



# भारतीय समुद्री विश्वविद्यालय INDIAN MARITIME UNIVERSITY

(Central University, Govt. of India)

HEADQUARTERS

Ref. No.: IMU-HQ/R/71/60/2/2019-PUR

12.04.2023

## **IMU-HQ Procurement Circular 2/2023**

**Sub:** Constitution of Works/ Purchase/ Library Committees based on Ordinance 65 of 2015 – repealing of IMU-HQ Procurement Circular 01/2020 and Addendum 01 to IMU-HQ Procurement Circular 01/2020 and subsequent amendment to Annexures to IMU-HQ Procurement Circular 01/2020 - reg.

**Ref:** (1) Ordinance 65 of 2015.  
(2) IMU-HQ Procurement Circular 01/2020 dated 17.09.2020.  
(3) Addendum 01 to IMU-HQ Procurement Circular 01/2020 dated 13.10.2020.

1. This Circular repeals the Circulars referred at (2) and (3) above and the subsequent amendments to Annexures to IMU-HQ Procurement Circular 01/2020, effective from the date of issue of this Circular, until further orders.
2. The Government has introduced GeM from 2017. Ministry of Finance has approved changes in GFR 2017 and communicated the same vide their Office Memorandum No.F.1/26/2018-PPD dated 02.04.2019 (**Annexure-1**). The same has to be complied with. Further, as per point no. 2 of the ibid Memorandum, the GeM Buyer can carry out Direct online purchase from Rs. 25,000/- and above up to Rs.5,00,000/-. However, for 'Other than GeM' Procurements' the ceiling of above Rs. 25,000/- up to Rs.2,50,000/- will continue to be done by a Local Purchase Committee (LPC) as per Rule 149 of GFR 2017. Therefore, the Financial Delegation of powers wherever mentioned hereinafter as Rs.2,50,000/- shall be with reference to 'Other than GeM' Procurements. Therefore, Campus Directors can carry out Procurements through GeM up to Rs.5,00,000/- without constituting Local Purchase Committee (LPC), subject to compliance of **IMU's Ordinance 62 of 2015** on Delegation of Financial Powers.
3. The details and composition of the various Committees constituted by the Vice Chancellor shall be as described in the following paragraphs.

#### **4. Works Committees**

- (a) Works taken up under 'Government Grants' are decided at the IMU HQ/Ministry level, and in most cases, entrusted to CPWD. Works Committee is not needed for works costing up to Rs.2.5 lakhs. The Campus Director can grant approval for such works; through formation & recommendation of Local

**IMU-HQ Procurement Circular 2/2023**

*Abin Sankaranarayanan*  
12-04-23 Page 1 of 57

East Coast Road, Semmencherry, Sholinganallur (P.O), Chennai - 600 119.

Tel : (044) - 2453 9020 Fax : (044) - 2453 9026 E-mail : registrar@imu.ac.in website : www.imu.edu.in

Purchase Committee but the file should necessarily be routed through the Assistant Registrar (Finance) / designated Group 'A' Officers in Finance Section and the Deputy Registrar / designated Group 'A' officers in Administration of the Campus.

- (b) The 'Administrative Approval' as well as 'Tender Approval' for Works taken up under funds 'IMU's Own Funds' or 'Government Grants' and whose cost exceeds Rs.2.5 lakhs shall be accorded by the Campus Director / Vice Chancellor / Executive Council, as per 'Ordinance on Delegation of Financial Power' as the case, may be, based on the recommendations of the Works Committee.
- (c) For works taken up under funds 'IMU's Own Funds' or 'Government Grants' and whose value of works exceeds Rs.2.5 lakhs but up to Rs.20 lakhs, the composition of the Works Committee shall be as follows:

Sl. No.	Designation	Role
1.	a) Deputy Registrar / Group 'A' Officer -Chairman. b) In case of non-availability of Deputy Registrar / Group 'A' Officer, Campus Director shall be Chairman	Chairman Member or Chairman
2.	Assistant Registrar (Finance)/ designated Group 'A' Officer	Member
3.	Assistant Engineer (Civil) / (Electrical) (Regular /Contract employees of IMU) of the Campus	Member
4.	One Faculty not below the rank of Assistant Professor, nominated by the Campus Director. <b>Note:</b> This member shall be engaged only for Works which involve setting up of Academic space (such as Lab, Simulator room, etc.) The Faculty shall be a member only in advisory capacity with regard to the Scope/ specifications for the work and to ensure that the same is maintained during tendering.	Member (Optional)
5.	Superintendent Engineer (Civil/Electrical), CPWD or his nominee not below the rank of Executive Engineer.	Member

- (d) With regard to Sub-Para 4(c) above, following is to be adhered to: -
- (i) Without exception, senior most Deputy Registrar/Group 'A' Officer (Regular employee of IMU) of the Committee shall be the 'Chairperson'.
- (ii) Campus Director may nominate any Group 'A' Officer from their respective Campuses as 'Convener'/ 'Secretary' of the Works Committee Meeting.
- (iii) In case of non-availability of Assistant Registrar (Finance), Campus

Director may nominate any designated Group 'A' Officer in Finance section from the respective Campus.

- (iv) The Quorum for the meeting of the Works Committee shall be 3 (Three) Members out of which one should necessarily be IMU's Assistant Engineer or the CPWD Engineer. The other Members would be the Chairman and necessarily an Officer from Finance Department.
- (e) For the Works taken up under 'IMU's Own Funds' or 'Government Grants' and whose Value of Works is above Rs.20 lakhs and up to Rs.1 crore, the composition of the Committee is as follows:

Sl No.	Designation	Role
1.	The Campus Director	Chairman
2.	Deputy Registrar / Group 'A' Officer	Member
3.	Assistant Registrar (Finance)/ designated Group 'A' Officer	Member
4.	Assistant Engineer (Civil/Electrical) (Regular/ Contract employee of IMU) of the Campus	Member
5.	One Faculty not below the rank of Assistant Professor, nominated by the Campus Director. <b>Note:</b> This member shall be engaged only for Works which involve setting up of Academic space (such as Lab, Simulator room, etc.) The Faculty shall be a member only in advisory capacity with regard to the Scope/ specifications for the work and to ensure the same is maintained during tendering.	Member (Optional)
6.	Chief Engineer (Civil), CPWD or his nominee not below the rank of Superintendent Engineer (SE). In case SE is not available, Executive Engineer (EE) may be nominated.	Member
7.	Architect, CPWD	Member
8.	One Group 'A' Officer from IMU HQ, nominated by VC	Member
9.	One Group 'A' Officer from another Campus, nominated by VC	Member

- (f) With regard to Sub-Para 4 (e) above, following is to be adhered to: -
- (i) Without exception, Director of the Campus (Regular employee of IMU) of the Committee shall be 'Chairperson'.
- (ii) Campus Director may nominate any Group 'A' Officer from their respective Campuses as 'Convener' / 'Secretary' of the Works

Committee Meeting.

- (iii) In case of non-availability of Assistant Registrar (Finance), Campus Director may nominate designated Group 'A' Officer in Finance Section from their respective Campuses.
- (iv) The Quorum for the meeting of the Works Committee shall be 5 (Five) Members, physically present, out of which one should necessarily be the CPWD Engineer / Architect and the other should necessarily be the Vice Chancellor's nominee (either from IMU HQ or from another Campus). The other Members would be the Chairman and necessarily an Officer from Finance Department.
- (v) In case of non-availability of VC's Nominee from IMU Campuses, the Campus Director concerned should propose, well in advance, a suitable member from their Campus in lieu thereof, to the Vice Chancellor through Registrar for nomination. Similarly, in case of non-availability of VC's Nominee from IMU Headquarters, the Campus Director concerned shall intimate to Registrar, well in advance, for proposing a Member from Headquarter as VC's Nominee.
- (vi) Physical attendance of VC's Nominee from IMU HQ for Works Committee Meetings, shall be required, till appointment of Group 'A' Officers in Engineering Section, on regular basis, at Campuses concerned.
- (g) For the Works taken up under 'IMU's Own Funds' or 'Government Grants' and whose Value of Works is above Rs.1 crore, the composition of the Committee is as follows:

Sl. No.	Designation	Role
1.	The Campus Director	Chairman
2.	a) One Faculty not below the rank of Associate Professor, nominated by the Campus Director. <b>Note:</b> This member shall be engaged only for Works which involve setting up of Academic space (such as Lab, Simulator room, etc.) The Faculty shall be a member only in advisory capacity with regard to the Scope/ specifications for the work and to ensure the same is maintained during tendering. b) In case of non-availability of Associate Professor, Campus Director may nominate Assistant Professor as Member;	Member (Optional)
3.	Deputy Registrar / Group 'A' Officer	Member
4.	Assistant Registrar (Finance)/ designated Group 'A' Officer	Member
5.	Assistant Engineer (Civil/Electrical) (Regular/ Contract employee of IMU) of the Campus	Member

6.	Chief Engineer (Civil), CPWD or his nominee not below the rank of Superintendent Engineer (SE). In case SE is not available, Executive Engineer (EE) may be nominated.	Member
7.	Architect, CPWD	Member
8.	One Group 'A' Officer from IMU HQ, nominated by VC	Member
9.	One Group 'A' Officer from another Campus, nominated by VC	Member

(h) With regard to Sub-Para 4 (g) above, following is to be adhered to: -

- (i) In respect of Constitution of Committee for the value above One Crore in Works, Campus Director shall forward the proposed list for committee to IMU-HQ, well in-advance for obtaining approval of IMU-HQ.
- (ii) Campus Director may nominate Deputy Registrar/ any Group 'A' Officer from their respective Campuses as 'Convener' / 'Secretary' of the Works Committee Meeting.
- (iii) In case of non-availability of Assistant Registrar (Finance), Campus Director may nominate designated Group 'A' Officer in Finance Section from their respective Campuses.
- (iv) The Quorum for the meeting of the Works Committee shall be 5 (Five) Members, physically present, out of which one should necessarily be the CPWD Engineer / Architect and the other should necessarily be the Vice Chancellor's nominee (Either from IMU HQ or from another Campus). The other Members would be the Chairman and necessarily an Officer from Finance Department.
- (v) In case of non-availability of VC's Nominee from IMU Campuses, the Campus Director concerned should propose, well in advance, a suitable member from their Campus in lieu thereof, to the Vice Chancellor through Registrar for nomination. Similarly, in case of non-availability of VC's Nominee from IMU Headquarters, the Campus Director concerned shall intimate to Registrar, well in advance, for proposing a Member from Headquarter as VC's Nominee.
- (vi) Physical attendance of VC's Nominee from IMU HQ for Works Committee Meetings, shall be required, till appointment of Group 'A' Officers in Engineering Section, on regular basis, at Campuses concerned.
- (vii) Chairman or Finance Nominee, can coopt an external expert with relevant technical experience for their technical guidance.

## 5. Purchase Committees

- (a) The Purchase Committee is necessary for making all purchases - both under 'Government Grants' and 'IMU's Own Funds'. But even here, Purchase Committee is not needed for items costing up to Rs.2.5 lakhs. The Campus

Director can grant approval for such purchases; through formation & recommendation of Local Purchase Committee [Rule 155 of Ministry of Finance, Department of Expenditure, Procurement Policy Division, Govt. of India's OM. No.F.1/26/2018-PPD dated 02.04.2019, as amended from time to time] but the file should necessarily be routed through the Assistant Registrar (Finance) / designated Group 'A' Officers in Finance Section and the Deputy Registrar / designated Group 'A' officers in Administration of the Campus. For all other purchases – whether under 'Government Grants' or 'IMU's Own Funds' - the composition of the Purchase Committee shall be as detailed in succeeding paragraphs.

