles received in cases, if the cases are intact, the weight or number of given in the advice of despatch may be accepted as correct.
- (x) **Items of stores issued in weight against requisitions for number** : In the case of articles which are indented for in numbers but, the prescribed unit for which being weights, issues are made by weight, inspecting Assistant Accounts Officer/Inspecting Accountants shall, with a view to preventing or detecting fraudulent practices of overcharges in weight, shall carry out test check, at the time of verification of stocks of such items, the weights shown on issue notes as equivalent to the number issued. A report of the results of this test check shall be submitted to the Accounts Officer (Inspection).
- (xi) Physical verification shall also be done of the empty containers namely packing cases, drums of various sizes, metal containers and other costly packing material with suggestions for their disposal.
- (xii) While carrying out the physical verification of the stores the Inspecting Assistant Accounts Officer/Inspecting Accountant shall keep in view the following points contained in the physical verification report of the Departmental Officer :-
- (a) articles of consumable nature which are in stock for over a year and suggestions for its disposal;

- (b) Stock in hand in excess of the requirement of the department for a year, and if so, the details of such items specified by him;
- (c) unserviceable, obsolete or surplus articles in stores for which survey reports are to be prepared and sanction for writing off the value has to be obtained;
- (d) remarks made regarding any deficiencies, undue depreciation of stores and stock articles which are to be exhibited in the survey report.

It shall be ensured by the Inspecting Assistant Accounts Officer/Inspecting Accountant that accounts of all the stores and stock are maintained in the form prescribed in General Financial & Account Rules or departmental Manual.

- (xiii) The accounts of tools and plants issued for use by subordinates of the department or temporarily lent to contractors as well as those articles lent to local bodies and others with the sanction of the competent authority, shall be specially reviewed and checked and it will be seen that the articles are returned without unnecessary delay and in good condition.
- (xiv) **Incomplete count or weighments** : If it is not possible to finish the count or weighment of an item during the day, the stock of such counted or weighed portion of the material shall be kept quite separate from the undealt within the godown.
- (xv) **Immediate investigation of large discrepancies** : Any large discrepancies found as a result of stock verification between the stock ledgers or other records and actual count balance shall be investigated on the spot and a detailed report submitted thereon to the Accounts Officer (Inspection).
- (xvi) **Erroneous classification, unauthorised stocks and surplus stores** : Any wrong classification of stores, or stores, or unauthorised stocks of stores held by any officer or subordinate, or any items of stores which is surplus to requirements or about which it has been reported as such by the Department shall be noted and included in the report of verification to be submitted by the Inspecting Assistant Accounts Officer & Inspecting Accountant.
- (xvii) **Arrangements for custody and protection of Stores** : The Inspecting A.A.O./ Inspecting Accountant shall particularly examine and report if proper arrangements exists for the safe custody and proper storage of materials against unnecessary deterioration from whether or any cause. With this object they shall examine the existing arrangements to see :-
  - (a) that the Godown floors are pucca or cemented;
  - (b) that racks or other suitable arrangements are provided for storing petty and consumable stores;
  - (c) that items of common domenstic use are always kept under lock and key e.g. soap, matches, towels, dusters, etc.
  - (d) that in case of material stocks outside the godowns, enclosures have been provided or chowkidars appointed to watch the same;
  - (e) that proper arrangements exist for locking the godowns and keeping the godowns and keeping the keys in safe custody;
  - (f) that adequate arrangements exist for fire protection i.e. fire extinguishers are kept handy and at easily accessible spots and that fire buckets are always full of water and/or sand where inflammable articles are stocked.

- (g) that inflammable stores are never stocked near combustible items;
  - (h) that statutory regulations for storing explosive are observed; and
  - (i) that, in order to avoid deterioration of stock, issues are not made from fresh receipts, as a matter of course but that articles first received are issued first and to ensure this, fresh receipts are not dumped on existing stock but are so arranged that their turn for issue will come only when the existing stocks are exhausted.
- (xviii) **Survey of stores for unaccounted stores:** In order to ensure that any stocks not on the books are not overlooked, a survey of stores shall be made to see that all material lying about stacked, or unstacked is properly accounted for in the books. If there is any article in stores for which no ledgers exist, it shall be examined how the article in question came into stores and adequate steps taken to promptly account for such articles in the books of the department.
- (xix) **Examination of arrangements for receipts and issues:** The procedure in force in the stores regarding the receipts, issue and account of store shall be examined with a view to ascertain if the orders in force from time to time with regard to issue these matters are strictly observed.
- (xx) **Description, nomenclature, etc., of article:** It shall be seen that the articles verified agree with the description under which they stand in the ledgers and that the nomenclatures, classification and units of measurement/weight are in accordance with the published price list. If any doubt arises as to the correctness of the classification specification shall be obtained for comparison.
- (xxi) **Reclassification:** If materials that are being verified, are borne on the books as new or second hand but are found to be actually otherwise, the entire quantity shall be shown in the stock verification sheets as described in the numerical ledgers with suitable remarks as to the condition of the stores. In no case shall the Inspecting Assistant Accounts Officer/ Inspecting Accountant either himself transfer or ask the Storekeeper to transfer any material to the Register of unserviceable articles. Necessary suggestion for affixing a distinguishing mark, second hand/used articles shall be made in the inspection report to safeguard against the replacement of new articles with that of the second hand or used.
- (xxii) **Exemptions from verification :**
- (a) material liable to damage: Such items as are likely to be damaged during verification shall be exempted from stock verification. The Executive officer in whose custody this material remains will be held responsible for the correct ground balances of the material. A certificate shall be obtained by the Inspecting Assistant Accounts Officer/Inspecting Accountant from the officer in custody of the stores that the ground balance agree with the book balance.
  - (b) Verification of such articles may be avoided where the cost in handling them is uneconomical. A certificate as provided in the above case should be obtained from the custodian of the article.
- Note:** Though it is no ordinarily the duty of the store/stock verification party to verify the articles liable to damage or which are uneconomical, but they may use their discretion and take up full and complete verification if they suspect an irregularity in any case.

(xxiii) **Issue of Objection Memos:** The Inspecting Assistant Account Officer/ Inspecting Accountant shall issue the objection memos in case where misappropriation is noticed or some serious irregularity for which any commitment or clarification of the departmental Officer- in – charge of the store or stock is considered necessary on loose objection memo for reply, the acknowledgement of the same being obtained in the office copy of the memo. The objection memos shall be issued as soon as the irregularities or items considered objectionable come to notice. These shall under no circumstances be accumulated and issued in one lot. Such Duly replied objection memos shall be enclosed with the Inspection Report. In case a reply is not furnished by the office inspected within the scheduled closure of the inspection the fact shall be mentioned in the inspection report.

**7. Stock Verification Sheet:**

(a)The Inspecting Assistant Accounts Officer/ Inspecting Accountant shall daily prepare in triplicate (by carbon process) stock verification sheets for all items of stores, the verification of which has been completed that day, in case where a certain percentage of items are required to be verified under these rules but in cases where cent per cent items are verified, he shall prepare the verification sheet for those items only, in which the excesses or shortages are noticed by him.

(b)Stock sheets for stores verification shall be serially numbered. If two or more stock verifiers are employed in verifying the same store at the same time, each of them shall have his own series of numbers.

(c)The following general instructions regarding preparation of stock verification sheet shall be carefully observed:-

(i)Separate pages shall be used for different categories and qualities of stores:

(ii)Brief remarks, such as "Average Weighment", "Average Measurement" shall be given in the Remarks columns against all items that have not been verified in detail;

(iii)Each stock verification sheet shall be signed by the inspecting Assistant Accounts Officer/Inspecting Accountant and by the Store-keeper incharge of the Stores verified. A certificate to the effect that all stores pertaining to that class have been truly and correctly presented for verification and duly verified shall also be obtained from the store-keeper on each stock verification sheet.

(d)One copy of the verification sheet shall be handed over to the Store Incharge and a receipt obtained. Remaining two copies shall be attached with the inspection report.

**8. Scrutiny of Stock Ledgers:** While posting the results of verification in the stock ledgers, the Inspecting Assistant Accounts Officer/Inspecting Accountant shall apply a test check to see –

(a)That the ledgers are maintained in proper order;

(b)That there are no unattested corrections or overwritten figures in the ledgers;

(c)That if there is any material in stock for which no transactions appears in the ledgers for more than one year, all such items shall be specially brought to the notice of the Head of Department.

(d)That there are no heavy difference in stock between the balance brought out in the ledgers and as found by actual verification;

(e)That balances have been correctly drawn in the register.

(f)That the balance have been correctly carried over or brought forward.

9. **Posting of verification results in stock register:** After the actual stock figures of an item of stores have been ascertained, and the discrepancies have been accepted by the storekeeper, the result of verification shall be posted in the store ledgers as follows:-
- (a) If there is no difference, the remarks "stock verified correct" will be written in ink on the stock ledger under the date of verification and initialed by the inspecting Assistant Accounts Officer/Inspecting Accountant;
- (b) If the difference be an excess, i.e. the actual stock figures are greater than the book balance the difference will be struck on the book in ink and posted in the receipt column of the stock ledger "Excess is stock". The date of posting will first be recorded in column for "date" the excesses in the Stock will be written in the column for "particulars". The differences will be recorded in the "receipt" column, and the balance then struck by adding the excess to the book balance. The entry shall be initialed by the Inspecting Assistant Accounts Officer/Inspecting Accountant;
- (c) Regarding shortage, a note in ink shall be recorded in the remarks column of the stock verification sheet, ledger, inventory or account as the case may be.
10. **Register of serious irregularities:** For the sake of reporting serious matters to the Finance Department of the Government, persuing the Heads of Departments in regularising such irregularities promptly and preparation of the memorandum of results of the test check, a register of serious irregularities in the form SR No. 8 prescribed shall be maintained in the inspection section.
11. **Audit Committees:** The Government may form audit committees to monitor disposal of objections specially those involving serious irregularities. The Committee may comprise of Dy. Secretary at Government level. Financial Adviser/Chief Accounts Officer/Senior Accounts Officer, Head of Office of the Department and Dy. Director (Inspection) or <sup>1</sup>[Director, Inspection Department].

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1. Substituted vide Circular No.12/2005 dated 28.5.2005.

**LIST OF ARTICLES BEING COMMONLY USED IN THE DEPARTMENTS GIVING  
THE MINIMUM PERIOD OF THEIR SERVICEABILITY****PART-I**

S. No.	Name of article	Minimum period of service-ability (in years)	S. No.	Name of article	Minimum period of service-ability (in years)
1.	पलंग लोहे के	15	26.	बरसाती	5
2.	टी ट्रे आयरन	8	27.	फ्लीट पम्प	2
3.	एश ट्रे टिन	5	28.	मुद्ढा	1
4.	घाट स्टेण्ड लोहे का	5	29.	लेदर बैग	3
5.	साइन बोर्ड	10	30.	चिकें	5
6.	नोटिस बोर्ड	10	31.	प्लास्टिक बाल्टी	4
7.	डॉरमेट (लोहे की)	10	32.	प्लास्टिक का मग	2
8.	अंगीठी	5	33.	थर्मस फ्लास्क	5
9.	तसला लोहे का	10	34.	टी सैट	2
10.	घड़ा लोहे का	15	35.	गिलास शीशे के	5 माह
11.	खुरपा, फावड़ा, कुल्हाड़ी आदि	5	36.	जग शीशे के	1 वर्ष
12.	सुराही स्टेण्ड लोहे का	5	37.	फोटोग्राफ	10
13.	ताले (बड़े)	10	38.	तस्वीरें	10
14.	ताले (छोटे)	3	39.	टेबिल ग्लास	5
15.	लालटेन	5	40.	स्टेनलैस स्टील के गिलास	10
16.	वाटर कूलर/एयर कूलर	10	41.	स्टेनलैस स्टील के जग	10
17.	साइकिल	5	42.	पीतल-तांबे का रामसागर	10
18.	दीवार घड़ी	20	43.	पीतल-तांबे का लोटा	10
19.	टेबल घड़ी (टाईम पीस)	10	44.	पीतल-तांबे का घड़ा	10
20.	पेट्रोमेक्स	10	45.	पीतल-तांबे का भगोना	10
21.	टॉर्च	5	46.	पीतल-तांबे का गिलास, थाली, कटोरी, चम्मच आदि	10
22.	इमरजेन्सी ऑटोमेटिक लाइट	5	47.	पीतल-तांबे की बाल्टी	10
23.	एम्पलीफायर, ग्रामोफोन, लाउडस्पीकर	15	48.	पीतल-तांबे का स्टोव	15
24.	रेडियो, ट्रांजिस्टर	10	49.	पीतल-तांबे का तराजू	15
25.	छाता	5			



S. No.	Name of article	Minimum period of service-ability (in years)	S. No.	Name of article	Minimum period of service-ability (in years)
50.	पीतल-तांबे का कप	15	<sup>1</sup> 74.	मेट्रेसेज (फोम)	15
51.	पीतल-तांबे का चरास	15	75.	जाजम	10
52.	एल्युमिनियम मग	6	76.	मेजपोश गरम ब्लेजर	8
53.	सनमाइका ट्रे	5	77.	मेज, रेक, आलमारी आदि(लकड़ी)	15
54.	बिजली के हीटर	5	78.	कुर्सी, स्टूल, बैन्च आदि	15
55.	बिजली के स्टेबलाइजर	10	79.	पेपर रैक/बुक रैक आदि	15
56.	बिजली की घंटी	2	80.	पलंग लकड़ी का	15
57.	बिजली की ट्यूब लाइट	3	81.	सोफा सेट	20
58.	दरी	15	82.	लकड़ी की सन्दूक	10
59.	जूट कारपेट	5	83.	लकड़ी के पार्टीशन	15
60.	निवार	8	84.	पेपर टी-ट्रे (लकड़ी)	8
<sup>1</sup> 61.	तकिये	5	85.	टेलीफोन कैरियर बॉक्स	10
<sup>1</sup> 62.	गद्दे	5	86.	लेटर बॉक्स	10
63.	कुर्सी / मुद्दे की गद्दियां	5	87.	पायदान लकड़ी का	5
64.	पर्दे	5	88.	सुराही स्टेण्ड लकड़ी का	2
65.	मेजपोश सूती	3	89.	नेम प्लेट	5
<sup>1</sup> 66.	कम्बल	10	90.	बुडन बाथ बोर्ड	4
<sup>1</sup> 67.	बैड शीट्स	2	91.	वेस्ट पेपर बास्केट लकड़ी	10
68.	डॉर मेट जूट	2	92.	डेस्क	10
<sup>1</sup> 69.	तोलिये	6 माह	93.	इजी चेयर्स लकड़ी	10
70.	राष्ट्रीय ध्वज	5 वर्ष	94.	भगोना एल्युमिनियम	6
71.	गलीचा	15 वर्ष	95.	प्लेट एल्युमिनियम	6
<sup>1</sup> 72.	तकिये के कवर्स	1	96.	लोटा	6 वर्ष
<sup>1</sup> 73.	मेट्रेसेज (साधारण)	10	97.	ब्रीफकेस	6 वर्ष

<sup>2</sup>[**Note :** (a) Articles to be destroyed without the permission of any committee:

"Any article used in Treatment/Management of AIDS patient is to be destroyed immediately as soon as the patient leaves the Hospital."

(b) Articles to be destroyed with the permission of the committee at the local level :

"Articles like linen, Mattresses, Bed-sheets, Towels, Pillow and Pillow covers having permanent stains of blood and pus and can not be removed on repeated washing or get torn, could be condemned, if the committee thinks that the articles can spread infection to other patients (cross infection) in the Hospitals." ]

1. क्रम संख्या 61, 62, 66, 67, 69, 72, 73, एवं 74 पर अंकित वस्तुओं की अस्पतालों, प्राथमिक स्वास्थ्य केन्द्रों एवं सामुदायिक स्वास्थ्य केन्द्रों में उपयोग हेतु सीमा क्रमशः 2 वर्ष, 3 वर्ष, 6 वर्ष, 6 माह, 3 माह, 6 माह, 5 वर्ष एवं 7 वर्ष होगी । देखें परिपत्र संख्या 14/99 दिनांक 11.5.1999.

2. परिपत्र संख्या 14/99 दिनांक 11.5.1999 द्वारा जोड़ा गया ।

<sup>1</sup>[MINIMUM SERVICEABILITY PERIOD OF MOTOR VEHICLES :

**PART-II**

S.No.	Type of Vehicles	Minimum Kilometers of use	Minimum years of use
1.	Motor Cycles and three-wheelers	1.20 lacs	7
2.	Light Motor Vehicles	2.00 lacs	8
3.	Medium Motor Vehicles	3.00 lacs	10
4.	Heavy Motor Vehicles	4.00 lacs	10
5.	Tractors and Bulldozers	20,000 Hours in operation	10

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1. Substituted vide Circular No.22/95 dated 20.7.1995.

**STORES PURCHASE RULES**  
**STORE PURCHASES**  
**SECTION : I**

**Preamble :** The policy of Government is to make purchases of stores for the public service in such a way as to encourage the development of indigenous production of stores to the utmost possible extent and to make the country self sufficient in the matter of its own requirements. The following rules applicable to the purchase of stores for the requirements of the Government are prescribed in accordance with this policy.

In order to give effect to the above policy, preference in making purchases will be given in the following order :-

**Firstly-** to articles which are produced in India in the form of raw materials or are manufactured in India from raw-materials produced in India, provided that the quality is sufficiently good for the purpose.

**Secondly-** to articles wholly or partially manufactured in India from imported materials, provided that the quality is sufficiently good for the purpose.

**Thirdly-** to articles of foreign manufacture held in stock in India, provided that they are of suitable type and requisite quality.

**Fourthly-** to articles manufactured abroad which need to be specially imported (preference to be given to offers received for supply through India based establishments).

The rules express a definite preference for articles which are produced in India in the form of raw materials or are manufactured in India from raw materials produced in India and also for articles wholly or partially manufactured in India from imported materials. Further, the articles manufactured by cottage and small scale industries are to be given preference over other indigenous stores. These rules also extend a preference (but not in price) to articles of foreign manufacture stocked in India over those which have to be specially imported.

Rule 28: (1) Standards of financial Propriety for Procurement : The responsibility and accountability of every officer delegated with financial powers to procure any item or service on Government account is total and indivisible. Government, expects that the authority concerned will have the public interest uppermost in its mind while making a procurement decision. This responsibility is not discharged merely by the selection of the cheapest offer but must conform to the following yardsticks of financial propriety :-

- (i) Whether the offers have been invited in accordance with the Governing rules and after following a fair and reasonable procedure in the prevailing circumstances;
- (ii) Whether the authority is satisfied that the selected offer will adequately meet the requirements for which it is being procured;
- (iii) Whether the price of offer is reasonable in comparison to the prevailing market rates and consistent with the quality required; and
- (iv) Above all, whether the offer being accepted is the most appropriate one taking all relevant factors into account and in keeping with the standards of financial propriety as provided in rule 10 of Part I of these rules.

- (2) Wherever called for, the concerned authority must place on record in precise terms, the consideration which weighed with it while taking the procurement decision.

Rule 29: Save as provided in rule 32, all articles required for the public service, shall be purchased in India on the condition that delivery and payment shall be made in rupees in Rajasthan except for those offices of the Government sanctioned outside Rajasthan, where the delivery may be required at those stations.

<sup>4</sup>[Rule 29A. **Definition of e-tendering** : Electronic tendering is the use of information & communication technology (especially the Internet) in conducting their procurement of goods/works/services with suppliers and contractors for the complete tendering process including advertising, issuance of bidding documents, receipt of bids, bid opening, clarification and modification, financial evaluation of bids, notification and award of contract.

**Note:** For the clarification of doubts, pre-qualification, pre-bid conference, technical evaluation and negotiation, if required and permitted under these rules will be conducted manually.

Rule 29B. **Definition of e-procurement** : e-procurement is e-tendering plus all or any of the following :

(i) Expression of Interest (EOI) (ii) Request for Quotation (iii) Contracting (iv) Inspection (v) Inventory (vi) Payments.]

Rule <sup>3</sup>[30(1)] Purchases without tender: Ordinarily all the purchases, shall be made through tender, except in the cases mentioned in Annexure "A" to this Chapter in the manner specified therein.

<sup>3</sup>[(2) Rates for Letter Press and Offset Printing shall be as per Annexure "B" and "C" respectively.]

Rule 31: (1) Purchases of items of special or unusual character and from abroad: All articles not obtainable in India or any other articles of special or unusual character which have to be purchased for the public service may, when suitable and economical purchases cannot be made in accordance with these rules, shall be obtained without reference to these rules after placing on record reasons for not effecting the purchases in accordance with these rules and subject to the condition that the expenditure involved has received the sanction of the competent authority and specific budget provision exists, necessary foreign exchange made available and the stores ordered are not available either from indigenous sources or from stockiest of imported stores in India.

- (2) Items of furniture shall ordinarily be purchased through tenders as provided in these rules on the basis of detailed specifications. Purchases or work may also be got done on the basis of samples or design through Purchase Committees, hereinafter mentioned after carrying out negotiations.

<sup>1</sup>[Rule 32: **Purchase of computers & accessories** : All Government Departments will ascertain the requirement of computer and related accessories by seeking guidance from Director, Computer Department of file.]

<sup>2</sup>[Rule 32(A) : Normally the work relating to IT and e-governance of Government departments shall be carried out after inviting open tenders, however, on specific recommendation of the Project Approval Committee or Empowered Committee constituted by the Administrative Reforms (Gr.3) Department vide their Order no. F.6(57)AR/Gr.3/2004 (2) and F6(57)AR/Gr.3/2004 (1) dated 30.10.2004 the work may be got done through RAJCOMP on single tender as per the following procedure :

(1) The reasons shall be recorded by the Project Approval Committee or Empowered committee for getting the work done from RAJCOMP;

(2) The following tasks can be assigned to RAJCOMP :

- Conducting requirements & systems study
- Software development
- Execution of turn key projects involving systems study, software development, data entry, training to employees, procurement of computer hardware and software
- Providing consultancy

(3) The work relating to computer hardware procurement shall not be assigned to RAJCOMP unless it is a part of a project for which work is assigned on turnkey basis.

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1.Substituted vide Circular No.29/96 dated 17.9.1996.

2. Added vide Circular No. 23/2004 dated 2.11.2004.

3. Added vide Circular No. 2/2006 dated 15.4.2006 and existing Rule 30 renumbered as Rule 30(1)

4. Added Rule 29A and 29B vide Circular No. 2/2007 dated 10.1.2007.

- (4) The Committee shall specify the configuration, estimated cost and the period of completion of the IT work and e-governance project to be undertaken through the RAJCOMP. The manner and the amount of advance if required to be given ,shall also be decided by the committee keeping in the view the "phasing of expenditure" which shall not exceed 90% of the estimated cost of the work".
- (5) The committee shall also decide the period of warranty / guarantee to be given by the RAJCOMP for the different items of the work/project.
- (6) The RAJCOMP will submit the final claim alongwith the bills of each and every item of the work as per tender to DOIT. The authorised officer of DOIT shall record a certificate of satisfactory completion of the work as per specification after due verification and send the bills to the Department for making final payment.
- (7) Projects executed by RAJCOMP for the Government Departments will be subject to audit by Accountant General.]

<sup>1</sup>[Rule 33 : In all cases of urgent needs where there is likely to be delay in getting supplies of DGS&D rate contract items through operation of such rate contracts, the same items could be purchased from the open market as long as price to be paid for such items does not exceed those stipulated in the rate contract. Such purchase should not exceed Rs.20,000/- at a time and Rs.One lac in a year and are to be exercised in accordance with the powers delegated to the authority under the GF&AR Part-III.]

Rule 34 : <sup>2</sup>[xxxxxx]

<sup>1</sup>[Rule 35 : **Purchase from D.G.S.&D.** :Articles which are not manufactured in Rajasthan shall preferably be purchased through the agency of DGS&D by the Direct Demanding offices. In such cases where rate contract is both with a manufacturer situated outside Rajathan and a manufacturer within Rajasthan, preference shall be given to the units located in Rajathan provided that the specifications are as per requirements of the purchasing department.]

Rule 36: **Purchase of Machinery** : Important Plant, Machinery and Iron and Steel work shall be obtained as far as possible from the firms registered as approved suppliers by the DGS&D. **Note:** The intention is to ensure that Plant, Machinery and other engineering equipments shall be obtained from firms which possess workshops and appliances capable of turning out work of desired standard.

Rule 37: Nothing in these rules shall be deemed to prohibit the purchase of articles by one department from another.

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1. Substituted vide Circular No.3/2007 dated 15.1.2007.

2. Deleted vide Circular No. 3/2007 dated 15.1.2007 –

**[Purchase of Centralised Items** : Purchases of all items which are on the centralised list of the C.S.P.O. shall be made only from the firms which are on the rate contract with them. List of items will be notified by the CSPO from time to time. In case there is no rate contract for a particular item during a particular period and the purchases is considered essential, purchases shall be made only after obtaining N.A.C. from C.S.P.O. for the minimum quantity required to meet urgent demand.]

