

**DIRECTORATE GENERAL OF SUPPLIES & DISPOSALS  
(Planning & Coordination 2)**

List of Circulars/Instructions issued by P&C Directorate after 1.10.99 (when the new DGS&D Manual came into effect) till June, 2005

Sd/-  
Dy. Director (P&C)

**DIR.(ADMN.)**

**No. CDN-1/29(13)/11/91-Vol.III  
Government of India  
Ministry of Commerce  
Directorate General of Supplies & Disposals  
Jeevan Tara Building, New Delhi**

**Circular No. 34**

**Dated, the 26<sup>th</sup> Oct., 1999**

As per the existing guidelines, proposals for conclusion of Rate Contracts attracting the power of the Department of Supply are being sent through ID Note signed by the DDG concerned.

2. The format of ID Note, being forwarded to DOS, was reviewed and the same has been revised vide Annexure attached.
3. The Directors may ensure that w.e.f. 1.11.99 all Rate Contract purchase proposals to the DOS are sent in the revised format.
4. It is also suggested that even in respect of cases attracting the powers of officers upto the level of DG, Base Officers may be directed to submit the proposals as per the revised ID Note format.

**(P V Mathew)  
Deputy Director (CDN)**

**Standard Distribution**

**FORMAT FOR SENDING I.D. NOTE TO THE  
DEPARTMENT OF SUPPLY REGARDING PROPOSALS  
FOR RATE CONTRACT**

**SUB: CONCLUSION OF RATE CONTRACT FOR THE PERIOD  
FROM \_\_\_\_\_ TO \_\_\_\_\_ .**

1. Description of Stores.  
(No. of items, categories  
Specification changes, if any)  
(mention in one line)

2. DETAILS OF CURRENT RATE CONTRACT

Original R/C Period with  
Extensions, if any, relaxation, if any,  
Special features, problems faced, if any.

Price criteria adopted/  
Rates accepted i.e. LLPP/HLPP etc.

No. of R/C holders.

3. PROPOSED RATE CONTRACT

Estimated annual drawals/  
Basis of estimation.

Date of issue of Advertised  
Tender Enquiry (ATI)

Date of Tender Opening

No. of offers received  
R/C holders.....  
New entrants.....

Late offers, if any.

- 3.5 Negotiations conducted, if yes  
The reasons/dates thereof

- 3.6 Date of revised tender opening/

no. of offers received.

Ranking of offers (on Inclusive basis) indicate also The original quoted rates

Annexure I

Performance statement Including criteria

Annexure II

:2:

4. PRICE SCENARIO

Price behaviour since Conclusion of current Rate Contract

Market price during the month of tender opening

Price indices of raw materials/ Other inputs.

Changes in duties structure, If any.

5. RECOMMENDATIONS

The firms whose offers are Prima facie un-acceptable and proposed to be ignored

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S.NO.	Name of the firms	Reasons for not Accepting the offer
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The firms who have quoted Inconvenient terms which needs Clarification

Annexure III

Specific suggestions for conclusion of Rate Contract:

Price Criteria  
Price Chart indicating the original price quoted/proposed price  
Performance relaxation, if any along with justification.

relaxation in any order  
MOPSID condition/special  
Recommendation with justification

Final Proposal

6. APPROVAL OF D.G. (S&D)/FINANCE TO BE INDICATED
7. OFFER EXPIRY
8. RC Period
9. Drawals

Deputy Director General (Supplies)

DEPARTMENT OF SUPPLY

**DIRECTORATE GENERAL OF SUPPLIES & DISPOSALS  
(CO-ORDINATION DIRECTORATE)  
Jeevan Tara Bldg. 5, Parliament Street  
New Delhi – 110 001**

**Circular No. 35**

**Dated 20.09.1999**

**Sub: Uniformity in numbering of tender enquiries – regarding**

It has been observed that different Directorates are following different pattern of giving number to their tender enquiries, which is not desirable in a computerized environment. Some examples are:-

Hw-2/RC-19041503/082000/Boot Brushes/1999-2000/42  
ES-2/RC-14231200/HRC/99-2000/32  
WMT-1/RC-4692/Electrodes/99-2000/11  
MS-3/RC-11030102/071999/Fe Si/99-2000/Z3  
PP-2/RC-06140400/091999/EHFC/P2  
WL-5/RC-4685/Jersey(G.Tax)/98-99/65

2. All Purchase Directorates are directed to follow a uniform pattern, i.e. the position of the first 24 characters should be fixed as under:-

Dte-Sec/RC-8 Digit Store Code/expected month and year of commencement of RC/ other details. One example is:-

Fixed Position

Optional

ST-4/RC-12109000/082000/

Item/RC Serial Number

WMT Directorate may code as WM, only for the sake of uniformity.

Regions will also have the 2 character code as under:-

DSD (Calcutta)	-	CA
DSD (Chennai)	-	CH
DSD (Mumbai)	-	MB
DSD (Mumbai Tex)	-	MT

3. All Purchase Directorates may see for strict compliance.

**(P.V. Mathew)**  
**Dy. Director (CDN)**

**STANDARD DISTRIBUTION**

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**File No. CDN-1/4(112)/I/98/Vol.III**

**DIRECTORATE GENERAL OF SUPPLIES & DISPOSALS**  
**(PLANNING & COORDINATION UNIT)**  
**JEEVAN TARA BLDG., 5, PARLIAMENT STREET**  
**NEW DELHI – 110 001**

**Circular No. 36**

**Dated 28.10.99**

**Sub: Monitoring System for timely conclusion of R/Cs**

As per the existing guidelines vide Para 13.7.1 (B) (1) (Annexure 36) on Page 455-456 of the DGS&D Manual for timely conclusion of R/C, 45 days are available for issue of formal Rate Contracts, after approval by Deptt. of Supply. This period includes time required for making counter offers and obtaining response and analysis thereof. Secretary (S) has emphasized the need for timely conclusion of R/C after the decision from the competent authority. He has further directed that whenever decisions are communicated by the Deptt., the R/Cs should be issued immediately.

2. There may be situations when the L1 price (i.e. reasonable/acceptable) has already been identified from amongst is received Rate Contract is to be issued straightaway to such L1 firms (including those quoting lower price but because of their background not considered for determining L1). Thereafter counter offers are to be made to other higher quoting firms. Normally this exercise must be finished in less than 45 days.

3. In other situations, the reasonable/acceptable L1 price is not available but has to be determined after due analysis and approval of competent authority. In line with the above directions of Deptt. of Supply, for timely conclusion of R/Cs within 45 days available, following time frame is also to be adhered to for each anticipated activity starting from the approval of Deptt. of Supply till conclusion of R/C:-

	Time frame for the activity	Time available for R/C	Time
i)	Negotiation with L1 award of R/C	10	35
ii)	Counter offer to higher quoting firms/opening of revised offers/analysis	20	15
iii)	Award of parallel R/Cs	15	-

4. There should be continuous monitoring by the concerned Directors/ DDGs and efforts should be made to issue the R/Cs immediately and to have minimum gap between the award of parallel R/Cs. Director General will also monitor timely conclusion of R/Cs in the DG Senior Officer Meetings.

5. In respect of Rate Contracts, attracting the powers of DG/Deptt. of Supply, DDGs would submit the position of the cases to DG/ Deptt. of Supply where major delays are anticipated in conclusion of the R/C. In cases upto ADG powers similar action will be taken by the concerned Directors.

**(P.V. Mathew)**  
**Dy. Director (CDN)**

**STANDARD DISTRIBUTION**

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**FILE NO. CDN-1/RC/13(6)/93**

**Directorate General of Supplies & Disposals  
(Planning & Coordination Directorate)  
Jeevan Tara Building, 5, Parliament Street  
New Delhi – 110 001**

**Circular No. 37**

**Dated 29.10.99**

**CORRECTION SLIP TO CONDITIONS OF CONTRACT DGS&D – 68 (R)**

The following may be added at the end of the payment clause No. 19(2) (i) and in clause 16(4) under freight :-

“In case any particular consignee/indenter has desired in writing that the goods be despatched using the services of M/s Container Corporation of India Ltd. (CONCOR) then a distinct receipt known as the ‘Inland Way Bill’ issued by CONCOR shall be accepted in lieu of Railway Receipt”.

In sub-clause 14(2) (b) and 19 (2)(i) after the words ‘Railway Receipt’ add the words ‘or Inland Way Bill’.

A photocopy of the format of Inland Way Bill is enclosed for information of all.

**(O.B. CHAKRAVORTY)  
Deputy Director (CDN)**

**STANDARD DISTRIBUTION**

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CDN-4/21(1)/97

**Directorate General of Supplies & Disposals  
(Planning & Co-ordination Directorate)  
Jeevan Tara Building, 5, Parliament Street  
New Delhi – 110 001**

**Circular No. 38**

**Dated 08.11.1999**

**Sub: Provision of Computerized R/C No. on Bills**

CCA office have reported that they are facing problem in linking the bills with the Rate Contract against which payment is to be made, as the Rate Contract No. has not been indicated on the bills.

2. All Purchase Directorates are, therefore, requested to indicate a clause in the Rate Contract to the effect that Suppliers should indicate the Computerized R/C No. as given in R/C documents, in the bill claimed by them.

**(P.V. Mathew)**  
**Dy. Director (CDN)**

**STANDARD DISTRIBUTION**

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**FILE No. CDN-1/4(112)/I/98/Vol.III**

Copy to:

1. Director (MIS), DGS&D, New Delhi
2. Chief Controller of Accounts, Deptt. of Supply, Akbar Road, New Delhi.



**Directorate General of Supplies & Disposals  
(Planning & Co-ordination Directorate)**

**Circular No. 39**

**Dated the 8<sup>th</sup> Nov., 1999**

**Sub: Processing of cases in Arbitration/ Courts**

The procedure being followed reviewed in a Meeting in the Chamber of D.G. on 27.10.99, attended by all ADGs, DDGs and Director of Purchase. The following decisions were taken:

Existing procedure as enumerated in the Chapter 18 of DGS&D Manual effective from 1.10.99 should be strictly followed.

In all such Arbitration/ Courts cases, officers from the level of AD (Base Officer) to Director & above must write their full names below their signatures for the sake of identification in the future. In this regard, the officers may also like to issue necessary instructions to their PAs/PSs.

Periodical review as envisaged in the DGS&D Manual guidelines must be undertaken and necessary action taken promptly after the review.

This review shall be undertaken by the Director (Purchase) on first Monday of the month. If Monday is a holiday, the review shall take place on the next working date. A report regarding critical cases may be prepared on the same day and submitted to DDG concerned. If any case requires further attention, this may be brought up by the DDG at the Senior officers' Meeting.

Director of Purchase shall maintain a diary and keep a watch on all critical cases.

MIS Dte. has a computerized list of Litigation cases. Purchase Sections should feed latest position in each case including next hearing date so that the date remains up-to-date. Purchase Sections should also feed new cases (which are not on the MIS list) so that the MIS Data bank becomes complete

All court cases must be shown to at least Director of Purchase irrespective of its value.

The Litigation Section shall maintain a register regarding each Arbitration and each Court Case. The development regarding each case and the inputs received from Govt. Counsel, Ministry of Law, JFO (Litigation) and Purchase Sections should also be recorded in this register.

All Purchase Directorates at Headquarters and the Regions are requested instructions for strict compliance.

**(O.B. CHAKRAVARTY)  
Deputy Director (CDN)**

**STANDARD DISTRIBUTION**

**File No. CDN-4/3(13)/1/94**

**No. CDN-4/MR/GF/92/VoLII  
Directorate General of Supplies & Disposals  
Planning & Coordination Directorate  
5, Parliament Street : Jeevan Tara Building  
New Delhi – 110 001**

**Circular No. 41**

**Dated 24.11.99**

All Purchase Directorates are aware that based on the information given by them every month several reports are being sent to Deptt. of Supply.

2. The information being furnished by the Directorates for preparation of the following Reports viz:-

Monthly Report from DG to Secretary (Supply) on Important Activities/Events of DGS&D.  
Monthly Summary to Cabinet Secretary

3. Both the above two Reports include the following information:-

Value of the purchase made from SSI Units  
Rate Contracts concluded.

4. It is brought to the attention of Directorates that while furnishing the information with respect to value of purchase from SSI Units, they may give data with respect to ad hoc purchases only.

5. Similarly, while furnishing the details on Rate Contracts concluded, the Report may clearly list out separately Rate Contract concluded with :

Small Scale Industries.  
Public Sector Unit,  
Large Scale Sectors.

6. All the Directorates are requested to keep note on the above requirement and include the above information while furnishing the same from the month of ending Nov., 99 onwards.

**(O.B. CHAKRAVARTY)**  
**Dy. Director (CDN)**

To:-

All Purchase Dtes., at Hqrs. and Regions.  
All DDGs of Purchase.  
ADGs and DG  
Deptt. of Supply, Nirman Bhawan, New Delhi.



F R O M

RLY STN. CODE ICD/CFS/PORT CODE

T O

CONTAINER ----- Type Size L/E No. of Packages	CARGO ----- Description	GROSS WT. (MT.)	CUSTOMS SEAL NUMBER	RAIL FLAT NUMBER
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CHARGES

Handling TPT Charges (Rs.)	MISC. (Rs.)	TOTAL (Rs.)	UNDER/OVER CHARGES (Rs.)	Handling CHARGES (Rs.)	TPT Charges (Rs.)	Arrival (Rs.)	Book Date	Ground Deli- very Date	Rent (Rs.)
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GRAND TOTAL

MANAGER

Initial  
Charges  
(Rs.)

NS-----

Prima facie evidence of the receipt by CONCOR from the Consigner in apparent good order... condition, except as otherwise noted of the total number of containers units specified on the face hereof.

Given by CONCOR for the containers to be carried by it and must be given up at destination by the consignee at the time of taking delivery

Issued subject to the conditions and liabilities as specified in the Railways Act, 1989 accept responsibility for all particulars furnished in respect of cargo tendered by him for stuffing in container and carriage by CONCOR. The Consignor is deemed to have R against any damage or loss suffered by it by reasort of incorrect or incomplete particulars furnished by him in regard to the cargo.

Must be given to CONCOR and destination zonal railway (in cases of transit involving rail haul) at the time of delivery.



**No. P&C-2/2(1)/99**  
**Directorate General of Supplies & Disposals**  
**(Planning & Co-ordination Directorate)**  
**Jeevan Tara Building, 5, Parliament Street**  
**New Delhi – 110 001**

**Circular No. 43**

**Dated 02.12.1999**

**Sub: Committee to formulate a document on “Quality Control Methods & Procedures” – Constitution of.**

A suggestion has been received that Inspection Process Schedules and the procedures and practices followed by QA Wing for capacity/registration/sampling procedures etc. be incorporated into DGS&D Manual to bring in transparency.

2. It has, therefore, been decided that just as purchase conditions of contract have been formulated in a document called 1001, QA Wing would prepare a similar document on ‘Quality Control Methods and procedures’ in a separate booklet from which can be a priced document.
3. To work out this document it has been decided to constitute a committee under the Chairmanship of ADG(QA).
4. The constitution of the Committee would be as under:

1)	ADG(QA)	-	Chairman
2)	DDG(QA) HQs.	-	Member
3)	DDG(QA) Delhi Circle	-	Member
4)	DDG(CDN)	-	Member
5)	Rep. of NTH	-	Member
6)	Rep. of BIS	-	Member
7)	Director(QA-CDN)	-	Member Secretary

Any other member ADG(QA) may like to associate.
5. The Committee may please submit its report by 31<sup>st</sup> Jan., 2000.
6. This issues with the approval of DG(S&D).

**(J.P. Agrawal)**  
**Director (P&C)**

To  
All members of the Committee  
PPS to DG(S&D)  
ADG(A)  
DDG(S)

DDG(CDN)

**Directorate General of Supplies & Disposals  
(Planning & Coordination Directorate)  
Jeevan Tara Building, 5, Parliament Street  
New Delhi – 110 001**

**Circular No. 44**

**Dated 07.12.99**

**Sub: Monitoring System for timely conclusion of Rate Contract**

**Ref: Circular No. 36 dated 28.10.99**

As per the time schedule, the approval for conclusion of R/Cs for cases upto Rs. 5 crores should be available 75 days in advance. 45 days are available for implementation i.e. negotiation with L1 and others and 30 days for issue of R/Cs but whereas the time schedule as presently existing does not call for any change but wherever the proposals are approved without counter offers and negotiations and since such approvals should be available 75 days in advance of expiry of R/Cs, it is left to the discretion of the concerned Purchase Directors to ensure that all parallel formal R/Cs are issued well before the expiry of the R/C in any case at least 15 days in advance. Where, however, the negotiations become inevitable, the parallel R/Cs in such cases also should issue 15 days in advance.

2. For the purpose of monitoring, instructions already exist. It may be further emphasized that all Purchase Directorates on the first day of the month shall undertake threadbare analysis of the cases falling under their control and submit the same through DDG concerned to ADG(A) pointing out the delays, if any, and the steps being taken to avoid delays in the instant case as well as in future. The reports so emerging shall be duly incorporated in the monthly report to be forwarded by DG to Secretary (Supply).

**(P.V. Mathew)  
Deputy Director (CDN)**

**STANDARD DISTRIBUTION**

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**File No. CDN-1/RC/13(6)/93**

Copy to:

Shri S.A. Siddiqi, Dy. Secretary, Deptt. Of Supply, Nirman Bhawan, New Delhi

**No. CDN-3/8(5)/II/CPAC/27/95-Pt  
Government of India  
Directorate General of Supplies & Disposals  
Planning & Coordination Directorate  
5, Parliament Street : Jeevan Tara Building  
New Delhi – 110 001**



**Circular No. 45**

**Dated 13.12.99**

**Sub: Nomination of Public Grievance Officers in DGS&D**

Nomination of Public Grievance Officers in DGS&D as indicated in the Circular No. 32 dated 26.08.99 was reconsidered and the following decisions/medications have been made.

1. Grievances relating to Supply as well as Quality Assurance aspects will be received and processed at DGS&D Hqrs., Regional Offices and the Field Offices of Quality Assurance Wing.
2. The Public Grievance Office will be at the level of Director.
3. The Director (Complaints & Public Relations), DGS&D Hqrs. Office will be the Public Grievance Officer for grievances relating to both for Supply Wing as well as Quality Assurance Wing.
4. In the Regional Offices of DGS&D at Calcutta, Chennai and Mumbai the Directors of Supplies (including Textiles) and the Directors of Quality Assurance have already been designated as Public Grievance Officers. Director (QA) (Northern Zone) has also been similarly designated as Public Grievance Officer. On the same lines, Jamshedpur, Kanpur, Ahmedabad, Bhilai, Bangalore, Mohali, Chandigarh and Hyderabad are also hereby notified as Public Grievance Officers for Quality Assurance Wing. However, they shall also act as Public Grievance Officers for Supply Wing related grievances and shall forward them to the Public Grievance Officer i.e. Director of Supplies of the respective Regional Office.
5. The field Offices of Quality Assurance Wing headed by Dy. Director/ Asstt. Director (QA) will be called as Local Public Grievance officers. Any grievances relating to Quality Assurance Wing received by these Local Public Grievance Officers will be forwarded to their respective Directors of QA Wing, if these cannot be resolved satisfactorily at the local level. Grievances relating to Supply Wing received by these offices will be forwarded to the concerned Regional Directors of Supplies for further necessary action.
6. All the Supply as well as QA Offices of DGS&D will display the name of the Public Grievance Officer or Local Public Grievance Officer as the case may be, prominently in their office, in English, Hindi/ Regional Language.
7. The display board should also indicate the next higher officer's name and address to facilitate the public to send their grievance in case they are not satisfied with the action taken at the local office level.
8. At the Director's level Public Grievance Offices the public may also be informed that they will be free to approach the concerned Regional Dy. Director General for redressal of their grievances if they so desire.
9. All Public Grievance Officers should invariably send a statement giving details of grievances received, redressed and outstanding with reasons thereof in the proforma already circulated, to Director (C&PR), DGS&D (Hqrs) so as to reach him latest by 5<sup>th</sup> of each month.

The above instructions are issued with the approval of Director General (S&D). Separate instructions regarding Staff Grievance Officers have been issued by Director (Admn.).

**(A. Krishnamurthy)**  
**Director (P&C Unit)**

All concerned offices of DGS&D (Supply & QA Wing)  
Under Secretary, Deptt. Of Supply, Nirman Bhawan, New Delhi 110 011  
Director (C&PR/MIS-II), DGS&D, New Delhi 110 001

**Directorate General of Supplies & Disposals**  
**(Planning & Coordination Directorate)**  
**Jeevan Tara Building, 5, Parliament Street**  
**New Delhi – 110 001**

**Circular No. 46**

**Dated 15.12.99**

**Sub: Post Tender Negotiations**

Attention is invited to Circular No. 1 dated 13.01.99 and subsequent Circulars No. 16 dated 3.05.99 and 19 dated 1.06.99 on the subject cited above.

2. The matter was further considered by the Central Vigilance Commission as some of the Organizations have sought certain clarifications from them. The clarifications issued by the Commission vide their communications No. 98/GRD./1 dated 15.03.99 and No. 3(V)/99/9 dated 1.10.99 regarding applicability of CVC's instructions dated 18.11.98 to Public Sector and to the Projects pertaining to World Bank and other international agencies are enclosed for guidance and strict compliance by all the Purchase Officers.

**Encl: As above**

**(P.V. Mathew)**  
**Dy. Director (CDN)**

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**File No. CDN-1/29(17)/II/84**

**No. CDN-2/10(65)/99**  
**Government of India**  
**Directorate General of Supplies & Disposals**  
**Planning & Coordination Directorate**  
**5, Parliament Street : Jeevan Tara Building**  
**New Delhi – 110 001**

**Circular No. 47**

**Dated 20.12.99**

**Sub: Allocation of new items identified for bringing on DGS&D R/C**

The SRC in its meeting held on 18.11.99 had approved the bringing of following items on R/C and its allocation to the Directorates as indicated against the item:-

- |      |  |   |           |
|------|--|---|-----------|
| i)   | ribular Steel Poles for overhead powerlines Bituminized and Galvanized   | - | DDG (Cal) |
| ii)  | Tapered Galvanized Steel Tubes for telecommunication poles to DOT Specn. | - | HW Dte.   |
| iii) | C.I. Sockets for poles to DOT Specn.                                     | - | HW Dte.   |

It has now been decided to allocate items (ii) & (iii) also to DDG (Calcutta) as these are allied to item (i).

**(J.P. Agrawal)**  
**Director (P&C)**

**Standardised Distribution**

**No. CDN-2/14(1)/97  
Government of India  
Directorate General of Supplies & Disposals  
Planning & Coordination Directorate  
5, Parliament Street : Jeevan Tara Building  
New Delhi – 110 001**

**Circular No. 48**

**Dated 20.12.99**

**Sub: Amendment Letters to contracts – issue of.**

During the execution of contracts concluded, occasions may arise to issue amendments to any of the terms agreed to. For certain amendment to be issued in a contract like extension of delivery period, a standard format has been devised to be followed by the Directorates.

2. As per the standard format of amendment to be issued in a contract for extension of delivery period the Purchaser's rights are reserved for denying in price increase and also reserves the right for levy of liquidated damages in terms of the conditions of the contract.

3. During the course of examination of a case it was noticed that after the contract was issued in Oct., 1990 a number of amendment letters were issued with typographical error indicating that price increase would be admissible during the extended DP period, instead of indicating that no price increase would be admissible

during extended DP. That is, due to oversight/typographical error in RR and denial clause on the said A/L 'no' word was left out in respect of price increase. The same mistake was repeated in the subsequent amendment letters while extending the delivery period from time to time. Taking advantage of the lapse occurred, the firm referred the case to arbitration for claiming the decretal amount, The sole arbitrator published the award in favour of the firm for payment towards price variation. The claimant firm on getting the award in their favour filed a petition for converting the award into a law suit and that various objections raised by the UOI were rejected by the Court thereby incurring great financial loss to the Govt.

4. All Purchase officers are advised to exercise utmost caution while issuing the Amendment Letters so as to avoid recurrence of such instances/cases in future.

**(J.P. Agrawal)**  
**Director (P&C)**

**Standard Distribution**

**No. CDN-1/DDO/II/Misc/95-96**  
**Government of India**  
**Directorate General of Supplies & Disposals**  
**Planning & Coordination Directorate**  
**5, Parliament Street : Jeevan Tara Building**  
**New Delhi – 110 001**

**Circular No. 49**

**Dated 22.12.99**

**General Terms and conditions governing the Rate Contract and instructions to Direct Demanding Officers and consignees – DGS&D 1001**

The following amendments are made in the provisions of Form DGS&D 1001:-

a) The existing para 2.2 of DGS&D – 1001 will now read as under:-

2.2 This rate contract will be operated by the Indentors of the Central Government to be called as the Direct Demanding Officers (DDOs) in addition to the officers of the DGS&D. There will not be a separate list of DDOs specifying particular Ministry/Department or an Indentor of the Central Government as a DDO for operating DGS&D Rate Contracts. It would be suffice if the Supply Order placed by any Central Government Ministry/ Department or the office of the Central Government contain an undertaking to the effect that the authority placing the Supply Order is a Central Government Department/ Office.

b) Add the following after clause 3.1 as clauses 3.1.1 and 3.1.2

3.1.1 The Supply Order placed by the DDOs in DGS&D Form No. 131 may also include an indication with regard to the availability of funds and also carry the following financial certificate:-

Financial Certificate

We are a Central Government Department drawing funds from the Consolidated Fund of India.

The expenditure involved for this purchase has received the sanction of the competent financial authority.

The Funds are available under the proper head in the sanctioned Budget allotment for the year and;

I have been fully authorized by the Department to sign the Supply Order and incur the liability in s respect of the stores being ordered.

NAME OF THE DIRECT  
DEMANDING OFFICER

DESIGNATION

OFFICE/ DEPARTMENT

DATE:

3.1.2 Placement of indents by the Departments other than the Central Government Departments will be with pre-deposit of requisite funds as per the following guidelines, by a Demand Draft or crossed cheque drawn on the Reserve Bank of India/State Bank of India duly marked "On Government Account Only", in favour of the Chief Controller of Accounts, Department of Supply, New Delhi.

In the case of Rate Contracts on F.O.R. Destination basis where the prices are fixed (without any price variation), the Indentor should provide funds equal to basic price indicated in the R/C plus 1% Departmental Charges.

