

**GOVERNMENT OF ODISHA
DEPARTMENT OF HIGHER EDUCATION**

HE-GCNE-POLICY-0001-2019- 16084 /HE., Date : 18.05.2020.

From :

Saswat Mishra, IAS
Commissioner-cum-Secretary to Government

To

The Principals (All Government Degree Colleges)

Sub: Guideline for procurement of materials in Government Degree Colleges

Madam/Sir,

After careful consideration, Government have been pleased to issue the following guideline for procurement of materials in Government Colleges.

1. Procurement of Books, Periodicals, Magazines, Journals etc. (irrespective of any value)

Procurement of books, periodicals, magazines, journals etc. (including the online versions) are to be made by the Principal or any authorised officer by following due financial procedure as is being followed now.

2. Procurement of Goods (other than Books, Periodicals, Magazines, journals)

(A) Procurement of goods up to a value of Rs. Fifteen Thousand (Tender/Quotation not required)

Procurement of materials shall be done by the college authority as per para-7 (i) of Finance Department Office Memorandum No. 4939/F 13.02.2012 which is reproduced below:

“Purchase of goods up to the value of Rs. 15,000/- (Rupees fifteen thousand only) on each occasion can be made without inviting quotations or bids on the basis of a certificate to be recorded by the competent authority in the following format.

“ I,....., am personally satisfied that these goods purchased are of the requisite quality and specification and have been purchased from a reliable supplier at a reasonable price.”

(B) **Procurement of goods costing above Rs. 15,000 and up to Rs. 1,00,000/- (Tender/ Quotation not required)**

Procurement of materials shall be done by the college authority as per para-8 of Finance Department Office Memorandum No. 4939/F 13.02.2012 which is reproduced below:

‘Purchase of goods costing above Rs. 15,000/- (Rupees fifteen thousand only) and up to Rs 1,00,000/- (Rupees one lakh only) on each occasion may be made on the recommendations of a duly constituted Local Purchase Committee consisting of three members of appropriate levels as decided by the Authorities Competent to Purchase Goods. The Committee will survey the market to ascertain the reasonableness of rate, quality and specifications and identify the appropriate supplier for the required goods. Before recommending placement of the purchase order, the members of the committee will jointly record a certificate as under.

“Certified that we....., members of the Local Purchase Committee are jointly and individually satisfied that the goods recommended for purchase are of the requisite specification, quality, priced at the prevailing market rate and the supplier recommended is reliable and competent to supply the goods in question.”

(C) **Procurement of goods more than value of Rs. One Lakh**

Odisha Small Industries Corporation Ltd., Cuttack (a State Government Undertaking) shall act as the agency for procurement and supply of goods/materials whose value is more than Rs. One lakh and shall be entitled for a service charge of 2% on the value of the products procured.

The following procedure shall be followed by the Principal and OSIC for making this procurement.

- i. The Principal shall place indent to OSIC for procurement of goods in prescribed format attached herewith (Annexure-A).
- ii. Before placing the indent to OSIC, approval of the Governing Body of the concerned college shall be taken. In absence of G.B., the Principal shall place the indent directly to OSIC.
- iii. While placing the indent to OSIC, a copy of the indent shall be endorsed to the Higher Education Department.
- iv. On receipt of indent of goods from Principals, the OSIC shall intimate the projected value of indented goods to the Principal concerned for enabling advance payment.
- v. On the basis of projected value of goods so furnished by the OSIC, the Principal shall make arrangement for paying 100% projected value of goods in advance to the OSIC. In case the advance is to be made from budgetary provision, the same shall be made after drawing the A.C. bill. In case the advance is to be made from any bank account i.e. Self-Financing Fund or PL Account or any other college fund or account, the advance shall be made with the OSIC Ltd. as per extant provisions. In any case, the advance shall be made within 7 days of receipt of intimation from OSIC.
- vi. After receipt of the indent from the Principal and without waiting for receipt of advance payment from the college, OSIC shall make procurement of the goods through Government e-Marketplace (GeM) platform as per procedures outlined in F.D. Circular No. 35243/F dated 30.11.2017 and subsequent guidelines issued on this score from time to time.
- vii. In case the item to be procured is not available in GeM, OSIC shall procure it by following the procurement guideline issued by Finance Department from time to time.
- viii. OSIC will ensure timely delivery (and installation, wherever needed) of the procured item through its Supplier/Suppliers and make sure that the delivered item conforms to the specifications as asked for in the indent.
- ix. After receipt of delivered goods (and installed, wherever needed) as per the quantity, quality and specification mentioned in the indent, the Principal shall furnish a report of such receipt (and installation, wherever necessary) in a prescribed format (Annexure-B) to OSIC which should contain all relevant information about the receipt of goods.

