A Committee was constituted comprising of the following Officers to suggest in the light of the present instructions, the appropriate procedure that has to be followed in respect of procurement and servicing of certain assets of the CSB.

1. Shri. A. Manoharan, Deputy Secretary [Finance] – Internal Audit

2. Shri Mathew Thomas, Deputy Secretary [Admn.]

3. Shri. N.Jayaprakash, Assistant Secretary [Tech.]

4. Shri. G.K.Bandyopadhyay, Accounts & Audit Officer

5. Shri. K.Velu, Assistant Secretary [Admn.]

The Committee submitted its report in September 1998, and remarks were requested from the Directors of the Main Institutes. The remarks which were received were discussed in a Meeting chaired by the Chairman, CSB on 14.01.1999.

Based on the discussions, the following procedures are suggested:
2.1.1. GENERAL PROCEDURE THAT IS TO BE FOLLOWED IN ALL THE CASES OF PURCHASES.

a] Indent to be submitted by the concerned well in advance to the Unit in charge.

b] Indent is required to be evaluated by taking into account the norms fixed, if any, by the in charge Officer. In the case of the Main Institute any responsible Officer of the rank of Joint Director can be designated by the Director.

c] Floating of enquiry letters/calling quotations/inviting tenders with standard terms & conditions. Enclosed format [limited tender] can be used with necessary additions [Annex-I].

d] Specifications should be clear & elaborate in the tender form itself to make uniform evaluation and to have quality products. Floating of quotes or tenders without specifications could lead to infructuous and or unequal evaluation and will be held against the in charge officer.

e] EMD clause to be incorporated wherever the estimated value is more than Rs.10,000/-. The EMD will be 2% of the estimated value rounded off to the nearest 50 rupees. EMD need not be insisted upon from bidders who produce the following:

2. Exemption Certificate issued by the concerned authorities such as SSI, etc.,
f] To constitute Purchase Review Committee [PRC] at unit level, /Directorates’ level & at Central Secretariat with the minimum 3 Members as stated below:

The senior most Officer of the PRC shall not be of a rank less than one step below the unit in charge.

I. One from Technical / Research Section
II. One from Accounts / Audit side
iii. One preferably from the Stores Section or the Section which handles purchase.

[Additional Members can be co-opted if found necessary at the time of evaluation]

The brief duties & responsibilities of the Committee are enclosed for ready reference as Annex-II.

g] The Unit in charge will have to be continuously sensed of the prevailing market rate of the items proposed to be procured with reference to their quality, durability, suitability, etc. For main Institutes, these include rates for all common items, reputed company rates, rate contracts of GOI or the State where the unit is located, latest schedule of rates of PWD of the State/CPWD.

h] Performance security can be insisted for big purchases having high value say exceeding Rs.50,000/- on each item in order to ensure warranty obligation.

i] A Negotiation Committee [different from the Purchase Review Committee] shall also be constituted at Institute level with minimum
3 Members for purchase exceeding Rs.1.00 lakh which will negotiate with only the lowest bidder and bring the rates down to the utmost advantage of CSB as below:

[1] A senior Officer not below the rank of Joint Director for purchase upto Rs.2.00 lakhs and the Director above the level.

[2] One senior person from Administration / Accounts / Audit &

[3] A senior Officer from indenting Section not below the rank of Deputy Director.

j] [a] The financial delegation given vide Circular No.CSB-5[BM-100]/98-Cordn. Dated 30.06.1998 as amended from time to time will apply strictly in all the cases of final approvals of purchases/works.

[b] All the purchases effected need to be stock entered in the respective registers such as Dead Stock Register, Consumable Register, Perishable Register, etc., and a certificate to that effect recorded in the bill itself before the payment is effected.

k] Documents & information to be submitted along with proposal is given below:


[2] Quotations received in original
3.1 EQUIPMENTS AND GLASSWARE

Equipments used by the CSB can be classified as [a] equipments which are manufactured in the decentralized sector [b] those equipments, glass wares and plastic ware which are manufactured by small suppliers, using standardized procedure, [c] those equipments, glassware and plastic ware manufactured by larger concerns, adopting standards and general industries specifications.

