



GOVERNMENT OF HARYANA / हरियाणा सरकार  
**Directorate School Education**  
**विद्यालय शिक्षा निदेशालय**

Directorate of School Education / विद्यालय शिक्षा निदेशालय

शिक्षा, संस्कृति एवं विकास  
Education, Culture and Development

School Education, Haryana  
विद्यालय शिक्षा, हरियाणा

तमसो मा ज्योतिर्गमय  
Lead me from Darkness to Light

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To

All the District Education Officers  
in the State of Haryana.

Memo No. 10/26-2011-ADMN(4)

Dated, Panchkula, the 18.2.11

**Subject:- Purchase/Expenditure guidelines.**

With reference to the subject cited above.

It has been observed by this Directorate that there is a total lack of clarity on procurement/purchase/expenditure matters among the field officials. Officials are not clear about their financial powers, recurring / non-recurring expenditure, mode of purchase of materials, purchase through approved sources and DS&D (State Govt.) /DGS&D (Central Govt.) etc.

Accordingly, the following clarifications/ guidelines are hereby issued for strict compliance.

1. Definitions

- A. **“Non-Recurring expenditure”** means expenditure sanctioned as a lump sum charge whether the money be paid as a lump sum or by installments.

*Note:- Sanction to any item of expenditure which is of a fixed recurring nature and does not vary periodically and which is chargeable to contingencies or to pay of establishment and which does not extend beyond the financial year or beyond six months within the financial year is deemed to be a sanction for non-recurring expenditure. [vide Rule 1.28 of PFR Vol-I]*

- B. **“Recurring expenditure”** means all expenditure which is not non-recurring. [vide rule 1.34 of PFR Volume-I]

- C. **“Store Items”** means applies to all articles and materials purchased or otherwise acquired for the use of Department including not only expendable or issuable article in use or

accumulated for specific purposes, but also articles of dead stock of the nature of plant, machinery, instruments, furniture, equipment, fixtures etc. [vide Chapter 15 of PFR Volume-I]

## 2. Financial Powers

A. Financial powers of each level [as per provision contained in Finance Department Notification No. 2/1(4)-87-4FR dated 12/3/2006]

Rule	Sr. No.	Nature of Powers	Authority to which the powers is delegated	Extent of Powers delegated.
19.6 of PFR Volume -I	19.	To sanction expenditure on direct purchase of stores from the local market after exhausting all the approved sources of supply mentioned in appendix 17 of the Punjab financial rules, volume ii and the rate contract arranged by the director, supplies and disposal Haryana if available.	Administrative departments (FCSE)	Upto ₹ 1,00,000/- each case
			Heads of departments (DSE / DEE)	Upto ₹ 75,000/- for any one item during a financial year in respect of each head of offices under his control.
			Controlling officers (DEO / DEEO)	Upto ₹ 25,000/- for any one item during a financial year in respect of each head of offices under his control.
			Heads of offices (DDO / BEO / School Heads)	Upto ₹ 7,000/- for any one item on each occasion subject to the condition that the aggregate purchase relating to such an item during the course of financial year do not exceed the amount of ₹ 15,000/-
19.6 of PFR Volume -I	20.	To sanction expenditure on direct purchase of stores from the local market in emergent circumstance, when it is not possible to exhaust the approved source of supply.	Administrative departments (FCSE)	Upto ₹ 30,000/- in each case
			Heads of departments (DSE / DEE)	Upto ₹ 20,000/- in each case
			Controlling officers (DEO / DEEO)	Upto ₹ 10,000/- in each case
			Heads of offices (DDO / BEO / School Heads)	Upto ₹ 2,000/- in each case Provided emergency is explained in the sanctioning order while exercising these powers.

## 3. MODE OF PURCHASE (PURCHASE THROUGH TENDER OR QUOTATION)

First it is to ensure that there is no approved source or rate contract available for the material to be purchases

### A. No quotation required -

Purchase from Local Market without inviting Quotations

- Value of article to be purchased shall not exceed ₹ 500/- at a time.

- Total value of such purchase made during the financial year should not exceed ₹ 5,000/-.

#### B. Quotation required.

Purchase of store items through quotations shall be done in case the value of any item exceeds ₹Rs. 500/- but does not exceed ₹ Rs. 50,000/-.

