

Annual Report

DGS&D

2014-15



GOVERNMENT OF INDIA
DIRECTORATE GENERAL OF SUPPLIES & DISPOSALS
JEEVAN TARA BUILDING, 5, SANSAD MARG
NEW DELHI – 110001

CONTENTS

1	Introduction to DGS&D	1
	Historical Background	
2	Road Map of DGS&D	3
3	Role & Functions of DGS&D	4
	Role	
	Procurement of Goods	
	Conclusion of Rate Contracts	
	Registration of Suppliers	
	Enlistment of Indian Agents	
	Inspection of Stores	
	Drawing up Specifications	
	R/C of services	
	List of Services rendered by DGS&D	
4	Manpower	6
	Central Purchase Organization	
	Staff Strength	
5	Stake holders in DGS&D Procurement System	8
6	Rate Contract	9
	Advantages of Rate Contracts by DGS&D	
	DGS&D Rate Contracts on Catalogue/NDP Basis	
	Data of Achievements – as on 31st December, 2014	
	Table no.6.1 Directorate-wise purchases	
	Table no.6.2 DGS&D RC Purchase- Values	
	Bringing new items on Rate Contract.	
	Table no.6.3 R/Cs concluded during 2014-15 (upto 31.12.2014)	
	Table no.6.4 List of Top Ten R/C Items (value-wise) of DGS&D during the period 01.04.2014 to 31.12.2014	
7	Organizational Set-Up	15
	Supply or Purchase Wing	
	Advantages in Associating with DGS&D	
	DGS&D Policy on OEMs/Agents	
	Quality Assurance Wing	

	Planning & Co-ordination	
	Internal Work Study Unit (IWSU)	
	Management Information Services (MIS)	
	Market Intelligence Cell(MIC)	
	Litigation Branch	
	Vigilance Directorate	
	Chief Controller of Accounts (CCA)	
8	Progressive Use of Hindi in DGS&D	27
9	Computerization and Training of DGS&D	30
	Budget & Expenditure Position	
	DGS&D Website –(http://www.dgsnd.gov.in)	
	E-Office	
	Training	
10	E- Procurement in DGS&D	33
	E- Procurement Milestones in DGS&D	
	e-Tendering - Benefits	
	Status of Public Procurement in India	
	Summary of recommendations, decision thereon of the Committee of Secretaries	
	Major Challenges in dealing with Technology Products	
11	Facility and Monitoring Mechanism	35
	Quality Assurance Monitoring Programme	
	Consultative Committee Meetings	
	Information Facilitation Counter	
	The Citizen's Charter Adopted by DGS&D	
	Complaints & Public Relations	
	Redressal of Public Grievances	
	Right to Information Act, 2005	
12	Other Initiatives	38
	Green Channel Policy	
	Contribution in formulating National Standards	
	Energy Conservation and Product Upgradation	

List of Appendices

I	Publications of DGS&D	40
II	Organisational Chart of DGS&D	41
III	List of Offices of DGS&D	42
IV	List of top 50 Suppliers for DGS&D Rate Contract	45
V	New Items Added on DGS&D's Rate Contracts during the period	47
VI	Directorate wise List of Items on Rate Contracts of DGS&D during the period from 01-04-2014 to 31-12-2014	48

CHAPTER 1. INTRODUCTION TO DGS&D

1.1 Historical background

1.1.1 DGS&D has its origin in the India Stores Department, which was established in the year 1860 in London for purchase of imported stores. In 1922, India Stores Department was established in India to arrange purchases for Government Civil Departments and Military Purchases. In 1951, the set up of Purchase and Inspection was reorganized and DGS&D was constituted, in its present form, to handle all government purchases centrally, in tune with the nation building exercise being undertaken at that time. Since then DGS&D has been functioning as the 'Central Purchase Organization'.

1.1.2 The procedures relating to purchase and inspection in DGS&D are guided by the instructions laid down in DGS&D Manual based on General Financial Rules (GFRs) of Ministry of Finance, GOI instructions from time to time and CVC guidelines.

1.1.3 For over four decades, DGS&D acted as the sole procurement agency for Government of India with a minor restructuring in 1974, under which Defence, Railways and P&T were authorized to purchase items meant for their exclusive use.

1.1.4 With the liberalization of the Indian economy in 1991, DGS&D was required to concentrate on its core activity of conclusion of rate contracts(R/C) for items of common use. Ministries/ Departments were permitted to make ad hoc purchases of specific items. As per GFR 2005, the Ministries or Departments have been delegated full powers to make their own arrangements for procurement of goods. Ministries such as Ministry of Home Affairs, Ministry of Health & Family Welfare, Ministry of Defence, Ministry of Railways, Ministry of Information & Broadcasting, Ministry of Urban Development and Ministry of Rural Development etc. were provided with specialist Purchase Officers from DGS&D to manage their purchase activity efficiently.

1.1.5 In 2006, DGS&D moved to e-procurement. In 2013-14, DGS&D introduced reforms in its processes including implementation of Dhall Committee recommendations approved by CoS and CIM.

1.1.6 DGS&D, the Central Purchase Organization is now an attached office of Department of Commerce, Ministry of Commerce & Industry. DGS&D has two professional service cadres namely the 'Indian Supply Service' and the 'Indian Inspection Service' for carrying out procurement

and quality assurance work. These services were constituted in 1961. The officers of these cadres are recruited through combined Engineering Services Examination conducted by UPSC.

1.1.7 The functions of DGS&D are carried out through its Supply Wing & Quality Assurance (QA) wing. Supporting services are provided by Administration, Vigilance, Complaints & Public Relations, Planning & Co-ordination, Market Intelligence Cell, Management Information Services, Registration, Litigation and Computerization & Training Directorates.

CHAPTER 2. ROAD MAP OF DGS&D

Road Map of DGS&D in short term and long term are given below:

2.1 In the Short Term DGS&D will focus on efficiency, transparency & enrichment of services with emphasis on expansion of R/C product categories, availability of latest technology products, reputed suppliers on R/Cs, wider choices to users, quality improvements of Products supplied, enhanced transparency, enhanced monitoring of R/Cs and vendor performance, enhanced interaction/ interface with users & vendors, image building and E-procurement which includes extension to government organizations & help in customization of their specific needs & integration with support organizations (BIS, DGQA-MOD, NSIC).

2.2 In the Long Term DGS&D will focus on consolidation, effectiveness & technology with emphasis on enhanced support of procurement specialists to ministries/ organizations, development of advanced E-procurement Platform – version 2 & Supply Chain Integration which includes road transportation, insurance & other services.

CHAPTER 3. ROLE & FUNCTIONS OF DGS&D

3.1 Role: DGS&D provides single point contact for Govt users and suppliers for procurement of commonly used Goods. Also render procurement Consultancy against requirements projected by Govt. Organisations.

3.2 Functions:

These include procurement and conclusion of rate contracts(R/Cs are utilized by State Government and PSUs, as Pre-deposit party or by placement of direct referral order) for items of common use, inspection of stores, drawing up specifications of items and registration of vendors. These are carried out through Purchase and Quality Assurance Directorates in the Headquarter Office in New Delhi and Regional Offices. The locations of all the offices are given at **APPENDIX-III**.

3.2.1 Procurement of goods. Ministries or Departments have been delegated full powers to make their own arrangements for procurement of goods. In case however, a Ministry or Department does not have the required expertise, it may project its indent to the DGS&D with the approval of competent authority. DGS&D also procures items on the requests of State Governments, Autonomous Bodies and PSUs after receipt of total cost of procurement of stores and departmental charges in advance.

3.2.2 Conclusion of Rate Contract. DGS&D concludes rate contracts with the registered suppliers, for goods and items of standard types, which are identified as common user items and are needed on recurring basis by various Central Government Ministries or Departments. The Central Government Departments and Organizations utilize rate contracts by placement of supply orders and get the supplies from suppliers after quality assurance by the designated inspection authority. Ministries or Departments follow these rate contracts to the maximum extent possible.

DGS&D charges a departmental fee of 2.0% (1.0% as fee for Purchase & 1.0% as fee for Inspection) of the contract value from the indenting Departments. 0.25% of the contract value is being charged on Direct/Referral supply orders also.

3.2.3 Registration of Suppliers. With a view to establishing reliable sources for procurement of goods commonly required for Government use, DGS&D prepares and maintains item-wise lists of eligible and capable suppliers. Other Ministries or Departments also utilize these lists as and when necessary.

3.2.4 Enlistment of Indian Agents. As per the Compulsory Enlistment Scheme of the Department of Expenditure, Ministry of Finance, it is compulsory for Indian agents, who desire to quote directly on behalf of their foreign principals, to get themselves enlisted with DGS&D. However, such enlistment is not equivalent to registration of suppliers.

3.2.5 Inspection of stores. QA Wing carries out pre-dispatch inspection of stores against rate contracts awarded by DGS&D. It also undertakes inspection on request against direct orders placed by Central Government Departments., State Government Departments, PSUs, Autonomous bodies etc.

3.2.6 Drawing up specifications. QA Wing also draws up specifications of various classes of stores in demand. Further, it may also, if desired, advise and assist the Departments who make direct purchases in preparation of the specifications and standardization of patterns.

3.2.7 R/C of services. Providing services of various types has been included in the scope of DGS&D.

3.3 List of Services rendered by DGS&D

List of services rendered by DGS&D includes Handling of indents, Rate contracts, Registration of firms, E-tendering, Supply orders, Inspection, E-payment, Quality audit, MIS Reporting, Complaint redressal mechanism, RTI.

CHAPTER 4. MANPOWER

4.1 Central Purchase Organization, under Ministry of Commerce & Industry, Govt of India with headquarter at New Delhi comprises of two main wings namely **Supply Wing** and **Quality Assurance Wing**. These are manned by the officers of two organized Group 'A' Engineering services – '**Indian Supply Service**' (for Supply) and '**Indian Inspection Service**' (for Quality Assurance)

4.1.1 Supply Wing: There are twelve Purchase Directorates (Commodity-wise) at HQs. These include Automobile(AM), Electrical Stores(ES), Hardware(HW), Mechanical Engineering(ME), Medical Stores(MS), Information Technology(IT), Steel & Cement(SC), Structural (ST), Paper Products(PP), Oil & Chemicals(OC), Wool & Leather(WL), Work Machine Tools (WMT). There are four regional purchase offices in Mumbai, Kolkata, Chennai & Hyderabad. Jute procurement is dealt in Kolkata while Coir products are dealt in Chennai.

4.1.2 Quality Assurance Wing: Headquarters is at New Delhi with four Regional Zones with 20 offices /sub centres located near major industrial centres in the country.

4.1.3 Support Units: Planning & Coordination Dte, Computerization & Training Dte, Management Information Services Dte, Market Intelligence Cell, IF Wing, Litigation Cell, Administration Dte., Vigilance Dte. and Complaint & Public Relations Dte provide support to Supply and Quality Assurance functions.

4.1.4 Ex-Cadre Posts: ISS (Supply) officers are posted in other Ministries (Cabinet Secretariat, MHA, Defence, Health & FW, Urban Development and I&B) to assist in their procurement.

4.2 Staff Strength

Staff strength of DGS&D was 1205 as on 31.12.2014 against the sanctioned staff strength of 2236.

The following statement shows strength of employees in DGS&D.

