

NOTICE

Subject: Revision of Purchase Committee (PC), NAAC and new INDENT FORM for Purchase

Director FRI is pleased to accord approval of following four members **Purchase Committee (PC)** for tender evaluation in term of para 7.1.1 of chapter 7 of Manual of 'Procurement of Goods-2017', Dept. of Expenditure, Ministry of Finance.:

1. Indenter (convenor) - not below the rank of Group-B Officer
2. Accounts Officer /S.O. (Central/Project account) as per fund involved
3. Expert Member - One Scientist/Technical Officer from the division other than the indenting division.
4. Chairman – GCR (above Rs.2.5 Lakh) / Concerned HOD (division level LPC upto Rs.2.5Lakh)

There is no other committee for technical evaluation, preliminary evaluation etc. as per para 7.1.1.

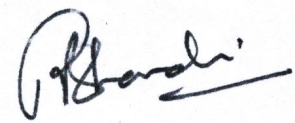
Similarly revised approved **NAAC (Need aspect approval committee)** for purchase above Rs. One Lakh is as under:

- (i) Indenter (ii) Concerned HOD (iii) Expert Member (iv) Chairman (GCR)

All Indenters are requested to utilize the new Indent Form (Annexure-3), available at FRI website, clearly indicating/proposing name of Purchase Committee (PC) & NAAC members on each occasion and submit the typewritten INDENT FORM to Purchase Section after getting approval of NAAC, Budget availability and approval of competent authority.

The Indenter will work as a convenor of the Purchase Committee and he/she should monitor the progress of the indents submitted by them. Please refer rule 173(ix) of GFR-2017 and para 2.2 of MPG-2017 regarding formulation of technical specifications, para 2.1.1 (iii-e) regarding estimation of cost and refer para 7.3 & 7.4 for bid evaluation.

The purchase section will facilitate all the purchase processes.



[RAJESH BHANDARI]
Purchase Officer

Distribution:

1. The P.S. to Director/Registrar FRI
2. All Head of Divisions/Sections
3. Chief Librarian, CMO NFH
4. Dean/Registrar, FRI Deemed University