OFFICE ORDER

After notification of General Financial Rules 2017 by Ministry of Finance, Department of Expenditure, GOI vide their OM No. F.No.14 (3)/2015-E11(A) dated 08.03.17, the same has become applicable in the University with immediate effect. Brief of the GFR 2017 along with suggestive checks are annexed to this letter for information and implementation. For details please refer to the full text available at http://www.mof.gov.bd/en/index.php?option=com_content&view=article&id=48&Itemid=1.

It may be noted that the enclosed guidelines are suggestive only and for detailed and specific quote, may be referred to the full text of GFR 2017.

(S.K. TANWAR)
Controller of Finance

No. GGSIPU/ACCTTS/2016-17/MISC. /

Dated: 15th June, 2017

Copy forwarded to the followings for information and circulation among all the concerned:

1. All Deans, Directors and Proctor of the University
2. Controller of Exam
3. Chief Warden
4. In-charge, Library
5. All Joint Registrar / Deputy Registrar & Department / Branch heads
6. Executive Engineer (UWD)
7. FOs/AR/DDO & AAOs
8. AR to Hon’ble VC for kind information of Hon’ble Vice Chancellor
9. SO to Pro VC for kind information of Pro Vice Chancellor
10. AR to Registrar
11. Guard File
12. In-charge (Server Room) for uploading the same under the link of Finance & Accounts Department - sub head (D) on the University website for circulation.

(Shatilesh Gupta)
Finance Officer-II

GFR - 149 GeM (Government e-Market)

Purchases can be made upto Rs. 50000/- through any of the available suppliers on the GeM, meeting the requisite quality, specification and delivery period:

Above Rs. 50000/- and upto Rs.3000000/- through the supplier having lowest price amongst the available suppliers on the GeM, of atleast three different manufacturers, on GeM, meeting the requisite quality, specification and delivery period. GeM will also provide tools for online bidding and online reverse auction which can be used by the purchaser.

Above Rs.3000000/- through the supplier having lowest price meeting the requisite quality, specification and delivery period after mandatorily obtaining bids, using online bidding or reverse auction tool provided on GeM.

The above mentioned monetary ceiling is applicable only for purchases made through GeM. For purchases, if any, outside GeM, relevant GFR Rules shall apply.

The prices on GeM are dynamic and there is no objection if the price of the product falls after the same has been purchased at higher rate through GeM.

Items selected for purchase will remain on hold and price will not change for 5 days during which the purchase officers can take necessary approval. If the prices fall, the purchase officer is at liberty to buy at lower rate.

GFR - 153 PURCHASES FROM KVIC ETC.

The Central Government has reserved all items of handspun and handwoven textiles (khadi goods) for exclusive purchase from KVIC. And items of handloom textiles from KVIC and/or the notified handloom units of ACASH (Association of Corporations and Apex Societies of Handlooms). The purchases for such reserved goods and items from such units as per the instructions issued by the Central Government in this regard.

GFR - 154 QUOTATION NOT REQUIRED

Purchase of Goods upto the value of Rs.25000/- only on each occasion without inviting any quotation subject to a certificate to be recorded by the competent authority in the format provided in the GFR.
GFR - 155 MARKET SURVEY

Purchase of Goods costing above Rs.25000 and up to Rs.250000/- on each occasion may be made on the recommendation of a constituted purchase committee of three members of appropriate level as decided by competent authority, by market survey, spot quotation etc. Before recommending placement of the purchase order, the member of the committee will jointly record a certificate as per GFR.

GFR - 156(1) & (2) DGS & D

Direct procurement through rate contracted goods from suppliers listed by DGS & D on the specified terms and conditions and other provisions of GFR.

GFR - 158

Except in cases covered under GFR 154, 155 & 156(1), the Goods shall be procured by following the standard method of obtaining the bid in:-

(i) Advertised Tender Enquiry
(ii) Limited Tender Enquiry
(iii) Two Stage Bidding
(iv) Single Tender Enquiry
(v) Electronic Reverse Auctions

GFR - 159 E-Publishing

It is mandatory to publish the tender enquiries, corrigendum thereon and details of bid awards on the Central Public Procurement Portal (CPPP).

In the case of procurements made through DGS & D Rate Contracts or through any other Central Procurement Organizations, only award details are to be published.

These instructions would not apply on procurements made under the provision of GFR 154 or GFR 155.

GFR - 160 E-Procurement

It is mandatory to receive all bids through e-procurement portals in respect of all procurements.

These instructions would not apply on procurements made through DGS & D Rate Contracts.
GFR - 161 Advertised Tender Enquiry

Subject to exceptions incorporated under GFR 154, 155, 162 and 166 advertised Tender Enquiry is adopted in case of procurement of goods of estimated value of Rs.25 Lakh and above. Advertisement in such cases should be given on CPPP at www.eprocure.gov.in and on GeM. An organization having its own web site should also publish all its advertised tender enquiries on the web site.