Name of Region/ Directorate	Sanctioned Strength					Working Strength				
	Gr. A	Gr. B GAZ	Gr. B Non GAZ	Gr. C#	Total	Gr. A	Gr. B GAZ	Gr. B Non GAZ	Gr. C	Total
DGS&D Hqrs.										
I-Supply	52	21	0	0	73	28	1	0	0	29
II-Inspection(QA)	22	4	0	0	26	6	5	0	2*	13
III-Others	37	82	191	555	865	29	51	101	335	516
North Zone										
I-Supply	0	0	0	0	0	0	0	0	0	0
II-Inspection(QA)	22	53	0	0	75	11	24	0	0	35
III-Others	0	2	15	113	130	0	2	15	47	64
South Zone										
I-Supply	9	4	0	0	13	5	0	0	0	5
II-Inspection(QA)	11	26	0	0	37	6	12	0	0	18
III-Others	0	3	29	125	157	0	4	25	39	68
East Zone										
I-Supply	6	3	0	0	9	3	0	0	0	3
II-Inspection(QA)	20	61	0	0	81	6	21	0	0	27
III-Others	0	5	62	381	448	0	3	57	215	275
West Zone										
I-Supply	7	2	0	0	9	4	0	0	0	4
II-Inspection(QA)	27	28	0	0	55	6	10	0	0	16
III-Others	0	3	36	166	205	0	3	32	86	121
Supply Officers posted in other Ministries/ Departments	37	16	0	0	53	11	0	0	0	11
Total	250	313	333	1340	2236	115	136	230	724	1205

* Dying cadre

CHAPTER 5. STAKE HOLDERS IN DGS&D PROCUREMENT SYSTEM

Various stake holders in DGS&D procurement system are as under:

5.1 Supply Side includes Suppliers of goods & services, Manufacturers and Industry associations.

5.2 Demand Side includes Direct Demanding Officers, Central, state, local governments & Public Sector Undertakings (PSUs) and Academic institutions & statutory bodies.

5.3 Procurement Department includes Department of commerce, Purchase wings (at central, state and local levels) and Quality assurance wing.

5.4 Other stake holders include Chief controller of accounts, Banks/finance departments, Bureau of Indian standards, Director General of Quality Assurance and other quality assurance organizations of Defence, National Small Industries Service Corporation, Bureau of Energy Efficiency, Directorate of Co-ordination Police Wireless, National Test Houses and other testing laboratories, Service providers/railways/ transporters and Apex body and advisory committees.

CHAPTER 6. RATE CONTRACT(R/C)

6.1 Rate Contract (R/C) is an agreement between purchaser & supplier to supply stores at specified terms & conditions including prices during the covered period (one year normally). Neither quantities are mentioned nor is any guaranteed minimum drawal mentioned in rate contract. R/C is a standing offer (revocable by either party during its currency after giving 45 days notice) and legal contract comes into existence when supply order is placed on any RC holding firms by authorized officers of indentors (DDOs)/DGS&D.

Identification of items for R/C is done through Subcommittee & Standing Review Committee (SRC). Common user items needed on recurring basis, items of standard types where prices are stable and not subjected to considerable market fluctuations and items where Price Variation Clause (PVC) may be brought on R/C after recommendation of SRC. Items of Low value & small drawals less than Rs. 5 crore per annum and scarce/critical/short supply items are not suitable for R/C.

6.2 Rate Contracts by DGS&D have the following advantages:

- Large Orders received by Suppliers without huge conventional marketing costs.
- Competitive and economical price due to aggregation of demands.
- Saves time, effort and all related costs.
- Procurement as and when required.
- Advantageous to even small users and in remote areas.
- Availability of quality goods with quality assurance back-up.
- Single window system for purchases of common user goods.
- Elimination of repeated tendering, and follow up with multiple authorities/ locations spread across the country.
- Provides single window for Govt. Supplies and therefore widely used by Central/State/PSUs/Autonomous bodies.

6.3 DGS&D Rate Contracts on Catalogue/NDP Basis

- DGS&D concludes R/C for Automobiles, Machine Tools, Information technology products, OEM & Ancillary Spares and similar products where design feature, performance parameters etc. of such products/goods differ significantly among the products of different manufacturers and even between different models of the same manufacturer and where equitable comparison of prices of such products is not feasible, such rate contracts are to be concluded on discount on Net Dealer Price (NDP) basis.
- **Committee on Public Procurement (CoPP)** (Chaired by Sh. V K Dhall) had recommended that ***DGS&D should increasingly rely on***

catalogue price for selecting commercial products and negotiate discount on such prices. This recommendation has been approved by Committee of Secretaries (COS) and accepted by Deptt. of Commerce (DOC). Accordingly, correction slip to DGS&D manual has been issued on 13.11.2013 to incorporate finalization of rate contracts on Catalogue/NDP basis. Subsequently items so far covered on R/C on Catalogue/NDP price basis include Godrej Furniture, Firefighting and Rescue Hydraulic Platform and Portable Compact Mobile Lab. Other items in pipeline for R/C are Smart Phone etc.

6.4 Brief data of Achievements as on 31st December, 2014 are as under:

There are 989(640-SSI, 288-Non SSI, 61-Indian agents) firms registered and 381 Parallel Rate Contracts for 67 (01.04.2014 to 31.12.2014) product categories (30,000 items excluding spares & accessories). There have been about 1,66,731 online purchase orders since 2008. During the period from 1st April, 2014 to 31st December 2014 the value of purchases was Rs. 4568 crores.

Sustainable & Green Procurement includes Procurement of fuel efficient, less toxic, energy efficient, green products incorporating Bureau of Energy Efficiency (BEE) labeling norms such as AC, fans, fluorescent lamps, vehicles, gen-sets, laptops

Socio-economic objectives of GOI have been implemented through exclusive purchase/price - purchase preference to Micro, Small and Medium Enterprises (MSMEs), Khadi & Village Industries Commission (KVIC), Association of Corporations Apex Societies of Handlooms (ACASH), Women's Development organisation (WDO), Coir Board.

The Jute Packaging Materials Act, 1987 was implemented for packaging of food grains.

Disaster Management items were supplied like pre-fabricated huts, tents, DG sets, inflatable lights, High-density polyethylene (HDPE) films etc

Table no.6.1 The Directorate-wise purchases during April 2014 to December 2014 are as under:

(Rs. In lakhs)

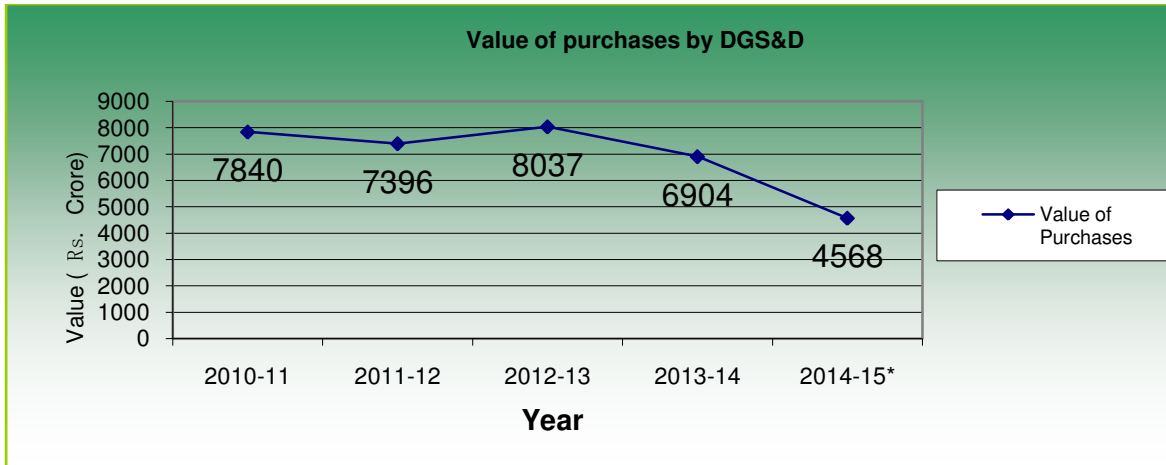
Purchase Directorates \ Regional Offices	SSI	LSI	Others	Total	% Share of SSI
AM	69	51549	0	51618	0.13
ES	6694	1516	0	8210	81.53
HW	3564	3578	0	7142	49.90
IT	3640	40277	0	43917	8.29
ME	3348	3076	0	6424	52.12
MS	69	0	0	69	100.00
OC	592	4450	0	5042	11.74
PP	3182	3478	1262	7922	40.17
SC	1150	2572	0	3722	30.90
ST	2125	0	0	2125	100.00
WL	14668	0	3959	18627	78.75
WMT	197	0	0	197	100.00
MUMBAI	6290	4954	0	11244	55.94
CHENNAI	725	3184	193	4102	17.67
KOLKATA	285284	0	0	285284	100.00
HYDERABAD	524	665	0	1189	44.07
TOTAL	332121	119299	5414	456834	*72.70

* Percentage of Total SSI (Rs. 332121 lakhs) with respect to Total Purchase Value(Rs. 456834 lakhs)

Table no.6.2 **DGS&D RC Purchase- Values**

<u>Financial Year</u>	<u>Value of Orders (in Rs. Crore)</u>
2010-11	Rs. 7,840
2011-12	Rs. 7,396
2012-13	Rs. 8,036
2013-14	Rs. 6,904
2014-15*	Rs. 4,568

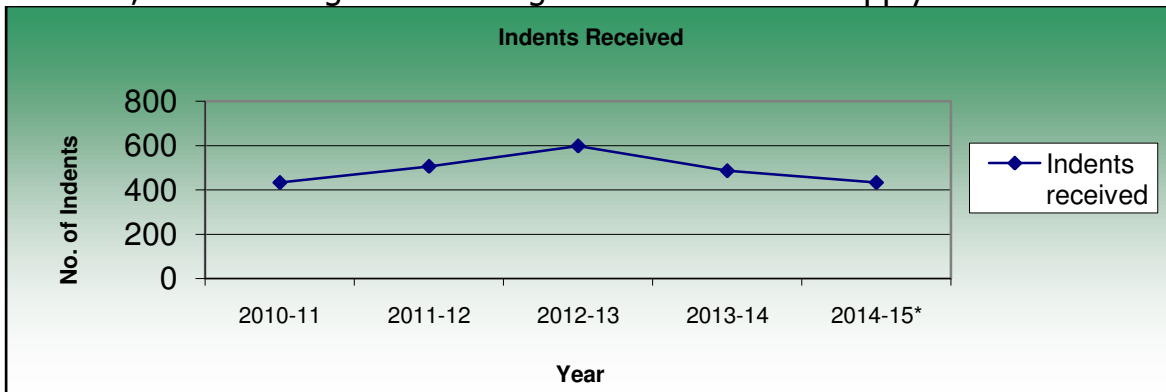
*Upto 31st December, 2014



* Upto 31st December, 2014

This figure does not include orders placed by the State Governments, PSUs and other Government Organizations, which have been declared Pre-deposit parties in 1996-97 and are required to deposit funds in advance towards the procurement cost, and as a result they are operating DGS&D rate contracts by placing supply orders directly and making payment on their own.

During the year (01.04.2014 to 31.12.2014), 433 indents were received. The graph shows trends of indents received during the past five years. Although from the period 2010-11 to 2012-13, number of Indents received during the financial years had shown an increasing trend, but since 2013-14, it is showing a decreasing trend due to non-supply of various items.



