

PAKISTAN ATOMIC ENERGY COMMISSION
Name of Centre/Project: NIBGE, Jhang Road, Faisalabad.

Annexure - "A"

Indent No. _____

Dated:-

1. Description/Specification of required stores (in case of more than one item list may be attached).
2. Quantity required.
3. Specific Justifications for purchase of Stores/Equipment (attach a self contained note) duly approved by the Head of Establishment.
4. Whether to be imported or purchased locally.
5. Estimated cost in F.E./Local Currency.
6. Mode of purchase i.e. Open/Limited/Single Tender/Proprietary basis.
 - I) If stores are to be purchased on Limited Tender prior approval of the competent authority has been obtained by the DGTP and Heads of Project/Establishments before floating limited tenders.(Finance Division Circular No. NFCP-1(324)/87 dated 22-9-2005). Copy enclosed)
 - II) If stores are to be purchased on **single quotation basis** then name of manufacturer and necessary justifications must be provided as to why competitive tender should not be issued to other suppliers.
 - III) If stores are to be purchased on **proprietary basis** justifications selecting particular proprietary brand should be given in a self contained note duly signed by the Head of Centre/Project and countersigned by Member concerned "certifying as follows:-
 "The item(name with spec.....
 of the item) being procured is proprietary and manufactured solely by
 (M/S.....)
 under special right of trade mark and is not available with any other firms possession except the aforesaid firm."
.....

Note:-

In all such cases description of the items should be mentioned in the body of the proprietary certificate rather than providing that information in the separate sheet attached with the certificate.(DTP Circular N0.DTP-127(22)Estab/2003 Dated 4-12-2003)

- iv) In case of procurement proposal based on **Repeat Order Basis**, a statement on the following format may be incorporated in the noting portion of the purchase file:-

S#.	Subject	Old supply order	Proposed supply order
1	Item's specifications.		
2	Mode of Procurement		
3	Date		
4	Unit Price.		

Note:-

- (a) In case of more than one item a list may be attached.
- (b) In addition, the following certificate duly signed by the Head of Establishment or sanctioning authority may be placed in the purchase proposal:-

“Certified that the price of the items being recommended for purchase on repeat order basis has not decreased since the last purchase.”

- (c) This certificate may be based on a factual price enquiry and reported with its details. (Finance Div. Circular No. NFCP-1(324)/87 dt. 17-10-05)

- 7. Suggested mode of shipment along with justifications if shipment is recommended by Air.
- 8. Last supply order No./name of manufacturer/supplier and rate at Which purchased (if applicable)?

Name & Signature of Head of Division with date;

Name & Signature of Indenter

Dated:-

Sr Admin Officer. (Procurement)

Dated:-

Name & Signature of Convener SSC with date;

Sr Admin Officer. (Procurement)

Dated:-

- 9. Certified that funds amounting to Rs. _____ are available under item head _____ in the project _____ for the fiscal year _____

Name & Signature of Head L.A.O.

Dated:-----

- 10. Above stated position is confirmed. The demand is approved in accordance with the instructions contained in Delegation of Power issued from time to time.

Name & Signature of Head of Establishment

Dated:-----

- 11. (Delete which is not applicable).

PAKISTAN ATOMIC ENERGY COMMISSION

Annexure - "B"

Last purchase and existing stock position of Machine/Spare Parts/Consumable as recommended for purchase.

Sl. No	Description/specifications/Cat/Part number of Scientific/Technical/Administrative Stores.	Quantity Required	Existing stock position, in case of Machinery & Equipment physical position may be recorded	Date of last purchase	Last purchase units cost (Rupees)	Qty used during last 2-years	Anticipated period of utilisation in case of spare parts/ Consumables etc.	Proposed units cost (Rupees)	Percentage increase over last price.	Remarks
1	2	3	4	5	6	7	8	9	10	11
							Total Cost			

Signature of Stores Officer

Signature of Indenting Officer

Procurement Indent

Procurement of Stores will be made on the basis of Indents prepared in the Form. The Indents will be prepared in the following manner:-

- i) Full and Complete description, specifications, quantities, date of requirement and source of supply will be given. delivery, Project or purpose of the
- ii) The petty purchase will be made upto the limit of Rs.2,500/- without calling of the quotation s.
- iii) Limited Tender/Inquiry will be made upto the Indented price of Rs.25,000/-. The enquiries will normally be issued 14-20 days before the due date of receipt.
- iv) The Open Tender will be invited by advertisement in National Press exceeding the estimated cost more than Rs.25,000/-.
- v) Purchase may also be made on Single Tender/Quotation from a Single Supplier in the following *three* circumstances upto a monetary value of Rs.50,000/- :-

I-PROPRIETARY BASIS:

A Proprietary Store is one which is produced by a sole manufacturer as his exclusive product under special right of possession and trade mark etc. and can be purchased from that manufacturer only directly or through his agent.