- (b) For Value of Purchases between Rs.2.5 lakhs and Rs.20 lakhs the composition of the Committee is as follows:

Sl. No	Designation	Role
1.	Deputy Registrar/ Group 'A' Officer	Chairman
2.	Assistant Registrar (Finance) / designated Group 'A' Officer	Member
3.	One Faculty not below the rank of Assistant Professor, nominated by the Campus Director. <b>Note:</b> This member shall be engaged only for Procurement of Goods or Service which are required for Academic purposes such as Workshop, Lab, Simulator, engagement of Academic Staff, etc. The Faculty shall be a member only in advisory capacity with regard to the Scope/ specifications for the Goods/ Services and to ensure the same is maintained during tendering.	Member (Optional)
4.	One external expert from the relevant field nominated by the Campus Director	Members

- (c) With regard Sub-Para 5(b) above, following is to be adhered to: -
- Without exception Deputy Registrar/ Group 'A' Officer (Regular employee of IMU) shall be Chairperson.
  - Campus Directors may nominate any Group 'A' Officer from their respective Campuses as Convener / Secretary of the Purchase Committee Meeting.
  - In case of non-availability of Assistant Registrar (Finance), Campus Directors may nominate designated Group 'A' Officer in Finance Section from their respective Campuses.
  - The Quorum for the meeting of the Purchase Committee shall be 3 (Three) members out of which one should necessarily be the expert (Internal / external) in the relevant field. The other Members would be the Chairman and necessarily an Officer from Finance Department.



(v) The purchases of 'Text Books and Course Materials' for distribution to the students [vide SI. No. B (g) of the Ordinance No.62 of 2015] would also fall within the purview of the 'Purchase Committee'.

(d) For Value of Purchases above Rs.20 lakhs, the composition of the Committee is as follows:

Sl. No.	Designation	Role
1.	The Campus Director	Chairman
2.	Deputy Registrar / Group 'A' Officer	Member
3.	Assistant Registrar (Finance)/ designated Group 'A' Officer - Member;	Member
4.	(a) One Faculty not below the rank of Associate Professor, nominated by the Campus Director. <u>Note:</u> This member shall be engaged only for Procurement of Goods or Service which are required for Academic purposes such as Workshop, Lab, Simulator, engagement of Academic Staff, etc. The Faculty shall be a member only in advisory capacity with regard to the Scope/ specifications for the Goods/ Services and to ensure the same is maintained during tendering.  b) In case of non-availability of Associate Professor, Campus Director may nominate Assistant Professor as Member;	Member (Optional)
5.	One external expert from the relevant field nominated by the Campus Director;	Member
6.	One Group 'A' Officer from IMU HQ, nominated by VC;	Member
7.	One Group 'A' Officer from another Campus, nominated by VC	Member

(e) With regard to Sub-Para 5(d) above, following is to be adhered to:

(i) Without exception the Campus Director (Regular employee of IMU) shall be Chairperson.

(ii) Campus Director may nominate Deputy Registrar /any Group 'A' Officer from their respective Campuses as Convener / Secretary of the works Committee Meeting.

(iii) In case of non-availability of Assistant Registrar (Finance), Campus Directors may nominate designated Group 'A' Officer in Finance Section from their respective Campuses.

(iv) The Quorum for the meeting of the Purchase Committee shall be

5 (Five) Members out of which one should necessarily be the External Expert in the relevant field and the other should necessarily be the Vice Chancellor's Nominee (either from IMU HQ or from another Campus). The other Members would be the Chairman and necessarily an Officer from Finance Department.

- (v) The requirement of attending the Technical Bid Opening and the Price Bid Opening by the VC's nominee from IMU Campuses and IMU Headquarters (HQ), is brought out in the Table below:

VC's Nominee from IMU Campus		VC's Nominee from IMU HQ	
Technical Bid opening	Price Bid opening	Technical Bid opening	Price Bid opening
Should Physically attend	Should attend through 'Video Conference mode'	Should attend through 'Video Conference mode'	Should Physically attend

**Note:** The above procedure is for Offline Tenders (i.e. other than GeM and CPPP e-procurement tenders). The procedure for GeM and CPPP e-procurement tenders are as laid down in **Annexure - 2**.

In case of non-availability of VC's Nominee from IMU Campuses, the Campus Director concerned should propose, well in advance, a suitable member from their Campus in lieu thereof, to the Vice Chancellor through Registrar for nomination. Similarly, in case of non-availability of VC's Nominee from IMU Headquarters, the Campus Director concerned shall intimate to Registrar, well in advance, for proposing a Member from Headquarter as VC's Nominee.

- (f) The 'Administrative Approval' at each stage of Tender for Purchases - whether under 'Government Grants' and under 'IMU's Own Funds' - whose cost exceeds Rs. 2.5 lakhs but **within** the delegated Financial Powers shall be accorded by the Campus Director/ the Vice Chancellor, as the case may be, based on the recommendations of the Purchase Committee. However, the 'Administrative Approval' of Tender for Purchases - whether under 'Government Grants' and under 'IMU's Own Funds' - whose cost **exceeds** the delegated Financial Powers of the Campus Director shall be obtained from the Competent Authority based on the recommendations of the Purchase Committee. However, the approvals for the intermediary processes, i.e. approval for publication of Tender, approval for Technical Evaluation, approval for Commercial Evaluation, etc. which are prior to placing the Purchase Order can be accorded by the Registrar/ the Campus Director based on the recommendations of the Purchase Committee at IMU-HQ or Campus respectively, with the concurrence of Finance. The approval for the issue of Purchase Order shall be obtained from the Competent Authority as per the



Ordinance of Delegation of Financial Powers, as it results in contractual obligation on the University.

- (g) Notwithstanding the above, the Vice Chancellor reserves the right to constitute a separate 'High Power Committee' [vide SI. No. A (i) (b) and SI. No. B (b) of the Ordinance No.62 of 2015] to suggest specifications for high value and highly technical items (e.g. Simulators) wherever deemed fit, and the 'Purchase Committees' shall abide by the same.
- (h) The purchases of 'Text Books and Course Materials' for distribution to the students [vide SI. No. B (g) of the Ordinance No.62 of 2015] would also fall within the purview of the 'Purchase Committee'. This Procurement of 'Text Books and Course Materials' will be subject to the Book Bank Scheme approved during the Campus Directors meeting held on 16 Sep 2020 vide Agenda No CD 2020-SEP-12 Book Bank Scheme. Accordingly, text books and course materials can be issued to the students only 'on returnable-basis' for the semester and not to be issued permanently to any student.
- (i) In respect of Constitution of Various Committee for the value above One Crore in Purchase Committee, the Campus Director shall forward the proposed list of committee to IMU-HQ, well in-advance for obtaining approval of IMU-HQ.

#### **6. Library Purchase Committees**

- (a) The Campus Directors shall project their budgetary requirements for the procurement of online subscriptions of Library Books / Journals / Magazines along with the Budget Estimate and Revised Estimate of Recurring Expenditure with the recommendation of the Library Purchase Committee, on yearly basis, for e-resources which do not come under the Central Procurement Committee for e-Resources (refer Office Order No IMU-HQ/R/71/81/1/2022-PUR dated 06.09.2022). Budget Limit for Online Journals is fixed at Rs.5 Lakhs per Annum/ per Campus for each Financial Year. The proposals should be submitted to HQ before 30th January for the ensuing Financial Year, with the recommendations of the respective Library Purchase Committee for seeking approval of the Vice Chancellor.
- (b) For procurement of Library Books or for Subscriptions of Periodicals not exceeding Rs.2.5 lakh per year, may be done by the Campus Director himself in consultation with the Assistant Librarian/Library-in-charge of the Campus and the file concerned should be routed through the Assistant Registrar (Finance) / designated Group 'A' Officer in Finance Section and Deputy Registrar / designated Group 'A' Officer in Administration of the Campus.
- (c) The Campus Directors are empowered to purchase Library Books, Journals, Magazines, etc. subscriptions required for their Campus libraries above Rs. 2.5 lakhs and up to Rs.50 lakhs per year [vide SI. No. A(i)(c) of the Ordinance No.62 of 2015] under 'Government Grants' based on the recommendations of the 'Library Purchase Committee'.

- (d) For Value of Purchases between Rs.2.5 lakhs and upto Rs.50 lakhs the composition of the Committee is as follows:

Sl. No	Designation	Role
1.	a) One Senior Faculty not below the rank of Associate Professor, nominated by the Campus Director-Chairman. b) In case of non-availability of Associate Professor, Campus Director may nominate Assistant Professor as Member;	Chairman Member or Chairman
2.	Deputy Registrar/ Group 'A' Officer	Member
3.	Assistant Registrar (Finance) / designated Group 'A' Officer	Member
4.	Assistant Librarian / Library-in-charge of the Campus - Member, ex- officio;	Member, ex- officio;
5.	One external Library expert from other Universities (Central/ State/ HEI) nominated by the Campus Director	Members

- (e) With regard Sub-Para 6(d) above, following is to be adhered to: -
- Without exception Senior Most Faculty (Regular employee of IMU) of the Committee shall be Chairperson.
  - The Assistant Librarian/ Library-in-charge shall be Convener/ Secretary of the Library Purchase Committee.
  - In case of non-availability of Assistant Registrar (Finance), Campus Directors may nominate designated Group 'A' Officer in Finance Section from their respective Campuses.
  - The Quorum for the meeting of the Library Purchase Committee shall be 4 (Four) members out of which one should necessarily be the expert (Internal / external) in the relevant field. The other Members would be the Chairman and necessarily an Officer from Finance Department.
- (f) [For procurement of Library Books or for Subscriptions of Periodicals](#) for the Campus libraries above Rs.50 lakhs per year [vide SI. No. A(i)(c) of the Ordinance No.62 of 2015] under 'Government Grants' are to be submitted to the HQ together with recommendations of the 'Library Purchase Committee'. The same financial limit and recommendations of the Library Purchase Committee shall also apply to purchases/ subscriptions under funds 'IMU's Own Funds'.
- (g) [For procurement of Library Books or for subscriptions of Periodicals / Journals / Magazines](#) above Rs.50 Lakhs per year, the composition of the Library Purchase Committee shall be as follows:

Value of Purchase above Rs.50 lakhs		
Sl. No.	Designation	Role
1.	a) Senior Faculty not below the rank of Associate Professor, nominated by the Campus Director - Member. b) In case of non-availability of Associate Professor Campus Director may nominate Assistant Professor/ Faculty as Member ;	Chairman Member or Chairman
2.	Deputy Registrar / Group 'A' Officer	Member
3.	Assistant Registrar (Finance)/ designated Group 'A' Officer	Member
4.	Assistant Librarian / Library-in-charge of the Campus -	Member, ex- officio;
5.	One external library expert from other Universities (Central/ State/ HEI) nominated by the Campus Director	Members
6.	One Group 'A' Officer from IMU HQ, nominated by VC	Member
7.	One Group 'A' Officer from another Campus, nominated by VC	Member

- (h) With regard to Sub-Para 6(g) above, following is to be adhered to:
- (i) Without exception Senior most Officer/Faculty (Regular employee of IMU) of the Committee shall be Chairperson.
  - (ii) The Assistant Librarian/ Library-in-charge shall be Convener/ Secretary of the Library Purchase Committee.
  - (iii) The Quorum for the meeting of the Library Purchase Committee shall be 5 (Five) Members out of which one should necessarily be the external library expert and the other should necessarily be the Vice Chancellor's nominee (either from IMU HQ or from another Campus). The other Members would be the Chairman and necessarily an Officer from Finance Department.
  - (iv) The requirement of attending the Technical Bid Opening and the Price Bid Opening by the VC's nominee from IMU Campuses and IMU Headquarters (HQ), is brought out in the Table below:

VC's Nominee from IMU Campus		VC's Nominee from IMU HQ	
Technical Bid opening	Price Bid opening	Technical Bid opening	Price Bid opening
Should Physically attend	Should attend through 'Video Conference mode'	Should attend through 'Video Conference mode'	Should Physically attend

*Abdul Wahid*

**Note:** The above procedure is for Offline Tenders (i.e. other than GeM and CPPP e-procurement tenders). The procedure for GeM and CPPP e-procurement tenders are as laid down in **Annexure – 2**.

