East Central Railway

Office of the
Principle Chief Material Manager
HAJIPUR - 844101

Dt. 29.05.2019

No. S/ECR/SMM/SC/Policy/Spot Purchase

All Stores officers of Hq., Depots & Divisions

Sub: Joint Procedure Order for Procurement of Spot Purchase

Ref : Railway Bd's letter no. 2002/RS(G)/779/12 dtd. 14.12.2011

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With reference to above, a Joint Procedure Order for Procurement of Spot Purchase is being issued with the approval of GM/ECR and duly signed by PFA & PCMM in each page.

This supersedes the previous Joint Procedure Order for Procurement of Spot Purchase issued on 28.10.2003.

All concerns are requested to follow this Joint Procedure Order with immediate effect.

DA - Page no. 1 to 5

(D. K. Sinha)
Secy. to PCMM

Copy for kind information to :-

(1) Secy. to GM – For kind information of GM
(2) PS-1 to AGM – For kind information of AGM
(3) All PHOD/CHOD
(4) All DRMs of ECR

Secy. to PCMM 29/05

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EAST CENTRAL RAILWAY

Office of the
PCMM
HAJIPUR
No.S/ECR/Adm/SPC/01
Dated : 21.05.2019.

JOINT PROCEDURE ORDER

Sub : Procurement through Spot Purchase.

(Ref. : Rly Bd's letter no. : 2002/RS(G)/779/12 dated : 14.12.2011).

1.0 There are occasions to purchase materials on the spot without following the formal tendering system but by calling offers through physical visit of the premises of the firm by the nominated officers. This mode of purchase is commonly known as 'Spot Purchase'.

2.0 Keeping the instruction contained in Rly Bd's letter no.2002/RS(G)779/12 dated : 14.12.2011 in view, the following instructions/guidelines are issued in supersession of all earlier orders issued on this subject.

3.0 Conditions for resorting to Spot Purchase :

3.1 The concept of Spot Purchase, for the purpose of purchase, will be followed in very exceptional circumstances and should be supported by proper justification. Invariably the need to resort to spot purchase shall fulfill conditions as laid down under para (a) or (b) below :

(a) <u>Stock item</u> :

The stock item should be purchased only when the material is out of stock which is affecting train operations/earning of railways and supply against the existing covered dues if any, is likely to take more time and requirement is very urgent which cannot wait for the supplies to be received against the pending orders.

"The certificate to this effect to be recorded by at least the concerned SAG officer of the concerned user department."

(b) <u>Non-stock item</u> :

(i) For purchase of non-stock items where demand could not be foreseen in advance and material is required urgently for safe operation and where cash purchase powers are considered inadequate and emergency purchase through formal invitation of tenders etc., is likely to take considerable time.

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PCMM

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(ii) For purchasing of non-stock items which are required occasionally and making the detailed specification for the same is not considered practicable/economical or items of consumable nature where the quality available in the market is rapidly changing hence, it is not possible to finalize the specification and materials can be obtained by personal examination of feel, finish and appearance etc., like furniture, cutleries, linens, carpets and other furnishing items etc.

3.2 However, Spot purchase shall not be resorted to, for purchasing such items which have got detailed specifications and drawings and are required to be purchased only from approved sources.

3.3 This administrative arrangement may be exercised under inescapable circumstances duly recording reasons at the level of DRM/PHOD/AGM.

4.0 Procedure for Spot Purchase :

4.1 Since Spot Purchase is one of the modes of purchase, therefore, there should be a proper requisition for non-stock and SRS/SPS/Red Slip etc items and Emergency Recoupment Memo (ERM)/Red Slip for stock items. The quantity is to be restricted to bare minimum. For stock items, demand may not exceed three months requirement and the same to be adjusted against the immediate ensuing demand.

4.2 The proposal for Spot Purchase of 'Non-stock' items shall be submitted for the specific approvals of the authorities detailed in para 5.0 below, by the concerned consuming department after obtaining the concurrence of Associate finance.

The proposal for Spot Purchase to 'Stock' items shall be submitted for the specific approvals of the authorities detailed in para 5.0 below, by the concerned Purchase officer of Stores department after obtaining the concurrence of Associate finance.

5.0 Authorities competent to approve Spot Purchase :

(a) For Field Units i.e. Divisions & Workshops :

(i) Items valuing upto Rs.15 lakh (for both Stock & Non-stock) will require the approval of the DRM/CWM.

(ii) Items valuing above Rs. 15 lakh and up to Rs.25 lakh (for both Stock & Non-stock) will require the approval of the PCMM. The proposal shall be submitted through concerned PHOD/CHOD.

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(iii) Items valuing above Rs.25 lakh (for both Stock & Non-stock) will require the approval of the AGM (for Open line) and of the CAO(C) for Construction Organization.

(b) <u>For HQRS & Construction Organisation</u> :

(i) Items valuing upto Rs.25 lakh :

For Non-stock items : will require the approval of the PHOD of the consuming department.

For Stock items : will require the approval of the PCMM.

(ii) Items valuing above Rs.25 lakh (for both Stock & Non-stock) will require the approval of the AGM (for Open line) and of the CAO(C) for Construction Organisation.

