

TG II (1)10768 /17

Directorate of Agriculture  
Thiruvananthapuram  
Dated: 27/03/2017

**CIRCULAR**

Sub:- Department of Agriculture Development and Farmers Welfare -  
Forwarding Tender /Quotation for Sanction –Guidelines Issued- Reg:

Ref:

1) G.O (P) No. 3/2013/SPD dated 21/06/2013

As per reference cited 1<sup>st</sup> Government of Kerala has revised the store purchase manual. In many instance have come to notice that when the proposal is forwarded for the sanction they are either incomplete or not as per the provision stipulated in the store purchase manual. Consequently quick scrutiny and further processing of purchase file at higher level invites much difficulty. Hence all the department officials are directed to fill in the format attached with this circular as purchase checklist.

Whenever the e tender/Quotation is forwarded for sanction the documents such as Covering Letter, Attached checklist, Copy of AS, Copy of T.S/Estimate, Tender Discursive Report, Technical Comparative Chart, BoQ Summary Details, BoQ Comparative Chart, Lowest quoted BoQ, All the bidder preliminary agreement and attested copies of license must be enclosed with the proposal. The softcopy of the circular hosted in the department website.

  
**For Director**

M. S. SAJU  
STATE AGRICULTURAL ENGINEER  
Directorate of Agriculture  
Thiruvananthapuram - 695 033

Encl: Proforma for Purchase and Work

To

All PAOs, EE(A), Alappuzha & Kozhikode

## PROFORMA FOR PURCHASE

i	Whether DGS&D Rate available for the store	
ii	Date of Administrative Sanction ,Amount and order No	
iii	Head of Account	
iv	News paper where the tender notice was published and its Date of Publication	
v	Date of Opening	
vi	No. of tender notice taken by prospective bidders	
vii	No of Covers (Technical/Financial/PQ)	
viii	No of Tenders/Quotations received	
<u>Sl.No.</u>	<u>Name of Bidder</u>	<u>Quoted amount</u>
1		
2		
3		
ix	No of representatives of bidders present at the time of opening (Attach attendance sheet with Name ,Designation and Mobile No)	
x	Whether sufficient EMD have been furnished by all tenders	
xi	Report of the Technical Committee /Officer	
xii	Whether the pre qualification of the bidders is verified?	
xiii	Financial Recommendation	
xiv	Whether the lowest quotation / Tender has been accepted	
xv	If not, the reason for rejecting the Lowest quotation	
xvi	Details of bidders and Quotations ultimately accepted and difference between the lowest Quotation and the accepted quotation	
xvii	Views of the Departmental Purchase Committee as to Whether re-tender is desirable and could lead to substantially lower bids	

xviii	Whether sample have been invited in the tender schedule and if not the reason thereof	
xix	If the item /store to be procured is of a sophisticated technical nature or need technical evaluation. Whether a technical committee evaluating the articles / stores has been constituted? If so, the minutes of the Committee is attached.	
xx	Whether the purchasing officer has recommended the absolute necessity of the procurement of store/item particularly taking into account the average consumption of the item / store for the past three years.	
xxi	Whether the purchasing officer has taken necessary steps to forecast the requirement of full of definite period of three months, six months, one year and so as to avoid piece meal purchase and to observe Store-Purchase Rule strictly.	
xxii	Action taken by the purchasing officer to keep open the firmness period, if the same has not been kept open for acceptance and confirmation.	
xxiii	Whether the purchasing officer has made any attempt to inspect and satisfy himself about the working of the unit /item/store which has been supplied by the bidder if any on earlier occasion.	
xxiv	Whether the purchasing Officer obtained 3 Year guarantee and 7 Year AMC for the product	
xxv	Guarantee/Warrantee terms (For	
xxvi	Whether AMC charges obtained from the supplier	
xxvii	Whether the purchasing officer has made any specific recommendation for consideration	
xxviii	Whether the tabulation statement containing two full essential data details of the tenders/quotation received viz-a-viz. The evaluation report for the purchasing officer has been enclosed with notes for the departmental Purchase Committee	

Certified that we \_\_\_\_\_, members of the purchase committee are jointly and individually satisfied that the Stores recommended for purchase are of the

requisite specification and quality, priced at the prevailing market rate and the supplier recommended is reliable and competent to supply the Stores in question.

**Member I**

**Member II**

**Member III**

PROFORMA OF TENDER FOR ACCEPTANCE OF WORKS

<b>1.</b>	File No.	
1)	Name of work in full	
2)	Brief description of work	
3)	Name of Circle	
4)	Name of Division	
	Name of Sub Division	
5)	Details of Administrative sanction:	
a.	A.S.No. and date	
b.	Amount	
c.	Issuing department	
6)	Whether aided scheme/Centrally sponsored/Electrification work/ State Highways/H.S. Etc. Quarters/Public Buildings etc. NI/SE	
7)	Details of Technical Sanction	
a.	No. and date	
b.	Amount of estimate	
c.	Issue Authority	
8)	Details of Budget provision	
a.	Budget head	
b.	Budget provision (denote year as)	
c.	Item no. and page No.	
d.	Amount registered for land and other prior commitments	
9)	Whether land required for the work is already acquired	
10)	If tendered earlier details thereof	
11)	No. of Tender form sold	

12)	No. of Tender received				
13)	Estimate PAC				
14)	Value of departmental materials				
15)	Details of Tenders/Quotations received				
<u>Sl. No.</u>	<u>Name of Contractor</u>	<u>Classification</u>	<u>Percentage of excess quoted less cost of materials</u>	<u>Amount of less cost of deptl. Materials</u>	<u>Contract P.A.C.</u>
16)	Whether sufficient EMD have been furnished by all tenders				
17)	Details of contractor whose tender is recommended for acceptance				
	a. Name and address				
	b. Class of registration				
	c. Whether he is qualified to execute the work				
18)	Year of schedule of rates followed for preparing estimate.				
19)	If current schedule of rates is not followed, state reasons thereof				
20)	Whether sufficient publicity and time given for submitting the tender				
21)	Details of publication in detail with date of insertion				
22)	Last date fixed for receipt of tender				
23)	Date of expiry of firm period				

24)	Date of Receipt of Tender in Circle Office	
25)	Specific reasons for recommending a high rate	
26)	Whether re-tender is advisable if not, the reasons thereof	
27)	If a balance work, furnish the following	
a.	Physical percentage of work already completed	
b.	Reasons for re-arrangement	
c.	Details of revised estimate sanctioned, if any, with amount sanction No. & percentage excess	
d.	Year of schedule of rates based on which balance works are arranged	
e	Whether work is arranged at risk and cost	
f.	If not, state reasons thereof	
28)	Other remarks if any	