

**DIRECTORATE OF GENERAL EDUCATION (HIGHER SECONDARY WING)**

**ANNUAL PLAN – PURCHASE – PROCEDURE**

**( This write up is just for information and not exhaustive . Store Purchase Manual should be thoroughly read by all before making purchases).**

Sl No	Action to be taken	Step by step action to be taken
1	Assessment of requirement of Articles and preparation of estimates:	<p>a. The Principal, Teachers of the subject concerned and other senior staff should identify the total requirements of Articles based on the number of students, courses, approved Standard Listsetc and after considering the available Articles as per Stock Register , <b>list of items to be procured</b> should be prepared. Based on this list, a realistic estimate to be prepared after obtaining proforma Invoices or after due enquiry about prevailing rates of various items at local market. <b>Items that can be supplied by one agency should be prepared as one Estimate and Estimate for those items which may not be supplied (not available from same source) may be prepared as another estimate.</b> The estimate thus prepared may be checked with the available funds issued vide Administrative Sanction and make necessary modifications in the estimate by prioritizing the requirements subject to availability of funds.</p> <p>b. After preparation of realistic estimate, possibility of following <b>mode of purchases</b> are to be explored based on the value of each estimate:</p> <p>If the estimate is upto Rs.15,000/- purchase can be made without quotation (Direct Purchase) ; Purchase of Stores upto a value of ` 15,000/- (Rupees Fifteen Thousandonly) on each occasion may be made without inviting quotations/bids by the competent authority on the basis of a certificate to be recorded by him in the following format:</p> <p><b>"I, _____ am personally satisfied that the Stores purchased are of the requisite quality and specification and have been purchased from a reliable supplier at a reasonable price."</b></p> <p>i. If the estimate is above Rs.15,000/- but not exceeding Rs.1,00,000/- , competitive quotation to be invited for purchase.</p> <p>ii. If the estimate is above Rs.1,00,000/-, Tender formalities to be followed.</p> <p>iii. <b>If items in any of the estimate are available from those agencies having exemption from Stores Purchase Department with regard to purchase without tender by Government Agencies, then procedure of Quotation or Tender can be avoided, if the Purchasing officer desires so. All the conditions mentioned in the Government Order</b></p>

		<p><b>including the rate fixed should be complied and necessary certificate from the Approved Agency to this effect is to be obtained and submitted to RDD while applying for Purchase Sanction. If desires to purchase from approved agencies, a proforma Invoice also to be obtained and presented along with the proposal placed before the School Level Purchase Committee.</b></p> <p>c. Prepare a proposal (detailed note containing the list of articles to be procured and from which source or mode to be purchased) and place the proposal before the School Level Purchase Committee.</p>
2	School Level Purchase Committee decision and its minutes	<p>a. The School Level Purchase Committee should evaluate the proposal submitted by the Principal in detail and after due discussions and verifications record the minutes in detail with list of items proposed to be purchased with estimate rate and mode of purchase .</p> <p>b. Authorise the Principal to obtain Purchase Sanction from RDD concerned if the articles are proposed are intended to be purchased from approved agencies without Tender or Quotation.</p> <p>c. Authorise the Principal to do Quotation or Tenders if the articles are to be procured by Tender or Quotation.</p>
3	Further action by Principal	<p>1. If the School Level Purchase Committee decided to purchase articles from Agencies having exemption from Stores Purchase Department, proposal for getting Purchase Sanction should be submitted to the RDD concerned with the following:</p> <p>a. Covering Letter (detailed letter showing the Agencies from which purchases are proposed to be made).</p> <p>b. Copy of Minutes of Purchase Committee</p> <p>c. Copy of Proforma Invoice</p> <p>d. Copy of Administrative Sanction</p> <p>e. Copy of Government order issuing relaxation to purchase without tender from the Agency.</p> <p>f. Certificate obtained from the Agency with respect to the conditions putforth in the GO.</p> <p>2. If the School Level Purchase Committee decided to purchase articles by Quotation or Tender follow the procedure.</p>