6.0 After the proposal has been approved by competent authority as mentioned above, proper file will be opened in convener's office against the requisition for Non-stock items and Emergency Recoupment Memo (ERM)/Red Slip of Stock items.

7.0 The Spot Purchase would invariably be made by the Spot Purchase Committee (as detailed below) consisting of 03 officers, one from Stores Department (to be nominated by DRM/CWM/PCMM), one from Account Department (to be nominated by DRM/CWM/PFA) and one from indenting department (to be nominated by concerned co-ordinating HOD/DRM/CWM). The Stores officer will act as the Convenor to the committee for Stock & Non-stock items.

8.0 <u>Level of Committee</u> :

8.1 The level of **Spot Purchase Committee** (SPC) will be as under :

SN	Value of Purchase	Stores Deptt.	Indenting/Consuming Deptt.	Account Deptt.
1	Upto Rs. 10 lakh	Sr.Scale Officer*	Sr.Scale Officer*	Sr.Scale Officer*
2	Above Rs. 10 lakh & upto Rs.50 lakh	JAG/SG officer	JAG/SG officer	JAG/SG officer
3	Above Rs.50 lakh	SAG officer	SAG officer	SAG officer

* if Sr. Scale officer is not available, then JAG/SG officer will associate the SPC.

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Note :

(i) If there is more than one item to be purchased at one time, the total value of all the items will be the guiding criteria for deciding the level of the committee and the competent authority to sanction.

(ii) The above composition of SPC will also be applicable for ZTCs and CTIs located within the jurisdiction of the Zone (e.g. for East Central Railway, the procedure will be applicable to ZRTI/Muzaffarpur).

In case of CTIs, the nomination will be done by respective directors & in case of other units, by concerned PHOD/CHOD officer of HQ.

8.2 The Spot Purchase Committee will first make a market survey and then duly considering the sources indicated by the indenters, shall obtain quotations from suitable sources and while obtaining the quotations for items to their specification, normal rules laid down for obtaining the quotations (as in the case of cash purchase) will be followed. In conducting their business, the Committee shall give due regard to the Canons of Financial Propriety, while doing Spot Purchase.

8.3 Inspection of materials, if required/called for, shall be done by Member of Indenting department or his authorized representative.

8.4 The committee will draw proceedings duly covering all the aspects listed below :

i. Authority for constitution of the Spot Purchase Committee.
ii. Description of the item.
iii. Tabulation statement.
iv. Brief discussion of the offers obtained.
v. Recommendations/Acceptance with certification on reasonability of recommended rates.
vi. Unusual terms & conditions and deviations, if any, accepted.
vii. Consignee.
viii. Delivery terms & delivery period.
ix. Paying authority and bill Passing Officer.

8.5 The proceedings of the purchase finalized shall not require any further approval but this will be made available for internal check/audit and the minutes of the committee shall be kept on the file.

8.6 All decision in the matter of purchase will be taken by the committee and the decision taken by the committee in regard to purchase will be final. In case of non-agreement of the three members, Convener is required to put up the papers to his next higher authority for a decision, who may take a decision at his own or in consultation of Finance. However the reasons for the decision are to be recorded on the file.

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8.7 Formal communication (in the form of PO or letter) detailing the description/specification of the item, terms & conditions, inspection clause, delivery period, payment terms & paying authority etc shall be issued, duly signed by the convener of SPC for placing order on the firm.

8.8 Field Units i.e., Division/Workshops as well as HQRS & Construction Organization shall maintain proper record of such Spot Purchase nominated by them.

9.0 Payments :

9.1 Cash payment should be avoided, unless payment is made through cash imprest.

9.2 **Stock Items** : Payment to the suppliers may either be made in cash on the spot from cash imprest or through cheque to be issued by Accounts officer. In case of stock items, the cheque/cash payment may be made against a Pay order prepared by the Stores member of the Spot Purchase committee against a proforma invoice. Alternatively, normal payment terms through PFA may be followed depending upon the agreed terms & conditions.

9.3 **Non-stock Items** : Payment to the suppliers may either be made in cash on the spot or through cheque to be issued by Accounts officer. In case of cheque/cash payment, the Pay order against a proforma invoice will be prepared by the Indenting department's representative in the Spot Purchase committee. Alternatively, payment through PFA may also be followed depending upon the agreed terms & conditions.

10.0 The material purchased will be accounted for as is being done for material received against regular purchase orders. In case of stock items, formal R/Note should be granted. The R/Note should invariably bear respective Pay Order no. & date if paid through Pay order. The POs for Stock items will be fed in iMMS so that R/Note can be generated by iMMS system.

11.0 The report of Spot purchase may be put up to the PHOD/CHOD of concerned department by the convenor of the committee for information, after completion of Spot Purchase i.e. after the receipt of supplies.

12.0 The Spot Purchase Committee shall ensure that the purchase is completed with 45 days of appointment of the committee, failing which fresh approval of AGM/PCMM/PHOD/CAO(C)/DRM/CWM (as the case may be) should be obtained for purchase of the items through Spot Purchase.

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