The organization should also post the complete bidding documents on its own web site and on CPPP to enable the bidders to download from the web site.

In order to promote wider participation and ease of bidding, no cost of tender document may be charged for the tender document downloaded by the bidders.

Ordinarily, the minimum time to be allowed for submission of bids should be three weeks and where the department also contemplates obtaining bids from abroad, the minimum period should be kept as four weeks for both domestic and foreign bidders.

GFR - 162 Limited Tender Enquiry

This method may be adopted in case of cost of acquisition is less than Rs.25 Lakh. Copies of bidding documents should be sent by speed post / courier / e-mail to the firms born on the list of regd. suppliers or the intending suppliers. In case of limited tender process, the indenting department / branch should supply the list of atleast eligible and reputed more than three manufacturers or suppliers etc. of the item going to be purchased.

The organization should publish its limited enquiries on CPPP as per GFR 159 and also on its own web site.

GFR - 163 Two Bid System

For purchasing high value plant, machinery etc. of a complex and technical nature, bids may be obtained in two parts.

GFR - 166

Single Tender enquiry is opted in case of procurement from a single source or proprietary items. In case of procurement of Proprietary item as per GFR and intention of the dept. is for procurement of such item from a particular firm or source, full detail of the item, specification and name of the firm or source of acquisition may be ensured to notified on the University website for a period of 15 days inviting objection, if any. If there is no objection, then the same may be recorded on the purchase proposal giving full details of the provisions and fulfilled formalities.
GFR - 167 Electronic Reverse Auction

Electronic Reverse Auction means an online real time purchasing technique utilized by the procuring entity to select the successful bid, which involves presentation by bidders of successively more favorable bids during a schedule period of time and automatic evaluation of bids.

There is a competitive market of bidders anticipated to be qualified to participate in the electronic reverse auction, so that effective competition is ensured.

*It may be noted that the above guidelines are suggestive only and for detailed and specific quote, may be referred to the full text of GFR 2017.*
Before finalization of any purchase proposal, following aspects may be ensured

1. Requirement of the item of purchase must be justified taking into account its available stock position, technical knowhow of its operation, available space for its functional installation and relevancy with the working of the unit / dept.

2. In case of purchase against existing stock in the dept., working condition of the same alongwith condemnation status must be referred in the proposal. Buy Back option must be explored in all feasible cases wherever possible along with cost of item and its condemnation value approved by the competent authority.

3. Estimated cost and basis for arriving at the estimated cost must be worked out by the indenting dept. while initiating any purchase proposal.

4. Approval of specifications by the technical members / technical committee and its final approval by the competent authority.

5. Availability of the funds with the dept. must be reflected in the purchase proposal

6. Applicable purchase procedure as per GFR

7. Administrative Approval & Expenditure sanction of the competent authority can be proposed after providing the above details.

8. Be objective, functional, generic and measurable and specify technical, qualitative and performance characteristics.

9. Not indicate a requirement for a particular trade mark, trade name or brand.

10. Where applicable, the technical specification shall, to the extent practicable, to be based on the national technical regulations or recognized national standards or building codes, wherever such standards exists and in their absence, be based on the relevant international standards.

11. Whether any prohibitory items is going to be acquired which needs license for its acquisition or storage by the competent govt. agencies like Spirit, Nuclear, Radioactive, Drug etc.
Suggestive standard checks

1. Opening date for technical bid and financial bid, time and venue must be clearly specified in all the tender documents and there should not be gap of more than seven days between opening of technical bid and financial bid. All the required documents, certificates, balance sheets etc. may be requisitioned in the e. formats in place of physical copies and print out has to be taken while assessing the technical bids in cases of e. tender. Only the EMD is required in physical format along with technical bid, in separately sealed envelope.

2. In all cases of sealed quotations, ensure the availability of sealable tender box and its location must be referred in the tender documents.

3. The estimated delivery period should be decided taking into account the local, Indian or foreign supplier. It should generally be in the range of 2 weeks to 8 weeks as the case may be.

4. The successful bidder shall be bound to honor the supply / purchase order within the specified period mentioned therein else there will be a provision for penalty @ 0.5% of the quoted price per day subject to maximum penalty of 10% of the tender cost excluding taxes. In case of any unforeseen or situation beyond control of the bidder considered justified by the University, penalty can be relaxed or waived.

5. Practical warranty clause taking into account the life span of the item and prevailing market conditions. It may be from two years to five years.