4	<b>Procedure for Quotation for purchases above Rs.15,000/- but not exceeding Rs.1,00,000/-:</b>	
	a. Quotation Notice Preparation	<p>Quotation Notice as given in Annexure 10 of Revised Stores Purchase Manual may be prepared with the following details:</p> <ol style="list-style-type: none"> <li>Quotation Number and Date ( Eg: 01/2021-22/Qtn/GHSSKYR)</li> <li>Last date and Time of Receipt of Quotation. (Minimum 5 working days should be given for submission).</li> <li>Date and Time of Opening of Quotation.</li> <li>Validity period of Quotation. (Firm Period – Minimum 2 months)</li> <li>Period / Time limit within which items are to be supplied on issue of Supply Order.</li> <li>Quotation Schedule – Sheet for Quoting rate by firms. Serial Number i to iv are to be filled up and issued. <b><i>Quoted Sheet having details of Department Name, Name of School, Quotation Number and Subject and with the following columns.</i></b> <ol style="list-style-type: none"> <li><b><i>Serial Number</i></b></li> <li><b><i>Name of Article / Item</i></b></li> <li><b><i>Description and Specification</i></b></li> <li><b><i>Number of Items proposed to be supplied</i></b></li> <li><b><i>Quoted Rate of each item</i></b></li> <li><b><i>Quoted value of item</i></b></li> </ol> </li> <li>Direction to submit sealed quotation showing Quotation Number on the envelope.</li> </ol>
	b. Ensuring of Wide publicity	<ol style="list-style-type: none"> <li>Quotation Notice should be published in the Notice Board of the School.</li> <li>Quotation Notice should be forwarded with a covering letter requesting to publish in the Notice Board of various offices and necessary acknowledgement of issue of Quotation Notice obtained in the Local Delivery Book.</li> <li>The copy of Quotation Notice may be forwarded to: <ol style="list-style-type: none"> <li>VHS wing of the same School</li> <li>High School Section of the same school</li> <li>Office of the Regional Deputy Director concerned.</li> <li>Nearest Government offices such as Village Office, Taluk office, PWD Office, Registration Office, LSGD Offices etc</li> </ol> </li> </ol>
	c. Actions to be taken for ensuring receipt of more competitive quotations	Principal and Teachers as a team should take earnest efforts in getting more competitive quotations by approaching various agencies and explaining the urgency and importance of getting more offers for the benefit of students and motivate them to submit competitive quotations.

	d. Quotation Receiving Register	A separate register should be maintained for recording the details of receipt of Quotations such as Date of Receipt of Quotation, Time of Receipt , Agency / Supplier from which Quotation Received and Signature of Principal.
	e. Points to be noted while receiving the quotation	<ul style="list-style-type: none"> <li>a. Dated Signature of Principal with time should be recorded on the cover of Quotation.</li> <li>b. The details of receipt of Quotations are to be entered on the Register of receipt of Quotation.</li> </ul>
	f. Rejection of Quotation received after last date and time fixed for receipt of Quotation.	<ul style="list-style-type: none"> <li>a. Quotations received even after the time and date fixed are received and signature with date and time recorded on the cover. Take photocopy of the cover with signature and kept in file.</li> <li>b. Principal should Record remarks in the Register of Receipt of Quotation in red ink regarding late receipt with sign. Remarks: <b>Rejected and returned since received after the time fixed.</b></li> </ul> <p>Those Quotations received after the time and date fixed for the receipt of Quotation are rejected and returned without opening of the same.</p>
	g. Opening of Quotation and Evaluation	<ul style="list-style-type: none"> <li>a. Quotations are to be opened at the time fixed for opening.</li> <li>b. Those who submitted the Quotations and or their representatives can be present at the time of opening of Quotation.</li> <li>c. Principal, other Teachers, PTA representatives etc may also present.</li> <li>d. Receipt of Minimum of three numbers of quotations are required for opening when the quotation is invited for the first time.</li> <li>e. The Principal should place the Quotations in Original along with the Register of Receipt of Quotation at the meeting.</li> <li>f. Decision of rejection of Quotations those received after the fixed time are to be informed to all those presents by the Principal.</li> <li>g. Other valid Quotations are to be opened in the presence of all those present.</li> <li>h. Principal should record <b>Opened by me on .....(date) at.....(time)</b> on Quoted Sheets of every Quotation after opening.</li> <li>i. Principal should sign in all pages of Quotation documents.</li> </ul>
	h. Preparation of Tabulation Statement	<p>Tabular Statement in the prescribed format should be prepared by Principal with the assistance of other Teachers. The Tabular statement should have minimum of following columns:</p> <ul style="list-style-type: none"> <li>a. Serial Number</li> <li>b. Item Name</li> <li>c. Description/ Detailed Specification.</li> <li>d. Number of Columns for recording the rate Quoted by each Firm/Agency based on number of Quotations.</li> <li>e. Underline lowest rate quoted for each item in red ink.</li> </ul>