3.2 CONSUMABLES

Consumables used by the CSB can be classified as [1] Chemicals excluding chemical fertilizers, [b] Chemical fertilizers & pesticides, disinfectants [c] Farm Yard Manure and [d] Miscellaneous consumables.

3.3 REPAIRS TO VEHICLES

The approach would depend upon the number of vehicles at a location and the nature of the location. This could be categorized into [1] centralized locations, [b] dispersed locations.

3.4 CIVIL AND ELECTRICAL WORKS
Civil and Electrical works could be categorized into [a] petty works, where no specialized skills or architectural inputs are required and [b] larger works which require special technical inputs. Examples of the former would be whitewashing, minor masonry works like putting up of simple sheds, depending of open wells, etc. Examples of [b] would be like construction of overhead tanks, new blocks of buildings, deep bore well works, etc.

3.5 PURCHASE OF OFFICE CONSUMABLES

These could be categorized into [a] bulk requirements of paper and computer stationery of all kinds, [b] minor consumables like ink, stationery and cleaning materials, etc.

3.1.1 EQUIPMENTS AND GLASSWARE [INCLUDING PLASTICWARE]

[a] Those which are manufactured in the decentralized sector

These relate to equipments like bamboo trays and mountages, feeding stands, leaf chambers, etc.

In the case of the North-East, and States where there are Bamboo Producers Primary Societies, based on a minimum of 3 quotations, and a check of the reasonability of prices, orders may be placed on the Societies for supply after evaluation of prices with reference to specifications by the Purchase Review Committee [PRC] constituted. In the case of other States, where bamboo is not grown and such primary Societies are not there, procurement should be done based on a minimum of 5 quotations, after evaluation & ensuring that quotes conform to specifications in all cases by the Purchase Review Committee. In the case of minor requirements like rearing stands, and leaf chambers, the Unit in charge can buy the material locally, indicate specifications and get these made by paying labour charges as per local rates. In case of products manufactured
using materials other than bamboo, procurement should be done based on a minimum of 5 quotations.

[b] Those which are manufactured by small suppliers, using standardized procedure

In these cases,. After determining the specifications, quotations must be called for from a minimum of 10 suppliers. For evaluation, the reasonability of rates and all charges upto destination, conformity to specifications must be take into account by the Purchase Review Committee. A minimum of 3 quotations would be required for evaluation by the constituted Committee.

[c] Those manufactured by large concerns, adopting standards and general industry specifications.

In these cases, the standard producers of quality equipments will be short-listed and for purchases upto Rs.2.00 lakhs, bids with clear statement of specifications will be called from the above producers.

In case of purchases exceeding Rs.2.00 lakhs of the particular equipment, tenders may be called for in that Newspaper which has circulation in the area where such manufacturing is clustered. Indicative format of Tender Notice &Contents of Bid/Open Tender documents can be used with necessary additions [Annex-IV]. The bids received will have to be evaluated by the Purchase Review Committee bearing in mind reasonability of rates and all charges upto destination, conformity to specifications.

In case the items in [b] and [c] above are available, either in a contract agreement of the DGS&D or the Stores Purchase Dept. of the concerned State/Central Govt. and the specifications of the items covered meet functional needs, no tenders need be called, but procurement can be made on the basis of
rate contract subject to the established nature of the supplier and the product. In the event of doubt, quotes may be called and the above taken as a basis for negotiation.

In the case of quotations and tenders, an indicative format is enclosed with this Note as Annex-I & IV. Guidelines relating to EMD are also enclosed as Annex-III. No EMD need be insisted upon if estimated value of purchase is less than Rs.10,000/- in each case. EMD need not be insisted upon from bidders who produce the following:-


[2] Exemption Certificate issued by the concerned authorities such as SSI, etc.