**PURCHASES WITHOUT TENDER****(See Rule 30)**

- (i) <sup>1</sup>[XXXXXXXXXXXXX]
- (ii) Items on Rate Contract with Director General, Supplies & Disposals (D.G.S.& D.) of Government of India.

<sup>1</sup>[XXXXXXXXXXXXX]**(iv) RAJASTHAN SMALL INDUSTRIES CORPORATION LTD :**

- (a) Brass Ware : The value of purchases shall not exceed Rs.5,000/- in one transaction and Rs.25,000/- in a year.

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1. Deleted vide Circular No.3/2007 dated 15.1.2007 –

[i] Items on rate contracts with Central Stores Purchase Organisation (C.S.P.O.), Finance Department.

**RAJASTHAN STATE AGRO-INDUSTRIES CORPORATION**

- (iii) (a) Tractors, Water tankers, Tractors Trolleys, All types of hand pumps and spares, Wheel Barrows, Night soil Tankers, Trees Guards, Dust Bins, Agricultural implements/ Equipments/Hand tools, Fencing Poles, Seed Storage Bins, Solar Cookers, Solar Water Heaters, Wind Mills, Biogas Drums with Guides, Tower Members, Tractor Components, Sheet Boxes and Trunks, Steel crates, Hand Pump Tools, Fabrication of Cabin, Water Tankers and mounting thereof on truck chassis, Load bodies of any type, Crop harvesting reapers, Bio-Fertiliser Culture, Automatic seed-cum-fertilizer drills, Sprinkler system, Container, Improved chullas, Diesel Pump Sets;
- (b) Trucks/Bus Chassis/Light Commercial Vehicles, Motor Cycles, provided the Corporation is authorised dealer of the manufacturer of these vehicles on D.G.S.& D. rates;
- (c) Various grades of composts;
- (d) Tyres, Tubes and Motor Batteries - at prices at part with those charged by the State Motor Garage at places where the State Motor Garage does not have its outlets. In case when it has outlet purchase shall be made on the basis of Non-Availability Certificate; and
- (e) P.P.Equipments, Pesticides, Weedicides, Fungicides, Fumigants, Rodenticides.

**Note :** 1. Item at (e) above may be purchased by Agriculture Department and Directorate of Horticulture and Director, Watershed Development & Soil Conservation from RAJFED and RSAIC  
 2. The rate shall be charged as certified by the Financial Adviser/Chief Accounts Officer of the Corporation either on the bills or in the price list issued by the Corporation, on the basis of formula prescribed by the Government.]

- (b) Hand printed or hand woven furnishing fabrics, Napkins, curtains, tapastrie.
- (c) All articles required to be presented to V.I.Ps.
- <sup>1</sup>[(i) 1.Mosaic cement Tiles.  
2.R.C.C.Cement Pipes.  
3.P.V.C.Wires and Cables.  
4.Room Coolers (Desert type)  
5. <sup>2</sup>[deleted]

The rate will be decided by a committee after calling quotations from SSI Units and adding service charges @ 3% (Three per cent).

<sup>8</sup>[ **Note** - Industries Department, Government Secretariate shall constitute Committee to approve the rates.]  
<sup>3</sup>[deleted].  
<sup>7</sup>[deleted].

- (d) Polythene bags, tents, tarpaulins and barbed wire. Rates will be as decided by the committee formed by the Government in the manner prescribed.
- <sup>4</sup>[(e) Iron & Steel Provided the rates charged by the Rajasthan Small Industries Corporation are not more than the SAIL STOCK YARD prices.]
- <sup>5</sup>[(f) Steel Furniture The Rajasthan Small Industries Corporation will supply the quality steel furniture after inviting open tenders from Small Scale Industries with the following conditions :-  
(i) Rajasthan Small Industries Corporation will give the specifications which are required by the Departments and which need to be fulfilled by the manufacturer's and will also ensure their supply as per specification and quality.  
(ii) A standard recognised inspection agency of Rajasthan Small Industries Corporation shall inspect the quality of goods being supplied by them.]

<sup>8</sup>[ **Note** – Industries Department, Government Secretariate shall constitute Committee to approve the rates.]

<sup>9</sup>[In view of addition of new sub-item (f) below item No.(iv) of annexure ('A') to Rule 30 of GF&AR Part-II, and in continuation to this department Order No.F.1(2)FD/GF&AR/88 dated 8.12.1993 (Circular No.60/93 dated 8.12.1993) The Rajasthan small Industries Corporation has been authorised to supply the quality Steel Furniture after inviting open tenders from Small Scale Industries. The Rajasthan Small Industries Corporation will charge service charge which shall not be more than 3% of goods being supplied by them in each case.]

- (v) Coal Coal India Limited.
- <sup>6</sup>(vi) Fertiliser RAJFED including its Krya-Vikrya Sahakari Samities and Gram Sahakari Samities (who are the member of RAJFED) and IFFCO, KRIBHCO.]

1. Added vide Circular No.23/ 94 dated 13.5.1994 w.e.f. 8.12.1993.

2. Deleted item "5. C.I.Detachable Joints" vide Circular No.24/94 dated 21.5.1994.

3. The existing Committee dissolved vide Circular No.12/2003 dated 2.9.2003 for - The member of the committee will be as under :-

1.Managing Director RAJSICO	Convenor.
2.Dy.Secretary to Government, Industries(II)Department	Member.
3.Financial Advisor, RAJSICO	Member.

4.Added vide Circular No.36/95 dated 14.11.1995.

5. Added vide Circular No.9/98 dated 5.5.1998.

6.Substituted vide Circular No.13/2000 dated 9.5.2000.

7. Existing Note - "All Government Department will make purchase exclusively from RAJSICO and in case of non-availability purchases shall be made by open tender after containing NAC from RAJSICO" deleted vide Circular No. 10/2002 dated 15.6.2002.

8. Added vide Circular No.12/2003 dated 2.9.2003. 9. Added vide Order No.F.1(3)FD/GF&AR/95, dated 5.5.1998.

<sup>1</sup> [(vii)]	Pesticides	RAJFED (Rajasthan State Cooperative Marketing Federation) and its Krya Vikrya Sahakari Samities and Gram Sahakari Samities (who are the member of RAJFED) <b>Note</b> :- The Krya Vikrya Sahakari Samities and Gram Sahakari Samities will sell the fertilisers not more than the rates notified by the RAJFED.]
(viii)	Seeds	Rajasthan State Seeds (Corporation and in case of non-availability, from other State Seeds Corporation & its outlets.
(ix)	Liquor	The Ganganagar Sugar Mills Limited.
(x)	Milk, Ghee, Cream and other products.	Rajasthan Dairy Corp. Federation and its shops.
<sup>7</sup> [(xi)]	<b>(a) Uniform:</b> All kinds of Terry-coat (or poly-cloth) Suitings, Shirtings, Sarees, Peticot cloth, Turban etc.(for uniform only) <b>(b) Bedding and Furnishing:</b> Bed-sheets, Draw-sheets, Khes, Blanket, Mattress, Quilt, Pillow and their covers and covers cloth, Table cover, Curtain cloth etc. <b>(c) Floor covering:</b> Dari, Dari Patti etc. <b>(d) Other cloth items:</b> Duster, Baste, Sponge Cloth, Basta, Turkish Towel, etc. <b>(e) Gauge Bandage:</b> Equipment Packaging (Education deptt.)	Rajasthan Rajya Bunkar Sahakari Sangh, R.S.H.D.C., Khadi Bhandar, N.T.C.  Rajasthan Rajya Bunkar Sahakari Sangh, R.S.H.D.C., Khadi Bhandar.  Rajasthan Rajya Bunkar Sahakari Sangh, R.S.H.D.C., Khadi Bhandar.  Rajasthan Rajya Bunkar Sahakari Sangh, R.S.H.D.C., Khadi Bhandar  Rajasthan Rajya Bunkar Sahakari Sangh, R.S.H.D.C.

Note: (1) Department shall have the choice to purchase without tender from above specified institution or procurement through a competitive tender process.  
(2) RSHDC and Bunker Sangh will ensure timely supply and quality as per specifications under relevant Rule/Act.  
(3) The Department, in advance, will send their expected requirement, date of placing order and delivery schedule to RSHDC/Bunker Sangh for production programming.  
(4) The rates and specification of the products would be fixed by the Industries Department.  
(5) Centralized purchase is prohibited. Requirement of department can be procured through district level depot or nearby depot of Khadi Bhandar/ Bunkar Sangh/RSHDC, Departmental Purchase Committee ensure quality and stock position before placing order above Rs. 2.00 lac in each case.]

<sup>6</sup> [(xii)]	deleted	
<sup>8</sup> [(xiii)]	(a) National Flag and Khadi Cloth including Woolen Uniform	Khadi Bhandar]

1. Substituted vide Circular No.13/2000 dated 9.5.2000. 2. Inserted vide Circular No.12/2000 dated 17.4.2000.  
3. Existing item (xiii) renumbered as item (xiii)(a) and new item (b) added vide Circular No.12/97 dt. 9.4.1997.  
4. Substituted vide Circular No.17/97 dated 30.4.1997 for - "Bunkar Sangh".  
5. Existing note (i) , (iv) and (vi) deleted and note No. (ii), (iii) and (v) renumbered as (i), (ii) and (iii) respectively vide Circular No.14/2000 dated 12.5.2000.  
6. Deleted vide Circular No.3/2007 dated 15.1.2007 -

[ (xii) ]	Salt	Government of India Undertaking.]
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7.Sub.vide Circular No.18/2009 dated 7.10.2009 for -

(xi)	Terry-coat <sup>2</sup> [or poly-cloth] for Uniform, curtain cloth, Duster, Basta, Bed/table cover, towels, napkins, tapestry.	National Textile Corporation, for uniform cloth only the variety of cloth and rate fixed by CSPO, Rajasthan Handloom Corporation and Rajasthan Bunkar Sangh and Khadi Bhandar (as per rate fixed by the committee constituted of Heads of Departments, Senior most officer of Accounts and a Technical expert within the Department).
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8.Sub.vide Circular No.18/2009 dated 7.10.2009 for -

(xiii)	<sup>3</sup> [(a)]Clothings, Dari, curtain cloth, cloth, blankets, tapanstry, Duster, Basta, Napkins, table covers, turbans, bed sheets and National Flag.	Khadi Bhandars.
	<sup>3</sup> [(b)]Gauge and bandage Blankets, Darri Patties, Equipment packages (Education Department).	RHDC/ <sup>4</sup> [Rajasthan Rajya Bunkar Sahakari Sangh Limited]/ Khadi Bhandar/Jails. Note: <sup>3</sup> [(i) RHDC and Bunkar Sangh will ensure timely supply and quality as per specifications under relevant Rule/Act. (ii) The Department, in advance, will send their expected requirement, date of placing order and delivery schedule to RHDC/Bunkar Sangh for production programming. (iii) The rates and specification of the products would be fixed by the Industries Department.]



<sup>7</sup> [(b) Steel Furniture	The Steel Furniture can be purchased from the Village Industrial Units registered with the Rajasthan Khadi & Village Industries Board upto the limit of Rs.1.00 Lac in a financial year. The limit of Rs.One Lac includes purchases by Head of Department alongwith their subordinate offices.						
	<p><b>Note 1.</b> The Rajasthan Khadi &amp; Village Industries Board will publish a list (every year on 1st April) showing the names of the registered Village Industrial Units and details of specification of steel items manufactured by them with the approved rates.</p> <p><b>Note 2.</b> Industries Department, Government Secretariate shall constitute Committee to approve the rates.]</p>						
(xiv)(a) Drugs and Medicines	For item manufacture by R.D.P.L.						
<sup>2</sup> [(b) Homeopathy Medicines	At the rates approved by the Director General, Central Government Health Scheme (CGHS).]						
<sup>3</sup> [(c) Ayurvedic medicines which are not prepared by pharmacies of Ayurved Department	At the rates approved by the Director General, Central Government Health Scheme (CGHS). The Ayurved Department shall continue to prepare the medicines which are prepared by their pharmacies.]						
<sup>4</sup> [(xv) Edible Oil, Oil cake and Deoiled cake	<p>Tilam Sangh of Rajasthan.</p> <p>(<b>Note</b> : The rate of the Edible oil, Oil cake and Deoiled cake manufactured by Tilam Sangh shall be fixed by a Price Fixation Committee consisting of-</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 70%;">1. Managing Director</td> <td style="width: 30%;">Convenor</td> </tr> <tr> <td>2. Senior Most Accounts Officer in the Sangh</td> <td>Member</td> </tr> <tr> <td>3. Technical Expert of the Sangh</td> <td>Member</td> </tr> </table> <p>All Government Departments/Corporations/Boards shall meet their requirement of Edible oil, Oil cake and Deoiled cake from Tilam Sangh.]</p> <p>RAJFED/Food Corporation of India.</p>	1. Managing Director	Convenor	2. Senior Most Accounts Officer in the Sangh	Member	3. Technical Expert of the Sangh	Member
1. Managing Director	Convenor						
2. Senior Most Accounts Officer in the Sangh	Member						
3. Technical Expert of the Sangh	Member						
(xvi) Cerels and pulses	Indian Oil Corporation/Hindustan Petroleum, IBP, Bharat Petroleum.						
(xvii) Petrol, lubricants, furnace oil, LPG, oil	Minerals and Metal Corporation of India.						
(xviii) Mercury	Bharat Leather Emporium or its retail shops - upto Rs.5,000/- per annum.						
(xix) Leather Items	Stock yards of Steel Authority of India, Hindustan Steel.						
(xx) Iron & Steel							

1. Added new item (c) vide Circular No.17/99 dated 22.6.1999.
2. Existing item (xiv) renumbered as (xiv)(a) and new item (b) added vide Circular No.35/95 dated 14.11.1995.
3. Added vide Circular No.11/98 dated 7.5.1998.
4. Substituted vide Circular No.1/2001 dated 4.1.2001.
5. Deleted vide Circular No. 12/2003 dated 2.9.1003 for - "on the rates approved by the Board"
6. Added vide Circular No.12/2003 dated 2.9.2003.
7. Sub.vide Circular No.18/2009 dated 7.10.2009 for -

<sup>1</sup> [(c)	Steel Furniture	<p>The Steel Furniture can be purchased from the Village Industrial Units registered with the Rajasthan Khadi &amp; Village Industries Board <sup>5</sup>[deleted] upto the limit of Rs.1.00 Lac in a financial year. The limit of Rs.One Lac includes purchases by Head of Department alongwith their subordinate offices.</p> <p><b>Note</b> :- The Rajasthan Khadi &amp; Village Industries Board will publish a list (every year on 1st April) showing the names of the registered Village Industrial Units and details of specification of steel items manufactured by them with the approved rates.]</p> <p><sup>6</sup>[ <b>Note</b>–Industries Department, Government Secretariate shall constitute Committee to approve the rates.]</p>
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(xxi)	Furnishing items like table covers, bed cover, sheets, towels napkins, curtain cloth and tapestries.	Authorised shops of Handlooms of Government of India/other Government, upto Rs. 5000/- per annum.
(xxii)	Jute carpets & doormats.	Coir Board of Government of India.
(xxiii)	Drawing, Survey and other Mathematical Instruments.	National Instrument Company Limited, (Survey of India Department, Calcutta).
<sup>4</sup> [(xxiv)]	(a) Items of Groceries, Controlled commodities and Medicines.	Retail shop Rajasthan State Co-operative consumer Federation (CONFED) & Sahakari Wholesale Upbhokta Bhandars under consumer Federation (CONFED) Uphar, Samaradhi, Super Bazar, New Delhi.
	(b) Stationery articles.	Upto Rs.10,000/- on each occasion with an annual limit of Rs.50,000/-.
	(c) Phenyl soaps, detergents, brooms, finit, pump, tumblers, battery cells, torch, mugs, buckets, bags, odonil, washing powder, vim.	Upto Rs.10,000/- on each occasion with a annual limit of Rs.50,000/-

Note: 1. The Sahakari Wholesale Upbhokta Bhandars should be authorised wholesaler of articles and/or receive its supplies from the original manufacturers/producers directly and a certificate to this effect shall be recorded on each bill/cash memo.

2. In case of items of groceries, the powers are primarily meant for casual requirements and petty purchases. For bulk and regular purchases, department shall negotiate the rates through purchase committee before placing the orders. Market Rates for items of similar brands shall be kept in view while making bulk purchases.

3. Purchases of medicines shall be restricted to casual requirements only. In case of bulk purchases, purchases shall be made as per provisions of these Rules directly from Government Undertakings, manufacturers, etc.]

(xxv)	The Harvested and converted material of forest namely, fire wood, Char-coal, Timber, Ballies and other wooden articles.	Forest Department ( State Trading Scheme)
(xxvi)	<sup>1</sup> [(a)] Articles manufactured e.g., Duster, Patties, Gauge cloth, Basta, Tape, curtain cloth, Niwar cloth, carpet, Duries, etc. <sup>1</sup> [(b)] Desert Coolers	Department of Government (like Jail Department, etc.)  Manufactured by Central Jail Jaipur, Jodhpur & Udaipur on rates approved by the Director General Jail, Jaipur.]
(xxvii)	Vaccine/ <sup>2</sup> [Frozen Semen], Lymph and antegin	Approved Government Institutions like State Vaccine Institute, Patwadnagar etc.
<sup>3</sup> [(xxviii)]	xxxxxxxxx].	

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1.Existing number (xxvi) renumbered as (xxvi)(a) and new number (b) inserted vide Circular No.10/2002 dated 15.6.2002.

2. Substituted vide Circular No.25/94 dated 25.5.1994.

3. Deleted vide Circular No.3/2007 dated 15.1.2007 -

[(xxviii) All kinds of Typewriters. Central Stores Purchase Organisation, Finance Department.]

4. Substituted vide Circular No.15/2009 dated 29.6.2009 for item (xxiv) and notes thereunder.

<sup>1</sup>(xxix) File covers, File pads, Envelopes, Greeting Cards, Chalk sticks, Candles, Dusters, Bastas.

From the institutions where these items are made by mentally challenged or disabled children as per the following limits:

Through purchase committee:-

- (i) At the level of H.O.D. : For all item upto Rs. 30,000/- per annum.
- (ii) At the level of Regional officer: For all items upto Rs.5,000/- per annum.
- (iii) At the level of head of office: For all items upto Rs.2,000/- per annum.

Note:-The list of such institutions and items produced by the mentally challenged or disabled children and rates thereof shall be issued by the Commissioner(Disabilities) Ambedkar Bhawan, behind Pant Krishi Bhawan, Bhagwan Das Road, Jaipur-302005 on 1st April every year. The validity of such list shall automatically stand expired on 31<sup>st</sup> March every year, if not expired earlier.

<sup>3</sup>[(xxx) xxxxxxxx]

(xxxi) (a) Purchase of animals, birds.  
<sup>2</sup>[(b) Animals and birds feed & fodder.

Through Purchase Committee.

RAJFED/Rajasthan Co-operative Dairy Federation and through Purchase Committee.

(xxxii) **Pictures and Paintings.**

Through Purchase Committee.

(xxxiii) **Books :**

(i) (a) Foreign Books :

At minimum discount of 10% on the price converted as per prescribed rates or at lower rates in Indian Currency.

Condition of discount will not be applicable.

(b) Foreign Medical Books/ Journals/  
Periodicals.

(ii) Indian Book :

(a) Text Books

At minimum 6¼% discount. A certificate

1. Deleted existing entry vide Circular No.22/2000 dated 26.8.2000 and again added vide Circular No.8/2003 dated 18.6.2003.

2. Substituted vide Circular No. 40/94 dated 7.11.1994.

3. Deleted vide Circular No.3/2007 dated 15.1.2007 -

[(xxx) Articles manufactured as under :-

- (a) Durries/Patties.
- (b) Galicha.
- (c) Chadar (Bed Sheet).
- (d) Handloom Material.
- (e) Towel (Tolia).
- (f) Sap.
- (g) Envelope.
- (h) Chalk Sticks.
- (i) Rope.
- (j) Wooden/Plastic baskets.
- (k) Niwar.
- (l) Food stuffs, like pickels, Papad, Mangodees, spices.
- (m) Sticking
- (n) Panjiri/Dalia(used in ICDS centres)
- (o) Safe Delivery kits(used in ICDS centres and medical department).
- (p) Polythene bags.
- (q) File covers/Folders.
- (r) Duster.
- (s) School exercise books.

Development of Women and Children in Rural Areas (DWACRA). The rate shall be as per formula prescribed by the Government and as certified by Senior Accounts Officer/Accounts Officer of the project.]

	that books are text books shall be given on the Bill.
(b) Books other than Text Books.	At minimum 10% discount
(iii) Law Boks/Publication of Government of India and other States	Condition of discount is not applicable.
(iv) Rare Books/Manuscripts/Rare Documents.	Through Purchase Committee of the level of Department/Head of the Department.
<b>Note :-</b>	In case more discount than the minimum as mentioned above is available, it should be availed.
(xxxiv) Spare parts of particular make of Motor Vehicles and Mechninery equipments.	From their sole distributors/ manufacturers or original equipments suppliers/authorised dealers upto Rs. 5000/- in each case.
(xxxv) Films/photography material.	Upto Rs. 30000/- from the manufacturers or their authorised dealers.
<sup>1</sup> [(xxxvi) (1) Circuit Houses, Guest Houses, Rajasthan House, Vishranti (HCM RIPA) TAD Hostels/Schools etc.	
(a) Catering stores like pulses,spices, sugar, salts, atta, wheat, besan, maida, suji, grams, dry fruits, papad, oil, vansapati, bottled and tin provisions like ketchup, squashes, sharbat, tea, coffee, biscuits, jams, pickels, paper napkins, toilet paper, sauces, cornflakes, etc.	Purchase shall be made as under :- (a) Shops run by Government department/ Corporation/Co-operatives through their shops.
(b) Dairy products like milk, powder, curd, cheese, butter, ghee, cream.	(b) From Co-operative Dairies.
(c) Fuel like wood, LPG, Coal etc.	(c) Distributors/Sub-distributors at their current price list. charcoal and fire wood from the Forest Department.
(d) Meat, Fish, eggs, chicken.	(d) Dealers/sub-dealers.
(e) Vegetables, fruits.	(e) Consumer Stores of State level Co-operative Societies, Delhi Super Bazar/ Established/reputed retailers/dealers.
(f) Breads/Sweet.	(f) Established/reputed retailers/dealers.
<b>Note :-</b>	In case of stores purchased from Upbhokta Bhandar in co-operative sector for TAD hostels and TAD schools in Rajasthan, Commissioner TAD shall negotiate the rates through purchase committee before placing the orders of above stated items from them.

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1.Substituted vide Circular No.4/2009 dated 13.2.2009 for- Circuit Houses, Guest Houses, Rajasthan House, etc. and again substituted item No. (xxxvi)(1) (2) and notes thereunder vide Circular No. 14/2009 dated 29.6.2009.

(xxxvi) Jails, Sub-Jails, Hospitals, Tenders shall be invited as per Rules. If the rates  
(2) Rescue Homes, Shelters, received in tender are considered unusually higher  
After Care Homes, Police than purchases may be made from Consumers Stores,  
Mess, etc. Upbhokta Bhandar/Co-operative Societies/Stores by  
negotiations at the rates lower than the tendered rates  
or in case of their not agreeing, the purchases may be  
made in the manner provided in clause (1) above after  
recording reasons.

(xxxvi) **All Offices :** From the manufacturers or their authorised dealers.  
(3) Articles of proprietary character.

- Note :-
1. The proprietary articles are basically such articles which are either not being manufactured by any other manufacturer or for which there is no substitute.
  2. A certificate in support of above shall be obtained from the manufacturer himself. This certificate shall also be supported by a certificate from the Purchase Officer on recommendation of Purchase Committee that he has satisfied himself regarding the proprietary character of the articles.
  3. Items of particular make or brand may be purchased by the Departmental Purchase Committees formed by the Government after recording detailed reasons.]

<sup>1</sup>[(xxxvii) Printing work On the approved rates of Finance Department from the Rajasthan State Cooperative Press Limited.  
**Note:-** (1) In case the paper is not supplied by the Department then the cost of paper should not be more than 10% extra on the tendered rates.  
(2) The Press will be responsible to give complete paper account.  
(3) Quality and G.S.M. of paper can be inspected by the Department at any time in the State Cooperative Press.]

<sup>2</sup>[(xxxviii) The Mamta Kits manufactured by Mahila Sadan (Rescue Home) being run by the Social Welfare Department will be purchased by women and child development Department without inviting tenders or quotations subject to the proviso that the cost of charges for Manta Kits by the said Mahila Sadan (Rescue Home) shall not in any case exceed the rate arrived at by the following :-

1. Direct material & Labour cost (to be certified by the Head of the Project);
2. Over head charges at 150% of the direct labour cost; &
3. Project margin at 7½% (to be certified either on the bills or in the list sent to the Women and Child Development Department by the Head of the Project).