* Upto 31st December, 2014

Rate Contracts concluded in 2014-15

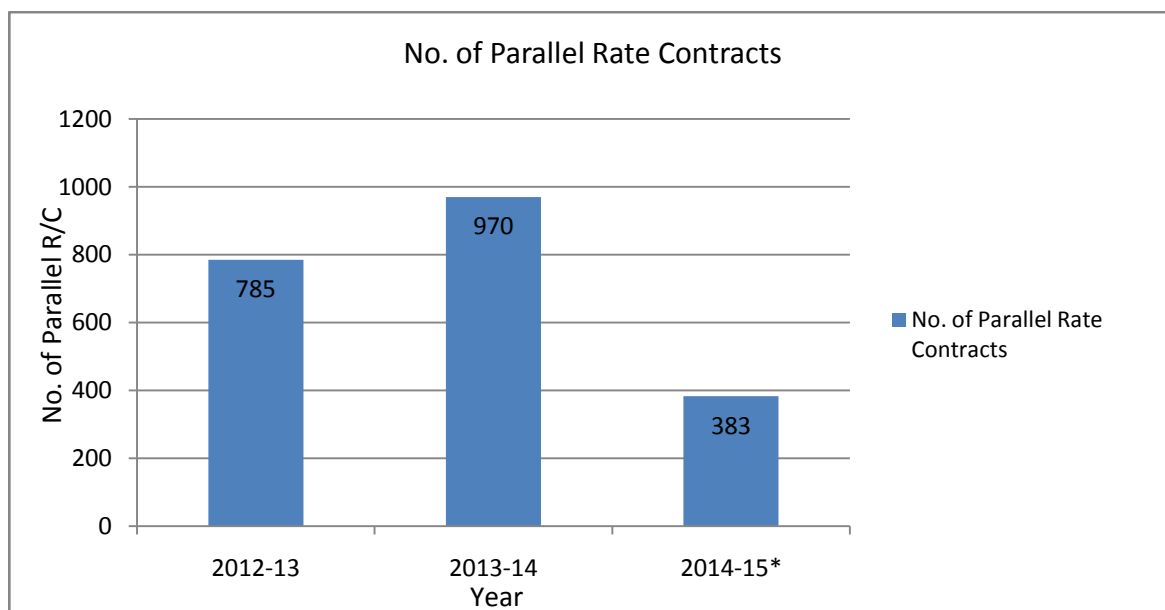
- 67 R/C & 383 Parallel Rate Contracts and 24895 on-line Supply Orders were issued up to December 2014.
- The total value of DGS&D purchases during the year 2014-15 (upto 31st December, 2014) was Rs. 4568 Crore.
- As on 31.12.2014, DGS&D has 167 product categories with more than 30,000 items (excluding spares and accessories) on rate contracts with continuity on an average around 58.73% and has acquired an extensive data on price trends for these product categories.

6.5 Bringing new items on Rate Contract. Besides maintaining continuity of existing Rate Contracts, DGS&D also endeavors to bring more and more items on R/C. During April 2014 to December 2014, 8 new items were brought on R/C. The list is enclosed at **APPENDIX V**. But as per the Circular no 62 dated 06.08.2014, it has been decided to discontinue the existing system of Standing Review Committee (SRC) and Sub-Committee of SRC. Henceforth, the suggestions for bringing new items/deleting existing items on/from rate contract will be sent to/received by P&C Directorate, DGS&D. All decision regarding addition/deletion of items from RC will be taken with the approval of DG(S&D).

Table no.6.3 R/Cs concluded during 2014-15*

Directorate/ Region	No. of R/C issued	No. of Parallel R/Cs	No. of Amendment Letters issued
Automobile Directorate	5	24	60
Electrical Stores Directorate	2	8	29
Hardware Directorate	8	65	119
Information Technology Directorate	14	119	192
Mechanical Engineering Directorate	0	0	2
Medical Stores	1	1	1
Oil & Chemical Directorate	2	19	85
Paper & Paper Product Directorate	2	14	15
Steel & Cement Directorate	4	14	168
Structural Directorate	4	24	34
Wool & Leather Directorate	4	17	10
Workshop Machine & Tools Directorate	0	0	6
Chennai	6	21	18
Hyderabad	2	12	24
Kolkata	9	12	778
Mumbai	4	33	70
TOTAL	67	383	1611

*Upto 31st December, 2014



* Upto 31st December, 2014

Table no.6.4 List of Top Ten R/C Items (value-wise) of DGS&D during the period 01.04.2014 to 31.12.2014

S.No.	Item Name	Directorate/Region	Value (Rs. in crores)
1.	Computers, Desktop and Peripherals	Information Technology	244.76
2.	Troop Carrier	Automobile	195.76
3.	Utility Vehicles	Automobile	120.66
4.	Ambulance	Automobile	87.07
5.	Cabin Truck with Water Tanker	Automobile	81.30
6.	Built Up Trucks & Truck Chassis	Automobile	55.08
7.	XLPE Cables (LT)	Electrical Stores	53.10
8.	Blanket Woolen Dyed	Wool & Leather	46.82
9.	Computer Stationery	Paper & Paper Products	42.29
10.	Built Up Buses & Chassis	Automobile	37.01

CHAPTER 7. ORGANIZATIONAL SET-UP

7.1 Supply Wing. It is the main functionary, which carries out procurement action for conclusion of Rate Contracts (R/Cs) and ad-hoc purchases for the items which are not covered under R/Cs. The activities of this wing includes processing of individual indents by calling tenders, analysis of offers, taking purchase decisions, issue of amendments, placement of contracts, and pursuing them, etc. There are four Regional Supply Offices situated at Mumbai, Chennai, Hyderabad and Kolkata, which have been set up due to large concentration of particular industries at these places and procure items allotted to them. The Regional Offices also entertain ad-hoc indents from the Indenting Departments as per the territorial jurisdiction of each office with exception of Jute, Coir and Textiles. The procurement of Jute, Coir and Textiles is centralized at regional supply offices at Kolkata, Chennai and Mumbai, respectively, keeping in view the concentration of the respective industry in their proximity.

7.1.1 Supply Wing has twelve commodity-wise Purchase Directorates at New Delhi. They are Information Technology, Electrical Stores, Mechanical Engineering, Medical Stores, Automobiles, Steel & Cement, Structural Engineering, Hardware, Workshop & Machine Tools, Wool & Leather, Paper & Paper Products, Oil & Chemical and Regional supply offices at Kolkata, Mumbai, Hyderabad and Chennai. The handling of work commodity-wise facilitates maintenance of data bank on prices, vendors, specifications, market trends etc.

7.1.2 Advantages in Associating with DGS&D

The system of buying through rate contract facilitates procurement of quality goods from reliable sources at most reasonable prices without each Department getting into the process of inviting tenders separately every time a demand arises. Expenditure Reforms Committee (ERC), in its report in March 2001, stated that DGS&D Rate Contracts have been beneficial to the Government Departments and more items should be brought on Rate Contract. ERC through a representative study concluded that DGS&D rate contract prices would accrue a saving about 13%. Department of Management Studies, IIT, New Delhi, which was entrusted to conduct a study on relevance and strategic functioning of DGS&D, has estimated in its report in February 2004 that DGS&D purchasing could accrue a saving of 7% over whole sale prices.

Advantages to Suppliers

- Its REGISTRATION is held in high esteem by all Govt. Department/Agencies

- Award of rate contract lends respectability & image enhancement to the vendor.
- Marketing effort required is nominal by clients/users.
- Consistent & uniform purchase policies & procedures.
- Availability of technical guidance for upgrading manufacturing processes & for building product quality for vendors.
- Uniform Quality Assurance techniques lead to standardization of product.
- Registered suppliers are given prior intimation about tenders.

Advantages to Buyers

- Facility of bulk purchase at lowest competitive price for client users.
- Enables buying as and when required by client users at most economical price.
- Saves effort involved in tedious & frequent tendering by client users.
- Just in time availability of supplies for inventory management.
- Availability of quality goods with full quality assurance back-up for client users.

7.1.3 DGS&D Policy on OEMs/Agents:

- DGS&D follows system of registering firms as approved contractors for supply of various stores. Rate Contracts are generally awarded to registered entities after following due tendering process.

Indegenous stores:

- For indigenous stores, firms are registered as Manufacturers. As a matter of policy DGS&D prefer OEMs except some items listed in Manual where Registration can be granted to Assemblers or Converters or Authorised agents/distributors of Indian manufacturers or Stockists for indigenous stores.
- In case the Indian Manufacturer sells the product directly, neither there is provision to grant registration to Indian Agents nor shall the registration of the manufacturer have mention of their Indian Agent. Only if the Indian Manufacturer does not sell the product directly, their agents can be registered in the category of sole selling agents/authorized agents

Imported Stores

- **Foreign manufacturing firms** along with their accredited agents in India are registered. However, if Foreign manufacturing firms have necessary arrangements for after sales service in India, they are registered without Indian agents.
- **Stockists** of imported stores are registered for such items for which there is need for imported capacity on regular basis.

- **Suppliers of imported stores i.e.** Firms having regular arrangement with a particular foreign manufacturer for supply equipment and who adapt/tropicalise the equipment to suit Indian conditions and can prove the performance of the same at their premises in India shall be registered as suppliers. Foreign OEM can get themselves registered either directly or through its authorised Indian channel partner. In case of participation through channel partner, both foreign OEM as well as Indian channel partner shall furnish joint undertaking in a prescribed format.

7.2 Quality Assurance Wing of DGS&D

7.2.1 Quality Assurance Wing of DGS&D (formally known as Inspection Wing) is the Inspection Agency and the technical arm of DGS&D providing support in purchase activity by laying down specifications as per emerging trend or national/international standards, technical evaluation of bids & assuring quality of stores for their conformity and registration of the vendors after proper assessment. This Wing is headed by an officer at the level of Additional Director General (QA) at New Delhi and consists of a team of professionally qualified experts. It has offices in five Zones and each Zone is headed by a Deputy Director General (QA) with two to three Directorates and further sub-offices in each zone. In all, there are 20 field offices across the country including NI circle at New Delhi, covering all major centers of Industrial activities.

7.2.2 This Wing undertakes pre-dispatch inspection of stores of all orders placed against rate contract to ensure that stores supplied are strictly as per rate contract specifications. In addition, there is a system of quality audit at the user's end with a view to ascertain whether the results achieved in respect of the quality of goods are satisfactory. This helps in identifying the corrective actions, if any, required to be taken.

7.2.3 It also undertakes inspection of the stores being purchased by Government Departments outside the DGS&D rate contract on payment of inspection fees in the range of 1 to 2%. It also provides similar services to other government purchase organizations that may wish to avail of these services.

7.2.4 DGS&D Inspection in case of Rate contract items has been classified into following 5 categories:

Category A - Pre-dispatch at firm's/manufacture' premises.

Category B - Consignee end inspection on receipt of stores.

Category C - Pre-dispatch inspection at firm's/manufacture's premises and consignee end inspection on receipt of stores.

Category D - Periodical inspection on regular intervals.

Category E – No inspection

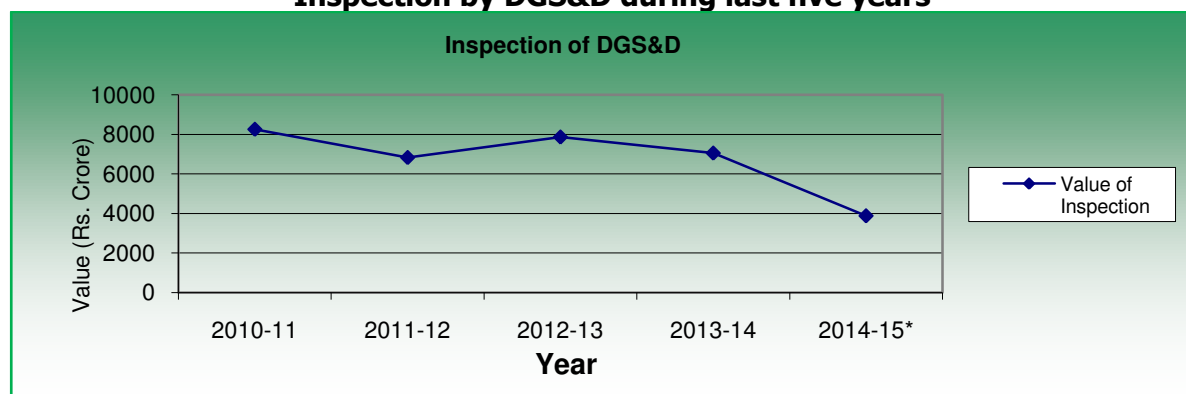
**Inspections undertaken by QA Wing of DGS&D against supply orders
during the last five years (Rs. Crore)**

Year	No of orders received for inspection	Value of orders received for inspection	Value of orders inspected		
			DGS&D	Non DGS&D	Total
2010-11	39262	8472	6795	1462	8257
2011-12	32779	8037	4769	2060	6829
2012-13	27218	6871	5676	2189	7865#
2013-14	19525	7104	5932	1121	7053
2014-15*	10595	4261	3254	629	3883

#includes value of backlog orders also

*Upto 31st December, 2014

Inspection by DGS&D during last five years



* Upto 31st December, 2014

7.2.5 Registration. A Data-Bank of reliable suppliers for different items is built through the mechanism of registration, which is based on systematic evaluation of technical capabilities, financial soundness and reliability of the vendors.

