

TO BE SUBSTITUTED FOR THE LETTER BEARING THE SAME NUMBER & DATE

From

The Commissioner & Secretary to Govt. Haryana,
Industries Department, Chandigarh.

To

1. All the Heads of the Departments in the State of Haryana.
2. All the Managing Directors & Chief Executives of Boards/Corporations/Federations in the State of Haryana.
3. All the Deputy Commissioners in the State of Haryana.
4. The Registrar, Punjab & Haryana High Court at Chandigarh.

DS&D

No. 2/1/2004-4IB II

Dated Chandigarh, the 22nd July, 2004

Subject:-

Constitution of Standing Purchase Committees for the purchase of various type of Stores required by the Govt. Departments & Boards/Corporations/Federations in the State of Haryana.

Sir,

I am directed to refer to the subject noted above and to state that the issue of purchase of stores has been engaging the attention of the State Govt. for some time past. With a view to bring uniformity in purchase system, the Govt. have reconsidered the matter and decided to constitute the Standing Purchase Committees for the purchase of various type of stores items required by the Govt. Departments and Boards/Corporations/Federations in the State of Haryana at various level and the functions of these Standing Purchase Committees would be as under:-

A. STANDING PURCHASE COMMITTEES TO FINALISE THE PURCHASE OF SUCH STORES FOR WHICH INDENTS ARE RECEIVED BY DS&D OFFICE:-

i. All the purchases of store valuing above Rs. 15 lacs. for which indents are received by DS&D office, will continue to be decided by the existing High Powered Purchase Committee under the chairmanship of Hon'ble Chief Minister, Haryana

ii All the purchases of stores valuing between Rs. 10 lacs. to Rs. 15 lacs. for which indents are received by DS&D office, will be decided by the Standing Purchase Committee(Higher). The constitution of Committee is as under:-

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| 1. Chief Secretary, Haryana | Chairman |
| 2. Commissioner & Secy: Industries Deptt. | Member |
| 3. Director, Supplies & Disposals, Haryana. | Member Secy. |
| 4. OSD to Chief Minister, Haryana. | Member |
| 5. Representative of Finance Deptt. | Member |
| 6. Head of the Indenting deptt. | Member |
| 7. Technical Expert, Industries Deptt. | Member |
| 8. Any other member to be co-opted as considered necessary. | Member |

iii All the purchases of stores valuing upto Rs. 10 lacs. for which indents are received by DS&D office, will be decided by the Standing Purchase Committee(Lower). The constitution of Committee is as under:-

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| 1. Commissioner & Secy: Industries Deptt. | Chairman |
| 2. Director, Supplies & Disposals, Haryana | Member Secy. |
| 3. OSD to Chief Minister, Haryana. | Member |
| 4. Representative of Finance Deptt. | Member |
| 5. Head of the Indenting deptt. | Member |
| 6. Technical Expert, Industries Deptt. | Member |
| 7. Any other member to be co-opted as considered necessary | Member |

The processing charges will be applicable @ 1% in respect of purchases of those Boards/Corporations/Federations which send their indents to DS&D. If any exemption has earlier been given to any Board/Corporation/Federation from deposit of service charges, the same will discontinue.

B PURCHASES OF STORES REQUIRED BY BOARDS/CORPORATIONS/FEDERATIONS.

i. All the purchases valuing above Rs.30 lacs required by Boards/Corporations/Federations will be decided by the Special High Powered Purchase Committee and no separate constitution of HPPC will be required for any individual Boards/Corporations/Federations. The constitution of this committee will be as under:-

1. Hon'ble Chief Minister, Haryana	Chairman
2. Finance Minister, Haryana	Member
3. Minister in charge of the concerned Board/Corp/Fed.	Member
4. Financial Commissioner & Secy, Finance deptt.	Member
5. F/Commissioner & Secy of concerned deptt.	Member
6. Commissioner & Secy, Industries	Member
7. Chairman of the concerned Board/Corp/Fed.	Member
8. Managing Director/Chief Administrator of s concerned Boards/Corporations/Federations.	Member Secy.
9. Director, Supplies & Disposals, Haryana	Member
10. Officer on Special Duty to the Chief Minister, Haryana	Member
11 Technical Expert, Industries deptt.	Member
12. Any other member to be co-opted as per requirement	Member