The above calculation shall be in consultation with the Senior Accounts Officer/Accounts Officer posted in the Project/Department.]

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1. Substituted vide Circular No.13/98 dated 6.7.1998.

2. Added vide Circular No.23/94 dated 13.5.1994.



## Annexure – B

### [RATES FOR LETTER PRESS PRINTING FOR GOVERNMENT PRESS AND RAJASTHAN STATE CO-OPERATIVE PRESS LTD. (RATES IN RUPEES)]

S. No.	Size	Composing per page	Printing per thousand	<u>Binding per piece</u>				Glue Pad per piece	Limp Binding	Others
		Rate	Rate	Leather	Full Canvas	Cloth	Ordinary Abri			
1.	20x30/16	15.00	15.00	12.00	12.00	6.00	7.20	1.20	1.50	1. Stitching Rs.30/- per thousand 2. Colour Dye Rs.80/- per thousand 3. Dye Rs.60/- per thousand 4. Ruling Rs.20/- per thousand 5.Perforation Rs. 5/- per thousand 6.Block making charges as per job 7.Eyeleting Rs. 50/-per Thousand 8.Folding Rs. 13/-per Thousand 9.Numbering Rs. 12/- per Thousand 10.Lamination Rs. 0.60 Per Hundred Sq.inch. 11.Spiril Binding Rs.6/- Per Set 12.Tintriming Rs. 0.75 each 13.Pasting 25/- Per thousnad.  <b>Note :-</b> The cost of paper should not be more than 10% overheads on tender rate if procured by Press.
	18x22/16	15.00	15.00	12.00	12.00	6.00	7.20	1.20	1.50	
	16x26/16	15.00	15.00	12.00	12.00	6.00	7.20	1.20	1.50	
	18x22/12	15.00	15.00	12.00	12.00	6.00	7.20	1.20	1.50	
2.	18x22/8	30.00	20.00	9.60	9.60	6.00	9.60	1.80	2.00	
	16x26/8	30.00	20.00	9.60	9.60	6.00	9.60	1.80	2.00	
	17x27/8	30.00	20.00	9.60	9.60	6.00	9.60	1.80	2.00	
	20x30/8	30.00	20.00	14.40	14.40	8.40	9.60	1.80	2.00	
	10x22/6	30.00	20.00	14.40	14.40	8.40	9.60	1.80	2.00	
3.	18x22/4	45.00	25.00	24.00	22.80	8.40	12.00	2.40	3.00	
	16x26/4	45.00	25.00	24.00	22.80	8.40	12.00	2.40	3.00	
	17x27/4	45.00	25.00	24.00	22.80	8.40	12.00	2.40	3.00	
	20x30/4	45.00	25.00	26.40	24.00	18.00	12.00	2.40	3.00	
4.	18x22/2	90.00	36.00	34.80	34.80	15.60	14.40	4.80	5.00	
	16x26/2	90.00	36.00	34.80	34.80	15.60	14.40	4.80	5.00	
	17x27/2	90.00	36.00	34.80	34.80	15.60	14.40	4.80	5.00	
	20x30/2	90.00	36.00	34.80	34.80	26.40	14.40	4.80	5.00	
5.	18x22/1	180.00	72.00	42.00	48.00	20.40	18.00	9.60	10.00	
	17x27/1	180.00	72.00	42.00	48.00	27.60	18.00	9.60	10.00	
	16x26/1	180.00	72.00	42.00	48.00	24.60	18.00	9.60	10.00	
	20x30/1	180.00	72.00	49.20	48.00	33.60	18.00	9.60	10.00	
	23x36/1	180.00	100.00	-	-	-	-	-	10.00	

Note : In case where the work is got done by the Rajasthan State Cooperative Press Ltd., from an outside agency, rates will be charged as per Annexure-I hereto.]

1. Substituted vice Circular No. 3/2006 dated 15.4.2006.

**Annexure – I**

**<sup>1</sup>[RATES FOR LETTER PRESS PRINTING FOR RAJASTHAN CO-OPERATIVE PRESS LTD.  
(Where work is got done by it from an outside agency)]**

S. No.	Size	Composing per page	Printing per thousand	<b><u>Binding per piece</u></b>				Glue Pad per piece	Others
				Leather	Full Canvas	Cloth	Ordinary Abri		
1.	20x30/16	15.00	15.00	10.00	10.00	5.00	6.00	1.00	<sup>2</sup> [S. Nature Rate No. of work 1. Stitching Rs.30/- per thousand 2. Colour Dye Rs.80/- per thousand 3. Dye Rs.60/- per thousand 4. Ruling Rs.20/- per thousand 5.Perforation Rs. 5/- per thousand 6.Block making charges extra as per job 7.Eyeleting Rs. 50/-per thousand 8.Folding Rs. 13/-per thousand 9.Numbering Rs. 12/- per thousand 10.Lamination Rs. 0.60 per Hundred Sq.inch. 11.Spiril Binding Rs.6/- Per Set 12.Tintriming Rs. 0.75 each  <b>Note :-</b> The cost of paper should not be more than 10% overheads on tender rate if procured by Press.]
	18x22/16	15.00	15.00	10.00	10.00	5.00	6.00	1.00	
	16x26/16	15.00	15.00	10.00	10.00	5.00	6.00	1.00	
	18x22/12	15.00	15.00	10.00	10.00	5.00	6.00	1.00	
2.	18x22/8	30.00	20.00	8.00	8.00	5.00	8.00	1.50	
	16x26/8	30.00	20.00	8.00	8.00	5.00	8.00	1.50	
	17x27/8	30.00	20.00	8.00	8.00	5.00	8.00	1.50	
	20x30/8	30.00	20.00	12.00	12.00	7.00	8.00	1.50	
	10x22/6	30.00	20.00	12.00	12.00	7.00	8.00	1.50	
3.	18x22/4	40.00	25.00	20.00	19.00	7.00	10.00	2.00	
	16x26/4	40.00	25.00	20.00	19.00	7.00	10.00	2.00	
	17x27/4	40.00	25.00	20.00	19.00	7.00	10.00	2.00	
	20x30/4	40.00	25.00	22.00	20.00	15.00	10.00	2.00	
4.	18x22/2	80.00	30.00	29.00	29.00	13.00	12.00	4.00	
	16x26/2	80.00	30.00	29.00	29.00	13.00	12.00	4.00	
	17x27/2	80.00	30.00	29.00	29.00	13.00	12.00	4.00	
	20x30/2	80.00	30.00	29.00	29.00	22.00	12.00	4.00	
5.	18x22/1	160.00	60.00	35.00	40.00	17.00	15.00	8.00	
	17x27/1	160.00	60.00	35.00	40.00	23.00	15.00	8.00	
	16x26/1	160.00	60.00	35.00	40.00	23.00	15.00	8.00	
	20x30/1	160.00	60.00	41.00	40.00	28.00	15.00	8.00	
	23x36/1	180.00	100.00	-	-	-	-	-	

1. Substituted vice Circular No. 15/95 dated 26.5.1995. 2. Substituted vide Circular No. 13/98 dated 6.7.1998.





**OFF-SET PRINTING RATES FOR GOVERNMENT PRESS &  
RAJASTHAN STATE COOPERATIVE PRESS**

<b>Sl. No.</b>	<b>Work</b>	<b>Rates (in Rs.)</b>
1.	Photo composing (Hindi & English)	(i) Photo Composing with formatting @ 0.25 per Sq. Inch. (ii) Formating without Composing @ 0.15 Per Sq.Inch.
2.	Colour scanning. Minimum size 7" X 7"	@ 0.25 Per Sq. Inch. Per colour, Minimum Size 7"x7" @ 175.00 Four Colour
3.	Processing for positive & negative	@ 0.15 Per Sq. Inch.
4.	Colour Planning	@ 1.00 Per Sq.Inch per colour
5.	Platemaking (18"X23") (23"X36")	@ 160.00 each plate @ 225.00 each plate
6.	Printing (Black & White) (18"X23") (23"X36")	@ 80.00 Per thousand @ 100.00 Per thousand
7.	Printing (Colour) (18"X23") (23"X36")	@ 130.00 Per thousand @ 150.00 Per thousand
8.	Screen Printing (i) invitation cards, certificates etc. (ii) letterheads, visiting cards etc.	@ 1.00 Per Imp. per colour @ 0.50 Per Imp. per colour
9.	Design charges	@ 175.00 Per Design Minimum size 9"x11"

- .....
1. Existing Annexure 'C' substituted vide Circular No.15/95 dated 26.5.1995 vide Circular No.13/98 dated 6.7.1998. and again substituted vide Circular No. 3/2006 dated 15.4.2006.

**SECTION II  
TENDERS**

**Rule 38 : Purchase through tender :** Tenders shall be invited for supply of all articles unless the value of the order to be placed is small or the Departmental Purchase Committee/Committee at the level of Head of Department is satisfied that sufficient reasons, which shall be recorded in writing, exist that it is not in the public interest to call for tenders or the demand is so urgent that any additional expenditure involved in the tender system must not be incurred or the sources of supply are definitely known and possibility of fresh source beyond those being tapped is remote or in cases where tenders are not received even after two attempts of invitation. The nature of urgency and circumstances under which demand could not be anticipated and other cause shall be recorded and approval of the competent authority to dispense with advertisement will be taken.

**Note :** Small orders as provided in the above rule would mean an order the total value of which does not exceed Rs. <sup>2</sup>[3,000/-] in each case.

<sup>1</sup>[**Rule 38(A) : Hiring of consultancy services :** In case a Department is not well equipped for conducting a study or job due to its special nature, consultancy services can be hired after prior administrative sanction, provided there is a specific budget provision for hiring of consultancy services. However no consultancy shall be assigned for regular functions of the Department. The services of suitable solution providers and troubleshooters may also be taken in case of I.T. projects. The authority competent for sanction of consultancy services shall be as per delegation of powers under part-III of GF&AR. A Committee consisting of Administrative Secretary, Head of Department and Financial Advisor/Chief Accounts Officer may be constituted to follow the procedure and consider the proposals relating to hiring of consultancy services as outlined in Appendix -5 of GF&AR part-II.]

<sup>5</sup>[xxxxxx]

<sup>4</sup>[**Rule 38(B): e-procurement :**

- (i) All stores/works /services of Rs. 5.00 crore or more in the Departments of PHED, PWD, Irrigation, Forest and all stores of Rs.1.00 crore or more in the Medical and Health Department shall be procured only through e-tendering from April 1, 2007.
- (ii) All stores/services/works estimated to cost Rs. 50,000/- or more (other than included (i) above) in all departments, e-tendering shall be optional and can be used as an alternative to manual open tender process.
- (ii) Departmental Purchase Committees will finalize terms and conditions of the tender document for e-procurement before publishing of tender.
- (iv) NITs of all mandated and optionally decided e-tender shall only be published on the e-procurement portal (<http://eproc.rajasthan.gov.in>) of the State.

**Note :** DIPR and the departments concerned shall make arrangement for linking their tender page with e-procurement portal for simultaneously display of tender on DIPR/Department website.

- (v) A brief NIT shall only be published in the news papers as required under rule 41 of GF&AR-II containing a note that other particulars of the tender may be seen on the e-procurement portal (<http://eproc.rajasthan.gov.in>) of the State. Detailed NIT shall not be published in the newspapers. Web address of e-procurement portal has to be provided in the NIT.
- (vi) **Conditions of participation by bidders :-**
  - (1) Every bidder will need to have digital signature issued as per IT Act 2000.
  - (2) Every bidder shall be allotted a user ID and Password on furnishing requisite details on e-procurement website.]

<sup>2</sup>[**Rule 39 : System of Tenders:** Tenders shall be obtained in the following manner :

- (i) Open Tender (by Advertisement in news papers) in case where the estimated value of Tender to be received is more than Rs 50,000/-;
- (ii) Limited Tender (by direct invitation to a number of limited firms/shops dealing in the articles to be purchased) in case where the estimated value of the Tender to be received is more than 3000/- but upto Rs 50,000/-.

**Note :** The limited Tenders will be allowed upto the limit of Rs 50,000/- in each case and upto an annual limit of Rs 2,00,000/-.]

<sup>3</sup>[**Rule 40 (1) : Time limit for open tender :-** The minimum time to be given for receipt of tenders from the date of publication of the notice inviting tender shall be as under :

<sup>2</sup> [S.N.]	Amount	Days
(i)	Where the estimated value is above Rs 50,000/- and upto Rs 5.00 lac	10 days
(ii)	Above Rs 5.00 lac and upto Rs 10.00 lac	15 days
(iii)	Above Rs 10.00 lac	30 days]

**Note :** (i) The minimum time shall be counted from the date of publication of the NIT in the first newspaper.

1. Added vide Circular No.25/2004 dated 10.12.2004.

2. Substituted vide Circular No.25/2004 dated 10.12.2004.

3. Substituted vide Circular No.15/2004 dated 10.6.2004. 4. Added Rule 38(B) vide Circular No. 2/2007 dated 10.1.2007.

5. Existing Note withdrawn vide Circular No. 15/2010 dated 9.6.2010 w.e.f. 16.3.2010 which was added vide Circular No.5/2010 dated 16.3.2010 for [Note :

Provision of this rule shall also apply for consultancy of BOT & PPP Projects by PWD.]

(ii) Extension in the date of receipt of tenders shall also be published in the newspapers and on the website.]

<sup>2</sup>[Rule 40(2) - Short notice tender :

In case of urgent requirement which shall be recorded in writing, the Departmental Purchase Committee and Committee at the level of Head of Department may reduce the period of publicity for open tender from 30 days to 20 days and from 15 days to 10 days.]

<sup>1</sup>[Rule 41 : **Publicity of Tender** : The publicity of tenders for purchase of articles shall be made as under :-

S.N.	Amount	Days	<sup>1</sup> [Mode of publication	
<sup>2</sup> [ (i)	Where the estimated value is above Rs 50,000/- and upto Rs 5.00 lac	10 days	<sup>1</sup> [(1)	Notice Board of all Regional and Divisional H.Qs.as the case may be.
			(2)	One Regional news paper.
			(3)	One State Level news paper having circulation of 50,000 copies & above.
(ii)	Above Rs 5.00 lac and upto Rs 10.00 lac	15 days	(1)	Notice Board of all Regional and Divisional H.Qs.as the case may be.
			(2)	One Regional news paper.
			(3)	Publication in two leading daily State Level news papers one of which should have circulation of 50,000 copies & above.
(iii)	Above Rs 10.00 lac	30 days]	(1)	Notice Board of all Regional and Divisional H.Qs.as the case may be.
			(2)	Two State level news papers one of which should atleast have a circulation of 50,000 copies & above.
			(3)	One all India level paper.
			(4)	Any Trade Journal specialising for publication of NITs.]

<sup>3</sup>[**Note** : (i) The Notice Inviting Tender shall also be publicised by including it on the Website of the Director Information and Public Relations, Rajasthan, Jaipur (DIPR) if the value of the tender exceeds Rs. 10.00 Lac. The tender below Rs. 10.00 Lac shall, however, be publicised through the Departmental Website.

<sup>4</sup>[(ii) The tenders to be published through the Website of the DIPR shall be sent either through e-mail on "tender@rajasthan.gov.in." by attaching Word/HTML format file or through a soft copy].

(iii) As the tender is being publicised on the Website, a brief NIT only shall be given in the newspapers containing a note that other particulars of the tender may be seen on the website "www.dipronline.org." [and Departmental Website.....].]

1. Substituted vide Circular No.26/96 dated 27.8.1996.

2. Substituted vide Circular No.25/2004 dated 10.12.2004.

3. Added vide Circular No.15/2004 dated 10.6.2004.

4. Substituted vide Circular No. 2/2005 dated 11.2.2005

Rule 42 : (1) Procedure for Limited Tenders :

- (i) Limited tenders shall be obtained from the S.S.I. units/whole sellers/producers, original equipment manufacturers, sole/distributors/ sole selling/ marketing agent/su-distributors, authorised dealers, retail shops of manufacturers, authorised stockists, retailers of known reliability and who are bonafide dealers in stores/articles to be purchased.

For this purpose the purchase officers shall maintain a list of such firms, of known reliability who deal in items and that they possess the necessary equipments and facilities for supply of stores which they offer.

- (ii) Tender notice shall be given to sufficient number of firms to avail competitive rates.
- (iii) The Director of Industries shall provide a list of all S.S.I. units of Rajasthan alongwith their place of location, items manufactured, capacity etc.

**Note:** In case of purchases of the spare parts of motor-vehicles, machinery and equipments of the particular make of the values exceeds Rs.5,000/- limited tenders shall be invited from the authorised dealers and original equipment suppliers.

- (2) **Time limit for limited tender:** A minimum period of 3 days shall be given to the firms to offer their tenders. However, this may be relaxed in case of agency.

Rule 43: **Limited tender in place of Open Tender:** Limited tenders may be invited in place of open tender in the circumstances explained in Rule 38 even when the estimated value is more than <sup>1</sup>[Rs.50,000/-] in the manner provided in Rule 42.

Rule 44: **Purchase of articles on small orders :** Articles of the value upto <sup>1</sup>[Rs.3000/-] shall be purchased from the Government Department/Corporation shops, wholesalers/Sole-distributors, Distributors/Sub-distributors, authorised dealers, co-operative stores or Bhandars, retail shops of manufacturers, authorised stockists and retailers of known reliability and who are bonafide dealers in stores/articles to be purchased.

Rule 45: **Tender notice to contain :** Tender notice in the case of open tender shall contain the following particulars:-

- (i) Office of issue and tender number;
- (ii) Brief specification of stores including I.S.I., Part number of Agmark. In case of paper I.S.I. Certification number, G.S.M., weight, type and other details;
- (iii) Quantity and estimated value;
- (iv) Office from which tender forms and the time and date upto which these can be obtained.
- (v) The time and date by which the tender should reach the office issuing the tender notice;

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1. Substituted vide Circular No.25/2004 dated 10.12.2004.

- (vi) Cost of tender forms, mode of payment and the fact that tender fees once paid would not be refundable;
- (vii) Earnest money and its form and exemption to S.S.I. units under rules;
- (viii) Time, date and place where tenders will be opened;
- (ix) Fact of exclusive reservation of those items to be purchased from SSI units mentioned in rule 62(3)(i);
- (x) Delivery period;
- (xi) Price Preference, if any; and
- (xii) Validity of tenders.

Rule 46 : **Cost of Tender forms for open tender** : (i) In case of sale of tender forms, tender fee per tender form will be charged as under :-

For value of Rs.30,001/- and upto Rs.1.00 lac.	Rs. 50/-
For value above Rs. 1.00 lac.	Rs.100/-

Cost of drawing and specification will be charged extra.

- (iii) <sup>1</sup>[Tender Form shall be given free of cost to S.S.I. units of Rajasthan] on production of an attested copy of Registration alongwith Competency Certificate issued by the Director of Industries, Rajasthan or his subordinate officers at all districts.

<sup>2</sup>[Note : <sup>4</sup>[(1)] Any tender received other than on prescribed form shall not be entertained. The tender form can also be downloaded from the website and this shall be entertained. Cost of the tender form downloaded from the website shall be deposited by the tenderer separately as applicable by way of Demand Draft or in Cash alongwith the earnest money.]

<sup>4</sup>[(2) In case of e-procurement/ e-tender system the supplier can view the NIT and if interested, they can purchase/download the tender document by paying the tender fee either electronically (whenever such facility is created) or manually and submit their bids along with EMD. The suppliers will scan the documents and certificates that they are required to submit along with their bids and upload the scanned copies as part of their bids.]

Rule 47 : (1) **Sale and account of Tender Form** : All tender forms shall be signed at the top by the Purchase Officer before being sold to the intending tenderers. An account of the tender forms sold shall be kept in sale of tender form Register in form prescribed in S.R Form 9.

<sup>3</sup>[(2) On receipt of the tender form downloaded from the website, entries shall be made in the register of sale of tender as required in sub-rule (1) above.]

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- 1. Substituted for - "Tender form shall however be sold at 50% of the prescribed cost to the S.S.I. units of Rajasthan" vide Circular No.31/97 dated 27.9.1997.
  - 2. Substituted vide Circular No.15/2004 dated 10.6.2004
  - 3. Added and re-numbered vide Circular No.15/2004 dated 10.6.2004.
  - 4. Renumbered and Added Note 2 vide Circular No. 2/2007 dated 10.1.2007.

<sup>1</sup>[(3)] Tender forms purchased by Principals of any Concern may be used by its authorised sole selling agents/marketing agents/distributors/sub-distributors and authorised dealers or vice-versa.

Rule 48 : (i) **Receipt of Tender Forms** : All tenders shall be received upto the scheduled date and time preferably in a sealed box. In case of arrangements for personal delivery a receipt will be given. Tenders shall be entered in the Tender Receipt Register prescribed in S.R. Form 10.

(ii) All tenders received unsealed or in torn/damaged condition through post or by personal delivery shall be so marked on the cover by the person receiving the same and put in a fresh cover and reseal if so warranted. All such entries shall be attested by the Purchase Officer.

(iii) The Register of tenders shall be closed at the scheduled time giving in words and figures the number of tenders received in time.

(iv) The tenders shall remain in personal custody in lock and key of Purchase Officer.

(v) Tenders received by telegram or given in the form other than the prescribed form shall not be considered.

(vi) All documents/letters received from tenderers as supplementary information or as a substitution/alternation of rates and condition of contract upto the time of receipt of tenders shall be distinctly recorded on the tender file.

(vii) **Declaration by the tenderers** Intending tenderers shall furnish a declaration in S.R. Form 11 that they are bonafide Manufacturers/Wholesalers/Sole or Sub-Distributors/Sole-selling/Marketing Agent/Authorised Dealers/Dealers in the goods/ stores equipments of which they have tendered.

Rule 49 : (1) **Delayed/Late tenders** : The department/office shall continue to receive delayed tenders (i.e. tenders received before the time of opening but after the prescribed time of receipt of tenders). These tenders shall also be entered in the Register of tender after the closure of the register. The tenders so received shall be marked time and date and initialed by the receiving officer. Late tenders (i.e tenders received after the specified time of opening) shall not be considered at all.

(1) The Purchasing Officer shall furnish full details of tenders received in time, and delayed tender to the Purchase Committees.

.....  
1. Re-numbered vide Circular No.15/2004 dated 10.6.2004.

## SECTION - III

Rule 50 : (i) The Government at its discretion may form Departmental Purchase Committee of atleast 3 Members for departments like Education, Jail, Medical, Police, Agriculture, Animal Husbandry, P.W.D., PHED, Irrigation, Forest, Ayurved, Printing & Stationery and other big departments/projects for recommending purchases for the value of items exceeding Rs.10.00 lacs or for those common items whose rate contracts are required to be entered into for department as a whole. The senior most member of Accounts Service/Subordinate Accounts Service should necessary be member of the committee and one other will be Technical Officer.

(ii) For purchases upto rupees ten lacs, there will be Purchase Committees at the level of the Head of the Department, Regional Office and the Head of Office. The minimum number of members of this Committee would be three.

Out of three members, one would be Head of the Department/Regional Officer/Head of Office who will be the Presiding Officer, second member would be the <sup>1</sup>[Senior Most Accounts person of Accounts Wing] of the Department/Regional Office/Subordinate offices <sup>2</sup>[or Treasury Officer/Assistant Treasury Officer or his nominee not below the rank of Accountant/Junior Accountant where there is no such post in the Department,] as the case may be. The third member shall be as nominated by the Presiding Officers. The meeting of the purchase committee shall not be held unless the accounts member in present.

(iii) The Purchase Committee may associate Experts/Technical Officers in cases where they are required to make purchases involving technical aspects.

(iv) Case of limited and open tenders only shall be placed before the committees.

<sup>4</sup>[(v) A representative of the Industries Department shall also be a member of the Committee constituted as per clause (i) and (ii) above. However, the member in the Committee constituted under clause (i) above shall not be below the rank of Joint Director/Dy.Director of Industries Department/General Manager, District Industries Centre.]

<sup>3</sup>[Note :- 1. The purchasing officer will get the committee appointed before issue of the tender notice. The tender conditions and other formalities of the tender would be approved by the committee before floating N.I.T.

2. The member secretary of the committee shall be responsible for the following :-

(a) Proper agenda note.

(b) Comparative statement of bids.

(c) Statement of cost rates of the items tendered.

(d) Justification of the rates received with reference to past offers and recommendations. Any deviation from the prescribed norms should also be justified clearly.]

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1. Substituted vide Circular No.8/99 dated 5.3.1999 for the words - "Senior most Officer of Accounts wing".

2. Added vide Circular No.38/94 dated 2.9.1994.

3. Added vide Circular No.37/96 dated 11.12.1996.

4. Substituted vide Circular No.22/2004 dated 27.10.2004 again substituted vide Cir.No.18/2008 dated 8.12.2008.

Rule 51 : **Rate contracts for common items** : The Departments may, where common items are used in the offices on a large scale, enter into annual rate contracts with the firms at their level for making supply of articles needed by these offices.