*Note: The quotations shall be invited by the competent authority i.e. as per financial powers.*

### 4. PROCEDURE OF PURCHASE

#### A. PROCEDURE OF PURCHASE THROUGH QUOTATION

- Notice indicating item quantity and specifications shall be forwarded to makers or their branch officers/authorized agents/supplier
- Quotations shall be invited from a large numbers of firms.
- At least 3 firms offer should be taken to ensure competition
- A period of 15 days notice shall be given for the receipts of the quotations.
- Quotations shall be opened by a panel of three authorized officers.
- All quotations will be deemed valid for at least 30 days from and excluding the date of opening.
- The quotation must be in sealed cover.
- All quotations will be deemed to be F.O.R. destination unless specified otherwise in the quotation and should including packing and forwarding charges.
- The supplier shall dispatch material freight paid in all cases where there offer is F.O.R. destination.
- Comparative statement of rates shall be prepared and forwarded to the competent authority for approval.
- It may be certified by the committee that the lowest rate are as per prevailing of market rates.

- xii. On the basis of lowest valid offer, the competent authority shall then allot the jobwork to the firm.
- xiii. The maximum period of delivery from the date of placing the order should be specified.
- xiv. The inspection of goods be carried out by the consignee at destination and rejected goods shall have to be removed by the supplier within 10 days of dispatch of advice from the indenting officer failing which goods will lie at the supplier risk.

#### B. PROCEDURE OF PURCHASE THROUGH TENDER

(As per provision contained in Department of Industries and Commerce, Haryana letter No. 2/2/2010-41 and II dated 28.5.2010 and store purchased rules contained in chapter 15 of PFR Volume-I read with Appendix -14 of PFR Volume-II)

- i. The tenders shall be invited by the competent authority.
- ii. All purchases of a value exceeding ' Rs. 50,000/- shall be advertised in 2 leading newspapers through the office of DIPR Haryana'.
- iii. Tenders shall be got published on 1st and 16th of every month.
- iv. Special tenders which require urgency can be got published on any day.
- v. A period of one month from the date of publication shall be given except in case of urgent demands where the period can be reduced to two weeks.
- vi. The copy of tender notice shall also be dispatched to all the known suppliers of concerned items.
- vii. All registered suppliers of concerned items shall also be informed.
- viii. In case the item is of ISI mark, the copy of tender shall also sent to all ISI license holders.
- ix. Tender of value more than 25 Lacs shall have to be made available on website as well as on sale at division office.

- x. In case of documents having been downloaded from internet, it shall also contain a demand draft of price of forms as document fee.
- xi. Approximate delivery period should be indicated in schedule and tender.
- xii. Detailed specifications, quantity of stores required, F.O.R. station and other conditions should be mentioned in the tender notice.
- a. The specifications should be framed with a view to encourage competition rather than restricting/discouraging competition.
- b. The quality standards including ISI marks etc, wherever applicable, should be specifically mentioned.
- c. The specifications should be generic and not manufacturer/ brand/ make specific.
- xiii. Place time and date of opening the tender should be indicated.
- xiv. It shall be specified in the tender notice that power to accept or reject the tender will rest with the Department and that too without assigning any reason.
- xv. The earnest money shall be deposited by the tenders with their tenders in form of bank draft in favour of deptt.
- a. The EMD would be @2% of the estimated value of the tender, subject to a ceiling of ₹ 2 lakhs
- b. No EMD will be required for tenders for the value below ₹ 1 Lakh.
- c. Units of Haryana Public Sector Enterprises and "approved sources" as declared by the Industries Deptt., Haryana, would be exempt from the deposit of EMD.
- d. The performance security deposit of the successful

tenderer shall be uniformly at 10% of the order value or estimated value of rate contract as per DG S&D norms.

- xvi. The tenders shall be collected in a locked box.
- xvii. Late tenders shall not be considered.
- xviii. Tenders shall be opened by the committee consisting of three authorized officers on the fixed date and time.
- xix. All alterations/ cuttings in the tenders shall be initialled by the panel of officers.
- xx. After receipt of tenders, the comparative statement of rates shall be prepared and signed by the officers and they shall forward the same with their recommendation to competent authority for approval.
- xxi. Samples, where required shall be obtained from the firms and entered in the register. The sample duly signed by the members of committee shall be preserved for record.
- xxii. When it is necessary to accept tenders other than the lowest rates the approval of the next higher authority has to be obtained.
- xxiii. No payment for goods supplied shall be made unless the stores have been duly inspected and received and are conforming to the prescribed specifications or test or quality and correct in number and weight etc.
- xxiv. In case of machinery, if it is working satisfactorily then only the payment should be made.
- xxv. Purchase order should not be split up so as to avoid the necessity of obtaining the sanction of higher authority required with reference to the total amount of order.
- xxvi. In selecting the tender to be accepted, the financial position of the firm must be taken into account.
- xxvii. The bidders may be required to quote the basic rates, the delivery/ transportation costs/applicable taxes and

duties, and the place of billing for the supply for stores clearly and separately.

