

THE ODISHA STATE POLICE HOUSING & WELFARE CORPORATION LTD.
JANAPATH, BHOINAGAR, BHUBANESWAR – 22.

Letter No. 8130 /OPHWC

Date : 06/09/2012

To

All Joint Managers,
OSPH&WC.,

Sub: Formation of Divisional Purchase Committee for purchase of materials.

In partial modification of this Office Letter No. 21/OPHWC dt. 05.01.2010, the Purchase Committee of the Division level are now reconstituted consequent upon interchange of joint Managers and Dy. Managers. The reconstituted Purchase Committee is enclosed.

The guidelines and instructions issued earlier vide this Office Order No. 6248/OPHWC dt. 17.07.2009, No. 10088/OPHWC dt. 15.12.2009 and No. 21/OPHWC dt. 05.01.2010 will remain as it is and will be followed in letter and spirit. In the meantime Finance Deptt. Govt. of Odisha have issued guideline for procurement of goods as per Office Memorandum No. 4939/F dt. 13.02.2012. As per the guideline the purchase of goods costing above Rs. 15,000/- (Rupees fifteen thousand) only and up to Rs. 1,00,000/- (Rupees one lakh) only on each occasion will be made on the recommendations of a duly constituted Local Purchase Committee consisting of three members of appropriate levels as decided by the Authorities Competent to purchase goods. The Committee will survey the market to ascertain the reasonableness of rate, quality and specification and identify the appropriate supplier for the required goods. Before recommending placement of the purchase order, the members of the Committee will jointly record a certificate as under.

“Certified that we-----, members of the local Purchase Committee are jointly and individually satisfied that the goods recommended for purchase are of the requisite specification and quality, priced at the prevailing market rate and the supplier recommended is reliable and competent to supply the goods in question.”

The Purchase of goods more than Rs. 1,00,000/- and above will be made through a transparent tendering process observing codal procedure.

- (i) In the procurement procedure the Joint Manager is also required to ensure efficient and economy accountability of the system.
- (ii) To ensure due performance of the contract, performance security should be for an amount of 5% of the value of the contract. This has been included under a new clause 28 A in the General Conditions of the Tender.
- (iii) Pre-bid Conference is required in case of turn key contract or contract of special nature for purchase of sophisticated and costly equipment, a suitable provision is to be kept in the tender enquiry document for a pre-bid conference for clarifying issues

and clearing doubts, if any, about the specification and other allied technical details of the plant, equipment and machinery projected in the tender enquiry document. The date, time and place of pre-bid conference should be indicated in the tender enquiry document for information of the interested tenderers. This date should be sufficiently ahead of tender opening date.

A fresh copy of the DTCN is enclosed for reference.

Encl: As above.

sd/-
Chairman-cum-Managing Director

X
Memo No. 8131 /OPHWC

Date: / / 2012

Copy submitted to the Chief Engineer (C), OSPH&WC., Bhubaneswar for information.

sd/-
Chairman-cum-Managing Director

Memo No. 8132 /OPHWC

Date: 8/9 / 2012

Copy to the Financial Advisor/ C.S. & Joint General Manager (F)/ Dy. General Manager (Admn)/Joint Manager(D&D)/ Joint Manager (Monitoring)/ Joint Manager (Elect.)/ Chartered Accountant/ Accounts Section for information and necessary action.

sd/-
Chairman-cum-Managing Director
5.9.2012