


Approved Guidelines: Placing of procurement requirements to Regional Approval Committee

The following points are to be observed before placing of purchase requirements to Regional Approval Committee:

1. Proper justification of required stores (Goods, works & Services).
2. Approximate cost of the required stores with evidence, if available.
3. Generic Nature of specifications (in details, if required separate sheet may be used).
4. Special terms and conditions, if feasible for recommendation by RAC.
5. Availability of funds for the required stores during current/next financial year from the respective mission heads/Budget Section.
6. If items fall under the category of Propriety in nature, then necessary Propriety Article certificate as per the Annexure-6 of the Manual for Procurement of Goods 2017 may be submitted after taking concurrence from the Finance Wing along with Purchase requisition (Indent).
7. All the Indents pertaining to AMC/CAMC of Machinery and Equipments are to be submitted to RAC well in advance before expiry of continued services.
8. Office Address with Contact No. must be provided on the purchase requisition not below the rank of Director of the Indenting Division.
9. As per the rule 149 of GFR 2017, procurement of goods and services is mandatory for Central Ministry and Departments through GeM. Therefore, all the Indenting Divisions are requested to refer GeM (Government e-Marketplace) portal to search required stores and plan their requirements and specifications accordingly. In case, items are not available on GeM Portal, same is to be mentioned in the purchase requisition (Indent).
10. Fulfilling all the criteria as mentioned above, the Indenting Divisions are requested to complete the Purchase requisition (Indent) as per the Annexure-3 (attached) to the office of the Controller of Stores, GSI, CHQ to onwards submission to RAC.


06.06.2019
(Prabal Gangopadhyay)
Director (Geol.), STSS
For Dy.D.G (STSS), CHQ



Annexure 6: Proprietary Article Certificate

(Refer Para 4.6.1)

Valid for the Current Financial Year

File Number and Date Reference		
1	Description of article	
2	Forecast of quantity/annual requirement	
3	Approximate estimated value for above quantity	
4	Maker's name and address	
5	Name(s) of authorised dealers/stockists	
6	I approve the above purchase on PAC basis and certify that: - Note- Tick to retain only one out of (b), (c-1) or (c-2) whichever is applicable and cross out others. Please do confirm (a) by ticking it – without which PAC certificate will be invalid.	
6(a)	This is the only firm who is manufacturing/stocking this item. AND	<input type="checkbox"/>
6(b)	A similar article is not manufactured/sold by any other firm, which could be used in lieu OR	<input type="checkbox"/>
6 (c-1)	No other make/brand will be suitable for following tangible reasons (like OEM/warranty spares): OR	<input type="checkbox"/>
6(c)	No other make/brand will be suitable for following intangible reasons (if PAC was also given in the last procurement cycle, please also bring out efforts made since then to locate more sources): OR	<input type="checkbox"/>
7	Reference of concurrence of finance wing to the proposal:

History of PAC purchases of this item for past three years may be given below

Name of the Supplier			
Order/Tender Reference & Date	Quantity Ordered	Basic Rate on Order (Rs.)	Adverse Performance Reported if Any

Signature of Approving Authority

Date Designation of Officer



Annexure 3: Purchase Requisition (Indent) for Goods (Non-stock)
 (Refer Para 4.4.2 and 5.1.1)

Name of Indenting Office _____

Purchase Requisition for Goods (Non-stock)

(Send in duplicate and separate requisition to be furnished for each Trade Group)

NO.			Date :							
Dept:			Office :							
Category of stores/ trade group			In case of equipment spares - details of equipment/as- sembly where fitted:							
Goods are required by Date						Consignee and place of delivery				
Details of items										
S.N.	Descrip- tion/Speci- fication/ Drawing/ Sample	Unit	Past Consumption			Avail- able Stock if any	Total Qty. Indented	Esti- mated/ Past Pur- chase Rate	Last Pur- chase Refer- ence	Total Esti- mat- ed Cost
			Yr-3	Yr-2	Yr-1					
a	b	c	d	e	f	g	h	i	j	k
Estimate name/number										
Allocation : No			Code No							
Is proprietary certificate attached: <input type="checkbox"/> Yes, reference/ <input type="checkbox"/> No										
It is certified that all 1. Description and technical specification and quantity are in conformity with the guidelines in this regard in the Procurement Manual for Goods. 2. Technical and financial approvals at appropriate levels as per DPFR have been obtained. 3. Funds are provisioned for, in the budget. 4. The quantity indented does not exceed any sales, consumption or usage limits of requirements, if any laid down by competent authority.										
Signatures Office Superintendent						Signature Indenting officer				