

From

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To

1. All the Heads of Departments of Haryana State.
2. All the MDs/CEOs/Boards/Corporations of Haryana State.
3. All the Deputy Commissioners of State of Haryana.

Memo No. DS&D/Admn./EA-II/E/15/18/2013/12999-192
Dated: 06.01.2015

Subject:- Implementation of the Policy decisions taken by the High Powered Purchase Committee in its meeting held on 09.12.2014 under the chairmanship of the Hon'ble Finance Minister, Haryana regarding the purchase/ rate contract cases of Government Departments, Boards/Corporations to be decided in future by the HPPC.

This is in reference to the subject cited as above.

2. It is for kind information of all the concerned that the High Powered Purchase Committee in its meeting held on 09.12.2014 took following decisions with respect to the procedure to be followed in all purchase cases to be affected henceforth:

- i) In order to improve the competitive biddings and transparency, all the Govt. Departments, Boards & Corporations shall immediately switch over to online tendering by using the solutions developed by NIC or Next tenders. The application/portal can be assessed by using the following URL.

- (i) <https://etenders.hry.nic.in>
- (ii) <https://haryana-eprocurement.gov.in>

It was decided by the HPPC that after 31.1.2015, no case would be accepted by the HPPC without there being online tendering. Besides this, intimation about tender/ NIT should also be e-mailed to the known suppliers of the concerned items. The data base of addresses should be created by the concerned office from their purchase files, from BIS website, DGS&D, Govt. of India website or by means of web search etc. This will facilitate the department to compile a list in advance of potential manufactures/suppliers for the tendered items. By using this data base tender enquiry can be communicated to manufacturers/suppliers in a particular trade and thus the department can reap the advantages of competitive bidding in the process of procurement. The department shall maintain item-wise data bank of such

supplier on the e-Procurement Portals and also share it with the Director, Supplies & Disposals. The data should be compiled in such a manner as to elicit the following information:-

- (a) Item-wise detail of names and addresses of suppliers including their e mail ids & contact numbers, with details of turnover(if possible)
- (b) Whether the particular supplier was awarded any Contract for that particular item during the last five years. If yes, then details thereof.
- (c) Whether the particular suppliers has been debarred/blacklisted by the State Government. If yes, then details thereof.


In the agenda note to be sent for HPPC meeting, it should be confirmed that:-

- (a) e-tendering was undertaken.
 - (b) Intimation regarding tender was sent to known manufacturers/ suppliers. The number of suppliers/manufacturers to whom email were sent be indicated.
- (ii) The concerned departments are required to ensure that without compromising with the quality, the specifications and eligibility criteria should not be restrictive. The specifications, eligibility criteria, terms & conditions should be drafted after in-house deliberations and if required, pre-bid communication/ conference should be held with the manufactures/ suppliers and thereafter final specifications be got approved at the level of Administrative Secretary of the concerned department.
- (iii) The Indenting Departments should be preparing procurement plans for the entire year in advance and determine most opportune time of procurement to get most reasonable rates. Instead of intermittent procurement over the year, efforts should be made to go for the bulk purchases at the competitive rates. Such a plan be communicated to Director, Supplies & Disposals also for better Co-ordination.
- iv) In the agenda note to be submitted to HPPC, details of the purchases effected during the last two years including the names of qualified bidders, name (s) of the bidder to whom Contract was award, approved rates, quantity and eligibility conditions be indicated. In case, there is some deviations in the eligibility norms as compared to the previous year then it should be mentioned in the agenda note alongwith justification.



- v) For assessing the reasonability of rates by the HPPC, the concerned Indenting Departments should provide the rates for same item finalized by DGS&D, Govt. of India, some other National Bodies/Associations like ASTRU and the rates finalized in at least three adjoining compatible States. If the item is not being procured by adjoining three States Government/ Corporations, then rates approved in other States be also provided.
- vi) It was observed that in some of the cases placed before the HPPC, the Indenting Departments indicate "urgency" for procurement of the given article(s) and wish to finalize these cases in the same meeting. However, there may be occasion where the HPPC intends to have more information concerning the procurement which may require deferment of the case to the next meeting. Thus, it was decided that the Indenting department(s) shall place their indents with DS&D well in time so that sufficient time is available to the HPPC for taking a well considered decision based upon the additional inputs that are provided by the Indenting Departments.

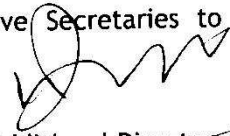
3. It is requested that the above decisions of High Powered Purchase Committee be complied with meticulously.


for: Director, Supplies & Disposals,
Haryana, Panchkula

Endst. No. 13193-237

Dated: 06.01.2015

A copy of the above is forwarded to all the Administrative Secretaries to Government of Haryana, for information please.


for: Director, Supplies & Disposals,
Haryana, Panchkula