- (v) In case of non-availability of VC's Nominee from IMU Campuses, the Campus Director concerned should propose, well in advance, a suitable member from their Campus in lieu thereof, to the Vice Chancellor through Registrar for nomination. Similarly, in case of non-availability of VC's Nominee from IMU Headquarters, the Campus Director concerned shall intimate to Registrar, well in advance, for proposing a Member from Headquarter as VC's Nominee.
- (i) The 'Administrative Approval' at each stage of Tender for Library Purchases - whether under 'Government Grants' and under funds 'IMU's Own Funds' - whose cost exceeds Rs. 2.5 lakhs but **within** the delegated Financial Powers shall be accorded by the Campus Director/ the Vice Chancellor as the case may be based on the recommendations of the Library Purchase Committee. However, the 'Administrative Approval' of Tender for Purchases - whether under 'Government Grants' and under funds 'IMU's Own Funds' - whose cost **exceeds** the delegated Financial Powers of the Campus Director shall be obtained from the Competent Authority Vice Chancellor/ the Executive Council as the case may be based on the recommendations of the Library Purchase Committee. However, the intermediary processes, i.e. approval for publication of Tender, approval for Technical Evaluation, approval for Commercial Evaluation, etc. which are prior to placing the Purchase Order, shall be accorded by the Registrar/ the Campus Director based on the recommendations of the Purchase Committee at IMU-HQ or Campus respectively with the concurrence of Finance. The approval for the issue of Purchase Order shall be obtained from the Competent Authority as per the Ordinance of Delegation of Financial Powers, as it results in contractual obligation on the University.
- (j) In respect of Constitution of Committee for the Value above Rs.50 lakhs in Library Purchase, Campus Director shall forward the proposed list of committee to IMU-HQ, well in-advance for obtaining approval of IMU-HQ.

**7. The common Roles & Responsibilities of all Campuses / IMU HQ with regard to mandatory usage of GeM / CPP Portals as per GFR 2017 are as follows: -**

- (a) The Procurement of Goods and Services by IMU will be mandatory for Goods or Services available on GeM. Rule 149 of GFR provides for the mandatory procurement of common use of Goods and Services (by Indian Maritime University) for Goods or Services available on GeM. [*Authorisation for Creation of Primary and Secondary User for procurement through GeM and Purchase Options-Annexure-3*].
- (b) If the Procurement of Goods and Services through GeM is not possible then

the Purchase Committee should be provided with reasons as to why procurement cannot be done through GeM and a copy of GeM Availability Report Past Transaction Summary (GeM AR PTS), to seek concurrence of the Purchase Committee, for either floating the tender through CPPP e-procurement or Offline. Based on the recommendations of the Purchase Committee approval of the Vice Chancellor/ Campus Director as the case may be shall be obtained. If the Goods/ Services required are not available in GeM then the Tender shall mandatorily be floated through CPPP e-Procurement Portal.

- (c) It is mandatory for all IMU HQ and its Campuses to publish their Offline tender enquiries, corrigenda thereon and details of bid awards on the Central Public Procurement Portal (CPPP) e-publish and IMU-HQ website. IMU HQ and its Campuses which obtain bids in physical format are to use e-Publishing module of CPPP for publishing of tender related information. This entails publishing of all tender enquiries, corrigenda thereto and awards of contract thereon on the CPP Portal and IMU-HQ website.
- (d) It is mandatory for IMU HQ and its Campuses to do the Tendering process through e-procurement portals in respect of all procurements. The above would cover the complete tendering process starting from online publishing of tender enquiries, online bid submission by the bidders, online bid opening, uploading of bid evaluation results and publication of award of Contract. [*Creation of User Accounts for officials of the IMU on CPP Portal - **Annexure-4***].
- (e) The Final action taken by the Campus based on the recommendations of the various Committees i.e. Issue Work Order/ Purchase Order, Cancellation, re-tendering, etc. whichever the case may be, after approval of Competent Authority, shall be intimated to the members of the respective Committee.

**8. Roles & Responsibilities of Works Committee as per Rule 139 of GFR are as follows: -**

- (a) Based on the procedures and the principles underlying the financial and accounting rules prescribed, Works are carried out by the Central Public Works Department (CPWD). As such, it should be ensured that preparation of Detailed Design and Estimates shall precede any sanction for works.
- (b) The Preliminary Estimates shall be validated or scrutinized by the Works Committee.
- (c) No work shall be undertaken before Issue of Administrative Approval and Expenditure Sanction by the Competent Authority on the basis of Estimates Framed;
- (d) It should be ensured that the execution of Contract Agreement or Award of work is done before commencement of the work;
- (e) The Works Committee shall ensure observance of due process in the planning and execution of works, check the reasonability of the estimates and other technical details and monitor the execution of the works.

**9. Roles & Responsibilities of Purchase Committee are as follows: -**

- (a) Justification of the Quality, Quantity and Price of the proposed procurement keeping in view the overall interest of the University.
- (b) Advising the Competent Authority to seek Clarification/ Recommendation from the User Department / Vendor on proposals placed before it for consideration, in case of necessity.
- (c) Collecting and Analyzing of Quotations in the very beginning to understand the Approximate value of the Proposal and provide recommendation for approval.
- (d) Playing an effective role in the Pre-qualification process.
- (e) The finalization of the Terms and Conditions of the Tender documents.
- (f) To ensure specific clause with regard to adoption of Integrity Pact has been included in the Tender Documents in terms of IMU-HQ Procurement Circular 01/2022. The Agreement format to be used while tendering is placed as **Annexure-5**.
- (g) The finalization of Technical and Commercial evaluation of the Tender and all other associated activities
- (h) Ensuring that the Supplies and Services quoted, comply with the requirement.
- (i) Ensuring Proportionality, Transparency, Accountability and Fairness in the procurement process.
- (j) Associating with other High Power Experts Committee constituted for the same purpose.
- (k) Ensuring samples are available for review, if relevant and are returned to all unsuccessful bidders.
- (l) Concurrence of members of Committee shall be made mandatory with regard to the contents of tender document i.e. the tender must be floated after obtaining concurrence from all the members constituted for the purpose. In exceptional cases where obtaining the concurrence of all the members become difficult, decision of quorum shall be final.
- (m) All the members of Committee have to submit their remarks / consent to the Chairman of the Committee within three working days from the date of receipt of the draft tender, otherwise it will be treated as final.

**10. Roles & responsibilities of Library Purchase Committee are as follows: -**

- (a) To advise the Administration on matters of Uniform Procurement policy relating to purchase of Books, Scientific Journals in Print Form & Online (Indian & Foreign, e-Resources).
- (b) To advise the best procurement practice, for online subscription of Maritime Journals, for IMU.

- (c) To provide the Template of Standard Bidding Documents for the procurement of the above Library Resources.
- (d) The Committee to note that, IMU may empanel more than one Supplier / Publisher and shall be free to purchase books and journals through any one or more of them, following the prescribed procedure regarding obtaining quotes. If, in case, there is a tie with regard to the quoted price among the Suppliers / Publishers, the required Quantity will be shared equally among them. However, the act of empanelment shall not deprive the IMU of its right to purchase books and journals directly without routing them through the empaneled agencies. [*Empanelment means just eligibility of a bookseller to receive order for supply of books if selected for purchase by the concerned officer of the IMU*].
- (e) Committee to ensure that, Discount rates offered by the firms shall not be linked with the quantum of the purchase order.
- (f) Committee may ensure that in order to bring about uniformity and standardization in the terms of supply, it is advised to deal only with Good Offices Committee (GOC) approved vendors of Federation of Publishers and Booksellers Association in India (FPBSA) and Vendors of State level Book Trade Associations. However, the conversion rates of a foreign currency to Indian currency will be as per Reserve Bank of India (RBI) conversion rate. GOC rates for conversion will not be acceptable. IMU's procurement procedure of getting sealed quotes and deciding based on highest discount will have to be followed instead of the procedure prescribed by GOC.
- (g) Committee to ensure to have the clause covering the following: obtaining the proof of RBI/ nationalized bank exchange selling rates having prices in foreign currencies on the date of invoice for supplied Library Books and other Monographs, payment will be made against pre-receipted bills after the supply is made against the proper purchase orders issued by the IMU. Price Proof: Accepted Price Proof are: (Signed & Stamped by supplier) distributor's invoice to supplier, Printout from the Publisher's catalogue, Photocopy from Publisher Catalogue for some Indian publications, price mentioned on the title. Alternatively, Library also cross verifies the prices from Publisher's Website. Such printouts verified and signed by library staff will be accepted as price proof.

**11. Mandatory contents of the Minutes of the Meeting:**

Wherever VC's nominee from Campuses / IMU HQ is participating through Video Conference mode or In-person, the Nominee must ensure that,

- (a) The proposal is within the Budget provisions (approved budget copy, budget availability of the specified works for the specified period)
- (b) Total fund requirements, sourcing of funds shall be recorded clearly in the minutes of the meeting.
- (c) Fund availability (CDF or 'Government Grants').

- (d) Campus shall not approve the works or procurement out of HQ's UDF.
- (e) If there is any need for the fund from HQ (UDF), then the Campus should have prior approval from HQ for sourcing of funds and during the meeting and the same shall be recorded in the minutes, with reference to the approval by HQ.
- (f) To ensure that the AAES is accorded with the powers as per the Ordinance on delegation of financial powers.
- (g) There is no intentional spilt of works or procurements, to keep the financial limit within the campus.
- (h) VC's Nominee shall ensure that the points 'a' to 'g' above form part of the Minutes.
12. Whenever the value of Works / Purchases is between Rs.2.5 lakhs to Rs.20 lakhs, wherein there is no VC's Nominee, the set of instructions contained at Sub Para's 11(a) to 11(g) above, are to be followed by AR (F) / Group 'A' Officer concerned.
13. The Vice Chancellor's Nominees for each Campus for the various committees are listed in the **Annexure-6**.
14. The constitution of various Committees are also applicable for any Purchase of prescribed values mentioned in Works / Purchase / Library through GeM / CPP Portal.
15. Latest Order pertaining to 'Preference to Make in India' Policy is placed as **Annexure-7** for guidance.

This is issued with the approval of the Competent Authority.

**Enclosures:** As stated above

**To:**

All IMU's Campus Directors / All concerned

**Copy to:**

- 1) The Vice Chancellor – For kind information please.
- 2) FO (i/c)
- 3) The CVO, IMU
- 4) The IEMs of IMU
- 5) File

*Abdul Wahid*  
**Registrar**  
12.04.23



(Refers to Para 2 of IMU-HQ Procurement Circular 2/2023)

No.F.1/26/2018-PPD  
 Government of India  
 Ministry of Finance  
 Department of Expenditure  
 Procurement Policy Division

\*\*\*

Room.No.512, Lok Nayak Bhawan,  
 New Delhi dated the 2<sup>nd</sup> April, 2019.

**OFFICE MEMORANDUM**

**Subject: Replacement of name of erstwhile DGS&D (Directorate General of Supplies & Disposals) by GeM (Government e-Marketplace) in General Financial Rules (GFRs) 2017 - reg.**

The undersigned is directed to refer Supply Division, Department of Commerce (DoC) OM No. 1(1)/2018-Pol. Dated 20.08.2018 proposing changes in GFRs, 2017 and to say that the proposal of DoC has been examined and it has been decided with the approval of Finance Minister to make changes to the GFRs, 2017 as tabulated below:

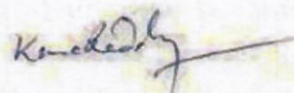
S.No.	Existing Provisions of GFRs, 2017	Amended Rule
1.	<p>Rule 147: Powers for procurement of goods:</p> <p>The Ministries or Departments have been delegated full powers to make their own arrangements for procurement of goods. In case, however, a Ministry or Department does not have the required expertise, it may project its indent to the Central Purchase Organisation (e.g. DGS&amp;D) with the approval of competent authority. The indent form to be utilized for this purpose will be as per the standard form evolved by the Central Purchase Organisation.</p>	<p>Rule 147: Powers for procurement of goods:</p> <p>The Ministries or Departments have been delegated full powers to make their own arrangements for procurement of goods and services, that are not available on GeM. Common use Goods and Services available on GeM are required to be procured mandatorily through GeM as per Rule 149.</p>
2.	<p>Rule 149 Government e-Marketplace (GeM):</p> <p>DGS&amp;D or any other agency authorized by the Government will host an online Government e-Marketplace (GeM) for common use Goods and Services. DGS&amp;D will ensure adequate publicity including periodic</p>	<p>Rule 149 Government e-Marketplace (GeM):</p> <p>Government of India has established the Government e-Marketplace (GeM) for common use Goods and Services. GeM SPV will ensure adequate publicity including periodic advertisement of the items to</p>