- x. On the basis of information so furnished by the Principal, the consignee (an authorised officer of OSIC Ltd. who will act on behalf of colleges) shall take steps for generation of Provisional Receipt Certificate (PRC) and Consignee Receipt and Acceptance Certificate (CRAC) as required under GeM portal.
- xi. If the item delivered has any defect or in damaged condition or not in conformity with the quantity and specifications mentioned in the indent, the Principal shall report the matter to OSIC within 3 days from the date of delivery as a "Disputed Case". OSIC shall send its representative to verify the matter in the presence of college authority and the supplier in order to resolve the dispute.
- xii. On successful receipt and acceptance of goods, OSIC shall raise final invoice-cum-bill including its service charge @ 2% on the total procurement value plus applicable GST. The Principal shall make balance payment of raised invoice-cum-bill if it is more than advance payment within 7 days. In case the advance amount is less than the invoice value then OSIC shall refund the excess amount within 7 days.
- xiii. Payments to OSIC including advance payment shall be made by electronic payment systems like Electronic Clearance System (ECS), Real-Time Gross Settlement Systems (RTGS), National Electronic Funds Transfer (NEFT) or Electronic Payment Gateways. The OSIC shall provide bank mandate details to the Principals for enabling this payment.
- xiv. Since the procurement is done by the OSIC, the college authorities shall not be responsible for any litigation arising out of such procurement made by the OSIC.

3. **The guideline mentioned above shall be applicable with immediate effect to all procurements to be made by the college authorities irrespective of the source of fund or purpose of expenditure.**

Yours faithfully,



18.5.2020
Commissioner-cum-Secretary to Government

Memo. No. 16085 /HE Dated 18.05.2020 .

Copy forwarded to P.S. to Hon'ble Minister, Higher Education/ P.S. to Commissioner-cum-Secretary, Higher Education Department for kind information of Hon'ble Minister and Commissioner-cum-Secretary.

Pray
18/05/20
Deputy Secretary to Government

Memo. No. 16086 /HE Dated 18.05.2020 .

Copy forwarded to the Additional Secretary to Government, Finance Department, Odisha/ A.G. & A.E. (Audit), Odisha for kind information and necessary action.

Pray
18/05/20
Deputy Secretary to Government

Memo. No. 16087 /HE Dated 18.05.2020 .

Copy forwarded to Managing Director, OSIC for kind information and necessary action.

Pray
18/05/20
Deputy Secretary to Government

Memo. No. 16088 /HE Dated 18.05.2020 .

Copy forwarded to all Regional Directors of Education, for kind information.

Pray
18/05/20
Deputy Secretary to Government

INDENTING FORMAT FOR GOODS

Indent No.: _____ Date: _____ Financial Year : _____

Name of the Institution: _____

Communication Address: _____

N.I.C. E_mail ID of the Principal/Indentor: _____

Mobile No. (linked with Adhaar) : _____

Name of the Department: _____

SL. NO.	NAME OF THE ITEM IDENTED	SPECIFICATION	INDENTED QUANTITY	TIME PERIOD BY WHICH MATERIAL TO BE DELIVERED	Availability of Space for Installation	CONTACT PERSON OF THE INDENTOR/MOBILE NO & E_MAIL ID	REMARKS
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SIGNATURE OF THE AUTHORISED PERSON OF THE INDENTOR