	i. Preparation of Firm war Statement	<ul style="list-style-type: none"> <li>a. Prepare Firm-war Statement showing list of items proposed to be purchased from each Firm/Agency/Supplier with their lowest quoted rate, Quantities proposed to be procured from them and value of Purchase.</li> <li>b. Separate Firm-war Statement are to be prepared for purchase from different firms.</li> <li>c. Firms who quoted lowest rate only should be included in the Firm-war Statement.</li> </ul>
	j. Placing of proposal of Quotation Evaluation before the School Level Technical Committee.	Prepare a proposal (write-up) to be placed before School Level Purchase Committee showing in detail the Quotation procedures followed and proposed purchases from each Firm and submission to RDD for getting Purchase Sanction.
	k. Recommendation of the School Level Committee regarding the Purchase for getting Purchase Sanction	<ul style="list-style-type: none"> <li>a. The Purchase Committee can decide to accept a higher rate quoted considering the quality or specific nature of the item. But in such case a detailed notings should be made in the minutes of the meeting showing the specific reason for acceptance of a higher rate and also bring the matter to the attention of RDD while submitting Purchase Sanction proposal.</li> <li>b. After detailed discussion and verification by the Purchase Committee, decisions are to be recorded as Minutes.</li> <li>c. The committee will survey the market to ascertain the reasonableness of rates, quality and specification and identify the appropriate supplier. Before recommending placement of the Purchase Order the members of the Committee will jointly record a certificate as <b><i>“Certified that we .....members of the Purchase Committee are jointly and individually satisfied that the Items recommended for the purchase are of requisite specification and quality, priced at the prevailing market rate and the supplier recommended is reliable and competent to supply the Items in question”</i></b></li> </ul>
	d. Submission of proposal to RDD for getting Purchase Sanction.	<p>Following documents are to be submitted to RDD concerned for getting Purchase Sanction.</p> <ul style="list-style-type: none"> <li>a. Covering Letter showing the details of name of firms and amount of stores proposed to be purchased from each firm.</li> <li>b. Copy of Quotation Notice</li> <li>c. Quotation in original. (Including the cover of Quotation)</li> <li>d. Tabulation Statement</li> <li>e. Firm-war Statement.</li> <li>f. Copy of Minutes of Purchase Committee Meetings.</li> <li>g. Copy of Administrative Sanction.</li> </ul> <p><b>(Total amount of Purchase Sanction requested should not exceed AS amount in any case).</b></p>

	e. Issue of Supply Order after getting Purchase Sanction	<ul style="list-style-type: none"> <li>a. Supply Order - Form <b>Annexure 22</b> of Revised Store Purchase Manual - to be placed immediately on receipt of Purchase Sanction from RDD concerned.</li> <li>b. Time limit within which the items are to be supplied should be specifically noted in the Supply Order.</li> <li>c. If the items are not supplied within the Time Limit specified in the Quotation Notice and Supply Order, suitable action, including Black Listing of firms for a certain period, may be taken.</li> </ul>
	f. Receiving of Articles and recording in Stock Register	<ul style="list-style-type: none"> <li>a. Check the Delivery Chalan and Tax Invoice and ensure that all entries such as Quantity, Rate etc are as per our Supply Order and are correct..</li> <li>b. On receipt of Items supplied by the Firms, all items are to be checked and ensure with regard to number of items (quantity), its specification, its quality etc</li> <li>c. Items received should be recorded in the Stock Register concerned and signed by the Teacher in charge and Principial.</li> <li>d. Principal should record on the reverse side of the Invoice a Certificate to the effect that the <b><i>Items mentioned overleaf in the Invoice are received in good condition, are of requisite quality and taken into Stock Register of .....vide Vol ....and Page No(s) as Item No(s).</i></b></li> </ul>
	e. Payment of Invoice Amount	<ul style="list-style-type: none"> <li>a. Pass Order should be recorded on the Invoice.</li> <li>b. Prepare a Proceedings for making payment to the Account Number of Supplier.</li> <li>c. Separate proceedings for making payment to each Firm/Agency or a single Proceedings for making payments to several Firms/Agencies can be prepared.</li> <li>d. Generate Contingent Bill from BIMS .</li> <li>e. Submit Bills to Treasury and ensure that the Bill is passed and payment made to the Firm/Agency to their account. To ensure the payment to the correct Account, generate UTR and verify.</li> </ul>
	f. Surrender of Funds	Funds allotted should be utilized fully for the specific purpose complying all formalities. Funds should be surrendered immediately on identifying or anticipating the excess. After utilization of funds, balance, if any, available should be surrendered by DDO and approved by the DDO Admin immediately.
	g. Submission of Utilisation Certificate in Form 44 of KFC (Kerala Financial Code).	<ul style="list-style-type: none"> <li>a. Prepare digitally signed Utilisation Certificate in Form 44 of KFC in triplicate and submit to the RDD office.</li> <li>b. RDD may retain Triplicate copy for information and forward 2 copies (Original and Duplicate) to the concerned section in Directorate. (Utilisation Certificate of Purchase to Fin.C section and UC of CGAC to CGAC section etc).</li> </ul>