However, where the prices of F.O.R. Station of Despatch besides the aforesaid funds, additional funds to the extent of 5% of the basis price will also be provided.

In case of the Rate Contract with provision for price variation, the Indentor should provide funds as above plus 10% of the basic prices.

During the process of coverage if it is found that funds already provided as above are inadequate for any reason, additional funds would be called before actual coverage.

Unutilized balance of deposits must be claimed by parties by an application direct to the Chief Controller of Accounts. Separate application should be submitted for each case. Unclaimed deposits will lapse to Government, refund of which will be possible only under Rules governing refund of such lapsed Deposits.

(c) Add a new Clause i.e. Clause – 24 as given below:-

Clause 24 REVOCATION/ CANCELLATION OF RATE CONTRACT:

Since the R/C is a standing offer and is merely a document embodying various terms of the standing offer made by the contractor for acceptance by the purchaser either party namely, R/C holder/ the purchaser can legally revoke/ cancel the Rate Contract at any time during the currency of the Rate Contract giving a notice of 45 days. The revocation of Rate Contract on the part of the R/C holder shall take effect 45 days from the date of the communication of revocation is received by the Purchaser. The cancellation of the rate contract by the Purchaser shall take effect 45 days from the date of issue of letter notifying the short-closure.

The notice-cum-cancellation of Rate Contract letter to be issued by the Purchaser is given in Annexure – V and the R/C holder can revoke the Rate Contract by making an application in the Form given in Annexure –VI.

**(P.V. Mathew)**

**STANDARD DISTRIBUTION**

(Notice-cum-Cancellation letter)

Annexure-V

**Government of India  
Directorate General of Supplies & Disposals  
Planning & Coordination Directorate  
5, Parliament Street : Jeevan Tara Building  
New Delhi – 110 001**

**(Applicable where the Purchaser decided to short close the RC)**

No. \_\_\_\_\_

Dated \_\_\_\_\_

To

M/s \_\_\_\_\_

\_\_\_\_\_

**Subject :**     **Rate Contract for supply of** \_\_\_\_\_  
                  **valid upto** \_\_\_\_\_.

Dear Sir,

It has been observed that there has been a notable downfall in the prices after conclusion of the R/C and that the stores are now obtainable on much lower rates (if it is possible to indicate a definite price at which the stores are now obtainable, the same can be counter offered to the R/C holder for their acceptance).

The quality of goods supplied against the R/C so far have not been to the required standard in as much as there have been complaints from the user Departments in this regard, and

Your conduct in performance of the R/C has not been satisfactory in respect of

a) \_\_\_\_\_

b) \_\_\_\_\_

c) \_\_\_\_\_

Any other reasons which can be indicated.

Note: Purchase Officer has to assign any one or the other reasons as relevant.

2. In view of the above, it has been decided to short close the subject Rate Contract after \_\_\_\_\_ (allow 45 days from the date of issue of the letter). The Rate Contract may be treated as Cancelled/Withdrawn after \_\_\_\_\_(date given for the withdrawal of the R/C). Any order placed by the Direct Demanding Officers after the expiry of the notice period shall not be executed by you.

Yours faithfully,

**For and on behalf of the Purchaser  
named in the schedule.**



**REVOCATION-CUM-CANCELLATION LETTER**

**Annexure – VI**

**(Applicable where R/C is revoked by the R/C Holder)**

To

The Director General of Supplies & Disposals  
\_\_\_\_\_

**Subject: Rate Contract for supply of \_\_\_\_\_  
valid upto \_\_\_\_\_ .**

Sir,

It is not possible for us to continue to supply against the subject Rate Contract for the following reasons:

- (a)
- (b)

In terms of Clause – 24 of DGS&D 1001, I / We hereby revoke the Rate Contract which will take effect 45 days from the date of receipt of this communication by your office. Formal cancellation letter may be issued at the earliest.

**Yours faithfully,**

(M/s \_\_\_\_\_)

Note for the Purchase Officer:

The Purchase Officer is expected to issue the cancellation letter counting 45 days from the date revocation letter is received in the DGS&D stating that:

“In view of your letter dated \_\_\_\_\_ the Rate Contract is hereby treated as short closed/ withdrawn with effect from\_\_\_\_\_ .

All orders placed prior to this cancellation are, however, to be executed at the earliest”.

Directorate General of Supplies and Disposals  
(Planning and Co-ordination Directorate)

Jeevantara Building: 5 Parliament Street,  
New Delhi 110001

Circular No.: 1

Dated 6.1.2000

Sub:-Information Technology Directorate –Setting up of.

It has since been decided to rename the existing Electronic and Instruments Directorate (EI Directorate) as Information Technology Directorate (IT Directorate)

2. The above newly created IT Directorate will handle the following items:-

- i) Trans receivers and their accessories and other communication systems.
- ii) Computer systems, Personal Computers and Peripherals.
- iii) Projection systems.
- iv) FAX Machines
- v) EPABX Exchange etc.
- vi) UPS Systems.
- vii) Electronics Calculators.
- viii) Any other item involving information technology as may emerge in due course.

ix) Other items presently handled by earlier EI Directorate and Indents from Indian Meteorological Department and Central Ground Water Board for electronic related items/instruments.

3. Director(IT), in consultation with concerned DDG will assign the items to the various sections as such that the work distribution shall be equitable as far as possible. To start with two sections will be allocated for handling of items relating to Information Technology. While doing so, items listed at (i) to (iv) above will be assigned to one section.

This issues with the approval of D.G.

(P.V. MATHEW)  
Dy.Director (P&C Unit)

STANDARD DISTRIBUTION:

File No:CDN-1/18(18)/99

Directorate General of Supplies and Disposals  
(Planning and Co-ordination Directorate)  
Jeevantara Building: 5 Parliament Street,  
New Delhi 110001

Circular No.: 2

Dated 10.3.2000

Ref:- Para C below para 16.3.1 of DGS&D Manual.

In the case of Procurement of Jute, DS&D, Calcutta adopted the following procedure regarding the price to be paid for supplies made against the requisition

orders placed by them. The price payable will be lower of the following two:-

Price payable in the month in which the supplies were originally due;

Price payable in the month in which the supplies was actually mad.

One such requisition order was placed on a particular firm for supply of specified number of bales by a particular date. The requisition order does not indicate any price and the price clause indicates that the price will be notified in the Gazette of India by the Govt. of India, M/o Textiles, New Delhi.

The above requisition order was followed by the supply order placed on the firm. The supply order made it clear that the supplier should not dispatch the goods after expiry of the delivery period.

The Jute Commissioner, Commissioner's office amended the last date for manufacture of the bags, giving 15 day's more time stating that sufficient time was not available for mills to complete manufacturer and supply the allocated quantity. DS&D Calcutta issued an amendment letter accordingly refixing the delivery date.

The price per 100 bags of the month in which the supply was due originally was about 10% higher than that of the subsequent month in which the supplies were actually made and into which month the date of delivery had been extended by the Jute Commissioner and DS&D Calcutta. When the firm submitted their bill, they asked for the rate of the earlier month in which the supply was to have been originally made. COA paid the bill at the lower price of the subsequent month. The firm objected and preferred a bill for difference. COA referred the matter to DS&D Calcutta for advice.

DS&D Calcutta intimated COA Calcutta that the price of the earlier month is to be paid per 100 bales. COA's office id not write back to DS&D Calcutta that rate was written as 100 bales instead of 100 bags. One bale is equal to 300 bags COA treated the clarification given by DS&D Calcutta as if it was reading 100 bags and extended the same, which was issued for one particular supply order, to another 28 orders placed by DS&D Calcutta around the same time. This resulted in ever payment of several lakhs, which has since been received from the firms bills, after it was pointed out by Audit.

To avoid recurrence of such cases all concerned Purchase Officers are instructed to be careful in future and ensure that original D/P as well as the actual date of supply should be kept in view while releasing the payments against bills for Jute supplies so that lower of the two rates namely – one prevailing on the date of original D/P and the other as on the actual date of supply is paid. Further, before releasing the payment the rates as notified by the Jute Commissioner for the month in which the supplies are made, are duly ascertained so as to decide the actual price to be paid.

(O.B. CHAKRAVARTY)  
DY.DIRECTOR(P&C)

STANDARD DISTRIBUTION

File No.CDN-4/2(2)/99-C Dt.10.03.2000

Copy to:

CCA, NEW DELHI

COA, CALCUTTA

Mr. V.K. Sharma, Under Secy., in reference to endorsement to D.O. ltter No.14(2)/99-Pol dt.21.1.200 addressed to Shri I.P. Gupta, DD(Report). O/O the Pr. DAE&SM, AGCR Bldg, I.P. Estate, New Delhi

No.CDN-1/2(1)/2000  
Directorate General of Supplies and Disposals  
Planning and Co-ordination Unit

Parliament Street :New Delhi 110001

Circular No.3

Dated 4.2.2000

Sub: Establishment of J&K Cell in DGS&D.

It has since been decided to create a J&K Cell in DGS&D Head Quarter office at New Delhi which will act as a nodal point of reference and of problem/grievance redressal for the J&K Industry.

2. The J&K Cell will consist of the following officers:

- 1 Shri A. Krishnamurthy, DSG(P&C Unit)
- 2 Shri M.A. Khan, Dy.Director(QA)
- 3 Shri O.B. Chakravarty, DD(P&C Unit-4)

3. All the Purchase Directorates/Quality Assurance Centres are requested to apprise the above Cell of any information/problem/grievance relating to J&K Industry.

(A. KRINAMURTHY)  
DSG(P&C)

STANDARD DISTRIBUTION:

Also copy to:

- 1) Shri K.C. Saha, Joint Secretary, Deptt. of Supply, Nirman Bhawan, New Delhi
- 2) PS to MOS (Commerce & Supplies), Udyog Bhawan, New Delhi

Directorate General of Supplies and Disposals  
(Planning and Co-ordination Directorate)  
Jeevantara Building: 5 Parliament Street,  
New Delhi 110001

Circular No.: 4

Dated 8.2.2000

Deptt. of Supply have conducted a study of about 10 cases of the Rate Contracts and pointed out the delays in issue of formal Rate Contracts. It has further been pointed that the main delay occurring in the typing and reneo. As directed by Secretary(Supply), a meeting was taken by ADG(A) where JS(Supply) and DS(IF) also participated and from DGS&D was attended by DDG(CDN), Director(Admn.), DD(A-11), DS(WL) and DS(OC). The following decisions were taken:-

i) There is need to have a paper control/monitoring on the timely printing of the R/Cs through roneo. To facilitate that, it was decided to:-

That there is a readjustment of allocation of roneo machines keeping in view the location of the Dtes. and the load of work.

A register will be placed with each of the Roneo Operators to record the entries on the time of receipts of indents and number of copies required and the time of delivery. The entries in this register shall be made by the Dealing Assistant concerned.

The Director will nominate a Dy. Director where the Roneo machine has been placed to supervise/monitor the activities on roneo machine and the delay occurring, if any, shall be brought to the notice of the Director concerned as well as Director(admn.), DD(Admn.) would also have random check.

Purchase officers are requested to see the above instructions.

(P.V. MATHEW)  
Dy. Director (P&C Unit)

STANDARD DISTRIBUTION:

On File No. CDN-1/13(6)/93

Copy alongwith a copy of the note dated 25.1.2000 is forwarded to Director(Admn.) for further necessary action.

Deptt. of Supply, (S.A. SIDDIQUI), Dy. Secretary.

Directorate General of Supplies and Disposals  
(Planning and Co-ordination Unit)  
Parliament Street, New Delhi 110001

Circular No.: 5

Dated 22 .3.2000

Sub: Indication of Supplier code in R/C Numbering.

Ref: Circular No.35 dated 20.9.99.

\*\*\*\*\*

With the computerization of CCA Office, it has been decided to incorporate the supplier's code as well as the numbering of R/C so that any details required like drawal value, payment made etc. can be retrieved as and when required.

2. Instructions have already been issued vide circular No.35 dated 20.9.99 regarding numbering of the rate contract. Purchase Directorates were also directed to following a uniform pattern i.e. position of the first 24 characters should be fixed as under:-

“Dte. Section/RC-8 Digit Store Code/expected month and year of commencement of R/C, other details.”

3. With the decision to incorporate the suppliers' code number, the R/C numbering will be as per the following example:-

PP-3/ 06010400/112000/DO488/0151.

4. The Directorates should ensure that the stores code number, period of R/C, suppliers' code number and the contract number are to be put together in that order while numbering the R/C.

5. It is seen that some of the Directorates continue to indicate the description of stores, paying authority in the R/C numbering. These details need not be shown.

6. The above numbering system calls for familiarization of suppliers' code by each section of the Dte. It is suggested that the Directors may advise the sections to indicate the supplier's code number below the name of the firm, while preparing the Ranking Statement.

With the above pattern of numbering the rate contract, the suppliers will have to indicate the same numbering while preferring their bills with the CCA office, which in turn will facilitate the CCA Office to make their date entry easier.

(P.V. MATHEW)  
Dy. Director (P&C Unit)

STANDARD DISTRIBUTION:  
ON FILE NO:CDN-1/4(112)/1/93

DIRECTORATE GENERAL OF SUPPLIES & DISPOSALS  
(PLANNING & CO-ORDINATION UNIT)

CIRCULAR NO.6

Dtd. 1.3.2000

Sub: Submission of Purchase Proposal for Rate Contract.

Ref:-Circular No.23 dated 10.6.99.

Purchase proposals for conclusion of Rate Contract are to be submitted as per the format enclosed with the Circular No.23 dated 10.6.99.

2. It has further been decided that proposals for Rate Contract may be submitted to Deptt. of Supply with the Price Chart (enclosed at Annexure 'A') in addition to other details in the present format. The eligible firms may be reckoned as per the information regarding registration available with the Purchase Directorate as on the date of submission of proposal to Deptt. of Supply. Wherever, Purchase Directorates have any practical problems to fill up proforma, the name may be highlighted in the I.D. Note to the Deptt. of Supply.

3. All Purchase Officers may please see for compliance.

(P.V. MATHEW)  
Dy. Director (P&C Unit)

STANDARD DISTRIBUTION:

On file No.CDN-1/ 9(13)/II/91-Vol.III

ANNEXURE 'A'

RATE CHART

Sl.No. Item	LLPP	HLPP	LOWEST RATE	PROPOSED	PROPOSED RATE
		RECEIVED	RATE	HIGHER THAN	
	Rs	Rs	Rs	Rs	(in % age) Rs

---

ELIGIBLE FIRM	NON-ELIGIBLE	LLPP	HLPP
	FIRM		

---

DIRECTORATE GENERAL OF SUPPLIES & DISPOSALS  
JEEVANTARA BLDG., PARLIAMENT STREET, NEW DELHI  
(PLANNING & CO-ORDINATION UNIT)  
P&C-4

CIRCULAR NO.7

Dtd. 2.3.2000

Sub: :Lapses in payment of decretal amount.

During examination in Vigilance Directorate as per direction of DOS, certain lapses were noticed which are being brought to the notice of all concerned with the relevant facts of the case, for avoiding recurrence of such errors in the future.

The facts of the case are as follows. The Sole Arbitrator made an award in favour of UOI allowing partial claim against RP case. The arbitration award was challenged by UOI in the Mumbai High Court. However the firm filed a petition in the Delhi High Court for making the award a Rule of Court. As per the terms of the contract the firm was not legally entitled to file a petition in the Delhi High Court. Necessary objections were filed by the UOI in the Delhi High Court, but they were over-ruled as the objections filed by UOI contained some factual errors and the amended/corrected objections were not filed within the stipulated time. The application for condoning the delay in filing the reply was also not filed.

As per the petition filed by UOI in the Mumbai High Court against the arbitration award, the Mumbai court desired some information which was available in the file with the office at Mumbai but an unnecessary reference was made to the Litigation Branch at Headquarters, thereby delaying timely reply. As the case was

decided in the Delhi High Court ex-parte in favour of the firm. The case was not defended properly either at Delhi High Court or at Mumbai High Court.

The factual errors in defending the delay in following up the case in the courts and also not applying for condonation of the delay after a long time showed lack of application of mind, carelessness and communication gap between the purchase and Litigation Directorates.

All Purchase Officers are advised to pay proper attention to such cases and avoid recurrence of such lapses in future.

(O.B. CHAKRAVARTY)  
DY.DIRECTOR(P&C)

All Purchase Officers at Hqrs. and Regions

File No.CDN-4/3(13)/4/94

No.J-11004/200/P&C-2  
Government of India  
Directorate General of Supplies & Disposals  
(Planning & Co-ordination Directorate)  
Jeevan Tara Building, New Delhi 110001

Circular No.8

Dated 9.3.2000

Subject :-Bringing new items on DGS&D RC.

All Purchase Dtes. are aware that details of items presently on DGS&D Rate Contract is available on DGS&D website.

As and when a new item is brought on RC details regarding the same are also to be put on the website for general information.

All Purchase Directorates are, therefore, advised to ensure that as and when new items are brought on RC action is taken to put the details on DGS&D website.

(J.P. Agrawal)  
Director(P&C)

Standard Distribution

-  
DIRECTORATE GENERAL OF SUPPLIES & DISPOSALS  
(PLANNING & CO-ORDINATION UNIT)  
JEEVANTARA BLDG, 5, SANSAD MARG  
NEW DELHI 110001



CIRCULAR NO: 9

Dated 23.3.2000

Sub:-Alterations in Tenders- regarding.

Vigilance Directorate investigated two cases of World Bank and found some irregularities in the form of hand written entries in the tender documents. Tender Opening officers were asked to give the clarifications to which they stated that these entries were not there at the time of tender opening. When the case was shown to DG, it was felt that this may be brought to the notice all tender opening officers to reiterate the instructions contained in the DGS&D Manual at Para 8.14.10 which reads as follows:-

“Alterations in tenders, if any, made by the firms, should be initialed legibly by the officer opening the tenders to make it perfectly clear that such alterations were present on the tenders at the time of opening. Wherever any erasing/cutting is observed, the substituted words should be encircled and initialed and the fact that erasing/cutting of the original entry was present on the tender at the time of opening be also recorded.”

(P.V. MATHEW)  
Dy. Director (P&C )

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On File No. CDN-1/5(1)/93/Pt.

DIRECTORATE GENERAL OF SUPPLIES & DISPOSALS  
PLANNING & CO-ORDINATION UNIT  
PARLIAMENT STREET : NEW DELHI I

CIRCULAR NO: 10

Dated 4.4.2000

Sub: Re-structuring of Purchase Directorates and transfer of R/C Items to the Regions.

With the approval of Department of Supply, it has been decided to reorganize the existing Purchase Directorates in the Headquarters. The number of Purchase Directorates in the HQ will be reduced from 14 to 12 by merging DM Directorate with OC Directorate and MS Directorate with WMT Directorate.

2. The revised structure of WMT Directorate and OC Directorate will be as follows :

WMT Directorate –Total 6 Units

a) The existing WMT work to be organized in three units.

- b) The existing MS Dte.'s Purchase work to be organized in two units including residual work of disposal.
- c) One unit to look after the residual work of Kanpur.

OC Directorate - Total 5 Units

- a) The existing OC work to be organized in four units.

The existing DM Dte. work to be organized in one unit and if necessary a part of unit of this can be allocated to one of the existing units of OC Dte.

Section-wise distribution in these two directorates shall be as per Annexure enclosed.

### 3. Utilisation of surplus Directors (ISS)

- (a) Identification of new items on R/C –

One of the surplus Directors will be designated as Director(RCP) –Rate Contract Promotion. He shall be responsible for –

- i) To identify new items for R/C.
- ii) Dropping of low drawal items.
- iii) Transfer of items to the regions.
- iv) Market Intelligence Cell

To gather information and take appropriate action where R/C items purchased by other Departments directly.

Monitoring of timely conclusion of R/Cs.

The second surplus Director will be designated as Director(Litigation) to be responsible for monitoring of litigation matters (Arbitration as well as Courts) at Headquarters as well as Regions. ADG(P), who looks after Litigation Aspects, will separately work out the precise area of responsibility to ensure that there is no overlapping of functions amongst Purchase and Litigation branches.

Transfer of R/C Items from Hqrs. to Regions

- (i) Eighteen R/C items being handled in the Headquarters stands transferred to the Regions as indicated in the Annexure enclosed.
- (ii) While implementing the above transfer of R/C items, the Headquarters Directorates may follow guidelines indicated below:
  - (a) Cases, where the Headquarters Directorate have initiated action and issued enquiry will be transferred to the concerned Region after opening of tenders. While transferring the case, the details regarding last purchase price, the performance of R/C holders and other details available will also be passed on to the Region.
  - (b) Cases where the tenders have already opened and proposals are under consideration, will be processed by the concerned Headquarters Directorate till finalization of the contracts. After conclusion of the contracts only, the cases will be transferred to the Regional offices.
  - (c) Cases where inquiry has been issued/scrapped subsequently due to the change in the specification etc., it is advisable for the Headquarters Directorate to

process the case till conclusion of the contract.

(d) Cases, where actions to renew the rate contract are yet to be initiated, the concerned Region, where the item has now been centralized, will take immediate action for timely renewal and conclusion of rate contract. The Regions should collect the requisite details from the concerned Headquarters Purchase Directorate.

5. Relaxation/Deviations in policies

All cases where decisions have been taken in relaxation/deviation of the existing policies/guidelines contained in the DGS&D Manual shall be consolidated and coordinated by Director(Planning & Coordination). Concerned Purchase Directorates will inform Director(P&C) of all such cases where relaxation has been allowed.

6. The above instructions will come into force with immediate effect.

(P.V. MATHEW)  
DD (P&C Unit )

STANDARD DISTRIBUTION:  
F.No.P-01033/1/00/P&C-1

Annexure to  
Circular No.10

DIRECTORATE

Hand tools

Radial drilling Machine

Bench type drilling Machine

Welding Electrode

Pneumatic tools equipments

Pneu tools spares (OEM & Wilfit category)

Air Compressor

Air Compressor spares (OEM & Wilfit category)

Transformer type & Rectifier type welding sets

Diesel engine & Motor Generator DC Arc welding sets

OA Welding & cutting sets

SS & SC Lathes

Milling Machine  
Capstan Lathe  
CNC Lathe  
CNC Milling machine  
CNC vertical turning centre  
Old case of SDP-4, SDP-5 and SDP-6

Coated abrasives  
Steel files  
Hacksaw Blade  
Shaping machine  
Planner  
Hacksaw Machine  
Sever cleaning and server rodding machine.  
Old cases of SDP-1, SDP-2 & SDP-3

Soft Wood  
Hard Wood  
Plywood (Civil)  
Plywood(Defence)  
Pre-Laminated MDF  
MDF  
Wood Particle Board  
Pre-Laminated Particle Board  
Laminated Sheets.  
Any other wood based item approved by the S.R.C.

Toughened/Laminated Safety Glass  
Glass Mirror  
Glass Sheets  
Umbrella  
Ferro Silicon  
Pre-Fabricated Structure

Indelible Ink

Autoglow

White Mark Writing Board

Any other new item approved by S.R.C. other than wood based itme and residual work of Disposal Dte.

All cases transferred from DS&D, Kanpur.

OC DIRECTORATE

OC-1

1. Alumina Ferric
2. Acid Hydrochloric
3. Acid Sulphuric
4. Soap Liquid
5. Soap Soft
6. Soap Laundry
7. Explosive and Accessories
8. Insecticidal Space Spray
9. Disinfectant Fluid
10. Disinfectan-cum-Deodourising Fluid

-

OC-2

1. Polish Metal Liquid
2. Lubricants Automotive & Secondary
3. Lubricants Industrial
4. Greases
5. Chlorine Tablets
6. Bandage Cloth

OC-3

1. Industrial Gases
2. Dry Compressed Air

OC-4

1. Transformer Oil
2. Primary Oil (DGBR and Civil)

3. Rifle Oil
4. Bitumen
5. Bitumen Emulsion

OC-5

Drug items.

R/C items Transferred from Hqr. Purchase Directorates to Regions:

(a) DS&D, Mumbai

1. Hot Dipped Galvanised Steel Wire
2. Acid Hydrochloric
3. Acid Sulphuric
4. Powrah
5. Pneumatic Tools and Equipments
6. Ammonia Printing Machine
7. Beaters Steel.

(b) DS&D, Calcutta

1. Crow Bar
2. Sluice Valve (Small)
3. Sluice Valve(Large)
4. Power Supply DC
5. Ferro Silicon
6. Linolium
7. Steel Files.

(c) DS&D, Chennai

1. GRP Squating Pan
2. Document Binder
3. Typewriter(Manual)
4. Typewriter(Electronics)

DIRECTORATE GENERAL OF SUPPLIES & DISPOSALS  
(PLANNING & CO-ORDINATION UNIT)  
PARLIAMENT STREET, NEW DELHI 110001

CIRCULAR NO.11

Dtd.20.4.2000

Anticipated drawals and level of competent officers to approve the proposal of R/Cs –Change in the level of competent officers on account of change in the drawals.

Certain problems/delays have been pointed out in timely conclusion of Rate Contracts due to change in the competent authority while processing the case. Such a situation occurs due to non-availability of the actual drawal values in the initial stages and delays in furnishing the vetted drawal reports by the responding R/C firms.

2. The minimum competent level for conclusion of R/C is Director of Supplies. It has been decided that even where the competent authority to decide the case gets changed due to change in the drawal value, the officers who have dealt the case upto the DDG level should continue to see the case. For example, when a case attracting the powers of Deptt. of Supply comes down to the ADG power due to change in the drawal value, the concerned DDG who has processed the case till that time would continue to see the case and the proposal would be submitted to ADG through concerned DDG.
3. Similarly, in respect of cases handled at the level of ADG if the drawal values goes up subsequently, attracting the powers of DG or Deptt. of Supply, the concerned ADG should continue to process the case and seek the approval of DG or Deptt. of Supply as the case may be. Concerned DDG will also be associated.
4. Similar procedure for submission of files may be followed in respect of cases handled at the level of DDG.
5. As per the present policy, the State Governments, PSUs etc. have to place their indents on DGS&D with the pre-deposit of funds, if they want to utilize the DGS&D Rate Contract. These agencies also place direct orders for R/C items and conclude contracts with the proviso for pre-despatch inspection by our Quality Assurance Wing. On receipt of such Non-Departmental orders, the QA Wing will keep the concerned Purchase Directorate and Market Intelligence Cell of DGS&D informed of the price at which the orders have been placed by such agencies for the item on Rate Contract so that a comparison of R/C price vis-à-vis such direct order price will be possible.
6. This issues with the approval of DG.