- xxviii. Clearly indicate the scientific parameters on which tests would be carried out and the sample/ quantum of tests.
- xxix. Indicate the name of testing labs and as to who will bear the expenses on conducting the tests.
- xxx. Clearly indicate the due date for delivery of supplies.
- xxxi. The supply order should contain the due date for offer of inspection.

5. **APPROVED SOURCES** – the following three agencies / sources are approved / authorized sources for purchase of material;

- A. Approved Sources as notified by Industries Department, Haryana as per Memo No. 6/3/2007-41B-II dated 14.2.2008. Sources are mentioned at Annexure-‘A’
- B. DS&D Haryana – It’s rate contracts are appropriate sources of purchase of material
- C. DGS&D (Government of India) - It’s rate contracts are appropriate sources of purchase of material

6. **STANDARD BID DOCUMENTS (SBD)** – SBDs are prescribed in Appendix -14 of PFR Volume-II. However, the bid documents will obviously differ from item to item. SBD as prescribed in PFR is attached as Annexure ‘B’

7. **STANDING PURCHASE COMMITTEES** - Constitution and Powers:

A. Purchases of items which are not Store Items

Value	Competent Authority	Standing Purchase Committee
Upto ₹ 10 lakhs 50,000 to 10 lakh	Standing purchase committee (lower) at the level of head of concerned deptt.)	1. HOD or his representative. 2. A representative of FD not below the rank of under Secty. 3. Technical expert, industries Deptt. 4. Any other technical expert of the relevant field to be co-opted as considered necessary
Between ₹10 lakhs to ₹ 30 lakhs	Standing Purchase Committee (higher) at the level of Financial commissioner & Principal Secty of concerned deptt.	1. FCPS of concerned deptt. (Chairman). 2. FCPS-FD or his representative (member secty). 3. HOD of the indenting deptt or his representative (member secty.) 4. Technical expert, industries deptt. 5. Any other technical expert of the relevant field to be co-opted as considered

Value	Competent Authority	Standing Purchase Committee
		necessary.
Above ₹ 30 lakhs	High powered purchase committee	High powered purchase committee same as constituted for the purchase of stores items covered under store articles required under various govt. Deptt. / boards/corporation.

*Note:- The departmental committee headed by the concerned administrative secretaries would review and finalize the action items stated under above paras/ procedures.*

B. Purchases of items which are Stores from Rate contracts of DS&D

SN	Competent Authority	Value
1.	Head of the concerned deptt.	Valuing upto ₹10 lakhs.
2.	FC & Principal Secty of the concerned deptt.	Between ₹ 10 lakhs to 30 lakhs
3.	Minister incharge of concerned deptt	Above ₹ 30 lakhs

C. Purchases of Store items from Rate contracts of DGS&D (Govt. of India)

SN	Competent Authority	Value
1.	Head of concerned Deptt.	Upo ₹ 10 lakhs
2.	FC & Principal Secty	Between ₹ 10 lakhs to 30 lakhs
3.	High powered purchase committee	Above ₹ 30 lakhs

D. Purchases of Store items from Rate contracts of DS&D Haryana

SN	Competent Authority	Value
1.	High powered purchase committee	All purchase cases of stores valuing above ₹ 30 lakhs
2.	Standing purchase committee (higher).	All purchase cases of stores valuing between ₹ 10 lakh to ₹ 30 lakhs
3.	Standing purchase committee (lower)	All purchase cases of stores valuing below ₹ 10 lakhs

All Concerned officers / officials are directed to note these guidelines and also bring these clarifications / guidelines to the notice of their subordinate officers/officials relating to their districts for strict compliance.

They are also directed to follow the above mentioned guidelines in letter in spirit. Any violation of above guidelines will invite immediate disciplinary action.

