



Fax No: (J) 0191-2578089

(S) 0194-2506245

**UT of Jammu and Kashmir
Hospitality & Protocol Department
Civil Secretariat, Srinagar/Jammu.**

Sub: Re Constitution of Purchase Committee for Goods and Services**Government Order No. 11 HP(Estt) of 2021****Date: 17 -08-2021**

In pursuance to S.O 15 Dated 09-01-2020 issued by Finance Department, sanction is hereby accorded to the re constitution of Purchase Committee in the Directorate of Hospitality and Protocol Department, J&K as under:

- | | |
|---|------------------|
| 1. Director General Hospitality and Protocol, J&K | Chairman |
| 2. Director Finance, Hospitality and Protocol Department | Member |
| 3. Divisional Heads of H&P Jammu and Kashmir | Member |
| 4. Deputy Director H&P(Stores) | Member Secretary |
| 5. Representative of Industries and Commerce Department | Member |
| 6. Accounts Officer, Dte. Of Hospitality and Protocol Department. | Member |

The above committee shall observe the following guidelines:

1. The Committee Shall be free to co-opt any expert as may be required in the interest of Administration.
2. The Purchase Committee so constituted shall proceed in accordance with the procedure/ rules laid down in General Financial Rules 2017, Manual for Procurement of Goods and Services 2017, Manual for Procurement of Works 2019, Manual for procurement of Consultancy and other Services 2017, issued by the Ministry of Finance, Department of Expenditure, GoI and other instructions/ orders/ guidelines issued by the government of Jammu and Kashmir from time to time with special reference to the quality standard, specification and reasonability of the prices after making proper assessment of the requirements as projected through their indents by respective Heads of Departments within allowed budgetary provisions for the financial year. No liabilities for the next year shall be created.
3. The Committee shall ensure e-tendering/ e-procurement system of operation.
4. The Member Secretary of the committee shall be responsible for the safe custody of the tender documents, samples and other connected record.
5. The Committee shall also adhere to the relevant circular instructions issued by the Industries and Commerce Department with regard to marketing support to SSI Units.
6. The Committee shall follow the best practices of purchase of items/ equipments etc without compromising the quality with due regard to the codal formalities/ procedures to withstand scrutiny of law at any point of time.
7. The Committee shall take cognizance of the rate contract/ items as per approved standards for procurement.
8. Every effort should be made to avoid precedence of recourse to analogy.
9. 3/4th strength of the constituted Committee shall form the "Quorum".

J. K. S.

10. The Chairman, representative from the Administrative Department and Industries and Commerce Department shall be the essential members of the "Quorum"
11. The presence of Director Finance, Hospitality and Protocol Department is essential and he shall sign the minute of proceedings accordingly.

The Criteria for eligibility of bidders for various items/ Machinery/ Equipments etc shall be as under:

- a) A minimum of five years goods manufacturing practice of the Principal/ Original manufacturers in case of machinery / equipments in all related items
- b) A minimum annual turnover as tabulated below favouring Principal/ Original manufacturers on whose written authority the bidder submits tender supported by balance sheet of previous financial year:

S. No	Item	Minimum Annual Turn Over
1	Low end Equipments (upto 1.00 lacs)	Rs. 1.00 Crores
2	High end Equipments (upto 1.00 lacs to 10.00 Lacs)	Rs. 5.00 Crores
3	Sophisticated Items (More than 10.00 lacs)	Rs. 20.00 Crores

- c) Availability of latest ISO/ equivalent certificate
- d) PAN based Income Tax Clearance certificate of previous year
- e) Security Deposit shall range between two percent to five percent of the estimated value of goods to be procured in the shape of CDR/ FDR pledged to Chairman/ Member Secretary Purchase Committee and or as per the instructions of Government from time to time.
- f) The Director General Hospitality and Protocol shall be competent to register new firms as per the Act, governing norms, rules regulations for registration.
- g) SSI units are exempted from the application of criteria 'b' and 'c'
- h) The order shall come into force with immediate effect.

By Order of Government of Jammu & Kashmir

-Sd/-
Commissioner/ Secy. to the Govt
Hospitality & Protocol
Department.

No: HP-Actt/22/2021-05/28281

Date: 17-08-2021

Copy to:

1. Financial Commissioner, Finance Department
2. Director General Hospitality and Protocol, J&K, Srinagar
3. Director Finance, Hospitality and Protocol Department.
4. Director Industries and Commerce, Jammu/Srinagar.
5. Joint Director, Hospitality and Protocol, Jammu/ Srinagar
6. Deputy Director H&P, J&K Srinagar
7. Pvt. Secy to Commr. Secretary to Govt. H&P Deptt.
8. Govt Order File (w2sc)


Under Secretary to Govt.
Hospitality & Protocol
Department