

FLOATING OF QUOTATIONS

1. Sealed quotations should be invited by the Head of Department concerned for LADC-PAB subject to availability of fund under appropriate head of accounts such as Plan/Non-plan/CSS etc. for which approval of the concerned Executive Member should be taken.
2. Date, time and place for opening quotations should clearly be indicated in the notice for quotations.
3. Quotations notice for purchase/procurement/ rate of contract materials should be published once, at least 2(two) leading local daily newspapers and 1(one) regional/national newspaper, depending upon the nature of items/materials to be procured, at least 1 (one) month ahead of the date fixed for receipt of the quotations in respect of normal quotations and 7(seven) days ahead in respect of short quotations through Information & Public Relations Department. Calling of short quotations should- however, be resorted to only in very rare urgent cases. The notice may be placed on the common website of the LADC through LADC Website Management Team. Any purchase without floating quotations will not be considered by the Board.
4. Rate contract is applicable only in cases where department's requirements for the materials are recurring and unforeseeable in nature and it should be subject to obtaining approval of the Executive Member concerned before floating the quotations.
5. Limited/restricted quotations may be adopted only when there is sufficient reasons to be recorded in writing, by the competent authority i.e. the Executive Committee of LADC, indicating that it will not be in the public interest to procure the goods through open advertised quotations enquiry.
6. In the case of DGS & D rate contract and proprietary items which are produced or manufactured by only one firm in the country, call of quotations will not be necessary but such purchases are to be made only after obtaining specific recommendation of the Purchase Advisory Board for which the proposing department will first obtain the rates from the manufacturers/ authorized agents/ dealers to be placed before the LADC-PAB. The authorized agents/dealers should produce authenticated certificate of agency or dealership from the manufacturing firms.
7. Rates quoted by the quotationers should be inclusive of all taxes to the place of designation. There should be no scope left for claiming any additional charges in the form of taxes, freight, charges and duties, etc by the suppliers/contractors.

8. In the case of advertised quotation enquiry or limited quotation enquiry, quotation received after the specified date and time for receipt of the quotations should not be considered.
9. "Sealed" in respect of quotations means documents of quotations/bids/tenders in envelopes/containers/packages/vessels or any other forms securely fastened or closed by using materials like wax, good quality cello tape or any other materials which would surely need tampering or breaking the cover to access the contents.
10. General Financial Rules, 2017 stand adapted for the purpose and must be followed strictly.

OPENING OF QUOTATIONS

11. At the notified time, date and place, all quotations received should be opened by a competent officer in the presence of two other officials of the department and the quotationers or their agents present. Details of the quotations so opened, showing the documents, samples, security, dealership certificates, etc. with reference to the terms and conditions prescribed in the quotation notice in respect of each quotationers, should be recorded and signed by the group of officials. The quotationers or their agents present may also put their signature in the statement if they so desired. The statement of opening of quotations should be placed before the LADC-PAB for evaluation.
12. After quotation have been opened, revision or amendment of any quotation should, under no circumstances, be permitted, on pretexts whatever may be.
13. To ensure quality control, the samples submitted by the quotationers at the time of opening of the quotations which have been recommended by the Board should be kept by the Department as, "controlled samples" and may be used for ensuring the quality of materials at the time of actual supply.
14. The Department proposing procurement of materials should invariable constitute Technical Committee comprising technical and financial experts in the department to scrutinize and evaluate valid quotations with reference to the qualities of samples materials submitted by the quotationers to be placed before the Purchase Advisory Board.