7.2.5.1 Even where the tendering firm is not registered, QA Wing undertakes evaluation of firm's capability on specific request from the purchase officers to evaluate its capabilities before award of rate contract.

7.2.5.2 Besides the Headquarters at Delhi, 17 Registration Centers are located at major industrial centers and State capitals to handle Registration work in respect of industrial units located in their jurisdictions.

7.2.5.3 The online database of registered firms can be searched product wise and firm wise. In addition, the Monthly Bulletin issued by DGS&D contains information concerning additions and deletions to the list of registered suppliers.

7.2.5.4 Foreign manufacturers are also registered with or without their Indian agents. In addition, suppliers of imported stores, who import goods under their own arrangements and supply the same after some value addition, are also registered.

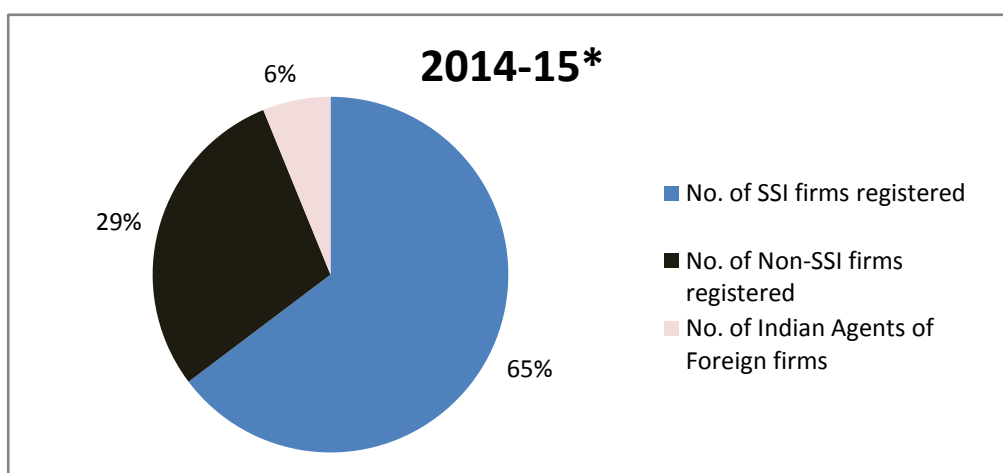
7.2.5.5 DGS&D has initiated registry of firms for procurement of software on the basis of Software developers' guarantee & warrantee.

7.2.5.6 Following are the details of registrations of firms during the last five years:-

Year	Total no. of firms registered	No. of SSI firms registered	No. of Non-SSI firms registered	No. of Indian Agents of Foreign firms
2010-11	1781	1086	633	62
2011-12	1593	921	619	53
2012-13	966	686	182	98
2013-14	778	672	35	71
2014-15*	989	640	288	61

*Upto 31st December, 2014

7.2.5.7 The pie chart shows registration of SSI, Non-SSI and Indian Agents of Foreign Firms during 2014-15:



* Upto 31st December, 2014

7.3 Planning & Co-ordination.

The duties of Planning & Co-ordination Directorate encompass strategic planning for business development, initiation, implementation and interpretation of policy and procedures relating to purchase and quality assurance, keeping in view the fast changing economic scenario. Efforts have been made to improve probity and transparency standards in procurement through the convening of regular Consultative Committee Meetings with stakeholders viz. trade and DDOs/consignees and institution of e-procurement mechanism.

Some of the important policy decisions taken during 2014-15 (01.04.2014 to date 31.12.2014) are:

7.3.1 Reform in Arbitration Provision – The clause 18.1.5 has been incorporated in DGS&D Manual vide Correction Slip No. 64 dt. 21.10.2014. Under this Clause, for settlement of disputes relating to execution of supply orders placed by various Direct Demanding Officers (DDOs) against DGS&D Rate Contracts, each DDO shall himself nominate an arbitrator at the time of placement of supply order, as per guidelines / instruction for appointment of arbitrator in indenting organization.

7.3.2 Disbanded Sub-Committee of Standing Review Committee & Standing Review Committee(SRC) – The existing system of Standing Review Committee (SRC) and Sub-Committee of SRC has been discontinued vide Circular No. 62 dated 06.08.2014. The suggestions for bringing new items/deleting existing items on/from rate contract have to be sent/received by P&C Directorate. All requests for addition/deletion of items from rate contract is being posted on DGS&D website and comments of stakeholder are being invited with a target date of 15 days. Thereafter, P&C Directorate examine the proposals with reference to the criteria for having the items on Rate Contract, as detailed in Para 13.2 of DGS&D Manual. If examination reveals that the item is RC worthy, it will be referred to the concerned Purchase Directorate.

7.3.3 Discontinued Planning Note Approval –The process of separate Planning Note has been discontinued vide Circular No. 61. Now, separate Planning Note is not required to be submitted by Purchase Directorate for approval of competent authority. Various issues, on which approval in Planning Note, is being put forth, discussed and decided in the planning meeting held under the chairmanship of DG(S&D), irrespective of

estimated draws, associating concerned officers of Purchase & QA Directorate.

7.3.4 Constitution of Catalogue/NDP Purchase Screening Committee – A screening committee under the chairmanship of ADG(S) has been constituted vide Circular No. 78 for examining the worthiness of individual item for conclusion of its rate contract on Catalogue/NDP basis in terms of the guidelines contained in Correction Slip No. 56 dated 13.11.2013

7.3.5 Departmental Charges of DGS&D for Contracts including Rate Contracts –Departmental charges will be levied as under:-

- For Central Govt Deptts: @1.0% each of the the value of store for 'Purchase' and 'Inspection' services for online supply orders placed by indentors through DGS&D e-module.
- For Direct/ Referral orders by non-Central Govt Deptts: @ 0.25% placed against DGS&D R/C without using DGS&D e-module. On receipt of a direct supply order, this is to be deposited in advance to CCA(s) by the supplier firm and the supplier gets re-imburement along with payment from indenter after supply is materialized.

The value of Contract or Supply Order shall be all inclusive basis including all taxes & duties. Service Tax at prevailing rate as applicable shall be chargeable as extra on the Departmental Charges. The value of Referral order is Rs. 11,62,40,27,600 in which Rs. 2,90,60,069 has been collected as departmental charges (figures are upto 31.12.2014).

7.4 Internal Work Study Unit (IWSU)

7.4.1 The following areas of work are entrusted to Internal Works Study Unit:

1. Matters relating to compliance of provisions contained in the Central Secretariat Manual of Office Procedure (CSMOP).
2. Compliance of provisions of Public Records Act, 1993.
3. Annual Action Plan of DGS&D.

7.4.2 Consequent upon the restructuring of the IWSU, quarterly report was not required to be sent to Department Of Commerce.

7.4.4 During this year, IWSU Directorate indentified various Sections/Directorates where special action was required to be taken in the

area of record management. As a result, a total of about 544 files have been recorded and 470 files reviewed and 372 files have been weeded out.

7.5 Management Information Services (MIS)

7.5.1 MIS Directorate prepares and submits following periodical reports on regular basis:

- Fortnightly Bulletin on "Economic Intelligence" indicating the price trends of selected commodities for the use of purchase officers, based on data collected from various offices, newspapers etc. It contains information for items on Rate Contracts concluded/renewed, Tender Enquiries floated and important circulars /orders of DGS&D. It is being uploaded on DGS&D website for the use of various Government Department/Regional offices etc.
- Monthly Bulletin for market prices is prepared to help the purchase officers to know the price trends and other information on prices. Prices of some important commodities like cotton, jute, rubber, chemicals, non-ferrous metals are published in this bulletin every month. Some of the quotations are Spot & Wholesale price based, Local taxes, Incidental costs, etc.
- Monthly Bulletin of DGS&D to acquaint all the stakeholders with latest Rate Contracts, Parallel Rate Contracts concluded afresh, awareness regarding tender notices, total number of firms registered, specifications made , inspection done , top ten purchases & largest items purchase , budget & expenditure, sanctioned strength of staff & vacant posts, telephone list of officers, list of indigenous manufacturers registered and matter of general interest.
- Annual Administration Report and Annual Report of DGS&D.
- Rate Contract Status Report of DGS&D for DOC and senior officers of DGS&D on monthly basis regularly.
- Result Framework Document (RFD) of DGS&D every quarter as well as its evaluation report at the end of financial year.
- Monthly Target and Achievement report for inclusion of data in D.O letter of Cabinet Secretariat.
- Consolidated Report of Arbitration Cases prepared on quarterly basis and sent to Department of Commerce regularly.
- Consolidated Report of Intake & Disposal of Receipts in DGS&D which includes administration, Purchase Directorates, Quality Assurances Directorate and Regional Offices on monthly basis and sent to Department of Commerce regularly.
- Consolidated weekly report of pending Receipts from purchase, Directorate, Quality Assurances Directorate & Supporting Directorates and send to DG(S&D).

- Monthly report of important activities of MIS Dte.
- Quarterly reports of RTI related matter and monthly reports of RTI & Public Grievances matter.
- Weekly status report of Expired/Break Rate Contract items is prepared for senior officers of DGS&D.

7.5.2 It also provides material on quarterly as well as annually for the Outcome Budget and Annual Report of the Department of Commerce.

7.5.3 It receives indents from Indenting Departments and gives DGS&D Indent Number thereon before forwarding them to concerned Directorate/Section. Accordingly, a monthly Indent Allocation Report is sent to Department of Commerce (DOC) through Planning and Co-ordination Directorate (P&C).

7.6 Market Intelligence Cell

7.6.1 The Market Intelligence Cell has been set up in DGS&D vide Office Order No. J-13018/1/ 2013-A-I dated 16.08.2013 with a view to render relevant market intelligence related information for effective purchase functioning. The Cell has already started functioning with the available staff. The following work are entrusted to this Cell :-

1. Price movement of commodities to keep track of price variation embedded Rate Contracts.
2. Tracking e-commerce prices, wherever available.
3. Sending officers to market to collect information about market rates.
4. To gather and compile information on the prices of end products and input raw materials.
5. Market Intelligence Cell will collect the names of possible sources with a view to improve participation by the industry in DGS&D purchases in relation to the existing items of Rate Contracts and for new products proposed to be brought on Rate Contracts.
6. Data on price trends for various items on Rate Contracts will also e-compiled to the extent feasible.
7. To suggest new items for conclusion of the Rate Contracts.
8. To assist the Purchase Dtes in collecting/compiling information required to assess prices of particular product.
9. Any other data/information on the aspect of gathering market/raw material prices will be attended on specific suggestions/request of Purchase Directorates and;
10. Any other related functions.

7.6.2 Achievements during the period:

During the period of 01.04.2014 to 31.12.2014, 62 requests have been received from Purchase Dtes. for furnishing market rate. The status is as under:-

Year	Total requests received	Report already sent to 'P' Dte.	Requests pending with QA Wing
2014-15*	62	54	8

*Upto 31st December, 2014

7.7 Litigation Branch

DGS&D has large number of Court/Arbitration cases pertaining to various Purchase Directorates. Litigation Branch headed by the OSD(Litigation) and Deputy Legal Adviser- an officer of Ministry of Law, handles the issue relating to appointment of Arbitrators/ Government Counsels and payments relating to their legal matters. The Litigation cases pertaining to Regional Offices are dealt by the Regional Office concerned in consultation with Branch Secretariat of the Ministry of Law. During the year 2014-15 (upto 31.12.2014), a total of 403 court/Arbitration cases were registered.

