

SUPPLIES & DISPOSALS DEPARTMENT, HARYANA
S.C.O. No. 09, 1st & 11nd Floor, Sector-16, Panchkula-134109 (Haryana)

Ph.:- 0172-2570121, 123, 124. Fax No.:- 0172-2570122.
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From

The Director General,
Supplies & Disposals Department, Haryana.

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. 881-1081

Dated 23/4/21

Subject:- Standard format/template for agenda notes to be submitted by various Govt. Departments/Agencies/Organisations for placing before HPPC/DHPPC or any other High Powered competent authority for their consideration and finalization

Sir/Madam,

On the subject cited above, I am directed to convey that as Member Secretary of High Powered Purchase Committee (HPPC)/Department High Powered Purchase Committee (DHPPC), or any other High Powered competent authority, agenda notes are submitted by various Govt. Departments/Agencies to this office for their consideration and finalization by the HPPC/DHPPC/any other High Powered competent authority. During the perusal of these agenda notes, it has been observed that the same are prepared by the concerned Department/Agency as per their own norms/procedure and many aspects which are mandatory for their appraisal to the HPPC/DHPPC are found missing. The matter has been inviting attention of this office since long and after its consideration, it has been decided to frame a template/checklist of various components constituting a well defined agenda note. This will help in uniformity of procedures and save time in communication for seeking clarifications on the missing components of the agenda note.

2. In view of the above, it has been decided that the agenda note submitted by various Govt. Departments/Agencies to this office for their consideration/approval by the HPPC/DHPPC/any other High Powered competent authority shall constitute of the following components:-

#	Components of Agenda	Detailing
A. General Components		
1.	Subject of Agenda Note	
2.	Background Note (in case required) not more than 1 to 2 Paras	
3.	Type of Procurement (Purchase/Rate Contract/ Services/Turnkey etc)	
4.	Destination/location for Supply etc	
5.	Total Estimated Cost of the case	
6.	Is the present procurement part of annual procurement plan of the Indenting Department/Organization?	

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7.	Is Eligibility Criteria and Terms & Conditions duly approved by the Administrative Secretary of the I.D./I.O.?	
8.	Are Specifications duly approved by the Administrative Secretary of the I.D./I.O.?	
9.	Has the procurement proposal duly approved by Department Procurement Committee under the Chairmanship of Administrative Secretary of the Indenting/Tendering Department/Organization?	
10.	Tendered Invited/Called & Evaluated by	
11.	Mode of tendering	
12.	Was the DNIT e-mailed to all known vendors/suppliers?	
13.	Any background of previous meetings HPPC/DHPPC/ SPC(Higher) etc (if any) on the matter	
14.	Date of Pre-Bid Meeting/Corrigendum issued (if any)	
15.	Date of opening of Technical Bid	
16.	Total number of Firms/Bidders who submitted their bids	
17.	Grievance Redressal Mechanism as per Govt. Instruction dated 25.07.2016 - Detailing of Intimation to firms/bidders about the status of their bid, grievance raised by firms/bidders (If any), decision taken on the grievances by the competent authority	
18.	Date of opening of Financial Bid	
19.	Validity of Bids/Rates	
20.	Total number of responsive bids (whose financial bids were opened)	
21.	Agenda prepared by	
B. Financial components:-		
22.	Detailing/Comparison of rates quoted by the bidders along with percentage difference as compared to L1 bidder	
23.	Rates reasonability as per Govt. Instruction dated 02.06.2016 to include the following:- (i) Tender response in general (ii) General comments about cartelization of tender (if any) on the basis of Govt. Instructions no.DS&D/Admin/CCI/EA-II/2017/9599-9800 dated 13.10.2017 and further amendments from time to time. (iii) Last Purchase Rates (LPR) of Tendering Department/Agency (iv) Last Purchase Rates (LPR) of any other Department/Agency of the State (v) Other State Rates (vi) Current Market rates (vii) GeM rates (viii) Estimated Cost as per Tendering Department/Agency (ix) General comments of the Department/Agency on the rates received in the tender (x) Any other rates reasonability parameters * Sr. No.iii to x on the bases of Annexure-I of Govt. Instruction dated 02.06.2016	
24.	Proposal of the tendering Department/Agency	
25.	Each Agenda is required to enclose the following minimum Annexures:- (i) Copy of annual procurement plan of the Indenting Department/Organization as provided in Govt. Order No.2/2/2010-41B-II dated 28.05.2010 (ii) Copy of approval of Eligibility Criteria and Terms & Conditions by Administrative Secretary of the I.D./I.O. (iii) Copy of approval of Specifications by Administrative Secretary of	

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	the I.D./I.O.	
(iv)	Copy of procurement proposal duly approved by Department Procurement Committee under the Chairmanship of Administrative Secretary of the Indenting/Tendering Department/Organization as provided in Govt. Order No.2/2/2010-4IB-II dated 28.05.2010.	
(v)	Copy of NIT(Press Note)	
(vi)	Copy of DNIT	
(vii)	Copy of e-mail to all known vendors/suppliers	
(viii)	Copies of proceedings of Pre-Bid Meeting/Corrigendum	
(ix)	Copies of proceedings of Technical Evaluation	
(x)	Copies of grievance received and decision taken	
(xi)	Copy of Financial Bid	
(xii)	Copy of reasonability as per Govt. Instruction dated 02.06.2016	
(xiii)	Any other document which the tendering authority feels appropriate to be part of the agenda as an annexure	

3. It is further informed that all Govt. Departments/Agencies shall ensure that their agenda notes are submitted to this office as per the above template and in case, it is found not as per the above, the same shall not be processed by this office and returned back for necessary correction.
4. These instructions may be brought to the notice of all concerned for its compliance.

Yours faithfully,

Additional Director (Admin),
For Director General, Supplies & Disposals Haryana.

g/c

Dated, the 27/4/21

Endst No. 1082

A copy of the above is forwarded to the Principal Secretary to Government Haryana, Industries & Commerce Department in reference to its order under Diary No.2613 dated 09.04.2021.

Additional Director (Admin),
For Director General, Supplies & Disposals Haryana.

g/c