

Government of Jammu & Kashmir
School Education Department,
Civil Secretariat, J&K

Subject: Constitution of Purchase Committees In School Education Department.

Government Order No:-297JK (Edu) of 2023
Dated:- 31 -07-2024

In supersession of all previous Government orders and in terms of sub section (3) of Section (C) of SO-15 of 2020 issued by the Finance Department, Sanction is hereby accorded to the constitution of following purchase Committees at the Directorate level and for Samagra Shiksha.

The Committees shall have the following composition:

Directorate School Education Kashmir

1	Director School Education Kashmir	Chairman
2	Representative of the Administrative Department not below the rank of Deputy Secretary.	Member
3	Joint Director Industries and Commerce Kashmir	Member
4	FA/CAO Directorate of School Education Kashmir	Member Secretary
5	Deputy Director (Planning), Directorate of School Education, Kashmir	Member

Directorate of School Education Jammu

1	Director School Education Jammu	Chairman
2	Representative of the Administrative Department not below the rank of Deputy Secretary.	Member
3	Joint Director Industries and Commerce Jammu	Member
4	FA/CAO Directorate of School Education Jammu	Member Secretary
5	Deputy Director (Planning), Directorate of School Education, Jammu	Member

Samagra Shiksha, J&K.

1	Project Director Samagra Shiksha J&K	Chairman
2	Representative of the Administrative Department not below the rank of Deputy Secretary.	Member
3	Joint Director Industries and Commerce Jammu/ Kashmir	Member
4	FA/CAO Samagra Shiksha	Member Secretary
5	Deputy Director (Planning), Samagra Shiksha, J&K	Member

The Purchase committees shall exercise powers for purchase of materials/articles, furniture etc. subject to the following conditions and stipulations:

- The Committee shall proceed in accordance with the procedures / rules as laid down in General Financial Rules-2017 and SO-15 of 2020 and SO 58 of 2020 issued by the Finance Department.

- b. The Committee shall ascertain the actual requirement of material, articles, furniture, etc. in the Institutions subordinate to the Department or its subordinate units estimated for utilization on need basis.
- c. The Committee shall formulate list of material, articles, furniture, etc. as need to be referred to the Purchase Committee for fixation of rate contract and may exempt such items of proprietary character which are not involved in the process of open tender in terms of rules.
- d. The Committee is empowered to constitute a sub-committee of experts of known technical capability and prudence/process to advise the committee on the nature, make and specification of the material, articles, furniture and other items etc. configuration with the actual requirement of items involving technical know-how.
- e. The Committee shall put only those items to tender as enlisted by the experts indicating full description of the items together with the required specifications, weight, quality, make etc. The material can be procured on the basis of standards fixed by the experts, as per the actual requirement of the Institutions where these items are required.
- f. The Purchase Committee may utilize the services of the experts from the qualified agencies to determine the quality of the material/product and the reasonability of rates vis-a-vis the quality and standard thereof.
- g. The committee shall ensure the adherence to all Codal formalities / Financial code.
- h. The Committee after ascertaining the lowest competitive rate with the recognition of standard or quality of the material may issue a formal rate contract order in favor of the approved firm in respect of each item.
- i. The Committee may necessarily call samples from the firms, whom they consider proper with due regard to the rate and quality of the product.
- j. If the committee makes a selection of an item offered by a Tenderer other than the lowest Tenderer for the Items, it shall record specific reasons for doing so and detail the preference for the item in terms of quality, standard and requirement prompting the action. The Committee after finalizing the rate contract shall approve the samples with seal and signatures affixed thereon and send one such approved sample to the intending officer to enable him to procure the material in complete conformity therewith.
- k. The instructions/conditions laid down In Finance Department's circular No. A/116(2205)-307 dated: 02.04.2007 shall be followed in letter and spirit. The rate contract shall remain valid for one year from the date of Issue of the order. The time schedules set out for performance of contract should be adhered to strictly. The Committee shall follow the guidelines as contained in the purchase manual, CVC guidelines and other rules on the subject.
- l. In order to facilitate the approved suppliers to make supply of materials smoothly the purchase committee may select one destination point in

each district for delivery of the material or if the contract is "FOR" then the delivery shall have to be arranged at the user point.

- m. In respect of rate contract, the rates fixed will remain valid for a period as may be specified by the Committee but not beyond one year from the date of issue of orders determining the contract. When the period of validity of rates has not been mentioned by the committee, the same will be valid for one year from the date of issue of order. For individual contracts, the rates will be valid till completion of the contract, as per the terms of the agreement / supply order.

By Order of the Government of Jammu & Kashmir.

Sd/-

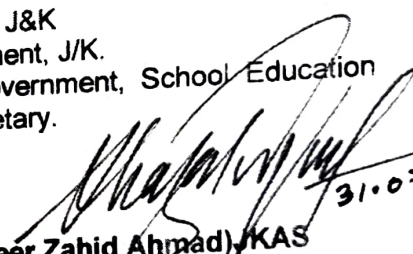
Alok Kumar (IRS)
Principal Secretary to Government
School Education Department

Dated: 31-7-2024

No: Edu/PS/SED/06/2023-01 (7110597)

Copy to the:-

1. Principal Secretary to Government, Finance Department, J&K.
2. Joint Secretary (Jammu, Kashmir and Ladakh), Ministry of Home Affairs, Government of India.
3. Principal Secretary to Hon'ble Lieutenant Governor, J&K.
4. Commissioner / Secretary to Government, Industries and Commerce Department.
5. Special Secretary (K) to the Government School Education Department.
6. Director Finance, School Education Department, J&K
7. Additional Secretary (B) to Government School Education Department
8. Director School Education, Kashmir / Jammu.
9. Project Director, SAMAGRA SHIKSHA J&K.
10. Director Planning, School Education Department J&K
11. Joint Director Industries and Commerce Department, J/K.
12. Private Secretary to Principal Secretary to Government, School Education Department for Information of the Principal Secretary.


(Peer Zahid Ahmad), KAS
Deputy Secretary to Government
School Education Department

31.07.24