*K. K. Bhatia*

S.No.	Existing Provisions of GFRs, 2017	Amended Rule
	<p>advertisement of the items to be procured through GeM for the prospective suppliers. The Procurement of Goods and Services by Ministries or Departments will be mandatory for Goods or Services available on GeM. The credentials of suppliers on GeM shall be certified by DGS&amp;D. The procuring authorities will certify the reasonability of rates. The GeM portal shall be utilized by the Government buyers for direct on-line purchases as under:</p> <p>(i) Up to Rs.50,000/- through any of the available suppliers on the GeM, meeting the requisite quality, specification and delivery period.</p> <p>(ii) Above Rs.50,000/- and up to Rs.30,00,000/- through the GeM Seller having lowest price amongst the available sellers, of at least three different manufacturers, on GeM, meeting the requisite quality, specification and delivery period. The tools for online bidding and online reverse auction available on GeM can be used by the Buyer if decided by the competent authority.</p> <p>(iii) Above Rs.30,00,000/- through the supplier having lowest price meeting the requisite quality, specification and delivery period after mandatorily obtaining bids, using online bidding or reverse auction tool provided on GeM.</p>	<p>be procured through GeM for the prospective suppliers. The Procurement of Goods and Services by Ministries or Departments will be mandatory for Goods or Services available on GeM. <i>The credentials of suppliers on GeM shall be certified by GeM SPV. The procuring authorities will certify the reasonability of rates.</i> The GeM portal shall be utilized by the Government buyers for direct on-line purchases as under:</p> <p>(i) Up to Rs.25,000 through any of the available suppliers on the GeM, meeting the requisite quality, specification and delivery period.</p> <p>(ii) Above Rs.25,000 and up to Rs.5,00,000 through the GeM Seller having lowest price amongst the available sellers (excluding Automobiles where current limit of 30 lakh will continue), of at least three different manufacturers, on GeM, meeting the requisite quality, specification and delivery period. The tools for online bidding and online reverse auction available on GeM can be used by the Buyers even for procurements less than Rs 5,00,000.</p> <p>(iii) Above Rs.5,00,000 through the supplier having lowest price meeting the requisite quality, specification and delivery period after mandatorily obtaining bids, using online bidding or reverse auction tool provided on GeM <i>(excluding Automobiles where current limit of 30 lakh will continue).</i></p> <p>Note: There is no change in clauses (iv) to (viii).</p>

*K. K. K.*

S.No.	Existing Provisions of GFRs, 2017	Amended Rule
3.	<p>Rule 150: Registration of Suppliers:</p> <p>(i) With a view to establishing reliable sources for procurement of goods commonly required for Government use, the Central Purchase Organisation (e.g. DGS&amp;D) will prepare and maintain item-wise lists of eligible and capable suppliers. Such approved suppliers will be known as "Registered Suppliers". All Ministries or Departments may utilise these lists as and when necessary. Such registered suppliers are prima facie eligible for consideration for procurement of goods through Limited Tender Enquiry. They are also ordinarily exempted from furnishing bid security along with their bids. A Head of Department may also register suppliers of goods which are specifically required by that Department or Office, periodically. Registration of the supplier should be done following a fair, transparent and reasonable procedure and after giving due publicity.</p> <p>(v) The list of registered suppliers for the subject matter of procurement be exhibited on the Central Public Procurement Portal and websites of the Procuring Entity/ e-Procurement/ portals.</p>	<p>Rule 150: Registration of Suppliers:</p> <p>(i) <i>For goods and services not available on GeM, Head of Ministry/ Department may also register suppliers of goods and services which are specifically required by that Department or Office, periodically. Registration of the supplier should be done following a fair, transparent and reasonable procedure and after giving due publicity. Such registered suppliers should be boarded on GeM as and when the item or service gets listed on GeM.</i></p> <p>(v) The list of registered suppliers for the subject matter of procurement be exhibited on websites of the Procuring Entity/ e-Procurement portals.</p> <p>Note: There is no change in clauses (ii) to (iv).</p>
4.	<p>Rule 155: Purchase of goods by Purchase Committee:</p> <p>Purchase of goods costing above Rs. 25,000 (Rupees twenty five thousand only) and upto Rs.2,50,000/- (Rupees two lakh and fifty thousand only) on each occasion may be made on the recommendations of a duly constituted Local Purchase Committee consisting</p>	<p>Rule 155: Purchase of goods by Purchase Committee:</p> <p><i>In case a certain item is not available on the GeM portal, Purchase of goods costing above Rs. 25,000 (Rupees twenty five thousand only) and upto Rs.2,50,000 (Rupees two lakh and fifty thousand only) on each occasion may be made on the recommendations of a</i></p>

*K. S. S.*  


S.No.	Existing Provisions of GFRs, 2017	Amended Rule
	<p>of three members of an appropriate level as decided by the Head of the Department. The committee will survey the market to ascertain the reasonableness of rate, quality and specifications and identify the appropriate supplier. Before recommending placement of the purchase order, the members of the committee will jointly record a certificate as under:</p> <p>“Certified that we, 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 recommended is reliable and competent to supply the goods in question, and it is not debarred by Department of Commerce or Ministry/ Department concerned.”</p>	<p>duly constituted Local Purchase Committee consisting of three members of an appropriate level as decided by the Head of the Department. The committee will survey the market to ascertain the reasonableness of rate, quality and specifications and identify the appropriate supplier. Before recommending placement of the purchase order, the members of the committee will jointly record a certificate as under:</p> <p>“Certified that we, 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 recommended is reliable and competent to supply the goods in question, and it is not debarred by Department of Commerce or Ministry/ Department concerned.”</p>
5.	<p>Rule 225 (xiii): Copies of all contracts and agreements for purchases of the value of Rupees Twenty-five Lakhs and above, and of all rate and running contracts entered into by civil departments of the Government other than the departments like the Directorate General of Supplies and Disposals for which a special audit procedure exists, should be sent to the Audit Officer and /or the Accounts officer as the case may be.</p>	<p>Rule 225 (xiii) Copies of all contracts and agreements for purchases of the value of Rupees Twenty-five Lakhs and above entered into by civil departments of the Government, should be sent to the Audit Officer and or the Accounts officer as the case may be.</p>

2. It has been also decided to delete Rules 148,156,159(iv),160(iii),173(xv) and 174(iv) of GFRs, 2017 related to rate contracts.

3. This OM is also available on our website [www.doe.gov.in](http://www.doe.gov.in) -> Notification -> Circular -> Procurement Policy OM.

*K. K. S. S.*

4. Hindi version of this OM will follow.

*K. Narayana Reddy* 2/4/2019  
(K Narayana Reddy)  
Under Secretary to the Govt. of India  
Telfax:-24621305  
Email:-kn.reddy@nic.in

To

- (i) Secretaries to All Central Government Ministries/ Departments  
(ii) Financial Advisors of All Central Government Ministries/ Departments
-

(Refers to Para No.5 (e) (v) &amp; 6(h) (iv) of IMU-HQ Procurement Circular 2/2023)

**Procedure for Publication, Opening and Evaluation of Bids received through****GeM or CPPP e-Procurement Portals**

All purchase shall be done only through Gem. In case a procurement cannot be done through GeM, then the reasons as to why procurement cannot be done through GeM and a copy of GeM Availability Report Past Transaction Summary (GeM AR PTS) to substantiate the same should be generated prior to seeking approval of Competent Authority (with the recommendations of the Purchase Committee, wherever applicable) and intimating the proposed the method of tendering i.e. through CPPP or offline. Where the Purchase Committee recommends to float the Tender through CPPP e-procurement or Offline, the approval should be sought from the Competent Authority as the case may be.

This procedure has been laid for Bids which are received electronically in GeM or CPPP e-Procurement Tenders. The procurement Section shall create a Google drive folder and all documents pertaining to the proposed tender shall be uploaded to this drive and share it with all Committee members during each stage of bidding process. The Procurement Section shall take screen shots of various stages and upload the same in the Google Drive. The opening of the Technical Bid and Price Bid shall be done through Google Meet and such meetings shall be recorded. The screen shots should be taken from GeM or CPPP e-procurement portal whichever is applicable and made available to the Committee members to enable them to make decisions.

Since the submission of documents is all through electronic medium, the process for pre-publishing, publishing and evaluation of bids received will be done as given:

<b>Sl. No.</b>	<b>Stage</b>	<b>Activity</b>	<b>Checklist</b>
A	Pre - Publishing of Tender	Seeking of concurrence of members of the Committee for the proposal through email.	As per para 8 or 9 of this Circular (whichever is applicable). Copy of GeM AR PTS shall mandatorily be made available to the Committee where tender process is other than GeM.
		Seeking of concurrence of members of the Committee for the draft Tender through email.	The Committee should be provided with a copy of: <b>GeM -</b> <ul style="list-style-type: none"> <li>● Draft GeM Bid</li> <li>● Draft ATC (if applicable)</li> <li>● Service Level Agreement</li> <li>● Brief Justification - current process, proposed procurement, justification in case of change from previous process.</li> </ul>

			<p><b><u>OR</u></b></p> <p><b><u>CPPP e-Procurement</u></b> –</p> <ul style="list-style-type: none"> <li>• Draft Tender Details as generated from the Portal.</li> <li>• Draft Tender Document</li> <li>• BOQ</li> <li>• GeM AR PTS</li> <li>• Brief Justification – current process, proposed procurement, justification in case of change from previous process.</li> </ul>
B	Publishing of Tender	Intimation of the publication of Tender	<ul style="list-style-type: none"> <li>• The intimation of publishing of the Tender should be provided to the Committee members through email after seeking necessary approvals from the Competent Authority.</li> <li>• The Tender document shall be published on IMU’s website mandatorily.</li> <li>• The Tender if other than GeM or CPPP e-Procurement shall be published on CPPP e-publishing Portal mandatorily.</li> <li>• A confirmation of the above needs to be given to the Purchase Committee members.</li> </ul>
C	Bid opening	Opening of Technical Bids	<ul style="list-style-type: none"> <li>• An intimation should be sent to the Purchase committee upon closing of the GeM or CPPP e-Procurement Bids, giving information about the number of bids that have been received. (With a copy of the screen shot).</li> <li>• A Video Conference meeting shall be scheduled for the Purchase Committee to witness the <b>live</b> opening of the Technical Bids on GeM or CPPP e-Procurement Portals. This meeting shall be recorded.</li> <li>• It shall be mandatory for both VC Nominee of HQ and Campus to be present for the same.</li> <li>• The opening of Technical Bids shall be done by the Procurement Section. A folder should be created in the shareable Google Drive “Technical Bids”.</li> <li>• The Procurement Section shall download all the documents from the Bidding portal and upload them (not in zip format) in the “Technical Bids” Folder on the shareable Google drive Vendor-wise.</li> <li>• Intimation of all the documents submitted by the Vendors, having been downloaded should be sent to the Purchase Committee.</li> </ul>

		Evaluation of Technical Bids	<ul style="list-style-type: none"> <li>• The Purchase Committee meeting through Video Conferencing, shall be convened after the preliminary evaluation statement is prepared by the Procurement Section.</li> <li>• It shall be mandatory for both VC Nominee of HQ and Campus to be present for the same.</li> <li>• The minutes after the meeting shall be submitted for concurrence of all members in-person (for locally available officers) and through email for (officials not available locally).</li> </ul>
D	Bid Opening	Opening of Price Bids	<ul style="list-style-type: none"> <li>• An intimation should be sent to the Purchase Committee about the opening of the Price Bids.</li> <li>• A Video Conference meeting shall be scheduled for the Purchase Committee to witness the <b>live</b> opening of the Price Bids on GeM or CPPP e-Procurement Portals. This meeting shall be recorded.</li> <li>• It shall be mandatory for both VC Nominee of HQ and Campus to be present for the same.</li> <li>• The opening of Price Bids shall be done by the Procurement Section. A folder should be created in the shareable Google Drive "Price Bids".</li> <li>• The Procurement Section shall download all the documents from the Bidding portal and upload the documents (not in zip format) in the "Price Bids" Folder on the shareable Google drive Vendor-wise.</li> </ul>
	Bid Opening	Evaluation of the Price Bids	<ul style="list-style-type: none"> <li>• The Purchase Committee meeting through Video Conferencing, shall be convened after the Price Bids are opened.</li> <li>• It shall be mandatory for both VC Nominee of HQ and Campus to be present for the same.</li> <li>• The minutes after the meeting shall be submitted for the concurrence of all members recommending to name of the Vendor whose offer can be accepted. Concurrence to be obtained either in-person (for locally available officers) and through email for (officials not available locally).</li> </ul>
	Post Bidding	Approval for placing Order	<ul style="list-style-type: none"> <li>• Procurement Section shall submit the note for seeking approval from the Competent Authority prior to placing of the Order.</li> <li>• If the approval has to be sought from HQ then the proposal shall be submitted with the recommendations of the Campuses Director and relevant documents.</li> </ul>