6. Genuineness of the Bank Guarantee must be confirmed before its acceptance.

7. The bidder may be ideally registered for D.VAT with GNCT of Delhi while participating in this tender however, it is not a mandatory condition but the successful bidder shall be mandatorily required to get regd. with the VAT Dept., GNCT of Delhi as soon as the firm receives the supply / purchase order and the bidder is bound for delivery of goods from Delhi against a sale invoice issued from Delhi Office. In case of supply of item / equipment by any firm or agency billing for or from outside India and the payment against the supply / installation is required in foreign currency against LC or after completion of the supply / installation, it has to be certified in the technical bid itself by the bidder that the item to be supplied has to be imported and there is no involvement of any VAT and in case of even partially involvement of payment in Indian rupees which attracts applicability of VAT, the bidding firm shall get themselves registered with the VAT dept. of GNCT of Delhi within reasonable time in the format already circulated (copy enclosed). Failure to comply with the above provision at any stage entails forfeiture of the EMD of the bidders.
8. Rates of Comprehensive Maintenance Contract for the required period of AMC after expiry of the desirable warranty period must be asked and taken into account for finalising the lowest bidder. However this is just to evaluate the overall lowest bidder from all prospects and payment for the AMC will be considered as per terms and conditions of AMC after expiry of the warranty period.

9. In case of comparison of rate situation arise wherein one firm has quoted for CIF-Delhi airport for some product to be imported and some firm has quoted for the same in Indian rupees for supply, commissioning, installation etc. upto University, then the additional expenditure like duties, insurance, freight, commissioning, installation charges etc. be added on the CIF-Delhi to assess the lowest rates.

10. All the required documents / certificates etc. are mandatorily required to be uploaded on the e. tender site only and physically the EMD is required to be submitted. No need for submission of hard copy of any documents which is otherwise required as annexure to the bid.

11. EMD is applicable in all the tenders of value more than 2 lakhs or mentioned in tender documents in the form of Demand Draft, Fixed Deposit Receipt, Bank Guarantee, Banker’s Cheques in the name of Registrar, GGSIPU, New Delhi payable at Delhi / New Delhi. EMD should remain valid for a period of 45 days beyond the final bid validity. The rate of EMD should be between 2% to 5% of the estimated cost of the procurement or the services.

12. Performance Security should be 5% to 10% of the cost of the procurement or services and should be paid in the shape of Bank Guarantee / FDR in the name of Registrar, GGSIPU, New Delhi payable at Delhi / New Delhi and should remain valid for a period of 60 days beyond the final validity of the contract or the services (GFR - 171).

13. Quoted rates must be clear whether it is inclusive of any taxes or additional charges or all inclusive.

14. Installation charges included or excluded.

15. Average Annual financial turnover during the last 3 years, ending 31st March of the previous financial year, should be at least 30% of the estimated cost. This condition may be placed generally to assess the capability of the bidding firms. In the University these condition have been often used in case of tenders of man power, sanitation, tentage for events like anugooj, convocation and in case of procurement of scientific equipments etc.
ii) Experience of having successfully completed similar works during last 3 years ending last day of month previous to the one in which applications are invited should be either of the following:

d. Three similar completed works costing not less than the amount equal to 40% of the estimated cost. Or

e. Two similar completed works costing not less than the amount equal to 50% of the estimated cost. Or

f. One similar completed work costing not less than the amount equal to 80% of the estimated cost.

16. Validity of rates must be for a period of one year with further condition to extend the rate contract for another year/s on mutual consent. However while considering for the extending the contract it may be observed that overall expenditure involved may not create conflict with the GFR provision of the original principal rate contract.

17. To assess the viability of supplying the same item or similar kind of job as mentioned in the tender document, the following conditions must be satisfied along with documentary evidence in its support.

18. (i) As post tender negotiations could often be a source of corruption, it is directed that there should be no post-tender negotiations with L-1, except in certain exceptional situations. Such exceptional situations would include procurement of proprietary items, items with limited sources of supply and items where there is suspicion of a cartel formation. The justification and details of such negotiations should be duly recorded and documented without any loss of time.

(ii) In cases where a decision is taken to go for re-tendering due to the unreasonableness of the quoted rates, but the requirements are urgent and a re-tender for the entire requirement would delay the availability of the item, thus jeopardizing the essential operations, maintenance and safety, negotiations would be permitted with L-1 bidder(s) for the supply of a bare minimum quantity. The balance quantity should, however, be procured expeditiously through a re-tender, following the normal tendering process.

(vi) Negotiations should not be allowed to be misused as a tool for bargaining with L-1 with dubious intentions or lead to delays in decision-making. Convincing reasons must be recorded by the authority recommending negotiations. Competent authority should exercise due diligence while accepting a tender or ordering negotiations or calling for a re-tender and a definite timeframe should be indicated so that the time taken for according requisite approvals for the entire process of award of tenders does not exceed one month from the date of submission of recommendations. In cases where the proposal is to be approved
at higher levels, a maximum of 15 days should be assigned for clearance at each level

19. The copy of award of contract / purchase / supply order may be placed on the University web site along with approved rates.

20. In the cases of revenue tenders like License Fee/Rent etc. for shops and other properties specifically mention that service tax and any other tax or charges applicable on the day of payment shall be additionally payable along with License Fee or Rent etc. by the licensee.