In case of all purchases of [1], [b] and [c] upto Rs.2.00 lakhs, the calling of open tenders would not be required. For purchases of above Rs.2.00 lakhs, open tenders may be invited limiting the advertisement to those newspapers [including local languages] which circulate in the area from which the response is expected.

3.2.1 CONSUMABLES

[a] Chemicals excluding chemical fertilizers

In the case of formaline, purchase may be made from the Hindustan Organic Chemicals Ltd. Or their closest authorized dispensing agency.

In the case of chemical fertilizers and Bleaching Powder, the Main Mulberry Research Institute of each area in consultation with NSSP, will shortlist specifications and 3 or 4 standard producer / authorized suppliers of quality
Bleaching Powder of the area. Purchase can be made on the basis of quotations from these 3 or 4 standard producers/suppliers short listed for the region by all CSB centres of the area. No EMD need be insisted upon if estimated value of purchases is less than Rs.10,000/- in each case. All procedures will have to be observed.

In the case of other common chemicals, the procedure that would be adopted is similar to what is suggested in the case of category [b] of Equipments. In the case of fine chemicals, the rate contract, if any, finalized by CSIR or Central Govt. agencies may be used to identify suppliers and adoption of rates.

[b] Farm Yard Manure

As advised in the Circular No. CSB/31/2/TC[Inputs]/96-97/RCS dated 09.02.1999 [copy enclosed], every CSB land based activity Centre should plan to generates its own Farm Yard Manure requirement from its own area.

In the event of any further requirement, it will be the responsibility of the Unit in charges to identify sources, negotiate rates, and to obtain the same with the concurrence of the Director of the Main Institute/NSSO. Each mulberry Main Institute and Director, NSSO in consultation with each other, will evolve for each region ceilings for standard units of Farm Yard Manure for the States concerned by the Main Institute so that the proposals sent by the subordinate units can be checked for reasonableness. The Unit in charge will also explore the possibility of entering into a standard arrangement with the local Municipality / local body for obtaining Farm Yard Manure from it and at rates fixed by the Municipality / local body.

[c] Miscellaneous consumables.
The procedure to be followed in this case is similar to category [a] & [b] of Equipments depending on the nature of consumable.

3.3.1 `REPAIRS TO VEHICLES

In the general delegation of Powers vide Circular No.CSB-5[BM-100]/98-Cooordn. Dated 30.06.1998, norms relating to tyres and batteries have already been laid down. These would apply to centralized and decentralized locations.

[a] Centralized locations

The centralized locations of vehicles would be the Main Institutes and Central Office. In these places, a senior Officer would have to be designated as in charges of vehicles. The Director/Member-Secretary will constitute a Committee which will short-list a minimum of 8 Workshops from among those on the approved list of State and Central Government / Central Govt. Public Undertakings in the area. This short-listing will be done after visit to the list of Workshops and examination of their facilities by the nominated Committee.

The defects reported by the Drivers must be examined by the Officer in charge with the help of Vehicle Mechanics wherever posted with respect to the frequency of its earlier occurrence, and gravity. In only those cases where special expertise is required and unavailable in the Institute, an appraisal may be made using a qualified mechanic from outside. Quotations then are invited from the short-listed Workshops. Quotations received will have to be evaluated separately by the Purchase Review Committee for the cost of spare parts [specifications have to be clear and exact while calling for quotations] and labour separately and orders placed for the most reasonable arrangement. In the case of all major engine works, entrustment should be done only to the Authorized Dealer.
In case the vehicle is to remain in the Workshop for a period exceeding a week, the vehicle in charge will ensure that visits are paid to the Garage to ensure that the vehicle is protected and works are undertaken.

In all cases, it should be ensured at the time of taking delivery and payment of bills that all repairs have been satisfactorily completed.