- Rule 52 : (i) **Opening of tenders** : Tenders shall be opened on the date and time mentioned in the tender notice in the presence of such of the tenderers or their authorised representative who may choose to attend.
- (ii) Name of firms or their authorised representatives shall be read out. A list of representatives present shall be prepared in the S.R. Form 12 and attached with the proceedings. Rate as mentioned in tender and other details shall also be read out.
- (iii) Each tender and schedules shall be signed with date by the persons opening the tender.
- (iv) Alterations/corrections/additions/over-writings shall be initialled legibly to make it clear that such alteration, etc., were existing on the tender at the time of opening.
- (v) Details of delayed tenders/earnest money received shall be declared.
- (vi) Samples asked for and received shall be disclosed.
- (vii) The tenders opened shall be numbered as a/b, where "a" denotes the serial number of tender and "b" total number of tenders received.
- <sup>2</sup>[(viii) In case of e-procurement/e-tender system, the purchase department will at the specified date and time open the Technical/Financial bid, as the case may be, of all the bidders and evaluate the financial bids, the system will automatically prepare the bid comparative statement for evaluation.]

Rule 53: **Tabulation of tenders** : The tenders received in time shall be tabulated by the Purchase Officer in a form which may indicate the following details :

- (i) Names of tenderers;
- (ii) Specifications of stores;
- (iii) Quantity mentioned in the tender;
- (iv) Rates quoted per unit;
- (v) Taxes, Rajasthan Sales Tax, Central Sales Tax, separately;
- (vi) Excise duty;
- (vii) Local taxes, packing and forwarding, freight, insurance, etc.;
- (viii) Quantity and make offered;
- (ix) Delivery period;
- (x) Mode of payment;
- (xi) Rebate of Discount;
- (xii) Previous supply/performances of the contractors with name of the departments;
- (xiii) Validity;
- (xiv) Payment of earnest money or exempted (supported by prescribed certificates);
- (xv) Price Preference;
- (xvi) <sup>1</sup>[Income-tax/] Sales tax clearance certificate;
- (xvii) Supply capacity;
- (xviii) Sample(s) offered of Report on the sample(s) offered;
- (xix) Guarantee/Warranty period/information/conditions if any, received after opening of tenders shall be conspicuously recorded.

Rule 54: **Comparison of rates of firms outside and those in Rajasthan:** While tabulating the tenders of those firms which are not entitled to price preference, the element of Rajasthan Sales Tax shall be excluded from the rates quoted by the firms of Rajasthan and the element of Central Sales Tax shall be included in the rates of firms outside Rajasthan. In such case if the price of any commodity being offered for sale by firms in Rajasthan is the same or lower & excluding element of Rajasthan Sales Tax) than the price of firm outside Rajasthan (including element of Central Sales Tax), the commodity shall be purchased from the firm in Rajasthan.

.....  
1.Deleted vide Circular No.5/2003 dated 17.5.2003.

2. Inserted item (viii) vide Circular No. 2/2007 dated 10.1.2007.

Rule 55 : (1) **Approval of Purchase Committee** : The purchase Committee after due consideration of tenders, their conditions, financial implications, seeing samples, test reports if any, discussions with the tenderers about the important features of their articles, etc., may approve tender. In cases where there is a disagreement by the Accounts member, tenders will be considered by the next higher Purchase Committee and in case of Departmental Purchase Committee by the Finance Department.

(2) **Approval of rates of more than one firm** : The Departmental Purchase Committee appointed by the Government may approve wherever considered necessary rates of more than one firm at the lowest rates in order to ensure regular supply of stores where the lowest tenderer is not in a position to make supply of required quantity of stores. The Committee may also approve rates of more than one firm other than the lowest tenders.

(3) **Approval of other than lowest offer** :

(i) Where it is not possible to accept the lowest offer for reasons such as quality of stores/equipments, past performance of lowest tenderer, unusual terms of payment or other similar reasons, purchases may be made from other than lowest tenderer by the Purchase Committee at the level of Department and Head of Department. Reasons shall be recorded.

(ii) Purchases from firms other than the lowest tenders in case of Committee at regional level shall be referred to next higher Committees.

(iii) In case of single tender received in response to N.I.T., the next higher Committee may decide to sanction or re-invite after recording reasons. The Departmental Committee constituted by the Government shall however, be competent to decide itself.

**Note** : 1. It would not be necessary to re-tender if the number of tender received is less than three even after wide publicity and the Committee is satisfied that the rates received are fair and reasonable.

<sup>1</sup>[2. The tenders once cancelled shall not be considered at any level because the Offers once cancelled become invalid.]

<sup>2</sup>[3: The tender shall remain open for consideration of the committee from the date of opening of financial bid up to the period given below:-

- |  |               |
|--|---------------|
| 1. At the level of Purchase Committee              | upto 30 days. |
| 2. At the level of Departmental Purchase Committee | upto 60 days. |

In case the tender is not considered within the prescribed period, the next higher committee may consider the tender. In case of Departmental purchase committee, such tenders may be considered by the Administrative Department. The reasons shall, however, be recorded in writing for not considering the tender within the prescribed time.]

<sup>3</sup>[4: 'Single Tender' means only one evaluated responsive/eligible bid in an open tender, whether one or more bids were received in response to the 'Notice Inviting Tender'.]

**Rule 56 : Acceptance of tenders and issue of supply orders :**

(i) As soon as a tender is accepted, an intimation to this effect shall be promptly conveyed. In cases where a specific stipulation has been made by a tenderer that he should be informed of the acceptance by a particular date and in a particular manner, the same should be strictly followed and acceptance conveyed.

(ii) The acceptance is complete as soon as it is posted where the post the medium of communication between the parties. Proper care shall be taken to address the letter or telegram correctly.

(iii) In cases, however, where due to unavoidable circumstances the dispatch or the acceptance is likely to be delayed, the tenderer shall be requested to extend validity as in absence of such extension, the contract will not be a valid one.

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1.Existing Note numbered as Note 1 and new Note 2 added vide Circular No.37/97 dated 15.11.1997.

2. Added vide Circular No.25/2004 dated 10.12.2004. 3. Added vide Circular No.23/2006 dated 31.10.2006.

- (iv) The tenderer shall be asked to execute agreement bond on a non-judicial stamp paper of prescribed value at his cost.
- (v) The agreement shall include all important conditions, counter conditions accepted and all correspondence exchanged with the firm.
- (vi) The unsuccessful tenderer shall be informed simultaneously and asked to collect their samples and earnest money.

#### SECTION - IV

##### Rule 57 : (1) **Earnest money/Security deposit :**

- (i) Earnest money and security deposit will not be taken in case of small orders and limited tenders. However, in cases of purchases made in accordance with rule 43 of these rules, prescribed earnest money and security deposit shall be taken.
- (ii) In case of open tender earnest money will be 2% of the estimated value recorded to rounded to next ten rupees.
- (iii) Security Deposit : Security deposit shall be furnished by the successful to tender equal 5% of the value of the stores <sup>1</sup>[deleted].

The earnest money of successful tenderer will be adjusted towards security deposit and the balance will be recovered at the time of execution of agreement or commencement of the supply whichever is earlier.

##### <sup>2</sup>[(2) Exemption/partial exemption from payment of earnest money/security deposit;

(a) Earnest money/security deposit will not be taken from the following :

- (i) Undertakings, Corporations, Autonomous bodies, Registered Societies, Cooperative Societies which are controlled/managed by Government, Government Undertakings and Companies of Union Government and Government of Rajasthan.
- (ii) For purchase of articles through limited tender.

<sup>3</sup>[(b) Earnest money will be taken @ 0.5% (Half per cent) of the value of the quantity offered for supply by the S.S.I. Units of Rajasthan and security deposit @ 1% of value of the quantity ordered to be supplied. They will furnish original or Photostat copy, duly attested by Gazetted Officer of the Registration of S.S.I. Unit issued by the Director of Industries in respect of the stores for which they are registered.]

(c) The earnest money, security deposit of a tenderer lying with the Department/Office in respect of other tenders awaiting approval or rejected or on account of contract completed will not be adjusted towards earnest money/security deposit for the fresh tenders. The earnest money originally deposited may, however, be taken into consideration in case tenders are re-invited.

<sup>4</sup>[(d) Earnest money and security deposit will be taken @ 1% and 2% respectively of the value of the tender from the Sick Industries (other than S.S.I.) whose cases are pending with Bureau of Industrial Finance and Restructuring (B.I.F.R.). The sick units will have to furnish a certificate to this effect from B.I.F.R.].

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1.Deleted words "subject to maximum of Rs.1.00 lac" vide Circular No.6/96 dated 5.2.1996.

2.Substituted vide Circular No.19/96 dated 1.7.1996.

3.Substituted vide Circular No. 10/99 dated 8.3.99 and again Substituted vide Circular No.19/2000 dated 17.7.2000.

4.Added vide Circular No.14/99 dated 11.5.1999.

**(3) Form of Earnest Money/Security Deposit :**

- (a) Earnest money shall be taken only in form of cash or Demand Draft or Banker's Cheque/or receipted copy of challan as in (b) (i);
- (b) The Security deposit shall be given in one of the following forms only :-
  - (i) Cash through Treasury challan deposited under head "8843 - Civil Deposit 103 - Security Deposit";
  - (ii) Bank Draft or Banker's Cheque of a scheduled bank;
  - (iii) Post Office savings bank pass books;
  - (iv) Defence Savings Certificates, Kisan Vikas Patras, National Savings Certificates and any other script/instrument under National Savings Schemes for promotion of small savings issued by a Post Office in Rajasthan, if the same can be pledged under the relevant rules. They shall be accepted at their surrender value at the time of tender and formally transferred in the name of Purchase Officer before submission of tenders with the sanction of Head Post Master.

An account of such interest bearing securities shall be kept in S.R. Form 13.

- <sup>1</sup>[(c) The Departmental purchase committee and the committee at the level of Head of Department may permit the firms to submit Bank Guarantee also for the part (upto 50%) or full amount (where the amount exceeds Rs.10.00 Lacs) in lieu of cash/demand draft/Bankers cheque/receipted copy of challan in appropriate cases towards earnest money/security deposit.]

**(4) Refund of Earnest Money/Security Deposits :**

- (i) The earnest money of unsuccessful tenders shall be refunded soon after final acceptance of tender;
- (ii) The security deposit shall be refunded within one month of the completion of supply of the items as per purchase order in case it is one time purchase and two months in case the delivery is staggered. It will, however, be refunded on the expiry of guarantee/warranty period where there is condition of guarantee/ warranty.

**(5) Forfeiture of Earnest Money :**

- (a) The earnest money shall be forfeited in the following cases :-
  - (i) When the tenderer withdraws or modifies the offer after opening of tender but before acceptance of the tender;
  - (ii) When he does not execute the agreement, if any, prescribed within the specified time;
  - (iii) When he fails to commence the supply of the items as per purchase order within the time prescribed;
  - (iv) When the tenderer does not deposit the security money after the purchase order is given.
- (b) **Forfeiture of security deposit:** Security deposit shall be forfeited in the following cases :-
  - (i) When any terms and conditions of the contract is infringed;
  - (ii) When the tenderer fails to make complete supply satisfactorily;

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1.Added vide Circular No.19/96 dated 1.7.1996.

- (c) Notices will be given to the tender with reasonable time before earnest money or security deposit is deposited is forfeited.
- (d) The forfeited amount of earnest money/security deposit shall be credited to "Other receipts" of the department concerned and necessary action for arranging transfer entry shall be taken.

### SECTION – V

- Rule 58 :
- (1) If the supplier requires an extension of time on completion of contractual supply on account of occurrence of any hindrance he shall apply in writing for extension on occurrence of hindrance but not after the stipulated date of completion of supply.
  - (2) The Purchase Officer may extend the delivery period with or without liquidated damages in case they are satisfied that the delay in the supply of goods is on account of hindrances. Reasons shall be recorded.
  - (3) **Extension in delivery period :** In case of extension in the delivery period with liquidated damages the recovery shall be made on the basis of following percentages of value of stores which the tenderer has failed to supply :-
 

(a) Delay upto one fourth period of the prescribed delivery period;	2.5%
(b) Delay exceeding one fourth but not exceeding half of the prescribed delivery period;	5%
(c) Delay exceeding half but not exceeding three fourth of the prescribed delivery period.	7.5%
(d) Delay exceeding three fourth of the prescribed delivery period.	10%

**Note :** Fraction of a day in reckoning period of delay in supplies shall be eliminated if it is less than half a day. The maximum amount of liquidated damages shall be 10%.

## SECTION - VI

### <sup>1</sup>[Rule 59 : **Negotiations - Objective :**

- (1) Negotiations shall be undertaken in exceptional circumstances. Negotiations will not make original offer made by the tenderer inoperative. The Purchase Committees will have option to consider original offer in case the tenderer decides to increase rates originally tendered or imposes new terms and conditions.
- (2) Negotiations may be undertaken in the following cases :-
  - (a) **Negotiations before tenders :**

Negotiations before advertisement for tender may be resorted to in the following cases :-

    - (i) Where Purchase pertains to proprietary articles as defined in these rules;
    - (ii) Where stores under purchase are continuously in short supply;
    - (iii) In case of small orders for the purchase of non-proprietary articles;
    - (iv) In case of purchases without tender as mentioned in Rule 30 of these Rules wherever considered necessary.
  - (b) **Negotiation after tenders :** Negotiation after tenders should be discouraged. It may, however, be undertaken only with the lowest tenderer under the following circumstances :-
    - (i) When ring prices have been quoted by the tenderers for the particular stores under purchase;
    - (ii) When the rates tendered vary considerably and considered much higher than the prevailing market rate at the time of opening of tender.
  - (c) **Powers of Negotiations :** The Purchase Committees shall have full powers to undertake negotiation. Detailed reasons and results of negotiations shall be recorded in the proceedings.

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1.Substituted vide Circular No.3/99 dated 8.2.1999.

**(3) Procedure for Negotiation :**

- (a) Negotiation will be conducted with the lowest bidder only.
- (b) The lowest tenderer(s) shall be informed in writing either through messenger if they are local and by registered letters in case they belong to outstation. A minimum time of 7 days in case of tenderers being of outstations, and 3 days in case of local tenderers shall be given prior to negotiations. In case of urgency the Purchase Committee may reduce this time provided the lowest tenderer has received the intimation regarding holding of negotiations. Reasons in such cases will be recorded.

Note : In case of non-satisfactory achievement of rates from lowest tenderer, the Committee may choose to make a written counter offer to the lowest tenderer and if this is not accepted by him, the Committee may decide to reject and re-invite tenders or to make the same counter-offer first to the second lowest tenderer, then to the third lowest tenderer and so on in the order of initial bidding, and work/supply order be awarded to the tenderer who accepts the counter-offer.

This procedure should be used in exceptional cases only.

- (c) In case (of unacceptable rates) the rates even after negotiations are very high fresh tenders should be invited.]

## SECTION-VII

Rule 60: **Repeat Orders:** Purchases may be increased by 50% of the quantity originally ordered by repeat orders after recording reasons provided that such orders shall not be given for a period exceeding one month from the date of the expiry of last supply made and also subject to the condition that prices have since not reduced and purchases were not made on urgent basis or under rule 38 and 40(2).

Rule 61: **Re-invitation of tender:-** Re-invitation of tenders shall be resorted to sparingly as the Government is put to loss due to higher rates which can be avoided if proper attention is paid at the time of invitation of tenders regarding complete specification, sufficient publicity or adequate time and their validity period. However, there may be cases where tenders are required to be re-invited on account of expiry of validity period, considerable change in specification after the receipt and opening of tenders, insufficient publicity or inadequate time allowed in notices inviting tenders or offers being insufficient or offers having unusual terms and conditions or any other reasons. Detailed reasons for re-invitation of fresh tenders shall be recorded.

The extent of loss due to re-tendering and the designation of Government servant responsible for the loss and the action taken or proposed to be taken against him alongwith other information as required under rule 20(4) of Part-I of G.F.& A.R. shall be furnished to the authorities mentioned in these Rules.

<sup>1</sup>[**Note :1.** Changes in the basic conditions/stipulations shall not be made by the Tender Committee of the purchasing department, after advertisement or floating of RFP/tender. In case the basic conditions/ stipulations of the tender are to be changed in the interest of the Government, a fresh tender shall be floated with revised tender conditions/stipulations.

**2.** Agendum/Agenda of any meeting and minutes of the meeting of Tender Committee shall form part of record.]

.....  
1.Added by Order No.F.1(1)FD/GF&AR/2007 dated 31.3.2009.



<sup>1</sup>[SECTION – VIII

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1. Deleted vide Circular No.19/96 dated 1.7.1996

49 & 50

## **SECTION-IX**

### **Rule 64 : Primary requirements of Purchases:**

- (i) Purchases shall be made in most economical manner in accordance with the definite requirements of the public service.
- (ii) Stores shall not be purchased in piece meals or splitted to avoid sanction of higher authority.
- (iii) Stores shall not be purchased in advance of actual requirements, if such purchase is likely to prove unprofitable to Government .
- (iv) Where scale of consumption or limits of stores have been laid down by competent authority, the officer ordering purchases shall certify on the purchases order that the prescribed scales or limits are not exceeded.
- (v) Purchases through tenders shall be made only from those firms who are registered with the Sales Tax Department and Sales Tax registration numbers are mentioned on bills/cash memos, etc. In case of petty purchases or purchases where the dealers do not require such registration, condition of sales tax registration number may not be insisted upon.
- (vi) In case of such purchases where there is a system of allowing discount or rebate in particular periods of the year, purchases shall be so regulated that facility of such discount or rebate is availed to the fullest extent.
- (vii) Purchases will be subject to Budget provision specific or otherwise and covered by competent sanction.
- (viii) Unless Government directs Departments shall not place orders on the firms where tender has been accepted by another departments for supply of same articles without observing procedure laid in these rules.

**Note:** Police Department may however, place orders on rate contract entered by Medical and Health Department.

**Rule 65: Provision for concessional sales tax:** In case of Inter State sales or supplies within Rajasthan for office use, the Department should use "D" Form in the manner provided under Sales Tax Act and Rules. The supply order should indicate the levy of concessional rate of Sales Tax.

**Rule 66 : Exemption from payment of Octroi :** Purchases by the Department for office use only and not for commercial purposes or for sale or re-sale, or use for manufacturing purposes, are exempted from the payment of octroi to the Municipalities in accordance with the following procedure:-

- (i) A certificate in the form prescribed as under should be attached to the supply order and produced at the octroi posts for exemption from payment of octroi duty:-

**FORM**

"

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Designation)

Rajasthan Government do hereby certify that the goods detailed below purchased from M/s \_\_\_\_\_ of \_\_\_\_\_ holder of Sales Tax Registration Certificate No. \_\_\_\_\_ dated \_\_\_\_\_ purchased by me on behalf of State Government for the purpose of official use by the said Government and not for Commercial purpose or for sale or re-sale or use as manufacture for any goods for sale. The rates of goods accepted are exclusive of octroi duty, local tax.

"Details of goods"

Signature  
Designation of the authorised  
Officer of the Government  
(Seal)

Place : \_\_\_\_\_

Date : \_\_\_\_\_

- (ii) Purchase should be made at the rates excluding the element of octroi duty and local taxes.

**SECTION – X**

Rule 67 : (1) **Advances** : Advances for purchase of stores shall be given only in the following cases where it is absolutely necessary and in exceptional circumstances as per delegation of financial powers after taking necessary precautions and securing the Government against any loss and for preventing the system from becoming general :-

- (i) The firms are established one having reputation for their dealings. Such advances at the percentages prescribed under delegation of financial powers shall be made as per conditions of contract, on submission of proof of despatch through bank and the balance shall be paid on receipt of the goods subject to the usual inspection and verification.
- (ii) The advance in respect of goods/articles of higher value should preferably be made on proof of dispatch and prior inspection of stores regarding quality before despatch.
- (iv) It shall also be made clear to the suppliers that they are in no way absolved from the responsibility in respect of quality and quantity of stores despatched by them and recoveries are liable to be made if the stores received are found in any way to be defective or short in quantity.

- (2) (i) Advances to the extent of 100% may be permitted by the Head of the Department to all State Governments/Central Government Corporation/Undertakings.
- (ii) Advances up to 100% may also be given in case of procurement of articles from well established and reputed firms against proof of despatch and prior inspection
- (iii) The Head of Department may permit an advance to the extent of 90% of the cost of computers, etc., purchased and installed through Rajasthan State Agency for Computer services. The balance of 10% shall be paid after successful installation by the Computer agency
- (3) **Payment after Test:** Where the conditions of tender and contract provide for payment after test and trial it shall be incumbent on the purchase officer to take necessary action in the matter.
- (4) Where advances payments are made against proof of despatch or otherwise but goods are not received within a reasonable period, the purchase officer shall take immediate steps to inform the supplier and shall also take immediate steps to recover the Government money already paid according to the conditions of the contract. Where recovery is not possible easily, the purchase officer shall take recourse to law in force.
- (5) **Recoveries from Suppliers:** Recovery of liquidated damages, short supply, breakage, rejected articles shall be made ordinarily from bills. The Purchase Officer shall withhold amount to the extent of short supply, broken/damaged or for rejected articles unless these are replaced satisfactorily. In case of failure the amount shall be recovered from his dues and security deposit available with the department. The balance, if any, shall be demanded from the supplier and when recovery is not possible, the Purchase Officer shall take recourse to law in force.

## SECTION-XI

**Rule 68 :** (1) **Forms for making purchases and Contracts :** Tender notice, tender form, condition of tender and contract and agreement shall be in the S.R. Forms 14, 15, 16, 17.

Note 1. In case of limited tenders the above forms shall not be used. The limited notice shall usually, contain full particulars as laid down in Rule 45 of these rules.

2. The Purchases order shall mention specification, quantity, period and places of delivery, rate ,expenses, of any, testing, etc.

(2) Copies of all contracts and agreement for purchase of one lac and above entered with the supplier shall be sent to Accountant General (Audit), Rajasthan.

(3) The standard form of Conditions of Contract shall be used in cases of all contracts. The Departmental Purchase Committee may, however, vary the conditions of tender in view of practical considerations provided the change is concurred by the Chief Accounts Officer, member of the Committee. Full reasons shall be recorded.

**Rule 69 : Provision for inspection, testing, sample, etc. :** Provision for inspection on receipt of stores, its testing, rejection, obtaining of samples etc. as contained in Rule 5 of Chapter-I of Part-II of these Rules shall be followed.

## SECTION – XII

**Rule 70 : Duties and Responsibilities of Purchase Officer :** The Purchase Officer shall ensure the observation of the provision of these rules particularly the following :-

- (i) Items centralised for purchases from rate contract firms by the C.S.P.O. are purchased only from such firms except on N.A.C. of the organisation for a specified period.
- (ii) In cases where rate contracts of C.S.P.O. exist, items are purchased in preference to rate contracts of D.G.S.&D. Purchases in case of other than the items of centralized list of C.S.P.O. shall be made from the D.G.S.&D. contract holding firms of Rajasthan.
- (iii) Rates received for items to be purchased from the firms of Rajasthan and outside Rajasthan which are not entitled to price preference as per relevant rules is computed as per provisions of rule 54 of this chapter.
- (iv) Items reserved for S.S.I. units are purchased invariably from these units of State.
- (v) While making purchases price preference as prescribed is given to S.S.I. units in compliance with the Government orders and policy.
- (vi) Compliance of Rule 62(3)(ii) is made strictly in making purchases from S.S.I. units upto the extent of percentage fixed in comparison to the firms located outside Rajasthan. Items are purchased from consumers stores/Upbhokta Bhandars, etc. to the extent specified for them.

**<sup>1</sup>[SECTION – XIII**

**Rule 71 : Purchase of Stationery articles]**

**SECTION – XIV**

**Rule 72 : Standardised Code of Suppliers :** Standardised code for suppliers as adopted by the State Government will be as per Appendix-3. The code shall apply to purchase transactions only.

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1. Deleted vide Circular No.12/96 dated 25.3.1996.

**SECTION-XV**  
**INVENTORY CONTROL TECHNIQUES**  
Guidelines

**Rule 73:** Notwithstanding anything contained in the forgoing rules, the following guidelines are issued in respect of various techniques of Inventory Control for adoption by the Departments concerned looking to their specific requirements.

Inventory is an important item not only in an organisation where accounts are maintained on commercial principles but in other Government Departments which render service to the public. Proper inventory control would affect the efficiency and effectiveness of the Government activities.

Huge amounts are invested in inventories. Due to lack of knowledge of modern techniques of inventory control, the inventories are not properly utilised and the Government has to bear loss caused due to theft, pileferage, obsolescence, surpluses, inadequate supply, delay in execution of works, improper maintenance etc.

It is, therefore, necessary that Government departments should design their inventory control system in a form best suitable to their specific requirements so that scarce resources of the Government are utilised efficiently to ensuring that works/ services are executed/rendered in an efficient and economical manner and unnecessary blocking of funds is avoided.