	Post bidding	Placing Order	of <ul style="list-style-type: none"> <li>• The Order shall be placed through GeM or as the case may be.</li> <li>• Post placing of Order or Award of contract the same should be published on IMU's website, with a copy to all Purchase Committee members for information.</li> </ul>
--	--------------	---------------	---

**Annexure-3**

(Refers to Para No.7 (a) of IMU-HQ Procurement Circular 2/2023)

**Authorisation for Creation of Primary and Secondary Users for procurement through GeM:**

The following Officers are nominated and given role/responsibilities of Primary User and Secondary User for procurement through GeM:

Sl. No.	Role	Designation	Functions
01	PRIMARY USER		
	Administrator	Registrar (at IMU HQ level) / Campus Director (at IMU Campus level)	To Create, Edit and Deactivate various role assigned to subordinate officer as Secondary User
02	SECONDARY USERS		
	i) Buyers ii) Consignee	Store/ Purchase Officer(s) A Regular Employee(s) of the IMU, nominated by the <i>Registrar</i> (at IMU HQ level) / Store/ Purchase Officer(s) A Regular Employee(s) of the IMU, nominated by the <i>Director</i> (at IMU Campus level)	Placement of Supply order through exercising various tools available on GeM portal viz. Direct Purchase/ Bidding/ Reverse Auction.  Receipt of Equipment's. Creation of Provisional Receipt Certificate (PRC) & Consignee's Receipt & Acceptance Certificate (CRAC).
	iii) DDO iv) PAO	Accounts Officer(s) A Regular Employee(s) of the IMU, nominated by the <i>Finance Officer</i> (at IMU HQ level) / Accounts Officer(s) A Regular Employee(s) of the IMU, nominated by the <i>Director</i> (at IMU Campus level)	Processing of the bills and making payment via Public Financial Management System (PFMS), SBI internet banking or other/offline modes of payment.  DDO role in GeM is restricted to the central government users using payment through PFMS. For users Other than PFMS, Paying Authority / PAO role is to make payment for the bill processed by Buyer through online banking OR other methods.

**GeM Purchase Options:**

<b>Sl No.</b>	<b>Modes of Purchase</b>	<b>Threshold value</b>	<b>To whom delegated with approval of the Competent Authority</b>
i.	Direct online Purchase	Up to Rs.25,000/-	IMU Buyer
ii.	Direct online Purchase [using e-Bidding & Reverse auction (RA) tool]	Above Rs.25,000/- and up to Rs.5,00,000/-	IMU Buyer
iii.	Direct online Purchase [using e-Bidding & Reverse auction (RA) tool]	Above Rs.5,00,000/-	Purchase Committee (PC)

*Rule 149 of GFR 2017 provides for the mandatory procurement of common use of Goods and Services by Indian Maritime University (IMU) for Goods or Services available on GeM. Hence, only in case of Goods and Services (of required specifications or within required delivery period etc.) are not available on GeM, the procuring entity can resort to Rule 154 and 155 of GFR i.e. Off-line Purchase (procurement without quotations [Rule 154] or procurement on the recommendations of duly constituted Local Purchase Committee (LPC) [Rule 155]). Local Purchase Committee (LPC) [For Value Up to Rs.2.5 lakhs] (Rule 155 of Ministry of Finance, Department of Expenditure, Procurement Policy Division, Govt. of India's OM. No.F.1/26/2018-PPD dated 02.04.2019) shall be constituted by the Director of the IMU Campus concerned. Whereas in the case of IMU HQ, Local Purchase Committee (LPC) shall be constituted by the VC or Registrar as per sub-delegation.*

**Notwithstanding the online operations the financial concurrence as per the ordinance on financial powers are to be taken on file.**

**Annexure-4**

(Refers to Para No.7 (d) of IMU-HQ Procurement Circular 2/2023)

**Creation of User Accounts for Officials of the IMU on CPP Portal:-**

The following Officers are nominated as Nodal Officer / sub-Nodal Officer(s) and the various roles viz. Procurement Officer Admin (Tender Creator), Procurement Officer Publisher, Procurement Officer Opener & Procurement Officer Evaluator to use the e-Procurement module of NIC:

<b>Sl. No.</b>	<b>CPP Module</b>	<b>Role</b>	<b>Designation</b>	<b>Functions</b>
01	e-Publishing module / e-Procurement module	Nodal Officer	Registrar	Nodal officer in e-Publishing / e-Procurement module who would manage User Accounts of IMU HQ / Campuses.
02	e-Publishing module^	Procurement Officer- Admin Tender Creator	A regular Employee of IMU, nominated by the <i>Registrar</i> (at IMU HQ level) / <i>Director</i> (at IMU Campus level)	Responsible for filling up and uploading the details of a tender enquiry / corrigenda.
		Procurement Officer Publisher	A regular Employee of IMU, nominated by the <i>Registrar</i> (at IMU HQ level) / <i>Director</i> (at IMU Campus level)	Responsible for publishing the tender enquiry / corrigenda created by the Tender Creator.
03	e-Procurement module*	Procurement Officer- Admin Tender Creator *	A regular Employee of IMU, nominated by the <i>Registrar</i> (at IMU HQ level) / <i>Director</i> (at IMU Campus level)	Responsible for filling up and uploading the details of a tender enquiry / corrigenda.
		Procurement Officer Publisher *	A regular Employee of IMU, nominated by the <i>Registrar</i> (at IMU HQ level) / <i>Director</i> (at IMU Campus level)	Responsible for publishing the tender enquiry / corrigenda created by the Tender Creator.
		Procurement Officer	Works Committee / Purchase Committee /	Authorised to decrypt and download the bids

		Opener**	Library Purchase Committee	received from the bidders in response to a tender document.
		Procurement Officer Evaluator**	Works Committee / Purchase Committee / Library Purchase Committee	Authorised to upload the results of the various stages of bid evaluation/award of contract

^All authorised department users, from the IMU, can login using a login ID and password assigned to them, to operate the e-Publishing module of the CPP Portal. They do not need any Additional mode of authentication.

\*All authorised department users, from the IMU, will be required to have valid Digital Signature Certificates (DSCs), in addition to their user ID and password, to be able to operate the e-Procurement Module.

\*\*Minimum of 4 Bid Openers must be configured against each tender to avoid any issues in tender opening. It is suggested to have minimum 5 Digital Signature Certificates to start with.



भारतीय समुद्री विश्वविद्यालय  
**INDIAN MARITIME UNIVERSITY**  
(Central University, Govt. of India)  
**HEADQUARTERS**



Ref. No. IMU-HQ/R/71/80-C/1/2022-PUR

Date: 05.07.2022

**IMU-HQ Procurement Circular 01/2022****Sub:** SOP - Adoption of Integrity Pact (IP) at IMU – Reg.**Ref:** (1) CVC vide letter No. 022/VGL/016 dated 11.05.2022.

- (2) SOP for adoption and implementation of Integrity Pact (IP) vide Circular No. 05/01/22 dated 25.01.2022
- (3) Appointment Order – Shri Sarvagya Kumar Srivastava - ref. No. IMU-HQ/R/71/78-A/1/2019-PUR dated 30.05.2022.
- (4) Appoint Order – Shri Ganesh Vishwakarma - ref. No. IMU-HQ/R/71/78-A/1/2019-PUR dated 30.05.2022.

The University has adopted the Integrity Pact as per the Executive Council resolution vide Agenda No. EC-2021-61-26 in its 61<sup>st</sup> Meeting held on 12.10.2022 based on the recommendation of the Finance Committee vide Agenda Item No. FC 2021-43-10 in its 43<sup>rd</sup> meeting held on 04.10.2021, for the procurements which fall under the following categories:

- (a) Nature of Procurement – Non-routine procurements of Goods and Consultancy Services only.
- (b) Threshold Limit – for procurements above Rs.5 Crores of Goods and Consultancy Services only.

IMU has appointed the following two Independent External Monitors (IEM) as per recommendation of the CVC; their details are as given below:

1. Shri Sarvagya Kumar Srivastava, CES (Retd)  
370, Asiad Village Complex,  
Sirifort, New Delhi – 110049  
Mob. No.: 9810704614  
Email ID: [sarvagyas@hotmail.com](mailto:sarvagyas@hotmail.com)
2. Shri Ganesh Vishwakarma  
Ex-Director (Projects & Business Planning), SAIL  
B-247, Asian Games Village,  
New Delhi – 110049  
Mob. No.: 9821399005  
Email ID: [ganesh\\_vishwakarma@yahoo.com](mailto:ganesh_vishwakarma@yahoo.com)

Page 1 of 11

The latest SOP for adoption and implementation of Integrity Pact (IP) issued by CVC are as per reference cited 2<sup>nd</sup>. As per para 3.7 of this SOP and as per resolution vide Agenda No. EC-2021-61-26, the appointment of IEM shall be for a period of 3 years and they shall be entitled for the following benefits:

- (a) Sitting Fees of Rs.10,000/- per sitting up to an Annual ceiling of Rs.3,00,000/- per year.
- (b) Travel by Air in Economy Class.
- (c) Accommodation in Five Star Hotel.

The Integrity Pact Format approved by the EC, which shall be obtained from Vendors as part of bidding process is placed as Annexure A.

Campuses are required to comply with the SOP cited 2<sup>nd</sup> and any new guidelines issued by the CVC in this regard. (Copy attached)

This circular comes into force with immediate effect.

Annexures: as stated.

Copy to: The Vice Chancellor – for kind information please.

The CVO, IMU.

The Directors and DR Admins of all Campuses

Dean (NA&OE CRT), CoE, FO (I/c), DR (P), DR Admin (Admin, L&S), DR (F&A), AR(P), AR (Vigilance)

  
Registrar  
06-07-22

**PRE-CONTRACT INTEGRITY PACT**

PRE-CONTRACT INTEGRITY PACT BETWEEN INDIAN MARITIME UNIVERSITY, a Central University, under the Government of India, AND

---

**General**

This pre-bid pre-contract Agreement (hereinafter called the Integrity Pact) is made on \_\_\_\_ day of the \_\_\_\_ (Month and Year) between, on one hand, the [Registrar/Campus Director] of Indian Maritime University, (hereinafter called the "BUYER", which expression shall mean and include, unless the context otherwise requires, his successors in office and assignees) of the First Part and M/S \_\_\_\_\_ represented by Shri \_\_\_\_\_, (Designation) (hereinafter called the "BIDDER/ Seller" which expression shall mean and include, unless the context otherwise requires, his successors and permitted assigns) of the Second Part.

WHEREAS the BUYER proposes to procure (**name of the Stores/ Equipment/ Item/ Service**) and the BIDDER/ Seller is willing to offer/ has offered the stores/ Service and

WHEREAS the BIDDER is a private company/ public company/ Government undertaking/ partnership/ registered export agency, constituted in accordance with the relevant law in the matter and the BUYER is a Central University, under the Government of India.

NOW, THEREFORE,

To avoid all forms of corruption by following a system that is fair, transparent and free from any influence / prejudiced dealings prior to, during and subsequent to the currency of the contract entered into with a view to:

Enabling the BUYER to obtain the desired said stores/equipment/Service at a competitive price in conformity with the defined specifications by avoiding the high cost and the distortionary impact of corruption on public procurement, and

Enabling BIDDERS to abstain from bribing or indulging in any corrupt practice in order to secure the contract by providing assurance to them that their competitors will also abstain from bribing and other corrupt practices and the BUYER will commit to prevent corruption, in any form, by its officials by following transparent procedures.





