

भाकअनुप - केन्द्रीय रोपण फसल अनुसंधान संस्थान कासरगोड, केरत, भारत

An ISO 9001:3015 Corresponding

CENTRAL PLANTATION CROPS RESEARCH INSTITUTE KASARAGOD - 671 124 KERALA, INDIA



Date: 06.09.2021

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e.F.No. 35(1)RC/CHEMICALS/2021-22

CIRCULAR

In compliance of the Ministry of Finance (DoE) Govt. of India OM F.No. 1/26/2018-PPD Dated 02.04.2016 & duly endorsed by ICAR vide Endorsement, F.No. FIN/22/1/2016-CDN (A &A) Dated 23.10.2020, the Competent Authority has approved to discontinue with the Rate Contract system (Rule 148 of GFR 2017) and the following new method of stores purchase to be followed:-

- 01. It is a mandatory requirement to procure the tangible and intangible goods through GeM (Government e-Marketplace) as per rule 149 of GFR 2017.
- All the Heads of Divisions/Sections has already been provided the GeM ID and Password to 02. verify the availability of item though GeM for required products. Before submitting any type of purchase proposal it must be ensured the GeM availability and GeM ID to be indicated in the proposal.
- 03. All the details pertaining to the procurement shall be incorporated in the RFP format i.e. Description of product, estimated amount of purchase, GeM product ID etc. (ref. Annexure I).
- 04. In case of the non-availability of item (s), GeM non availability GARPTS report may be generated and submitted to stores section for further consideration at their end.

The above instructions are issued in consonance with Ministry of Finance (DoE), Goyt, of India Rules/Regulations and all the concerned are requested to adhere strictly.

Hareesh Nair

(Hareesh Nair) ChiefAdministrative Officer

Copy to :-

- 01. All Heads of Divisions/Sections, ICAR-CPCRI, Kasaragod. (Through e-mail)
- 02. The Heads of Regional Station, Vittal/Kayamkula/ Scientist In-charge Kahikuchi/Mohitnagar.
- 02. e-Office NOTICE BOARD, ICAR-CPCRI, Kasaragod.

ICAR-CENTRAL PLANTATION CROPS RESEARCH INSTITUTE P.O. KUDLU, KASARAGOD -671124

ANNEXURE -1

PROPOSAL FORM FOR STORES PURCHASE

NO. Proposal No	:	Budget allocation Expenditure on the date	:	j;
Division	:	,		
Project No	:			
Funding source		Date	•	,

The following items are required for use in my Division/Section. Arrangements may kindly be made to supply the same at an early date

Sl.NO.	Full Descr	iption	Stock on hand	Qty Required	Appox. Cost (Rs.)	Available with GeM	GeM Product ID No.
1	2		3	4	5	6	7
				,			
		T					

Siganature, Name and Designation of the Indentor

Head/Division/Section

Approved/Deferred

<u>NB:</u>

- These proposal may be prepared in duplicate retaining the duplicate with the section concerned. Difference proposals under different Budget Heads may please be prepared and sent for early disposal/procurement
- The approximate date by which the materials are required should be invariable indicated under remarks column.
- Detailed specification of materials, equipments etc. should be indicated. Probable source may
 also be indicated if known.
- The columns "stock on hand" should be got filled up by the stores officer/person in charge of stores with date on which position is indicated.