**Rule 74: Various Techniques:**

There are several techniques of inventory control. Some of the important techniques which may be applied in Government departments are discussed in this section as under:-

1. **Month's Consumption Analysis for Head of Department /Controlling Officers :**  
Month's Consumption analysis is useful for the top management/Heads of Department. It is calculated in terms of "month 's consumption" basis rather than in absolute figures. It will help them in knowing average consumption of inventory and assist them in setting periodical target/stock limit for inventories.
2. **Inventory Classification :** In Government departments, number of items are kept in stores for various purposes. Such items are not of equal importance. It is difficult to have control over each item. At the same time Department is expected to have adequate knowledge of items in stores for better supervision and control. To achieve this objective, inventories need to be classified into groups on the basis of their use, consumption, value, lead time., etc. Government Departments may adopt any classification given below as may be considered suitable to them :-

**(i) A.B.C. Classification:**

- (a) The classification is based on the principle of "Vital-Few" and "Trivial Many". It means the Department should pay high degree of attention on Vital Few, which significantly affect the funds placed at its disposal. In departments certain items are used in small quantity but they involve high value, while certain items are used in huge quantity involving low value. There are other items which are neither used in large quantity nor in small quantity and may be termed as of medium importance.

The items may therefore, be classified on the following basis as may be convenient to the Department :-

<u>Itemwise Category</u>	<u>Percentage of consumer Items</u>	<u>Percentage of value</u>
A	Small	High
B	Medium	Medium
C	High	Least

(b) The above classification will help the Department in deciding the extent of supervision & control over those items which are considered critical to the requirements and are of high value, requiring constant watch on their stock position at a given time and thus prompt the department to have better planning in advance for their purchases, etc.

**(ii) F.S.N.(Fast, Slow and Non-moving) Classification:**

The classification is based on the frequency of issues of the items. In the departments, the frequency of issue/consumption of certain items may be considerable-Fast moving. Such items will need constant control and monitoring regarding their stock position., etc. The classification will help the Department to keep close supervision over fast moving items, their replenishment etc., at the proper time and at the same time help them in arranging action for timely transfer, disposal etc., of non-moving items.

**(iii) H.M.L. (High, Medium and Low) Classification:**

The classification would involve an analysis on the basis of cost per item. Inventories may be classified on the basis of High cost, Medium Cost and Low Cost. Although need to exercise control over medium cost and low cost is there, but this classification will give focus for keeping control over consumption of high cost items and to decide the frequency of physical verification of inventories to have proper control.

**(v) V.E.D. (Vital, Essential and Desirable) Classification:**

The classification is based on the 'Vitality' of an item and its effect on services or production. Such type of classification is useful in management of spare parts' inventory or in Hospital administration where the drugs and other items can be classified on the basis of their Vitality of use. The departments should keep watch over selected Vital items to ensure their uninterrupted supply and availability in stores and thus efficient functioning of the Department is ensured.

**(vi) S.D.E. (Scarce, Difficult and Easily)/ G.C.L.F.(Government Controlled, Local and Foreign) Classification :**

The classification is based on the availability of items which are scarce/in short supply/ Government Controlled or to be imported from other countries. The items are procured and stored irrespective of their value, volume and frequency of issues to avoid the critical situation of failure of services or production. Seasonal and



off-seasonal items should also be viewed in the same context. Items which are easily available in local markets, are thus not to be stores in large quantity. This would need planning in advance keeping in view that longer lead time would be necessary for those items which are to be imported or procured from Government sources.

3. **Ordering System – E.O.Q. Approach :** Placing order of items involve two important aspects, one regarding its quantity at a given time and the other is the periodicity. In this, two costs viz., ordering costs or acquiring cost of the purchasing section and inventory carrying Cost of stores section, are to be considered. Ordering cost is reduced with the increase in size of order while inventory carrying cost goes up with the increase in size of order. While placing an order it is necessary to examine the size of order, where the above costs would be minimum. This size of order decided at a given time would be 'Economic order of Quantity' (EOQ).If the department places an order more or less than this size it will not be an economical order of the department.
4. **Reduction of Lead Time :** The procurement time is lead time. It is the time taken in making requisition for an item and in invitation of tenders, receipt, inspection and final lodging in stores. The lead time is of two types viz., Internal Lead Time (I.L.T.) and External Lead Time (E.L.T.). The internal lead time is often more due to lack of advance planning as per requirements of the Department and therefore, needs attention at higher level to arrange initiation of the process of procurement will in time so as to ensure constant availability of items in the store. E.L.T. is time taken for making supplies by the supplier which is beyond control but efforts should be made to monitor and reduce it.
5. **Inventory Level :** Another important aspect of inventory control is the level at which inventories are required to be kept at a time to ensure proper working of the department. The inventory level should not be too much or too low. This would avoid chances of inventories becoming surplus, obsolete and consequently prevent blocking of funds and avoid stock out situation. The following levels are explained for the information of the departmental authorities who may adopt any one of them as convenient to them:-

- (i) Minimum Level or Safety Level.
- (ii) Re-order Level or Replenishment Level.
- (iii) Maximum Level.

**(i) Minimum Level:** The level indicates the lowest quantity of stock to be kept at a particular time to ensure proper functioning of the department. The level is worked out on the basis of month's average consumption and lead time involved in procuring the items. Analysis like V.E.D., analysis for Vital items, S.D.E., analysis for scarce items and GOLF analysis for Government Controlled Local and Foreign items as explained above are useful to ensure adequate safety stock all the time to avoid running out of stock.

**(ii) Re-order Level :** This is the level at which the department should place an order for fresh supply of inventories. The level can be worked out as under :-

$$\text{Re-order Level} = \text{Safety Stock Level} + \text{Maximum Lead Time Consumption}$$

**(iii) Maximum Level :** This is the level at which the department is required to keep maximum quantity of inventory at a time to avoid surplus stock, chances of obsolescence and consequent losses thereon. The level can be worked out as under :-

$$\text{Maximum Level} = \text{Order Quantity} + \text{Safety Stock}$$

The levels explained above should be reviewed periodically and revised, if necessary.

6. **Inventory Records :** Proper records of inventories are necessary for effective inventory control, formulation of policy and taking decisions for purchases, fixing limits etc. The records should provide information regarding consumption pattern, lead time, progressive consumption, and balances of items. Bin cards are an effective tool of inventory control. Bin cards should be prepared for each item of inventories and kept with the items or hung on bins or racks in the store rooms. They provide ready information about the description of material, specification, location, receipts, issues, and the balances in stock and helps physical verification and provide counter check with Stores Ledgers. The Departments should, however, maintain initial records as mentioned in Part-II Chapter-I Section-I and Appendix-4 of these rules.
7. **Inventory Reporting System :** An effective Inventory Control system would need proper information and reporting system. The decision making process depends upon timely, accurate, adequate, relevant information. The following reports are given for adoption :-

**(i) Special Reports :** The following information will keep the higher officers informed about the level of inventories, etc., and help them in taking important decisions:-

- (a) Budget allocation for purchases.
- (b) Total investment in existing inventories.
- (c) Planning for acquisition – determination of methods of inventory control relevant to Deptt.
- (d) Purchases position.
- (e) Position of physical verification.
- (f) Inventory losses due to:-
  - (i) obsolescence.
  - (ii) deterioration.
  - (iii) damages.
  - (iv) theft/losses etc.
- (g) List of non-moving items – Yearly basis.
- (h) Supplier's performance and dependability.
- (i) Alternate suppliers & their prices pattern.

**(ii) Routine Reports :** The following reports are used for routine decisions and should be prescribed monthly, quarterly or half yearly as may be considered necessary:-

- (a) Likely stock out items – Quarterly basis.
- (b) Pending purchases orders – Quarterly basis.
- (c) Inventory Turnover Rates – Monthly basis.
- (d) Excess stock item – Quarterly basis.
- (e) Inventory carrying cost – yearly basis.

8. **Standardisation, Variety Reduction and Codification :**

**(i) Standardisation :** Standardisation is a potential tool to eliminate unnecessary varieties of inventories and thereby affect cost improvement and savings on inventories. In case of non-standardised items there may be chances of non-availability of spare parts in the market after a period of time. It is necessary for the Department to standardise items to the extent possible within the purchase rules. This will help them in finding out established suppliers and save time to locate them and ensure timely supplies.

**(ii) Variety reduction :** Variety reduction is another important aspect of inventory control. It would help in reducing variety in stores which would ultimately affect the cost of inventory of spares and other items. The lesser the items to be controlled, the easier and more effective will be the inventory control process. It would also help in reducing unnecessary paper work and savings in establishment. The technique would benefit Government departments to eliminate keeping unnecessary types, grades, shapes and sizes of items and specifying fewer items to serve the same purpose of a lower cost.

**(iii) Codification and Computerisation :** Another important aspect of inventory control is Codification. It implies assigning of symbol-numeric or alphabetic for each classified item to ensure proper maintenance of stores and to facilitate computerisation of inventory control. It would avoid ambiguity, vagueness and confusion in naming any item. The departments would benefit in the form of time saving, easy identification of items, easy store operation, improved record keeping, maintenance of secrecy, and adoption of Computers in inventory control process. This will also help them in designing better information system.

**Rule 75 :** The Departments as may be specified by the Government shall on the basis of above guidelines design inventory control system by adopting any one or more techniques mentioned above and incorporate rules in their Departmental manual after obtaining sanction of the Finance Department.

**PURCHASE OF STORES (PREFERENCE TO INDUSTRIES OF  
RAJASTHAN) RULES, 1995**  
**(See Rule 62)**

<sup>1</sup>[In exercise of powers enabling in this behalf and in supersession of this Department Order No.F.1(50)FD/CSPO/63 dated August 8, 1996 and No.F.2 (ii)(i)CSPO/66 dated October 15, 1966 regarding the Purchase of Stores (Preference to Cottage and Small Scale Industries) Rules, 1966 and Purchase of Stores (Preference to Large & Medium Scale Industries) Rules, 1966 appended thereto, the Governor is pleased to make the following Rules namely, the Purchase of Stores (Preference to Industries of Rajasthan) Rules, 1995.

1. (i) These Rules may be called "The Purchase of Stores (Preference to Industries of Rajasthan )Rules, 1995."  
(ii) These rules shall come into force with immediate effect.  
(iii) These Rules shall apply to Purchase of Stores made by Departments of Government and all State Public Sector Undertakings and Autonomous Bodies of the State Government.
2. In these Rules, unless the context otherwise requires,
  - (a) 'Cottage Industry' means a unit processing or manufacturing a product in a place which may not be a factory for the purpose of Factories Act, 1948 i.e. an industry which is carried on wholly or primarily with the help of members of the family as a whole time or part time occupation.
  - (b) 'Small Scale Industry' means an organized manufacturing industrial unit having investment in plant and machinery upto <sup>2</sup>[Rs. One Crore] and registered with the Director of Industries Rajasthan, Jaipur.

The following types of Ancillary Units having investment upto <sup>2</sup>[Rs. One Crore] shall also be deemed to be Small Scale Industries :-

- (i) Units engaged in the manufacturing of Parts, Sub-Assemblies, Tooling or Intermediaries, or
- (ii) Units engaged in the rendering of Service and Supplying of, sending or proposing to supply or tender 60% of their production of the total services, as the case may be, to other units for production of other articles, provided that no such undertaking shall be subsidiary or named or controlled by another undertaking.

- 
1. Existing Appendix - I Substituted vide Circular No.19/96 dated 1.7.1996 (CSPO Order No.F.15(1)FD/CSPO/96 (4/96) dated 31.1.1996
  2. Substituted vide Circular No. 21/2005 dated 26.9.2005 for – "Rs. 60 lacs" and "Rs.75 lacs" respectively.

- (c) 'Government' means the Government of Rajasthan in the Administrative Deptt.
- (d) 'Large and Medium Scale Industry' means factories registered in Rajasthan under the Factories Act and engaged in the manufacture or production of goods but excluding Cottage and Small Scale Industry as defined above.
- (e) 'Price Preference' means the concession described in Rule-7 of these rules.
- (f) 'Purchase Preference' means preference to Industries of Rajasthan for purchase of stores in case of rates offered being equal.
- (g) 'Stores' means all purchases made by all the Government Departments, State Public Sector Undertakings and Autonomous Bodies of the State Government.
- (h) 'Central Stores Purchase Committee' means the committee consisting of:-

<sup>1</sup> [(1)	Finance Commissioner & Finance Secretary	Chairman
(2)	Chief Engineer, PWD, Rajasthan	Member
(3)	Industries Secretary	Member
(4)	Mechanical Engineer appointed by Govt. time to time.	Member
(5)	Director of Industries	Member
(6)	Chairman, IGNB, Rajasthan	Member
(7)	Stores Purchase Officer (Deputy Secretary to Government Finance (CSPO) Department)	Member Secretary]

- 3. Stores shall be divided into the following two groups :-
  - (a) Items mentioned in Schedule I which shall be purchased entirely from Cottage and Small Scale Industrial Units.
  - (b) All other items which can be purchased from any source.
- 4. <sup>2</sup>[(a) The Central Stores Purchase Committee shall exercise the powers to delete or add items in Schedule-I on the recommendations of a sub-committee comprising of the following :-
  - (i) The Commissioner of Industries, Rajasthan, Jaipur.
  - (ii) Director Small Industries Service Institute, Government of India, Jaipur.
  - (iii) Nominee of Chairman I.G.N.B. Rajasthan, Jaipur.
  - (iv) Chief Engineer PWD, Rajasthan, Jaipur or his nominee.
  - (v) Chief Engineer, PHED, Rajasthan, Jaipur or his nominee.
  - (vi) Dy. Secretary to Government, Finance (CSPO) Department, Jaipur.

In advising the Central Stores Purchase Committee, the sub-committee will take into account the experience gained by and the capacity of Cottage and Small Scale Industrial Units to supply a particular item of required quality and in sufficient quantity.

- (b) The sub-committee would also consider the proposals for rate contracts to be done by CSPO and send the same to CSPO in Finance Department with their recommendation for placing it before the Central Stores Purchase Committee for consideration and approval and issue of rate contract.]

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1. Amended as per Admn.Deptt. Order No.प. 5 (50)प्र. सु./अनु-3/68-पार्ट दिनांक 12-7-1996.  
 2. Amended as per Order No.F.15(1)FD/CSPO/91 dated 19.3.1998 (Circular No.5/98) with immediate effect.

- 5. Whenever the tenders in respect of the items in Schedule-I are issued a special clause will be incorporated in the Tender Notice that the Items are reserved for purchase from Cottage and

Small Scale Industrial Units and quotations received from other than Cottage or Small Scale Industries of the State shall not be taken into consideration.

6. (i) In respect of stores falling under sub-rule (b) of rule 3, the price preference to industries of Rajasthan shall be allowed over the rates of tenderers received from outside the State upto the rate of CST applicable on the goods intended to be purchased.

It shall be mandatory for the purchasing Officers to record reasons in writing in all cases where items manufactured by Industries of Rajasthan are not purchased and price preference is not given as provided in the Rules.

Provided that contract for supply of stores with Cottage and Small Scale Industries of Rajasthan may be given to the extent of their capacity by breaking the order in part for purchase of stores.

The price preference shall be given by comparing the prices as follows :-

<i>Goods produced or manufactured by Industries of Rajasthan</i>	<i>Goods produced or manufactured by Industries from outside Rajasthan</i>
Price F.O.R. destination excluding RST.	Prices F.O.R. Destination excluding CST. Add weightage equal to the rate of CST applicable on the stores intended to be purchased

#### ORDER

Purchase of Stores (Preference to Industries of Rajasthan) Rules, 1995, envisage according purchase preference to tendering industrial manufacturing units of Rajasthan State over the tendering units from outside the State in case the tendered prices after grant of price preference as per rules are found equal.

In case the prices of the local industrial tenderers are not found competitive even after grant of price preference as per rules and the tendering unit from outside the State is adjudged lowest, minimum 70% of the requirement of Store, shall be made from local valid tendering industrial manufacturing unit(s) of the State at the rates and as per procedure described in enclosed circular, provided following conditions are fulfilled:-

- i) This provision will be applicable if in parallel rate contract local tendering unit(s) agree on minimum rate (without adding CST) of outside unit.
- ii) This provision will be applicable in respect of local industrial manufacturing units registered in the State.
- iii) This provision will be applicable only in respect of those goods in manufacturing of which atleast 51% components manufactured in Rajasthan are used. However, for Electronics Industry, this limit would be 30%. The certificate to this effect will be issued by Industries **Department** which will be called Eligibility certificates.
- iv) Stores purchasing authority will satisfy itself of supplying capacity, and quality of stores to be purchased from local units before making minimum 70% purchase.

This order is issued in supersession of previous orders of even number dated 29.8.96, 1.2.97 and 22.7.98 and will come into force with immediate effect.

(CSPO Order No.F.15(1)FD/CSPO/96 dated 30.1.1999.Circular No. 2/99)

## CLARIFICATION

Sub : Application of provision of Purchase of Stores (Preference to Industries of Rajasthan) Rules, 1995 in different situations, clarification regarding.

With the introduction of order of even no. dated 30.1.99 regarding minimum 70% purchase of requirement of stores from the local units when they are not found competitive even after grant of price preference as per Rules and the tendering unit from the outside the State is adjudged lowest, certain doubt have been raised for implementing the decision. With a view to enable the purchasing officer to take quick, unambiguous and uniform decision in the larger public interest, following clarifications are issued:-

**(i) When local units are to be given minimum 70% orders of the requirement of stores?**  
Such orders are required to be placed when the local industrial tenders are not found competitive even after grant of price preference as per Rules and the tendering unit from outside the State is adjudged lowest. The orders could be placed taking care of production capacity of local valid tendering industrial units and quality of stores found satisfactory.

**(ii) At what rates the orders should be placed?**

**(I) Where an outside unit is lowest even after granting price preference to State unit :-**

In such a situation the competent authority may enter into parallel rate contract/place parallel purchase order as per procedure prescribed with other outside unit(s)/local unit(s) of the State as per the following :-

**(a) With local valid tendering units of the State:** At the naked rate of the lowest outside tenderer excluding CST/concessional CST but RST extra.

**(b) With outside unit(s) :**

(i) At the lowest naked rate of the outside unit and CST extra, as applicable to lowest tenderer.

(ii) In case an outside unit is availing the facility of concessional CST and is offered parallel rate contract, such unit will be entitled only for naked rate of lowest outside State unit plus concessional CST.

(iii) If the lowest outside unit is availing concessional CST, in such cases naked rates shall be worked out by deducting normal CST applicable on goods from lowest rates plus concessional CST of the lowest outside tendering unit, and then CST shall be added to such worked out rates for offering parallel rate.

**(II) Where an outside unit and a State unit(s) (after granting Price Preference) are found lowest, having equal rates:-**

In such a situation, the local unit shall be granted 'Purchase Preference' over the outside competitive tenderer under the Price Preference Rules. Orders may be awarded to local competitive unit(s), subject to its/their production capacity. Competent Authority may enter into parallel rate contract/place parallel purchase order(s) with other qualified tenderer(s) as under :-

a) With other outside unit(s): As per para (I) (b) above.

b) With other State unit(s): At the naked rate of lowest outside unit excluding CST applicable to the lowest tenderer but RST extra.

**(III)** Where a local unit(s) is lowest after granting 'Price Preference' over the outside tenderer(s):-

In such a case, entire purchase should be made from the local unit subject to its capacity.

In case, competent authority is required to enter into parallel rate contract/place parallel purchase order with other qualified tenderer(s), then the same should be as under:

- (a) With outside units : At the lowest naked rate of local unit inclusive of CST, in other words CST shall be borne by the supplier.
- (b) With other local units: At the lowest rate of the local unit and RST extra as applicable.
- (c) If the outside unit is availing concessional CST in such cases naked rates shall be worked out by the deducting normal CST applicable on goods from lowest rates of local tendering unit and then concessional CST shall be added to such worked out rates for offering parallel rates.

**(iii) Whether parallel R/C will be entered into simultaneously with all eligible qualified units?**

While approving the lowest qualified outside State tenderer, parallel R/C may be entered with all units simultaneously looking to the requirement. Order shall be placed with State units in the ascending order i.e. 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup> or other lowest valid tenderers taking care of their production capacity and quality of stores.

**(iv) How the minimum 70% purchase can be ensured from local unit(s)?**

In the first instance the supply orders be placed upto the production capacity of the successful lowest outside tendering unit(s) if they are the lowest. However, in doing so, it may be ensured that the orders upto minimum 70% are placed with the State Units in the parallel R/C. This could be done with the State units simultaneously taking care of the capacity of outside lowest unit and requirement of the purchasing department for a period of time (say quarterly).

**Note:**

- (1) In case equal rates are offered by more than one State or outside units, the sanctioning authority will first decide any one State unit and any one outside unit to be the lowest tenderer as per the procedure laid down in tender document, remaining firms shall be treated other than lowest.**
- (2) In order to make the tender competitive and transparent the departments would make a specific mention in NIT/tender documents as how much minimum quantity shall be procured from outside units if they are found to be lowest tenderers.**
- (3) The procedure of deciding lowest tenderer in case of equal rates should also be mentioned in tender documents.**

(CSPO Order No.F.15(1)FD/CSPO/96 dated 30.1.1999. Circular No. 3/99)

### **ORDER**

With a view to protect the interests of the local industrial units of the State an order of even No. dated 30.1.1999 and circular No. 3/99 dated 30.1.1999 was issued by Finance(CSPO) department. This order mainly envisages minimum 70% of the requirement of store shall be made from local valid tendering industrial manufacturing unit(s) of the State where the rates are not found competitive even after grant of price preference as per rules and the tendering unit from outside the State is adjudged lowest.



This provision is further partially amended as under:-

1. The limit of minimum 70% is enhanced to 80% with the condition that 60% of this 80% shall be reserved for SSI units and remaining 40% requirement of stores shall be fulfilled from the other local industrial units.
2. Condition with regard to use of atleast 51% (for electronics industries 30%) component manufactured in Rajasthan in manufacturing goods is dispensed with.
3. The words and figure "minimum 70%" wherever appearing in circular No.2/99 and 3/99 of even No.30.1.1999 issued in this regard shall be read as "minimum 80% (60% of this 80% shall be reserved for SSI units.)"

Other terms and conditions of the said order would remain the same.

This order will come into force with immediate effect.

(CSPO Order No.F.15(1)FD/CSPO/96 dated 21.3.2000. Circular No. 8/2000)

(ii) In case a tenderer offering to supply the stores is a dealer located in Rajasthan and the tendered prices are equal to the rates offered by Industries of Rajasthan and the quality and specifications of the stores are same, the Industries of Rajasthan shall be given purchase preference over such local dealer.

7. The powers to grant price preference shall be exercised by all officers to the extent they have been delegated powers for purchase of stores in the schedule of powers under General Financial & Accounts Rules or other general or special order applicable to particular department, public sector undertaking/Autonomous Body.

<sup>1</sup>[8. (i) Micro and Small Enterprises which have obtained an acknowledgement of EM-II from the concerned District Industries Centre, shall make payment of earnest money @ 0.5% (half percent) of the value of the quantity offered for supply by them in respect of item(s) for which acknowledgement of EM-II has been issued to them.

Such Enterprises shall be required to pay security deposit @ 1% of the value of stores ordered to be supplied on furnishing of an attested copy of acknowledgement of EM-II with an affidavit by the Enterprise in the following format :-

**Format of Affidavit**

(on non judicial stamp paper of Rs. 10/-)

I.....S/o.....Aged.....Yrs.....residing  
at.....Proprietor/Partner/Director of M/s.....do hereby solemnly  
affirm and declare that:

(a) My/Our above noted enterprise M/s..... has been issued acknowledgement of Entrepreneurial Memorandum Part-II by the District Industries Center..... The acknowledgement No. is.....dated.....and has been issued for manufacture of following items:

- (i)
- (ii)
- (iii)
- (iv)
- (v)

1.Substituted vide FD Circular No.F.15(1)FD/CSPO/96 dated 22.7.1998( Circular No. 15/98).

2.Substituted vide FD Circular No. 24/2010 dated 19.10.210 for -

" 8. (i) Cottage and Small Scale Industries registered with Director of Industries, Rajasthan, Jaipur shall make payment of <sup>1</sup>[Earnest Money @ 0.5% (half percent) of the value of the quantity offered for supply by them] in respect of items for which they are registered as such. Such units shall be required to pay Security Deposit @ 1% of the value of the stores intended to be supplied on furnishing a certificate from the Director of Industries, Rajasthan, Jaipur in the following proforma :-

It is certified that M/s.....is a Small Scale Industry registered permanently with the Department vide Registration No.....dated..... for the manufactured/formulation/fabrications of the following items :-

1. 2. 3.

(ii) Such Industry shall submit an undertaking in respect of the production capacity of the items to be supplied or any other such evidences alongwith the tender in the form given below :

Item	Annual in Nos.	Capacity in value
1.		
2.		
3.		

(b) My/our above noted acknowledgement of Entrepreneurial Memorandum Part-II has not been cancelled or withdrawn by the Industries Department and that the enterprise is regularly manufacturing the above items.