5	<b>Procedure for Tender: for purchases above Rs.1,00,000/-:</b>	
	a. Preparation of Tender Notice:	<p>Tender Notice as given in <b>Annexure 2</b> of Revised Stores Purchase Manual may be prepared with the following details:</p> <ol style="list-style-type: none"> <li>Tender Number and Date. ( Eg: 01/2021-22/Qtn/GHSSKYR)</li> <li>Period of Sale of Tender Forms.</li> <li>Cost of Tender Forms (0.20% of Estimate Value of Tender subject to a minimum of Rs.400/-. Since the GST registration is not available, GST on cost of Tender Form may not be collected. But may insist them to remit the GST of 12% to the GST Head and to produce Chalan/Counterfoil).</li> <li><b>E.M.D.</b>(Earnest Money Deposit) – 1% of Quoted amount are to be furnished as EMD in the form of Bank Guarantee –Form as per <b>Annexure 15</b> of Store Purchase Manual, TSB Pass Book, Treasury FD Receipt etc pledged in the favour of the Principal). If any of the Firms are exempted from furnishing EMD, necessary order showing exemption should be submitted along with the Short Tender.</li> <li>The condition that the <b>Tenders without EMD or Exemption order will be rejected.</b></li> <li>Submission of Preliminary Agreement in stamp paper worth Rs.200/-</li> <li>Last date and Time of Submission /Receipt of Tender. (Minimum 10 working days should be given for submission).</li> <li>Date and Time of Opening of Short Tender.</li> <li>Validity period of Tender (Firm Period – Minimum 2 months).</li> <li>Period / Time limit within which items are to be supplied on issue of Supply Order.</li> <li>Direction to submit Tenders in sealed covers showing Tender Number on the envelope.</li> <li>Another condition to be incorporated in the Short Tender Notice that <b><i>all the successful Tenderers are to execute Agreement in stamp paper worth Rs.200/- and also to submit Security Deposit @5% of the Agreed Contract Price in the form of Bank Guarantee or Treasury Fixed Deposit Receipt or TSB Pass Book pledged in favour of the Principal.</i></b></li> </ol>
	b. Ensuring of wide Publicity to Tender	<ol style="list-style-type: none"> <li>Tender Notice should be published in the Notice Board of the School.</li> <li>Tender Notice should be forwarded with a covering letter requesting to publish in the Notice Board of various offices and necessary acknowledgement of issue of Short Tender Notice obtained in the Local Delivery Book.</li> <li>The copy of Tender Notice may be forwarded to: <ol style="list-style-type: none"> <li>VHS wing of the same School</li> <li>High School Section of the same school</li> <li>Office of the Regional Deputy Director concerned.</li> </ol> </li> </ol>