[b] Dispersed Units

In the case of dispersed units, the Unit in charge will shortlist a minimum of 3 Garages close to the unit with good facilities and have the work carried out there. In the case of major engine repairs, the authorized dealer close to the Unit may be awarded the work.

In all cases, it should be ensured at the time of taking delivery and payment of bills that all repairs have been satisfactorily completed.

The Proforma for the history sheet of each vehicle is enclosed as Annex-IV. The proposals for sanction of repairs to the vehicles to the Competent Authority should be accompanied by the form enclosed as Annex-V, in addition to the quotations and evaluation of bids. All the persons of the Committee who evaluate the bids will have to sign and give a certificate in the format enclosed as Annex-VI that they have taken into account all relevant points and exercised maximum prudence.

3.4.1 CIVIL AND ELECTRICAL WORKS

Classification of works as below is to an extent subjective and would depend on the discretion of the Director of the Main Institute.
[a] Petty works, where no specialized skills or architectural inputs are required.

In the case of these works, estimates can be got prepared by the maintenance staff in the Institute, if adequately qualified or from a local licensed Chartered Engineer.

A short-list of contractors on the rolls of the CPWD, State PWD/other Govt. agencies such as PHE, KLAC, etc. may be maintained in the Main Institute.

For works below Rs.2.00 lakhs, civil bids can be invited from the above contractors with detailed work specifications, evaluated with the help of the Maintenance Staff / Chartered Engineer and proposal for the entrustment of the works sent to the Competent Authority. There may be many cases where materials can be purchased from the market especially from the quality suppliers on the basis of quotations and work got done by paying the standard labour charges in the area. All Main Institutes should have with them the CPWD and the State PWD schedule of rates for the current year and previous year. As in the case of vehicles, a senior Officer may be made responsible for the regular inspection of civil and electrical works of the Institute, compilation of standard market rates/labour charges and data in respect of commonly used materials for purposes of arriving at a conclusion on the reasonability of rates during evaluation by the Committee. An indicative form of the Tender Schedule & the contents of bid document if the Institute is floating bids for the works is annexed which can be used with necessary additions [Annex-VII].

All proposals sent to the Competent Authority after evaluation will carry a certificate by the evaluators and the Director / Unit in charge as given below: -
CERTIFICATE

This is to certify that the evaluation of bids have been done very carefully and prudently after taking into account all the relevant points including the market rates/CPWD rates to the best of my / our knowledge.

Signature of the Committee Members   Signature of the in charge Officer

[Seal]

[b] Larger works which require special technical inputs

In these cases, estimates may be got prepared by the CPWD/State PWD/other Govt. agencies and instructions sought from the Central Office on whether the works are to be entrusted to the CPWD/State PWD or tenders floated by the Institute and the work got executed by the Chartered Engineer / Consultant.

3.5.1 PURCHASE OF OFFICE CONSUMABLES

[a] Bulk requirements of paper, computer stationery, etc.

For this category, each Main Institute in consultation with NSSO will shortlist for the area reputed manufacturers, obtain from them a list of their authorized agents and finalise proposals for purchase after inviting sealed bids/quotations from a suppliers in the panel. For evaluation, a minimum of 3 bids is necessary.

The purchases will be based on an estimation of half-yearly requirements and an arrangement can be entered into with the supplier for delivery of the half-yearly requirement in installments which can also be paid on delivery of each installment.
With regard to other Units, the purchases will be based on an estimation of quarterly requirements for which the procedure that would be adopted is similar to what is suggested in the case of Category [b] of equipments.

[b] Minor consumables like ink, stationery and cleaning materials

These can be purchased from the Central Govt. / Co-operative agencies which are known for supply of good quality materials.

3.5.2 Guidelines for Dead Stock Verification

The guidelines for verification of dead stock articles by the Stock Verification Officer is enclosed as Annex-B which may please be strictly followed.