(P.V. MATHEW)  
DY.DIR.(P&C)

STANDARD DISTRIBUTION  
FILE No.CDN-1/10(74)/87

Directorate General of Supplies & Disposals  
Jeevan Tara Bldg., Sansad Marg,  
Planning & Co-ordination Unit  
P&C-4 Section

Circular No. 12

Dated 4.5.2000

Sub: Procurement of ISI marked stores through Rate Contract.

There are some items which have to be procured mandatorily with ISI mark. Para 13.7(c)(ii) given directions that at the planning stage it can be decided whether stores with ISI mark only are to be procured. Depending upon the planning decision, suitable clauses should be incorporated in the Tender Enquiry and the resultant contract. These clauses have now been standardized for the Tender Enquiry and for Rate Contract as follow:

Clause to be incorporated in the Tender Enquiry

“The contract as a result of this Tender Enquiry shall be entered into only for stores having ISI mark. The tenderers hold ISI mark on the date of tender opening or who obtain the ISI mark within 90 days of the date of tender opening would be eligible for Rate Contract. In no case, the supplies against this RC shall be accepted after the expiry of the validity of the BIS licence unless os permitted by BIS. It shall be the responsibility of the contractor to obtain renewal of the licence expiring during the currency of the Rate Contract and/or obtain the permission of the BIS that they are permitted to continue to supply the stores to ISI mark pending renewal.”

Clause to be included in the Rate Contract

“The supplies against this Rate Contract shall be only for stores having ISI mark. In no case, the supplies against this Rate Contract shall be accepted after the expiry of the validity of the BIS licence unless so permitted by BIS. It shall be the responsibility of the contractor to obtain renewal of the licence if expiring during the currency of the Rate Contract and/or obtain the permission of the BIS that they are permitted to continue to supply the stores to ISI mark pending renewal.”

The above clause should henceforth be incorporated in the Tender Enquiry and in the Rate Contract for all the items, having ISI mark mandatory and also for other items intended to be purchased with ISI marking. QA Wing shall identify the mandatory item at the time of TP checking.

2. Leaving apart those items, which are to be purchased mandatorily with ISI marking, according to Para 7.18.2 of DGS&D Manual, by an administrative decision it is enjoined upon the DGS&D to buy only ISI marked goods and in the alternate to buy goods conforming to IS Specification where (i) either ISI marked goods are not available or (ii) the process of ISI marked goods are not competitive. In other words, while no price preference will be available for ISI marked goods, these will enjoy purchase preference, other things being equal.

3. In the light of the above administrative decision, continuous efforts need to be made to get supplies of ISI marked stores through Rate Contract.

4. A committee constituted under the chairmanship of ADG(QA) has identified 16 items which could be procured with ISI marking only. These items are listed as under :-

<u>S.No.</u>	<u>Name of item</u>	<u>Directorate</u>
1.	Fluorescent Tube	ES
2.	GLS Lamps (above 100 W)	ES
3.	Electrical Accessories	ES
	i) Lamp Holder Beyonet type	ES
	ii) Ceiling Rose Surface type	ES
	iii) Flush Piano type ceiling Rose	ES
	iv) Switch socket outlet piano type	ES
	v) Switch socket outlet flush socket cover	ES
4.	PVC Adhesive Tapes	ES
5.	MCBs	ES
6.	Exhaust fans	ME
7.	Steel Conduit Pipes	HW
8.	PVC Conduit Pipes	HW



9.	C.I. Spun Pipes	HW
10.	Overhead Tanks	HW
11.	Pressure Cooker	HW
12.	Water Meter Domestic	ST
13.	Chain Pulley Blocks	ST
14.	A.C. Pressure Pipes	SC
15.	A.C. Sheets	SC
16.	Barbed Wires	SC

5. The above items for which the Purchase Directorates are in the process of renewal of Rate Contract may kindly incorporate the clauses in the Tender Enquiry and Rate Contract as given above so that only ISI marked, stores are purchased.

(O.B. CHAKRAVARTY)  
Dy.Dir.(P&C)

Standard Distribution

On file No.CDN-4/6(15)/II/98 dated .05.2000

DIRECTORATE GENERAL OF SUPPLIES & DISPOSALS  
(PLANNING & CO-ORDINATION UNIT)  
JEEVAN TARA BLDG, 5 SANSAD MARG  
NEW DELHI 110001

CIRCULAR No.13

Dated 7.5.2000

Sub:-Indication of store-code in Tender Enquiry.

Ref:-Circular No.35 dated 22.9.1999 and Circular No.5 dtd.2.2.2000.

It has been decided in the meeting held under the Chairmanship of ADG(A) pm 1.3.2000 that all Purchase Dtes. should indicate the Store-code in all tender enquiries invariably in future and that NIC should accordingly amend their software package. Store code should also be given on all indents received by MIS Dte. for allocation to Purchase Directorates.

2. Regional Supply officers will also be required to put store code at the Tender Enquiry stage.
3. All the Purchase Directorates may please see for strict compliance.

( P.V. MATHEW)  
DY.DIR.(P&C)

STANDARD DISTRIBUTION  
FILE No. CDN-1/4(112)/I/98-Vol.III

DIRECTORATE GENERAL OF SUPPLIES & DISPOSALS  
(PLANNING & CO-ORDINATION UNIT)  
JEEVAN TARA BLDG, 5 SANSAD MARG  
NEW DELHI 110001

CIRCULAR No.14

Dated 10.5.2000

Sub:-Restructuring of Purchase Directorates & Transfer of R/C items to Regions.

Ref:-Circular No.10 dated 4.4.2000.

In partial modification of Circular No.10 dt.4.4.2000, it has been decided to allocate the following work to RCP Directorate and Litigation Monitoring Directorate :-

RCP Directorate:

- Receiving suggestions for conclusion of R/C for new items and processing them on file.
- Interacting with Purchase Directorates, QA Wing, Users Deptts., Trade Bodies, BIS etc. for the new items.
- Referring the new items to the (a) Sub-Committee, (b) the QA Wing and (c) the SRC, New suggestions received prior to scheduled SRC meeting whether considered by Sub-committee or not will also be placed for SRC consideration.
- Arranging Sub-committee and SRC meetings at regular intervals.
- Allotting new items to the Purchase Directorates including the Regions and transferring the papers including TP received from QA Wing. In the case of Regions, the DDG(QA) concerned will send TP direct the DDG purchase.
- Collecting the data from Purchase Directorates and the Regions regarding progress in conclusion of R/C for new items.
- Expediting the Purchase Directorates and the Regions for conclusion of R/C for new items.
- Preparing Control Chart for the new items with the held of MIS Directorate and Purchase Directorates.

Preparing monthly report regarding progress in conclusion of R/C for new items for submission to DG.

Transferring existing items to the Regions with DG's approval.

Collecting data from Purchase Directorates regarding maintenance of continuity of R/Cs for existing items and compiling a report for submission to DG.

Looking after the work of Market Intelligence Cell.

Any other item of work to be specifically assigned.

on Monitoring Directorate:

Proposals regarding submitting policy procedure and system improvement matters relating to Arbitration and Litigation ( to be sent to P&C Unit).

Maintaining an up to date list of all Arbitration & Litigation cases.

Undertaking periodic check to ensure that for Court cases, progress(Cause) Registers are maintained by the Purchase Directorates and the Regions and they incorporate brief development of the case and the next hearing date in the Progress (Cause) Register.

A Master Progress (Cause) Register may be maintained in the Litigation Directorate in the Hqrs. The Purchase Dtes. in the Hqrs. may intimate the Litigation Directorate the information regarding next hearing date which may be incorporated in the Master Register.

Maintaining Limitation Register for Arbitration cases and advising the Purchase Directorates and the Regions to take action in time on the Awards given by the Arbitrators.

Maintaining Limitation Register for Court cases and advising Purchase Directorates and the Regions to take action within the time frame laid down in the Court notices/Court judgments.

Expediting the Purchase Directorates and the Regions to take quick actions including steps for 'Early Hearing' and filing of 'Execution Petition' in cases of Awards/Judgements in favour of UOI.

Director of the Purchase Directorate to function as Member Secretary of the Committee stated as under regarding cases involving Govt. claim:

ADG(P)	Chairman
OSD(Lit.)	Member
DDG(S) (P&C Unit)	Member
DDG in charge of Litigation Dte.	Member
DS(IF)	Member
Director of the concerned Purchase Directorate	

Collection data from the Purchase Directorates and the Regions and compiling monthly reports regarding progress of Litigation cases and R.P. & G.D. cases for submission to DG.

Any other item of work to be specifically assigned.

All the Purchase Officers are requested to note the above instructions for compliance.

(P.V. MATHEW)  
DY.DIR.(P&C)

STANDARD DISTRIBUTION

File No. P-01033/1/00/P&C-1

Dy.Dir.(P&C-4) for placing on the policy file relating to Litigation/Arbitration.

No.A-14006/1/00-P&C-2  
DIRECTORATE GENERAL OF SUPPLIES & DISPOSALS  
(PLANNING & CO-ORDINATION DIRECTORATE)  
JEEVAN TARA BLDG, 5 SANSAD MARG  
NEW DELHI 110001

Circular No.15

Dated 22<sup>nd</sup> May, 2000

:-Association of NSG's officers during Inspection of stores at firms premises alongwith officers of Q.A. Wing.

It has been decided with the approval of the Competent Authority that while carrying out inspection of stores meant for NSG, officers from NSG may also be associated alongwith officers of QA Wing.

2. All Purchase Directorates are accordingly directed to incorporate suitable provisions in the contracts for supplies of stores to NSG providing for joint inspection in association with the officers of NSG, in future. For the existing contracts also, suitable amendments may be issued with the consent of the firms, on the same lines.

(J.P. AGRAWAL)  
Director(P&C)

Standard Distribution

DIRECTORATE GENERAL OF SUPPLIES & DISPOSALS  
JEEVAN TARA BLDG, SANSAD MARG, NEW DELHI-I  
PLANNING & CO-ORDINATION UNIT  
P&C-4 SECTION

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CIRCULAR No.16

Dated:

flexibility on determining service charges for procurement of stores against DGS&D contracts.

With the approval of Ministry of Finance, DGS&D has been allowed to levy flexible departmental charges within the range of 0.25% to 2% of the value of the stores in respect of ad hoc procurement on the analogy of similar flexibility already allowed in the case of quality assurance services. In this regard a provision has already been made in DGS&D Manual vide para 17.1.1.

2. To lay down the criteria for deciding the quantum of departmental charges the matter was under consideration of Deptt. of Supply. The QA wing are generally deciding the departmental charges keeping in view the competition in the market, potential of the organization and future expected workload. It was, therefore, felt that for procurement also no hard and fast rule can be evolved. The possible guidelines could be –

- a) the volume of work to be entrusted.
  - b) the nature of the item whether to standard or highly complicated stores.
  - c) the likely competitors.
- the information gathered as to the kind of service charges which were already been paid by that organization.  
The agency who was serving them already.  
The location of the Organations.  
The competition in the market.  
The potential of the organization and future workload

3. It has now been decided that the departmental charges shall be fixed keeping in view the above guidelines. The competent authority to decide the quantum of departmental charges for adhoc procurements will be at the level of DG(S&D) in consultation with the Finance and not below this level.

(O.B. CHAKRAVARTY)  
DY.DIRECTOR(P&C)

Standard Distribution

File No.P-17002/1/00/P&C-4

DIRECTORATE GENERAL OF SUPPLIES & DISPOSALS  
JEEVAN TARA BLDG, SANSAD MARG, NEW DELHI-I  
PLANNING & CO-ORDINATION UNIT  
P&C-4 SECTION

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CIRCULAR No.17

Dated:

Sub:-Consultancy Services to be rendered by DGS&D- general instructions.

The drill to be followed for processing and time scheduled for procurement activities is laid down in the Deptt. of Supply O.M. No.P-III-1(14)/94 dated 18.3.96 (copy enclosed) for procurement against World Bank Assistance Projects. It has now been decided that similar course of action is to be adopted even for general purchases particularly for procurement for the State Govt. and Public Sector Units.

2. Regarding consultancy coordinated efforts shall be made by the World Bank Dte. and the Institute for supply and Quality Management for extending the services of DGS&D for procurement of stores for the organisation, not assisted by the World Bank keeping in the points listed below:-

The team shall work with an open mind and with complete freedom to approach likely indenting departments who may be engaging procurement agents. The services in the manner outlined in the Deptt. of Supply O.M. dated 18/03/96 shall be the guiding factor this team.

The team shall work out a necessary information base for projecting the strength of the DGS&D to the prospective Indenting Departments. The team will be free to make visits to these bodies wherever they may be located including outside Delhi.

The entire operation of the set up should be computerized and officers/staff working on this team should have knowledge of Computer or have aptitude to learn Computers.

To get additional clientele extraordinary efforts are required coupled with proper presentation by the team of dedicated officers. The officers assigned to this team should have aptitude and instinct to get positive results.

ADG Incharge will have the liberty to suggest suitable staff to be posted with the approval of DG and also to decide allocation of work as he deems fit. ADG Incharge should work out the requirements of infrastructure including augmenting the existing computer network.

The service charge to be levied for undertaking the job, may be worked out by the team under the leadership of ADG concerned, and quoted only after specific approval of DG and Finance is obtained.

The delegation of powers as presently available shall continue where DGS&D undertakes the total purchases including decision making. However, where DGS&D is engaged only as Consultant, in such cases the Committee headed by ADG will be fully competent irrespective of value to send their recommendation to the indenting Departments for obtaining approval of their competent level.

ADG will have fully power for the movement of his officers and for sanctioning other expenses, which may be necessary for maintaining liaison with the prospective beneficiaries Provisions of DFPR should be kept in view, while sanctioning the expenses.

Periodic review of the progress is to be made on a monthly basis. A report is to be submitted at the end of each month to DG/Secretary(Supplies) by the ADG(Incharge).

(O.B. CHAKRAVARTY)  
DY.DIRECTOR(P&C)

d Distribution

No.P-17002/1/00/P&C-4

No.P-III-1(14)/94  
Government of India  
Ministry of Commerce  
Department of Supply  
(Poorti Vibhag)

“C” Wing, New Delhi  
Dated the 18<sup>th</sup> March \_\_\_\_\_

OFFICE MEMORANDUM

Sub:-Procurement by DGS&D for World Bank Assisted Projects.

The Directorate General of Supplies and Disposals (DGS&D) is the Central Purchase Organisation of the Government of India. As the Purchase Organisation it has undertaken procurement work on behalf of some Government Departments for World Bank-Assisted Projects. A separate Cell (World Bank Cell) exists in the DGS&D for handling the procurements against World Bank- Assisted Projects.

2. The procurement against World Bank-Assisted projects is regulated by the guidelines issued by the World Bank in general and in terms of the Loan Agreements in respects of particular projects. The procedure followed by the DGS&D for making such procurements has recently been reviewed.

3. After the review it has been decided that DGS&D should use its expertise and take on the role of a consultant for such procurement. Through such consultancy, DGS&D will offers its vast experience to procurement agencies making purchase under World Bank projects. This consultancy service is in addition to the procurement work being done by DGS&D for World Bank projects, as per the existing procedure. Procuring agencies will, therefore, have the choice of using DGS&D services as a consultant or asking DGS&D to make the total purchases on their behalf.

4. The procedure for both options is given below:-

where DGS&D is to make total purchases for procuring agencies under World Bank aided projects:

For World Bank Aided projects which are already in hand, DGS&D may continue to act as a procurement agency as hitherto. In the case of future projects, however, the borrowing Ministries/Departments will be given the following options which they will indicate in their indent.

DGS&D will act as procurement agency for borrowing Ministries/Departments with the following modifications in the existing procedure.

Between the borrowing Agency and DGS&D, the decision of the DGS&D awarding the contract should be final. The Borrowing Agency will be consulted before drawing up the specifications and also while evaluating the tenders. Once tenders are decided at the appropriate level, it shall not be changed by the Borrowing Agency.

The Tender Purchase Committees (TPCs) for all World Bank purchases will be one Committee chaired by ADG or DG depending on the level of purchase. In respect of purchase which fall outside the powers of DGS&D, the TPCs and Tender Advisory Committee (TACs) will be chaired by the Secretary, Department of Supply to expedite decisions.

The participation in the deliberations of DGS&D/Department of Supply of the borrowing Agency should be at an appropriate level consistent with the Chairmanship

of the TPC. In the TPCs and TACs chaired by Secretary (Department of (Supply)/DG, the level of participation should be at least that of Joint Secy. and in the TPCs chaired by ADG. It should be at least Director/Deputy Secretary.

All purchases above US \$200,000 or roughly above Rs.66 lakhs, No Objection Certificate from World Bank should be obtained. When the World Bank does not give the No Objection Certificate the decision of the competent Authority in the DGS&D/Department of Supply, shall be final and the procurement through World Bank funds shall be given up and the Borrowing Agency if it so wants should procure it from their own funds. The Borrowing Agency should agree on this.

OR

Where DGS&D is to act as a consultant for World Bank aided Projects:

DGS&D will act as Consultant in accordance with the Memorandum of Understanding (copy enclosed) to be signed between DGS&D and borrowing Ministries/Departments.

5. All Ministries/Departments may please note the above instructions and also bring to the notice of the bidders.

The evaluation report shall be prepared by DGS&D through a Committee consisting of :

1. ADG(S&D) - Chairman
2. DDG(Purchase) - Member
3. DDG(QA) -Member
4. Representative of the borrowing Ministry, -Member  
not below the rank Director  
/Dy.Secy.
5. Director(Supplies) -Member Secretary

The Borrower shall process the evaluation report and obtain the financial/ administrative approval of their competent authority as per the General Financial Rules, delegations or any instruction on delegation as are applicable within their Ministry. The DGS&D shall provide such additional information and/or clarification as may be required by the Borrower in this respect. The evaluation report as is approved by the competent authority may be forwarded by the Borrower to the Bank for obtaining No Objection Certificate.

On receipt of No Objection Certificate from the Bank, DGS&D shall prepare a Draft Notification of Award and detailed contract which shall be signed by the Borrower and issued to the successful bidder.

All further post-contract management on the contract shall be done by the Borrower. He may refer to DGS&D any matters for advice which he considers necessary.

The Borrower would be responsible for dealing with all Parliamentary matters and other related Government obligations like Audit Scrutiny etc. connected with the services of the DGS&D. However, DGS&D would provide all the necessary information/details required for dealing with such matters.

DGS&D undertakes to arrange pre-despatch inspection of stores the details of which shall be incorporated in the detailed contract.

The payment for the stores supplied shall made by the Borrower through their Paying Authority.



The time schedule for the various activities after receipt of indent/demand in DGS&D will be as under:-

- |      |  |   |
|------|--|---|
| i.   | Preparation of specification                                       | - 1 month   |
| ii.  | Invitation of bids upto the time of opening of bids                | - 2-1/2 months from the date of receipt of approved specifications from the Borrower. |
| iii. | Technical/Commercial evaluation of bids                            | -Normally one month but not exceeding 1-1/2 months.                                   |
| iv.  | To make available the notification of award after approval of Bank | -Two days.  |
| v.   | Detailed contract to be made available by DGS&D to the Borrower.   | -10 days after issue of N.O.A.  |

For rendering the above services, DGS&D shall charge \_\_\_\_\_ of the value of the contract including all Taxes and Duties for purchase and inspection activities and additional\_\_\_\_\_ for imported stores if the borrower entrusts the job of clearance to the DGS&D Port Consignee.

2. Any modifications to this Agreement can be carried out as are mutually agreed by the two parties.
3. Any dispute arising out of this Agreement shall also to be settled by mutual consultation.

Borrowing Agency

Director General of Supplies &  
Disposals

DIRECTORATE GENERAL OF SUPPLIES & DISPOSALS  
(PLANNING & CO-ORDINATION UNIT)  
JEEVANTARA BLDG., 5, PARLIAMENT STREET  
NEW DELHI 110001

CIRCULAR NO.18

Dated 31.5.2000

Sub:-Request for Post Deposit Facility by New Delhi Municipal Council(NDMC).

Ref:-Circular No.30 dt.17.8.99.

Vide Circular No.30 dt.17.8.99, the New Delhi Municipal Council (NDMC) was treated as Post Deposit Party upto March, 2000, subject to prompt clearance of payments by them to CCA, Deptt. of Supply, New Delhi.

2. At the request of NDMC, New Delhi the position has been reviewed. It has been decided to extend the Post Deposit Facility to the New Delhi Municipal Council (NDMC) upto 31.3.2001. Chief Controller of Accounts, Deptt. of Supply, New Delhi will accept all the pending bills from the Suppliers in respect of their Supply Orders placed by NDMC on them after 31<sup>st</sup> March, 2000 (the period upto which the NDMC was initially allowed this facility).

(P.V. MATHEW)  
DY.DIR.(P&C)

STANDARD DISTRIBUTION

FILE No: CDN-1/CDN-3/10/PSU/AB/1/89/NDMC

Copy to:-

1. Er. D.N. Gupta, Chief Engineer (Elect.), New Delhi Municipal Council, Room No.1712, 17<sup>th</sup> Floor, Palika Kendra, Sansad Marg, New Delhi –110001\*.
2. Chief Controller of Accounts, Deptt. of Supply, Akbar Road, New Delhi-110011. He may kindly ensure that the debit vouchers are cleared by the NDMC, New Delhi in time.

\*With reference to their letter No.143/PS/CEE/D dt.23.5.2000.

Immediate  
Reminder

No.CDN-3/8(5)/II/CPAC/27/95  
Directorate General of Supplies & Disposals  
Planning & Co-ordination Unit  
Planning & Co-ordination-3 Section  
Jeevantara Building, 5 Sansad Marg,

CIRCULAR No.19

New Delhi - 110001  
Dated 13-06-2000

Operationalization and Implementation of Citizen's Charter of DGS&D – Submission of Monthly Report regarding.

Please refer to DGS&D Headquarter's Circular number 12 dated 16-04-1999 and subsequent reminder of even number dated 09-08-1999 wherein all the officers of DGS&D at Regions (Supplies as well as Quality Assurance) were requested to send the Monthly Report on 7<sup>th</sup> of every month in respect of the appraisal of the commitments to the staff, achievements ensuring continuity of RCs etc., feedback from industry/indentors and the objectives/targets made in the Charter of DGS&D as a progressive step for effective implementation and operationalisation of Citizens' Charter of the DGS&D.

It has been observed that only some offices are sending this Monthly Report whereas many Offices of the DGS&D are not submitting such Reports regularly. As the feedback called for in the Circular dated 16-4-1999 is essentially required to make proper and effective evaluation regarding implementation and operationalisation of the Citizens' Charters' of the DGS&D, all Offices of Supply and Quality Assurance Wing at Regions are again requested to send this Monthly Report invariably on regular basis. Non-compliance of the same would be viewed seriously.

(J.P. AGRAWAL)  
DIRECTOR(P&C)

To

All DDGs/Directors of the DGS&D (Supply & Quality Assurance Wing) at Regions.

DIRECTORATE GENERAL OF SUPPLIES & DISPOSALS  
(PLANNING & CO-ORDINATION UNIT)

CIRCULAR No.20

Dated 20

Sub: Conclusion of single R/C based on single \_\_\_\_\_ - Guidelines reg.

.....

Para 13. 5 of DGS&D manual, inter-alia stipulate that proposals may be worked out for entering into par\_\_\_\_\_ with minimum number of firms which in any case be not less than two. Instances have, however, come to notice that only one firm quoted against tender enquiries floated for conclusion of rate contracts for items other than OEM items and items reserved for KVIC/ACASH. Consequently rate contracts were concluded with only one firm. Conclusion of single rate contract based on single quotation in a way facilitates monopoly of the firm for all government supplies. This may be due to non-availability of other firms for such items or if available, id not quote for lack of information or may not be interested to take part in DGS&D tenders.

2. The guidelines given below may be followed by all the Purchase Officers where only one quotation has been received for such items

(i) It may be ensured that adequate publicity have been given. New items must be invariably published in National Newspapers irrespective of value.

(ii) To check with the QA Wing, BIS, DGQA(Defence), NSIC, likely users and other such agencies as to the sources of supply for such an item and to enquire through the regional supply/QA branches as to whcy such firms had not participated. If the information gathered suggests other sources of supply then R/C against single offer requires greater justification.

(iii) The users for such items need to be specifically identified and their reaction obtained about the need for bringing such an item on the R/C. For the ongoing R/Cs, it shall be possible based on the payments made by CCA.

(iv) It should be mandatory for the Purchase Officer to get a report from the Cost Cell about the justification of prices and that quoting firms must agree to the Book Examination Clause whi provision can be made use of not only by the Cost Cell at the time of justification the prices but also any time during the currency of the rate contract.

- (v) R/C holders should be required to submit quarterly reports on sales made outside R/Cs duly certified that such sales are not at rates lower than R/C rates for whatever reasons.
- (vi) The minimum competent level for such items should be Director General except OEM ITEMS like vehicles/spares.
- 3. All Purchase Officers are requested to follow the above guidelines and also review the ongoing rate contracts.

( P.V. MATHEW )  
Dy. DIRECTOR(P&C)

Standard Distribution  
CDN-1/RC/Misc.99 dt. 20-6-2000.

**DIRECTORATE GENERAL OF SUPPLIES & DISPOSALS  
JEEVAN TARA BUILDING, SANSAD MARG, NEW DELHI  
PLANNING & COORDINATION UNIT  
P&C –4 SECTION**

\_\_\_\_\_ Date:- 28.6.2000

Circular No. 21.

Sub.:- Procurement of ISI Marked stores through R/c.

Ref. :- Circular No. 12 dated 4/5/2000.

Following may be substituted in the sub-para (ii) para 2 of the circular No. 12

FOR

READ AS

(ii) The process of ISI marked goods are  
not competitive

The prices of ISI marks goods are  
not competitive

All other remains unaltered.

**(O.B. CHAKRAVARTY)  
DY. DIRECTOR (P&C)**

Standard Distribution\_\_\_\_\_

File No. CDN-4/6(15)/11-00

Dated: 28.6.2000

**DIRECTORATE GENERAL OF SUPPLIES & DISPOSALS  
JEEVAN TARA BUILDING, SANSAD MARG, NEW DELHI  
PLANNING & COORDINATION UNIT  
P&C –4 SECTION**

\_\_\_\_\_ Date:- 3.7.2000

Circular No. 22.

Sub.:- Jurisdiction for Settlement of Disputes.