7.8 Vigilance Directorate

7.8.1 Vigilance Directorate is entrusted with the overall responsibility of Anti-corruption measures. This includes examination of all cases having vigilance angle i.e. corruption, improper motive, bribery, falsification of records , misuse of official position, showing undue favours etc., with a view to eliminate scope of corruption. Vigilance Directorate also makes suggestions for plugging loopholes in the rules / instructions and streamlining the procedures. As preventive measure, officers of the Directorate also conduct surprise checks of various Regional offices and the Directorates at the Headquarter.

7.8.2 The Directorate is headed by a Director (Vigilance) who assists DG(S&D) on vigilance matters and also provides a link between the DGS&D and Chief Vigilance Officer in the Department of Commerce. Director (Vigilance) also acts as CPIO for RTI cases.

7.8.3 Details of Disciplinary/Vigilance cases dealt with during the period 01.04.2014 to 31.12.2014 are given in the following table:-

Sl.No	Particulars	Involving Gazetted Officers	Involving Non - Gazetted Officers	Total
1	Pending cases as on 31.03.2014	14	0	14
2	Cases initiated during the period 01.04.2014 to 31.12.2014	02	0	02
3	Cases disposed of during the period 01.04.2014 to 31.12.2014	1	0	01
4	Pending cases as on 31.12.2014	15	0	15

7.8.4 As per instructions received from Central Vigilance Commission, Annual Vigilance Awareness Week was observed in DGS&D, New Delhi from 27.10.2014 to 01.11.2014 with the main theme of "**Combating Corruption-Technology as an enabler**". The Vigilance Awareness Week in the DGS&D Office at New Delhi commenced with the pledge administered by Shri S.N. Srivastava, ADG(S) on 27.10.2014. A series of lectures were organized during the period on various topics, the details of which are given below:-

- i. On 28th Oct. 2014, a Lecture/presentation on "Measures for improvement on DGS&D R/C system-minimizing/elimination of complaints/ grievances" was delivered by Shri Rajesh Gupta, Director (P&C).
- ii. On 29th Oct. 2014, Sh. Rajesh Jain, Director (HW) delivered a Lecture/presentation on "E-procurement- to bring in economy & efficiency in the procurement of goods & Services".
- iii. On 30th Oct. 2014 Sh. M. Sethuramalingam, Ex-ISTM faculty and a practicing Advocate delivered a lecture on "Vigil against Corruption.
- iv. On 31st Oct. 2014, an interactive Session on CCS(Conduct) Rules 1964 was initiated by Sh. Ajay Saxena, Director (C&PR). Most of the speakers emphasized the need for transparency, promptness, positive attitude, integrity etc. while dealing with official work.

The officers and staff of DGS&D participated in the lectures in large numbers and there have been lively interactions between the speakers and the participants. Vigilance Awareness Week was also observed in the Regional/subordinate offices of DGS&D located throughout India.

7.9 Chief Controller of Accounts (CCA)

7.9.1 The Chief Controller of Accounts (Supply) [CCA(S)] has its Headquarters at New Delhi and its regional offices are located at Mumbai, Kolkata and Chennai. The CCA(S) is assisted by four Deputy Controller of Accounts, one each at New Delhi and at Regional offices in Mumbai, Chennai and Kolkata. The CCA(S) office maintains the income and expenditure accounts of DGS&D.

7.9.2 Payment of the bills preferred against contracts concluded by the DGS&D and its Regional Offices and raising of claims against the Accounts Officers of the consignees concerned is done by O/o CCA (S). Payments relating to Jute supplies including those for supplies to pre-deposit parties are made through CCA(S) Kolkata Office.

7.9.3 Payment in respect of contracts placed on foreign suppliers in USA/UK is made through Letters of Credit established directly with the State Bank of India, New York, and London to facilitate prompt payments.

7.9.4 During the period up to December 2014, payments amounting to Rs. 3912.48 crores were made by CCA(S) against various contracts placed against DGS&D Rate Contracts. The number of bills received, number of bills disposed off and payment made for the last five years are as follows :-

Year	No. of Bills received	No. of Bills disposed off	Payment made (Rs. crore)
2010-11	141112	140374	7581.18
2011-12	116891	113042	7158.49
2012-13	99840	94267	8592.00
2013-14	82152	82152	8683.00
2014-15*	45981	39065	3912.48

*Upto 31st December, 2014

CHAPTER 8 - PROGRESSIVE USE OF HINDI IN DGS&D

DGS&D continued to make sincere and concerted efforts to ensure compliance of the provisions of the Official Language Act/Rules as also the various orders/instructions issued by the Department of Official Language from time to time regarding the progressive use of Hindi for official purposes. The details of the work done in this regard are as under:-

8.1 Implementation of Government's Official Language Policy and Programme.

8.1.1 Arrangements and machinery for implementation:

a) DGS&D has full-fledged Official Language Directorate, which apart from guiding and monitoring the implementation of Official Language Policy and Programme of the Govt., arranges for the training of the staff in Hindi Language, Hindi Typewriting and Hindi Stenography, and attends to the work relating to the translation of documents, required to be issued in Hindi or bilingual. In addition to translation of documents falling under section 3(3) of the Official Language Act, such as General Orders, Rules, Licenses, Tender Notices, the Annual Report of DGS&D, Annual Administrative Report of DGS&D, Correction Slips of DGS&D Manual issued by P&C Directorate and other urgent translation material were translated into Hindi in the year 2014-15.

b) Official Language Implementation Committee:

Under the Chairmanship of DG, S&D, the meetings of the Official Language Implementation Committee were held regularly in the each quarter. The Committee reviewed the position regarding use of Hindi in DGS&D and its regional offices and made suggestions to facilitate the implementation of the Official Language Policy of the Govt. of India.

8.1.2 During the year, one MTS was given training in Hindi typing under Hindi teaching scheme and process is under way to nominate 10 other MTS for typing training. Stenographer/PA/PS etc. are also being nominated for Hindi Stenography training programmes which are going to be started from Jan/Feb, 2015.

8.1.3 With a view to review the progressive use of Hindi and also to keep watch on the compliance of orders/ instructions etc., regional offices of DGS&D at Kolkata, Ludhiana, Chandigarh, Bangalore and Hyderabad were inspected by the officers of O.L. Directorate during the year 2014.

8.1.4 To create awareness about Rajbhasha, on the occasion of Hindi Divas, a Hindi Fortnight was observed from 15th to 29th September, 2014. A Sandesh was circulated from Hon'ble Home Minister and DG, S&D to the officers/employees of the Directorate as well as of attached offices/subordinate offices, to encourage Directorate as well as of attached offices/subordinate offices, to encourage officers/employees to do their maximum work in Hindi. Various competitive activities were organized during the Hindi Pakhwada in which the officers and staff of the organization took part enthusiastically in great numbers. This year, two new competitions – one for higher officers ie like Under Secretaries and above level officers and other for MTS staff of DGS&D, were introduced and both competitions received great response from the concerned officials. Cash Prizes and Certificates were awarded to the winners during the Prize distribution and Hindi Pakhwada closing ceremony held on 29.09.2014.

8.1.5 DGS&D Hindi house Magazine "Manjusha" is under the process of publishing and its 17th issue is going to be released soon. It contains not only short stories, poems and articles written by DGS&D staff and officers, but also gives a glimpse of what has been done during the year to promote the Progressive Use of Hindi in DGS&D. Officers and Staff of DGS&D are motivated to participate in Manjusha's Contents and a very good response is received in this regard.

8.1.6 Two annual incentive schemes relating to dictation in Hindi and noting/drafting on files in Hindi were implemented during the year 2014-15 to encourage officers and staff to do their work originally in Hindi.

8.1.7 To generate awareness about Hindi and to impart knowledge of Official Language provisions and incentives schemes etc., Hindi workshops were organized regularly during the year in which a large number of employees of DGS&D participated.

8.1.8 Participants during Hindi Pakhwada



CHAPTER 9. COMPUTERISATION AND TRAINING OF DGS&D

9.1 Computerization & Training(C&T) Directorate is responsible for development of e-Procurement platform of DGS&D, Development and Management of DGS&D Website, Data Center Management, Purchase and AMC of Computers for the domestic use of DGS&D officials and conducting Quality Improvement Training for DGS&D Officials as well as Induction Training for the newly joined officers of ISS, IIS and other probationers from other departments like Railways.

9.2 The e-Procurement system made operational in DGS&D, Delhi enables the tenderers to download the Tender Schedule free of cost and submit the bids online. The e-Tendering module has been developed in-house with the e-support of NIC. The newly developed e-Tendering module is fully operational and all tenders of generalized items are mandatorily invited online. The e-Auction module which has been developed by NIC Chennai following the same module followed by Government of Tamil Nadu, has been operational since the last week of February, 2013.

9.3 With the development of e-Tendering platform, regular training programmes on weekly basis have been conducted for the benefit of DGS&D Officers and Staff. Regular walk-in trainings have also been organized for the DDO's for placement of online supply orders against DGS&D Rate Contracts. Training on e-Procurement procedures of DGS&D was also organized for the Indian Railways Stores Service Probationers in December, 2014.

9.4 Budget & Expenditure position for financial year 2014-15 is as under:

Demand No. 11 DOC, Major Head 2057-Supplies and Disposals,
Minor Head 00.101 (Purchase), 01(DGS&D)
Sub Head 00.101.01.99.13- Information and Technology,
Office Expenses (Plan Fund)

S.No.	Name of the Organization	Financial Performance (in Rs. crores)		
		Outlay 2014-15		Expenditure (April-Dec,2014)
1.	DGS&D			
		Plan	Rs. 25.00 (BE*)	Rs.17.70
		Non-plan	Rs.139.51 (RE#)	Rs.69.40

* Budget Estimate

Revised Estimate

9.5 An amount of Rs. 25.00 crores has been allocated to DGS&D under the subject head "Plan Outlay" for the financial year 2014-15, which caters to both Computerization as well as Training activities

9.6 DGS&D Website –(<http://www.dgsnd.gov.in>)

New website of DGS&D which has been developed by M/s UBICS has been made operational from April 2013. It provides access to Indentor's page and Vendor's page for the following activities –

- Indentors Page-
 - Online placement of supply orders
 - Entering Receipt Particulars of stores
 - Intimation regarding shortages/quality
 - Suggestions for bringing new items on RC
- Vendors page
 - Online submission of Registration application
 - Online inspection call
 - Entering dispatch particulars
 - Online submission of Bills
 - Suggestions for bringing new items on RC

The web site and Application Software is designed, developed, implemented and maintained by National Informatics Centre (NIC), New Delhi.

9.7 E-Office:

File movement in e-office mode has been initiated in DGS&D after conducting various training programmes for the staff. Since 1st January, 2015 e-office has been made mandatory in DGS&D. Various modules in e-office like Knowledge Management System, HR Services (Employee Master Details, Personnel Information System, e-Service Book), Leave Management System and Tour Management System are still in pipeline.

9.8 Training:

- All the staff in DGS&D have been trained in Computer usage.
- Concerned Officers and staff have been trained on application software modules.

A few officers have been trained in system and database administration. Over 120 Govt. DDOs trained at HQ and regional offices and 700 suppliers were trained on e-tendering module.

Training was given to the Indian Supply Service probationers and Indian Inspection Services probationers who joined in the year 2013. They were given classroom training in the DGS&D Headquarters. Each Director covered a specific chapter so as to cover the entire DGS&D manual. They were also given training on Administration, Conduct Rules and Finance etc. Probationers were sent for practical training to the Regional Offices of DGS&D at Mumbai, Kolkata and Chennai. They were also given training at National Institute of Financial Management (NIFM) and College of Materials Management (CMM) at Jabalpur. After completion of classroom training, they have been posted at different Directorates.

CHAPTER 10 E- PROCUREMENT IN DGS&D

10.1 E- Procurement Milestones in DGS&D

DGS&D has initiated e-procurement activities in 2005. The pre and post e-tendering modules have been developed in house in association with NIC. The on-line tendering of e-procurement was made compulsory from April 2006. DGS&D had signed MOU with various departments and extended its e-procurement platform to nine different organizations in 2007. Digitally signed online Supply order was made mandatory from October, 2009. Later on e-submission of bills and e-payment was also made mandatory from October, 2010 (CCA Delhi only). The implementation of Payment Gateway through SBI is in process.