The Managing Director/Chief Administrator of concerned Boards/Corporations/Federations will float & process tenders at their level & will circulate the agenda note & will act as member secretary to this Committee. The concerned Boards/Corporations/Federations will be required to pay processing charge @ 0.5% of the value of purchase to the Govt. and they will deposit the same in Govt. Treasury under the head of account of DS&D, prior to the meeting of HPPC. If any Board/Corporation/Federation feels that they do not intend to put-up the purchase of certain items in the meeting of HPPC due to its nature/practical problem, then the concerned Boards/Corporations/Federations will obtain relaxation in this regard from the State Govt.

ii. Purchases of items valuing up-to Rs. 30 lacs. per item will continue to be made at the level of Boards/Corporations/Federations. However they will inform to the Govt. about the detail of purchases made by them at their level time to time. The existing procedure being followed by HUDA to purchase the stores valuing above Rs.5 lacs. through DS&D & by Power Utilities/Transport/Printing & Stationery Deptt./HARTRON for valuing above Rs. 15 lacs. through HPPC will continue. If any other Board/Corporation/Federation has been presently putting up their purchase cases below Rs. 30 lacs. to HPPC, then the same will continue.

C PURCHASING POWER AT PGIMS, ROHTAK:- The purchasing power at the level of PGIMS, Rohtak is increased from Rs. 2 lacs. to Rs. 5 lacs. for ad-hoc items & Rs. 10 lacs. against rate contract.

D. PURCHASE OF READY TO EAT FOOD ITEMS BY the WOMEN & CHILD DEVELOPMENT DEPTT.- Regarding purchase of ready to eat food items required by the Women & Child Development deptt., the existing system for floating & processing of tenders by them at their level & then putting to HPPC, will continue. However, DW&CD will be Member Secretary of this Committee.

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SPECIAL PURCHASE COMMITTEE IN GOVT. DEPTTS:- The Special Purchase Committee constituted by Govt. in different departments will have the power to purchase stores upto Rs. 15 lacs. only & above that value, the cases will be decided by the High Powered Purchase Committee e.g. Fisheries deptt., Transport deptt. etc.

F. PROCESSING CHARGES:- As mentioned above, all the Boards/Corporations/Federations will be required to pay the processing charges @ 1% in respect of purchases of stores of such items for which they send the indents to DS&D office. In respect of such purchases of stores for which the tenders are invited & processed by the Boards/Corporations/Federations at their own level & the cases are decided by the Special High Powered Purchase Committee under the chairmanship of Hon'ble Chief Minister, Haryana, the Boards/Corporations/Federations are required to pay processing charges @ 0.5%.

The Boards/Corporations/Federations will deposit processing charges with Govt. Treasury under the head of account of DS&D in advance. If any exemption has earlier been given to any Boards/Corporations/Federations from deposit of service charges, the same will continue. Since the processing charges are to be paid in advance, so these will be worked out on the basis of last purchase rates. In case of rate contract cases, these will be worked out on the basis of likely turnover. The balance amount, if any, will be deposited after placement of supply orders.

G. PURCHASES OF STORES FROM APPROVED SOURCES & THE RATE CONTRACTS ISSUED BY DGS&D, GOVT OF INDIA:- The purchase of stores items upto Rs. 15 lacs. in value from Approved Sources/DGS&D, Govt. of India rate contract will be decided by the Govt. deptts. at their level. Boards/Corporations/Federations will be competent to make purchases upto Rs. 30 lacs. in value in such cases. All such purchases by Govt. deptts. valuing above Rs. 15 lacs. & above Rs. 30 lacs. by Boards/Corporations/Federations will be decided by HPPC under the chairmanship of Hon'ble CM, Haryana.