*Ranbir Singh*  
**ASSISTANT DIRECTOR ADMINISTRATION  
FOR DIRECTOR SECONDARY EDUCATION  
HARYANA, PANCHKULA**

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Sr. No.	Name of approved source	Govt. Letter No.	Items for which it is declared as a approved source
		11/1/3-5-BII-83 Dt. 8 <sup>th</sup> Feb 1990	e) Galvanometer f) DPMS g) LCR Bridges 5. Oscilloscopes Testing Instruments a) Oscilloscopes b) AF Oscillators c) RF Signal Generator d) FM AM Signal generators synthesis Signal generator 6. Battery Eliminators 7. Batteries & Battery Charges 8. Scientific Instruments. a) Digital Temperature Indicator b) Wheatstone/ keivin Bridges c) D.C. Potentiometers. 9. Microscope 10 Intercom Systems 11. Weight Boxes 12. Emergency lights 1. EPABX/EPAX 2. Electronics Cash register 3. Electronic Type Writer 4. Telephone Dialers. 5. Push Button Telephones 6. Word Processor/ Personal computer 7. TV Boosters 8. Telescope of schools & colleges 9. Tvs. VCR and VCPs
10	Haryana Forest Dev. Corporation Ltd.	11/1/9-5 BII-91 dt 7 <sup>th</sup> April 1992	Eucalyptus Timber and fire wood
11	Nurseries of Horticulture Agriculture Deptt. /HUDA/ Tourism Corporation	11/1/4-5-I BII 90 dt 3 <sup>rd</sup> August 1993	For supply of Fruits and Ornaments subject to condition that these nurse compete with open market
12	Non conventional Energy sources Deptt. Haryana		Solar Water Heating System SPV-I System etc.)

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**ANNEXURE 'A'****APPROVED SOURCES NOTIFIED BY  
INDUSTRIES DEPARTMENT, HARYANA**

<b>Sr. No.</b>	<b>Name of approved source</b>	<b>Govt. Letter No.</b>	<b>Items for which it is declared as a approved source</b>
1.	Prison Deptt.	2633-2FR-75/19027 dt. 17 <sup>th</sup> July 1975	All items manufactured by Jail Factories.
2.	Sainik Pariwar Bhawan, Chhachhruali	32(8) 78 Raksha dt. 7 <sup>th</sup> May 80	For stitching of uniforms of class-IV employees and Drivers for District Ambala only
3.	Adult Blind Trg. Centre, Panipat Andh Vidyalaya Blind Relief Section, Hissar SC Inst for Blind A/Cantt	11(1)-10 51BII-80 dt. 15 <sup>th</sup> July 1981	Re-canning of chairs
4.	Chief Conservator of Forest	2180-3-FD-III-82 dt 8 <sup>th</sup> August 1982	Round & Sawn Timber Firewood and crates
5.	Khadi & Village Industries Board	11/3/65/51BII-80 dt. 12 <sup>th</sup> Sept 1984	Hand made paper items manufactured by units financially assisted by KVIB
6.	Malula Ashram Karnal, Rohtak & Faridabad	11(1)-12-51BII-81 dt 19 <sup>th</sup> Sept 1986	For stitching of Govt. uniforms in respective districts.
7.	National Association for Blind, Faridabad	11(1)-10-51BII-80 dt 30 <sup>th</sup> Sept 1986	Recanning of chairs of officers of Faridabad
8.	Training cum Production Centres, Gurgaom, Hissar and Raipur Rani run by Haryana Welfare Society for Deaf	11)1)-7-51BII-85 dt. 30 <sup>th</sup> Oct. 1986	Nly for respective districts for following: 1. stitching of Uniforms 2. Candles 3. Book binding.
9.	HARTRON	3 <sup>rd</sup> Sept 1985 30 <sup>th</sup> Sept. 1985	1. Nodal agency for computerization a) Electronics Quartz clock b) Time clocks c) Time cum Temperature 2. Teaching Aids and Training Kits a) Teaching Aids. b) Training Kits 3. Voltage 3.stabilizers/ power supplies. a) Voltage Stabilizers. b) Power supplies 4. Measuring Instruments a) Voltmeter b) Wattmeter c) Ammeter d) Avometer/ Multimeter./VTVMS