		<p>d. Nearest Government offices such as Village Office, Taluk office, PWD Office, Registration Office, LSGD Offices etc</p> <p>d. Tender Notice is to be published in website of General Education (Higher Secondary wing) for which the Short Tender notice may be forwarded to the Fin.C 5 section via Email: <a href="mailto:dhsefinC5@gmail.com">dhsefinC5@gmail.com</a></p> <p>e. Copy of Tender Notice (Window Advertisement only) is to be forwarded to District Information &amp; Public Relation Officer with a request for publishing in News Paper.</p>
	c. Actions to be taken for ensuring receipt of more competitive Tenders	Principal and Teachers as a team should take earnest efforts in getting more competitive Tenders by approaching various agencies and explaining the urgency and importance of getting more offers for the benefit of students and motivate them to submit competitive offers.
	d. Tender Forms Preparation	<p>a. Download Form of Tender –Form as in <b>Annexure 2</b> of Revised Store Purchase Manual - from the website of Store Purchase Department (<a href="http://www.spd.kerala.gov.in">www.spd.kerala.gov.in</a>). The Agreement form included in this Form of Tender is the form of Preliminary Agreement.</p> <p>b. Prepare and attach Tender Schedule for quoting rate by firms. Serial Number i to iv are to be filled up and issued. <b><i>Quoted Sheet having details of Department Name, Name of School, Quotation Number and Subject and with the following columns.</i></b></p> <p><b><i>i. Serial Number</i></b>  <b><i>ii. Name of Article / Item</i></b>  <b><i>iii. Description and Specification</i></b>  <b><i>iv. Number of Items proposed to be supplied</i></b>  <b><i>v. Quoted Rate of each item</i></b>  <b><i>vi. Quoted value of item</i></b></p> <p>Prepare and kept ready adequate number of tender forms and record in the Tender Forms Account.( Prepared Tender Forms are valuable document – hence utmost care should be given).</p>
	j. Register of Tender Forms Account	Number of Tender Forms prepared on each date should be recorded in the Tender Form Account- date wise and Tender Number wise. Total Number of forms prepared, Number of forms sold, balance number of Tender Forms etc should be clearly recorded and all entries are to be authenticated by the Principal strictly after expiry of last date and time of sale of tender forms.
	k. Register of Sale of Tender Forms	<p>1. Details of sale of Tender Forms on each date should be recorded with the details, Serial Number, Date of Sale, Name of Person/Firm to whom sold, Cost of tender form collected, Signature of Principal, Remarks etc.</p> <p>2. Valid TR5 Receipt should be issued while receiving cost of Tender Forms.</p>



		<p><b>3. Issued to .....on.....</b>should be recorded and signed on the Tender Schdule by the Principal while issuing the Tender forms after collecting the amount.</p> <p>4. Sale proceeds of Tender Forms should be recorded in the Main Cash Book on the date of sale itself and in the order of Receipt Number. Each TR5 receipt entry should be recorded in Cash Book.</p> <p>5. Sale proceeds of Tender Forms should be remitted to Treasury concerned under <b>0202-01-102-97-3 Other Receipts</b> very next day itself.</p>
	l. Cancellation of unsold Tender Forms and Settlement of Tender Forms Account	After closing of Sale of Tender Forms –ie after the last date and time fixed for sale of Tender documents- Tender Forms Account should be closed by tallying the cost of Tender forms prepared, Sale proceeds obtained, cost of unsold tender forms etc and all unsold Tender Forms should be cancelled by the Principal and kept in the file concerned. A certificate to the effect that the balance unsold Tender Forms ....numbers cancelled and kept in the File.....to be recorded and signed by the Principal.
	m. Register of Tenders	Register of Tender - in <b>Form Annexure 18</b> of Revised Store Purchase Manual should be maintained for recording the Receipt of Tenders and for recording the details during Opening of Tenders.
	n. Receipt of Tenders	<p>a. Principal should sign with date and time of receipt tender on the cover.</p> <p>b. Details of receipt should be recorded on the concerned page of Register of Tenders . (Date , Time, Name of Tenderer, signature of Principal etc)</p> <p>c. All Tenders received should be kept in safe custody of the Principal.</p>
	o. Rejection and Return of Tenders received late.	<p>a. Tenders received even after the time and date fixed are received and signature with date and time recorded on the cover. Take photocopy of the cover with signature and kept in file.</p> <p>b. Record remarks in the Tender Register with red ink regarding late receipt. Remarks: <b>Rejected and returned since received after the time fixed.</b></p> <p>Those Tenders received after the time and date fixed for the receipt of Tenders are rejected and returned without opening of the same.</p>
	c. Evaluation of Tenders – preliminary verification :	<p>a. Tenders are to be opened at the time fixed for opening.</p> <p>b. Those who submitted the Tenders and or their representatives can be present at the time of opening of Quotation.</p> <p>c. Principal, other Teachers, PTA representatives etc may also present.</p> <p>d. The Principal should place the Tenders received in Original along with the Register of Tenders at the meeting.</p> <p>e. Decision regarding rejection of those Tenders received after the fixed time are to be informed to all those presents by the Principal.</p> <p>f. Other valid Tenders are to be opened in the presence of all those present.</p>

