

Non-stock Demands – Checks/Do's/Dont's

1. Description shall not be vague or overly restrictive and shall be with standard Drg./Specn. etc.
2. Generic Instructions in Manual for Procurement of Goods:
 - a. *Description shall be objective, functional, generic and measurable and specify technical, qualitative and performance characteristics;*
 - b. *Where applicable, the technical specifications shall, to the extent practicable, be based on the national technical regulations or recognized national standards.*
3. Purchase as per sample shall not be indented/allowed. (PCMM/SCR office OPO No. 06/2023 dt 20.03.2023)
4. Procurement of ISI marked products: - RB Letter No. 2024/RS(G)/164/33/IR Dated:27.05.2024
 - a. Wherever ISI marked products are available, procurement will be restricted to ISI marked product only.
 - b. Wherever BIS specifications are available, specifications shall not reflect any preference for any brand.
 - c. The description of the subject matter of procurement to the extent practicable should not indicate a requirement for a particular trade mark, trade name or brand.
5. Purchase restriction for approved sources as available in UVAM. (RB Letter dt 30.03.2022).
6. In case of installation/commissioning is involved, readiness of site be ensured before physical delivery of materials/machines at site. (PCMM/SCR office OPO No. 17/2023 dt 18.10.2023).
7. Funds availability and certification be ensured before the procurement of material.
8. For PAC items, certification of Clause 6 (a) OR (c) and Sign of Competent Authority thereof. [6(a) certification and ST Powers in Rs Lakhs– AMM- 1, SMM-3, DyCMM-5, CMM-8, PCMM-15]
PAC Clause Certification - **Para 6:**
 - (a) No other make/brand will be suitable.
 - (b) This is the only firm who is manufacturing/stocking this item.
 - (c) A similar article is not manufactured/sold by any other firm, which could be used in lieu.

Note- Delete (a) or (c) whichever is not necessary.
9. Avoid splitting of requirement and submission of piecemeal/multiple/repeated indents for same items in short period.
10. GeM Non-availability Report: Key Word search as well as One Time OR Regular requirements.
11. Ensure clubbing of requirements for same item and vetting of NS Demands wherever necessary for bulk procurement by Stores officials.

IREPS/GeM Tender Finalization –Checks/Do's/Dont's

- Purchase officer must discuss and record in TCP/Acceptance Note of IREPS and e-office Noting towards TCP/Acceptance Note in GeM procurement:
- 1. TC case - Ensure TCM Date fixation in IREPS before proceeding/sharing TCP with TC Members
- 2. Technical suitability as per tender description.
- 3. Eligibility as per Tender Eligibility Criteria (Approved-UVAM, Performance, PAC/OEM etc.)
Note: - In case “Not more than three Indian Suppliers categorized as Approved Vendors” in UVAM – Reasons for not considering Lowest Developmental Vendor (if any) for bulk ordering shall be discussed/recorded.
- 4. Payment of EMD and/or Exemption (MSE Status and Debarment/Suspension in IREPS/GeM).
- 5. Local Content – Compliance of Public Procurement Order.
- 6. Rate reasonability/justification for recommended/accepted rates.
- 7. Applicability of SD, amount of SD, payment within prescribed period with penal action for failure thereof.
- 8. Important clauses such as SD % applicable (even if exempted), Failure & Termination etc. shall be clearly recommended in Acceptance Note/TCR so that same will be reflected in formal IREPS LOA/PO to ensure clarity for damages/penalty applicable in case of failure by firm.
- 9. Specific Reasons to be recorded for not considering the offer/offers, Re-tendering, Discharge of tender etc.
- 10. Tender Committee Cases:
 - a. Dissent of TC Member (if any) shall be brought to the notice of TAA in concluding Para of TCR.
 - b. TAA shall specifically comment regarding dissent of TC member (if any) and record the acceptance/rejection/modifications in reference to TC Members Recommendations.
 - c. Dissent among TC Members shall be handled as per extant and Generic instructions available on the matter. As per provisions in the Manual for Procurement of Goods, 2022, *“The Competent Authority (CA) can overrule such dissent notes after recording reasons for doing so clearly. His decision would be final.”*

Disclaimer in GeM Bid for Procurement:

If any clause(s) is / are incorporated by the Buyer regarding following, the bid and resultant contracts shall be treated as null and void and such bids may be cancelled by GeM at any stage of bidding process without any notice: -

1. Definition of Class I and Class II suppliers in the bid not in line with the extant Order / Office Memorandum issued by DPIIT in this regard.
2. Seeking EMD submission from bidder(s), incl. via Additional Terms & Conditions, in contravention to exemption provided to such sellers under GeM GTC.
3. Publishing Custom / BOQ bids for items for which regular GeM categories are available without any Category item bunched with it.
4. Creating BoQ bid for single item.
5. Mentioning specific Brand or Make or Model or Manufacturer or Dealer name.
6. Mandating submission of documents in physical form as a pre-requisite to qualify bidders.
7. Floating / creation of work contracts as Custom Bids in Services.
8. Seeking sample with bid or approval of samples during bid evaluation process. (However, in bids for specific categories, trials are allowed as per approved procurement policy of the buyer nodal Ministries)
9. Mandating foreign / international certifications even in case of existence of Indian Standards without specifying equivalent Indian Certification / standards.
10. Seeking experience from specific organization / department / institute only or from foreign / export experience.
11. Creating bid for items from irrelevant categories.
12. Incorporating any clause against the MSME policy & Preference to Make in India Policy.
13. Reference of conditions published on any external site or reference to external documents/clauses.
14. Asking for any Tender fee / Bid Participation fee / Auction fee in case of Bids / Forward Auction, as the case may be.