

# Supplies & Disposals Department Haryana

## ORDER

From

The Director General, Supplies & Disposals,  
Haryana, Department.

To

1. All the Administrative Secretaries to Government of Haryana.
2. All the Heads of Departments in the State Haryana
3. All the Managing Directors/Chief Executive Officers of Boards/Corporations/Federations in Haryana State.
4. All the Divisional Commissioners in the State Haryana.
5. All the Deputy Commissioners in the State Haryana.
6. The Registrar, Punjab & Haryana High Court, Chandigarh.
7. The Registrar of all Universities in the State of Haryana

Memo No.DGS&D/Admin/COVID-19/2020/ 19635 - 19942  
Dated, Panchkula, the 23.03.2020

**Subject:** Preventive measures to contain the spread of COVID-19- Streamlining the State purchase procedure instructions/guidelines.

Whereas the World Health Organisation (WHO) has declared the outbreak of COVID-19 as pandemic and with more than 6600 persons under surveillance in Haryana, the State Government is taking all suitable measures to contain the spread of COVID-19 at various levels. However, there is also a need to ensure speedy procurement of essential items/goods or any services required for the containment of COVID-19 in the State.

In this regard, I have been directed to convey that the same has been considered by the State and the following relaxations are provided in the Rules/ Govt. instructions related to procurement, as per the details given below:-

- A. The existing instructions as provided under "Procedure and Rules for the purchase of Stores by all Departments and offices of Government of Punjab- PFR Vol.-II (Appendix-14)(Applicable to Haryana State) as on 01.10.2015" and further instructions issued from time to time are amended/relaxed as detailed under column No.4 of the table given below:-

Sr. No.	Rule/Order	Existing provisions	Amendment/relaxation provided in the provision
1	2	3	4
1	Rule-8 (iv)	A period of one month from the date of publication is given for the receipt of tenders except in case of urgent demands where the period may be reduced to two weeks	The period may be decided as per the requirement by the competent authority making the purchase
2	Rule-7 (explanation) Order No. 2/2/2016 (2) - 4IB-II Dated 02.09.2019	(i) The value of articles to be purchased without inviting tenders shall not exceed Rs.10,000/- and the total value of such purchases made during financial year shall not exceed Rs.1,00,000/-. The quality, quantity and reasonableness of the rates will be responsibility of the officials/ officer making the purchase	(i) The value of articles to be purchased without inviting tenders shall not exceed Rs.1,00,000/- and the total value of such purchases made during the month shall not exceed Rs.3,00,000/- . The quality, quantity and reasonableness of the rates will be responsibility of the officials/officer making the purchase
2	Rule-7 (explanation) Order No. 2/2/2016 (2) - 4IB-II Dated 02.09.2019	(ii) Purchase of Goods/ Stores costing above Rs.10,000/- and upto Rs.1,00,000/- on each occasion may be made on recommendation of a duly constituted local Purchase Committee consisting of three	(ii) Purchase of Goods/ Stores costing above Rs.1,00,000/- and upto Rs. 5,00,000/- on each occasion may be made on recommendation of a duly constituted local Purchase Committee consisting of three


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		members of a appropriate level as decided by the Head of Department. However, the total value of such purchases made during financial year shall not exceed Rs.5,00,000. The Committee will survey the market to ascertain the reasonableness of the rate, quality & specification and identify the appropriate supplier. Before recommending the placement of Purchase Order, the members of the committee will jointly record a certificate as under:- 'Certified that we, members of the purchase committee are jointly and individually satisfied that the goods recommended for purchase are of the requisite specification and quality, priced at the prevailing market rate and the supplier recommended is reliable and competent to supply the goods in question, and it is not debarred by Department of Industries & Commerce or any other Govt. Department/ Agency of the State.'	members of a appropriate level as decided by the Head of Department. However, the total value of such purchases made during the month shall not exceed Rs.15,00,000/-. The Committee will survey the market to ascertain the reasonableness of the rate, quality & specification and identify the appropriate supplier. Before recommending the placement of Purchase Order, the members of the committee will jointly record a certificate as under: 'Certified that we, members of the purchase committee are jointly and individually satisfied that the goods recommended for purchase are of the requisite specification and quality, priced at the prevailing market rate and the supplier recommended is reliable and competent to supply the goods in question, and it is not debarred by Department of Industries & Commerce or any other Govt. Department/ Agency of the State.'
3	Order No.2/2/2016-4IB-II Dated 10.06.2016	The minimum threshold value of e-Tendering in respect of procurement of Stores/Goods/Works/Services in the State to be Rs.1 Lakh in each case (without any splitting of orders)	The minimum threshold value of e-Tendering in respect of procurement of Stores/ Goods/ Works/ Services in the State to be Rs. 5 Lakh in each case (without any splitting of orders)

- B. In case required, the purchases be made under Rule-18 - Limited Tender System (d) of the "Procedure and Rules for the purchase of stores" wherein purchases be made by negotiation with private parties in case of emergencies. However, this system be adopted very sparingly indeed, and in emergencies, and when it becomes necessary to do so, the attention of the authority next above the authority ordinarily competent shall be drawn to this case before doing so.
- C. The above relaxation in the purchase rules is only for the procurement of goods/stores/services required for the preventing measures to contain the spread of COVID-19 as listed by the Deptt. of Health Services, Haryana.

It may be brought to the notice of all concerned.

Dated Panchkula the,  
\_\_\_\_\_, 2020

  
Sudhir Rana,  
Additional Director (Admin)  
for Director General, Supplies & Disposals,  
Haryana, Panchkula

## Supplies & Disposals Department Haryana

Endst. DGS&D/Admin/COVID-19/2020/ 19943

Dated:23.03.2020

A copy of the same is forwarded to the Chief Secretary to Government Haryana, for information please.

Additional Director (Admin)  
for Director General, Supplies & Disposals,  
Haryana, Panchkula

Endst. DGS&D/Admin/COVID-19/2020/ 19944

Dated:23.03.2020

A copy of the same is forwarded to the Addl. Chief Secretary to Government Haryana, Health Department with the request to finalize the list of goods/stores/services required for the preventing measures to contain the spread of COVID-19.

Additional Director (Admin)  
for Director General, Supplies & Disposals,  
Haryana, Panchkula

Endst. DGS&D/Admin/COVID-19/2020/ 19945

Dated:23.03.2020

A copy is forwarded to the Principal Accountant General (Audit) Haryana, Chandigarh for information and necessary action.

Additional Director (Admin)  
for Director General, Supplies & Disposals,  
Haryana, Panchkula