10.1.1 E-Purchase facilitates the registration of firms, store coding and technical particulars of items, evaluation of bids and awarding of rate contracts.

10.1.2 E-Inspection / Supply facilitates placing of on-line supply order, inspection of stores, dispatch and receipt of goods.

10.1.3 E-Tendering includes issue of tender notice and tender enquiry, on-line bid submission and bid opening.

10.1.4 E-Payment facilitates submission, processing, payment of bills, debit adjustments. In case of any problem related to payment, grievance redressal mechanism is also provided.

10.1.5 E-Tendering

Benefits of e-tendering to DGS&D are as follows:

- Greater Fairness & Transparency with speed & accuracy
- Reduced process cycle time with increased accountability
- Reduced costs (transaction & staff strength)
- Improved image with elimination of arbitrariness
- Instant availability of real time information
- Cartel Breaking & increased competition

Benefits of e-tendering to suppliers are as follows:

- Reduced costs
- Convenience of transacting online with DGS&D
- No physical visits to DGS&D
- No pressure of cartel
- Increased opportunities

10.2 Major Challenges in dealing with Technology Products

The Preferential Market Access (PMA) policy initiated by Department of Electronics & Information Technology (DeitY) needs to be implemented for domestic manufacturers. There is rapid pace of obsolescence for that technology needs to be upgraded frequently. One of the major problems of handling of huge e-waste could be solved by Green procurement. Another challenge the Indian market is facing is dumping of low/obsolete technology products by other countries including in-flow of low quality/Chinese products. There is a lack of quality testing laboratories in India which leads to reliance on OEM certifications. Consequently, there are National security concerns in products used in Information & Communication Technology Infrastructure.

CHAPTER 11 FACILITY AND MONITORING MECHANISM

11.1 Quality Assurance Monitoring Programme. With a view to ascertain satisfaction level of the user regarding quantity and quality of supplies received and to detect any manipulation at dispatch stage, supplies at consignee's end are audited by an officer other than the officer who originally inspected the stores at pre dispatch and at the consignee levels. This is a unique feature offered by DGS&D to complement the inspection services.

Cases for quality audit are selected depending upon the nature of stores (i.e. if they are complaint-prone) complexity of stores, quantity involved and track record of the suppliers as well as the inspector. Information obtained during the Quality Audit is also utilized for upgrading the technical procurement specifications and also for evolving safeguards to avoid repetition of similar problems in future.

11.2 Consultative Committee Meetings. To introduce greater transparency in the working of DGS&D Rate Contract System, tender specifications are being finalized after discussions with Suppliers, Trade Associations, Users and other Stakeholders and after getting feedback on the technical particulars of the stores from them. For this purpose Consultative/ Pre-Bid meetings are arranged and held at least two months before the due date for finalizing the Technical particulars. The notices for the meetings are also uploaded on the official website of DGS&D i.e. www.dgsnd.gov.in.

11.3 Information Facilitation Counter (IFC) has also been set up in DGS&D next to the Reception area. This counter is fully functional since June 1997. The IFC is customer oriented public interface system through which public has easy access to the information across the table, and also on phone No. 23360272. It disseminates information through its display boards, booklets, bulletins, computer printouts, etc. The IFC is fully computerized and closely monitors the complaints with the concerned Purchase Directorates. A register is also maintained in the IFC for the visitors for recording their remarks/suggestions. Any complaint so registered is brought to the knowledge of the concerned officer for prompt action thereon. Similar system of IFC is also functioning in the Regional Offices at Chennai, Mumbai and Kolkata.

11.4 The Citizen's Charter Adopted By DGS&D gives in detail the commitments of DGS&D towards suppliers, Rate Contract holders and also to the Indenting Departments. The gist of this charter is published in DGS&D's publications. The Citizens' Charter is also available to public on the official website of DGS&D and on demand at reception.

Govt. Depts. can now obtain copies of Rate Contacts and information relating to items available on R/C directly from the official website.

This Directorate also monitors the day to day tender openings.

11.5 Complaints & Public Relations

The Complainants and Public Relations (C&PR) Directorate assists the Trade/Industry and Indentors in their business dealings with DGS&D. It guides the representatives from Trade and Indenting Departments on various procedural and contractual matters. The public grievances due to delay or inaction on the part of Purchase and Quality Assurance wings are processed by C&PR Directorate and settled by coordinating with concerned Purchase and Quality Assurance Offices. This Directorate also functions as the nodal agency for redressal of grievances. As Wednesday forenoons are set by all senior officers for redressal of grievances, the representatives of trade and industry can meet the senior officers on the day without prior appointment. In addition, all senior officers including Director General (S&D) are available to visitors on any day with appointment. For effective and prompt registration of grievances as also for their monitoring, the existing machinery for redressal of public grievances has been further strengthened by appointment of Public Grievances Officers of the rank of Director in the regional offices of Supply and Quality Assurance Wings. In the field offices of QA Wing also the Deputy Directors/AIOs have been appointed as the local Public Grievance Officers.

All grievances are computerized and are closely monitored at the highest level, frequent meetings are also held under the chairmanship DG/ADG/DDGs with the concerned Directors with a view to sort out and settle the grievances. Time norms have also been fixed for monitoring of grievances.

11.6 Redressal of Public Grievances:

The complainants and grievances due to delay or inaction on the part of Purchase and QA Wings are processed by C&PR Directorate and settled by coordinating with the concerned Purchase and QA wing offices. The grievance redressal system in DGS&D has been further streamlined by appointing Public Grievance Officers in all the offices of Supply and QA Wings.

The data given below indicates the number of complaints handled and settled during the last three years:

Year	No of Grievance pending as on first day of the year	No. of Grievance received during the year	No. of Grievance settled during the year	No. Grievance pending as on last day of the year
2012-13	26	64	74	16
2013-14	16	37	45	08
2014-15*	08	14	21	01

*Upto 31st December, 2014

11.7 Right to Information Act, 2005:

It is being implemented effectively in this Deptt. since 12th October, 2005. The position regarding number of Grievance cases and handled during the last three years are as under:

Year	No of RTI applications pending as on first day of the year	No. of RTI application received during the year	No. of RTI application settled during the year	No. of RTI application pending as on last day of the year
2012-13	19	387	374	32
2013-14	32	189	206	15
2014-15*	15	204	203	16

*Upto 31st December, 2014

CHAPTER 12. OTHER INITIATIVES

12.1 Green Channel Policy

Green Channel Policy was introduced in December, 2012. The Green Channel firms are treated as deemed registered firms and are allowed to self certify, i.e., exemption from pre-dispatch inspection of their products before supply to consignee. The registration of a Green Channel Firm is for broad category and not for specific items.

At present, Green Channel status is given to:

- Public Sector Units: Making profit for three years out of five years.
- Indian/Foreign Firms: Having average turnover greater than Rs. 1,000 Cr. during last three annual years and making profit in any three years out of last five years.

The Green Channel status to the channel partner of a OEM company is to be granted only if such partnership is in place for at least three years and the OEM company is not directly selling the product in India.

A Green Channel Firm furnishes a non-revocable performance security of Rs. 50 lakh.

60 firms have been granted Green Channel status since 18-12-2012 and presently total number of firms having Green Channel status is 60. The list of firms having Green Channel status along with Green Channel certificate is maintained at DGS&D website.

12.2 Contribution in formulating National Standards

Officers of the QA Wing are constantly associated with the Bureau of Indian Standards (BIS) in drafting/upgrading and implementation of various Indian Standard Specifications. Our membership extends to various Divisional Councils and Technical Committees of the Bureau of Indian Standards.

DG (S&D) is a member of Bureau of Indian Standards Certification Advisory Committee of BIS. DGS&D is also a member of National Quality Award Committee of BIS.

12.3 Energy Conservation and Product Upgradation

The system of centralized purchase helps DGS&D to achieve national goals of energy conservation with product up-gradation. Whereas for most items, the national standards form the basis for procurement, there are number of items where the specifications have been upgraded with higher benchmarks on materials and/or performance in order to meet the national goals as well

as the higher expectations of the users. The items which have been covered in the area of energy conservation, are Air Conditioners, Electrical Fittings and Accessories, Electronic Ballasts, Compact Fluorescent Lamps, Solar Water Heaters, Paper with eco-friendly inputs. Up-gradation activities covered Desert Coolers, Light Fittings, Luminaries, Lamps and A/C.

The officers of QA wing are associated in formulating technical particulars of the items pertain to NDRF & NDMA and verification of technical particulars mentioned in indent of other Departments i.e CISF and ITBP etc.

The officers of QA wing are nominated on Regional Evaluation Committee for the Rajiv Gandhi Quality Awards of BIS.