Sd/-

[ARUN RAMANATHAN]
MEMBER SECRETARY
PROFORMA FOR SEEKING SANCTION

01. Name of the Institute / Unit : 

02. Item purchase / proposed to be purchased : 

03. Whether purchased previously / new item : 

04. If purchased previously, what was the quantity purchased & the balance in stock with rate, the firm/party from whom purchased. : 

05. Quantity purchased / proposed to be purchased : 

06. Rate : 

07. Amount : 

08. Utility of the proposed item : 

09. How many enquiries were sent by Certificate of Posting : 

10. No. of firms / parties responded and whether offers received in sealed covers : 

11. Whether there was any Committee to open the tenders and whether done in the right manner of the office procedure.
12. A copy of the original tender floated to be enclosed :

13. Original quotations received to be enclosed :


15. Whether the purchase is based on the lowest rates and if not the reasons.

16. The necessity of the items proposed for purchase :

17. Whether budget provision is available and Budget year

18. Whether DGS&D rates, if so the rates :

19. Whether there are any norms laid down by Central Office for the purchase. If no norms have been laid Down, whether the purchases this year are in keeping with the purchases made last year. Otherwise, the increase in quantity & expenditure should be sufficiently justified.

20. List of documents enclosed :

21. Certificate whether enclosed :

Signature of Officer Incharge
TENDER QUOTATION / ENQUIRY FORMAT
[IN CASE OF LIMITED TENDER]

To

Sir,

Sub:-

-------

This office is interested in purchasing _______________ [item] ______ [Quantity]. The interested supplier may offer their lowest rate for supply of ______[item] with the following specifications/Terms & Conditions:-

<table>
<thead>
<tr>
<th>Name of the Item</th>
<th>Quantity</th>
<th>E.M.D.</th>
</tr>
</thead>
<tbody>
<tr>
<td>With specifications</td>
<td></td>
<td>Rs.</td>
</tr>
</tbody>
</table>

Quotations should be addressed to ____________________________ and sent in a sealed envelope super scribining as “Quotation for ____________________”
The quotations should reach this office on or before ______ [Date] _____ [Time]. The quotations received after the due date & time of receipt will be rejected summarily.
Opening of Quotations:- Date, time and venue shall be given.
The __________ [Incharge Officer] reserves the right to accept or reject any or all quotations without assigning any reason whatsoever.

**TERMS & CONDITIONS**

The following clause should be included in all the enquiry letters.

[1] EMD : Quantum – Either in terms of percentage or fixed amount.

   Form       - Demand draft, pay order or Postal Order, Bank Guarantee, Caution Money Deposit, cash, etc.

   To indicate on whose name the Demand Draft, Pay Order or Postal Order, Bank Guarantee, Caution Money Deposit shall be taken & no interest will be paid.

[2] Validity

[3] Delivery Schedule

[4] Inspection

[5] Rate per unit & Destination [FOR]

[6] Payment Schedule

[7] Taxes/Other Statutory duties

[8] Liquidated damages for delay & non-supply

PURCHASE REVIEW COMMITTEE’S DUTIES AND RESPONSIBILITIES

[1] To open of the bids/quotations and to sign on all the quotations and covers/envelopes.

[2] To prepare comparative statement of all the quotations.

[3] to evaluate quotations taking into account all the factors including specifications. To submit specific recommendation along with evaluation report duly signed by all the Members.

[4] To get convinced with the reasonability of prices quoted.

EMD – GUIDELINES

[1] EMD should be in the form of cash, Demand Draft, Pay Order, Postal Order, Caution Money Deposit, Bank Guarantee, etc. from scheduled / Nationalized Banks.

[2] In the enquiry letter / quotation, EMD shall be clearly mentioned as to the quantum.

[3] The EMD shall be fixed at 2% on the estimated value of the tender rounded off to the nearest 50.00 Rs.