In case of DGS&D Rate Contract, the concerned Departments/Boards/Corporations/Federations will either send indent alongwith funds to DGS&D as per their procedure or will enter into independent contract with the Rate Contract holding firm.

H. PURCHASES OF STORES FROM THE RATE CONTRACTS ISSUED BY DS&D, HARYANA:- The purchase of stores up-to Rs.15 lacs against the DS&D rate contract already approved by the High Powered Purchase Committee, will be done by the concerned Govt. Deptt. at their level and purchase of stores up-to Rs.30 lacs against DS&D rate contract will done by Boards/Corporations/Federations at their level. The purchase cases above these values will be decided by the Hon'ble Chief Minister, Haryana on single file. Repeat supply orders valuing above Rs. 15 lacs. in case of Govt. deptts. & repeat supply orders valuing above Rs. 30 lacs. in case of Boards/Corporations/Federations will be decided by the Hon'ble Chief Minister, Haryana on single file.

For purchase of common items, the indents will be sent by Boards/Corporations/Federations to DS&D. Once a rate contract has been issued by DS&D after approval of HPPC, no Boards/Corporations/Federations will call tenders for such items at their level and will purchase the stores against the rate contract.

The powers & functions of Standing Purchase Committee(Higher) & (Lower) set up with Haryana Govt. Memo no. 10/1-9-51B II-86 dated 30.6.1986 shall be deemed to have been amended to this extent.

This issues with the concurrence of the Finance Department conveyed vide their U.O. no. 9/8/2004-4FD-III/1197 dated 26.5.2004.

Yours faithfully,

[Signature]
Deputy Secretary Industries,
For Commissioner & Secretary to Govt. Haryana,
Industries Department.

Endst. 2/1/2004-4IBII

Dated. 22.07.2004

A copy is forwarded to all the members of the Standing Purchase Committee for the information and necessary action.

Deputy Secretary Industries,
For Commissioner & Secretary to Govt. Haryana,
Industries Department.

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Endst. No. 2/1/2004-4IBII

Dated.: 22.07.2004

✓ A copy is forwarded to the Director, Supplies and Disposals, Haryana, Chandigarh for the information and necessary action.

Deputy Secretary Industries,
For Commissioner & Secretary to Govt. Haryana,
Industries Department.

Endst. No. 2/1/2004-4IBII

Dated: 22.07.2004

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

Deputy Secretary Industries,
For Commissioner & Secretary to Govt. Haryana,
Industries Department.

U.O.No.2/1/2004-4IBII

Dated: 22.07.2004

A copy is forwarded to all Financial Commissioners & Principal Secretaries and Administrative Secretaries to Govt. Haryana for information and necessary action.

Deputy Secretary Industries,
For Commissioner & Secretary to Govt. Haryana,
Industries Department.

To

All the Financial Commissioners & Principal Secretaries and
Administrative Secretaries to Govt. Haryana.

U.O.No.2/1/2004-4IBII

Dated:22.07.2004

A copy is forwarded to the Financial Commissioner & Principal Secretary to Govt. Haryana, Finance Department for information with reference to his U.O No.9/8/2004-4FD-III/1197 dated 26.5.2004.

Deputy Secretary Industries,
For Commissioner & Secretary to Govt. Haryana,
Industries Department.

To

The Financial Commissioner & Principal Secretary to
Govt. Haryana, Finance Department.

U.O.No.2/1/2004-4IBII

Dated: 22.07.2004

A copy is forwarded to the Senior Secretaries / Secretaries / Private Secretaries to the Chief Minister / Minister of State for information of the Chief Minister / Minister / Minister of the state.

Deputy Secretary Industries,
For Commissioner & Secretary to Govt. Haryana,
Industries Department.

To

The Senior Secretaries/Sekretaries/Private Secretaries to
the Chief Minister/Ministers/Ministers of State.

U.O.No.2/1/2004-4IBII

Dated: 22.07.2004