(c) My/our enterprise is having all the requisite plant and machinery and is fully equipped to manufacture the above noted items.

Place.....

Signature of Proprietor/Director  
Authorized Signatory with Rubber  
Stamp and date

### **VERIFICATION**

I.....S/o.....Aged.....Yrs.....  
residing at.....Proprietor/Partner/Director of  
M/s.....verify and confirm that the contents at (a), (b) & (c) above are  
true and correct to the best of my knowledge and nothing has been concealed therein. So help me  
God.

### **DEPONENT]**

<sup>3</sup>[Note :- If the cost of items to be purchased exceeds Rs.10000/-(Rupees ten thousand), the purchasing authority would be required to have the production unit inspected to satisfy itself of the production capacity and that the quality control measures are installed.]

9. Tender form to cottage and SSI firms registered with the Director of Industries, Rajasthan shall be sold <sup>1</sup>[ free of cost ] (subject to production of a certificate as prescribed in Rule 8).

10. (i) Five copies of tenders notice issued for the purchase of stores included in Schedule-I shall invariably be sent to the office of Director of Industries.

(ii) For the stores other than those included in Schedule-I, wherever in the opinion of the Purchasing Authority, Small Scale or Cottage Industries are likely to tender against a particular notice, 5 copies of each such notice shall be sent to the Director of Industries and Director of Small Industries Service Institute.

<sup>2</sup>[11. The Industries of Rajasthan may appeal against the decision of the purchase officer to Finance (GF&AR) Department, Government of Rajasthan. The appeal shall be heard and decided by a committee consisting of :-

1. Special Secretary, Finance Convenor
2. Special Secretary, Industries
3. Deputy Secretary of concerning Department, and
4. Head of the Department/Chief Executive Officer of the Public Sector/Undertaking/Autonomous Body concerned.

The decision of the committee shall be binding on the purchasing Government Department / Public Sector Undertaking/Autonomous Body.]

12. These rules are supplementary to the provisions of General Financial and Accounts Rules and/or purchase rules of State Public Sector Undertakings/Autonomous Body. In the event of any misconduct including unsatisfactory execution of contract or breach of terms and conditions of contract action shall be taken against the concerned industry of Rajasthan under the standardized Code as provided in GF&AR.]

.....  
1. Corrected as per Rule 46 of GF&AR vide Circular No.31/97 dated 27.9.97 for - "at 50% of the prescribed cost".

2. Substituted vide Circular No.17/2000 dated 24.6.2000.

3. Added vide Circular No. 24/2001 dated 31.10.2001.

**<sup>1</sup>[LIST OF ARTICLES INCLUDED IN THE SCHEDULE-I APPENDED TO THESE RULES**

**AGRO & FOOD BASED**

1. Cattle Feed
2. <sup>2</sup>[deleted]

**ANIMAL HUSBANDRY BASED**

3. Belt Leather and Strips
4. Leather bags, leather footwear and leather boxes(Not Army type)

**BUILDING AND CERAMICS BASED**

5. Asbestos Cement pipe & fittings
6. Cement Hollow blocks
7. Crockery (all types)
8. Mosaic cement tiles, Ceramic Tiles
9. R.C.C. spunpipes, R.C.C. Hume pipes and other R.C.C.Products
10. Stone Chips and polished tiles

**CHEMICAL BASED**

11. Alum
12. Ayurvedic veterinary drugs
13. Boot polish
14. Candles
15. Cleaning powder/Detergent Powder
16. Computer Stationery
17. Fiber glass coolers
18. Furniture made of Partical board
19. General purpose ready mixed/Red oxide paint, stiff paints white and in all colours, paints and Varnish all types
20. Mineral water
21. Motor Storage batteries
22. Pet Containers
23. <sup>3</sup>[Phenyl (Black Disinfectant Fluid)]
24. Phenyl and Nephthalene balls
25. Plastic cane, Plastic/PVC/LDPE overhead water storage tanks, plastic profile, Multi layer plastic bags, plastic articles
26. Polythene bags, Polythene film and Poly Propylene bags
27. P.V.C. Footwears, PVC doors and panels

- 
1. Substituted vide Order No.F.15(1)FD/CSPO/82/Pt dated 6.10.2001 (Circular No.25/01).
  2. Deleted vide Circular No.2/2002 dated 7.2.2002 – "Nutrite Food".
  3. Substituted vide Circular No.21.2005 dated 26.9.2005 for – Phenyl.

28. Slate
29. Soap (Washing) bearing ISI Certification marks
30. Thermo meters
31. Tyre Retreading
32. Zinc oxide
33. Zinc water bottles

### **ENGINEERING AND ALLIED BASED**

34. Agriculture implements viz. tagari, phabra, panja, cultivators, garden tools, belcha, Tractor Trolleys/Trailers, Kodali, Pick Axes
35. Aluminum utensils, utensils cooking and pressure cookers with ISI certification, utensils of all types
36. Animal driven vehicles
37. Barbed wire
38. Inlock wire mesh and other types of wire netting, welded wire mesh
39. Boxes made of metal (civil requirements only)
40. Buckets, Cans (made of G.I. Sheets for milk measuring)  
Ghamalas (civil requirements only)
41. Bus/Truck Bodies
42. Chain links
43. Copper wire-Dore and enameled
44. C.I.soil pipes, C.I. Joints and couplings, Conduit Pipes
- <sup>1</sup>[45. Pilfer Proof seal/caps]
46. Flushing cisterns (Metal/CI)
47. Hand driven carts of all types (civil requirements only)
48. Hinges
49. Manhole Covers
50. Metallic building hardware, Nuts and bolts except for high tensile and other special types, Rivets of all types, shovels, Spades, wire products such as wire nails, wood screws etc.
51. Room Coolers (Desert type)
52. Separator for insulation
53. Sewing Machine
54. Sprinklers and System
55. Steel tables, Steel tubular chairs, steel book cases, steel Almirah large and small with lockers, steel racks, steel shelves, steel stools, folding chairs
56. Steel Ventilators, steel metal doors, Windows and grills, Section window/Shutters, Rolling shutters
57. Tin trays
58. Umbrella (civil requirements)

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1.Substituted vide Circular No. 20/2009 dated 27.10.2009 for - "Filter Proof seal/caps"

59. Weights and weighing instruments of upto 50 Kg.
60. Wheel barrows

### **ELECTRICAL AND ELECTRONIC BASED**

61. Ceiling Fans/Table Fans with ISI marks
62. Electrical fitting and fixtures
63. Electronic calculators with accessories
64. GLS lamps (conforming to ISI marks)
65. PVC wire and Cables
66. Quartz wall clocks
67. Tube light fixtures and chokes
68. Voltage stabilizer (ETDC testing certificate)

### **FOREST BASED**

69. Brooms
70. Computer Furniture
71. Crown Corks
72. Rubber Stamps
73. Wooden Chairs, Wooden shelves

### **MINERAL BASED**

74. Chalk crayons
75. Plaster of Paris, Surgical Plaster of Paris
76. Stone Grits

### **MISCELLANEOUS**

77. Corrugated paper card board boxes and Cartoons
78. File pads/File Covers
79. Paper products viz. Paper cones, bags, ice cream cups, saucers, paper envelops of all types

### **TEXTILE BASED**

80. Absorbent Cotton (Sterilized)
81. Bandage cloth, Gauge cloth
82. Cotton Hosiery Baniyans only (civil requirements only) Socks (all type)
83. Curtain mosquito (civil requirements only)
84. Durries, Niwar, Tat Patti (Jute and Cotton), Tape cotton
85. Garments (Unit cost of which does not exceed Rs. One hundred)
86. Namda (felt) woolen
87. Tar paulins
88. Tents
89. Woolen Hosiery]
- <sup>1</sup>[(i) Jivanu Khad
- (ii) Microscope]

<sup>1</sup>[ Note : Purchasing authority/department may prescribe quality specifications according to their requirements. Reservation of above item shall be subject to the prescribed quality/specifications so prescribed, if any.]

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1.Added vide Circular No.21/2005 dated 26.9.2005.

PURCHASE OF STORES  
(PREFERENCE TO LARGE AND MEDIUM SCALE INDUSTRIES) RULES, 1966.]

- .....
1. Deleted vide Circular No.19/96 dated 1.7.1996.

APPENDIX –3  
**STANDARDISED CODE FOR SUPPLIERS**  
(See Rule 72)

1. This is the code for dealing with suppliers. All Departments and offices of the State Government shall follow this code and shall not maintain any separate code of their own.
2. No reference to this code shall be made in any circumstances in any communication to any party outside the Government or in any pleading or affidavit filed in a court.
3. (i) **APPROVED LIST OF SUPPLIERS** : Every Department/Office which makes regular and continuing purchases should maintain an up-to-date list of approved suppliers, after taking into consideration their financial standard, capacity, past performance, etc.  
(ii) As recommended by the Stores Purchase Committee, it is desirable that there should be co-ordination between the Directorate General of Suppliers and Disposals and other departments of the Government, with a view to the preparation of a common list of suppliers. For this purpose, the Director General of Supplies and Disposals will make available for the Departments the list of approved suppliers maintained by them and also, periodically the amendments made to that list.
4. **REGISTRATION/REMOVAL** : The Head of the Office, or any other authority nominated by him will be competent to include the name of a firm in the list of approved suppliers maintained by that office.

Such competent authority may also lay down the conditions and formalities which have to be satisfied by a firm before its name can be included in the list of approved suppliers. Such an authority will also be competent to order the removal a firm from the list of approved suppliers.

5. A firm may be removed by the competent authority from the list of approved suppliers if on account of its performance or other disabilitation it is no longer considered fit to remain on the approved list. Such orders will be endorsed to other departments.
6. Removal from the list of approved suppliers may at discretion of the competent authority, be ordered if a firm :-
  - (a) fails to execute a contract or fails to execute it satisfactorily;
  - (b) no longer has the technical staff or equipment considered necessary;
  - (c) fails to furnish Income-Tax/Sales Tax clearance certificate as required under the Rules; and
  - (d) is declared bankrupt or insolvent or its financial position has become unsound, and in the case of a limited company, it is wound-up or taken into liquidation.
7. (i) Orders removing a firm from the list of approved suppliers should be communicated to it together with reasons therefor. It shall not be necessary to give the firm and opportunity of showing cause against the proposed action. It should, however, be made clear in the orders that it is open to the firm henceforth to tender as an unregistered firm.  
(ii) A firm, with whom business dealings have been suspended or banned, shall be automatically removed from the list of approved suppliers. The fact of such removal should not be communicated to the firm.

8. In respect of firm which is registered for more than one item, orders regarding removal on account of reasons mentioned at (c) and (d) of para 6 above shall apply in respect of all items but in case of reasons at (a) and (b) of para 6 above, however, orders regarding removal may be made applicable in respect of one or more items, as may be relevant.
9. Once removed, the name of a firm may not be restored on the approved list unless it satisfies the normal registration requirements and the competent authority is satisfied that the firm should be registered.
10. Tenders received from a firm whose name has been removed from the list of approved suppliers may be given the same consideration as is given to tenders from unregistered parties.
11. **SUSPENSION** : Suspension of business may be ordered where pending full enquiry into the allegations it is not considered desirable that business with the firm should continue such an orders may be passed :-
  - (i) If the firm is suspected to be of doubtful loyalty to State.
  - (ii) If the State Bureau of Investigation or any other investigating agency recommends such a course in respect of a case under investigation; and
  - (iii) If State Government Department is prima-facie of the view that the firm is guilty of an offence involving moral turpitude in relation to business dealings, which if established would result in business dealing with it being banned.
12. (i) (a) An order of suspension on account of doubtful loyalty shall be passed by the department of supply.
  - (b) Such an order shall also be enclosed to and give effect to by all departments of the State Government. Such an order shall also be extended to all the allied firms.
- (ii) (a) An order of suspension for other reasons shall be passed by the department concerned.
  - (b) Such an order shall cover all the attached/Subordinate Offices of the department passing the orders but it shall not be circulated to other departments. The order shall, however, be extended to the allied firms.
13. **BANNING** : Banning of business dealing with a firm shall be of two types :-
  - (i) Banning by one department including its attached and Subordinate offices.
  - (ii) Banning by the departments of the State including its attached and Subordinate offices.
14. **BANNING BY ONE DEPARTMENT** :
  - (i) An order of the type mentioned in para 13(i) above for banning business dealing with a particular firm shall be passed by a department concerned. It will, however, be open to it, before such an order is issued, to consult the department of supply, if necessary.
  - (ii) Such an order may be passed in cases where the offence is not considered serious enough to merit a banning order of the second type, but at the same time, an order removing the name of the firm from the list of approved suppliers is not considered adequate.
  - (iii) It shall be passed for a specified period.



- (iv) It shall be extended to the allied firms also.
- (v) It shall not be circulated to other departments, but shall cover all the attached/Subordinate offices of the department issuing the order. A copy of the order should, however, be sent to the Department of Supply.
- (vi) No contract of any kind whatsoever shall be placed with the banned firm including its allied firms by the department issuing the orders and its attached and Subordinate offices after the issue of a banning order. Contracts concluded before the issue of the banning order shall, however, not be affected by the banning order.

15. **BANNING BY ALL DEPARTMENTS OF THE STATE GOVERNMENT** : An order of the type mentioned in para 13 (ii) above for banning business dealing with a firm implies that all departments/offices subordinate to the State Government are forbidden from dealing with that firm.

16. The grounds on which such banning may be ordered are :-

- (i) if security consideration including question of loyalty to the State so warrant;
- (ii) if the proprietor of the firm, its employee, partner or representative is convicted by a court of law following prosecution by the State bureau of investigation or under normal process of law for offence involving moral turpitude in relation to business dealings;
- (iii) if there is strong justification for believing that the proprietor, or employee, or representative of the firm has been guilty of mal-practices such as bribery, corruption, fraud, substitution of tenders, interpolation, misrepresentation, evasion or habitual Default in payment of any tax levied by law.
- (iv) if the firm continuously refuses to return Government dues without showing adequate cause, and Government are satisfied that this is not due to a reasonable dispute which would attract proceedings in arbitration or court of law; and
- (v) if the firm's employee is a Government Servant dismissed/removed on account of corruption or employ a non official connected for an offence involving corruption or abatement of such an offence in a position where he could corrupt Government Servants.

17. (i) Banning of firms and the revocation thereof shall be ordered to the Department of Supply.

- (ii) A banning order passed in respect of a firm shall be extended to all its allied firms.
- (iii) Such an order shall be endorsed to and automatically implemented by all department of the State Government including there attached and Subordinate Offices.

18. A banning order shall specify :-

- (i) The specific period (permanent if required) for which it will be effective; and
- (ii) The name of the all the partners, Director of Firm and its allied concerns.

19. No contract of any kind whatever shall be placed with a banned firm, including its allied firms by the department/offices of the Government of Rajasthan after the issue of the banning orders. Contracts conducted before the issue of the banning order shall, however not be affected by the banning orders. Particular care should be taken to see that the same firm does not appear under a different name to transact business with Government. Even in cases of risk purchase, no contract should be placed on a banned firm.

20. Applications for export/import licences from banned firm will be dealt with in accordance with the provisions of the Export/Import Act and will not be affected by a banning order issued under this code, it will, however, be open to the Foreign Trade as distract from the CCI&E, to the business dealing with a firm which has been guilty of malpractices involving moral turpitude, in relation to its export/import activities.
21. The supply or controlled raw materials, including imported raw materials, will not be denied to a banned firm. The allotment of such raw materials shall be regulated by law/rules governing their allocation.
22. A banning order will be circulated to all Departments in accordance with the following procedure :
- (i) The Department of supply will circulate it to :-
    - (a) All other Departments of the State Government;
    - (b) All offices under its control.
  - (ii) Other departments will, in their turn, communicate the order to offices under their control.
23. **REVOCAION OF ORDERS :**
- (i) An order for banning/suspension passed for a certain specified period shall be deemed to have been automatically revoked on the expiry of that specified period and it will not be necessary to issue a specific formal order of revocation, except that an order of suspension/banning passed on account of doubtful loyalty or security consideration shall continue to remain in force until it is specially revoked.
  - (ii) An order of banning for the reasons mentioned at para 16 (ii) above may be revoked if in respect of the same facts, the accused has been wholly exonerated by a court of law.
  - (iii) A banning/suspension order may, on a review, be revoked by the competent authority if it is of the opinion that the disability already suffered is adequate in the circumstances of the case.
24. **COMMUNICATION TO FIRM :** The decision regarding removal from registration/suspension/banning of business dealing taken after the issue of a show cause notice and consideration of representation, if any, in reply there to should be communicated to the firm concerned.
25. **CLEARING & TRANSPORT ORGANISATION:** Action against clearing and transport organisation may also be taken under the provision of this code.
26. **REVIEW:** The Departments concerned may on representation or appeals from the firm or even otherwise review banning/suspension orders.
27. **MAINTENANCE OF UPTO DATE LIST :** The Supply departments shall be responsible for keeping an upto-date list of firms against whom order of banning of the second type have been issued and circulated every quarter a list of addition the deletion during the previous quarter to all the Departments of State Government.
28. **CLASSIFICATION OF ORDERS :** Banning and suspension orders shall be classified as "**Confidential**".

29. (i) **FIRMS** : The term "**firms**" used in the code includes an individual or a person, a company, a co-operative society, a Hindu Undivided Family and an association or body of person, whether incorporated or not, engaged in trade or business.
- (ii) **PROPRIETORS** : This term includes Directors of a private limited company ,member of a Hindu undivided family, a member of an association of persons and a Director of a Public Limited Company.
- (iii) **ALLIED FIRMS**: All concerns which come within the sphere of effective influence of the banned/suspended firms shall be treated as allied firms. In determining this, the following factors may be taken into consideration:-
- (a) Whether the management is common;
  - (b) Majority interest in a management is held by the partners or directors of banned/suspended firm;
  - (c) Substantial majority shares are owned by he banned/suspended firm and by virtue of this it has a controlling voice.
30. Draft Office Memorandum has been prescribed in this behalf as per Annexure "A" attached with these orders.

**OFFICE MEMORANDUM**

The undersigned is directed to say that Rajasthan Government have decided to ban/suspend business dealing in the non-statutory sphere with the firm of M/s.---  
-----for a period of -----

2.The particulars regarding the proprietor/partners of the firm are given:-

3 The following are the allied firms and business dealing with them should also be deemed to have been banned/suspended:-

4. Above mentioned facts shall not be conveyed to the firm(s)persons not concerned.

**Signature of Issuing Authority**

## LIST OF FORMS

	Rule No.	Present Form No.	New Form No. Sr. Form
1. Dead Stock Register	-	162	1
2. Stock Register of Statutory	-	161	2
3. Accession Register	-	-	3
4. Indent	10	-	4
5. Register of obsolete and unserviceable stores	17(1)	-	5
6. Survey Report	21(ii)	-	6
7. Sale Account	26	-	7
8. Register of Serious Irregularities	Annexure-A	(Clause-10)	8
9. Sale of Tender form Register	-	-	9
10. Tender Receipt Register	-	-	10
11. Declaration by Tenderers	-	-	11
12. Opening of Tender, Details Representative	-	-	12
13. Register of Interest Bearing Securities	-	-	13
14. Tender Notice	-	-	14
15. Tender Form	-	-	15
16. Conditions of Tender and Contract	-	-	16
17. Agreement	-	-	17

## PERMANENT STOCK REGISTER AND STORES LEDGER

Name of article.....Category.....Identification mark.....

Date of Transaction	Source of receipt with <u>voucher number etc.</u> Particulars of issue or disposal	Full Specifications	Quantity received
1	2	3	4

Quantity issued or disposed of	Balance after each transaction	Purchase or sale price	Initials of S.K. etc.
5	6	7	8

Date	<u>Physical Verification</u>		Remarks indicating Obsolete/ Surplus or/and unserviceable etc.
9	Result	Initials of V.O.	12
9	10	11	12

**Notes :-** 1. This form is intended for articles of which numerical accounts only are required to be kept. Separate Registers for permanent stock and other stores should be maintained.

2. Articles of similar description should be put into separate categories, each category comprising article of the same measurement and make and manufacture with the same metal or wood or other material.

3. Incidental charges, if considerable, should be inserted below the purchase price in Column 7.

4. On transfer of charges, the successor must record the result of his counts in cols. 10 & 11 initialing the entries and draw a red ink line below the book balance in column 6.

5. An index should be maintained in the beginning of the Register.

.....  
1. Added SR FORM 1 to 8 vide Circular No. 16/95 dated 8.6.1995.

**STATIONERY REGISTER**

Name of Department/Office.....  
Name and description of article.....

Date	Quantity received	Quantity issued	Balance	Particulars	Purchase Price	Remarks
1	2	3	4	5	6	7

**ACCESSION REGISTER**

Accession Number	Name of Book	P A R T I C U L A R S			
		Name of Author	Publisher	Edition	No. of pages
1	2	3(i)	(ii)	(iii)	(iv)

.....

Source Firm's bill No. & date	Price	No.of Books	Amount	Initial Librarian	Ref.Code No.	Remarks
4	5	6	7	8	9	10





GOVERNMENT OF RAJASTHAN  
INDENT

SR-4  
GF7AR Part.II Rule-10

<u>Indent for stores</u> Counterfoil Part.I Indent No.....date..... on..... (Name of supplier office)			<u>Indent for stores</u> Indent Part II Indent No.....date.....			Invoice of stores Pt. III against Indent No. .....dated..... issued by..... (Name) (To be retained by Indenting Officer.			Invoice of stores Pt. IV against Indent No..... dated..... issued by (name) ( To be retained by supplying Officer.						
S. No.	Name of Item with descrip- tion	No. of quantity required		S. No.	Name of Item with descrip- tion	No. of quantity required		S. No.	Name of Item with descrip- tion	No. of quantity required		S. No.	Name of Item with descrip- tion	No. of quantity required	
		In words	In figures			In words	In figures			In words	In figures			In words	In Figures
These stores should be delivered/despached to Sh..... (Name & Designation)			These stores should be delivered/despached to Sh..... (Name & Designation)			Delivered/despached to Mr..... Supply Officer Received.....			Delievered/Despached to Mr..... Supply Officer Received.....						
Signature verified		Signature with seal of Indenting Officer		Signature verified		Signature with seal of Indenting Officer		Signature of receiving officer/official (Name & designation)			Signature of receiving Officer/Official (Name & designation)				
Indenting Officer		Indenting Officer		Indenting Officer		Indenting Officer									

Note:-1.This form is intended for bulk and regular issue or transfer of stores from Central Stores of Department to the Units.  
2.For issue within office, a simple form may be prescribed for internal control by Head of Department.



**SR FORM-5**  
(See Rule 17(i))

**REGISTER OF OBSOLETE AND UN-SERVICEABLE STORES**

Office of the .....

Item No.	Particulars of stores	Reference of Stock Register	Brief particulars as to quality make etc.	Year of Purchase	Purchase Price
1	2	3	4	5	6

Circumstances under which rendered surplus, unserviceable obsolete	Present condition of store i.e. whether serviceable or unserviceable	Approximate cost expected to be realised	Any suggestion for disposal	Remarks
7	8	9	10	11

**SR FORM-6**  
(See Rule 21(ii))

**SURVEY REPORT**

Office of the .....

Item No.	Particulars of stores	Quantity/Weight	Book Value Original purchase price	Condition & year of purchase	Mode of disposal (sale, Public Auction or otherwise)	Orders of the authority for disposal.
1	2	3	4	5	6	7

Signature.....  
Designation.....  
Date.....

**SALE ACCOUNT**

Office of the .....

Item No.	Particulars of stores	Quantity/ Weight	Name and full address of purchaser	Highest bid accepted	Highest bid rejected	E.M.realised on the spot
1	2	3	4	5	6	7

Date on which the complete amount is realised and credited into Treasury	Whether the article were actually handed over on the spot, if not, the actual date of handing over of the articles with quantities	Auctioner's Commission and acknowledgement for its payment	Remarks, if any
8	9	10	11

Certified that the above entries have been checked with the survey report.

Recommendation of the Committee.

Dated.....

Signature of the Officer Committee members  
who supervised the Auction.

**SR FORM-8**

(See clause 10 of Annexure 'A' to Rule 12 (3) )

**REGISTER OF SERIOUS IRREGULARITIES**

S. No.	Reference of Inspection Report	Name of the Office	Date of Stock verification done by the Departmental Officer	Stock verification conducted by the Departmental officer under Rule 12(1) of GF&AR Part II or not	Result of physical verification of stock duly recorded in the Stock ledger or not	Other serious irregularities stating the amount involved	Initial of the Section Incharge
1	2	3	4	5	6	7	8

**SALE OF TENDER FORM REGISTER**  
(See Rule 47-i)

Sl. No.	Name of party with full address	Amount Received	<u>Postal Order</u> No.                      Date
1	2	3	4

Tender form number issued	initial of clerk	Initial of Accountant / A.A.O.	<u>Full Signature of Receptient or in case despatch</u> No.                      Date
5	6	7	8

Disposal of Postal Order	Reference of Tender Receipt Register	Remarks
9	10	11

**TENDER RECEIPT REGISTER**  
(See Rule 48-I)

Sl. No.	Receipt Register No.	Tender Number	Name and address of tendering firm
1	2	3	4

Whether sealed properly or not	Date & Time of receipt	Delayed tender	
		Date	Time
5	6	7	

Late Tender		Initials of Officer
Date	Time	
8		9

**DECLARATION BY TENDERERS**

[See Rule 48 (vii)]

I/We declare that I am/we are bonafide/Manufacturers/Whole Sellers/Sole distributor/ Authorised dealer/dealers/sole selling/Marketing agent in the goods/stores/equipments for which I/We have tendered.