The parties hereby agree to enter into this Integrity Pact and agree as follows:

**1. Commitments of the BUYER**

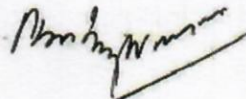
- 1.1. The BUYER undertakes that no official of the BUYER, connected directly or indirectly with the contract, will demand, take a promise for or accept, directly or through intermediaries, any bribe, consideration, gift, reward, favour or any material or immaterial benefit or any other advantage from the BIDDER, either for themselves or for any person, organisation or third party related to the contract in exchange for an advantage in the bidding process, bid evaluation, contracting or implementation process related to the contract.
- 1.2. The BUYER will, during the pre-contract stage, treat all BIDDERS alike, and will provide to all BIDDERS the same information and will not provide any such information to any particular BIDDER which could afford an advantage to that particular BIDDER in comparison to other BIDDERS.
- 1.3. All the officials of the BUYER will report to the appropriate Government office any attempted or completed breaches of the above commitments as well as any substantial suspicion of such a breach.

2. In case any such preceding misconduct on the part of such official(s) is reported by the BIDDER to the BUYER with full and verifiable facts and the same is prima facie found to be correct by the BUYER, necessary disciplinary proceedings, or any other action as deemed fit, including criminal proceedings may be initiated by the BUYER and such a person shall be debarred from further dealings related to the contract process. In such a case while an enquiry is being conducted by the BUYER the proceedings under the contract would not be stalled.

**3. Commitments of BIDDERS**

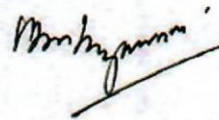
The BIDDER commits itself to take all measures necessary to prevent corrupt practices, unfair means and illegal activities during any stage of its bid or during any pre-contract or post-contract stage in order to secure the contract or in furtherance to secure it and in particular commit itself to the following:

- 3.1. The Bidder will not offer, directly or through intermediaries, any bribe, gift, consideration, reward, favour, any material or immaterial benefit or other advantage, commission, fees, brokerage or inducement to any official of the Buyer, connected directly or indirectly with the bidding process, or to any person, organization or third party related to the contract in exchange for any advantage in the bidding, evaluation, contracting and implementation of the Contract.



Page 4 of 11

- 3.2. The BIDDER further undertakes that it has not given, offered or promised to give, directly or indirectly any bribe, gift, consideration, reward, favour, any material or immaterial benefit or other advantage, commission, fees, brokerage or inducement to any official of the BUYER or otherwise in procuring the Contract or forbearing to do or having done any act in relation to the obtaining or execution of the contract or any other contract with the Government for showing or forbearing to show favour or disfavour to any person in relation to the contract or any other contract with the Government.
- 3.3. \* BIDDERS shall disclose the name and address of agents and representatives and Indian BIDDERS shall disclose their foreign principals or associates.
- 3.4. \* BIDDERS shall disclose the payments to be made by them to agents/ brokers or any other intermediary, in connection with this bid/contract.
- 3.5. \* The BIDDER further confirms and declares to the BUYER that the BIDDER is the original manufacturer / integrator/ authorized government sponsored export entity of the stores and has not engaged any individual or firm or company whether Indian or foreign to intercede, facilitate or in any way to recommend to the BUYER or any of its functionaries, whether officially or unofficially to the award of the contract to the BIDDER, nor has any amount been paid, promised or intended to be paid to any such individual, firm or company in respect of any such intercession, facilitation or recommendation.
- 3.6. The BIDDER, either while presenting the bid or during pre-contract negotiations or before signing the contract, shall disclose any payments he has made, is committed to or intends to make to officials of the BUYER or their family members, agents, brokers or any other intermediaries in connection with the contract and the details of services agreed upon for such payments.
- 3.7. The BIDDER will not collude with other parties interested in the contract to impair the transparency, fairness and progress of the bidding process, bid evaluation, contracting and implementation of the contract.
- 3.8. The BIDDER will not accept any advantage in exchange for any corrupt practice, unfair means and illegal activities.
- 3.9. The BIDDER shall not use improperly, for purposes of competition or personal gain, or pass on to others, any information provided by the BUYER as part of the business relationship, regarding plans, technical proposals and business details, including information contained in any electronic data carrier. The



BIDDER also undertakes to exercise due and adequate care lest any such information is divulged.

- 3.10. The BIDDER commits to refrain from giving any complaint directly or through any other manner without supporting it with full and verifiable facts.
- 3.11. The BIDDER shall not instigate or cause to instigate any third person to commit any of the actions mentioned above.
- 3.12. If the BIDDER or any employee of the BIDDER or any person acting on behalf of the BIDDER, either directly or indirectly, is a relative of any of the officers of the BUYER, or alternatively, if any relative of an officer of the BUYER has financial interest/stake in the BIDDER's firm, the same shall be disclosed by the BIDDER at the time of filing of tender.

The term 'relative' for this purpose would be as defined in Section 2 (77) of the Companies Act, 2013.

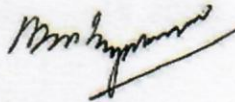
- 3.13. The BIDDER shall not lend to or borrow any money from or enter into any monetary dealings or transactions, directly or indirectly, with any employee of the BUYER.

#### 4. **Previous Transgression**

- 4.1. The BIDDER declares that no previous transgression occurred in the last three years immediately before signing of this Integrity Pact, with any other company in any country in respect of any corrupt practices envisaged hereunder or with any Public Sector Enterprise in India or any Government Department in India that could justify BIDDER's exclusion from the tender process.
- 4.2. The BIDDER agrees that if it makes incorrect statement on this subject, BIDDER can be disqualified from the tender process or the contract, if already awarded, can be terminated for such reason.

#### 5. **Earnest Money (Security Deposit)**

- 5.1. While submitting commercial bid, the BIDDER shall deposit an amount \_\_\_\_\_ as specified in the RFP as Earnest Money/ Security Deposit, with the BUYER through any of the following instruments:
  - (i) Bank Draft or a Pay Order in favour of \_\_\_\_\_
  - (ii) A confirmed guarantee by an Indian Nationalised Bank, promising payment of the guaranteed sum to the BUYER on demand within three



Page 6 of 11

working days without any demur whatsoever and without seeking any reasons whatsoever. The demand for payment by the BUYER shall be treated as conclusive proof of payment.

(iii) Any other mode or through any other instrument, as stated in RFP.

5.2. The Earnest Money/ Security Deposit shall be valid up to a period of five years or till the complete conclusion of the contractual obligations to the complete satisfaction of both the BIDDER and the BUYER, including warranty period, whichever is later.

5.3. In case of the successful BIDDER a clause would also be incorporated in the Article pertaining to Performance Bond in the Purchase Contract that the provisions of Sanctions for Violation shall be applicable for forfeiture of Performance Bond in case of a decision by the BUYER to forfeit the same without assigning any reason for imposing sanction for violation of this Pact.

5.4. No interest shall be payable by the BUYER to the BIDDER on Earnest Money/ Security Deposit for the period of its currency.

#### 6. **Sanctions for Violations**

6.1. Any breach of the aforesaid provisions by the BIDDER or any one employed by it or acting on its behalf (whether with or without the knowledge of the BIDDER) shall entitle the BUYER to take all or any one of the following actions, wherever required:

(i) To immediately call off the pre-contract negotiations without assigning any reason or giving any compensation to the BIDDER. However, the proceedings with the other BIDDER(s) would continue.

(ii) The Earnest Money Deposit (in pre-contract stage) and / or Security Deposit/Performance Bond (after the contract is signed) shall stand forfeited either fully or partially, as decided by the BUYER and the BUYER shall not be required to assign any reason therefor.

(iii) To immediately cancel the contract, if already signed, without giving any compensation to the BIDDER.

(iv) To recover all sums already paid by the BUYER, and in case of an Indian BIDDER with interest thereon at 2% higher than the prevailing Prime Lending Rate of State Bank of India, while in case of a BIDDER from a country other than India with interest thereon at 2% higher than the LIBOR. If any outstanding payment is due to the BIDDER from the BUYER

Page 7 of 11



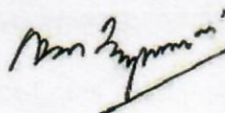
in connection with any other contract for any other stores, such outstanding payment could also be utilised to recover the aforesaid sum and interest.

- (v) To encash the advance bank guarantee and performance bond/warranty bond, if furnished by the BIDDER, in order to recover the payments, already made by the BUYER, along with interest.
  - (vi) To cancel all or any other Contracts with the BIDDER. The BIDDER shall be liable to pay compensation for any loss or damage to the BUYER resulting from such cancellation/rescission and the BUYER shall be entitled to deduct the amount so payable from the money(s) due to the BIDDER.
  - (vii) To debar the BIDDER from participating in future bidding processes of the Indian Maritime University for a minimum period of Five years, which may be further extended at the discretion of the BUYER.
  - (viii) To recover all sums paid in violation of this Pact by BIDDER(s) to any middleman or agent or broker with a view to securing the contract.
  - (ix) In cases where irrevocable Letters of Credit have been received in respect of any contract signed by the BUYER with the BIDDER, the same shall not be opened.
  - (x) Forfeiture of Performance Bond in case of a decision by the BUYER to forfeit the same without assigning any reason for imposing sanction for violation of this Pact.
- 6.2. The BUYER will be entitled to take all or any of the actions mentioned at para 6.1 (i) to (x) of this Pact also on the Commission by the BIDDER or any one employed by it or acting on its behalf (whether with or without the knowledge of the BIDDER), of an offence as defined in Chapter IX of the Indian Penal Code, 1860, or Prevention of Corruption Act, 1988, or any other statute enacted for prevention of corruption.
- 6.3. The decision of the BUYER to the effect that a breach of the provisions of this Pact has been committed by the BIDDER shall be final and conclusive on the BIDDER. However, the BIDDER can approach the Independent Monitor(s) appointed for the purposes of this Pact.

**7. Fall Clause**

- 7.1. The BIDDER undertakes that it has not supplied/is not supplying similar product/systems or subsystems at a price lower than that offered in the

Page 8 of 11



present bid in respect of any other Ministry / Department of the Government of India or PSU and if it is found at any stage that similar product/systems or sub system was supplied by the BIDDER to any other Ministry/Department of the Government of India or a PSU at a lower price, then that very price, with due allowance for elapsed time, will be applicable to the present case and the difference in the cost would be refunded by the BIDDER to the BUYER, if the contract has already been concluded.

**8. Independent Monitors**

- 8.1. There shall be Independent Monitors (hereinafter referred to as Monitors) appointed by the BUYER for this Pact in consultation with the Central Vigilance Commission.
- 8.2. The task of the Monitors shall be to review independently and objectively, whether and to what extent the parties comply with the obligations under this Pact.
- 8.3. The Monitors shall not be subject to instructions by the representatives of the parties and perform their functions neutrally and independently.
- 8.4. Both the parties accept that the Monitors have the right to access all the documents relating to the project/procurement, including minutes of meetings.
- 8.5. As soon as the Monitor notices, or has reason to believe, a violation of this Pact, he will so inform the Authority designated by the BUYER.
- 8.6. The BIDDER(s) accepts that the Monitor has the right to access without restriction to all Project documentation of the BUYER including that provided by the BIDDER. The BIDDER will also grant the Monitor, upon his request and demonstration of a valid interest, unrestricted and unconditional access to his project documentation. The same is applicable to Subcontractors. The Monitor shall be under contractual obligation to treat the information and documents of the BIDDER/Subcontractor(s) with confidentiality.
- 8.7. The BUYER will provide to the Monitor sufficient information about all meetings among the parties related to the Project provided such meetings could have an impact on the contractual relations between the parties. The parties will offer to the Monitor the option to participate in such meetings.
- 8.8. The Monitor will submit a written report to the Vice Chancellor, Indian Maritime University, within 8 to 10 weeks from the date of reference or intimation to him by the BUYER / BIDDER and, should the occasion arise, submit proposals for correcting problematic situations.

Page 9 of 11



**9. Facilitation of Investigation**

In case of any allegation of violation of any provisions of this Pact or payment of commission, the BUYER or its agencies shall be entitled to examine all the documents including the Books of Accounts of the BIDDER and the BIDDER shall provide necessary information and documents in English and shall extend all possible help for the purpose of such examination.

**10. Law and Place of Jurisdiction**

This Pact is subject to Indian Law. The place of performance and jurisdiction is the seat of the BUYER

**11. Other Legal Actions**

The actions stipulated in this Integrity Pact are without prejudice to any other legal action that may follow in accordance with the provisions of the extant law in force relating to any civil or criminal proceedings.