PREPARATION OF AGENDA PAPERS

15. For consideration of the LADC-PAB, the Department shall prepare a comparative statement of all the quotations, whether valid or invalid, There should be at least 3(three) quotations. However, if there are only one or two valid quotations, the decision to consider such quotations will be at the discretion of the Board.
16. The Member Secretary will be responsible for issue of meeting notice of the Purchase Board at least 7(seven) days in advance along with the following papers:-
 - a) Agenda notes with full justification for the required purchase clearly indicating requirements such as:

- i) Quantity of proposed items.
 - ii) Up-to-date availability of fund.
 - iii) Detailed budget head of account.
- b) Technical report in respect of quotations and comparative statement duly signed by the Head of Department concerned.
17. Original copy of each of the following documents should be made available for reference in the meeting :
- i) Approval for floating quotation.
 - ii) Quotation notice.
 - iii) Paper cutting in support of wide publication of the notice.
 - iv) Quotation papers.
18. Samples submitted by the quotationers may also be made available for examination meeting.
19. In the case of DGS &D rate contract and proprietary items, the Department will first collect proforma bills and quotations/ valid documents on DGS &D rate from the firms to be placed before the LADC-PAB for consideration.
20. If the Department is intending to adopt approved recommendations of LADC-PAB of other Department, the approved minutes should be enclosed along with the agenda papers with full justification.

RECOMMENDATION OF LADC-PAB AND APPROVAL

21. The recommendation of LADC-PAB should clearly indicate the rate quantity and the detailed particulars of the approved firm(s).
22. The lowest quotation should be accepted unless there is objection to the propriety or capability of the quotationer and or the security offered by him or the quality and nature of his past performance. In case where the lowest quotation is not accepted, the reason should be recorded in writing. In the event of tie of quotations, preference will be given to local public undertaking firms and other State-based industries.
23. The recommendation of the PAB is required for procurement of materials on DGS &D rate contract subject to production of valid documents on DGS &D rate contract for only the quality to be purchased.
24. The departments should obtain approval of the concerned Executive Member/Chief Executive Member of the recommendation of the LADC-PAB, as the case may be, for procurements of materials depending upon the amount of expenditure involved as specify below:
- i) Up-to ₹.2.5 lakh - concerned Executive Member.
 - ii) More than ₹.2 lakh - concerned EM & CEM.

25. Acceptance of the, Executive Member/Chief Executive Member of the recommendation of the Purchase Advisory Board is to be construed as the approval of the Executive Committee of the LADC and the same should be conveyed in writing by the Department.
26. Copies of the minutes of the meeting of LADC-PAB duly approved should invariably be submitted to Finance Department.

VALIDITY OF LADC-PAB MINUTES

27. The recommendation of the PAB will be effective from the date it is approved by the Executive Committee and it will be valid for a period of 1(one) year for implementation. Under exceptional circumstances, the period of validity may be extended by another 6(six) months by the concerned Department with prior approval of the Executive Member concerned.
28. The quantity of materials for purchase recommended by the Purchase Advisory Board is valid within its validity period which should not be exceeded. However, if the Department is willing to purchase materials beyond the quantity recommended by the PAB within its validity period, fresh recommendation of the PAB for the required additional quantity should be obtained and procurement of such materials should be completed within the validity period of the existing approved rates.
29. Rates of materials, excepting the quantity, and firms approved by the Executive Committee for a particular Department may be adopted by other Departments without call of quotations. In such case, the period of validity in respect of rates, and firms would, however, be the same as per the approved minutes so adopted and subject to the recommendation of LADC-PAB.

NEGOTIATION

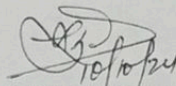
30. Negotiation with quotationers after opening of quotations should be discourage.
31. In case, where a decision is taken to go for re-quotation due to the fact that the quoted rates are found unreasonable but the procurement is necessary due to unavoidable circumstances, negotiation may be resorted to only with the lowest evaluated quotationer for supply of bare minimum quantity. The balance quantity should, however, be procured expeditiously though re quotation following the normal procedure.
32. Counter-offers to the lowest quotation (L-1) in order to arrive at acceptable price, shall amount to negotiation, and therefore, should not be permitted.

EXTENT OF APPLICATION

33. It may, however, be noted that if any of the provisions contained in the existing guidelines, order or instructions, etc. comes in conflict with this Office Memorandum, the instruction conveyed under this Memorandum will prevail.

CLARIFICATIONS

34. In case of any doubt or confusion in the operation of any of these guidelines, the matter shall be referred to Finance Department and the interpretation on such point or provision as may be made by Finance Department shall be final and binding on all concerned.



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