If this declaration is found to be incorrect then without prejudice to any other action that may be taken, my/our security may be forfeited in full and the tender if any to the extent accepted may be cancelled.

**Signature of the tenderer**

**OPENING OF TENDER-LIST OF REPRESENTATIVES**

[See Rule 52(ii)]

Date:-----

Time:-----

Sl. No.	Name and address of tendering firm	Name of the Representing of the Firm	Signature of Representative.
1	2	3	4

=====



**REGISTER OF INTEREST BEARING SECURITIES**  
**[See Rule 57 (3) (IV)]**

Item No.	Name and address tenderer	Purchase Order		Date of receipt of security
		No.	Date	
1	2	3		4

PARTICULARS OF SECURITIES RECEIVED				
Numbers	Date of Issue	Nature	Name of Post Office	Amount in (Rs.)
5				

Initial of Clerk	Initial of Officer	Place of Lodging	Date of return or forfeiture	Signature of Recipient in case of return
6	7	8	9	10

Initials of Officer	Remarks
11	12

**OFFICE** \_\_\_\_\_  
**TENDER NOTICE**  
**(See Rule 68)**

Tender Number/\_\_\_\_\_ (Year)

Sealed tenders are invited for the supply of articles as mentioned below for the period from \_\_\_\_\_ to \_\_\_\_\_ .

Sl. No.	Name of articles	Specification (with ISI number, patent, agmark part No., etc., ISI No., GSM, Weight type, etc., in case of paper.	Quantity	Earnest Money (Rs.)	
				Validity	Delivery Period

I. (1) Items at Sl.No.\_\_\_\_\_are exclusively reserved to be purchased from SSI Units. Tenders received from tenderers other than Cottage and SSI will not be considered.

<sup>1</sup>[(2) Price Preference as per rules will be admissible in the rates tendered by "Industries of Rajasthan" other items mentioned at Sl. No.\_\_\_\_\_.]

(3) Tenders will not be considered without earnest money.

II. Tenders are to be submitted on prescribed tender form which can be obtained on application from this office on payment of Rs.\_\_\_\_\_ in cash, or Money Order in the name of \_\_\_\_\_ which will not be refunded. Tenders not submitted on prescribed form will be rejected.

Terms and conditions of tender are available in the office which may be seen/obtained by each tenderer before giving their tender.

III. Tenders in a sealed envelope marked conspicuously "tender for \_\_\_\_\_" should reach on or before \_\_\_\_\_(date) at \_\_\_\_\_(time). The tender should be handed over personally at the above office and a receipt obtained or be sent per registered post. The tenders will be opened on the same day at \_\_\_\_\_(time) before purchase committee or by an officer duly authorised in the presence of any intending tenderer or their authorise representative who may be present.

IV. Government are not bound to accept the lowest tender and may reject any tender or any part of the tender without assigning any reason therefor.

V. Tenders received after the prescribed time and date shall be rejected.

VI. The tenderers will have to submit invariably an "**Income Tax Clearance Certificate**" from the Income Tax Officer of the circle concerned, Sales Tax registration number and "**Sales Tax Clearance Certificate**" from the Commercial Taxes Officer concerned without which the tenders will not be considered.

1. Substituted vide Circular No.19/96 dated 1.7.1996.

<sup>1</sup>[VII. SSI Units are partially exempted from the payment of earnest money on the basis of registration and <sup>2</sup>[deleted] issued by the Director of Industries or their representative and shall pay earnest money @ 1% of the estimated value of the tender.]

#### DESIGNATION OF OFFICER

Note : Name of Officer inviting tenders shall not be mentioned in the notice.

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1. Substituted vide Circular No.19/96 dated 1.7.1996.

2. Deleted words 'competency certificate' vide Circular No.27/96 dated 27.8.1996.

OFFICE OF.....

(See Rule 68)  
TENDER FORM

- I. Tender for.....(name of the articles for which the tender is submitted)
- II. Name and postal address of the firm submitting the tender.
- III. Addressed to:
- IV. Reference:
- V. The tender fee amounting to Rs..... has been deposited vide cash receipt No.....and date/Crossed Postal Number.....
- VI. We agree to abide by all the conditions mentioned in. Tender Notice Number..... Dated.....Issued by .....and also the further condition of the said Tender Notice given in the attached sheets (all the pages of which have been signed by us in token of our acceptance of the terms mentioned therein).
- <sup>1</sup>[VII. The rates for the supply of following items are as under and the quantity to be supplied noted against each:

S. No.	Name of article with specification	Rate	Net Price	Quantity
1	2	3	4	5
		Only basic price. All other levies: Excise duty, Central-Sales Tax, Rajasthan Sales Tax, Octroi (if any); cartage, packing etc .may be shown separately. Any discounts e.g. quantitative discounts and others may also be mentioned in details.]		

- VIII. Goods will be delivered within a period of .....from the date of the receipt of firm order/goods will be delivered as under:

Quantity	Period/Date if any.
.....	

- IX. The rates Quoted above are valid upto .....The period can be extended with mutual agreement.
- X. Bank Draft/Bankers Cheque No. ....Drawn on (Name of the Bank)/Cash receipt No...../Challan No. and date .....for Rs.....to cover earnest money is enclosed.

---

1.Substitued vide Circulars No. 8/99 dated 5/3/1999.

XI. The Income Tax Clearance Certificate, Sales Tax Registration Number and Sales Tax Clearance Certificate are submitted herewith.

XII. Declaration of manufacturer/Dealer, etc., is also enclosed.

Signature of tenderer

Encl.

**CONDITIONS OF TENDER AND CONTRACT FOR OPEN TENDER**  
(See Rule 68)

**Note:** Tenders should read these conditions carefully and comply strictly while sending their tenders.

1. Tenders must be enclosed in a properly sealed envelope according to the directions given in the tender notice.
2. **"Tenders by bona-fide dealers:"** Tenders shall be given only by bona-fide dealers in the goods. They shall, therefore, furnish a declaration in the SR FORMS 11.
3. (i) Any change in the constitution of the firm, etc., shall be notified forthwith by the contractor in writing to the purchase officer and such change shall not relive any former member of the firm, etc., from any liability under the contract.  
(ii) No new partner/partners shall be accept in the firm by the contractor in respect of the contract unless he/they agree to avoid by all its terms, conditions and deposit with the purchase officer a written agreement to this effect. The contractors receipt for acknowledgement or that of any partners subsequently accepted as above shall bind all of them and will be sufficient discharge for any of the purpose of the contract.
4. **Sales Tax Registration and Clearance Certificate :** No Dealer who is not registered under the Sales Tax Act prevalent in the State where his business is located shall tender. The Sales Tax Registration Number should be quoted and a sales tax clearance certificate from the Commercial Taxes Officer of the Circle concerned shall be submitted without which the tender is liable to rejection.
5. <sup>1</sup>**[Income Tax Clearance Certificate :** Tenderers will have to submit an Income Tax Clearance Certificate from the Income Tax Officer of the circle concerned along with the tenders without which tender may not be considered.]
6. Tender forms shall be filled in ink or typed. No tender filled in pencil shall be considered. The tenderer shall sign the tender form at each page and at the end in token of acceptance of all the terms and conditions of the tender.
7. Rate shall be written both in words and figures. There should not be errors and/or over-writings, corrections if any, should be made clearly and initialled with dates. The rates should mention element of the Rajasthan State Sales Tax and Central Sales Tax separately.
8. All rates quoted must be FOR destination and should include all incidental charges except octroi, Central/Rajasthan Sales Tax which should be shown separately. In case of local supplies the rates should include all taxes, etc., and no cartage or transportation charges will be paid by the Government and the delivery of the goods shall be given at the premises of Purchase Officer. Goods to be purchased are for the purpose of official use, hence octroi is not payable. The rates, therefore, should be exclusive of octroi, and local tax, in case goods to be purchased are for the purpose of resale or use as manufacture of any goods for sale, the rates shall be inclusive of octroi and local tax. In the former case, a certificate in the prescribed form will be furnished along with the supply order.
9. (i) **Comparison of Rates :** In comparing the rates tendered by firms outside Rajasthan and those in Rajasthan but not entitled to Price Preference under the Rules, the element

.....  
1.Deleted as per Circular No.5/2003 dated 17.5.2003.

of Rajasthan Sales Tax shall be excluded whereas that of Central Sales Tax shall included.

(ii) While comparing the rates in respect of firms within Rajasthan the element of Rajasthan Sales Tax shall be included.

10. **Price Preference:** <sup>1</sup>[Price preference/preference will be given to the goods produced or manufactured by Industries of Rajasthan over goods produced or manufactured by Industries outside Rajasthan as per Purchase of Stores (Preference to Industries of Rajasthan) Rules, 1995.) ]
11. **Validity :** Tenders shall be valid for a period of three months from the date of opening of Tender.
12. The approved supplier shall be deemed to have carefully examined the conditions, specifications, size, make and drawings, etc., of the goods to be supplied. If he has any doubts as to the meaning of any portion of these conditions or of the specification, drawing, etc., he shall, before signing the contract, refer the same to the Purchase Officer and get clarifications.
13. The contractor shall not assign or sub-let his contract or any substantial part thereof to any other agency.
14. **Specifications :**
  - (i) All article supplied shall strictly conform to the specifications, trade mark laid down in the tender form and wherever articles have been required according to ISI specifications, those articles should conform strictly to those specifications and should bear such marks.
  - (ii) The supply of articles marked with asterisk/at serial number....., shall in addition, conform strictly to the approved samples and in case of other material where there are no standard or approved samples, the supplier shall be of the very best quality and description. The decision of the Purchase Officer/Purchase Committee whether the articles supplied conform to the specifications and are in accordance with the samples, if any, shall be final and binding on the tenderers.
  - (iii) **Warranty/Guarantee clause :** The tenderer would give guarantee that the goods/stores/articles would continue to conform to the description and quality as specified for a period of..... days/months from the date of delivery of the said goods/stores/articles to be purchased and that notwithstanding the fact that the purchaser may have inspected and/or approved the said goods/stores/articles, if during the aforesaid period of.....days/months, the said goods/stores/articles be discovered not to conform to the description and quality aforesaid or have determined (and the decision of the Purchase Officer in that behalf will be final and conclusive), the purchaser will be entitled to reject the said goods stores/articles or such portion thereof as may be discovered not to conform to the said description and

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1.Substituted vide Circular No.19/96 dated 1.7.1996.

quality, on such rejection the goods/articles/stores will be at the seller's risk and all the provisions relating to rejection of goods, etc., shall apply. The tenderer shall if so called upon to do, replace the goods, etc., or such portion thereof as is rejection by the Purchase Officer, otherwise the tenderer shall pay such damage as may arise by reason of the breach of the condition herein contained. Nothing herein contained shall prejudice any other right of the Purchase Officer in that behalf under this contract or otherwise.

- (iv) In case of machinery and equipment also, guarantee will be given as mentioned in clause (iii) above and the tenderer shall during the guarantee period replace the parts if any and remove any manufacturing defect if found during the above period so as to make machinery and equipments operative. The tenderer shall also replace machinery and equipments in case it is found defective which cannot be put to operation due to manufacturing defect, etc.
- (v) In case of machinery and equipment specified by the Purchase Officer the tenderer shall be responsible for carrying out annual maintenance and repairs on the terms and conditions as may be agreed. The tenderer shall also be responsible to ensure adequate regular supply of spare parts needed for a specific type of machinery and equipments whether under their annual maintenance and repairs rate contract or otherwise. In case of change of model he will give sufficient notice to the Purchase Officer who may like to purchase spare parts from them to maintain the machinery and equipments in perfect condition.

**15. Inspection :**

- (a) The Purchase Officer or his duly authorised representative shall at all reasonable time have access to the suppliers premises and shall have the power at all reasonable time to inspect and examine the materials and workmanship of the goods/equipment/machineries during manufacturing process or afterwards as may be decided.
- (b) The tenderer shall furnish complete address of the premises of his office, godown and workshop where inspection can be made together with name and address of the person who is to be contacted for the purpose. In case of those dealers who have newly entered in business, a letter of introduction from their bankers will be necessary.

16. **Samples :** Tenders for articles marked within the schedule shall be accompanied by two set of samples of the articles tendered properly packed. Such samples if submitted personally will be received in the office. A receipt will be given for each samples by the officer receiving the samples. Samples if sent by train, etc., should be despatched freight paid and the R/R or G.R. should be sent under a separate registered cover. Samples for catering/food items should be given in a plastic box or in polythens bags at the cost of the tenderer.

17. Each sample shall be marked suitably either by written on the sample or on a slip or durable paper securely fastened to the sample, the name of the tenderer and serial number of the item, of which it is a sample in the schedule.

18. Approved samples would be retained free of cost upto the period of six months after the expiry of the contract. The Government shall not be responsible for any damage, wear and tear or loss during testing, examination, etc., during the period these samples are retained.

The Sample shall be collected by the tenderer on the expiry of stipulated period. The Government shall in no way make arrangements to return the samples. The samples



uncollected within 9 months after expiry of contract shall be forfeited by the Government and no claim for their cost, etc., shall be entertained.

19. Samples not approved shall be collected by the unsuccessful tenderer. The Government will not be responsible for any damage, wear and tear, or loss during testing, examination, etc., during the period these samples are retained. The uncollected samples shall be forfeited and no claim for their cost, etc., shall be entertained.
20. Supplies when received shall be subject to inspection to ensure whether they conform to the specifications or with the approved samples. Where necessary or prescribed or practical, tests shall be carried out in Government laboratories, reputed testing house like Sri Ram Testing House, New Delhi and the like and the supplies will be accepted only where the articles conform to the standard of prescribed specifications as a result of such tests.
21. **Drawl of Samples:** In case of tests, samples shall be drawn in four sets in the presence of tenderer or his authorised representative and properly sealed in their presence. Once such set shall be given to them, one or two will be sent to the laboratories and/or testing house and the third or fourth will be retained in the office for reference and record.
22. **Testing charges :** Testing charges shall be borne by the Government. In case urgent testing is desired to be arranged by the tenderer or in case of test results showing that supplies are not upto the prescribed standards or specifications, the testing charges shall be payable by the tenderer.
23. **Rejection:**
  - (i) Articles not approved during inspection or testing shall be rejected and will have to be replaced by the tenderer at his own cost within the time fixed by the Purchase Officer.
  - (ii) If, however, due to exigencies of Government work, such replacement either in whole or in part, is not considered feasible, the Purchase Officer after giving an opportunity to the tenderer of being heard, shall for reasons to be recorded, deduct a suitable amount from the approved rates. The deduction so made shall be final.
24. The rejected articles shall be removed by the tenderer within 15 days of intimation of rejection, after which Purchase Officer shall not be responsible for any loss, shortage or damage and shall have the right to dispose of such articles as he thinks fit, at the tenderer's risk and on his account.
25. The tenderer shall be responsible for the proper packing so as to avoid damage under normal conditions of transport by sea, rail and road or air and delivery of the material in good condition to the consignee at destination. In the event of any loss, damage, breakage or leakage or any shortage the tenderer shall be liable to make good such loss and shortage found at the checking/inspection of the materials by the consignee. No extra cost on such account shall be admissible.
26. The contract for the supply, can be repudiated at any time by the Purchase Officer, if the supplies are not made to his satisfaction after giving an opportunity to the tenderer of being heard and recording of the reasons for repudiation.
27. Direct or indirect canvassing on the part of the tenderer or his representative will be a disqualification.

28. (i) **Delivery period:** The tenderer whose tender is accepted shall arrange supplies within a period of.....from the date of supply order/by.....as under:-

S.No.	Items	Quantity	Delivery period
-------	-------	----------	-----------------

(ii) **Extent of quantity – Repeat orders :** If the orders are placed in excess of the quantities shown in tender the notice, the tenderer shall be bound to meet the required supply. Repeat orders may also be placed on the rate and conditions given in the tender provided that the repeat orders are up to 50% of the quantity originally purchased and the period is not more than one month from the date of expiry of last supply. If the tenderer fails to do so, the Purchase Officer shall be free to arrange for the balance supply by limited tender or otherwise and the extra cost incurred shall be recoverable from the tenderer.

(iii) If the Purchase Officer does not purchase any of the tendered articles or purchases less than the quantity indicated in the tender form, the tenderer shall not be entitled to claim any compensation.

29. **Earnest Money :**

(a) Tender shall be accompanied by an earnest money of Rs..... without which tenders will not be considered. The amount should be deposited in either of the following forms in favour of.....

- (i) Cash through treasury challan deposited under head "**8443-Civil Deposits – 103 – Security Deposits**".
- (ii) Bank Drafts/Bankers Cheque of the scheduled Bank.

(b) **Refund of earnest money :** The earnest money of unsuccessful tenderer shall be refunded soon after final acceptance of tender.

<sup>1</sup>(c) **Partial exemption from earnest money :** Firms which are registered with Director of Industries Rajasthan, shall furnish the amount of earnest money in respect of items for which they are registered as such subject to their furnishing registration certificate in original or Photostat copy or a copy thereof duly attested by any Gazetted Officer <sup>2</sup>[deleted] from the Director of Industries Rajasthan, at the rate of 1% of the estimated value of the tender shown in NIT.]

(d) The Central Government and Government of Rajasthan Undertakings need not furnish any amount of earnest money.

(e) The earnest money/security deposit lying with the department/office in respect of other tenders awaiting approval or rejected or on account of contracts being completed will not be adjusted towards earnest money/security money for the fresh tenders. The earnest money may however, be taken into consideration in case tenders are re-invited.

30. **Forfeiture of earnest money :** The earnest money will be forfeited in the following cases :

- (i) When tenderer withdraws or modified the offer after opening of tender but before acceptance of tender.
- (ii) When tenderer does not execute the agreement if any, prescribed within the specified time.
- (iii) When the tenderer does not deposit the security money after the supply order is given.

.....

- 1. Substituted vide Circular No. 19/96 dated 1.7.1996.
- 2. Deleted words "competence certificate" vide Circular No.27/96 dated 27.8.1996.

- (iv) When he fails to commence the supply of the items as per supply order within the time prescribed.

**31. (1) Agreement and security deposit :**

- (i) Successful tenderer will have to execute an agreement in the Form 17 within a period of 7 days of receipt of order and deposit security equal to 5% of the value of the stores for which tenders are accepted <sup>1</sup>[deleted] within 15 days from the date of despatch on which the acceptance of the tender is communicated to him.
- (ii) The earnest money deposited at the time of tender will be adjusted towards security amount. The Security amount shall in no case be less than earnest money.
- (iii) No interest will be paid by the department on the security money.
- (iv) The forms of security money shall be as below :-
- (a) Cash/Bank Draft/Bankers Cheque/Receipted copy of challan.
- (b) Post office Savings Bank Pass Book duly pledged.
- (c) National Savings Certificate, Defence Savings Certificates, Kisan Vikas Patras, or any other script/instrument under National Savings Scheme for promotion of small savings, if the same can be pledged. These certificates shall be accepted at surrender value.
- (v) The security money shall be refunded within one month of the final supply of the items as per purchases order in case of one time purchase and two months in case delivery is staggered, after the expiry of contract on satisfactory completion of the same or after the expiry of the period of guarantee if any, whichever is later and after satisfied there are no dues outstanding against the tenderer.

<sup>2</sup>[(2) (i) Firms registered with the Director of Industries Rajasthan in respect of stores for which they are registered, subject to their furnishing the registration and prescribed <sup>3</sup>[deleted] in original form the Director of Industries or a photostat copy of a copy thereof duly attested by any Gazetted Officer, will be partially exempted from earnest money and shall pay security deposit at the rate of 1% of the estimated value of tender.]

(ii) Central Government and Government of Rajasthan's Undertakings will be exempted from furnishing security amount.

(3) **Forfeiture of Security Deposit :** Security amount in full or part may be forfeited in the following cases :-

- (a) When any terms and conditions of the contract is breached.
- (b) When the tenderer fails to make complete supply satisfactorily.
- (c) Notice of reasonable time will be given in case of forfeiture of security deposit. The decision of the Purchase Officer in this regard shall be final.

(4) The expenses of completing and stamping the agreement shall be paid by the tenderer and the department shall be furnished free of charge with one executed stamped counter part of the agreement.

**32. (i) All goods must be sent freight paid through Railways or goods transport. If goods are**

1.Substituted vide Circular No. 19/95 dated 28.6.1995 for – "Rs.50,000/-" and deleted the words "subject to the maximum of Rs. 1.00 lac" vide Circular No. 6/96 dated 5.2.1996.

2.Substituted vide Circular No. 27/96 dated 27.8.1996.

3.Deleted words "competence certificate" vide Circular No. 27/96 dated 27.8.1996.

sent freight to pay the freight together with departmental charge 5% of the freight will be recovered from the suppliers bill.

(ii) R.R. should be sent under registered cover through Bank only .

(v) In case supply is desired to be sent by the purchase officer by passenger train, The entire railway freight will be borne by the tenderer .

(vi) Remittance charges on payment made shall be borne by the tenderer.

### 33. Insurance :

(i) The goods will be delivered at the destination godown in perfect condition .the supplier if he so desires, may be insure the valuable goods against loss by theft, destruction or damage, by fire, flood, under exposure to whether or otherwise viz. (war, rebellion, riot, etc.). The insurance charges will be borne by the supplier and State will not be required to pay such charges , if incurred

(ii) The articles may also be got insured at the cost of the Purchaser, if so desired by the Purchaser, in such cases, the insurance should invariably be with Life Insurance Corporation of India or its subsidiaries.

### 34. Payments:

(i) Advance Payment will not be made except in rare and special cases. In case of advance payment being made, it will be against proof of despatch and to the extent as prescribed in financial powers by rail/reputed goods transport companies, etc., and prior inspection ,if any . The balance if any will be paid on receipt of the consignment in good condition with the certificate to that effect endorsed on the inspection not given to the tenderer .

(ii) Unless otherwise agreed between the parties payment for the delivery of the stores will be made on submission of bill in proper form by the tenderer to the Purchase Officer in accordance with G.F.&A.R all remittance charges will be bore by the tenderer.

(iii) In case of disputed items, 10 to 25% of the amount shall be with held and will be paid on settlement of the dispute.

(iv) Payment in case of those goods which need testing shall be made only when such tests have been carried out, test results received conforming to the prescribed specification .

35.(i) The time specified for delivery in the tender form shall be deemed to be the essence of the contract and the successful tenderer shall arrange supplies within the period on receipt of the firm order from the Purchase Officer.

(ii)**Liquidated damages** : In case of extension in the delivery period with liquidated damages the recovery shall be made on the basis of following percentages of value of Stores with the tenderer has failed to supply :-

- |  |      |
|--|------|
| (1) (a) delay up to one fourth period of the prescribed delivery period        | 2 ½% |
| (b) delay exceeding one fourth but not exceeding half of the prescribed period | 5%   |

- (c) delay exceeding half but not exceeding three fourth of the prescribed period. 7½%
- (d) delay exceeding three fourth of the prescribed period. 10%
- (2) Fraction of a day in reckoning period of delay in supplies shall be eliminated if it is less than half a day.
- (3) The maximum amount of liquidated damages shall be 10%
- (4) If the supplier requires an extension of time in completion of contractual supply on account of occurrence of any hindrance, he shall apply in writing to the authority, which has placed the supply order, for the same immediately on occurrence of the hindrance but not after the stipulated date of completion of supply.
- (5) Delivery period may be extended with or without liquidated damages if the delay in the supply of goods is on account of hindrances beyond the control of the tenderer.
36. **Recoveries** : Recoveries of liquidated damages, short supply, breakage, rejected articles shall ordinarily be made from bills. Amount may also be withheld to the extent of short supply, breakages, rejected articles and in case of failure in satisfactory replacement by the supplier alongwith amount of liquidated damages shall be recovered from his dues and security deposit available with the department. In case recovery is not possible recourse will be taken under Rajasthan PDR Act or any other law in force.
37. Tenderers must make their own arrangements to obtain import licence, if necessary.
38. If a tenderer imposes conditions which are in addition to or in conflict with the conditions mentioned herein, his tender is liable to summary rejection. In any case none of such conditions will be deemed to have been accepted unless specifically mentioned in the letter of acceptance of tender issued by the Purchase Officer.
39. The Purchase Officer reserves the right to accept any tender not necessarily the lowest, reject any tender without assigning any reasons and accept tender for all or anyone or more of the articles for which tenderer has been given or distribute items of stores to more than one firm/supplier.
40. The tenderer shall furnish the following documents at the time of execution of agreement:-
- (i) Attested copy of Partnership Deed in case of Partnership Firms.
  - (ii) Registration Number and year of registration in case partnership firm is registered with Registrar of Firms.
  - (iii) Address of residence and office, telephone numbers in case of sole Proprietorship.
  - (iv) Registration issued by Registrar of Companies in case of Company.
41. If any dispute arise out of the contract with regard to the interpretation, meaning and breach of the terms of the contract, the matter shall be referred to by the Parties to the Head of the Department who will appoint his senior most deputy as the Sole Arbitrator of the dispute who will not be related to this contract and whose decision shall be final.