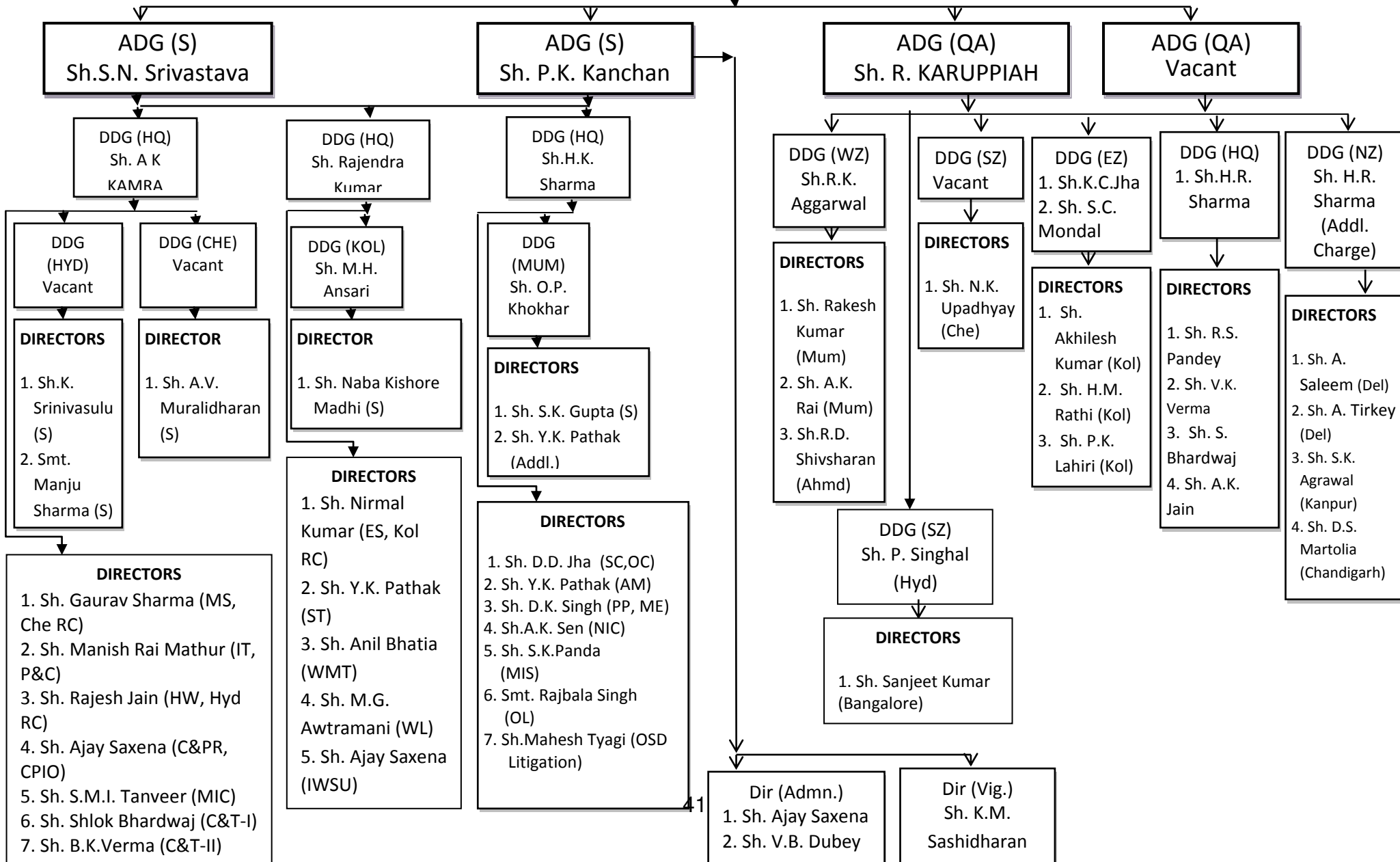
Appendix-I**PUBLICATIONS OF DGS&D**

S.No.	Title	Description
1.	DGS&D Manual Effective from 1.10.1999	This manual is available on sale. The publication is an excellent reference book providing complete information on policies and procedure followed by DGS&D/Deptt. of Supply for Purchase and Inspection functions. Available at Sale Counter in DGS&D, New Delhi.
2.	Booklet DGS&D Bulletin	Contains details of Tender Enquiries floated by DGS&D (Hqrs), New Delhi and its Regional Offices. Also contains information on R/C concluded & DGS&D Registration of firms (Foreign/Indian)
3.	Annual Report of DGS&D	Contains role and functions, manpower, organizational structure, e-procurement, facility & monitoring mechanisms and other initiatives. Also contains list of offices of DGS&D, top 50 suppliers and items on Rate Contracts. This is prepared every year for the period 1 st April to 31 st December and sent to Parliament.
4.	Annual Administration Report of DGS&D	Includes role and functions, manpower, organizational set-up. Also contains various appendices like Income and Expenditure account of DGS&D, Statistics at a glance and items on Rate Contracts. This is prepared for every financial year for the perusal of DOC and senior officers of DGS&D.
5.	Booklet DGS&D-68 (Revised)	Provides general conditions governing DGS&D Rate Contract
6.	Forms DGS&D-1001	Contains Terms & Conditions governing DGS&D Rate Contract
7.	Booklet DGS&D-229	Contains instructions to Tenders quoting against DGS&D Tender Enquiries

All are available on DGS&D website www.dgsnd.gov.in

Organisational Chart of DGS&D

**Director General
Sh. Siddharth**



LIST OF OFFICES OF DGS&D (Headquarters &Regions)

DGS&D Head Qtrs, New Delhi

Jeevan Tara Building

5, Parliament Street,

New Delhi – 110 001

Tel No.:011-23361- 008/

223/320/324

011-45738-100/200

Fax No.:011-4358 3701

011-2334 0497

011-2334 5536

Regional Supply Wing Offices :

DS&D, Mumbai :

New CGO Building, V Floor

New Marine Lines, Mumbai-400 020

Tel No.: 022-22008114 (DDG)

022-22033129 (DIR)

Fax No.: 022-22008116

022-22080686

DS&D, Kolkata

6, Esplanade East,

Kolkata – 700 069

Tel No.: 033-22483308 (DDG)

033- 2248 8876 (DIR)

Fax No.: 033-22486887

DS&D, Chennai

Shastri Bhavan, IV Floor,

26, Haddows Road,

Nungambakkam,

Chennai – 600 006

Tel No.: 044-28279823 (DDG)

044-28273721 (DIR)

044-28262389 (DIR)

Fax No.: 044- 2820 2818

DS&D, Hyderabad

Room No. 402, Fourth Floor,

CGO Towers (Central Government

Office Complex),

Kavadiguda,

Secunderabad-500080

Tel No.: 040-27532050

Fax No.: 040-27530424

Quality Assurance Wing Offices :

Delhi:

Office of the Director (QA),

Room No.- 321& 322, 3rd Floor,

Jeevan Tara Building,

5, Parliament Street,

New Delhi -110 001.

Tel No.: 011-23363513, 23742588

Fax No.: 011-23361899

Mumbai:

Office of the Dy. Director General (QA),

1stFloor, Aayakar Bhawan Annexe,

New Marine Lines,

Mumbai – 400 020.

Tel No.: 022-22032463, 22004170

Fax No.: 022-22004003.

Kolkata:

Office of the Director (QA),
Nizam Place, 2nd MS Building
234/4, Acharya J.C. Bose Road
Kolkata – 700 020
Tel No.: 033-22874418,
Fax No.: 033-22479334.

Hyderabad:

Office of the Director (QA),
Room No. 402, Fourth Floor,
CGO Towers (Central Government
Office Complex),
Kavadiguda,
Secunderabad-500080
Tel No.: 040-27532050
Fax No.: 040-27530424

Jamshedpur:

Office of the Director (QA),
P.O. Burma Lines,
Jamshedpur -831 007
Tel No.: 0657-2271470
Fax No. 0657-2345419

QA Wing Field Offices

Agra:

Office of the Asstt. Director (QA),
DGS&D
C.G.O. Complex, B-Block, 2nd
Floor, Sanjay Place
Agra – 282 001
Tel No. 0562-2522087

Jaipur :

Office of the Dy. Director (QA),
Room No. 312, 3rd Floor,
Block A, Kendriya Sadan,
Sector-10, Vidyadhar Nagar,
Jaipur – 302001.
Tel No. 0141 – 2236506
Fax: 0141-2235485

Chennai:

Office of the Dy. Director General (QA),
Shastri Bhavan, 26, Haddows Road,
Nungambakkam,
Chennai – 600 006.
Tel No.: 044-28231490.
Fax No.: 044-28279861,28212209.

Bangalore:

Office of the Director (QA),
"Kendriya Sadan", Third Floor,
'D' & 'F' Wing, 17th Main Road,
Second Block, Koramangala,
Bangalore – 560 034.
Tel No.:080-25537978,
Fax No.:080-25537121

Chandigarh :

Office of the Director (QA),
2nd Floor, 3rd Block, Kendriya Sadan
Sector-A
Chandigarh – 160 009.
Tel No. 0172-2741702
Fax:0172-2741703

Jalandhar :

Office of the Dy. Director (QA),
1st Floor, 6-A,
New Jawahar Nagar Mkt.
Jalandhar City - 144008
Tel No. 0181-2225700

Kanpur :

Office of the Director (QA),
4/286, Parwati Bagla Road,
Nawabganj,
Kanpur – 208 002
Tel No. 0512-2532248
Fax No. 0512- 2532336

Bhilai:

Office of the Dy. Director (QA),
DGS&D
60, Old Admin Complex Building,
Bhilai Steel Plant,
Bhilai – 490 001
District- Durg
Tel No. 0788-2278198,2277602
Fax: 0788-2223374

Coimbatore :

Office of the Asstt. Director (QA),
1st Floor, Geetha Building,
333, Nehru Street, Ram Nagar
Coimbatore – 641 009
Tel No. 0422-2237553

Indore:

Office of the Dy. Director (QA),
Old Income Tax Office building,
Opp. G.P.O., AB Road,
Indore – 452 001 (M.P)
Tel No. 0731- 2711277
Fax:0731-2707177

Pune :

Office of the Dy. Director (QA),
2nd Floor, B-Wing, Kendriya sadan
Opposite Akurdi Railway Station
Sector-26, Pradhikaran, Nigdi,
Pune – 411 021
Tel No. 020 – 27659496

Ludhiana :

Office of the Dy. Director (QA),
481, College Road/Sangat Road,
Civil Lines,
Ludhiana – 141 011.
Tel No. 0161-2440486

Guwahati :

Office of the Asst. Director (QA),
House No.-192, 2nd Floor,
Gate No. -4, A.T. Road Maligaon,
Guwahati (Assam)-781011
Tel No. 0361-2570577
Fax: 0361-2570577

Ahmedabad:

Office of the Director (QA),
1st Floor, Jawahar Saw Mill Compound,
Shahpur Gate,
Ahmedabad-380 004.
Tel no. 079-25632996.
Fax No. 079-25632976

Nagpur :

Office of the Asstt. Director (QA),
Block 'C', C.G.O. Complex,
2nd Floor, Seminary Hills,
Nagpur – 440 006.
Tel No. 0712-2510191

Appendix-IV

List of top 50 Suppliers for DGS&D Rate Contract
(for period from 01-04-2014 to 31-12-2014)

S.NO	Name of Firm	Item on Rate contract
1	HEWLETT PACKARD INDIA SALES PVT. LTD.	Computers, Desktop and Peripherals
2	BABA STRIP AND TUBES LIMITED	Galvanized Steel Pipes & Tubes
3	TATA MOTORS LTD	Troop Carrier
4	TATA MOTORS LTD.	Built Up Trucks & Truck Chassis
5	ACER INDIA PVT LTD	Computers, Desktop and Peripherals
6	KHADI AND VILLAGE INDUSTRIES COMMISSION	Khadi Vastra
7	AGMATEL INDIA PVT LTD	Computers, Desktop and Peripherals
8	INDIAN OIL CORPORATION	PRIMARY OILS
9	PARAGON CABLE INDIA	XLPE Cables (LT)
10	TATA MOTORS LTD.	Built Up Buses & Chassis.
11	KAMERO TECHNOSYS LTD,	Boot Ankle Textile (Jungle Boot) Direct Injected PU Sole
12	GODREJ & BOYCE MFG. CO. LTD	Godrej Interio Office Furnishing
13	MARUTI SUZUKI INDIA LIMITED	UTILITY VEHICLES
14	HEWLETT PACKARD INDIA SALES PVT. LTD.	Workstations
15	TATA MOTORS LTD.	Cabin Truck with Water Tanker
16	MATRIX COMSEC PRIVATE LIMITED	EPABX System
17	SUNIL INDUSTRIES LTD.	Polyester blend suiting
18	AGMATEL INDIA PVT. LTD.	Spectrum Analyzer & Signal Analyzer
19	SURYA ROSHNI LIMITED	CFLEB (Self Ballasted Lamps for General Lighting Services)
20	JAINSON HOSIERY INDUSTRIES (REGD.)	Blanket Woolen Dyed
21	LENOVO INDIA PVT LTD	Computers, Desktop and Peripherals
22	V E COMMERCIAL VEHICLES LIMITED	Troop Carrier
23	SML ISUZU LIMITED	Troop Carrier
24	BANSAL SPINNING MILLS LTD.	Blanket Woolen Dyed
25	AGMATEL INDIA PVT LTD	General Purpose Testing Instruments
26	CANON INDIA PVT. LTD	Digital Copier and Multifunctional Office Machines(with separate Drum

		and Toner)
27	KKK MILLS	Blanket Woolen Dyed
28	TOYOTA KIRLOSKAR MOTOT PVT LTD	UTILITY VEHICLES
29	LORDS MARK PAPER AND POLYMERS PVT LTD	Computer Stationery
30	G. M. TRADING COMPANY	Coat Combat
31	RADEX STATIONERY INDIA PVT. LTD.	Computer Stationery
32	INDIAN AIR GASES LTD.	Industrial Gases
33	SWASTIKA WOOLLEN MILLS PANIPAT	Blanket Woolen Dyed
34	NEW BHARAT FIRE PROTECTION SYSTEM PVT LTD	PORTABLE FIRE EXTINGUISHER, FIRE EXTINGUISHER CO2 BASED/TYPE AND FIRE FIGHTING HOSE & COUPLINGS
35	KRUNAL ENGINEERING WORKS	PORTABLE FIRE EXTINGUISHER, FIRE EXTINGUISHER CO2 BASED/TYPE AND FIRE FIGHTING HOSE & COUPLINGS
36	LIPI DATA SYSTEMS LIMITED	Desktop PC Peripherals
37	HITESH INDUSTRIES	PORTABLE FIRE EXTINGUISHER, FIRE EXTINGUISHER CO2 BASED/TYPE AND FIRE FIGHTING HOSE & COUPLINGS
38	HEWLETT PACKARD INDIA SALES PVT. LTD.	Laptop, Notebook, Tablet, Mobile PC and Accessories
39	PYMEN CABLES (INDIA)	XLPE Cables (LT)
40	EASY FOOT WEAR PVT LTD	Boot Ankle Textile (Jungle Boot) Direct Injected PU Sole
41	DELTA PAPER MILLS LIMITED	Maplitho Printing Paper
42	SHREYANS INDUSTRIES LTD.	Maplitho Printing Paper
43	NEW HOLLAND FIAT (INDIA) PVT. LTD.	Tractors
44	MAHINDRA & MAHINDRA LTD	UTILITY VEHICLES
45	PADAMCHAND MILAPCHAND JAIN	Polyester blend suiting
46	TATA MOTORS LTD.	UTILITY VEHICLES
47	NOBO LEATHER INDUSTRIES	Boot High Ankle Leather (DVS)
48	IMPRESSIVE MULTIFORMS PVT. LTD.	Computer Stationery
49	GOOD LUCK STEEL TUBES LTD.	Galvanized Steel Pipes & Tubes
50	INDIAN OIL CORPORATION	Bitumen

