

Government of Jammu and Kashmir
Directorate of School Education
Kashmir


SUB: Constitution of divisional level purchase committee.

In order to infuse financial discipline and accountability among sub-ordinate offices and to ensure that the codal procedures are not flouted, sanction is hereby accorded to the constitution of Divisional Level Purchase Committee **for all purchases above Rs.5.00 lakhs**, including purchases under centrally sponsored schemes. The committee shall comprise of the below mentioned officers/members:

01	Director School Education, Kashmir	Chairman
02	Chief Accounts Officer ,DSEK	Member
03	Joint Director/Dy. Dir. Planning	Member
04	Chief Education Officer/s concerned	Member Secretary
05	Any other Co-opted member	Member

- 1) The purchase committee shall ascertain the actual requirement of material in the institutions sub-ordinate to the department or it's sub-ordinate units estimated for utilization on need basis.
- 2) The committee shall formulate list of articles as need to be referred to purchase committee for fixation of rate contract.
- 3) The committee may co-opt subject experts for it's assistance, if needed, in order to advise the committee on the nature, make & specification of the articles/items configuration with the actual requirement of items involving technical know-how.
- 4) The committee shall invite tenders for only those items as selected by the experts indicating full description of the items.
- 5) The committee shall invite tenders after following a fair, transparent & reasonable procedure.
- 6) The purchase committee, after ascertaining the lowest competitive rates may issue a formal contract order in respect of the approved firm in respect of each item(s).
- 7) The committee may, if necessary, call samples from firms, whom they consider proper with due regard to the rate & quality of the product.
- 8) If the committee makes a selection of an item offered by a tenderer other than the lowest tenderer for the items, it shall record specific reasons for doing so.
- 9) The committee after finalizing the rate contract shall approve the samples with seal & signatures affixed thereon and send one such approved sample to the indenting officer to enable him to procure the material in complete conformity therewith.
- 10) The instructions/conditions laid down in Finance Department's circular no.A/116(2005)-307; dated: 02-04-2007 shall be followed in letter & spirit.
- 11) **The rate contract shall remain valid for one year from the date of issue of order.**
- 12) In order to facilitate the approved suppliers to make supply of materials smoothly the purchase committee may select one destination point in each district for delivery of material or if the contract is finalized FOR then the delivery shall have to be arranged at the user point.
- 13) The committee will not be bound to explain the reasons for selection or rejection of articles to any person or a tenderer whatsoever.

No: DSEK/Acctts/ 951
Date: 02-02-2017


Kumar Rajeev Ranjan (IAS)
Director
School Education, Kashmir

Copy to:

1. Principal Secretary to Government, Department of School Education, Civil Secretariate, Jammu.
2. All Joint Directors for information.
3. Principal SIE for information.
4. Chief Accounts Officer, DSEK, for information.
5. Chief Education Officers _____ ALL for information.
6. Principal DIETs _____ ALL for information.
7. Website in-charge.
8. Notice Board
9. Office record.

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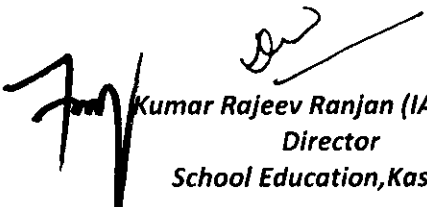
SUB: Constitution of district level purchase committee.

In order to infuse financial discipline and accountability among sub-ordinate offices and to ensure that the codal procedures are not flouted, sanction is hereby accorded to the constitution of a District Level Purchase Committee for each district of Kashmir Division **for all purchases upto Rs.5.00 lakhs**, including purchases under centrally sponsored schemes. Each such committee shall comprise of the below mentioned officers/members:

01	Chief Education Officer of the district concerned	Chairman
02	DEPO of the district concerned	Member
03	Deputy CEO of the district concerned	Member
04	DDO concerned	Member Secretary
05	Any other Co-opted member	Member

- 1) The purchase committee shall ascertain the actual requirement of material in the sub-ordinate institutions of the district estimated for utilization on need basis.
- 2) The committee shall formulate list of articles as need to be referred to purchase committee for fixation of rate contract.
- 3) The committee may co-opt subject experts for it's assistance, if needed, in order to advise the committee on the nature, make & specification of the articles/items configuration with the actual requirement of items involving technical know-how.
- 4) The committee shall invite tenders for only those items as selected by the experts indicating full description of the items.
- 5) The committee shall invite tenders after following a fair, transparent & reasonable procedure.
- 6) The purchase committee, after ascertaining the lowest competitive rates may issue a formal contract order in respect of the approved firm in respect of each item(s).
- 7) The committee may, if necessary, call samples from firms whom they consider proper with due regard to the rate & quality of the product.
- 8) If the committee makes a selection of an item offered by a tenderer other than the lowest tenderer for the items, it shall record specific reasons for doing so.
- 9) The committee after finalizing the rate contract shall approve the samples with seal & signatures affixed thereon and send one such approved sample to the indenting officer to enable him to procure the material in complete conformity therewith.
- 10) The instructions/conditions laid down in Finance Department's circular no.A/116(2005)-307; dated: 02-04-2007 shall be followed in letter & spirit.
- 11) **The rate contract shall remain valid for one year from the date of issue of order.**
- 12) The committee will not be bound to explain the reasons for selection or rejection of articles to any person or a tenderer whatsoever.

No: DSEK/Acctts/ 950
Date: 02-02-2017


Kumar Rajeev Ranjan (IAS)
Director
School Education, Kashmir

Copy to:

1. Principal Secretary to Government, Department of School Education, Civil Secretariate, Jammu.
2. All Joint Directors for information.
3. Chief Accounts Officer, DSEK, for information.
4. Chief Education Officers _____ ALL for information.
5. Zonal Education Officers/Pr.HSS/HM HS _____ ALL for information.
6. Website in-charge.
7. Notice Board
8. Office record.