

	GOVERNMENT OF THE PUNJAB TECHNICAL EDUCATION & VOCATIONAL TRAINING AUTHORITY 96-H, GULBERG II, LAHORE PHONE: 042-99263055-59 www.tevta.gop.pk	
(PROCUREMENT WING)		

NOTIFICATION

DATED: 11-09-2024

SUBJECT: STANDARD OPERATING PROCEDURE (SOP) FOR PROCUREMENT MADE BY PROCUREMENT COMMITTEE TEVTA SECRETARIAT

No.TEVTA/Sec-Proc/2024 The Competent Authority is pleased to formulate & approve the Standard Operating Procedure (SOP) exclusively for procurement at Head Office TEVTA Secretariat.

2. Functioning of Procurement Committee (PC)

Procurement Committee will function as an integral part of Procurement Section TEVTA under DG /ADG (procurement), TEVTA Secretariat for dealing with RFQ and Tender up to maximum limit of Rs. 10 million. Its functioning will be governed by the polices / guidelines issued by TEVTA from time to time and will be subjected to following procedures:

A. Administrative and Financial Procedures:

Following broad steps are to be followed from commencement of procurement process till award of contract / PO:

- i. Store / Admin Section being custodian of the items procured at TEVTA Secretariat level will get demands before start of next financial year from concern wing / section and consolidate / compile all the demands of similar nature to be procured in financial year and will submit it before 15th July of each year to procurement section for uploading Annual Procurement Plan on the PPRA website till 31st July.
- ii. The approval for procurement of unforeseen items may be sought from the Chairperson / COO / SDG TEVTA by concerned wing / admin section along with proper justification (both for quotation & tender) before uploading on PPRA being revise / modify Procurement Plan to avoid any unnecessary / unjustified item.
- iii. Admin Section will submit case for allocation to Finance Section and will process for Admin Approval / Sanction as per Financial Powers regulations 2012 as amended from time to time.
- iv. Procurement Committee will ensure procurement in compliance with Punjab Procurement Rules 2014 and polices / guidelines as notified by TEVTA, mainly for Tender and RFQ only.
- v. Procurement Wing will prepare Bidding Documents, in case of technical in nature complete specifications / TOR's will be provide by the concerned section for incorporating in bidding documents.

- vi. Procurement Wing will prepare advertisement while Public Relation Section TEVTA will process for publication in national daily newspapers after getting approval of competent authority in case of publication through DGPR and from Chairperson TEVTA, in case of direct publication through approved agencies. The Procurement Wing will upload the same on PPRA / TEVTA websites wherever required as per provisions of Punjab PPRA Rules 2014.
- vii. Procurement Committee will open the E-Bids through E-Punjab Acquisition and Disposal System (EPADS) as per procurement method on pre-announced date.
- viii. Evaluation of the bids and preparation of evaluation report by Evaluation Committee(s) notified from time to time.
- ix. Preparation of Comparative Statement and Minutes of Meetings (MoM).
- x. Submission of case by Procurement Wing, TEVTA Secretariat to competent authority for Financial Sanction along with check list. Financial Sanction will be provided within 03 weeks.
- xi. Issuance of Procurement / Supply Order.
- xii. Store / Admin Section will immediately communicate with Inspection Committee for inspection of goods / services, after delivery by the respective bidder / supplier, within a week.
- xiii. Submission of cases by Procurement Wing, TEVTA Secretariat to competent authority for release of payment.
- xiv. The time period from initiating to delivery would be around 90-100 days.

B. Payment Procedure:

- i. Store / Admin Section would be responsible to forward procurement case for processing payment to Procurement Wing, complete in all respects including after ensuring compliance of all legal, codal and financial formalities. i.e. Bills, sale tax invoices, inventory documents including Delivery challan, Inward Gate Pass / Outward Gate Pass, Inspection Report and Goods Receipt Note.
- ii. Procurement Wing TEVTA Secretariat, will forward the case to Finance Wing TEVTA Secretariat for payment.
- iii. The Finance Wing TEVTA Secretariat will examine the bill and shall make payment to vendor / supplier, after completing all codal formalities, within 03 weeks.

C. Miscellaneous:

- i. The concerned wing / store section will provide description of items to be procured while Store Section will provide best possible estimates from market.
- ii. Procurement Wing TEVTA Secretariat, may constitute sub-committees if required, for carrying out its function with prior approval of competent authority.

- iii. In case of modification / revision of Annual Procurement Plan, as mentioned @ Sr. # ii of section A, Quotation of similar items will be considered after 03 months while tender will process twice (not before 4 months or so) in a financial year.
- iv. This SOP is exclusively for TEVTA Secretariat purchase up to maximum limit of Rs. 10 million as per demand given by admin branch, the time period from initiating to delivery would be around 90-100 days. Further cases more than 10 million will process as per procedure adopted for development scheme.
- v. Relevant laws and regulations include provisions of Contract Act, 1872, Arbitration Act, 1940 and Punjab PPRA Rules 2014 as amended from time to time.

Endst: NO. TEVTA/Sec-Proc/2024 Dated: Sep, 2024

**CHAIRPERSON
TEVTA**

A copy is forwarded for information & necessary action to:

1. The Senior Director General TEVTA Secretariat, Lahore.
2. All Director Generals TEVTA Secretariat, Lahore.
3. The Additional Director General (IT) TEVTA Secretariat, Lahore for circulation on TEVTA website.
4. The Director to Chairperson TEVTA Secretariat, Lahore
5. The Director to Chief Operating Officer TEVTA Secretariat, Lahore.
6. The Director (Admin) with request to direct his staff to proceed accordingly.
7. Office File.



**Col RAO RASHID ALI ®
DG (Acad.) / ADG (Procurement)
TEVTA**