**Annexure - 8**

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| logo ICFRE.gif | **LOCAL PURCHASE COMMITTEE CERTIFICATE FORM**  **For Purchase above Rs.25,000/- and upto Rs.2.50 Lakh**  **(Refer Para 4.10.2 and 4.11.2)** | frilogo1.bmp |

Ref. No………………………………………………… Date:………………

Division :…………………………………………………………………….. Section/Branch/Lab…………………………………………..

The Purchase Committee consisting of following members recommends the purchase of following items as per details below:

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Item Name: | |  | | | | | | | | | | Qty : | | |
| Estimated Cost (Rs.) | |  | | | | | | | | | | | | |
| Budget Head/Sub-Head: | |  | | | | | | | | | | | | |
| Indenter Name & Designation: | |  | | | | | | | | | | | | |
| **Details of Quotations collected:** | | **Market Survey** | | | | **STE (PAC)** | | **LTE** | | **OTE** | | | **GeM** | |
| Details of Prices Ascertained | | | | | | | | | | | | | | |
| **Bidder (M/s)** | **Unit**  **Rate (Rs.)** | | **GST** | | **Other Charges/ Discount** | | **Total Unit**  **Price (Rs.)** | | **Qty.** | | **Total Price (Rs.)** | | | **Comments**  **(L1, L2…. )** |
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|  |  | |  | |  | |  | |  | |  | | |  |
| **Selected Bidder**  (with address) | M/s | | | | | | | | | | | | | |
| Unit Rate, Taxes/Duties/Other Charges | | | |  | | | | | | | | | | |
| Total Unit Rate | | | |  | | | | | | | | | | |
| Total Value of Purchase | | | |  | | | | | | | | | | |

**CERTIFICATE**

Certified that we the undersigned, members of the purchase committee are jointly and individually satisfied that the goods recommended for purchase are of the requisite specification and quality, priced at the prevailing market rate and the supplier/contractor recommended is reliable and competent to supply the goods in question and it is not debarred by Department of Commerce or Ministry/ Department concerned or ICFRE/FRI. The Purchase Committee consisting of following members recommends the purchase of above item(s) as per details above.

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| --- | --- | --- | --- | --- | --- |
| **Signature** | **(Division-Store)**  **Optional** | **(Indenter)**  **Convener** | **(S.O.)**  **Concerned A/c** | **(Expert Member)** | **(HOD)**  **Concerned Div.** |
| Name: |  |  |  |  |  |
| Designation: |  |  |  |  |  |
| **Recommended & Forwarded**  **[PURCHASE OFFICER]** | | | | **Sanctioned Rs………………………………………………………………..**  **[DIRECTOR]** | | |

Reimbursement to the Purchaser/Payment to the supplier may be made as per attached invoice.

Accounts Officer/S.O. (Admin./Project)

Through: HOD

Enclosure: Invoice (with stock entry certificate)

**Terms & Condition**

(para 4.10 of MPG-2017)

1. This mode of procurement is used for procurements valued above Rs. 25,000 (Rupees Twenty-Five thousand) and upto Rs. 2,50,000 (Rupees Two lakh fifty thousand) only on each occasion.
2. This mode of procurement is described in parlance of procurement of goods; however, in principle, it is equally applicable to contingency expenditure on small works/services also.
3. The committee will survey the market to ascertain the reasonableness of rate, quality and specifications and identify the appropriate supplier.
4. Selection of suitable product and supplier by actual market survey (not by calling of tenders like a mini LTE) is of essence of this mode.
5. Before recommending placement of the purchase order, members of the committee will jointly record the certificate prescribed (Annexure 8).
6. In larger cities, the presence of reputed Shopping Malls may also be included in the market survey. Reputed internet shopping portals may also be explored.

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| **Risk** | **Mitigation** |
| The main risk is splitting of demand to avoid higher approvals or higher modes of procurements. | Supervisors should carry out periodic review of such procurements to ensure that the demand is not split into small quantities for the sole purpose of avoiding the necessity of getting an approval from the higher authority required for sanctioning the purchase of the original demand or for avoiding LTE or OTE mode of procurement. An annual review of such procurements shall be carried out to ensure that future anticipated requirements are clubbed and procured through LTE/OTE/RC.  To keep a better control, an annual ceiling may be fixed for each office for such a mode of procurement say Rupees five Lakh for each office per year Each office should maintain records to monitor such limits. |
| Over a period of time intentionally or otherwise, the due diligence of enquiries from market may degenerate into a mechanical obtaining of quotations leading to development of nexus and crony suppliers. Vendor selection may actually be manipulated with fake supporting vouchers. Since such small value materials do not undergo accounting and inventory control the risk of development of a nexus leakages and fake procurements and payments are there. The same set of vendors may get patronised repeatedly for a wide variety of requirements. Since only cursory visual inspections are done, quality may be at risk. | Supervisors should cross check a percentage of cases in the market for prices fake vouchers and so on. Supervisors should also check that the same vendor(s) is not being patronised repeatedly. For the sake of transparency payments should be made by cheque or through Electronic Clearance Service except that cash payment may be allowed up to Rs. 5000 (Rupees Five thousand). Staff involved with such procurements should not continue in the same role for long and should be rotated frequently. |