As per Clause 28 of form DGS&D –230, the Booklet containing ‘INSTRUCTIONS TO TENDERING QUOTING AGAINST ENQUIRIES ISSUED BY DGS&D AND ITS REGIONAL OFFICES, the instructions on the subject roads as under:

“All questions, disputes or differences arising under or out of or in connection with the contract if concluded shall be subject to the exclusive jurisdiction of the court within the local limits of whose jurisdiction the place from which the acceptance of tender is issued is situated.”

2. Further Clause 20 of DGS&D-68 (Revised) – Conditions of Contract Governing Contracts placed by the central Purchase Organisation – reads that irrespective of the place of the delivery, the place of performance of the place of the payment, under the contract, the contract shall be deemed to have been made at the place from which the acceptance of tender has been issued.

3. It has been reported by Purchase Directorates that of late the disputes and differences have been raised by the Trade even before placement of contract and the firms get stay orders on one pretext or other from the Courts where such firms are located. The purchase Officers have to go to such places to defend the case in the absence of any specific provision to defend the case from Delhi/Calcutta/ Chennai or Mumbai as the case may be.

4. Sometimes for Regional Office cases the advance contract is issued from the Hqrs., followed by the formal contract from the respective Regional Office which has invited the Tenders.

5. After due consideration of the above issued in consultation with Ministry of Law, it has been decided with approval of Department of Supply to amend the following clause in dGS&D-230 & DGS&D-68 (R) as follows:

contd/-...

-2-

(Clause 28 of DGS&D 230 at P. 14)

<b>FOR</b> All Questions, disputes or differences arising under or out of or in connection with the contract if concluded shall be subject to exclusive jurisdiction of the court within the local limit of whose jurisdiction the place from which the acceptance or tender is issued is situated	<b>READ</b> All Questions, disputes, or differences arising under or out of or in connection with the Enquiries issued or in connection with contract if concluded shall be subject to jurisdiction of the court within whose limits the place from where Tenders have been invited.
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In Conditions of Contract:

(Clause 20 of DGS&D 68 at P. 40)

Irrespective of the place of delivery, the place of performance, or the place of payment under the contract, the contract shall be deemed to have been made at the place from which the acceptance of tender has been issued	Irrespective of the place of delivery, the place of performance or the place of payment under the contract or the place of issue of advance intimation or acceptance of tender, the contract shall be deemed to have been made at the place from where tenders have been invited.
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6. All Purchase Officers may please note the above changes and incorporate them in all the enquiries and on resultant contracts.
7. The above instructions will come into force with immediate effect.

**(O.B. CHAKRAVARTY)**  
**DY. DIRECTOR (P&C)**

Standard Distribution \_\_\_\_\_

File No. P-12003/1/00- P&C-4

Copy to:-

Publication Cell – for publishing in the monthly bulletin.  
MIS Directorate.  
CDN-2 – for making amendment in DGS&D –68 & 230.  
Deptt. of Supply w.r.t. their I.D. Note No. 6(4)/2000 –pol. Dated 16.6.2000.

**DIRECTORATE GENERAL OF SUPPLIES & DISPOSALS**  
**JEEVAN TARA BUILDING, SANSAD MARG, NEW DELHI**  
**PLANNING & COORDINATION UNIT**  
**P&C –4 SECTION**

\_\_\_\_\_  
Date:- 4.7.2000

Circular No. 23

General Terms and Conditions Governing the Rate Contract and Instructions to Direct Demanding Officers and Consignees – DGS&D – 1001.

As per the amended provision in dGS&D-1001 in line with the instructions given in Circular No. 49 dated 22.12.99, DDOs have to provide financial certificate at the time of placement of the Supply Orders.

2. It has been reported by some of the R/C holders that they could not get payment from the CCA for the supplies made against the Supply Orders in which DDOs have not given the above certificate.

3. The rate contract holders have to ensure availability of the above certificate. It has been decided with the approval of the DG (S&D) that all the Rate Contracts that will be issued w.e.f. 15.7.2000 will contain instructions predominantly inviting the attention of the Rate Contract holders that before entertaining the Supply Orders they should ensure the availability of following Certificate from DDOs:

They are Central Government Departments drawing funds from Consolidated Fund of India

The expenditure involved for the purchase has received the sanction of the competent financial authority

The funds are available under the proper head in the sanctioned Budget allotment for the year \_\_\_\_\_ and

They have been fully authorized by the Department to sign the Supply Order and incur the liability in respect of the stores being ordered.

4. Purchase Directorates may also send a separate registered communication to all the Current Rate Contract holders inviting their attention to the requirement of above Certificate to be furnished by DDOs before entertaining the Supply Orders.

5. CCA, Deptt. of Supply is being appraised of above decision separately as per copy enclosed.

6. All Purchase Directorates are requested to take immediate action.

**(P.V. MATHEW)**  
**DY. DIRECTOR (P&C)**

Standard Distribution \_\_\_\_\_  
File No. CDN-1/DDO/II/Misc./95-96

No. CDN-1/DDO/II/Misc./95-96  
Govt. of India  
Directorate General of Supplies & Disposals  
(Planning & Co-ordination Unit)  
Jeevan Tara Building, 5, Parliament Street  
New Delhi – 110 001.

Dated:- 4.7.2000

To  
The Chief Controller of Accounts,



Office of the Chief Controller of Accounts,  
Department of Supply,  
Akbar Road Hutments,  
New Delhi.

General Terms and Conditions Governing the Rate Contract and Instructions to Direct Demanding Officers and Consignees – DGS&D – 1001.

As per the amended provision in DGS&D-1001 in line with the Instructions given in Circular No. 40 dated 22.12.99, DDOs have to certify at the time of placement of the Supply Order that:

They are Central Government Departments drawing funds from Consolidated Fund of India  
The expenditure involved for the purchase has received the sanction of the competent financial authority  
The funds are available under the proper head in the sanctioned Budget allotment for the year \_\_\_\_\_ and  
They have been fully authorized by the Department to sign the Supply Order and incur the liability in respect of the stores being ordered.

2. It has been reported by some of the R/C holders that they could not get payment from your office for the supplies made against the Supply Orders in which DDOs have not given the above certificate.

3. In this connection, CCA's attention is invited to the Instructions available to DDOs prior to introduction of DGS&D-1001. These instructions as contained in DGS&D Form-155 read as follows:

“The Direct Demanding Officers are only permitted to operate against the Rate Contract on the distinct understanding that the expenditure involved has received the sanction of Competent Financial Authority and that funds are available under the proper head in the sanctioned Budget allotment of the Indenting Deptt. in the year in which the cost (and the Department-in-Charges) (where livable) will be adjusted”.

Contd./-...2..

-2-

4. The above instructions have been reiterated in form DGS&D-1001.

5. We have issued instructions to Purchase Officers to take suitable action as per Circular NO. 23 dated 4.7.2000.

6. In the meantime, it has been decided with the approval of DG (S&D) that you need not return the Bills for supplies made against Supply Orders placed for want of those Certificates in respect of Rate Contracts place prior to 15.7.2000 and that wherever such Certificates are not available, CCA can follow the procedure hitherto for adopted.

**(P.V. MATHEW)**  
**DY. DIRECTOR (P&C)**

**DIRECTORATE GENERAL OF SUPPLIES & DISPOSALS**  
**JEEVAN TARA BUILDING, SANSAD MARG, NEW DELHI**  
**PLANNING & COORDINATION UNIT**  
**P&C -4 SECTION**

Date:- 7.7.2000

Circular No. 24

Negotiations with L1 and counter offer to other higher quoting firms etc.

In line with the DGS&D Manual provisions contained in Para 13.16, post tender negotiations should be avoided and Rate Contracts may be concluded without negotiations by following the guidelines given for the conclusion of parallel Rate Contracts with adequate number of firms within reasonable price range to meet the estimated draws.

2. Where it is considered necessary to resort to the negotiations to conclude parallel Rate Contracts then the CVC guidelines are to be followed and counter offers are to be made as per the standardized format and responses to counter offers are to be received through tender box to be opened in public.

3. In line with the CVC guidelines, where negotiations are considered necessary for bringing more firms on R/C first it should be conducted with L1, the prices so agreed are to be counter offered to other higher quoting firms. Therefore, there are two stage negotiations/counter offer.

4. The first stage negotiations with L1 requires a shorter time and the standard letter to be addressed can be simpler and also it need not be called through tender box in a sealed cover. The letter to be addressed to L1 will be in the format as at Annexure 'A' giving 15 days time to respond.

5. If L1 firm agrees to the rates offered, Rate Contract is to be issued and prices so agreed are to be counter offered to other higher quoting firms as 2<sup>nd</sup> stage negotiation. In case L1 firm fails to respond within the time it may be taken as if they are not agreeable to the counter offer and in that event the reasonable price as determined may be counter offered to all the eligible firms including L1. For this 15 days time may be allowed and the standard letter to be addressed will be as per the format at Annexure 'B'.

6. It has also been decided that in the Administration Section (A-13), a separate cell should be created i.e. "Tender Receipt Cell" which will receive the tender documents sent by the responding firms through registered post, courier and forward them to the concerned P&C Unit (Section-3). They will also guide the tenderers who want to make hand delivery of tender documents to put it into the Tender Box. The Tender Receipt Cell will maintain proper record of documents received through registered post/courier.

Contd./...2.

7. Suitable instructions to the tenderers should be included in future tender enquiries/standard letter for counter offer that their responses to the tender enquiries/counter offers should be addressed to: -

“Tender Receipt Cell”  
Directorate General Supplies & Disposals,  
Jeevan Tara Building,  
5, Parliament Street,  
New Delhi – 110 001.

8. The above guidelines are brought to the notice of all concerned for strict compliance.

Encls.:- Annexure ‘A’ & ‘B’

**(P.V. MATHEW)**  
**DY. DIRECTOR (P&C)**

Standard Distribution \_\_\_\_\_  
File No. CDN-1/CDN-3/Misc./TENDER/97

ANNEXURE ‘A’

FORMAT FOR COUNTER OFFER TO L1

No.

Government of India  
Directorate General of Supplies & Disposals

Dated:

To  
M/s.

Sub.:- This Office Tender Enquiry of even no. opened on \_\_\_\_\_ for \_\_\_\_\_

Your quotation No. \_\_\_\_\_ dated \_\_\_\_\_ and subsequent correspondence resting with letter No. \_\_\_\_\_  
dated \_\_\_\_\_

Dear Sir,

With reference to above, it is informed that the prices quoted by you have been considered to be on the high side. Department considers reasonable prices at rates as indicated in the enclosed Annexure. Certain other terms and conditions quoted by you in your tender which are unacceptable have also been indicated in the enclosed annexure alongwith the terms which may be considered by the Department.

2. You are requested to submit your revised best-reduced rates within 15 days from the date of issue of this letter for the items indicated in the Annexure alongwith the confirmation of terms and conditions.
3. This invitation to negotiations is without prejudice to the terms and conditions as also validity of the offer as tendered/agreed to by you.
4. This is, however, without any commitment, whatsoever at this stage and without prejudice to the purchaser's right to accept your original offer within its validity.

Yours faithfully,

(Asstt. Director)  
for Director General of Supplies & Disposals

ANNEXURE 'A'

FORMAT FOR COUNTER OFFER TO L1

No.

Government of India  
Directorate General of Supplies & Disposals

Dated:

To  
M/s.

Sub.:- This Office Tender Enquiry of even no. opened on \_\_\_\_\_ for \_\_\_\_\_

Your quotation No. \_\_\_\_\_ dated \_\_\_\_\_ and subsequent correspondence resting with letter No. \_\_\_\_\_  
dated \_\_\_\_\_

Dear Sir,

With reference to above, it is informed that the prices quoted by you have been considered to be on the high side. Department considers reasonable prices at rates as indicated in the enclosed Annexure. Certain other terms and conditions quoted by you in your tender which are unacceptable have also been indicated in the enclosed annexure alongwith the terms which may be considered by the Department.

2. You are requested to give the reduced revised rates alongwith the confirmation of terms and conditions. Your letter in sealed cover is to be addressed to Tender Receipt Cell superscribing with the enquiry No. \_\_\_\_\_ to be opened on \_\_\_\_\_  
Your response must reach this office by \_\_\_\_\_ (indicate the time) on \_\_\_\_\_ and will be opened in public at \_\_\_\_\_ on \_\_\_\_\_. In case the response is sent by hand delivery, it should be put in the Tender Box by the due date and time.

3. Please note that in case your revised offer is not received by the due date and time as indicated above, you might lose the opportunity and consideration of your tender. It is the responsibility of the tenderers to clearly indicate the tender No. and date and time of tender opening on the cover of the tender. Any mistake on the part of the tenderers may result in the tender getting delayed and consequently not considered.

4. You are requested to submit your revised best-reduced rates only for the items indicated in the Annexure keeping your offer valid for acceptance till \_\_\_\_\_.

Contd./-...2...

5. This invitation to negotiations is without prejudice to the terms and conditions as also validity of the offer as tendered/agreed to by you.

6. This is, however, without any commitment, whatsoever at this stage and without prejudice to the purchaser's right to accept your original offer within its validity.

Yours faithfully,

(Asstt. Director)  
for Director General of Supplies & Disposals

**DIRECTORATE GENERAL OF SUPPLIES & DISPOSALS  
JEEVAN TARA BUILDING, SANSAD MARG, NEW DELHI  
PLANNING & COORDINATION UNIT  
P&C -4 SECTION**

\_\_\_\_\_ Date:- 25.7.2000

Circular No. 25

Negotiations with L1 and counter offer to other higher quoting firms etc.

Purchase Officers may please refer to Circular No. 24 dated 7.7.2000. This Circular provides the format as per which communications are to be sent to L1 firm and or to other higher quoting firms while resorting to counter offering. The Purchase Officers have to follow the guidelines given in para 13.16 of DGS&D Manual (page 190 and 206A) while resorting to negotiations/counter offering.

**(C.L. BAUL)  
DY. DIRECTOR (P&C)**

Standard Distribution \_\_\_\_\_  
File No. CDN-1/CDN-3/Misc./TENDER/93

**DIRECTORATE GENERAL OF SUPPLIES & DISPOSALS  
JEEVAN TARA BUILDING, SANSAD MARG, NEW DELHI  
PLANNING & COORDINATION UNIT  
P&C -4 SECTION**

\_\_\_\_\_ Date:- 21.8.2000

Calling for special capacity report.

At the time of planning stage of procurement either through adhoc or rate contract system, technical details as vetted by the Inspecting Authority need to be discussed particularly their direction regarding the requirement of tender sample/advance sample/special capacity reports on DGS&D/NSIC registered firms. (DGS&D Manual Para 7.18.1 and 13.7.1 9 (c) refer). For example; even though the suppliers registered with NSIC under single point registration scheme are considered at par with DGS&D registered firms, in respect of procurement of difficult items or items involving safety angle, the inspecting authority directs the Purchase Wing to call for special capacity reports in respect of those NSIC firms registered based on capacity verification by their own agency and not by DGS&D QA Wing.

2. With a view to bring more and more transparency in the procurement process, Quality Assurance Wing have prepared a list of 111 items (list enclosed) under the category of Difficult/Safety/Complaint prone items. For these items special Capacity Reports are to be obtained by the Purchase Directorate before considering the offer of NSIC registered firms, if their registration is not based on capacity assessment of our QA Wing. All the Purchase Directorates may please ensure that Tender Enquiry for these items will contain the following clause: -

“The Rate Contract will be awarded to firms who are registered with DGS&D/NSIC on the date of tender opening or who gets themselves registered without 90 days of tender opening. The item being brought on Rate Contract is considered as Safety/Difficult/Complaint prone item. Therefore, registration with NSIC should be based on the capacity verification by Quality Assurance Wing of DGS&D. DGS&D reserved the right to call for special capacity report in respect of firms not complying with the above requirement. Firms registered with NSIC without capacity verification by QA Wing of DGS&D should furnish the details of equipments they possess for manufacture of the stores and for quality control as per the proforma enclosed along with their tender.”

3. Adhoc procurement will be decided based on the responding firms technical and financial capabilities to execute the contract in line with the guidelines given in para 9.12 of DGS&D Manual.

Contd./-...2...

4. The Purchase Officers before awarding the rate contract should call for special capacity report in respect of such NSIC registered firms coming in the zone of consideration, if any such responded SSI firm is registered with NSIC without capacity verification by DGS&D QA Wing. However, if any such NSIC registered firm is the past R/C holder and supplied the stores to the required specification duly inspected by DGS&D QA Wing calling for capacity report may be dispensed with and they may be considered for award of rate contract subject to fulfillment of requirement.

5. All Purchase Officers are requested to take immediate action.

**(C.L. BAUL)**  
**DY. DIRECTOR (P&C)**

Standard Distribution \_\_\_\_\_  
File No. P-07018/1/00/P&C-1

Copy to: -

National Small Industries Development Corporation, New Delhi – they may kindly communicate to their Branch Offices regarding above decision for proper appraisal of the above requirement to all Small Scale Industries firms.

LIST OF DIFFICULT/SAFETY/COMPLAINT- PRONE ITEMS

**S.No.**    **Name of the Item.**

HARDWARE DIRECTORATE

HDPE PIPES  
C.I. SPUN PIPES  
D.I. SPUN PIPES  
PVC PIPE (SMALL)  
HELMET FOR DEFENCE  
SHELVING CABINET  
HELMET FOR CIVIL  
D.I. SPUN PIPES FITTINGS  
TABLE & CHAIR  
PRESSURE COOKER  
BOOT BRUSHES  
RACKS & FILING CABINET  
HELMET CRASH  
PVC PIPES (BIG)

ELECTRICAL STORES DIRECTORATE

UNDER GROUND ARMoured CABLES  
XLPE CABLES (LT)  
G.L.S. LAMPS  
COMPACT FLUROSCENT FITTINGS  
H.P.S.V. LAMPS FITTINGS



H.P.S.V. LAMPS  
MINIATURE CIRCUIT BREAKERS  
ENERGY METERS  
ELECTRICAL ACCESSORIES  
COMBINATION FUSE SWITCH UNITS  
SWITCH FUSE UNITS  
PVC (ALUM) CABLE (SMALL SIZE)  
PVC ALUM. CABLE (LARGE SIZE)  
INTEGRATED CABLES  
H.P.M.V. LAMPS  
WELDING CABLE  
ELECTRONIC BALLASTS  
H.P.M.V. FTNG. & ACCESS.  
COMPACT FLOURESCENT LAMPS  
HAND HELD SEARCH LIGHT  
HRC FUSE  
SUBMIERSIBLE CABLE  
CUT OUT  
SUPER ENAMELLED COPPER WIRE

-2-

#### WOOL & LEATHER DIRECTORATE

BOOT ANKLE CANVAS (CIVIL)  
BARRACK BLANKET  
BOOT COMBAT (RI)  
SHOES CANVAS (DEF.)  
SHOES CANVAS (CIVIL)  
BOOT ANKLE DMS (CIVIL)  
HOSE FIRE FIGHTING  
BOOT ANKLE DVS (DEFENCE)  
SLEEPING BAG  
COAT PARKA (CIVIL)  
GLOVES LEATHER WHITE LINED  
BOOT ANKLE CANVAS (DEFENCE)  
COAT COMBAT

INFORMATION TECHNOLOGY DIRECTORATE

TRANSRECEIVERS  
PHOTO COPIER MACHINE  
PERSONAL COMPUTER \* PERIPHERIALS  
UPS SYSTEM  
MISCROSCOPE

OIL AND CHEMICALS DIRECTORATE

LUBRICANTS A & S  
GREASES  
LUBRICANTS INDUSTRIAL  
RIFLE OIL  
INSECTICIDAL SPACE SPRAY  
OIL TRANSFORMER  
SOAP LAUNDRY  
SOAP SOFT  
SOAP LIQUID

STEEL AND CEMENT DIRECTORATE

CEMENT OPC 33 GRADE  
SPECIAL CEMENT (43 GRADE)  
CEMENT OPC (53 GRADE)  
CONCERTINA COIL  
GALVANISED STEEL BARBED WIRE  
CEMENT (SULPHATE RESISTING)

AUTOMOBILE DIRECTORATE

WIRELESS TELECOMMUNICATION BATTERIES  
MOTOR TRANSPORT BATTERIES (CIVIL)  
DRY BATTERIES (CIVIL)

STRUCTURAL DIRECTORATE

INDIGENOUS SPARES WILFIT (KOMATSU/BEML)  
ROAD ROLLERS  
SPARES ROAD ROLLERS (WILFIT)  
MALLEABLE CAST IRON FITTINGS  
GALVANISED STEEL CHAIN LINK (LARGE)  
GALVANISED STEEL CHAIN LINK (SMALL)  
FIRE EXTINGUISHER (CIVIL)  
CHAIN PULLEY BLOCK

**MECHANICAL ENGINEERING DIRECTORATE**

WINDOW MOUNTED TYPE AIR CONDITIONER  
SPLIT TYPE AIR CONDITIONER  
WATER COOLERS  
DESER COOLERS (STEEL BODY)  
STEEL TRUNK  
GEYSERS  
INVERTER  
SERVO VOLTAGE STABILISER  
BATTERY CHARGER  
HEAT CONVECTORS

WORKSHOP & MACHINE TOOLS DIRECTORATE

ELECTORDES  
INDIGENOUR SPARES WILFIT (KOMATSU/BEML)  
WILFIT & OEM/AIR COMPRESSOR  
WILFIT & OEM SPARS FOR PNEU. TOOLS

MISCELLENOUS

PLYWOOD RESIN BONDED  
TOUGHENED/LAM. SAFETY GLASS

DS&D, CALCUTTA DIRECTORATE

TICKET BOARD  
CAPES & COATES  
GROUND SHEET (CIVIL)  
BAGS KITS UNIVERSAL

DS&D, MUMBAI DIRECTORATE

R.R. BITS  
PNEUMATIC TOOLS & EQUIPMENTS  
ACID SULPHURIC  
ACID HYDORCHLORIC

DS (TEX.), MUMBAI

CLOTH COTTON DRILL (DRILL KHAKI)  
MOSQUITO NET  
MOSQUITO NET CLOTH  
GREAT COAT CLOTH/WOOLLEN DRAB MIX

DS&D, CHENNAI DIRECTORATE

111. SURGICAL RUBBER GLOVES.

**DIRECTORATE GENERAL OF SUPPLIES & DISPOSALS  
JEEVAN TARA BUILDING, SANSAD MARG, NEW DELHI  
PLANNING & COORDINATION UNIT  
P&C -4 SECTION**

\_\_\_\_\_  
Date:- 27.8.2000

Circular No. 27

Timely conclusion of the Rate Contract – Monitoring.

During the course of consideration of a proposal for conclusion of Rate Contract, Hon'ble MOS (C&I) has observed that conclusion of R/Cs is taking too long and that too without any accountability. The delay in processing leads to revalidating existing R/Cs which is open to criticism.

2. The time frame work for each activity from initiation of Planning Note till conclusion of the Rate Contract was circulated vide Circular No. 23 dated 14.8.98 and since incorporated in DGS&D Manual vide Para 13.7.1 (B).

3. During the discussion with Senior Officers' Meeting held on 31.7.2000, DG has directed that while Manual provision should be followed, DDGs/ADGs should monitor to ensure timely conclusion of R/Cs.
4. All Purchase Directorates are requested to follow strictly the time frame as per Manual Provisions to avoid any delay in conclusion of the R/Cs.

**(C.L. BAUL)**  
**DY. DIRECTOR (P&C)**

Standard Distribution \_\_\_\_\_  
File No. CDN-1/13(6)/93/Vol.II

Copy to: -

Deptt. of Commerce, Udyog Bhawan, New Delhi with reference to their D.O. letter NO. 2(9)/2000-P dated 7.8.2000.

No. CDN-3/8(5)/11/CPAC/27/95/Pt.  
Govt. of India  
Directorate General of Supplies & Disposals  
(Planning & Co-ordination Unit)  
Jeevan Tara Building, 5, Parliament Street  
New Delhi – 110 001.

Dated:- 11.9.2000

Circular No. 28

Nomination of Shri J.N. Joshi, Dir. (Tex.), Mumbai as Public Grievance Officer for both DS&D and DS (Tex.), Mumbai Offices.

\_\_\_\_\_

In terms of Circular Nos. 32 & 45 dated 26.8.99 and 13.12.99 respectively and consequent on retirement of Shri S. Koteswar from Government Service, it has been decided to nominate Shri J.N. Joshi, Director (Tex.), Mumbai as Public Grievance Officer for DS&D & DS (Tex.), Mumbai offices till further orders.

**(J.P AGRAWAL)**  
**DIRECTOR (P&C)**

Copy to:-

All concerned officers of DGS&D (HQ) and Regions.  
Under Secretary, Department of Commerce, Nirman Bhawan, New Delhi.  
Director (C&PR/MIS-II), DGS&D, New Delhi – 110 001.

**DIRECTORATE GENERAL OF SUPPLIES & DISPOSALS  
JEEVAN TARA BUILDING, SANSAD MARG, NEW DELHI  
PLANNING & COORDINATION UNIT  
P&C –4 SECTION**

\_\_\_\_\_ Date:- 15.9.2000

Circular No. 29

Past performance appraisal by Rate Contract holders.

Past performance of the firm will be one of the considerations in awarding fresh Rate Contract. The minimum levels of expected performance, as on a cut-off date, are indicated in the enquiry. Responding firms, if they are holding current and/or earlier periods Rate Contracts have to furnish performance statements in a standardized format as contained in Clause 6 of DGS&D-239.

2. The present format of performance appraisal does not contain:

(a) Details of Supply Orders placed but subsequently cancelled and withdrawn by DDOs.

Details of orders placed by State Governments, PSUs etc. outside the Rate Contract but utilizing the services of QA Wing.

3. The issue was examined in consultation with QA Wing and Deptt. of Supply for appraisal of above details also. It has since been decided to obtain the performance Statements in three parts as indicated below:-

Performance appraisal in respect of Supply Orders placed in the DGS&D Standard Form No. 131.

Details of Supply Orders placed in DGS&D Standard Form No. 131 but subsequently cancelled/withdrawn by DDOs.

Details of orders of Rate Contract items inspected by QA Wing and placed by State Governments/PSUs outside the Rate Contract

The Performance Statement for the current Rate Contract will be certified by Internal Auditor/Chief Executive of the Contractor. In case it is found that the Certificate was not true to facts, the R/C if placed, may be cancelled/short-closed apart from attracting other administrative actions. In respect of preceding two years

Rate Contracts, the Performance Statement will be get certified by the concerned Quality Assurance Officer.