**ANNEXURE 'B'****TENDER FORM***Instructions to tenderers*

1. Quotations must be enclosed in a properly sealed envelope addressed to the Controller of Stores, Haryana, by designation and not by name. The quotations must be superscribed "Quotations for the supply of \_\_\_\_\_ during the year \_\_\_\_\_ as called for in tender notice, dated \_\_\_\_\_". The quotations must reach the Controller of Stores, Haryana, before \_\_\_\_\_ a.m./p.m. of the date mentioned in the tender notice.
2. In the event of the quotations being submitted by a firm it must be signed separately by each member thereof, or in the event of the absence of any partner it must be signed on his behalf by a person holding a power-of-attorney authorising him to do so, or in the case of a company the quotations should be executed in the manner laid down in the said company's Articles of Association. The signatures on the quotations should be deemed to be authorised signatures.
3. All the columns of the quotation form shall be duly, properly and exhaustively filled in. The rates and units shall not be overwritten. Quotations shall always be both in the figures and words. The words "No quotation" should be written across any or all of the items in the schedule for which a tenderer does not wish to tender.
4. Any commission in filling the columns of "units" and "rates" shall altogether debar a quotation from being considered.
5. All corrections must be signed by the tenderers.
6. Samples must be sent of all items quoted for even when specification or description are laid down. Such samples must be sent freight paid or delivered free to the Controller of Stores, Haryana. Each sample should, bear a sealed label

marked with the tender's name and address and reference to the item number in the schedule. All instructions regarding the samples specified in the notice should be complied with. All samples except those against accepted quotations must be removed by the supplier on a date to be specified by the Controller of Stores, Haryana, failing which the samples will become the property of Government and no claim, therefore, will be considered. Loss of samples of damage or wear and tear or injury by testing exposure, experiment, etc., shall be no ground for compensation in any form

7. The tenderers shall deposit earnest money in the form of Call Deposit receipt pledged to the Controller of Stores, Haryana as under: —

- (i) Where the estimated value of purchase is upto ₹ 20,000/- (₹ 500).
- (ii) Where the estimated value of purchase is between ₹ 20,001/- and ₹ 2 lacs (₹ 1,000/-).
- (iii) Where the estimated value of purchase is above ₹ 2 lacs (₹ 2,000/-).

The earnest money must accompany the tender form without which offer will not be considered except in special circumstances if it is considered essential to accept an offer without earnest money, in the Government interest, and in such a case reasons for so doing shall be recorded in writing. The said amount will be regarded as forfeitable to Government if the successful tenderer fails, within the time fixed by the Controller of Stores, either to sign the contract on terms contained in the invitation for tender, its tender form and quotation for and conditions of contract referred to in the invitation of tenders or to deposit security referred to in clause 8 below: —

8. The successful tenderers shall be required to deposit security for due performance of the contract in the form of Call

specified as set forth in the conditions of contract at pages 3 to 7 at the rates given in the schedule below. The conditions on pages 3 to 7 will be binding upon me/us in the event of the acceptance of my/our tender.

I/We herewith enclose deposit receipt for a sum of ₹\_\_\_\_\_ as security money and should I/We fail to execute an agreement embodying the said conditions and deposit security as laid down in the form within 10 days of the acceptance of my/our tender. I/We hereby agree that the above sum of security money shall be forfeited to the Controller of Stores, Haryana.

SCHEDULE "A" OF RATES

1	2	3	4	5	6	7
Serial No.	General description of stores	I.S. specification No.	Tenders rate	Unit	Packing	Name of actual manufacturer and country of manufacture

"E. & O.E.

All rate for delivery F.O.R.....

Dated the ..... day of .....19\_\_\_.

Signature .....

Address .....

*N.B.—Please do not forget to fill in all the above columns.*

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Deposit receipt pledged to the Controller of Stores, Haryana as under: —

- (i) Where the value of the supply order or the estimated value of Rate contract is upto ₹ 20,000/- (At the rate of 5 per cent)
- (ii) Where the value of the supply order or the estimated value of Rate contract is above ₹ 20,000/- (2 per cent of the amount of the order subject to a minimum of ₹ 1,000/- in the form of Deposit at Call Receipt.)

In case the security exceeds ₹ 10,000/- additional amount (over and above ₹ 10,000/-) can also be deposited by the tenderers in the form of Bank Gurantee on any Scheduled Bank valid for a period of 6 months or more from the date of expiry of the stipulated delivery period. The currency period of the Bank Guarantee shall be extendable if so desired by the Controller of Stores, Haryana. The Earnest money will be adjustable towards security.

9. The Controller of Stores, Haryana, will have the right of rejecting all or any of the quotations without assigning reasons.
10. No tender will be considered unless and until all the documents are properly signed.
11. The quotation will be regarded as constituting an offer or offers open to acceptance on whole or in part or parts at the discretion of Controller of Stores, until the\_\_\_\_\_.
12. In the event of tender being accepted the quotations will be converted into a contract which will be governed by the conditions in pages 3 to 7 read with these instructions.

Read and accepted.

Signature of the Tenderer/s.

I/We hereby quote to supply the goods and materials specified in the underwritten schedule in the manner in which and within the time