

August 24, 2006

OFFICE ORDER OD-56-2006

Purchase & Accounts Procedures

The following Purchase and Accounts Procedures will be followed for procurement of scientific and research items. These come into operation with immediate effect.

1. (a) For items of estimated value less than Rs. 1 crore, a single part tendering system will be followed, unless specifically requested by the Indentor.

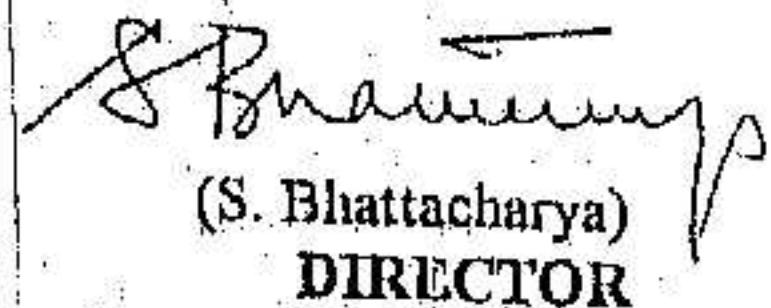
(b) For items costing more than Rs. 1 crore, a two-part tender (Technical and Commercial) will be required. This may be revised in future.

2. For import orders of value less than US\$ 10,000 (ten thousand), certification from the Indentor (on the indent form itself) that the vendor is reputed and advance payment may be made without an undertaking will be sufficient to release payment in advance. Companies that default in supplies against advance payment will be excluded from this provision for subsequent purchase orders.

3. The lower limit for Public Tender is raised to Rs. 25 lakh as per recent DAE guidelines dated July 21, 2006. Chairperson, STC, will be the final approving authority for purchases upto Rs. 25 lakh. Purchases above this limit will be subject to Public Tender and the Director will be the final approving authority.

4. The PSA Committee can also approve procedures for purchases against contracts drawn up with reputed Indian vendors (similar to and including DGS&D contracts).

5. The above procedures will be in operation for a period of six months and will be reviewed thereafter.


(S. Bhattacharya)
DIRECTOR

Registrar - for circulation.