Contd./-...2...

-2-

4. In respect of part 'C', QA Wing have stated that details would only be used to give an idea of the work generated by the Rate Contract and not to indicate the firms' performance on a particular cut-off date i.e. details given in part 'C' can be used to compute the total drawal against the Rate Contract and not to determine the suppliers' performance.

5. In the light of above position, Purchase Officer may incorporate the following Clause in R/C enquiry directing the R/C holders to furnish performance statement as per the revised formats.

“The Instruction to the Tenderers are given in Clause-6 of DGS&D-239 stands modified as follows:-

The tenderers who are current/past Rate Contract holders should submit Performance Statement in 3 parts as annexed to the Schedule to enquiry. While the performance against the current Rate Contract will be certified by the firm themselves, the Performance Statement against the preceding 2 years will be certified by the concerned QA Wing Officer. The above Performance Statement will form the integral part of their tender’.

6. All the Purchase Officers are requested to indicate the above revised performance appraisal requirement in the R/C enquiries and the resultant contracts.

Encls.:- As above  
Part 'A', 'B' & 'C'

**(C.L. BAUL)**  
**DY. DIRECTOR (P&C)**

Standard Distribution \_\_\_\_\_  
File No. CDN-1/CDN-3/10(74)/1/87

**PART – 'A'**

CONSOLIDATED PERFORMANCE STATEMENT FOR THE PERIOD ENDING \_\_\_\_\_ IN RESPECT OF (THE R/C HOLDER) M/S

\_\_\_\_\_ DGS&D RATE CONTRACT NO. \_\_\_\_\_

\_\_\_\_\_ DATED \_\_\_\_\_ VALIDITY FROM \_\_\_\_\_ TO \_\_\_\_\_ STORE

Total value of the orders received upto cut-off date	Value of the orders received which were due for supply by the cut-off date mentioned in col.1	Value of the orders supplied as per col. 2	Value of the orders for which supply is due/not due by the cut-off date mentioned in col. 1	Reasons for delay in the execution of the supply orders, if any
1	2	3	4	5

NOTE: Date of issue of Inspection Note shall be taken to denote date of supply of stores for the purpose of col. 3.

Designation and Signature  
Of the submitting Officer  
With date and seal.

**PART – ‘B’**

Proforma for reporting cancelled/withdrawn orders against Rate Contract:

Name of the DDOs	Supply Order No. and date	Value of the Order
1	2	3



Delivery period stipulated in the Order	Date of cancellation/ withdrawal	Reasons for cancellation/ withdrawal
4	5	6

Signature & Designation of the authorized signatory of the firm with office seal.

**PART – ‘C’**

DIRECT ORDERS PLACED BY INDENTORS OTHER THAN DDOs AS PER R/C TERMS WITH INSPECTION BY QA WING ON THE CUT OFF DATE  
(payment in these cases is made by the indenting Deptts. Directly)

R/C No. & Date :

Item :

Name of supplier :

Total value of orders received upto the end of month previous to the one in which tenders are due	Total value of orders inspected during the said period	Total value of orders outstanding on the cut-off date

Checked & countersigned

Signature of the QA Wing Officer  
With office seal

Signature & Designation of the authorized signatory of the firm with office seal.

**DIRECTORATE GENERAL OF SUPPLIES & DISPOSALS  
JEEVAN TARA BUILDING, SANSAD MARG, NEW DELHI  
PLANNING & COORDINATION UNIT  
P&C -4 SECTION**

Date:- 22.9.2000

Circular No. 30

Indication of complete address of Controller of Accounts in the R/C copy.

It has been reported by one of the R/C holders that their payment could not be obtained due to non-receipt of ink signed copy of Supply Order from DDO by the concerned paying Authority. As per our guidelines given in DGS&D form-1001, payment can be made by the Accounts Office only on the basis of ink signed Supply Order copy.

DDOs are to send ink signed Supply Order copy by registered post to:

- (i) The R/C firm;
- (ii) Quality Assurance Officer; and
- (iii) The concerned Paying Authority.

The DDO has to certify in the Supply Order itself the details of postal registration No. etc. by which the copy may be sent to the Controller of Accounts. These instructions can be complied by the DDOs only if the complete address is given in the R/C copy. The Purchase Officer should ensure to give the complete address of the paying authority etc. Without this we cannot expect DDOs to comply with the instructions to send the Supply Order copies by registered post.

All Purchase Officers are to ensure the above guidelines strictly.

**(C.L. BAUL)  
DY. DIRECTOR (P&C)**

**DIRECTORATE GENERAL OF SUPPLIES & DISPOSALS  
JEEVAN TARA BUILDING, SANSAD MARG, NEW DELHI  
PLANNING & COORDINATION UNIT  
P&C -4 SECTION**

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Date:- 6.10.2000

Circular No. 31

With effect from 1.4.2000 Prasar Bharati has come into existence consisting of erstwhile All India Radio, Doordarshan, Film Division etc. Similarly, Department of Telecom Services has been corporatised as Bharat Sanchar Nigam with effect from 1.10.2000.

2. In the light of the above decision of the Government of India, the newly created Prasar Bharati and Bharat Sanchar Nigam cannot operate DGS&D Rate Contracts as Post Deposit Parties. They could do so by depositing the cost of stores + departmental charges.
3. All Purchase Directorates at Headquarter and Regions are hereby advised to note the above instructions for strict compliance. They may also bring the above decision of the government to the notice of all the current rate contract holders so that they may not entertain any supply orders placed by these newly created organizations.

**(O.B. CHAKRAVARTY)  
DY. DIRECTOR (P&C-4)**

Standard Distribution \_\_\_\_\_  
File No. P-16001/2/00/P&C-4

**DIRECTORATE GENERAL OF SUPPLIES & DISPOSALS  
(PLANNING & COORDINATION UNIT)  
JEEVAN TARA BUILDING, 5, PARLIAMENT STREET**

NEW DELHI-110 001

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Date:- 12.10.2000

Circular No. 32

Sub.:- Revision of format for Equipment and Quality Control (EQC) as is required to be submitted by the Tenderers with their offers.

Quality Assurance Wing have revised the proforma for Equipment and Quality Control (EQC) as is required to be submitted by the tenderers alongwith their offers in order to seek more specific information with respect to the tender requirements.

The revised Equipment and Quality Control proforma is enclosed herewith for adoption by the Purchase Directorates at Headquarters and Regions with immediate effect.

Encl.:- Annexure 'A'  
(Proforma)

(C.L. BAUL)  
DY. DIRECTOR (P&C)

Standard Distribution \_\_\_\_\_  
File No. P-00016/2/00/P&C-1

ANNEXURE- 'A'

**PROFORMA FOR EQUIPMENT AND QUALITY CONTROL**

(to be submitted in triplicate)

Ref.:- DGS&D/DS&D (TEX) \_\_\_\_\_ Tender No. \_\_\_\_\_  
\_\_\_\_\_ Date \_\_\_\_\_ for supply of \_\_\_\_\_

1. Name & address of the firms :
2. (a) Telephone No. office/Factory works :  
(b) Telegraphic address :
3. Location of manufacturing works :  
factories/factories owned by you  
(documentary evidence of ownership  
must be produced)
4. Brief description of the factory (e.g. :

area covered accommodation,  
departments into which it is divided  
laboratory etc.)

5. Details of plant & Machinery erected:  
and functioning in each department
6. Details of arrangement for quality :  
control and testing facilities available
7. If any outside facilities for manufac :  
turing/testing are utilized, give details
8. Details of Technical/skilled/semi- :  
skilled personnel employed
9. Whether stores were fully (type) :  
tested to the standard specification  
and for special requirements of tender?  
If so, certified copies of test certificates  
should be enclosed.
10. Details and stocks of raw materials :  
held

Contd./-...2...

-2-

11. Production capacity of items quoted :  
for, with the existing Plant & Machinery
- (a) Normal :
- (b) Maximum :

N.B.: Details under columns 5 to 10 inclusive need be restricted to the extent they pertain to the item (s) under reference.

**DIRECTORATE GENERAL OF SUPPLIES & DISPOSALS  
(PLANNING & COORDINATION UNIT)**

---

New Delhi, dated the 23<sup>rd</sup> Oct., 2000

Circular No. 33

Purchase preference for products and services of Central Public Section Enterprises.

Reference:- Para 3.11.5 of DGS&D Manual.

The Government have decided to extend the policy of purchase preference for products and services of Central Public Sector Undertakings for two more years i.e. upto 31.3.2002 with the existing parameters except that:-

The minimum value of purchase as specified in the scheme may be Rs. one crore instead of Rs. 5 crores as specified in DPE O.M. dated 31.10.97.

The provisions relating to purchase preference should be specified in the 'Notice Inviting Tender (NIT) in each case.

2. It has also been decided that the public enterprises which avail benefit of the purchase preference should be subjected to adequate penalties for cost over-runs etc.

A copy of Deptt. of Public Enterprises O.M. No. DPE/13(3)/2000-Fin. GL-30 dated 14.9.2000, containing the above guidelines is enclosed herewith for guidance of all concerned.

**(SATI MOHAN DAS)  
DY. DIRECTOR (P&C)**

Standard Distribution \_\_\_\_\_  
File No. P-03011/1/00/P&C-2

**DIRECTORATE GENERAL OF SUPPLIES & DISPOSALS  
JEEVAN TARA BUILDING, SANSAD MARG, NEW DELHI**

**PLANNING & COORDINATION UNIT  
P&C -4 SECTION**

Date:- 31.10.2000

Circular No. 34

Payment of decretal amount & awarded amount on sanctions issued by DGS&D and Deptt. of Supply (Now Deptt. of Commerce).

Instructions already exist in the Manual regarding Payment procedure of decretal and awarded amount when the award is in favour of the contractor and special lumpsum provisions in the budget of Deptt. of Supply (Now Deptt. of Commerce) for payment against Court Orders/decrees.

As problems are being faced in recovery of the amount paid on behalf of the Indentor all Purchase Officer at Headquarters and Regions are instructed to adhere strictly to the provisions contained in the para 18.18 & 18.19 of Manual and especially to para 18.19.4 of the DGS&D Manual.

These instructions are issued as per the direction given by Deptt. of Supply vide I.D. Note No. 20(7)/2000-P dated 28.9.2000.

**(O.B. CHAKRAVARTY)  
DY. DIRECTOR (P&C)**

Standard Distribution \_\_\_\_\_

File No. P-18019/2/00/P&C-4

Copy to: -

1. Deptt. of Commerce, Nirman Bhawan, New Delhi – Shri D.P Sharma, U.S., DOS w.r.t. I.D. Note No. 20(7)/2000-P dated 28.9.2000.
2. Hindi Section for Hindi Version of it.

**DIRECTORATE GENERAL OF SUPPLIES & DISPOSALS  
(PLANNING & COORDINATION UNIT)  
JEEVAN TARA BUILDING, 5, PARLIAMENT STREET**

NEW DELHI-110 001

Date:- 1.11.2000

Circular No. 35

Sub.:- Format for submission of Purchase proposals for Rate Contract.

DG, during discussion in a purchase case, directed that in the purchase proposals being submitted, the following should be brought out clearly while closing the purchase note:-

- a) As to whether any relaxation has been proposed in the proposal; and
- b) Whether any representation from any source in any manner has been received and that has been response of the Department?

The DGS&D Manual vide Annexure-38 calls for indication of any relaxation in the proposal made (para 3.4/3.5 at page-459 refers). While existing guidelines are reiterated, Purchase Officers may please ensure compliance of the above directions of DG in their purchase proposals.

**(C.L. BAUL)**  
**DY. DIRECTOR (P&C)**

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File No. CDN-1/29(13)/II/91/Vol.III

**DIRECTORATE GENERAL OF SUPPLIES & DISPOSALS**  
**(PLANNING & COORDINATION UNIT)**  
**JEEVAN TARA BUILDING, 5, PARLIAMENT STREET**

NEW DELHI-110 001

Date:- 13.11.2000

Circular No. 36

Sub.:- Award of Rate Contract to a firm who has defaulted in furnishing performance Security against ad-hoc Contract.

Para 6.15 of the Manual provides that registered firms who have failed to furnish the performance Security demanded against an ad-hoc Contract, will be treated as unreliable supplier and will not be considered for award of Contract for a duration of one year from the due date for submission of performance security.



2. A question was raised whether in the light of above provision, whether a Rate Contract can be awarded to a firm which has failed to furnish performance security demanded against an ad-hoc Contract placed on them
3. The issue was considered in consultation with Department of Commerce. The provision of para 6.15 relates to ad-hoc Contracts and the criteria indicated for award of Rate Contract in DGS&D R/C tender enquiry does not link up conditions related to ad-hoc Contract. Hence, non-furnishing of Performance Security in case of ad-hoc contract may not stand in the way of award of Rate Contract.
4. All Purchase Officers may note the above instructions.

**(C.L. BAUL)**  
**DY. DIRECTOR (P&C)**

Standard Distribution \_\_\_\_\_  
File No. P-06015/1/00/P&C-2

**DIRECTORATE GENERAL OF SUPPLIES & DISPOSALS**  
**(PLANNING & COORDINATION UNIT)**  
**JEEVAN TARA BUILDING, 5, PARLIAMENT STREET**

NEW DELHI-110 001

Date:- 22.11.2000

Circular No. 37

Sub.:- R/C for Ferro Silicon.

Ref.:- Circular No. 10 dated 4.4.2000.

R/C item 'Ferro Silicon' was transferred to DS&D, Calcutta vice Circular referred above.

2. It has been decided with the approval of Deptt. of Supply to handle this item at Headquarters, New Delhi. The item is allotted to WMT Directorate.

**(C.L. BAUL)**  
**DY. DIRECTOR (P&C)**

Standard Distribution \_\_\_\_\_  
File No. P-01033/1/00/P&C-1

**DIRECTORATE GENERAL OF SUPPLIES & DISPOSALS**  
**(PLANNING & COORDINATION UNIT)**  
**JEEVAN TARA BUILDING, 5, PARLIAMENT STREET**

NEW DELHI-110 001

Date:- 10.8.2000

ROUTINE NOTE No. 1

Sub.:- Issue of Advance A/T and Formal A/T – Acknowledgement thereof.

Purchase Officer's attention is invited to following provisions of DGS&D Manual:-

- 9.33.1 The acceptance of tender, advance A/T (by letters), rate contracts should be dispatched under registered post with acknowledgement due.
- 9.33.2 The postal A/D or the acknowledgement slip, on return from the contractor, will be pasted on the reverse of the office copy of the A/T/Supply order. If no acknowledgement is received from the contractor within 14 days from the date of issue of A/T/Supply order or contract, then the contractor should be reminded and the matter pursued till acknowledgement is received from him.
2. In one of the purchase cases advance A/T was placed followed by formal A/t, issued after expiry of validity of offer. The formal contract did not mention about advance A/T issued. Purchase Directorate failed to produce the documentary evidence to prove that advance A/T was issued within validity of offer. Due to this Union of India lost the case.
3. To avoid re-occurrence of such mistakes, Purchase Directorates are requested to strictly follow the DGS&D Manual guidelines.

**(C.L. BAUL)**  
**DY. DIRECTOR (P&C)**

Standard Distribution \_\_\_\_\_

**copy**

Government of India  
Ministry of Commerce & Industry  
Department of Commerce  
Nirman Bhawan, New Delhi

(DIRECTORATE GENERAL OF SUPPLIES & DISPOSALS MANUAL EFFECTIVE FROM 1.10.1999)

CORRECTION SLIP NO: 1

Dated:- 8.9.2000

Existing entry in the Schedule at Page 343 relating to Para 13.32.4 of the DGS&D Manual will now read as under: -

13.32.4	Short	closure of R/C	Authority to conclude R/C	-	"No"
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**(S.A. SIDDIQI)**  
**DY. SECRETARY**

Standard Distribution \_\_\_\_\_  
File No. 1(10)/2000-Pol.

No. P-13299/1/00/P&C-3  
Govt. of India  
Directorate General of Supplies & Disposals  
(Planning & Co-ordination Unit)  
Planning & Co-Ordination –3 Section

Dated:- 18.9.2000

Correction Slip to the new Manual of DGS&D, effective from 1<sup>st</sup> October 1999 – regarding.

A copy of the Correction Slip No. 1 dated 8.9.2000 received from Department of Commerce vide their I.D. Note No. 1(10)/2000-Pol. Dated 11.9.2000, is forwarded herewith for information and necessary action.

**(ROSHAN LAL)**  
**SECTION OFFICER**  
For Directorate General of Supplies & Disposals

STANDARD DISTRIBUTION

No. P-13299/1/00/P&C-3  
Govt. of India  
Directorate General of Supplies & Disposals  
(Planning & Co-ordination Unit)  
Planning & Co-Ordination –3 Section

Dated:- 27.10.2000

Correction Slip to the new Manual of Directorate General of Supplies & Disposals, effective from 1<sup>st</sup> October 1999 regarding.

A copy of the Correction Slip No. 2 dated 19.10.2000 received from Department of Supply vide their I.D. Note Number 1(9)/2000-Pol. Dated 19.10.2000, is

forwarded herewith for information and necessary action.

**(ROSHAN LAL)**  
**SECTION OFFICER**  
For Directorate General of Supplies & Disposals

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Government of India  
Ministry of Commerce & Industry  
Department of Commerce  
Nirman Bhawan, New Delhi

(DIRECTORATE GENERAL OF SUPPLIES & DISPOSALS MANUAL EFFECTIVE FROM 1.10.1999)

CORRECTION SLIP NO: 2

Dated:- 19.10.2000

“Following changes/modification in the DGS&D Manual would come into force with effect from 1.1.2001.

Para 13.4.1 of DGS&D Manual : For Existing Entries

Read: Rate Contract shall be awarded to only such firms who are registered with DGS&D or NSIC under Single Point Registration on the date of tender opening.

.4.2 retained as under:

For items required by Defence as per Defence Specification, firms registered with DGS&D/NSIC based on capacity verification by Defence Quality Assurance Authority will qualify for the award of the Rate Contract. Firms who are registered/approved for Defence Quality Assurance Authorities directly will also qualify for award of Rate Contract.

.4.3. : Deleted.

.12.1 : For existing entries

In respect of items being brought on rate contract to supply with ISI Marking and items which are to be supplied with ISI marking, under Compulsory Certification Scheme of the Bureau of Indian Standards as per list being brought out by them from time to time, the responding tenderer should possess valid BIS licence on the date of tender opening to supply the item with ISI marking.

Similarly, in respect of items for which Type Test Certificates are required to be produced, the responding tenderers should submit valid certificates along with their offers.

The necessary clauses to be incorporated in the enquiry are given in enclosed **Annexure 36 (A)**

**(S.A. SIDDIQI)**  
**DY. SECRETARY**

Standard Distribution \_\_\_\_\_  
File No. 1(9)/2000-Pol.

**Annexure 36 (A)**

(cf. Para 13.4.1, 13.4.2 & 13.12.1)

- (i) Tenderers may please note that Rate Contract shall be awarded to only such firms who are registered with DGS&D or NSIC under Single Point Registration as on the date of tender opening. For items required by Defence as per Defence Specification, firms registered with DGS&D/NSIC based on capacity verification by Defence Quality Assurance Authority will qualify for award of Rate Contract. Firms who are registered/approved by Defence Quality Assurance Authorities directly will also qualify for award of Rate Contract.

All the Tenderers who are not registered and are desiring to participate against the Tender Enquiry for Rate Contract are advised in their own interest to get registered with DGS&D/NSIC before the date of tender opening.

Similarly in respect of items for which Type Test Certificates are required to be produced, the responding tenderers should submit valid certificates alongwith their offers.

\*\*\*\*\*

Government of India  
Ministry of Commerce & Industry  
Department of Commerce  
Nirman Bhawan, New Delhi

(DIRECTORATE GENERAL OF SUPPLIES & DISPOSALS MANUAL EFFECTIVE FROM 1.10.1999)

CORRECTION SLIP NO: 3

Dated:- 6.12.2000

The entry "LATHES" at Sl. No. 168 of the Annexure -5 on page 377 may be read as "LATHIES".

**(S.A. SIDDIQI)**  
**DY. SECRETARY**

Standard Distribution \_\_\_\_\_  
File No. 8(5)/93-Pol. Vol.II

GOVT. OF INDIA  
DIRECTORATE GENERAL OF SUPPLIES & DISPOSALS  
(PLANNING & CO-ORDINATION UNIT)  
PLANNING & CO-ORDINATION -3 SECTION  
5 SANSAD MARG, NEW DELHI - 110 001

Dated:- 13.12.2000

No. P-13299/1/00/P&C-3

Correction Slip to the new Manual of DGS&D, effective from 1<sup>st</sup> October, 1999 - regarding.

A copy of the Correction Slip No. 3 dated 6.12.2000 received from Department of Supply, Ministry of Commerce & Industry, New Delhi vide their I.D. Note Number 8(5)/93-Pol. Vol.II dated 6.12.2000 is forwarded herewith for information and necessary action.

**(ROSHAN LAL)**  
**SECTION OFFICER**  
For Directorate General of Supplies & Disposals

STANDARD DISTRIBUTION

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DIRECTORATE GENERAL OF SUPPLIES & DISPOSALS  
(PLANNING & CO-ORDINATION UNIT)  
JEEVAN TARA BLDG., 5, SANSAD MARG  
NEW DELHI-110001.

CIRCULAR NO.1

DATED: 30.1.2001

Sub:- Procurement of stores on ad-hoc basis.

As per the existing guidelines vide Para 7.17 of the DGS&D Manual, Two Bid System is being followed in all ad-hoc procurements. The procedure was reviewed based on the comments received from the Purchase Dtes. and a proposal was sent to Department of Supply to follow Single Bid System in respect of the items governed by National Standard Specifications (for example, items Blue Air Mail Bags, Leather Cash Bags, Tents of various types, etc.) and to consider Two Bid System only in respect of items of Sophisticated Nature, Capita Equipment, Plant and Machinery requiring erection and commissioning.

ADG will be the minimum competent level for deciding the procurement through Two Bid System.

The items given above as examples are only illustrative and not exhaustive.

All Purchase Officers may kindly note the above change in the policy decision for immediate implementation. Correction Slips are being issued separately by the Deptt. of Supply.

(A.S.SOUR)  
DY.DIRECTOR (P&C-1)

STANDARD DISTRIBUTION  
FILE NO.CDN-1/29(27)/II/96-Vol. VIII

DIRECTORATE GENERAL OF SUPPLIES & DISPOSALS  
(PLANNING & CO-ORDINATION UNIT)  
JEEVAN TARA BLDG., 5, SANSAD MARG  
NEW DELHI-110001.

CIRCULAR NO.2

DATED: 1.2.2001

Sub: Timely availability of tender sets at the Tender Sale Counters.

Purchase Directorates must ensure that tender sets/any subsequent amendments issued are made available to Tender Sale Sections immediately after issue (Para 8.7 of the DGS&D Manual refers). In case of non-receipt of tender sets within two days of receipt of tender notice, Tender Sale Section should take up with concerned Directorates.

2. Further, for timely conclusion of R/C, the DGS&D Manual provides Time Schedule for various activities, as per which tender sets are to be prepared and forwarded to Tender Sale Section so that minimum 45 days are available for the trade to respond (Annexure 36/para 13.31.2 of the DGS&D Manual refers).

3. In spite of the above instructions, delays in forwarding the tender sets to Tender Sale Sections have been reported stating that only 10-15 days are available for the trade to respond.

4. All Purchase Sections are requested to adhere to the existing guidelines and ensure that tender sets/subsequent amendment, if any, are forwarded in time to Tender Sale Sections.

5. Further, in order to monitor this aspect the Tender Sale Sections will henceforth submit a weekly report to DG every Friday by 3 P.M. as per the format given below through their controlling officers (Director (Admn) in Hqrs./DDG in the regions.

S.NO.	T/E NO.	T/O Date	Date of receipt Of tenders in Tender Sale Section	Effective time available to Tenderers
-------	---------	----------	--	---

6. All Purchase Sections/Tender Sale Sections may kindly note the above directions of DG for strict compliance.

(A.S.SOUR)  
DY.DIRECTOR (P&C-1)

STANDARD DISTRIBUTION  
FILE NO.CP-08007/1/00/P&C-1

GOVERNMENT OF INDIA  
MINISTRY OF COMMERCE & INDUSTRY  
DEPARTMENT OF SUPPLY  
NIRMAN BHAWAN, NEW DELHI

(DIRECTORATE GENERAL OF SUPPLIES & DISPOSALS)

MANUAL EFFECTIVE FROM 1.10.1999)

CORRECTION SLIP NO.4

DATED: 7.2.2001

Para 7.17 (Single Bid System/Two Bid System)

- For Existing Entries

- Read:

- 7.17.1 (Single Bid System)

Single Bid System may be followed for items governed by National Standard Specifications, i.e., for items like Blue Air Mail Bags, Leather Case Bags, Tents of various types etc.

7.17.2 (Two Bid System)

Two Bid System may be followed for items of sophisticated nature like Automatic Message Switching System, Super Computer System etc., Capital Equipments and Plant & Machinery items requiring erection and commissioning.) ADG will be the minimum competent level for deciding the procurement through Two Bid System.

Sd/-

(S.A.SIDDIQI)  
DY.SECRETARY

STANDARD DISTRIBUTION  
FILE NO . 1(13)/2000-Pol.

No.P-13299/1/00/P&C-3  
Government of India  
Directorate General of Supplies & Disposals  
Planning & Co-ordination Unit  
Planning & Co-ordination-3

Dated 16.2.2001

Sub:- Correction Slip to the new Manual of Directorate General  
of Supplies & Disposals, effective from 1<sup>st</sup> October, 1999 regarding.

REF: CIRCULAR NO.: 1

Dated 30.1.2001

A copy of the Correction Slip No.4 dated 7.2.2001 received from Department of Supply vide their I.D.Note Number 1(13)/2000. Pol dated 7.2.2001 is forwarded herewith for information and necessary action.

(ROSHAN LAL)  
Section Officer  
For Directorate General of Supplies & Disposals

STANDARD DISTRIBUTION

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No.CDN-4/2(1)/2000  
Government of India  
Directorate General of Supplies & Disposals  
Jeevan Tara Bldg., Sansad Marg, New Delhi  
Planning & Co-ordination Unit  
P&C-4 Section

CIRCULAR NO.3

Date: 16.2.2001

Sub: Supply of Tender Enquiry intimation/Tender Sets to NSIC  
Jammu & Kashmir.

