

SOP
for Local Purchase Committee (LPC)
for procurement of items other than Medicines and Medical Stores for BMHRC

I. Constitution of Committee :-

Local Purchase Committee for procurement of items other than Medicines and Medical Stores for BMHRC, Bhopal has been constituted vide Notification No. DIR/BMHRC/Notification/2017/150 dated 20th December, 2017 comprising of following members of the Committee :-

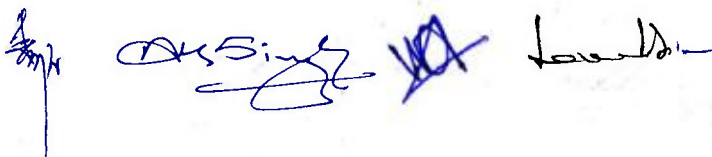
Mr. Devendra Singh, SMES, Deptt of Engg. Services, BMHRC	-	Chairman
Mr. Neelesh Rawat, Engineer (Electrical), Deptt. of Engg. Services, BMHRC		Member
Mr. Amit Singh, Store Keeper, Deptt. of Sores, BMHRC	-	Member
Mr. Sanjiv Subherwal, Asstt. Purchase Officer, Deptt. of Purchase, BMHRC-		Member Secretary

II. Procedure to be followed for procurement of goods :-

1. There should be mention of financial implication of total estimated cost in each and every requisition, of proposed item(s) needs to be procured.
2. Technical Specifications of the item must be attached with the items requisite for procurement *(If applicable)*
3. Proper Bids for the items be called from the bidders should be in prescribed format only with mention of proper quotation enquiry number. In order to maintain uniformity of rates for the purpose of comparison of quoted prices, a format of quotation for inviting quotations should generally defined as appended below. However, the format can be modified according to nature of goods to be procured *(If applicable)* :-

S. No.	Item Description	Required Quantity	Company / Brand Name	MRP/List Price	Discount in %	GST in %	Price to BMHRC (including GST & Discount)	Total Net Price (Required Qty. x Price to BMHRC)
	1	2	3	4	5	6	7	8 <i>((Col 1 x Column 7))</i>
<i>To be filled by the user at BMHRC</i>			<i>To be quoted by the bidder</i>					

4. Quotations may be called in two-bid system i.e., both Technical-Bid & Price-Bid *(If required)* depending on the nature of goods to be procured, where technical evaluation is required prior to opening of the Price Bids. Sample of the items(s) may be asked for, from the bidders *(If required)* for it's assessment / evaluation.

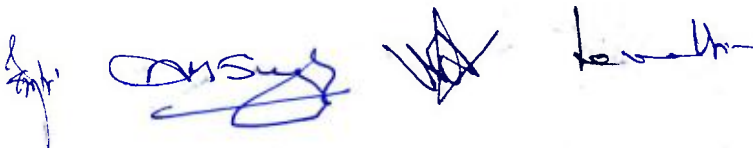


5. All requests for quotations (RFQs) must be uploaded on the website of BMHRC after recommendations / intimation by the HOD of the relevant Department. A column (Icon) under heading with "Quotations" to be added on the website of BMHRC, so that all requests for Quotations (RFQ's) may be uploaded on the website under this heading (Icon).
6. Minimum three sealed quotations should be received against each enquiry number, before due date of submission of Bids, in 1st call.
7. Bids received through e-mail / Fax / soft copy will not be considered. Only sealed envelope with proper quote of quotation number on the top of the envelope will be considered for opening of quotation.
8. Minimum 10 days time should be given for submission of bids. However, in case of emergency and urgent requirement of item, minimum 3 days time to be given for submission of bids.
9. Sealed quotations received against each enquiry, to be submitted in the sealed Box, marked as "QUOTATION BOX" kept in the Basement of Administration Block (Near Deptt. of Purchase).
10. Comparative Statement of the quoted items and rates will be prepared by the relevant department in order to identify L-1 and subsequently, put up for approval of the Competent authorities of BMHRC.
11. Conditional Bids will be rejected.

III. Functions of Local Purchase Committee for procurement of items other than Medicines and Medical Stores for BMHRC :-

1. The Committee will work in compliance to GFR 155 – Purchase of goods by Purchase Committee which states as under :-


"Purchase of Goods costing above Rs. 25,000 (Rupees Twenty Five Thousand only) and upto Rs. 2,50,000/- (Rupees Two Lakh and fifty thousand only) on each occasion may be made on the recommendations of a duly constituted Local Purchase Committee consisting of three members of an appropriate level as decided by the Head of the Department. The Committee will survey the market to ascertain the reasonableness of rate, quality and specifications and identify the appropriate supplier. Before recommending placement of the purchase order, the members of the committee will jointly record certificate as under :-





"Certified that we, members of the Committee are jointly and individually satisfied that the goods recommended for purchase are of the requisite specification and quality, priced at the prevailing market rate and the supplier recommended is reliable and competent to supply the goods in question, and it is not debarred by the Department of Commerce or Ministry / Department concerned"

2. Bids received against various enquiries in the sealed "Quotation Box" will be opened by the LPC on every Wednesday at 3 : 30 p.m. at BMHRC.
3. Sealed Bids received against each enquiry, will be opened by the members of the Local Purchase Committee (LPC) in compliance to GFR – 155.
4. Samples of the items will be sent to the user for it's evaluation and recommendations (If applicable).
5. After opening of Bids, the above Committee may survey / e-survey the market to ascertain the reasonableness of rate, quality and specifications and identify the appropriate supplier. Before recommending placement of the purchase order, the members of the committee will jointly record certificate as per GFR – 155, on the comparative statement of the item(s).
6. To ensure the compliance of procurement of procedure as per GFR – 155, pertaining to market survey / e-market survey in order to indentify the appropriate supplier and reasonability of rates, above will be satisfied by uploading of requirements on BMHRC website and hence, should not be limited to only known or registered suppliers. In order to ascertain the quality and specifications of the items, the format prescribed for call of bids has already been formulated. However, if needed the Committee may survey the market / e-market to ascertain the requirement of items and submit the Certificate as mentioned under GFR – 155.


Amit Singh
Store Keeper
Deptt. of Stores, BMHRC
(Member)


Sanjiv Subherwal
Asstt. Purchase Officer, BMHRC
(Member Secretary)


Neelam Rawat
Engineer (Electrical)
Department of Engineering Services
(Member)


Devendra Singh
Senior Manager -Engineering Services, BMHRC
(Chairman)