[4] Forfeiture clause shall be inserted in case of failure of the supplier within the time schedule. The EMD shall protect the purchaser against the risk of supplier’s conduct.

[5] EMD will be discharged upon executing the order and / or furnishing the performance security.

[6] In order to claim exemption from furnishing EMD, the supplier should submit a copy of exemption certificate from the concerned authorities.

[7] No. EMD will be insisted upon if estimated value of purchase is less than 10,000/- in each case / per order.

[8] Unsuccessful bidder’s EMD will be discharged/returned as promptly as possible upon finalization of the bid.

[9] Validity of EMD shall be ensured till the finalization of bid if the same is in the form of Caution Money Deposit / Bank Guarantee.
EMD need not be insisted from the bidders who produce the following:-

[i] Certificate of registration with DGS&D for supply of stores

[ii] Exemption certificate issued by the concerned authority such as SSI etc.,
FORMAT OF TENDER NOTICE

[In case of purchase by open tender to be published in Newspaper]

CENTRAL SILSK BOARD
[MINISTRY OF TEXTILES, GOVT. OF INDIA]
B.T.M. LAYOUT, HOSUR ROAD,
BANGALORE – 560 068.

1] _________________________________ invites sealed quotations for the supply of __________________________

2] Tender documents indicating the terms and conditions for supply of ______________________________ may be obtained at the above address on any day between _________ & _________ on payment of Rs. _________ by cash and Rs. _________ [by post] non-refundable drawn in favour of ______________________________

3] The last date for submission of sealed quotations will be _____________ hours on _____________ and the same will be opened on _____________ at _____________ hours.

[Designation]
CONTENTS OF BID / TENDER DOCUMENTS

[In case of purchases through Open Tender System]

1] Technical specifications [clear cut details to be given such as make, model, measurements etc., Wherever necessary drawings can be enclosed.

2] Quantity of supply with destination.

3] Purchase and submission of Tender/Bid documents with dates & quotes [prices] and address to which such documents to be submitted.

4] Details of Opening of bids

5] The supplier shall be asked to clearly furnish:

   a] Description of their firm, experience, Technical capability, financial capabilities and supply made during last five years in the same line.

   b] Details of the cost including Taxes & Duties and other charges which shall be firm and shall not vary.

   c] Validity of quotations which shall not be less than 3 months from the date of opening of the tender.

6] Disputes that may arise-how to be resolved.

7] Delivery schedule and procedure for extension
8] Liquidated damages for belated delivery

9] Inspection and tests

10] Rights of CSB and general conditions

11] Earnest money deposit

12] Signing of agreement [contract form to be attached].

13] Submission of performance and warranty security either by way of Bank Guarantee or in the form of Demand Draft. The conditions to be specified [form to be attached.

14] Payment schedule

15] Power to change the orders.

16] Force major clause

17] Taxes and Duties
Annex-V

PROFORMA FOR HISTORY SHEET OF VEHICLE AND FOR SEEKING
APPROVAL FOR REPAIR OF VEHICLE

1. Name of the Station / Institute : 

2. Vehicle No., Type & Make : 

3. Date of Purchase of Vehicle : 

4. If transferred to the unit, then date of transfer & the unit from where got transferred : 

5. Value of vehicle : 

6. Total Kms. Covered at the Unit : 

7. Average Milage per litre : 

8. Provision made in the Budget Estimate for repairs and replacement of spares parts to vehicles : 

9. Expenditure details [spare parts labour] for sending approval for repairs and replacement for spare parts to vehicle No. : 

10. Driver's report to be enclosed : 

11. Total Expenditure incurred on the repairs of the said vehicle :
a] During the current financial year : 

b] Total expenditure upto date since its purchase/transfer 

c] Date & amount of expenditure on major repairs last incurred and replacement of spare parts in respect of the above vehicle 

d] [1] Kms. Covered after last repairing : 