**12. Validity**

12.1. The validity of this Integrity Pact shall be from the date of its signing and extend upto 5 years or the complete execution of the contract to the satisfaction of both the BUYER and the BIDDER/Seller, including warranty period, whichever is later. In case BIDDER is unsuccessful, this Integrity Pact shall expire after six months from the date of the signing of the contract.

12.2. Should one or several provisions of this Pact turn out to be invalid, the remainder of this pact shall remain valid. In this case, the parties will strive to come to an agreement to their original intentions.

13. The parties hereby sign this Integrity Pact at \_\_\_\_\_ on \_\_\_\_

**BUYER**

**Name of the Officer:**  
[Registrar/ Campus Director]  
Indian Maritime University

**BIDDER**

**Name of the Officer:**  
Chief Executive Officer or equivalent.

**Witness**

1. \_\_\_\_\_  
2. \_\_\_\_\_

**Witness**

1. \_\_\_\_\_  
2. \_\_\_\_\_



\* Provisions of these clauses would need to be amended /deleted in line with the policy of the BUYER in regard to involvement of Indian Agents or Foreign Suppliers.

*Abhishek Singh*



**Annexure-6**

(Refers to Para 13 of IMU-HQ Procurement Circular 2/2023)

**Constitution of Various Committees – VC Nominee from HQ and Campus**

SI No	Name of the IMU Campus	Name of the Committee	Name of the V.C nominee from IMU HQ	Name of the V.C nominee from other IMU Campus
1.	MUMBAI PORT CAMPUS	Works Committee	Shri. G.R. Giridharan DR (CTR)	Shri. Himanshu Raj Verma, AR(F), <b>Navi Mumbai Campus</b>
		Purchase Committee	Shri. R. Anbu AR (Admin-I)	Shri. Amit Mahajan, DR (Admin) <b>Kolkatta Campus</b>
		Library Purchase Committee	Shri. R. Saravanan DR (Admin L&S)	Shri. Devendrappa TM, Asst Lib. <b>Navi Mumbai Campus</b>
2.	NAVI MUMBAI CAMPUS	Works Committee	Shri. R. Manikandan AE (Electrical)	Smt. Sreeja K.J, AR(F), <b>Kochi Campus</b>
		Purchase Committee	Shri. Amit Kumar AR (Finance)	Shri. Vivek Chauhan, AR (F) <b>Mumbai Port Campus</b>
		Library Purchase Committee	Shri. R. Anbu AR (Admin-I)	Shri. Chandrappa Asst. Lib., <b>Chennai Campus</b>
3.	CHENNAI CAMPUS	Works Committee	Shri. D. Baladandapani AR (Finance)	Shri. Himanshu Raj Verma, AR(F), <b>Navi Mumbai Campus</b>
		Purchase Committee	Shri. E. Srikanth AR (Admin)	Shri. Harish Chandra Upadhaya, DR (Admin) <b>Mumbai Port Campus</b>
		Library Purchase Committee	Shri. S. Satish DR (VC Sectt.)	Smt. Padmashree Manager (Library) <b>Visakhapatnam Campus</b>

4.	KOCHI CAMPUS	Works Committee	Smt. Sini Manchala DR (Purchase)	Smt. Bhuvanewari DR (Admin) <b>Chennai Campus</b>
		Purchase Committee	Shri. Anurag Mall AR (Academics)	Shri. Anurag Vishwakarma, AR (F) <b>Kolkatta Campus</b>
		Library Purchase Committee	Shri. Amit Kumar AR (Finance)	Shri. Anilkumar Mishra, Asst. Lib., <b>Mumbai Port Campus</b>
5.	KOLKATA CAMPUS	Works Committee	Shri. Anurag Mall AR (Academics)	Shri. Vivek Chauhan, AR (F) <b>Mumbai Port Campus</b>
		Purchase Committee	Smt. Sini Manchala DR (Purchase)	Shri. Girishkumar P G, AR (F) <b>Chennai Campus</b>
		Library Purchase Committee	Shri. D. Baladandapani AR (Finance)	Shri. Rudra Ranjan, Asst. Lib., <b>Kochi Campus</b>
6.	VISAKHAPATNAM CAMPUS	Works Committee	Shri. R. Manikandan AE (Electrical)	Shri. Girishkumar P G, AR (F) <b>Chennai Campus</b>
		Purchase Committee	Shri. E. Srikanth AR (Admin – II)	Shri. Anurag Vishwakarma, AR (F), <b>Kolkatta Campus</b>
		Library Purchase Committee	Shri. K. Kathirvel DR (Academics)	Shri. Gulam Jilani Asst. Lib., <b>Kolkatta Campus</b>

**IMU-HQ:** With regard to IMU-HQ, the Competent Authority shall constitute the Committee as and when required.

(Refers to Para 15 of of IMU-HQ Procurement Circular 2/2023)

No. P-45021/2/2017-PP (BE-II)  
Government of India  
Ministry of Commerce and Industry  
Department for Promotion of Industry and Internal Trade  
(Public Procurement Section)

Udyog Bhawan, New Delhi  
Dated: 16<sup>th</sup> September, 2020

To

All Central Ministries/Departments/CPSUs/All concerned

**ORDER**

**Subject: Public Procurement (Preference to Make in India), Order 2017– Revision; regarding.**

Department for Promotion of Industry and Internal Trade, in partial modification [Paras 2, 3, 5, 10 & 13] of Order No.P-45021/2/2017-B.E.-II dated 15.6.2017 as amended by Order No.P-45021/2/2017-B.E.-II dated 28.05.2018, Order No.P-45021/2/2017-B.E.-II dated 29.05.2019 and Order No.P-45021/2/2017-B.E.-II dated 04.06.2020, hereby issues the revised 'Public Procurement (Preference to Make in India), Order 2017" dated 16.09.2020 effective with immediate effect.

**Whereas** it is the policy of the Government of India to encourage 'Make in India' and promote manufacturing and production of goods and services in India with a view to enhancing income and employment, and

**Whereas** procurement by the Government is substantial in amount and can contribute towards this policy objective, and

**Whereas** local content can be increased through partnerships, cooperation with local companies, establishing production units in India or Joint Ventures (JV) with Indian suppliers, increasing the participation of local employees in services and training them,

**Now therefore the following Order is issued:**

1. This Order is issued pursuant to Rule 153 (iii) of the General Financial Rules 2017.
2. **Definitions:** For the purposes of this Order:

*'Local content'* means the amount of value added in India which shall, unless otherwise prescribed by the Nodal Ministry, be the total value of the item procured (excluding net domestic indirect taxes) minus the value of imported content in the item (including all customs duties) as a proportion of the total value, in percent.

*'Class-I local supplier'* means a supplier or service provider, whose goods, services or works offered for procurement, meets the minimum local content as prescribed for 'Class-I local supplier' under this Order.

.....Contd. p/2

'Class-II local supplier' means a supplier or service provider, whose goods, services or works offered for procurement, meets the minimum local content as prescribed for 'Class-II local supplier' but less than that prescribed for 'Class-I local supplier' under this Order.

'Non - Local supplier' means a supplier or service provider, whose goods, services or works offered for procurement, has local content less than that prescribed for 'Class-II local supplier' under this Order.

'L1' means the lowest tender or lowest bid or the lowest quotation received in a tender, bidding process or other procurement solicitation as adjudged in the evaluation process as per the tender or other procurement solicitation.

'Margin of purchase preference' means the maximum extent to which the price quoted by a "Class-I local supplier" may be above the L1 for the purpose of purchase preference.

'Nodal Ministry' means the Ministry or Department identified pursuant to this order in respect of a particular item of goods or services or works.

'Procuring entity' means a Ministry or department or attached or subordinate office of, or autonomous body controlled by, the Government of India and includes Government companies as defined in the Companies Act.

'Works' means all works as per Rule 130 of GFR- 2017, and will also include 'turnkey works'.

### **3. Eligibility of 'Class-I local supplier'/ 'Class-II local supplier'/ 'Non-local suppliers' for different types of procurement**

(a) In procurement of all goods, services or works in respect of which the Nodal Ministry / Department has communicated that there is sufficient local capacity and local competition, only 'Class-I local supplier', as defined under the Order, shall be eligible to bid irrespective of purchase value.

(b) Only 'Class-I local supplier' and 'Class-II local supplier', as defined under the Order, shall be eligible to bid in procurements undertaken by procuring entities, except when Global tender enquiry has been issued. In global tender enquiries, 'Non-local suppliers' shall also be eligible to bid along with 'Class-I local suppliers' and 'Class-II local suppliers'. In procurement of all goods, services or works, not covered by sub-para 3(a) above, and with estimated value of purchases less than Rs. 200 Crore, in accordance with Rule 161(iv) of GFR, 2017, Global tender enquiry shall not be issued except with the approval of competent authority as designated by Department of Expenditure.

(c) For the purpose of this Order, works includes Engineering, Procurement and Construction (EPC) contracts and services include System Integrator (SI) contracts.

.....Contd. p/3

### 3A. Purchase Preference

(a) Subject to the provisions of this Order and to any specific instructions issued by the Nodal Ministry or in pursuance of this Order, purchase preference shall be given to 'Class-I local supplier' in procurements undertaken by procuring entities in the manner specified here under.

(b) In the procurements of goods or works, which are covered by para 3(b) above and which are divisible in nature, the 'Class-I local supplier' shall get purchase preference over 'Class-II local supplier' as well as 'Non-local supplier', as per following procedure:

- i. Among all qualified bids, the lowest bid will be termed as L1. If L1 is 'Class-I local supplier', the contract for full quantity will be awarded to L1.
- ii. If L1 bid is not a 'Class-I local supplier', 50% of the order quantity shall be awarded to L1. Thereafter, the lowest bidder among the 'Class-I local supplier' will be invited to match the L1 price for the remaining 50% quantity subject to the Class-I local supplier's quoted price falling within the margin of purchase preference, and contract for that quantity shall be awarded to such 'Class-I local supplier' subject to matching the L1 price. In case such lowest eligible 'Class-I local supplier' fails to match the L1 price or accepts less than the offered quantity, the next higher 'Class-I local supplier' within the margin of purchase preference shall be invited to match the L1 price for remaining quantity and so on, and contract shall be awarded accordingly. In case some quantity is still left uncovered on Class-I local suppliers, then such balance quantity may also be ordered on the L1 bidder.

(c) In the procurements of goods or works, which are covered by para 3(b) above and which are not divisible in nature, and in procurement of services where the bid is evaluated on price alone, the 'Class-I local supplier' shall get purchase preference over 'Class-II local supplier' as well as 'Non-local supplier', as per following procedure:

- i. Among all qualified bids, the lowest bid will be termed as L1. If L1 is 'Class-I local supplier', the contract will be awarded to L1.
- ii. If L1 is not 'Class-I local supplier', the lowest bidder among the 'Class-I local supplier', will be invited to match the L1 price subject to Class-I local supplier's quoted price falling within the margin of purchase preference, and the contract shall be awarded to such 'Class-I local supplier' subject to matching the L1 price.
- iii. In case such lowest eligible 'Class-I local supplier' fails to match the L1 price, the 'Class-I local supplier' with the next higher bid within the margin of purchase preference shall be invited to match the L1 price and so on and contract shall be awarded accordingly. In case none of the 'Class-I local supplier' within the margin of purchase preference matches the L1 price, the contract may be awarded to the L1 bidder.

.....Contd. p/4

(d) "Class-II local supplier" will not get purchase preference in any procurement, undertaken by procuring entities.

