

## Procurement of items through LIMITED TENDER QUERY

### Steps to be taken

- Step 1 Describe the necessity of the purchase/Work/Service with relevant letters from the requisitioned authority.
- Step 2 Estimated the value of the procurement/Work/Service
- Step 3 Approach for Administrative Approval for procurement through LIMITED TENDER QUERY (in case the estimated value of item is more than ₹1.00 lakh but less than ₹25.00 lakh) in light of the provisions of Rule 151 of GFR, 2005. In the same note Form the Tender Committee, if not exists.
- Step 4 Procure quotations from more than 3 Vendors (enlisted), who are supplying this kind of items and or able to do the work or provide the service, as the case may be. Also placed the Tender Notice in the departmental website, i.e. [www.incometaxindia.gov.in](http://www.incometaxindia.gov.in)
- Step 5 Place the quotations before the Tender committee for their consideration
- Step 6 Observation/Recommendation of the Tender Committee must be placed before the Competent Authority for approval.
- Step 7 Issue supply order/work order in favour of the selected Vendor
- Step 8 Ensure the supply/work/service. Ensure successful installation as the case may be.
- Step 9 Collect the bill and put up before the Competent Authority for Financial Sanction.
- Step 10 Forward the bill to ZAO for payment.

**Procurement of items through Local Purchase Committee**  
(for procurement of items at one go costing more than ₹15000/- but less than ₹1.00 lakh)  
Steps to be taken

- Step 1      Describe the necessity of the purchase with relevant letters written to DC Hqrs.
- Step 2      Estimate the value of the procurement
- Step 3      Approach for Administrative Approval for procurement through Local Purchase Committee in light of the provisions of Rule 146 of GFR, 2005. In the same note Form the Local Purchase Committee(at least 3 Members), if not exists.
- Step 4      Procure quotations from at least 3 Vendors (enlisted), who are supplying this kind of items.
- Step 5      Place the quotations before the Local Purchase Committee for their consideration
- OR**
- The Local Purchase Committee may survey the market and identifies the product as well as the seller of the items of their choice.
- Step 6      Observation of the Local Purchase Committee must be taken into consideration while awarding the work order along with Certificate under Rule 146 of GFR, 2005.
- Step 7      Recommendation of the Local Purchase Committee must be placed before the Competent Authority for approval.
- Step 7      Issue work order in favour of the L1 bidder
- Step 8      Ensure the supply.
- Step 9      Collect the bill and put up before the Competent Authority for Financial Sanction
- Step 10     Forward the bill to ZAO for payment.

Direct procurement from enlisted Vendors (estimated value of which is less than ₹ 15,000/-)

- Step 1      Describe the necessity of the purchase with relevant letters written to the concerned office
- Step 2      Estimate the value of the procurement
- Step 3      Approach for Administrative Approval for direct procurement in light of the provisions of Rule 145 of GFR, 2005 where estimated value of goods is less than ₹ 15000/-.
- Step 4      Issue work order in favour of the Vendor, who is capable of supplying the item.
- Step 5      Ensure the supply.
- Step 6      Collect the bill and put up before the Competent Authority for Financial Sanction along with certificate under Rule 145 of GFR, 2005, certifying that the goods in question are as per specification and as per prevailing market rate.
- Step 7      Forward the bill to ZAO for payment.

**DETAILS OF STEPS TO BE TAKEN FOR DISPOSING OFF UNUSED, DILAPIDATED,  
UNWANTED & BROKEN FURNITURE & FIXTURE THROUGH DISPOSAL COMMITTEE**

(where value of disposable items are above ₹2.00 lakh)

(GFR Rule 196-199)

1.	<b>STEP-1</b>	Form a Disposal Committee with the approval of the Competent authority for disposal of obsolete; dilapidated; waste materials, if not exists.
2.	<b>STEP-2</b>	A meeting of the Committee may be called to make a consensus regarding disposal of goods.
3.	<b>STEP-3</b>	A report of stores for disposal shall be prepared in Form GFR-17. Value the items to be disposed of through an enlisted Valuer of the Department.
4.	<b>STEP-4</b>	Issue Notice inviting quotations for disposal of goods. Base price of the bid should be the value determined by the Valuer. Earnest money of the bid should 10% of the base value. Spl. Mention should be made regarding lifting and carrying cost of the items must be borne by the bidder.
5.	<b>STEP-5</b>	Quotations must be opened in front of the bidders and signatures of the concerned may be obtained both on the Attendance Sheet and in the bidding papers from all present there. Signature of the Disposal Committee may also be taken on the above papers.
6.	<b>STEP-6</b>	Ask the H-1 bidder to deposit the balance bid amount to the Govt. A/c. (bid amount – Earnest Money). If H-1 bidder failed to deposit the money within the stipulated time, forfeit his EMD.
7.	<b>STEP-7</b>	On production of valid document for depositing the quoted amount to the Govt. A/c., place the order to the H-1 bidder for lifting the material from the Govt. office at his own cost.
8.	<b>STEP-8</b>	Returned back the D/D (earnest money) to the unsuccessful bidders.