A Task Force constituted by J&K have made certain recommendations for effective participation of J&K industries in Central Government procurement. As per the present policy of the Government, SSI Units can obtain DGS&D Tender Sets free of cost through NSIC and if they are registered with DGS&D, they can obtain the same directly from DGS&D office.

2. In line with the above policy of the Govt. to enable the J&K industries, particularly, the small Scale Sector to participate in DGS&D procurement, all the Purchase Directorates at Headquarters and Regions are requested to send:

Copy of Tender Notice to NSIC and Director of Industries, J&K Government, Jammu

One copy of the Tender Set to NSIC for giving wide publicity and distribution among the Small Scale Sectors located in J&K State.

(DEEPAK BHALLA)  
DY.DIRECTOR (P&C)

To

All Purchase Directorates at Hqrs and Regions

Copy to:

Director of Industries & Commerce ) He may please co-  
Government of Jammu & Kashmir, ) co-ordinate with  
Exhibition Ground, Jammu-180 001 ) NSIC Jammu for  
) effective participation  
Joint Director Industries, ) of J&K firms in DGS&D  
Residency Road, Srinagar ) procurement.

NSIC Ltd., 314A, Apsara Road,  
Gandhi Nagar, Jammu Tawi,  
-For information and necessary

action at their end.

No.P-11001/1/01/P&C-2  
Government of India  
Directorate General of Supplies & Disposals  
(Planning & Co-ordination Unit)  
Jeevan Tara Bldg., Sansad Marg, New Delhi-1

P&C-4 Section

CIRCULAR NO.4

Date: 20.3.2001

Sub: Stipulation of essential parameters in a contract.

1. During the study of a case, it has come to notice that due to delay in installation and commissioning and also because of non-availability of the required conditions to be provided by the Consignee, the claim lodged by the DGS&D on advice by the consignee has fallen through.
2. The warranty period for the installation Contract is normally 18 months from the date of supply or 12 months from the date of commissioning whichever is earlier. If any of the plant and machinery requires longer warranty terms then these are mutually agreed to between the purchaser and the contractor. However, what is essential is that warranty terms should be clearly defined and once this is done it is the responsibility of all concerned to meet their part of the obligations.
3. It was also noticed that in the case cited above the type of fuel required for commissioning was not clearly stipulated and so the consignee used fuel which was not to the standard suggested by the firm. It is therefore, emphasised that if it is a requirement of the contract that certain facilities are to be made available by the consignee before installation and commissioning it should be specifically stated so in the contract itself.
4. All concerned are requested to note the above instructions for guidance and strict compliance.

(SATI MOHANDAS)  
Dy. Director (P&C-2)

STANDARD DISTRIBUTION



Government of India  
Directorate General of Supplies & Disposals  
(Planning & Co-ordination Dte)

New Delhi

CIRCULAR NO.5

Date: 10<sup>th</sup> April.2001

Rate Contract item "Bandage Cloth", being a handloom item, will henceforth be dealt in WL Dte.

(DEEPAK BHALLA)  
DY.DIRECTOR (P&C)

STANDARD DISTRIBUTION  
File No.P-91032/1/01-P&C-2

No.J-11012/1/00/P&C-3  
Directorate General of Supplies & Disposals  
(Planning & Co-ordination Unit)

P&C-3 Section

CIRCULAR NO.6

Date: 1.5.2001

Subject: Change of the Nodal Officer for Implementation  
Of Citizens Charter of DGS&D-Regarding.

It has been decided with the approval of DG(S&D) that Shri M.C.Panda, ADG(P) may be nominated as the Nodal Officer in respect of DGS&D (Hqrs), New Delhi in place of Shri H.L.Aneja, ADG(A), since retired. Name, address and e.Mail address in respect of Shri M.C.Panda, ADG(P) is given below:

DGS&D (Hqrs)  
New Delhi

Shri M.C.Panda  
Addl. Director General (P)  
DGS&D, Jeevan Tara Building  
Parliament Street, New Delhi  
Tele. No.3340490  
E.Mail-dgsd@ dgsd. Delhi.hic.in

(D. BHALLA)  
DY.DIRECTOR (P&C)

Smt. Davika Kumar  
Director (PG)  
Department of AR&PG, Sardar Patel Bhawan,  
Sansad Marg, New Delhi-110 001

Under Secretary, Department of Commerce  
Nirman Bhawan, New Delhi

Director (C&PR), DGS&D, New Delhi.

All concerned offices of DGS&D (HQ) AND Regions.  
As and when there is a charge in respect of the Nodal Officer of the Regional office of the DGS&D (both Supplies & QA Wing), the charge may please be displayed on the Board of that office.

Directorate General of Supplies & Disposals  
Jeevan Tara Bldg., Sansad Marg, New Delhi-1  
(Planning & Co-ordination Unit)  
P&C-4 Section

CIRCULAR NO.7

Date: 30.5.2001

Sub: Payment of Bills against Orders of Bharat Sanchar Nigam Ltd.

Ref: Circular No.31 dated 6.10.2000

Consequent on corporatisation of Telecom services as Bharat Sanchar Nigam Limited (BSNL) w.e.f. 1.10.2000, BSNL is to be treated as Pre-deposit party.

However, on the basis of a request made by BSNL, it has been decided with the approval of Deptt. of Supply to extend them Post Deposit facility upto 30.6.2001. This implies that:

BSNL can place supply orders in DGS&D Form No.131 against all Rate Contracts.

BSNL will indicate Paying authority as Chief Controller of Accounts, New Delhi or its branch offices at Kolkata, Mumbai, Chennai as the case may be in terms of the Contract provisions and send the copy of the Supply Orders through registered post duly signed in ink to the respective Accounts Officers.

Ink signed copy of the Supply Orders will also be sent through registered post to the concerned QA Wing Officers as indicated in the contract.

The payment will be made by CCA or its branch offices and reimbursement will be claimed from BSNL. BSNL has agreed to ensure timely reimbursement of amounts paid by CCA.

All concerned at Headquarters and Regions may kindly note the above and inform all their current R/C holders.

(A.KRISHNAMURTHY)  
DIR.S.G. (P&C)

**Standard distribution**

On file No.P-16001/2/00 P&C-4

Copy to:

1. Chief Controller of Accounts, Deptt. of Supply,  
16, Akbar Road Hutments, New Delhi.
2. Controller of Accounts, 15, R.N.Mukherjee Road, Kolkata-700 001.
3. Controller of Accounts, Exchange Building, Sprott Mumbai-400 038.

4. Controller of Accounts, 26, Haddows Road, Shastri Bhawan, 5<sup>th</sup> floor, Chennai-6.

5. Director of Supplies, Hardware Directorate, DGS&D, New Delhi.

6. Director (MIS), DGS&D, New Delhi – for publication in next bulletin.

7. Sh. V.K.Sharma, US(Pol)

Deptt. of Commerce (Supply)

Nirman Bhawan, New Delhi – with reference to their I.D.Note No.1(11)/2000/Pol dated 18.4.2001 (photocopy of letter No.500-37/2000-TA-1/BSNL dt.28.5.2001 received from BSNL, New Delhi.

8. Shri Bhardwaj, DDG(MMII), BSNL, Sanchar Bhawan (10 copies)

9. Shri J.K.Gupta, JT, DDG(TA-1), 20 Ashoka Road, New Delhi

10. Shri R.Ramachandran, Asstt. Director General (TA), 20 Ashoka Road, New Delhi.

Government of India  
Ministry of Commerce & Industry  
Directorate General of Supplies & Disposals  
(Planning & Coordination Unit)

CIRCULAR NO.8

New Delhi dated the 31<sup>st</sup> May, 2001

It has been decided with the approval of DG(S&D) that the rate contract item "Durries" being dealt in the office of DS&D, Mumbai will henceforth be dealt in WL Dte., DGS&D, New Delhi.

2. WL Dte. may obtain any information like LPP, Performance appraisal etc. from Mumbai office.

3. The existing post contract work in respect of the item "Durries" will continue to be dealt with in the office of DS&D, Mumbai. No post contract file will be transferred from Mumbai to WL Dte.

(SATI MOHAN DAS)  
Deputy Director (P&C)

STANDARD DISTRIBUTION

File No.P-01032/1/01-P&C-2

DIRECTORATE GENERAL OF SUPPLIES & DISPOSALS  
JEEVAN TARA BLDG., SANSAD MARG, NEW DELHI  
PLANNING & COORDINATION UNIT  
P&C-4 SECTION

CIRCULAR No. 9

Date: 12.6.2001

Sub: Material for inclusion in the Monthly P.O of Secretary (Commerce) to Cabinet Secretary relating to important activities/significant events for the month.

In the above report it is observed that against Important activities/significant events invariably the Purchase Directorates furnish only 'NIL' information.

DG has desired that the Purchase Directorates be requested to give due attention to this aspect and while furnishing the information to P&C Unit for reporting to the Secretary and the Cabinet Secretary the following areas may be covered under the heading Important & Significant events for the month:-

- a) Names of the new items brought on Rate Contract.
- b) Important high value indents received/ad-hoc contracts placed (value & indenter).
- c) Major consignments cleared (to be furnished by regional offices).
- d) Orders for B-Twill bags placed for PDS (to be furnished by DS&D Kolkata office).
- e) Any other important activity (Seminars organised in brief the objectives of the Seminar, its discussions and how many attended).

The report for June, 2001 may please be furnished incorporating the above information.

(M.C.PANDA)  
ADDITIONAL DIRECTOR GENERAL(S)

-  
-  
All Director(S) at Hqrs./Regional DDGs  
I-13011/4/01/P&C-4

Directorate General of Supplies & Disposals  
(Planning & Co-ordination Unit)  
Jeevan Tara Bldg., 5- Parliament Street,  
New Delhi-110 001  
P&C-4 Section

CIRCULAR NO.10

Date: 19.6.2001

Sub: Monitoring of Purchase and Quality Assurance activities.

DG desired that more popular and effective monitoring of Purchase and Quality Assurance activities needs to be done by Senior Officers.

2. DG directed that all DDGs(Supply/Quality Assurance) may kindly review progress of all activities with respect to their Directorates twice a month (say first and third Tuesday of every month). DDG(Supply) may hold discussions with ONE director at a time to focus attention on that Directorate and to save time of other officers.
3. As per present instructions Directors are to hold Arbitration/Litigation review meetings in their respective Directorates on first Monday of the month and DDGs (Supply) to undertake the review once in 2 months. DDGs (Supply) may please include this Arbitration/Litigation case review in their Tuesday meetings once in 2 months.
4. Regular monitoring at senior levels will definitely improve the progress of each activity. This will enable officers to apprise DG of updated positions with possible solutions during DG's monthly review.
6. All Senior Officers are requested to kindly note the above directions for due compliance.
7. In the light of the above directive, DG/Senior Officer's Meeting will be held at 2.30 P.M on every second Tuesday of the month.

(A.KRISHNAMURTHY)  
DSG (P&C)

**Standard distribution**

File No.P-13031/1/01 P&C-1

No. P-04001/2/01/P&C-2  
DIRECTORATE GENERAL OF SUPPLIES & DISPOSALS  
(PLANNING & CO-ORDINATION UNIT)

.....

Circular No. 11

Date: 25.6.2001

Sub: Identification of the items to be procured with ISI marking – re-constitution of the Committee for.

A Committee under the Chairmanship of ADG(QA) was constituted to identify the items procured with ISI marking vide circular no. CDN-4/69150/11/88 dated 31.8.1998.

2. Consequent upon retirement/transfer of some of the Members of the said Committee, it has been decided to re-constitute the said Committee as follows:-

- |    |                                  |              |
|----|----------------------------------|--------------|
| 1. | Shri R.C.Gupta, ADG(QA)          | Chairman     |
| 2. | Shri M.C.Panda, ADG(P)           | Member       |
| 3. | Shri M.K.Bhatnagar, DDG(B)       | Member       |
| 4. | Shri A.K.Srivastava, DDG(A)      | Member       |
| 5. | Shri J.K.Khanna, DDG(QA)NZ       | Member       |
| 6. | Shri R.V.Naryanan, DDG(QA)/Hq.   | Member Secy. |
| 7. | Shri S.K.Verma, Dy. Secy. (Pol.) | Member       |
| 8. | Shri R.R.Jha, Dy. Secy. (IF)     | Member       |

3. The Committee may co-opt any other officer as they deem fit and submit a report in two months time.

4. This issues with the approval of DG(S&D).

(Sati Mohandas)  
Dy. Dir. (P&C-2)

To

1. Shri R.C.Gupta, ADG(QA)
2. Shri M.C.Panda, ADG(P)
3. Shri M.K.Bhatnagar, DDG(B)
4. Shri A.K.Srivastava, DDG(A)
5. Shri J.K.Khanna, DDG(QA)NZ
6. Shri R.V.Naryanan, DDG(QA)/Hq.
7. Shri S.K.Verma, Dy. Secy. (Pol.)
8. Shri R.R.Jha, Dy. Secy. (IF)



Copy to:-

PS to DG(S&D) – for information.

DIRECTORATE GENERAL OF SUPPLIES & DISPOSALS  
JEEVAN TARA BLDG., SANSAD MARG, NEW DELHI  
PLANNING & COORDINATION UNIT  
P&C-4 SECTION

CIRCULAR No. 12

Date: 11.7.2001

Sub: Payment of Bills against order placed by Bharat Sanchar Nigam Ltd.

Ref: Circular No.31 dt. 6.10.2000 and Circular No.7 dt.30.5.2001.

It has been decided with the approval of Deptt. of Supply to extend the post deposit facility to BSNL upto 31.3.02.

All concerned at Headquarters and Regions may kindly note the above and inform all their current Rate Contract holders.

(O.B.CHAKRAVARTY)  
DY.DIRECTOR (P&C)

Standard Distribution

File No. P-16001/2/00-P&C-4

Copy to:

1. Chief Controller of Accounts, Deptt. of Supply, 16, Akbar Road Hutments, New Delhi.
2. Controller of Accounts, 15, R.N.Mukherjee Road, Kolkata-700 001.
3. Controller of Accounts, Exchange Building, Sorott Mumbai-400 039.
4. Controller of Accounts, 26, Haddows Road, Shastri Bhawan, 5<sup>th</sup> floor, Chennai-6.
5. Director of Supplies, Hardware Directorate, DGS&D, New Delhi.
6. Director (MIS), DGS&D, New Delhi – for publication in next bulletin.
7. Sh. V.K.Sharma, US(Pol), Deptt. of Commerce (Supply) Nirman Bhawan, New Delhi – with reference to his I.D.Note No.1(11)/2000/Pol dated 6.7.2001.
8. Shri B.M.Bhardwaj, DDG(MM-II), BSNL, Sanchar Bhawan New Delhi  
Shri J.K.Gupta, JT, DDG(TA-II), Sanchar Bhawan, New Delhi
10. Shri R.Ramachandran, Asstt. Director General (TA), 20 Ashoka Road, New Delhi.



DIRECTORATE GENERAL OF SUPPLIES & DISPOSALS  
JEEVAN TARA BLDG., SANSAD MARG, NEW DELHI  
PLANNING & COORDINATION UNIT  
P&C-4 SECTION

CIRCULAR No. 13

Date: 25.7.2001

Sub: Assistance of the Base Officers in handling court cases.

Chapter 18 of DGS&D Manual gives detailed instructions regarding settlement of disputes/claims through arbitration/court procedure.

2. Perusal of instructions will bring out the responsibility of purchase directorates in handling the litigation cases. Timely actions are required by the Purchase Directorate for each activity i.e. preparation of claim statements, counter claim statements, parawise comments arranging the presence of witnesses required, follow up action with Government Counsel/court, etc. It is, therefore, the responsibility of officers at all levels from base officer to Director to ensure timely corrective action. In discharging this collective responsibility, the Director could seek the assistance of their subordinate officers – Deputy Director/base officers.

3. The guidelines in Para 18.28.1 indicates that whenever a Government Counsel requires prior consultation, the concerned Director shall discuss the case with the Government Counsel and the Deputy Director shall assist the Counsel in the Court. If need arises, Director/Deputy Director can take assistance from base officers for subsequent follow up action like showing/giving certain copies of documents to Counsel, collecting of corrected copies of rejoinder or petition, attending the Court for issue of notice, for obtaining date etc.

4. It has come to the notice of DG that in some cases the base officer has refused to process/handle the case when directed to do so. DG has directed that the existing instructions need to be reiterated making it clear that refusal of any base officer to carry out the instructions of the Director/Deputy Director in assisting them in the litigation work will be viewed seriously and necessary action may be taken against default and non-cooperation to discharge Government duty.

(A.KRISHNAMURTHY)  
DIR.S.G. (P&C)

Standard distribution

DGS&D I.D.Note No.P-18028/1/01/P&C-4

DIRECTORATE GENERAL OF SUPPLIES & DISPOSALS  
(PLANNING & CO-ORDINATION UNIT)

CIRCULAR NO.14

Dated: 8.8.2001

Sub:- De-registration of M/s. Universal Woollen Mills, Amritsar.

Director General of Supplies & Disposals has decided to ban the award of R/C to the firm M/s. Universal Woollen Mills, Amritsar which has been de-registered by NSIC, Ludhiana as the said firm did not acknowledge the R/C and refused to accept Supply Orders for textile & textile related items.

All the Purchase Directorates at Hqrs. & Regions dealing with textile & textile related items are requested not to place any R/C on M/s. universal Woollen Mills, Amritsar for a period of three years with immediate effect.

The above instruction may kindly be noted for strict compliance.

(A.S.SOUR)  
DY.DIR.(P&C-1)

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FILE NO.P-09028/1/00/P&C-1



and the resultant effect of their registration status.

5. The tender enquiry will also clearly bring out the above aspect so that all potential suppliers take necessary action in time to ensure their registration status to the updated modified specification.

6. In respect of New items/High-tech items, where no standard specifications exist and the technical particulars have to be drafted based on the interaction with manufacturers, users and experts and taking into account the availability of the testing facilities available in the country. For these items, time has to be given to the trade for taking actions to meet the qualification criteria.

7. For these items, the competent authority may decide and give adequate time for the firms to get themselves registered to the required specifications. The required period- minimum 60 days to maximum 90 days- can be decided by the competent authority, taking into account the complexity of the items being brought on rate contract and the period of rate contract and the technical requirements to be complied with.

8. All purchase officers may please note the above instructions for compliance.

10. This issues with the approval of DG(S&D).

(A.S.SOUR)  
DY.DIR.(P&C-1)

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Hindi Section for Hindi translation.

DIRECTORATE GENERAL OF SUPPLIES & DISPOSALS  
PLANNING & CO-ORDINATION UNIT  
PARLIAMENT STREET, NEW DELHI-1

Circular No.16

Dated: 27.9.2001

Sub: Handling of opening of tenders by Purchase Directorates where large number of tenders has been received.

The DGS&D Manual (Para 8.14.8) provides instructions to the Purchase Officers regarding opening the tenders, It includes instructions for opening of tenders which are carried over to more than one sitting.

The Purchase Directorate, by virtue of their experience in handling an item, may be aware of likely responses to be received. In respect of cases wherein a large number of offers are likely to be received, the Directorates may undertake an advance planning and earmark specific activities such as planning, sorting, bundling and responsibility of custody of tender documents with identified staff. The officer opening the tenders should get the signatures of at least two representatives of firms present, on the covers of all the unopened tenders as required in para 8.14.8 of the Manual.

In case, getting the signatures on each and every tender is tedious and time consuming, the unopened tenders may be placed in one or more large bags/covers which may be sealed. The number of unopened tenders must be indicated on each cover/bag. The bags/covers will then be duly signed by the officer opening the tenders and countersigned by at least two representatives of the firms present. In both the situations, the officer opening the tenders will also record an note as per the proforma enclosed as to the total number of tenders remaining unopened or as to the total number of bags/covers sealed and the number of tenders contained in each bag/cover. Thereafter, the tenders will be kept in the safe custody of the officer opening the tenders.

Encl:- As above,

( DEEPAK BHALLA )  
Dy.Director(P&C)

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File No. P-08014/4/01/P&C-1

Copy to:

Vigilance Directorate with reference to their I.D.Note No. C-13011/19/2000-Vig. dt. 17.4.2001.



PROFORMA

STATEMENT TO BE PREPARED ON EVERY SITTING OF TENDER OPENING WHERE TENDERS CAN NOT BE OPENED IN ONE SITTING:

1. ENQUIRY No:
2. Items
3. Date of Tender opening:
4. Total No. of Tenders received :
5. No. of Tenders opened on date of Tender Opening :
6. No. of Tenders kept for opening in the next sitting:

Cover/Bag No. 1 :

Cover/Bag No. 2 :

Name of the firm	Name of the authorised Representative	Signature with date
-----	-----	-----

(i)

(ii)

Name & Designation of the Officer opening the tenders

Signature with date

DIRECTORATE GENERAL OF SUPPLIES & DISPOSALS  
PLANNING & CO-ORDINATION UNIT  
PARLIAMENT STREET, NEW DELHI-1

Circular No.17

Dated: 9.10.2001

Sub: Post Tender Negotiations.

Ref: Circular No. 1 dt. 1.3.99, Circular No. 16 dt. 3.5.99 and Circular No. 19 dt. 1.6.99.

The above referred Circulars were issued with a view to improve the Vigilance Administration in accordance with the instructions/guidelines issued by the CVC vide their letter dated 18.11.1998. The Central Vigilance Commission(CVC) have now issued the following clarifications to the above Circulars:-

“It is clarified that the CVC’s instructions dated 18.11.1998, banning post tender negotiations except with L-1 (i.e. the lowest tenderer), pertain to the award of work/supply orders etc., where the Government or the Government company has to make payment. If the tender is for sale of material by the Government or the Government Company, the post tender negotiations are not to be held except with H-1 (i.e. the highest tenderer), if required”.

The above clarifications are brought to the notice of all concerned for their strict compliance.

(A.S.SOUR)  
DY.DIR.(P&C-1)

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DIRECTORATE GENERAL OF SUPPLIES & DISPOSALS  
PLANNING & CO-ORDINATION UNIT  
JEEVAN TARA BLDG., 5, SANSAD MARG,  
NEW DELHI-110001

Circular No.18

Dated: 11.10.2001

Sub: Forwarding copies of Rate Contract to User/Indenting Departments – Instruction regarding.

As per the existing guidelines, intimation of items available on Rate Contract to the user departments and timely renewal/conclusion of Rate Contract are to be ensured.

2. In spite of these instructions, it is seen that user departments are expressing difficulty in getting this information. Railway Liaison Officer has also sent a communication regarding non-availability of this information through RLO/Various Controllers of Stores (Railways).
3. With the introduction of Standard Rate Contract Format and utilisation of Computer for issue of contract, it appears that sufficient copies are not being prepared.
4. PRO incharge Information Facilitation Centre has also stated non-availability of Rate Contract copies with purchase Directorates due to which they are not able to comply with such request from user departments.
5. Considering the nature of the item, being handled by the Directorate, they are fully aware of potential users of their Rate Contract items. It is important that these potential users and major Indenting Departments like Defence, Railways, etc., are informed of the items available on Rate Contract/copies of Rate Contract are sent to them.
6. All the Directorates are aware that a 'Digital Photo Copier cum Printer' is already available with Administration-11 (IVth Floor) and this can be used extensively for making desired number of copies of Rate Contract.

(A.S.SOUR)  
DY.DIR.(P&C-1)

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DIRECTORATE GENERAL OF SUPPLIES & DISPOSALS  
JEEVAN TARA BLDG., 5, SANSAD MARG, NEW DELHI-110001  
PLANNING & CO-ORDINATION UNIT  
P&C-4 SECTION

Dated: 21.11.2001

Circular No.19

Sub: 'Material for (i) Monthly D.O. letter from Secretary (Commerce) to Cabinet  
Secretary regarding important activities/significant events and (ii) Monthly summary for the Cabinet – submission of – Regarding.

Department of Commerce have desired that the submission of material for the subject returns to the Department of Commerce may be advanced by 5 days to enable them to prepare the reports and to put up the same to Secretary (Commerce) by 2<sup>nd</sup> of each month. Accordingly it has been decided that the reporting period for these returns may be changed as “21<sup>st</sup> of previous month to the 20<sup>th</sup> of the reporting month”.

It is, therefore, requested that the material/information covering the above period may be sent to the P&C-4 Section by 23<sup>rd</sup> of each month to that same could be compiled, and consolidated information could be sent to the Deptt. in time.

For the return for the month of November, 2001, the necessary information for the period from 21<sup>st</sup> October 2001 to 20<sup>th</sup> November, 2001, may please be furnished to the P&C-4 Section urgently, latest by 26<sup>th</sup> November, 2001. Similar information for the future returns may be sent by 23<sup>rd</sup> of each month positively.

(P.S.NAGRATS)  
DY.DIRECTOR (P&C)

All Directors (S) at Hqrs./Regional DDGs.  
D-13011/4/01/P&C-4

DIRECTORATE GENERAL OF SUPPLIES & DISPOSALS  
PLANNING & CO-ORDINATION UNIT  
JEEVAN TARA BLDG., 5, SANSAD MARG,  
NEW DELHI-110001

Circular No.20

Dated: 22.11.2001

Sub: Request for Extension of Post Deposit Facility by New Delhi Municipal Council (NDMC) beyond 31.3.2001.

Ref: Circular No.18 dt.31.5.2000.

The Post Deposit Facility to NDMC was further extended upto March, 2001 vide Circular No.18 dt. 31.5.2000 subject to prompt clearance of payment by them to CCA, Deptt. of Supply, New Delhi.

AT the request of NDMC, New Delhi the position has been reviewed and it has been decided by the Deptt. not to extend the facility beyond March, 2001. However, it has been decided that CCA will accept bills upto 31.12.2001 in respect of supplies made by the firms to NDMC subsequent to 31.3.2001 to avoid any complications. NDMC have been further advised not to place any direct supply orders against DGS&D Rate Contract as CCA will not accept bills after 31.12.2001 in respect of supply orders already placed by NDMC against DGS&D Rate Contracts.

The above position may be noted by all Purchase Dtes. at Hqrs. & Regions.

(A.S.SOUR)  
DY.DIR.(P&C-1)

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File No. CDN-1/CDN-3/10/psu/ab/1/89

Copy to:

Dr. D.N.Gupta, Chief Engineer (Elect.), NDMC, Room No.1712, 17<sup>th</sup> Floor, Palika Kendra, Sansad Marg, New Delhi w.r.t. their letter No.404/PS.CEE/D/2001 dt. 10.7.2001. Your attention is also drawn to DGS&D letter of even number dt. 19.11.2001.