		<ul style="list-style-type: none"> <li>g. Principal should record <b><i>Opened by me on .....(date) at.....(time)</i></b> on Quoted Sheets of every Tender after opening.</li> <li>h. Principal should sign on all pages of Tender documents.</li> <li>i. Fill up all column in Register of Tenders.</li> <li>j. Allow those presents in the opening of Tenders to sign at the bottom of the Page of Tender Register as a token of acceptance of entries as witness.</li> </ul>
	k. Detailed scrutiny of Tenders:	<ul style="list-style-type: none"> <li>a. Whether adequate EMD furnished or exemption order produced?</li> <li>b. Whether Preliminary Agreement submitted in stamp paper?</li> <li>c. Whether quoted sheet submitted?</li> <li>d. Whether the Tender submitted is one by who purchased the Tender form?</li> <li>e. If all of the conditions are satisfied, the tender may be treated as valid tender.</li> <li>f. If there is any major defect, the tender may be treated as invalid and to be rejected at the discretion of the Principal.</li> </ul>
	g. Preparation of Tabulation Statement	<p>Tabular Statement in the prescribed format should be prepared by Principal with the assistance of other Teachers. The Tabular statement should have minimum of following columns:</p> <ul style="list-style-type: none"> <li>a. Serial Number</li> <li>b. Item Name</li> <li>c. Description/ Detailed Specification.</li> <li>d. Number of Columns for recording the rate Quoted by each Firm/Agency based on number of Tenders.</li> <li>e. Underline lowest rate quoted for each item in red ink.</li> </ul>
	f. Preparation of Firm-war Statement	<ul style="list-style-type: none"> <li>a. Prepare Firm-war Statement showing list of items proposed to be purchased from each Firm/Agency/Supplier with their lowest quoted rate, Quantities proposed to be procured from them and value of Purchase.</li> <li>b. Separate Firm-war Statement are to be prepared for purchase from different firms.</li> <li>c. Firms who quoted lowest rate only should be included in the Firm-war Statement.</li> </ul>
	d. Preparation of proposal to be placed before School Level Purchase Committee	<ul style="list-style-type: none"> <li>a. The Principal should prepare a detailed proposal to be placed before the School Level Purchase Committee and after detailed discussion and verifications record the decisions of the Committee as the Minutes.</li> <li>b. The Purchase Committee can decide to accept a higher rate quoted considering the quality or specific nature of the item. But in such case a detailed notings should be made in the minutes of</li> </ul>