42. All legal proceedings, if necessary arise to institute may by any of the parties (Government of Contractor) shall have to be lodged in courts situated in Rajasthan and not elsewhere.

**Signature of tenderer.**

**AGREEMENT**  
**(See Rule 68)**

An agreement made this ----- day of ----- between .....  
----- (hereinafter called "**the approved supplier**", which expression shall, where the context so admits, be deemed to include his heirs successors, executors and administrators of the one part and the Government of the State of Rajasthan (herein after called "the Government" which expression shall, where the context so admits, be deemed to include his successors in office and assigns) of the other part.

2. Whereas the approved supplier has agreed with the Government to supply to the \_\_\_\_\_ of the State of Rajasthan at its Head Office as well as at branches offices throughout Rajasthan, all those articles set forth in the schedule appended hereto in the manner set forth in the conditions of the tender and contract appended herewith and at the rates set forth in column \_\_\_\_\_ of the said schedule.
3. And whereas the approved supplier has deposited a sum of Rs. \_\_\_\_\_ in \_\_\_\_\_.
  - (1) Cash/Bank Draft/Challan no./Banker Cheque No. \_\_\_\_\_ dated \_\_\_\_\_.
  - (2) Post Office Savings Bank Pass Book duly hypothecated to the Departmental authority.
  - (3) National Savings Certificates/Defence Savings Certificates, Kisan Vikas Patras, or any other script/instrument under National Saving Schemes for promotion of Small Savings, if the same can be pleased under the relevant rule. (The certificates being accepted at surrender value) as security for the due performance of the aforesaid agreement which has been formally transferred to the departmental authority.
4. Now these Presents witness:
  - (1) In consideration of the payment to be made by the Government through \_\_\_\_\_ at the rates set forth in the Schedule hereto appended the approved supplier will duly supply the said articles set forth in \_\_\_\_\_ and \_\_\_\_\_ thereof in the manner set forth in the conditions of the tender and contract.
  - (2) The conditions of the tender and contract for open tender enclosed to the tender notice No. \_\_\_\_\_ dated \_\_\_\_\_ and also appended to this agreement will be deemed to be taken as part of this agreement and are binding on the parties executing this agreement.
  - (3) Letters Nos. \_\_\_\_\_ received from tenderer and letters nos. \_\_\_\_\_ issued by the Government and appended to this agreement shall also form part of this agreement.
  - (4) (a) The Government do hereby agree that if the approved supplier shall duly supply the said articles in the manner aforesaid observe and keep the said terms and conditions, the Government will through \_\_\_\_\_ pay or cause to be paid to the approved supplier at the time and the manner set forth in the said conditions, the amount payable for each and every consignment.

(c) The mode of Payment will be as specified below:-

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

5. The delivery shall be effected and completed within the period noted below from the date of supply order:-

S.No.	Items Quantity	Delivery period
-------	----------------	-----------------

6. (1) (i) In case of extension in the delivery period with liquidated damages, the recovery shall be made on the basis of following percentages of value of stores which the tenderer has failed to supply :-

(a) Delay upto one fourth period of the prescribed delivery period.	2½%
(b) Delay exceeding one fourth but not exceeding half of the prescribed delivery period.	5%
(c) Delay exceeding one fourth but not exceeding three fourth of the prescribed delivery period.	7½%
(d) Delay exceeding three fourth of the prescribed delivery period.	10%

**Note :** (i) Fraction of a day in reckoning period of delay in supplies shall be eliminated if it is less than half a day.

(ii) The maximum amount of agreed liquidated damages shall be 10%

(iii) If the supplier requires an extension of time in completion of contractual supply on account of occurrence of any hinderences, he shall apply in writing to the authority which had placed the supply order, for the same immediately on occurrence of the hinderence but not after the stipulated date of completion of supply.

(2) Delivery period may be extended with or without liquidated damages if the delay in the supply of goods is on account of hinderences beyond the control of the tenderer.



7. All disputes arising out of this agreement and all questions relating to the interpretation of this agreement shall be decided by the Government and the decision of the Government shall be final.

In witness whereof the parties hereto have set their hands on the..... day of .....199.....

Signature of the approved supplier.

Signature for and on behalf of Governor  
Designation

Date:

Date:

Witness No. 1

1. Witness

Witness No.2

2. Witness

**Appendix - 5**  
[See Rule 38(A)]

**Procedure for Award of Consultancy Services**

The following procedure shall be followed for award of consultancy services:-

- (1) **The term consultants** includes a wide variety of private and public entities, including consulting firms, engineering firms, architects, construction managers, management firms, procurement agents, inspection agents, auditors, investment and merchant banks, universities, research institutions, government agencies, non-governmental organisations (NGOs) and individuals. The consultants are used to help in a wide range of activities - such as policy advice; institutional reforms, management, engineering services, construction supervision, financial services, procurement services, social and environmental studies, and identification, preparation and implementation of projects etc.
- (2) **General Considerations:** While the specific rules and procedures to be followed for employing consultants depend on the circumstances of the particular case, four main considerations are to be observed in the selection process:-
  - (i) the need for high-quality services,
  - (ii) the need for economy and efficiency,
  - (iii) the need to give qualified consultants an opportunity to compete in providing the services,
  - (iv) the importance of transparency in the selection process.

In the majority of the cases, these considerations can best be addressed through competition among qualified short-listed firms in which the selection is based both on the quality of the proposal and cost of the services to be provided.

- (3) **Conflict of Interest :** It is to be ensured that consultants provide professional, objective, and impartial advice and at all times hold the client's interests paramount, without any consideration for future work and strictly avoid conflicts with other assignments or their own corporate interest. Consultants shall not be hired for any assignment that would be in conflict with their prior or current obligations to other clients, or that may place them in a position of not being able to carry out the assignment in the best interest of the department.

Without limitations on the generality of this rule, consultants shall not be hired under the circumstances set forth below:-

- (i) A firm which has been engaged by the department to provide goods for a project and any of its affiliates, shall be disqualified from providing consulting services for the same project and conversely.

- (ii) Consultant or any of their affiliates shall not be hired for any assignment which, by its nature, may be in conflict with another assignment of the consultants. As an example, consultants hired to prepare engineering design for an infrastructure project shall not be engaged to prepare an independent environmental assessment for the same project and consultants assisting a department in the public assets shall not purchase, nor advise purchasers of such assets.
- (4) **Eligibility :** Firms that are registered or incorporated in, and individuals and personnel are eligible to compete for consulting services. Government-owned enterprises may participate only if they can establish that they are legally and financially autonomous.
- (5) **Associations Between Consultants :** Consultants may associate with each other to complement their respective areas of expertise, or for other reasons. Such an association may be for the long term (independent of any particular assignment) or for a specific assignment. The 'association' may take the form of a joint venture or a sub-consultancy. In case of joint venture, all members of joint venture shall sign the contract and shall be jointly and severally liable for the entire assignment. Once the short list is finalised, and the request for proposals (RFP) are issued, any association in the form of joint venture or sub-consultancy among short-listed firms shall be permissible only with the approval of the department.
- (6) **Evaluation of the Performance of the Consultants :** Consultants shall observe due diligence and prevailing standards in the performance of the assignment. The department shall evaluate the performance of the consultants employed under contracts in a fair and confidential process. The performance rating will be an input for future short-listing. In the case of repeated poor performance, the firm will be notified and provided an opportunity to explain the reasons for it and the remedial action proposed. If poor performance persists, the department may exclude the firm from participation in future assignment for a stated period. Besides, the consultants shall be responsible for the accuracy and suitability of their work.
- (7) **Fraud and Corruption :** The consultants are required to observe the highest standard of ethics during the selection and execution of such contracts. For the purpose of this provision the terms set forth below as follows:
- (i) "corrupt practice" means the offering, giving, receiving or soliciting of anything of value to influence the action of a public official in the selection process or in contract execution; and
- (ii) "fraudulent practice" means a misrepresentation of facts in order to influence the selection process or the execution of contract to the detriment of the department and includes collusive practices among consultants (prior to or after submission of proposals) designed to establish prices at artificial, non-competitive levels and to deprive the department of the benefits of free and open competition.
- In case a consultant is found responsible for corrupt and fraudulent practice following action shall be taken :
- (a) The department will reject the proposal for award,
- (b) The department will declare a consultant ineligible, either indefinitely or for a stated period of time, to be awarded any contract.

(8) **The Selection Process :** The selection process shall include the following steps:-

- (i) Administrative and financial sanction for the hiring of consultancy services.
- (ii) Preparation of Terms of Reference (TOR).
- (iii) Preparation of cost estimate and budget.
- (iv) Advertisement.
- (v) Preparation and issuance of request for proposals to the short listed firms (RFP):-
  - (a) Letter of Invitation (LOI)
  - (b) Information to Consultants (ITC)
  - (c) TOR,
  - (d) Proposed contract
- (vi) Receipt of proposals.
- (vii) Evaluation of technical proposals.
- (viii) Final evaluation of quality and cost.
- (ix) Single source selection of consultants.

(x) Award of the contract to the selected firm.

(xi) Negotiations.

(i) **Administrative and Financial Sanction :** The department shall arrange to issue Administrative and Financial sanction subject to budget provision for conducting any consultancy through private or public consultants provided this consultancy can not be done by the department or any other department of the State Government.

(ii) **Terms of Reference (T.O.R.) :** The department shall be responsible for preparing the TOR for the assignment. TOR shall be prepared by a person(s) specialised in the area of the assignment. The scope of services described in the TOR shall be compatible with the available budget. TOR shall define clearly the objective, goals, and scope of the assignment and provide background information (including a list of existing relevant studies and basic data) to facilitate the consultants in the preparation of their proposals. If transfer of knowledge or training is an objective, it should be specifically outlined alongwith the details of numbers of staff to be trained, and so forth, to enable consultants to estimate the required resources, TOR shall list the services and surveys necessary to carry out the assignment and the expected outputs (for example, reports, data, maps, surveys). However, TOR should not be too detailed and inflexible, so that competing consultants may propose their own methodology and staffing. The departments and consultants responsibilities should be clearly defined in the TOR.

(iii) **Cost Estimate (Budget) :** Preparation of a well-thought-through cost estimate is essential if realistic budgetary resources are to be earmarked. The cost estimate shall be based on the department assessment of the resources needed to carry out the assignment : staff time, logistical support, and physical inputs (for example, vehicle, laboratory equipments etc.). The cost shall be defined into two broad categories; (a) fee or remuneration, and (b) reimbursable.

- (iv) **Advertisement, Invitation for Expression of Interest (EOI):** The request for expressions of interest shall be published in the newspapers and a copy may also be sent to such reputed firms dealing with such studies. The eligible consultants may be invited to indicate their interest in providing the consultancy services. The interested consultants be requested to provide information indicating that they are qualified to perform the services (brochures, description of similar assignments, experience in similar conditions, availability of appropriate skills alongwith staff etc.) Consultants may be allowed to associate to enhance their qualifications. It may be mentioned in notice that it is a proposal only for preparation of a list. After a review of letters of interest and information received from consulting firms a short list shall be prepared by the Committee. The procedure for allotting marks which are usually applicable for assessing the offers may even be adopted and EOI so received should be evaluated by giving marks out of 100. The list should be prepared in order of merit. The firms securing marks above 50 may be included in short list.

*Note: The department can however advertise inviting technical and financial bids and short list the consultants directly without advertising EOI.*

- (v) **Preparation and Issuance of the request for proposals (RFP) to the short listed firms :** The RFP shall include, (a) Letter of Invitation, (b) Information to consultants, (c) the TOR, (d) Proposed contract.
- (a) **Letter of Invitation (LOI) :** The LOIs shall state the intention of the department to enter into a contract for providing of consulting services, the source of funds, the details of the department and the date, time and address for submission of proposals.
- (b) **Information to Consultants (ITC):** All necessary information shall be made available to the short listed firms that would help them prepare responsible proposals and shall bring as much transparency as possible to the selection procedure by providing information on the evaluation process and by indicating the evaluation criteria and factors and their respective weights and the minimum passing quality score. The ITC shall indicate the expected input of key professionals. Consultants, however, shall be free to prepare their own estimates of staff time necessary to carry out the assignment. The ITC shall specify the proposal validity period (normally 60-90 days).
- (c) **TOR :** The TOR shall be prepared as indicated above in this rule.
- (d) **Contract :** The department shall use the appropriate form of contract containing conditions of payment, stages of submission of interim report and final report etc.

- (vi) **Receipt of Proposals** : The department shall allow enough time for the consultants to prepare their proposals. The time allowed shall depend on the assignment, but normally shall not be less than four weeks. The technical and financial proposals shall be submitted at the same time, any proposal or part proposal received after the closing time for submission of proposals shall be returned unopened, no amendment to the technical or financial proposal shall be accepted after the dead line. The technical envelope shall be opened immediately by the Committee. The financial proposals shall remain sealed until they are opened publicly.

Evaluation of the proposal shall be carried out in two stages, first the quality, and then the cost. The Committee shall not have access to the financial proposals until the technical evaluation is concluded. Financial proposals shall be opened only thereafter. The evaluation shall be carried out in full conformity with the provisions of the evaluation criteria enclosed with RFP.

- (vii) **Evaluation of the Technical Proposals** : The Committee shall evaluate each technical proposal taking into account several criteria : (a) the Consultant's relevant experience for the assignment, (b) the quality of the methodology proposed, (c) the qualifications of the key staff proposed, (d) transfer of knowledge, and each criteria shall be marked on a scale of 1 to 100 and then the marks shall be weighted to become scores.

The department shall normally divide these criteria into sub-criteria. The weight given to experience can be relatively modest, since this criterion has already been taken into account when short-listing the consultants. More weight shall be given to the methodology in the case of more complex assignments.

Evaluation of only the key personnel is recommended. Since key personnel ultimately determine the quality of performance, more weight shall be assigned to this criterion if the proposed assignment is complex. The department shall review the qualifications and experience of proposed key personnel in their curricula vitae, which must be accurate, complete, and signed by the authorised official of the consultant and the individual proposed. The individual shall be rated in the following three sub criteria, as relevant to the task:

- (a) **general qualifications** : general education and training, length of experience, position held, time with the consulting firm as staff, experience in other countries etc.
- (b) **adequacy for the assignment** : education, training and experience in the specific sector, field, subject, relevant to the particular assignment, and
- (c) **experience in the region** : knowledge of the local language, culture, administrative system, government infrastructure.

The committee shall evaluate each proposal on the basis of its responsiveness to the TOR. A proposal shall be considered unsuitable and shall be rejected at this stage if it does not respond to important aspects of the TOR or it failed to achieve minimum technical score specified in the RFP. At the end of the process, an evaluation report shall be prepared of the technical responsiveness of the proposal. The report shall substantiate the result of evaluation and describe the relevant strengths and weaknesses of the proposals. All records relating to the evaluation, such as individual mark-sheets, shall be retained until the completion of the project and its audit.

- (viii) Final Evaluation of Quality and Cost :** After the evaluation of the technical proposal is completed, the department shall notify those consultants whose proposal did not meet the minimum qualifying mark or where considered non-responsive to the RFP and TOR indicating that their financial proposals will be returned unopened after completing the selection process. The department shall simultaneously notify the consultants that they have secured the minimum qualifying marks and indicating the date and time set for opening financial proposal.

After rejecting the offers securing less than the minimum qualifying marks for the quality, the financial envelopes of the rest shall be opened. The firm with the lowest price shall be selected.

- (ix) Single Source Selection:** Single Source Selection of consultants does not provide the benefits of competition in regard to quality and cost and lacks transparency in selection and could encourage unacceptable practices. Therefore, single source selection shall be used in exceptional cases. The justification for single source selection shall be examined in the context of the overall interests of the department. The reasonableness of cost of consultancy shall be examined based on T.O.R. Key Personnel, Deployment of Personnel, Man-months and their remuneration, overheads, reimbursables and time required for completing the assignment.

Single-source selection may be appropriate only if it presents a clear advantage over competition : (a) for tasks that represent a natural continuation of previous work carried out by the firm, (b) where a rapid selection is essential (for example, in an emergency operation), (c) for very small assignments, or (d) when only one firm is qualified or has experience of exceptional worth for the assignment.

For this purpose every department may maintain a list of consultants having experience of such studies and single source selection may be made from that list.

For single source selection of consultants approval of Finance Department is required beyond the power delegated in Part-III of GF&AR. However, before sending the case to Finance Department the Committee would consider the matter in view of above mentioned conditions and would send the case to Finance Department with full justification.

*Note : In case, if the initial assignment was not awarded on a competitive basis, for further continuation of previous work, Competitive process shall normally be followed in which the consultant carrying out the initial work is not excluded.*

- (x) **Award of Contract :** After a final evaluation based on any of the above methodology is made, successful consultant shall be awarded the contract.
- (xi) **Negotiations:** Negotiations if required would be undertaken as per provisions given in rule 59 of GF&AR Part-II.

**(9) Types of Contracts:**

- (i) **Lump Sum (Firm Fixed Price) Contract :** Lump sum contracts are used mainly for assignments in which the content and the duration of the services and the required output of the consultants are clearly defined. They are widely used for simple planning and feasibility studies, environmental studies, detailed design of standard or common structure, preparation of data processing systems, and so forth. Payments are linked to outputs (deliverables), such as reports, drawings, bills of quantities, bidding documents, and software programs. Lump sum contracts are easy to administer because payments are due on clearly specified outputs.
- (ii) **Time Based Contract :** This type of contract is appropriate when it is difficult to define the scope and the length of services, either because the services are related to activities by others for which the completion period may vary, or because the input of the consultants required to attain the objectives of the assignment is difficult to assess. This type of contract is widely used for complex studies, supervision of construction, advisory services, and most training assignments. Payments are based on agreed to hourly, daily weekly or monthly rates for staff (who are normally named in the contract) and no reimbursable items using actual expenses and/or agreed unit prices. The rates for staff include salary, social costs, overhead, fee (or profit), and, where appropriate, special allowances. This type of contract shall include a maximum amount of total payments to be made to the consultants. This ceiling amount should include a contingency allowance for unforeseen work and duration, where appropriate. Time based contracts need to be closely monitored and administered by the client to ensure that the assignment is progressing satisfactorily, and payments claimed by the consultants are appropriate.
- (iii) **Percentage Contract :** These contracts are commonly used for architectural services. They may be also used for procurement and inspection agents. Percentage contracts directly relate the fees paid to the Consultant to the estimated or actual project cost, or the cost of the goods procured or inspected. The contracts are negotiated on the basis of marked norms for the services and/or estimated staff month costs for the services, or competitively bid. It should be borne in mind that in the case of architectural or engineering services, percentage contracts implicitly lack incentive for economic design and are hence discouraged. Therefore, the use of such a contract for architectural service is recommended only if it is based on a fixed target cost and covers precisely defined services (for example, not works supervision).



(iv) **Indefinite Delivery Contract (Price Agreement):** These contracts are used when department need to have "on call" specialized services to provide advice on a particular activity, the extent and timing of which can not be defined in advance. These are commonly used to retain "advisers" for implementation of complex projects (for example, dam panel), expert adjudicator for dispute resolution panels, institutional reforms, procurement advice, technical troubleshooting, and so forth, normally for a period of a year or more. The department and the firm agree on the unit rates to be paid for the experts, and payments are made on the basis of the time actually used.

**(10) Important Provisions:**

(i) **Payment Provisions :** Payment provisions, including amount to be paid, schedule of payments, and payment procedures, shall be given in the contract. Payments may be made at regular intervals (as under time-based contracts) or for agreed outputs (as under lump sum contracts). Payments for advances (for example, for mobilization costs) must normally be backed by advance payment securities such as bank guarantee.

(ii) **Earnest Money and Security Deposit :**

(a) **Earnest Money :** Consultants have to deposit Earnest Money @ 2% of estimated cost of consultancy work. However, if a retired Government Officer or society of such Government servants participate in tenders. (in case of within 2 years of retirement with the permission of Government as per rules) for consultancy, the quantum of the Earnest Money to be deposited would be @ ½% of estimated cost of consultancy work subject to maximum of Rs. 1.00 lac.

(b) **Security Deposit :** Consultants have to deposit Security Deposit @ 5% of cost of consultancy work. After adjustment of Earnest Money, remaining amount of security deposit shall be deposited by the consultants in advance.

(iii) **Staff Substitution:** During an assignment, if substitution is necessary (for example, because of ill health or because a staff member proves to be unsuitable), the Consultant shall propose other staff of at least the same level of qualifications for approval by the departments.

**(11) Information to Consultants (ITC):**

The ITC shall include adequate information on the following aspects of the assignment :

(i) a very brief description of the assignment;

(ii) standard formats for the technical and financial proposals;

(iii) the names and contact information of officials to whom clarifications shall be addressed and with whom the consultants representative shall meet, if necessary;

(iv) details of the selection procedure to be followed, including (i) a description of the two-stage process, if appropriate; (ii) a listing of the technical evaluation criteria and weights given to each criterion; (iii) the details of the financial evaluation; (iv) the minimum pass score for quality; and (v) the details on the public opening of financial proposals;

- (v) an estimate of the level of key staff inputs (in staff months) required of the consultants; and indication of minimum experience, academic achievement, and so forth, expected of key staff or the total budget, if a given figure can not be exceeded;
- (vi) details and status of any external financing;
- (vii) the deadline for submission of proposals;
- (viii) currency(ies) in which the costs of services shall be expressed, compared and paid;
- (ix) reference to any laws that may be particularly relevant to the proposed consultants contract;
- (x) a statement that the firm and any of its affiliates shall be disqualified from providing down stream goods, works or services under the project if, such activities constitute a conflict of interest with the services provided under the assignment;
- (xi) the method in which the proposal shall be submitted, including the requirement that the technical proposals and price proposals be sealed and submitted separately in a manner that shall ensure that the technical evaluation is not influenced by price;
- (xii) a request that the invited firm (i) acknowledge receipt of the RFP, and (ii) informs the department whether or not it will be submitting a proposal;
- (xiii) the short list of consultants being invited to submit proposals, and whether or not associations between short-listed consultants are acceptable;
- (xiv) the period for which the consultants proposals shall be held valid (normally 60-90 days) and during which the consultants shall undertake to maintain, without change, the proposed key staff, and shall hold to both the rates and total price proposed; in case of extension of the proposal validity period, the right of the consultants not to maintain their proposal;
- (xv) the anticipated date on which the selected Consultant shall be expected to commence the assignment;
- (xvi) a statement indicating (i) whether or not the consultants contracts and personnel shall be tax-free or not; if not, (ii) what the likely tax burden will be or where this information can be obtained, and statement requiring that the Consultant shall include in its financial proposal a separate amount clearly identified, to cover taxes;
- (xvii) if not included in the TOR or in the draft contact, details of the services, facilities, equipment, and staff to be provided by the department.
- (xviii) phasing of the assignment, if appropriate; and likelihood of follow-up assignments;
- (xix) the procedure to handle clarifications about the information given in the RFP; and
- (xx) any conditions for subcontracting part of the assignment.

**(12) Guidance to Consultants :**

- (i) When consultants receive the RFP, and if they can meet the requirements of the TOR and the commercial and contractual conditions, they should make the arrangements necessary to prepare a responsive proposal (for example, visiting the State and Department of the assignment, seeking associations, collecting documentation, setting up the preparation team). If the consultants find in the RFP documents-especially in the selection procedure and evaluation criteria-any ambiguity, omission or internal contradiction, or any feature that is unclear or that appears discriminatory or restrictive, they should seek clarification from the department in writing, within the period specified in the RFP for seeking clarifications.
- (ii) In this connection, it should be emphasized that the specific RFP issued by the department governs each selection. If consultants feel that any of the provisions of the RFP are inconsistent with the Guidelines, they should also raise this issue with the department.
- (iii) Consultants should ensure that they submit a fully responsive proposal including all the supporting documents requested in the RFP. It is essential to ensure accuracy in the curricula vitae of key staff submitted with the proposals. The curricula Vitae shall be signed by the consultants and the individuals and dated. Non-compliance with important requirements will result in rejection of the proposal. Once technical proposals are received and opened, consultants shall not be required nor permitted to change the substance, the key staff, and so forth. Similarly, once financial proposals are received, consultants shall not be required or permitted to change the quoted fee and so forth; except at the time of negotiations carried out in accordance with the provisions of the RFP.