**Standard Distribution**  
**File No. P-19002/1/03/P&C-1**

**(D.Bhalla)**  
**Dy.Director(P&C)**

DIRECTORATE GENERAL OF SUPPLIES & DISPOSALS  
(PLANNING & CO-ORDINATION UNIT)  
Jeevan Tara Bldg., 5, Sansad Marg,  
New Delhi 110001

CIRCULAR NO.3

Dated, the 9<sup>th</sup> February'04

Sub : Mentioning of complete addresses of Regional offices in  
the RCs

In one of the meetings taken by DG(S&D) it was desired that complete addresses of Regional Offices with telephone numbers should be indicated in the formal RCs for the convenience of the DDOs and the suppliers.

All Purchase Directorates may please see for compliance.

( A.K. Aggarwal )  
Director(P&C)

Standard Distribution  
No.CDN1/Misc/2003

GOVT. OF INDIA  
Directorate General of Supplies & Disposals  
Planning & Co-Ordination Unit  
Planning & Co-ordination 3 Section  
5, Parliament Street, New Delhi 110001

No.P 19002/2/02/P&C-1

Dated: 5.03.2004

Sub : Correction Slip to the new Manual of DGS&D, effective from  
1<sup>st</sup> October, 1999 – regarding

A copy of the Correction Slip No.6 dated 26.02.2004 received from Department of Commerce, Ministry of Commerce & Industry, New Delhi vide I.D. Note No.13(5)/2002-Pol. dated 27.02.2004 is forwarded herewith for information and necessary action.

( S.S. Tiwari )  
Section Officer  
For Director General of Supplies & Disposals

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Copy to

File No.P 19002/2/02/P&C 1



GOVT. OF INDIA  
Ministry of Commerce & Industry  
Department of Commerce  
Supply Division : Nirman Bhawan

(DGS&D MANNUAL EFFECTIVE FROM 01.10.1999)

Correction Slip No.6

Dated the 26<sup>th</sup> Feb., 2004

The following changes/modification in the DGS&D Manual will come into force with immediate effect

Against Para 19.2 Purchase Powers of the Competent Purchase Officer

FOR EXISTING ENTRIES  
READ

Para 19.2 PURCHASE POWERS OF THE COMPTENT PURCHASE OFFICER

Competent Purchase Officer	Value of stores upto which empowered to approve the purchase for placing adhoc contracts	Value of stores upto which empowered to approve the purchase for placing Rate Contracts
Assistant Director	Upto 10 lakhs	
Dy. Director	Above Rs.30 lakhs & upto Rs.1 Crore	
Director	Above Rs.30 lakhs & upto Rs.1 Crore	Upto Rs.1 Crore
Dy. Director General	Above Rs.1 Crore & upto Rs.2.5 Crores	Above Rs. 1 Crore & upto Rs.2.5 Crores
Additional Director General	Above Rs.2.5 Crores & upto Rs.5 Crores	Above Rs.2.5 Crores & upto Rs.5 Crores
Director General	Above Rs. 5 Crores & upto Rs.10 Crores	Above Rs.5 Crores & Upto Rs.10 Crores

Note: (i) The newly recruited Assistant Director of Supplies does not have any purchase power during the period of his/her training.

(ii) Revised Delugation of powers to DGS&D officers as above would mutatis mutandis apply to other subject matters such as Tender Purchase Committee etc.

( V.K. Sharma)

Standard Distribution  
File No.13(5)/2002-Pol.

DIRECTORATE GENERAL OF SUPPLIES & DISPOSALS  
(P&C Directorate)  
JEEVANTARA BLDG., 5 SANSAD MARG  
NEW DELHI 110001

CIRCULAR NO. 5

Dated the 16<sup>th</sup> March, 2004

Sub : Consultative Meeting for product and technical specifications  
For Rate contract.

It has been decided in the senior officers meetings that Tender Enquiry and specifications for Rate contracts will be discussed with the suppliers, trade associations, users and other stakeholders before these are finalized. Such meetings will be know as "Consultative Meeting for product and technical specifications for Rate contract."

In a recent Purchase case it has been observed that a meeting was held with trade after the notice was issued and trade got impression that the meeting was intended to finalized the specifications.

DG has observed that the spirit of the decision to hold such meetings has not been understood properly and appreciated by the Directorates.

It has been decided that henceforth, all the Tender specifications and enquiries will be finalized after discussions with suppliers,trade associations,users and other stakeholders, if any, and in no other manner. Such meetings should take place before the due date for finalizing technical particulars. Such meetings, if held after the tenders have been floated, have no meaning.

As per the time schedule finalized<initiation for T/P by QA Wing is to be done 4 months before the due date for T.P and the consultative meeting should be held 2 months before the due date for furnishing T.P. Purchase Directorate would coordinate the activities in this regard. Technical particulars should be finalized by the due date without fail.

All the officers of Supply Wing as well as QA Wing are required to note these instructions & ensure strict compliance of the same.

(A.K. Aggarwal)  
Dir(P&C)/16.3.04

Standard Distribution  
File No.P 04003/1/04=P&C 2

Copy to : PPS to DG(S&D)

DIRECTORATE GENERAL OF SUPPLIES & DISPOSALS  
PLANNING & COORDINATION SECTION-4

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In a case put up by the Vigilance Section to the Director General(S&D), DG(S&D) has made the following observations:

“All the AD/SOs(Base Officers) working in the ‘P’ Dte. are required to specifically state in the proposal that they had complied with the procedure of Publicity and intimation to all the Regd/Past Suppliers.”

All ‘P’ Directorates at headquarters and at regions may kindly note the above directions of D.G. for due compliance.

(A.S.SOUR)

DY.DIRECTOR(P&C)

Standard Distribution

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P 08003/5/01/P&C-1

No.C 13015/1/04/P&C 3  
Directorate General of Supplies & Disposals  
(P&C Directorate)

Circular No.8

Dated the 31<sup>st</sup> March 2004

Sub : Improving Vigilance Administration – Increasing Transparency in  
Procurement

Central Vigilance Commission vide Order No.98/ORD/1 dated 18<sup>th</sup> December 2003 has issued instructions to all the Govt. departments for publishing of all the tender notices and tender inquiries on website where open tender system is resorted to for procurement of goods and services etc. It has been circulated to all the Directorates by P&C Directorate communication No.C 13015/1/2004/P&C 3 dated 26.2.2004.

2. In line with the CVCs instructions, it has been decided that the firm should be able to down load the tender documents including the different Forms from the website and to pay the cost of the tender by a draft alongwith the tender. The following clause should be incorporated in all future tender enquiries.

“The Tender Enquiry is presently displayed on DGS&D website <http://dgsnd.nic.in> with a hyperlink to the proposed new website of DGS&D titled “<http://dgsnd.gov.in>”

Tender enquiry consists of the following:-

Invitation to tender form DGS&D 241  
Form DGS&D 68A  
Form DGS&D 69A  
Schedule to the tender – Form DGS&D 242  
Special Terms & Conditions  
Questionnaire – List No.1  
Additional Questionnaire for R/C – List No.9

Schedule to the Tender and Special terms and conditions would be available in the tender enquiry section of the website. Other forms including DGS&D(68) (Revised) DGS&D(69), DGS&D 1001 etc. and questionnaire are available on the website in section containing DGS&D Forms.

The tender inquiry including the Forms and questionnaire as above can be down loaded from the Website.

Suppliers submitting such down loaded tender are required for furnish Bank Draft towards the cost of the tender alongwith the tender. The Bank Draft should be of a scheduled Commercial Bank in favour of DGS&D and payable at the place of submission of the tender. The tender number, the due date for tender opening and the name of the tenderers should be indicated on the back of the draft. The particulars of the bank draft should also be indicated in the tender.

The tender which has been down loaded from the Website but does not contain the bank draft towards the cost of the tender would be summarily ignored.”

3. The above clause is also being posted on the Website. The Directorates should included the above clause in all future tender inquiries and follow these instructions which opening the tenders and further processing.

4. All the Directorates have already been advised to ensure that w.e.f. 1.4.2004 all the Tender Notices, Tender Enquiries and the Parallel Rate Contract of their Directorate are posted/displayed on DGS&D Website without fail. It will be the responsibility of the Director to ensure its full implementation. DG had earlier cautioned that a serious view would be taken of lapses and strict action would be taken against the erring Officials.

( A.K. Aggarwal)  
Director(P&C)

Standard Distribution

Copy to:

PPS to DG(S&D)

DIRECTORATE GENERAL OF SUPPLIES & DISPOSALS  
(P&C Directorate)  
JEEVANTARA BLDG., 5 SANSAD MARG  
NEW DELHI 110001

Circular No.12

Dated June 18<sup>th</sup>, 2004

Sub : Procedure to be followed for withholding of payments/recoveries  
To be made from firms against DGS&D Rate Contracts.

It has been brought to the notice by the Vigilance Directorate that in a number of cases, the Purchase Directorates are withholding the payments of firms on various grounds, without notifying such withholding to the firms. In one of such similar cases, M/o Law & Justice has advised that in terms of clause 18 and 18A of the General Terms and Conditions of the contract, as contained in the DGS&D Form No.68(Revised), the firm should be notified about such withholding/recovery. M/o Law & Justice has further advised that in terms of the aforesaid clauses of the General Terms & Conditions of the Contract and complying with the Principle of Natural Justice, withholding of payments of the firms can be done only after raising a claim and issuing a notice to the firm.

2. In view of the above, all Purchase Directorates are advised to comply strictly with the provisions of clauses 18 & 18A of the General Terms and conditions of the Contract, as clarified above by the Ministry of Law & Justice.

( D.Bhalla)  
Dy.Director(P&C)

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File No.P 15013/1/04-P& C-1

DIRECTORATE GENERAL OF SUPPLIES & DISPOSALS

PLANNING & COORDINATION –4

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Circular No.13

Dated: 23.6.2004

Sub: Reimbursement of Freight charges in respect of stores transported by Road.

The question of reimbursement of Freight charges in respect of stores transported by Road was examined in consultation with Deptt. of Comr Supply Division, in detail and the following decisions were taken:-

MS/CURRENT R/Cs

The payment should be made on the basis of Railway goods classification and Railway tariff table. In case of doubt, norms of earlier R/Cs relevant details regarding classification, wagon load capacity etc. would be adopted by the office of Chief Controller of Accounts, New Delhi & its Regional offices from the previous actual payments for Rail freight made for such goods transported by Rail provided the item of stores and specifications are similar.

That the freight payment should be restricted to actual or the railway freight by goods/passenger trains whichever is lower. To enable prompt payment of freight charges, photocopies of relevant classification table and Tariff Table may be furnished by the suppliers alongwith their claims.

2. All Purchase Directorates, Regional Offices may please note for compliance.
3. This issues with the approval of Ministry of Commerce(Supply Division), New Delhi.

(A.S.Sour)  
Dy.Director (P&C)

STANDARD DISTRIBUTION (All Purchase Dtes. at Hqrs. & Regional offices.

DGS&D File No. P-16003/4/01

Copy to:  
The Chief Controller of Accounts, New Delhi & its Regional offices for information/guidance.



Directorate General of Supplies & Disposals  
(P&C Directorate)

CIRCULAR NO.14

Dated the 25<sup>th</sup> June, 2004

Sub : Separate “Techno-Commercial Bid” and “Price Bid” under two bid  
System required in the Tender Enquiry

A copy of the Notice for Tenderers on the subject and posted on the Website on 21<sup>st</sup> June, 2004 is enclosed.

2. In cases where the offers are invited on the basis of Two Bid System and the tenderer does not comply with the requirement of submitting “Techno Commercial Bid” and “Price Bid” separately, but submits only one commercial/price bid in the main cover, such officer/bid would be considered as unresponsive and shall not be opened or read out by the Tender Opening Officer. All such unresponsive bids will be sealed in a separate cover by the tender opening officer against each Tender Enquiry and kept separately in the Purchase Directorate after it is duly countersigned by the concerned Director and Dy.DG.
3. In line with the Manual provisions under Annexure 16, this sealed cover containing all unresponsive bids shall be destroyed as per prescribed procedure.

(D. Bhalla)  
Dy.Director(P&C)

STANDARD DISTRIBUTION

File No.P 07017/4/04/P& C-1

Notice for tenderers participating against DGS&D tender enquiries  
Invited on two bid system

In case the tender enquiry required for two bid tendering, the firms are required to submit “techno-commercial bid” and “price bid” separately in two sealed covers duly superscribed. These two covers are to be put into one sealed cover known as main cover, which should be superscribed and sealed. It has, however, been observed that some tenderers have submitted only one composite bid as against separate “techno-commercial” bid and “price bid” under two bid system required in the tender enquiry.

DGS&D is neither expected nor would undertake splitting up such bids in two parts i.e. tecno-commercial bid and pricebid

In case the main cover has in it only one bid document as against two covers as per the prescribed procedure, the same would be considered UNRESPONSIVE. Such offers will not be opened/considered for further processing.

The tenderers are, therefore, advised in their own interest to submit the “Techno-commercial bid” excluding prices and the “price bid” separately as stipulated in the tender enquiry.

Directorate General of Supplies & Disposals  
(P&C Directorate)

Circular No.15

Dated, the 8<sup>th</sup> July, 2004

Sub : Procedure to be followed by the Purchase Directorates & other  
Section of the DGS&D while referring their cases to the P&C  
Dte.

It has been noticed that the Purchase Directorates & other sections of the DGS&D, while referring the matter to the P&C Directorate either for a policy decision or for clarification of the existing provision, are forwarding files to the P&C Directorate, which are not required to be sent. Further, decisions in the individual cases are to be taken by the competent authority based on extant instructions and circumstances of the case. Reference to P&C Dte. shall not lead to deferment of the decisions in such cases. Hence, it has been decided to streamline the practice as follows.

2. Henceforth, all Purchase Dtes./Sections are requested not to send their purchase files to P&C Dte. The policy issues, if any, may be referred to P&C Dte. through an I.D. Note under the signatures of the Director in-charge of the Purchase Dte. wherein the following details shall invariably be included.

Policy issue involved  
Background of the case  
Relevant provisions of DGS&Ds Manual  
Reference No. of the relevant Circular, if any  
Justification for the recommendations/Suggestion  
Any other relevant details

3. In future, 'Purchase' files referred to P&C Dte. will be returned without taking any action. All the Purchase Directorates/Sections are hereby directed to strictly follow the aforesaid procedure while referring the policy issues to the P&C Dte., otherwise communication made in this regard will not be entertained by the P&C Dte.

This issues with the approval of DG(S&D).

Above procedure will be followed by offices.

( D. Bhalla)  
Dy. Director(P&C)

All Purchase Directorates atHqrs./Regional Offices/QA Wing  
DGS&D F.No.13033/01/02-P&C 1 dated 08.07.2004

Govt. of India  
Department of Commerce  
DIRECTORATE GENERAL OF SUPPLIES & DISPOSALS  
(P&C Directorate)  
JEEVANTARA BLDG., 5 SANSAD MARG  
NEW DELHI 110001

Circular No.16

Dated 30<sup>th</sup> July, 2004

It is enjoined upon the DGS&D to buy ISI marked goods. Serious efforts are required to be made to procure stores with ISI Mark accordingly. In the meeting with CPMFs, they have also desired that the woolen dress material and hosiery items may be procured with Wool Mark/Wool Mark Blend.

It has been decided in a meeting held recently with DG(Bureau of Indian Standards) that to improve the enforcement of the quality/standards of the stores under Rate contracts, Bureau of Indian Standard/Wool Mark inspectors, who are regularly collecting samples from the market, should also be allowed to lift the samples from the stores supplied to different indentors/consignees with ISI Mark/Wool Mark, on payment basis.

All CPMFs and other DDOs/Consignees are requested to allow BIS/Wool Mark inspectors to lift the samples on payment of the cost of stores from the supplies made against the Rate Contracts.

(Bhoop Singh)  
Director(P&C)

STANDARD DISTRIBUTION

Directorate General of Supplies & Disposals  
(P&C Directorate)

CIRCULAR NO.19

dated 28<sup>th</sup> Sept.,04

The following two Circulars are hereby withdrawn with immediate effect:-

Circular No.6 dated 17.3.04 regarding Introduction Two bid systems for conclusion of Rate Contracts and Circular No.18 dated 20.8.04 relating to Tenderers quoting ring/Pool prices against DGS&D Tender Enquiries.

This issues with the approval of Deptt. of Commerce(Supply Division).

(D. Bhalla)  
Dy.Director(P&C)

All Purchase Directorates atHqrs./Regional Offices/QA Wing  
DGS&D F.No.P-09020/1/04-P&C-1

Copy to : DOC(Supply Division) – Shri V.K. Sharma, US(Policy)

DIRECTORATE GENERAL OF SUPPLIES & DISPOSALS  
PLANNING & COORDINATION SECTION-4  
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Circular No.20

Dated: 7.10.2004

Sub: Re-imburement of Freight charges in respect of stores transported by Road – Amendment.

Para No.1(b) of circular No.13 dated 23.6.2004 is amended with immediate effect as under:-

**FOR**

**READ**

**Para 1(b)** that the freight payment should be restricted to actual or the railways freight by goods/passenger

That the freight payment should be restricted to actual or the railway freight by goods/passenger trains whichever is

trains which is lower To enable prompt lower.  
payment of freight charges, photocopies  
of relevant classification table & Tariff  
Table may be furnished by the suppliers  
alongwith their claims.

2. All the Purchase Directorates, Regional Offices may please note for compliance.
3. This issues with the approval of Ministry of Commerce(Supply Division), New Delhi.

(A.S.SOUR)  
DY.DIRECTOR(P&C)

Standard Distribution(All Purchase Dtes. at Hqrs & its Regional Offices)

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DGS&D F.No. P-16003/4/01-P&C-4

DIRECTORATE GENERAL OF SUPPLIES & DISPOSALS  
PLANNING & COORDINATION –4

.....

**Circular No. 21**

**Dated: 26 .10.2004**

**Sub: Circulation of Ministry of Law's observations for the guidance of Purchase Officer – to protect Govt's interest.**

**Vigilance Dte. through their I.D.Note No. C-13011/3/2002-Vig. Dated 26.7.04 have communicated that in one of the DGS&D Purchas where Risk Purchase was made on the additional cost, a formal demand notice on the defaulting firm was served who failed to pay the am indicated in the demand notice.**

2. On reference to arbitration, the award was made in favour of the contractor & UOI was to release balance price of quantity supplied to the contractor within 2 months from the date of publication of award failing which the claimant would be liable to pay interest @ 12% per annum from the date of publication of the award till the date of realization or award is made rule of the court whichever is earlier.
3. During the process of consulting Min. of Law whether award is to be challenged in the Court of Law, the contractor has served a notice for implementation of award with the condition that if the amount was paid within one month from the date of notice that his clients forego the claim of interest.

.....2/-

With the approval of the competent authority & with concurrence of IF Wing, the award was accepted & CCA were requested to release the payment. Meanwhile the Arbitrator filed the award in the High Court for making it a decree. The Hon'ble High Delhi dismissed the objections filed by UOI.

5. The para 11 (i.e. the operating portion) of judgement of the High Court is reproduced below for the guidance of Purchase Officer.

“11. The position that clearly emerges from letters is that the applicant had offered to give up the interest if the amount awarded by the Arbitrator is paid. The Director General of Supplies & Disposals has been writing to the Chief Controller of Accounts that to avoid the payment with interest the other amount awarded may be paid. This is apparent from the subsequent two letters already reproduced above. The interest admittedly was given up and the amount has since been paid. There is no mention on behalf of the Union of India in any of the letters copy of which has been endorsed to the applicant that is to without prejudice to the rights to file the objections with respect to the other part of the award or they reserved any other right in this regard. In other words the payment was made and benefit was taken in not payment of the interest. In this process there is a complete acquiescence to what was alleged by applicant that if interest is given up payment should be made. No such right was reserved that any other claim which was not awarded would be taken up by filing the objections. Keeping in view the above said principle referred to above obvious conclusion would be that the objector would be de-barred from filing the objections in the peculiar facts of the present case because they have taken benefit of non payment of interest and clearing the amount of the award without reserving any such right.

.....3/-

**12 for these reasons objections must fail & are dismissed.”**

6. **All concerned may please note that the terms and conditions suggested by the deemed High Court indicated in Para 11 of the jud may be incorporated in future in the covenant so that the interest of the Govt. of India could be protected effectively.**

7. **This issues with the approval of DOC (Supply Division).**

(A.S.SOUR)  
DY. DIRECTOR(P&C-4)

Standard Distribution

On File No. P-18019/2/00-P&C-4

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**Copy to:**

1. **Director Vigilance(Shri M.C.Chakraborty) DGS&D, New Delhi w.r.t. their I.D.Note No.C-13011/3/2002-Vig dated 26.7.2004.**
2. Shri V.K.Sharma, Under Secy.(Vig.), Deptt. Of Commerce(Supply Division) w.r.t. their I.D.Note No. 13011/4/2002-Vig.(DOC) dated 17.5.2004.



No.11012/Charter/P&C 3  
DIRECTORATE GENERAL OF SUPPLIES & DISPOSALS  
Planning & Co ordination Unit  
(P & C – III Section)

Circular No.22

Dated: 26.10.2004

Sub : Change of the Nodal officer for Implementation of Citizen's  
Charter of DGS&D – Regarding

It has been decided with the approval of DG(S&D) that Shri J.K. Khanna, DDG(QA) may be nominated as the Nodal Officer in respect of DGS&D(Hqrs), New Delhi in place of Shri B.B. Rai, ADG(QA) since retired. Name, address and e.Mail address in respect of Shri J.K. Khanna, DDG(QA) is given below:-

DGS&D(Hqrs) New Delhi	Shri J.K. Khanna, Deputy Director General(QA) DGS&D, Jeevan Tara Building, Sansad Marg, New Delhi Tele No.23743643 E.Mail – dgsd@ dgsd Delhi nic in
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(R.K. Prasad)  
Deputy Director(P&C III)

Director(PG),  
Department of AR&PG, Sardar Patel Bhawan,  
Sansad Marg, New Delhi 110001

Under Secretary, Department of Commerce, Nirman Bhawan, N. Delhi  
O/o DS&D, Kolkata, Mumbai, Chennai  
ADG(QA)  
DDG(QA)  
Dir(QA)  
Dir(Admn)  
Dir(C&PR)  
Dir(MIS)  
Dir(Vig)  
Dir(WL/P&C)  
DD(P&C – I, II, IV)



**DIRECTORATE GENERAL OF SUPPLIES & DISPOSALS**  
**(Planning & Coordination Section-2)**

**Circular No.5 on Consultative Meeting for products and technical specifications for Rate Contract – reg.**

Kind attention is invited to the P&C Directorate's ID Note No.CDN-1/63(3)/FC/99-VolVI(Pt.) dated 21.2.2005 vide which the operation of Circular No.5 dated 16.3.2004 was kept in abeyance/suspension.

2. In this context, it is mentioned that the Deptt. of Commerce(Supply Division) have now accorded their approval for retention of the aforesaid Circular No.5.
3. In view of the DOC(SD)'s approval for retention of the aforesaid Circular No.5 all the officers of the Supply Wing as well las QA Wing of the DGS&D at DGS&D Headquarters and Regions are requested to comply with the instructions contained in the Circular No.5.
5. This issues with the approval of DG(S&D).

(Amrit Lal)  
Dy. Director (P&C)

STANDARD DISTRIBUTION  
DGS&D I.D. Note No. P-4003/1/04/P&C-2 dated 15th Mar, 2005.

**No.P-01032/1/01-P&C-2**  
**DIRECTORATE GENERAL OF SUPPLIES & DISPOSALS**  
**(Planning & Coordination Section-2)**

New Delhi dated 22<sup>nd</sup> March, 05.

As all variety of shoes except “Duck Back Ankle Boot” are being dealt at DGS&D Hqrs. , it has been decided with the approval of DG(S&D) that the Rate Contract of item “ Duck Back Ankle Boot” being dealt in the Office of DS&D, Kolkatta will henceforth be dealt in WL Dte., DGS&D, New Delhi.

2. WL Dte. may obtain any information like LPP, Performance appraisal etc. from the Office of DS&D, Kolkatta.
3. The existing post contract work of the Rate Contract in respect of the item “Duck back Ankle Boot” will continue to be dealt within the Office of DS&D, Kolkatta. No post contract file will be transferred from DS&D, Kolkatta to WL Dte. The current Rate Contract for this item is valid upto 31.07.05.

(Amrit Lal)  
Dy. Director (P&C)

STANDARD DISTRIBUTION

**Directorate General of Supplies & Disposals  
(Planning & Co-ordination Unit)**

.....

Subject : Modification/Clarification of DGS&D Manual – Circulars issued by DGS&D – regarding.

Kind attention is invited to the P&C Directorate's ID Note of even No. dated 21.02.2005 vide which the operation of Circular Nos. **3, 7, 8, 12 & 15** of 2004 was kept in abeyance/suspension.

2. In this context, it is mentioned that the Department of Commerce (Supply Division) have now accorded their approval for retention of the aforesaid Circular Nos. **3, 7, 8, 12 & 15** of 2004.
3. In view of the DOC(SD)'s approval for retention of the aforesaid circulars, all the officers of the Supply Wing as well as QA Wing of the DGS&D at DGS&D Headquarters and Regions are requested to comply with the instructions, contained in the aforesaid circulars.
4. This issues with the approval of DG(S&D).

**(D. Bhalla)**  
**Deputy Director (P&C)**

Standard Distribution

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DGS&D ID Note No. CDN-1/63(3)/FC/99-Vol.(VI)(Pt.) Dated 18.03.2005

**DIRECTORATE GENERAL OF SUPPLIES & DISPOSALS**  
**(Planning & Coordination Section-I)**

**Important Purchase/Policy Issues relating to DGS&D – reg.**

The Secretary (Commerce) held a meeting with DGS&D on issues pertaining to DGS&D. In respect of Purchase/Policy issues, it was pointed out that the officers of the DGS&D are either not following the DGS&D Manual Provisions or deviating from the DGS&D Manual Provisions/Standard Tender Practices, which is not at all proper for the working of the DGS&D.

2. Keeping in view the above, all Purchase/QA Wing Directorates of the DGS&D are advised to note the following important Purchase/Policy issues for strict compliance.