		<p>the meeting showing the specific reason for acceptance of a higher rate and also bring the matter to the attention of RDD while submitting Purchase Sanction proposal.</p> <p>c. The committee will survey the market to ascertain the reasonableness of rates, quality and specification and identify the appropriate supplier. Before recommending placement of the Purchase Order the members of the Committee will jointly record a certificate as <b><i>“Certified that we .....members of the Purchase Committee are jointly and individually satisfied that the Items recommended for the purchase are of requisite specification and quality, priced at the prevailing market rate and the supplier recommended is reliable and competent to supply the Items in question”</i></b></p>
	d. Submission of proposal for obtaining Purchase Sanction.	<p>Following documents are to be submitted to RDD concerned for getting Purchase Sanction.</p> <ol style="list-style-type: none"> <li>Covering Letter showing the details of name of firms and amount of stores proposed to be purchased from each firm.</li> <li>Copy of Tender Notice</li> <li>Tenders in original. (Including the cover of Tenders)</li> <li>Tabulation Statement</li> <li>Firm-war Statement</li> <li>News paper in original –in which Tender Notice published</li> <li>Copy of Minutes of Purchase Committee Meetings.</li> <li>Copy of Administrative Sanction.</li> </ol> <p><b>(Total amount of Purchase Sanction requested should not exceed AS amount in any case</b></p>
	e. Sending of Tender Acceptance to selected Firms and execution of Agreement	<p>On receipt of Purchase Sanction issued by the Regional Deputy Director concerned, necessary Tender Acceptance Letter should be issued to successful firms (Firms included in the Firm-war Statement) and direct them to execute Formal Agreement in Stamp paper worth Rs.200/- along with Security Deposit @5% of the Agreed Amount. The various modes of Security Deposits are:</p> <ol style="list-style-type: none"> <li>Bank Guarantee infavour of Principal - in Form as per <b>Annexure 15</b> of Store Purchase Manual.</li> <li>Treasury Fixed Dposit Receipt or Treasury Savings Bank Pass Book pledged in favour of the Principal.</li> <li>If the Firm submit willingness, the EMD furnished may be converted as Performance Guarantee and in that case, balance amount to be furnished as Security Deposit.</li> <li>If the firm is exempted from furnishing Performance Security , copy of order of exemption to be furnished.</li> </ol>
	f. Release of EMD to all	<p>After execution of Agreement – Form as per <b>Annexure 23</b> of the Revised Store Purchase Manual - with Security Deposit by successful tenderers, EMD furnished along with the Tender may be released to all.</p>

	g. Issue of Supply Order after Execution of Agreement with Security Deposit (Performance Guarantee Amount):	<ul style="list-style-type: none"> <li>a. Supply Order – in Form <b>Annexure 22</b> of Revised Store Purchase Manual - to be placed immediately on receipt of Purchase Sanction from RDD concerned.</li> <li>b. Time limit within which the items are to be supplied should be specifically noted in the Supply Order.</li> <li>c. If the items are not supplied within the Time Limit specified in the Tender Notice and Supply Order, suitable action, including Black Listing of firms for a certain period, may be taken.</li> </ul>
	d. Receipt and Accounting of Items received	<ul style="list-style-type: none"> <li>a. Check the Delivery Chalan and Tax Invoice and ensure that all entries such as Quantity, Rate etc are as per our Supply Order and are correct.</li> <li>b. On receipt of Items supplied by the Firms, all items are to be checked and ensure with regard to number of items (quantity), its specification, its quality etc</li> <li>c. Items received should be recorded in the Stock Register concerned and signed by the Teacher in charge and Principal.</li> <li>d. Principal should record on the reverse side of the Invoice a Certificate to the effect that the <b><i>Items mentioned overleaf in the Invoice are received in good condition, are of requisite quality and taken into Stock Register of .....vide Vol ....and Page No(s) as Item No(s).</i></b></li> </ul>
	e. Passing of Invoice and Payment	<ul style="list-style-type: none"> <li>a. Pass Order should be recorded on the Invoice.</li> <li>b. Prepare a Proceedings for making payment to the Account Number of Supplier.</li> <li>c. Separate proceedings for making payment to each Firm/Agency or a single Proceedings for making payments to several Firms/Agencies can be prepared.</li> <li>d. Generate Contingent Bill from BIMS .</li> <li>e. Submit Bills to Treasury and ensure that the Bill is passed and payment made to the Firm/Agency to their account. To ensure the payment to the correct Account, generate UTR and verify.</li> </ul>
	f. Surrender of Funds, if any.	Funds allotted should be utilized fully for the specific purpose complying all formalities. Funds should be surrendered immediately on identifying or anticipating the excess. After utilization of funds, balance, if any, available should be surrendered by DDO and approved by the DDO Admin immediately.
	g. Submission of Utilisation Certificate in Form 44 of KFC	<ul style="list-style-type: none"> <li>a. Prepare digitally signed Utilization Certificate in Form 44 of KFC in triplicate and submit to the RDD office.</li> <li>b. RDD may retain Triplicate copy for information and forward 2 copies (Original and Duplicate) to the concerned section in Directorate. (Utilisation Certificate of Purchase to Fin.C section and UC of CGAC to CGAC section etc).</li> </ul>

***(Prepared by Mohan Kumar N., Senior Finance Officer, Directorate of General Education (Higher Secondary), Thiruvananthapuram.)***