Appendix-V**New Items Added to the list of R/C items during April 2014 to December 2014**

S.No.	Month	Name Of Items
1.	April,2014	1. Thermal Imager
2.	July, 2014	2. Portable Compact Mobile Lab
3.	August, 2014	3. Fire Fighting And Rescue Hydraulic Platform 4. Single Use Examination Gloves (Revived)
4.	September, 2014	5. Post Fence Metal Angle(Revived) 6. Picket Steel (Revived)
5.	November, 2014	7. Smooth Wheeled Diesel Road Rollers (Revived)
6.	December, 2014	8. Biometric Attendance Terminals And Devices For UIDAI Attendance System
	Total	8

Appendix-VI**Directorate-wise list of Items on Rate Contracts of DGS&D (As on 31.12.2014)**

DIRECTORATE /REGION		NAME
CHENNAI		
	1.	MOTORCYCLES
	2.	SS & SC LATHES
	3.	SURGICAL RUBBER GLOVES
	4.	THERMAL WEAR
	5.	ELECTRONIC PHYSIOGROWTH MONITORING SYSTEM
	6.	RUBBERISED COIR MATTRESS, PILLOWS AND CUSHIONS
	7.	AUTOCLAVES STEAM STERLIZER
	8.	MATS DOOR & MATTING COIR
	9.	BHOOVA STRA
	10.	ELECTRICAL SYRINGE AND NEEDLE DESTROYER
	11.	SINGLE USE EXAMINATION GLOVES
HYDERABAD		
	12.	XLPE CABLES (LT)
	13.	UNDER GROUND ARMoured CABLE
	14.	ELECTRONIC ENERGY METER
	15.	GENERAL PURPOSE TESTING INSTRUMENTS
	16.	ELECTRONIC DIGITAL POSTAL FRANKING MACHINE
	17.	SIGNAL ANALYZERS
	18.	MICROSCOPE
	19.	SPECTRUM ANALYSERS
	20.	RF SIGNAL GENERATOR AND FUNCTION GEN.
	21.	INVERTER
	22.	LOGIC ANALYZERS
KOLKATA		
	23.	POST FENCE METAL ANGLE
	24.	E. C. NET (JUTE) AND ECSG
	25.	TENT EXTENDABLE (CIVIL)

	26.	SINGLE TEXTURE CAPE NYLONE
	27.	GROUND SHEET (CIVIL)
	28.	SMOOTH WHEELED DIESEL ROAD ROLLERS
	29.	TARPAULIN
	30.	WATER BOTTLE PLASTIC
	31.	STEEL TUBULAR POLE
	32.	SLEEPING BAG
	33.	TENT ARCTIC
	34.	HELMETS FOR CIVIL
	35.	HDPE TARPAULIN
	36.	PICKET STEEL
MUMBAI		
	37.	INTEGRATED CFL/EB.
	38.	CLOTH COTTON GABERDINE
	39.	REPLACEMENT CHARGES (FIRE EXTINGUISHER) DEFENCE.
	40.	FORKLIFT TRUCK [DSL & ELECT.]
	41.	POLYESTER CLOTH BLEND SUITINGS
	42.	FLUORESCENT TUBULAR LAMPS
	43.	JERSEY WOOLEN (RIBBED)
	44.	PLATFORM TRUCKS
	45.	WATER MIST FIRE FIGHTING SYSTEM
	46.	H.P.S.V. LAMPS
	47.	T-5 LAMPS
	48.	COAT PARKA (CIVIL)
	49.	POLYPROPYLENE/NYLONE ROPE
	50.	PROGRAMMABLE STREETLIGHTS CONTROL SWITCH(PSCS)
	51.	SPARES FOR CUMMINS DIESEL ENGINES
	52.	REFLECTIVE LUMINOUS GARMENTS
	53.	HPSV FLOOD LIGHT FITTINGS
AUTOMOBILE DIRECTORATE		
	54.	TROOP CARRIER
	55.	UTILITY VEHICLES
	56.	BUSES (BUILT UP BUSES & CHASSIS)
	57.	TATA VEHICLES SPARE PARTS

	58.	CHASSIS – HEAVY, MEDIUM & LIGHT VEHICLES
	59.	ASHOK LEYLAND SPARE PARTS
	60.	A.C. PASSENGER CARS
	61.	MARUTI SUZUKI SPARE PARTS
	62.	TANKER (CABIN TRUCK WITH WATER TANKER)
	63.	AMBULANCE
	64.	BOSCH SPARES
	65.	TRUCKS (BUILT UP TRUCKS & TRUCK CHASSIS)
	66.	CNG VEHICLES
	67.	NON AC PASSANGER CARS
	68.	HINDUSTAN MOTORS VEHICLES SPARES
ELECTRICAL STORES DIRECTORATE		
	69.	ON LINE UPS FOR IT APPLICATIONS
	70.	MULTI-MEDIA PROJECTOR
	71.	LINE INTERACTIVE UPS
	72.	VISUALISERS
	73.	INTERACTTIVE BOARD & PANEL
	74.	MINIATURE CIRCUIT BREAKERS
	75.	INFLATABLE EMERGENCY LIGHTING SYSTEM
	76.	SOLAR WATER HEATING SYSTEM
	77.	WHITE LED BASED SOLAR LIGHTING SYSTEM
	78.	BIOMETRIC ATTENDANCE TERMINALS AND DEVICES FOR UIDAI ATTENDANCE SYSTEM
	79.	BATTERY CHARGER
	80.	ONLINE UPS FOR IT APPLICATIONS (RACK MOUNTABLE TYPE)
HARDWARE DIRECTORATE		
	81.	HDPE/PP BAGS
	82.	GODREJ INTERIO OFFICE FURNISHING
	83.	GALVANISED STEEL PIPES & TUBES
	84.	STEEL TUBE FOR WATER WELLS
	85.	OVER HEAD TANKS (R.M.POLY.M.TANK)
	86.	LOW DENSITY POLYTHENE FILM
	87.	STEEL FOLDING COT WITH PLYWOOD
	88.	MODULAR FURNITURE

	89.	COMPUTER FURNITURE
	90.	STEEL SHELVING CABINET
	91.	STAINLESS STEEL COMPARTMENTAL TRAY
	92.	RACKS & LOCKERS (METAL SHELVING STORAGE CABINET)
	93.	TABLE & CHAIR
INFORMATION TECHNOLOGY DIRECTORATE		
	94.	DESKTOP PC/ COMPUTER
	95.	DESKTOP PC PERIPHERALS
	96.	WIDE FORMAT PLOTTERS AND SCANNERS
	97.	DIGITAL COPIER
	98.	SOLAR LIGHTING SYSTEM CFL (SOLAR LANTERN)
	99.	WORK STATIONS
	100.	NETWORKING FOR SERVERS
	101.	LAPTOPS
	102.	DATA BACK UP SAN SYSTEMS
	103.	SERVER
	104.	E.P.A.B.X
	105.	OSCILLOSCOPES
	106.	THIN CLIENTS
	107.	TABLET COMPUTER
	108.	THERMAL IMAGER
	109.	DATA WALL DISPLAY SYSTEM
	110.	INFORMATION KIOSK
	111.	BLADE SERVER
	112.	RUGGEDISED LAPTOP
	113.	DIGITAL COPIER AND MULTIFUNCTIONAL OFFICE MACHINE WITH COMPOSITE CARTRIDGE AND FAX MACHINE
MECHANICAL ENGINEERING DIRECTORATE		
	114.	CEILING FAN (ELECTRIC)
	115.	SPLIT AIR CONDITIONER
	116.	DIESEL GENERATING SETS (LR)
	117.	PORTABLE GENSETS
	118.	DIESEL GENERATING SETS (HIGHER RATING)
	119.	EXHAUST FANS

	120.	STATIONARY STORAGE WATER HEATER(GEYSERS)
	121.	DRINKING WATER COOLERS
	122.	STEEL TRUNKS
	123.	EVAPORATIVE AIR COOLER (DESERT COOLERS- PLASTIC & STEEL BODY)
	124.	SERVO MOTOR OPERAED LINE VOLTAGE CORRECTORS
	125.	KOEL SPARES OTHER THAN WV SERIES
	126.	CURRENCY COUNTING MACHINE
MEDICAL STORES		
	127.	PORTABLE COMPACT MOBILE LAB
OIL & CHEMICAL DIRECTORATE		
	128.	OILS PRIMARY(DGBR & CIVIL)
	129.	GASES INDUSTRIAL
	130.	BITUMEN
	131.	BITUMEN EMULSION
	132.	EXPLOSIVES AND ACCESSORIES
PAPER & PAPER PRODUCT DIRECTORATE		
	133.	MAPLITHO PAPER RECYCLED
	134.	COMPUTER STATIONERY
	135.	PLANE COPIER PAPER
	136.	PAPER PRINTING WHITE AND CREAM WOVE PRIME
	137.	OFFSET PRINTING PAPER
	138.	AZURELAID PAPER
	139.	CARTRIDGE PAPER
STEEL & CEMENT DIRECTORATE		
	140.	43 GRADE CEMENT
	141.	PORTLAND POZZOLONA CEMENT
	142.	PRE-PAINTED GALVANIZED STEEL SHEET PROFILE SHAPED
	143.	PUNCHED TAPE CONCERTINA COIL
STRUCTURAL DIRECTORATE		
	144.	INDEGENIOUS WILFIT SPARE-1 KOMATSU
	145.	TRACTORS
	146.	WATER FITTINGS

	147.	GALVANISED STEEL CHAIN LINK FENCE FABRIC
	148.	INDEGENIOUS WILFIT SPARE-II KOMATSU MISCELLANEOUS
	149.	INDEGENIOUS WILFIT SPARE-III KOMATSU MISCELLANEOUS
	150.	FIRE FIGHTING AND RESCUE HYDRAULIC PLATFORM
	151.	GUARD RAIL SYSTEM
	152.	ELECTRONIC WEIGHING MACHINE
WOOL & LEATHER DIRECTORATE		
	153.	BOOT COMBAT (RI)
	154.	BLANKET WOOLLEN DYED
	155.	BOOT ANKLE DVS
	156.	KHADIVASTRA (K.V.I.C.)
	157.	BOOT ANKLE TEXTILE (JUNGLE BOOT) PU SOLE
	158.	P.T. SHOES TEXTILE UPPER RUBBER MOULDED SOLE
	159.	SHOE CANVAS (DEFENCE)
	160.	COAT COMBAT
	161.	TENTS VARIOUS
	162.	ANKLE BOOTS FOR HEAVY DUTY PURPOSES
WORKSHOP MACHINE & TOOLS DIRECTORATE		
	163.	LIGHT WEIGHT PREFABRICATED STRUCTURE
	164.	FOGGING MACHINE
	165.	GRINDING MACHINE
	166.	WRITING BOARD
	167.	SPARE PARTS OF GRINDING MACHINE