(i) Conclusion of Rate Contract in time: The Time Schedule, specified in Annexure-36 of the DGS&D Manual, is required to be strictly followed, so that there is no delay in conclusion of the Rate Contracts or break in Rate Contracts. It is once again emphasized that Rate Contracts are required to be finalized before expiry of the existing Rate Contracts and extensions are to be rarely resorted to. Further, it is the responsibility of concerned officers to ensure adherence to the said Time Schedule so that Rate Contracts are concluded in time. In case of failure to conclude Rate Contracts in time, administrative action shall be initiated against such officers including appropriate entries in their Annual Confidential Reports (ACRs).

(ii) Adherence to the Standard Tender Practices/Procedures: The purchase procedures for Government procurement, as contained in the DGS&D Manual, are time tested and have established/evolved over a substantial period of time. However, it has been noticed that the various Purchase Directorates as well as QA Wing of the DGS&D are deviating from these Standard Tender Procedures/Practices-e.g. making BIS Marking mandatory for every item, submission of vetted performance statement and type test certificates (TTCs) ignoring of agents, etc. and are ignoring the offers of firms on such routine matters. Here, it is also pertinent to mention that the Circular No.1 dtd 06.01.2004 (on ignoring of offers of agents), and Circular No.4 dated 17.02.2004 (on submission of vetted performance statement along with tenders), issued by the DGS&D, have already been kept in abeyance/suspension vide this office I.D.Note No.CDN-1/63(3)/FC/99-Vol.Vi(Pt.) dtd 21.2.2005. Thus, all the concerned Purchase Directorates as well as QA Wing are advised not to deviate from the provisions of the DGS&D Manual.

(iii) Stipulations of additional condition/special conditions should not be made in the Tender Enquiry so as to restrict competition and encourage monopoly. In a case relating to Computer Stationery, it has been observed that condition on registration of Base Paper manufacturer has been incorporated in the tender enquiry thereby restricting the option to purchase from open market. Such additional/special conditions are not to be incorporated in the tender enquiries.

(iv) Adherence to the Provisions of the DGS&D Manual : it has been observed that the provisions of the DGS&D Manual are being relaxed suo-motto by the officers of the DGS&D without seeking prior approval of the DOC(SD). In this regard, it is emphasized that the provisions of the DGS&D Manual shall not be relaxed without prior approval of the DOC(SD), and are to be complied with strictly by the officers of the DGS&D.

(v) Pool Prices : It is pertinent to mention that the Circular No.18 dated 20.08.2004 (on deregistration of firms quoting in pool), issued by the DGS&D has already been withdrawn. However, in order to tackle such cases of cartel formation, all the Purchase Directorates of the DGS&D are advised to adopt a consistent approach in decision making.

3. This issues with the approval of DG(S&D).

(D.Bhalla)  
Dy.Director (P&C-1)

All Purchase/Quality Assurance Directorates at DGS&D, Headquarters and Regional Offices  
DGS&D I.D. Note No. P-13007/03/04/P&C-1(Part) dated 11.04.2005.

Copy to :

PPS to DG(S&D)

(ii) Shri M.V.P.C.Sastry, Joint Secretary, DOC(SD), Udyog Bhawan, New Delhi.

Government of India  
Ministry of Commerce & Industry  
Department of Commerce  
Nirman Bhawan  
New Delhi.

(DIRECTORATE GENERAL SUPPLIES & DISPOSALS MANUAL EFFECTIVE FROM 1.1.99)

Correction Slip No.7

Dated 26.04.05.

The following Note be added after Para 13.6.3 of the DGS&D Manual.

Consultative/Pre-bid Meeting for Product & Technical Specifications for Rate Contract

“Tender specifications should be finalized after discussion with and after getting feedback on the technical particulars of the store from the Suppliers, Trade Associations and other Stake Holders. For this purpose Consultative/Pre-bid meeting should be arranged by the purchase officers and held preferably two months before the due date for finalizing technical particulars.”

( V.K. Sharma )  
Under Secretary(Policy)

**STANDARD DISTRIBUTION**

File No.13(8)/2004-Pol.



Government of India  
**DIRECTORATE GENERAL OF SUPPLIES & DISPOSALS**  
(Planning & Coordination Section-3)  
5, Parliament Street, New Delhi-01.

No.P-04003/01/04/P&C-2

dated 29.04.2005

Subject : Correction slip to the new Manual of DGS&D, effective from 1<sup>st</sup> October,1999-regarding.

A copy of the Correction Slip No.7 dated 26.04.2005 from Planning & Coordination Section 2 vide their ID Note No. P-04003/01/04/P&C-2 dated 28.04.2005 is forwarded herewith for information and necessary action.

( J.P. Kaushik)  
Section Officer  
For Director General of Supplies & Disposals

STANDARD DISTRIBUTION  
Copy to File No.P-04003/01/04/P&C-2

Government of India  
Ministry of Commerce & Industry  
Department of Commerce  
Nirman Bhawan  
New Delhi.

(DIRECTORATE GENERAL SUPPLIES & DISPOSALS MANUAL EFFECTIVE FROM 1.1.99)

Correction Slip No.8.

Dated 28.04.05.

Para 18.17.2 of the DGS&D Manual may be replaced as under:

“18.17.2 On receipt of report of non-recovery of decretal amount from the purchase section concerned, Litigation Section shall in consultation with Ministry of Law take such steps for execution of the decree as may be advised by the Ministry from time to time to this end. Purchase Section shall also make wherever necessary discreet and confidential enquiry through police/civil authorities (namely Central Excise Department, Sales Tax Office, Registration Branch of DGS&D/NSIC/State Government, Income Tax Department etc.) or otherwise as to the available assets of the judgment debtor from which recovery of decretal amount may possibly be made. Even after following these procedure, if the decretal amount is not recovered, the matter shall also be taken up by the Litigation Section with the Revenue Authorities of the District under whose jurisdiction the Firm/Proprietor/Partner/Directors(in case of a company) are situated, for recovery of the government dues as arrears of Land Revenue in terms of the Provision of Revenue Act”

( V.K. Sharma )  
Under Secretary(Policy)

**STANDARD DISTRIBUTION**

File No.13(11)/2004-Pol.

Government of India  
**DIRECTORATE GENERAL OF SUPPLIES & DISPOSALS**  
(Planning & Coordination Section-3)  
5, Parliament Street, New Delhi-01.

No.P-18045/01/04/P&C-4/3

dated 29.04.2005

Subject : Correction slip to the new Manual of DGS&D, effective from 1<sup>st</sup> October,1999-regarding.

A copy of the Correction Slip No.8 dated 28.04.2005 from Department of Commerce, M/o Commerce & Industry, New Delhi vide their I.D. Note No.13(11)/2004 Pol. dated 28.04.2005 is forwarded herewith for information and necessary action.

( J.P. Kaushik)  
Section Officer  
For Director General of Supplies & Disposals

STANDARD DISTRIBUTION  
Copy to File No.P-18045/01/04/P&C-4/3

**DIRECTORATE GENERAL OF SUPPLIES & DISPOSALS**  
**(Planning & Coordination Section-2)**

**Circular No.5 on Consultative Meeting for products and technical specifications for Rate Contract – reg.**

Kind attention is invited to the P&C Directorate's ID Note No.P-04003/1/04/P&C dated 15.3.05 on the subject cited above.

2. It has been observed that consultative meetings are often not chaired attended by senior officers from Purchase Wing/QA Wing, and later on, all kind of issues are raised, which unnecessarily results in delaying of conclusion of rate contracts.
3. In view of the above, it is, therefore, directed that in future all consultative meetings should be chaired by the concerned Purchases Director or the concerned Dy. Director General(Supplies) as the case may be and should be attended by the concerned QA Wing Officer, who should be of the minimum level of Dy. Director in cases where such meetings are chaired by the Director(Supplies) or of minimum level of Director in cases where such meetings are chaired by the Dy. Director General (Supplies ).
4. Further, it has also to be ensured that all the issues should be discussed and addressed in the meeting itself so as to avoid delays. The outcome of such consultative meetings shall be final in respect of framing technical specifications and no more requests should be entertained for review of the specification thereafter and for extension of Tender Opening date on this account.
5. This issues with the approval of DG(S&D).

(Amrit Lal)  
Dy. Director (P&C)

STANDARD DISTRIBUTION

DGS&D I.D. Note No. P-4003/1/04/P&C-2      dated 11th Mar, 2005.

Sub:-Review of DGS&D's Circulars –Circular No.14.

Kind attention is invited to the P&C Dte's. I.D Note of even No. dt.21.2.05 whereby operation of Circular No.14 of 2004 (Two Bid System) was kept in abeyance.

2. In this context, it is mentioned that the contents of Circular No. 14 are independent of Circular No. 6 (which has been withdrawn vide Circular No.19 dt. 28.9.04) in as much as Circular No.6 stipulated that Two Bid System would be followed for conclusion of rate contracts for all items except 21 items mentioned therein whereas Circular No.14 only describes the procedure to be followed in cases where the offers are invited on the basis of Two Bid System.
3. The Circular No.14 has now been examined afresh in the light of discussions, made in para 2 above, and it has now been decided to retain this Circular.
4. All the officers of the Supply Wing as well as QA Wing of the DGS&D at the DGS&D Headquarters and Regions are requested to take note of above for their guidance.
5. This issues with the approval of DDG(P&C).

(D. Bhalla)  
Dy. Director (P&C)

STANDARD DISTRIBUTION

DGS&D ID Note No.CDN-1/63(3)/FC/99-Vol.(VI)(Pt.) dt. 24.3.05

DIRECTORATE GENERAL OF SUPPLIES & DISPOSALS  
(PLANNING & CO-ORDINATION UNIT)

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Subject : Initial analysis of tenders received.

It has been noticed that the Base Officers in the Purchase Directorates are not scrutinising the tenders received to find out whether these are complete in all respects and binding on the tenderers, as required in para 9.3.1 of the DGS&D Manual.

All the concerned base officers in Purchase Directorates are requested to be vigilant and to ensure strict compliance to the instructions contained in para 9.3.1 of the Manual.

This issues with the approval of DG(S&D).

**(D. Bhalla)**  
**Deputy Director (P&C-1)**

All Purchase Dtes. at DGS&D and Regional Offices of DGS&D  
DGS&D I D Note No.P-09003/1/05/P&C-1 dt. 01.04.2005

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**DIRECTORATE GENERAL OF SUPPLIES & DISPOSALS  
PLANNING & COORDINATION SECTION-4**

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**Sub: Handling of Court cases by Purchase Directorates-reg.**

It has been brought to the notice that the court cases are not being properly dealt by the Purchase Directorates. The instructions, contained in Para 18.28.1 of the DGS&D Manual on '*Finalisation of Pleadings in Court Cases*', and circulated by the P&C Directorate vide Circular No.13 dated 24.07.2001, are not being strictly complied with.

2. This has been viewed very seriously by the DG(S&D). He has observed that in all court cases officer not below the rank of Dy.Director should attend the Court proceedings. Any lapse on Court cases will be viewed seriously and accountability will be fixed and action taken.
3. In view of the above, all concerned officers are required to strictly follow the existing instructions on this subject, and take note of the DG(S&D)'s aforesaid observation.
4. This issues with the approval of the DG(S&D).

(A.S.Sour)  
Dy.Director(P&C-4)

**All Purchase Dtes. in Headquarters and Regional Offices.**

DGS&D I D Note No. P-18028/1/01/P&C-4 dated 13.05.05

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**DIRECTORATE GENERAL OF SUPPLIES & DISPOSALS**  
**(Planning & Coordination Section-2)**

**Circular No.5 on Consultative Meeting for products and technical specifications for Rate Contract – reg.**

Kind attention is invited to the P&C Directorate's ID Note No.CDN-1/63(3)/FC/99-VolVI(Pt.) dated 21.2.2005 vide which the operation of Circular No.5 dated 16.3.2004 was kept in abeyance/suspension.

3. In this context, it is mentioned that the Deptt. of Commerce(Supply Division) have now accorded their approval for retention of the aforesaid Circular No.5.

3. In view of the DOC(SD)'s approval for retention of the aforesaid Circular No.5 all the officers of the Supply Wing as well as QA Wing of the DGS&D at DGS&D Headquarters and Regions are requested to comply with the instructions contained in the Circular No.5.

5. This issues with the approval of DG(S&D).

(Amrit Lal)  
Dy. Director (P&C)

STANDARD DISTRIBUTION  
DGS&D I.D. Note No. P-4003/1/04/P&C-2 dated 15th Mar, 2005.



**No.P-01032/1/01-P&C-2**  
**DIRECTORATE GENERAL OF SUPPLIES & DISPOSALS**  
**(Planning & Coordination Section-2)**

New Delhi dated 22<sup>nd</sup> March, 05.

As all variety of shoes except “Duck Back Ankle Boot” are being dealt at DGS&D Hqrs. , it has been decided with the approval of DG(S&D) that the Rate Contract of item “ Duck Back Ankle Boot” being dealt in the Office of DS&D, Kolkatta will henceforth be dealt in WL Dte., DGS&D, New Delhi.

2. WL Dte. may obtain any information like LPP, Performance appraisal etc. from the Office of DS&D, Kolkatta.
3. The existing post contract work of the Rate Contract in respect of the item “Duck back Ankle Boot” will continue to be dealt within the Office of DS&D, Kolkatta. No post contract file will be transferred from DS&D, Kolkatta to WL Dte. The current Rate Contract for this item is valid upto 31.07.05.

(Amrit Lal)  
Dy. Director (P&C)

STANDARD DISTRIBUTION

**Directorate General of Supplies & Disposals  
(Planning & Co-ordination Unit)**

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Subject : Modification/Clarification of DGS&D Manual – Circulars issued by DGS&D – regarding.

Kind attention is invited to the P&C Directorate's ID Note of even No. dated 21.02.2005 vide which the operation of Circular Nos. **3, 7, 8, 12 & 15** of 2004 was kept in abeyance/suspension.

2. In this context, it is mentioned that the Department of Commerce (Supply Division) have now accorded their approval for retention of the aforesaid Circular Nos. **3, 7, 8, 12 & 15** of 2004.
3. In view of the DOC(SD)'s approval for retention of the aforesaid circulars, all the officers of the Supply Wing as well as QA Wing of the DGS&D at DGS&D Headquarters and Regions are requested to comply with the instructions, contained in the aforesaid circulars.
4. This issues with the approval of DG(S&D).

**(D. Bhalla)**  
**Deputy Director (P&C)**

Standard Distribution

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DGS&D ID Note No. CDN-1/63(3)/FC/99-Vol.(VI)(Pt.) Dated 18.03.2005

**DIRECTORATE GENERAL OF SUPPLIES & DISPOSALS**  
**(Planning & Coordination Section-I)**

**Important Purchase/Policy Issues relating to DGS&D – reg.**

The Secretary (Commerce) held a meeting with DGS&D on issues pertaining to DGS&D. In respect of Purchase/Policy issues, it was pointed out that the officers of the DGS&D are either not following the DGS&D Manual Provisions or deviating from the DGS&D Manual Provisions/Standard Tender Practices, which is not at all proper for the working of the DGS&D.

2. Keeping in view the above, all Purchase/QA Wing Directorates of the DGS&D are advised to note the following important Purchase/Policy issues for strict compliance.

(i) Conclusion of Rate Contract in time: The Time Schedule, specified in Annexure-36 of the DGS&D Manual, is required to be strictly followed, so that there is no delay in conclusion of the Rate Contracts or break in Rate Contracts. It is once again emphasized that Rate Contracts are required to be finalized before expiry of the existing Rate Contracts and extensions are to be rarely resorted to. Further, it is the responsibility of concerned officers to ensure adherence to the said Time Schedule so that Rate Contracts are concluded in time. In case of failure to conclude Rate Contracts in time, administrative action shall be initiated against such officers including appropriate entries in their Annual Confidential Reports (ACRs).

(ii) Adherence to the Standard Tender Practices/Procedures: The purchase procedures for Government procurement, as contained in the DGS&D Manual, are time tested and have established/evolved over a substantial period of time. However, it has been noticed that the various Purchase Directorates as well as QA Wing of the DGS&D are deviating from these Standard Tender Procedures/Practices-e.g. making BIS Marking mandatory for every item, submission of vetted performance statement and type test certificates (TTCs) ignoring of agents, etc. and are ignoring the offers of firms on such routine matters. Here, it is also pertinent to mention that the Circular No.1 dtd 06.01.2004 (on ignoring of offers of agents), and Circular No.4 dated 17.02.2004 (on submission of vetted performance statement along with tenders), issued by the DGS&D, have already been kept in abeyance/suspension vide this office I.D.Note No.CDN-1/63(3)/FC/99-Vol.Vi(Pt.) dtd 21.2.2005. Thus, all the concerned Purchase Directorates as well as QA Wing are advised not to deviate from the provisions of the DGS&D Manual.

(iii) Stipulations of additional condition/special conditions should not be made in the Tender Enquiry so as to restrict competition and encourage monopoly. In a case relating to Computer Stationery, it has been observed that condition on registration of Base Paper manufacturer has been incorporated in the tender enquiry thereby restricting the option to purchase from open market. Such additional/special conditions are not to be incorporated in the tender enquiries.

(iv) Adherence to the Provisions of the DGS&D Manual : it has been observed that the provisions of the DGS&D Manual are being relaxed suo-motto by the officers of the DGS&D without seeking prior approval of the DOC(SD). In this regard, it is emphasized that the provisions of the DGS&D Manual shall not be relaxed without prior approval of the DOC(SD), and are to be complied with strictly by the officers of the DGS&D.

(v) Pool Prices : It is pertinent to mention that the Circular No.18 dated 20.08.2004 (on deregistration of firms quoting in pool), issued by the DGS&D has already been withdrawn. However, in order to tackle such cases of cartel formation, all the Purchase Directorates of the DGS&D are advised to adopt a consistent approach in decision making.

3. This issues with the approval of DG(S&D).

(D.Bhalla)  
Dy.Director (P&C-1)

All Purchase/Quality Assurance Directorates at DGS&D, Headquarters and Regional Offices  
DGS&D I.D. Note No. P-13007/03/04/P&C-1(Part) dated 11.04.2005.

Copy to :

PPS to DG(S&D)

(ii) Shri M.V.P.C.Sastry, Joint Secretary, DOC(SD), Udyog Bhawan, New Delhi.

Government of India  
Ministry of Commerce & Industry  
Department of Commerce  
Nirman Bhawan  
New Delhi.

(DIRECTORATE GENERAL SUPPLIES & DISPOSALS MANUAL EFFECTIVE FROM 1.1.99)

Correction Slip No.7

Dated 26.04.05.

The following Note be added after Para 13.6.3 of the DGS&D Manual.

Consultative/Pre-bid Meeting for Product & Technical Specifications for Rate Contract

“Tender specifications should be finalized after discussion with and after getting feedback on the technical particulars of the store from the Suppliers, Trade Associations and other Stake Holders. For this purpose Consultative/Pre-bid meeting should be arranged by the purchase officers and held preferably two months before the due date for finalizing technical particulars.”

( V.K. Sharma )  
Under Secretary(Policy)

**STANDARD DISTRIBUTION**

File No.13(8)/2004-Pol.

Government of India  
**DIRECTORATE GENERAL OF SUPPLIES & DISPOSALS**  
(Planning & Coordination Section-3)  
5, Parliament Street, New Delhi-01.

No.P-04003/01/04/P&C-2

dated 29.04.2005

Subject : Correction slip to the new Manual of DGS&D, effective from 1<sup>st</sup> October,1999-regarding.

A copy of the Correction Slip No.7 dated 26.04.2005 from Planning & Coordination Section 2 vide their ID Note No. P-04003/01/04/P&C-2 dated 28.04.2005 is forwarded herewith for information and necessary action.

( J.P. Kaushik)  
Section Officer  
For Director General of Supplies & Disposals

STANDARD DISTRIBUTION  
Copy to File No.P-04003/01/04/P&C-2

Government of India  
Ministry of Commerce & Industry  
Department of Commerce  
Nirman Bhawan  
New Delhi.

(DIRECTORATE GENERAL SUPPLIES & DISPOSALS MANUAL EFFECTIVE FROM 1.1.99)

Correction Slip No.8.

Dated 28.04.05.

Para 18.17.2 of the DGS&D Manual may be replaced as under:

“18.17.2 On receipt of report of non-recovery of decretal amount from the purchase section concerned, Litigation Section shall in consultation with Ministry of Law take such steps for execution of the decree as may be advised by the Ministry from time to time to this end. Purchase Section shall also make wherever necessary discreet and confidential enquiry through police/civil authorities (namely Central Excise Department, Sales Tax Office, Registration Branch of DGS&D/NSIC/State Government, Income Tax Department etc.) or otherwise as to the available assets of the judgment debtor from which recovery of decretal amount may possibly be made. Even after following these procedure, if the decretal amount is not recovered, the matter shall also be taken up by the Litigation Section with the Revenue Authorities of the District under whose jurisdiction the Firm/Proprietor/Partner/Directors(in case of a company) are situated, for recovery of the government dues as arrears of Land Revenue in terms of the Provision of Revenue Act”

( V.K. Sharma )  
Under Secretary(Policy)

**STANDARD DISTRIBUTION**

File No.13(11)/2004-Pol.

Government of India  
**DIRECTORATE GENERAL OF SUPPLIES & DISPOSALS**  
(Planning & Coordination Section-3)  
5, Parliament Street, New Delhi-01.

No.P-18045/01/04/P&C-4/3

dated 29.04.2005

Subject : Correction slip to the new Manual of DGS&D, effective from 1<sup>st</sup> October,1999-regarding.

A copy of the Correction Slip No.8 dated 28.04.2005 from Department of Commerce, M/o Commerce & Industry, New Delhi vide their I.D. Note No.13(11)/2004 Pol. dated 28.04.2005 is forwarded herewith for information and necessary action.

( J.P. Kaushik)  
Section Officer  
For Director General of Supplies & Disposals

STANDARD DISTRIBUTION  
Copy to File No.P-18045/01/04/P&C-4/3



**DIRECTORATE GENERAL OF SUPPLIES & DISPOSALS**  
**(Planning & Coordination Section-2)**

**Circular No.5 on Consultative Meeting for products and technical specifications for Rate Contract – reg.**

Kind attention is invited to the P&C Directorate's ID Note No.P-04003/1/04/P&C dated 15.3.05 on the subject cited above.

2. It has been observed that consultative meetings are often not chaired attended by senior officers from Purchase Wing/QA Wing, and later on, all kind of issues are raised, which unnecessarily results in delaying of conclusion of rate contracts.
3. In view of the above, it is, therefore, directed that in future all consultative meetings should be chaired by the concerned Purchases Director or the concerned Dy. Director General(Supplies) as the case may be and should be attended by the concerned QA Wing Officer, who should be of the minimum level of Dy. Director in cases where such meetings are chaired by the Director(Supplies) or of minimum level of Director in cases where such meetings are chaired by the Dy. Director General (Supplies ).
4. Further, it has also to be ensured that all the issues should be discussed and addressed in the meeting itself so as to avoid delays. The outcome of such consultative meetings shall be final in respect of framing technical specifications and no more requests should be entertained for review of the specification thereafter and for extension of Tender Opening date on this account.
5. This issues with the approval of DG(S&D).

(Amrit Lal)  
Dy. Director (P&C)

STANDARD DISTRIBUTION

DGS&D I.D. Note No. P-4003/1/04/P&C-2      dated 11th Mar, 2005.

Sub:-Review of DGS&D's Circulars –Circular No.14.

Kind attention is invited to the P&C Dte's. I.D Note of even No. dt.21.2.05 whereby operation of Circular No.14 of 2004 (Two Bid System) was kept in abeyance.

2. In this context, it is mentioned that the contents of Circular No. 14 are independent of Circular No. 6 (which has been withdrawn vide Circular No.19 dt. 28.9.04) in as much as Circular No.6 stipulated that Two Bid System would be followed for conclusion of rate contracts for all items except 21 items mentioned therein whereas Circular No.14 only describes the procedure to be followed in cases where the offers are invited on the basis of Two Bid System.
3. The Circular No.14 has now been examined afresh in the light of discussions, made in para 2 above, and it has now been decided to retain this Circular.
4. All the officers of the Supply Wing as well as QA Wing of the DGS&D at the DGS&D Headquarters and Regions are requested to take note of above for their guidance.
5. This issues with the approval of DDG(P&C).

(D. Bhalla)  
Dy. Director (P&C)

STANDARD DISTRIBUTION

DGS&D ID Note No.CDN-1/63(3)/FC/99-Vol.(VI)(Pt.) dt. 24.3.05

DIRECTORATE GENERAL OF SUPPLIES & DISPOSALS  
(PLANNING & CO-ORDINATION UNIT)

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Subject : Initial analysis of tenders received.

It has been noticed that the Base Officers in the Purchase Directorates are not scrutinising the tenders received to find out whether these are complete in all respects and binding on the tenderers, as required in para 9.3.1 of the DGS&D Manual.

All the concerned base officers in Purchase Directorates are requested to be vigilant and to ensure strict compliance to the instructions contained in para 9.3.1 of the Manual.

This issues with the approval of DG(S&D).

**(D. Bhalla)**  
**Deputy Director (P&C-1)**

All Purchase Dtes. at DGS&D and Regional Offices of DGS&D  
DGS&D I D Note No.P-09003/1/05/P&C-1 dt. 01.04.2005

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**DIRECTORATE GENERAL OF SUPPLIES & DISPOSALS  
PLANNING & COORDINATION SECTION-4**

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**Sub: Handling of Court cases by Purchase Directorates-reg.**

It has been brought to the notice that the court cases are not being properly dealt by the Purchase Directorates. The instructions, contained in Para 18.28.1 of the DGS&D Manual on '*Finalisation of Pleadings in Court Cases*', and circulated by the P&C Directorate vide Circular No.13 dated 24.07.2001, are not being strictly complied with.

2. This has been viewed very seriously by the DG(S&D). He has observed that in all court cases officer not below the rank of Dy.Director should attend the Court proceedings. Any lapse on Court cases will be viewed seriously and accountability will be fixed and action taken.
3. In view of the above, all concerned officers are required to strictly follow the existing instructions on this subject, and take note of the DG(S&D)'s aforesaid observation.
4. This issues with the approval of the DG(S&D).

(A.S.Sour)  
Dy.Director(P&C-4)

**All Purchase Dtes. in Headquarters and Regional Offices.**

DGS&D I D Note No. P-18028/1/01/P&C-4 dated 13.05.05

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