**3B. Applicability in tenders where contract is to be awarded to multiple bidders -**

In tenders where contract is awarded to multiple bidders subject to matching of L1 rates or otherwise, the 'Class-I local supplier' shall get purchase preference over 'Class-II local supplier' as well as 'Non-local supplier', as per following procedure:

a) In case there is sufficient local capacity and competition for the item to be procured, as notified by the nodal Ministry, only Class I local suppliers shall be eligible to bid. As such, the multiple suppliers, who would be awarded the contract, should be all and only 'Class I Local suppliers'.

b) In other cases, 'Class II local suppliers' and 'Non local suppliers' may also participate in the bidding process along with 'Class I Local suppliers' as per provisions of this Order.

c) If 'Class I Local suppliers' qualify for award of contract for at least 50% of the tendered quantity in any tender, the contract may be awarded to all the qualified bidders as per award criteria stipulated in the bid documents. However, in case 'Class I Local suppliers' do not qualify for award of contract for at least 50% of the tendered quantity, purchase preference should be given to the 'Class I local supplier' over 'Class II local suppliers'/'Non local suppliers' provided that their quoted rate falls within 20% margin of purchase preference of the highest quoted bidder considered for award of contract so as to ensure that the 'Class I Local suppliers' taken in totality are considered for award of contract for at least 50% of the tendered quantity.

d) First purchase preference has to be given to the lowest quoting 'Class-I local supplier', whose quoted rates fall within 20% margin of purchase preference, subject to its meeting the prescribed criteria for award of contract as also the constraint of maximum quantity that can be sourced from any single supplier. If the lowest quoting 'Class-I local supplier', does not qualify for purchase preference because of aforesaid constraints or does not accept the offered quantity, an opportunity may be given to next higher 'Class-I local supplier', falling within 20% margin of purchase preference, and so on.

e) To avoid any ambiguity during bid evaluation process, the procuring entities may stipulate its own tender specific criteria for award of contract amongst different bidders including the procedure for purchase preference to 'Class-I local supplier' within the broad policy guidelines stipulated in sub-paras above.

4. **Exemption of small purchases:** Notwithstanding anything contained in paragraph 3, procurements where the estimated value to be procured is less than Rs. 5 lakhs shall be exempt from this Order. However, it shall be ensured by procuring entities that procurement is not split for the purpose of avoiding the provisions of this Order.

5. **Minimum local content:** The 'local content' requirement to categorize a supplier as 'Class-I local supplier' is minimum 50%. For 'Class-II local supplier', the 'local content' requirement is minimum 20%. Nodal Ministry/ Department may prescribe only a higher

.....Contd. p/5

percentage of minimum local content requirement to categorize a supplier as 'Class-I local supplier'/ 'Class-II local supplier'. For the items, for which Nodal Ministry/ Department has not prescribed higher minimum local content notification under the Order, it shall be 50% and 20% for 'Class-I local supplier'/ 'Class-II local supplier' respectively.

6. **Margin of Purchase Preference:** The margin of purchase preference shall be 20%.
7. **Requirement for specification in advance:** The minimum local content, the margin of purchase preference and the procedure for preference to Make in India shall be specified in the notice inviting tenders or other form of procurement solicitation and shall not be varied during a particular procurement transaction.
8. **Government E-marketplace:** In respect of procurement through the Government E-marketplace (GeM) shall, as far as possible, specifically mark the items which meet the minimum local content while registering the item for display, and shall, wherever feasible, make provision for automated comparison with purchase preference and without purchase preference and for obtaining consent of the local supplier in those cases where purchase preference is to be exercised.
9. **Verification of local content:**
  - a. The 'Class-I local supplier'/ 'Class-II local supplier' at the time of tender, bidding or solicitation shall be required to indicate percentage of local content and provide self-certification that the item offered meets the local content requirement for 'Class-I local supplier'/ 'Class-II local supplier', as the case may be. They shall also give details of the location(s) at which the local value addition is made.
  - b. In cases of procurement for a value in excess of Rs. 10 crores, the 'Class-I local supplier'/ 'Class-II local supplier' shall be required to provide a certificate from the statutory auditor or cost auditor of the company (in the case of companies) or from a practicing cost accountant or practicing chartered accountant (in respect of suppliers other than companies) giving the percentage of local content.
  - c. Decisions on complaints relating to implementation of this Order shall be taken by the competent authority which is empowered to look into procurement-related complaints relating to the procuring entity.
  - d. Nodal Ministries may constitute committees with internal and external experts for independent verification of self-declarations and auditor's/ accountant's certificates on random basis and in the case of complaints.
  - e. Nodal Ministries and procuring entities may prescribe fees for such complaints.
  - f. False declarations will be in breach of the Code of Integrity under Rule 175(1)(i)(h) of the General Financial Rules for which a bidder or its successors can be debarred for up to two years as per Rule 151 (iii) of the General Financial Rules along with such other actions as may be permissible under law.

.....Contd. p/6

- g. A supplier who has been debarred by any procuring entity for violation of this Order shall not be eligible for preference under this Order for procurement by any other procuring entity for the duration of the debarment. The debarment for such other procuring entities shall take effect prospectively from the date on which it comes to the notice of other procurement entities, in the manner prescribed under paragraph 9h below.
- h. The Department of Expenditure shall issue suitable instructions for the effective and smooth operation of this process, so that:
  - i. The fact and duration of debarment for violation of this Order by any procuring entity are promptly brought to the notice of the Member-Convenor of the Standing Committee and the Department of Expenditure through the concerned Ministry /Department or in some other manner;
  - ii. on a periodical basis such cases are consolidated and a centralized list or decentralized lists of such suppliers with the period of debarment is maintained and displayed on website(s);
  - iii. in respect of procuring entities other than the one which has carried out the debarment, the debarment takes effect prospectively from the date of uploading on the website(s) in the such a manner that ongoing procurements are not disrupted

**10. Specifications in Tenders and other procurement solicitations:**

- a. Every procuring entity shall ensure that the eligibility conditions in respect of previous experience fixed in any tender or solicitation do not require proof of supply in other countries or proof of exports.
- b. Procuring entities shall endeavour to see that eligibility conditions, including on matters like turnover, production capability and financial strength do not result in unreasonable exclusion of 'Class-I local supplier'/ 'Class-II local supplier' who would otherwise be eligible, beyond what is essential for ensuring quality or creditworthiness of the supplier.
- c. Procuring entities shall, within 2 months of the issue of this Order review all existing eligibility norms and conditions with reference to sub-paragraphs 'a' and 'b' above.
- d. Reciprocity Clause**
  - i. When a Nodal Ministry/Department identifies that Indian suppliers of an item are not allowed to participate and/ or compete in procurement by any foreign government, due to restrictive tender conditions which have direct or indirect effect of barring Indian companies such as registration in the procuring country, execution of projects of specific value in the procuring country etc., it shall provide such details to all its procuring entities including CMDs/CEOs of PSEs/PSUs, State Governments and other procurement agencies under their administrative control and GeM for appropriate reciprocal action.

.....Contd. p/7



- ii. Entities of countries which have been identified by the nodal Ministry/Department as not allowing Indian companies to participate in their Government procurement for any item related to that nodal Ministry shall not be allowed to participate in Government procurement in India for all items related to that nodal Ministry/ Department, except for the list of items published by the Ministry/ Department permitting their participation.
  - iii. The stipulation in (ii) above shall be part of all tenders invited by the Central Government procuring entities stated in (i) above. All purchases on GeM shall also necessarily have the above provisions for items identified by nodal Ministry/ Department.
  - iv. State Governments should be encouraged to incorporate similar provisions in their respective tenders.
  - v. The term 'entity' of a country shall have the same meaning as under the FDI Policy of DPIIT as amended from time to time.
- e. Specifying foreign certifications/ unreasonable technical specifications/ brands/ models in the bid document is restrictive and discriminatory practice against local suppliers. If foreign certification is required to be stipulated because of non-availability of Indian Standards and/or for any other reason, the same shall be done only after written approval of Secretary of the Department concerned or any other Authority having been designated such power by the Secretary of the Department concerned.
- f. "All administrative Ministries/Departments whose procurement exceeds Rs. 1000 Crore per annum shall notify/ update their procurement projections every year, including those of the PSEs/PSUs, for the next 5 years on their respective website."

**10A. Action for non-compliance of the Provisions of the Order:** In case restrictive or discriminatory conditions against domestic suppliers are included in bid documents, an inquiry shall be conducted by the Administrative Department undertaking the procurement (including procurement by any entity under its administrative control) to fix responsibility for the same. Thereafter, appropriate action, administrative or otherwise, shall be taken against erring officials of procurement entities under relevant provisions. Intimation on all such actions shall be sent to the Standing Committee.

**11. Assessment of supply base by Nodal Ministries:** The Nodal Ministry shall keep in view the domestic manufacturing / supply base and assess the available capacity and the extent of local competition while identifying items and prescribing the higher minimum local content or the manner of its calculation, with a view to avoiding cost increase from the operation of this Order.

**12. Increase in minimum local content:** The Nodal Ministry may annually review the local content requirements with a view to increasing them, subject to availability of sufficient local competition with adequate quality.

.....Contd. p/8

**13. Manufacture under license/ technology collaboration agreements with phased indigenization:** While notifying the minimum local content, Nodal Ministries may make special provisions for exempting suppliers from meeting the stipulated local content if the product is being manufactured in India under a license from a foreign manufacturer who holds intellectual property rights and where there is a technology collaboration agreement / transfer of technology agreement for indigenous manufacture of a product developed abroad with clear phasing of increase in local content.

13A. In procurement of all goods, services or works in respect of which there is substantial quantity of public procurement and for which the nodal ministry has not notified that there is sufficient local capacity and local competition, the concerned nodal ministry shall notify an upper threshold value of procurement beyond which foreign companies shall enter into a joint venture with an Indian company to participate in the tender. Procuring entities, while procuring such items beyond the notified threshold value, shall prescribe in their respective tenders that foreign companies may enter into a joint venture with an Indian company to participate in the tender. The procuring Ministries/Departments shall also make special provisions for exempting such joint ventures from meeting the stipulated minimum local content requirement, which shall be increased in a phased manner.

**14. Powers to grant exemption and to reduce minimum local content:** The administrative Department undertaking the procurement (including procurement by any entity under its administrative control), with the approval of their Minister-in-charge, may by written order, for reasons to be recorded in writing,

- a. reduce the minimum local content below the prescribed level; or
- b. reduce the margin of purchase preference below 20%; or
- c. exempt any particular item or supplying entities from the operation of this Order or any part of the Order.

A copy of every such order shall be provided to the Standing Committee and concerned Nodal Ministry / Department. The Nodal Ministry / Department concerned will continue to have the power to vary its notification on Minimum Local Content.

**15. Directions to Government companies:** In respect of Government companies and other procuring entities not governed by the General Financial Rules, the administrative Ministry or Department shall issue policy directions requiring compliance with this Order.

**16. Standing Committee:** A standing committee is hereby constituted with the following membership:

- Secretary, Department for Promotion of Industry and Internal Trade—Chairman
- Secretary, Commerce—Member
- Secretary, Ministry of Electronics and Information Technology—Member
- Joint Secretary (Public Procurement), Department of Expenditure—Member
- Joint Secretary (DPIIT)—Member-Convenor

.....Contd. p/9

The Secretary of the Department concerned with a particular item shall be a member in respect of issues relating to such item. The Chairman of the Committee may co-opt technical experts as relevant to any issue or class of issues under its consideration.

- 17. Functions of the Standing Committee:** The Standing Committee shall meet as often as necessary, but not less than once in six months. The Committee
- a. shall oversee the implementation of this order and issues arising therefrom, and make recommendations to Nodal Ministries and procuring entities.
  - b. shall annually assess and periodically monitor compliance with this Order
  - c. shall identify Nodal Ministries and the allocation of items among them for issue of notifications on minimum local content
  - d. may require furnishing of details or returns regarding compliance with this Order and related matters
  - e. may, during the annual review or otherwise, assess issues, if any, where it is felt that the manner of implementation of the order results in any restrictive practices, cartelization or increase in public expenditure and suggest remedial measures
  - f. may examine cases covered by paragraph 13 above relating to manufacture under license/ technology transfer agreements with a view to satisfying itself that adequate mechanisms exist for enforcement of such agreements and for attaining the underlying objective of progressive indigenization
  - g. may consider any other issue relating to this Order which may arise.
- 18. Removal of difficulties:** Ministries /Departments and the Boards of Directors of Government companies may issue such clarifications and instructions as may be necessary for the removal of any difficulties arising in the implementation of this Order.
- 19. Ministries having existing policies:** Where any Ministry or Department has its own policy for preference to local content approved by the Cabinet after 1<sup>st</sup> January 2015, such policies will prevail over the provisions of this Order. All other existing orders on preference to local content shall be reviewed by the Nodal Ministries and revised as needed to conform to this Order, within two months of the issue of this Order.
- 20. Transitional provision:** This Order shall not apply to any tender or procurement for which notice inviting tender or other form of procurement solicitation has been issued before the issue of this Order.