   [ii] Total Kms. Covered from the date : purchase/transfer 

e] The amount of current proposal for repairs, etc. : 

12. Justification in brief : 

13. Certificate as to the reasonableness of rate : 

Annex-VI

Format of Certificate to be given by Committee/Director/Unit Incharge after evaluation along with proposal in case of Purchase

This is to certify that the evaluation of bids/quotations had been done very carefully after taking into account the prevailing market rates and all relevant points. Maximum prudence had also been exercised in arriving at the recommendations bearing in mind the quotes with reference to specifications in the tender. All allied factors which could influence the decision of the Competent Authority to the best advantage of the organization have also been enumerated in the evaluation note.

Signature of Committee Members                        Signature of Incharge Officer

[Seal]
TENDER SCHEDULE SHALL CONTAIN THE FOLLOWING:

SECTION – I

FORMAT OF INVITATION FOR BIDS

[In case of repairs
/construction work]

1] ________________ Invites sealed item rate bids from the eligible bidder for undertaking ___ ______________[2ork] at __________

2] The interested/eligible bidder may obtain further information and inspect the bidding documents at ______________________________

3] All bids must be accompanied with a bid security in the acceptable form [D.D/Bank guarantee from a schedule bank] at the rate of 2% of total bid value and must be submitted to _______ on or before _____ at _____ hours. The bids will be opened in the presence of bidder or their representative at the office of ____ on ____ at ______ hours.

A] Validity of bid – to be indicated clearly

B] Validity of bid security - to be indicated clearly.

C] Contract will be awarded only to the approved and eligible contractors of CPWD, State PWD, MES, Railways, P & T and Public Sector Undertakings etc.,

4] The working drawings are merely given as a rough guide. However the work should be done as per the directions of the Engineer-in-charge.

5] Submission of Tender by tenderer implies, that he has read this notice and all other contract documents and made himself aware of the scope and specification of the work

6] ________________ reserves the right to accept or reject any of the quotation either in full or part without assigning any reason what so ever therefore. .
SECTION – II

INSTRUCTIONS TO BIDDERS

GENERAL:

1] Description of works:
   [Schedule of break up of work with qualities to be enclosed along with
drawings, specifications, type and class of material to be used etc.,]

2] Period of completion of works.

3] Eligibility and qualifications.

4] Language of bid

5] Experience – past five years

6] a] Bid prices
   b] Submission of performance/warranty security

7] Submission of bids.

8] Format and signing of bids

9] Submission of bids

10] Late date/time for submission of bids

11] Non-acceptance of late bids

12] Correction of errors. In case of doubt, figures indicated in the works will
be valid and authentic

13] Signing of agreements:-
   a] General Conditions:
      1] Definitions
      2] Drawings and materials to be used
      3] Modifications
      4] Covering of works not allowed
      5] Inspection of works
      6] Liability for defects/other incidents thereon
      7] Protection against accidents
      8] Ownership of old curiosities [archaeological items]
      9] payment and certificates
10] Labour
11] Sales Tax/Income Tax and any other duties levied
12] Default by contractor
13] Extension of time/liquidated damages
14] Settlement of disputes and Arbitration

b] Special conditions of Contractors:
1] Payment schedule
2] Release of security deposit/performance/warranty security
3] Warranty
4] Maintenance of measurement books which shall be duly counter signed by both contractor and representative of CSB.
GUIDELINES FOR VERIFICATION OF DEAD STOCK ARTICLES BY STOCK VERIFICATION OFFICER:-

Accounting, verification and disposal of stores are given in GFR 109 to 125. In addition to these GFR provisions, following guidelines for verification of stores by SVO are proposed:-

1] A list of dead stock articles as on 31 March of the year to which SVO has been asked to be verified has to be prepared by the unit and a list of dead stock articles procured between 31\textsuperscript{st} March to the date on which SVO verifies the dead stock articles has also to be prepared. The 2\textsuperscript{nd} list should contain the opening balance of total quantity carried forward on each item of DS articles on the top and progressive figures on the bottom.