Purchase proposals for proprietary items should be supported with a certificate as contained in DTP-Circular No. 38 (Procurement)

“ Certified that the item being procured is ‘ proprietary ’ and is manufactured solely by (Name of the Firm) and is not available with any other firms except the aforesaid firm ”

II-EXTREME URGENCY:

Purchase on the basis of a single or negotiate tender can also be made in case of extreme emergency (reason to be brought on record) which precludes the possibility of obtaining quotation from other sources.

III-SECURITY REASONS:

In case of sensitive items where an open or limited tender enquiry may be considered a security risk or otherwise prejudicial to the programme.

REPEAT ORDERS

Repeat Orders may be placed on the same supplier at the same price of the previous purchase order provided that the Head of the Establishment Certifies that *the prices of such items have not decreased since the last purchase.*

It should also be ensured that the previous purchase order was placed on the basis of Open tendering/Limited tenders to the lowest bidder and after following prescribed procedure.

ACCEPTANCE OF SINGLE QUOTATION:

Single quotation in response to Open Tender may be accepted by the Director/P.M of the Centre/Project if he is satisfied that price is reasonable and item is urgently required.

NOTE: All quotations/tenders will be opened by a Committee consisting of Procurement Officer and such other Officers as may be deputed for this purpose and the Accounts Officer.

CASH PURCHASE THROUGH PURCHASE COMMITTEE:

Cash purchases will be made in emergent cases only or where repeated efforts of inviting quotations/tenders fail. It should never be used as a means to build up stock. Cash purchases will also not be made where:-

- I) Items are available on Credit.
- II) Procurement can be made on repeat order basis.

COMPOSITION OF COMMITTEES:

1. The purchase Committee will consist at three Officers as indicated below:-
 - i) Indenting Officer or his authorised representative not below the rank of a Group-IX Officer.
 - ii) An Officer from Admin/Procurement of Grade-17 or above.
 - iii) Head LAO or his representative not below the rank of an Accounts Officer. An Accountant may be associated with Committee where there is no post of an Accounts Officer.
2. Cash Purchase through Committee should be restricted to Rs.37,500/- at one time and total cash purchases under this procedure should not exceed limits indicated below in any particular calendar month:
 - Medical Institute/Agricultural Centre, Rs.50,000/-
 - Medical Centres, and Others.
3. Cash Procurement under this procedure should be restricted to Operational Spares, Consumables, Chemicals and Life Saving Medicines only.

I will start with the humble submission that my Seminar, Lecture or Speech may not be a level of Scientists who have obtained Ph.D.'s, M.Phil and M.Sc. Degrees, as I am not highly qualified.

The Procurement Branch is playing a significant roll to provide the material to the Scientists of this institute for research purpose on our ongoing projects. I have the honour to lay down the foundation of this branch by my own hands and struggle being a raw-hand person. By the grace of God, my Branch is functioning well to the entire satisfaction of Scientists of NIBGE. I have opened 35-LCs in National Bank of Pakistan, Faisalabad, out of CLCV/ADB and CFC/ICAC Projects and have gained optimum level. I have imported huge Machinery, Laboratory Equipments, Chemicals, Glass wares and miscellaneous items of many Crore through Foreign Purchase after fulfilment all the procedures which were required in this regard. I have also gained optimum level for local purchase of such items. If the Equipments or Material, are made available for use at the right time in correct quantity and condition, the programme of a project can be expected to be completed in time. This only can be done when indents for purchase, complete in all respect, may be made available in time duly approved by the Competent Authority alongwith the complete specifications. A sufficient time must be given to procure such items otherwise shortage of time may delay the procurement of material which suffer the experimental work.