2] The physical verification officer should invariably check the dead stock register with that of the statement as said at Sl.No.1 above and confirm the balance between the statement and dead stock register.

3] [a] He should see that all the items in the dead stock register are properly priced. If priced in foreign currency whether equivalent Indian rupee value has been given or not.

[b] Whether the location of dead stock articles is clearly specified in the dead stock register.

4] He should cross verify the other stock registers like perishable, consumable, stationary, Garden implement etc. to the effect that whether the dead stock articles to be figured in the dead stock register are entered in other stock registers by oversight or intentionally to avoid verification.
5] He should see that all the items are properly and serially numbered by giving code for each article of dead stock so that it cannot be removed/replaced.

6] He should also see that each item indicated in the register/statement contains specifications & Sl.No. if any and details of its accessories / attachments for equipments / machineries etc.,


[b] Details of accessories / attachments:- In most of the cases, only the serial Nos. are given without indicating the name of the accessory particularly against imported equipments.

[c] If it is wooden / Iron / Steel etc., the type of wood, steel, etc., along with its measurements for a table, chair cabinet etc. and also its specification like steel chair with cane back rest without handle, steel table with two side drawers table measurements are to be ensured.

7] He should see all the dead stock items & Physically count the numbers

8] He should also see that the make, model etc., indicated in the equipment / machine and specification / measurement are tallying with the dead stock register.

9] He should send a confidential report to the competent authority [Member Secretary in case SVO appointed from C.O. and Director in case SVO appointed by Director] about his verification results that should contain 4 parts.
[a] Statement of Dead Stock articles signed by SVO and the unit Incharge.

[b] Statement of Dead Stock articles which are obsolete, surplus or unserviceable.

[c] Statement of [i] shortages, [ii] excess items which are not entered in the Dead stock register, [iii] replacement of original item with inferior item.

[d] [i] Items kept idle even if there is a requirement [like cold rooms etc.] [ii] kept idle for want of repairs, [iii] supplied / procured the item which Is not at all required to the unit and kept idle, [iv] kept idle / sparingly used for want of mechanic etc.,

10] If the SVO is appointed by the Director, these SVOs have to mark a copy of the statement at [c] & [d] above to C.O. also.

11] At present, all the other items such as consumables, stationery, perishables, glass wares, chemicals, computer peripherals, garden implements etc., are not at all verified. The concerned Directorate has to arrange for verification of these stores and also, inventories every year as per GFR 113 at the main Institutes only.

5] In this regard, it is indicated in the note that CEO & Member Secretary, CSB will be holding an internal review meeting during the 2\textsuperscript{nd} week of July 2006 of all the CPIOs of C.O. to review the progress of action taken particularly regarding working / updation of CSB website. As such, Technical Section has requested to submit the required information to update the website latest by 10.07.2006. In this regard, item-wise page for C.O. on Section -4[1b] has also enclosed along with the Note.

6] If agreed, we may furnish the information on purchase procedure followed by the Stores Section i.e. in both hard & soft copy to the JD[C], Computer Section., for taking further needful action.

NOTE

Sub:- Review meeting of CPIOs and updation of CSB website – Reg.

With reference to Note No. CSB-75/3/RI-ACT,05[4]/2005-TS dated 19.06.2006, and to enclosed herewith copies of the following materials – both hard and soft copy for putting these materials in the CSB’s website under Sl.No. 3.

1] Central Silk Board’s guidelines on Procurement and Maintenance Procedure and

The above materials are submitted as per Section 4[1]b] of the Right to information Act..

[K.K.VISHWAKARMA]
DEPUTY DIRECTOR [ A & A]

To:
The Joint Director [Computer],
Computer Section,
Central Silk Board,
BANGALORE – 560 068.