



GOVERNMENT OF THE PUNJAB
TECHNICAL EDUCATION & VOCATIONAL TRAINING AUTHORITY

Projects Department
57-M-GULBERG-III, Lahore



Web site: www.tevta.gop.pk Email: manager.prj@tevta.gop.pk

SUBJECT: CENTRAL PURCHASE FOR DEVELOPMENT PROJECTS

No. TEVTA/MP/4-91 (Purchase Cell): A Purchase Cell comprising on the following is hereby created, in the Projects & Planning Wing of TEVTA Secretariat, to carry out purchase of Machinery & Equipment for Development Schemes, through Central Procurement Committee;

Sr. #	Designation	Remarks
1	Mr. Shair Ali Deputy General Manager (Projects)	Post of DGM (Projects) is re-designated as DGM (Procurement) along with incumbent.
2	Mr. Tahir Hussain Jaffery Manager (Procurement)	Re-designated as Manager (Procurement-I)
3	Malik Imtiaz Hussain Manager (AT)	Post of Manager (AT) is re-designated as Manager (Procurement-II) along with incumbent.
4	Mr. Asad Ali Deputy Manager (Finance) South Zone Multan	A post of DM (Projects) is re-designated as DM (Procurement-I) and Mr. Asad Ali is transferred/posted on the said post.
5	Mr. Tanveer Hyder Deputy Manager (Operation)	A post of DM (Projects) is re-designated as DM (Procurement-II) and Mr. Tanveer Hyder is transferred/posted on the said post.
6	Mr. Habib-ur-Rehman Deputy Manager (Works)	A post of DM (Works) is re-designated as DM (Procurement-III) along with incumbent.
7	Mr. Muhammad Mushtaq Assistant Manager (B&A)	A post of AM (Works) is re-designated as AM (Procurement-I) and Mr. Muhammad Mushtaq is transferred/posted on the said post.
8	Mr. Usman Ghafoor Assistant Manager (Projects)	A post of AM (Project) is re-designated as AM (Procurement-II) along with incumbent.
9	Computer Operator – 03 No.	Available posts to be shifted alongwith incumbent (if available) or provided through hiring on daily wages basis
10	Naib Qasid – 02 No.	

A. Powers:

Keeping in view the quantum of purchase, to be processed by the Purchase Cell / Central Procurement Committee, the powers of sanction and payment are re-delegated / re-assigned as under, by amending the TEVTA Delegation of Financial Powers Rules' 2011, for expeditious disposal.

Sr. #	Amount	Sanctioning Authority	Payment Authority
1.	2.500 million	Manager (Projects)	Manager (Finance)
2.	5.000 million	DGM (Procurement)	DGM (Finance)
3.	15.000 million	Advisor (Projects & Planning)	GM (Finance)
4.	25.000 million	C. O. O.	C. O. O.
5.	Above 25.000 million	Chairperson	Chairperson

C. Functions:

1. Ensure procurement in compliance with Procurement Policy and Procedures as defined in Punjab Procurement Rules' 2014 and as notified by TEVTA,

Comhd. - -P/2...

2. Declaring award of contracts to the lowest evaluated responsive bidders,
3. Approval / preparation of bidding documents.
4. Approval / preparation of evaluation report
5. Technical and financial evaluation of the bids,
6. Arrange clearance from Austerity Committee, wherever required
7. Preparation of Annual Procurement Plan

D. Procedure:

1. Compilation of demands submitted by field formation and grouping of similar nature items.
2. Publication of Tender Notice in newspaper, PPRA Website & TEVTA Website.
3. Opening of Tender.
4. Technical Evaluation of bids.
5. Preparation of Comparative Statement.
6. Submission of case to competent authority for financial sanction.
7. Issuance of Supply Order
8. Inspection by Field Office Technical Expert on delivery.
9. Submission of bills for payment by the supplier, along with prescribed documents, to the Projects Section.
10. Release of payment by Finance Wing.

E. Monitoring;

Standing Purchase Committee will monitor the activities of the Purchase Cell and may review the progress periodically apart from monitoring of bid opening process for greater transparency.

F. Miscellaneous

1. All procurement of Machinery & Equipment for Development Schemes, at field office level, should be stopped forthwith. However, this bar will not be applicable on the cases where tenders are already opened / processed.
2. Field Formation will submit the demands of Machinery & Equipment, still to be procured as per provision in PC-I, to the purchase cell.
3. Purchase Cell may constitute sub-committees, if required, for carrying out its function, with the prior approval of competent authority.

Dated: 03.06.2015

Endst. No. Even dated 04.06.2015.

A copy is forwarded for information & necessary action to:-

1. All General Managers TEVTA
2. All Zonal Managers TEVTA
3. All Deputy General Managers TEVTA
4. Officers concerned
5. The Managers (Procurement, Finance, Accounts, MIS and Service Centers) TEVTA
6. All District Managers TEVTA
7. SA to Chairperson TEVTA
8. PS to COO TEVTA
9. PA to Advisor (P&P) TEVTA

CHAIRPERSON, TEVTA

[Handwritten signature]
4-6-2015

MANAGER (PROJECTS)

[Handwritten signature]



GOVERNMENT OF THE PUNJAB
TECHNICAL EDUCATION & VOCATIONAL TRAINING AUTHORITY
Projects Department
96-H, GULBERG-II, Lahore



Web site: www.tevta.gop.pk Email: manager.prj@tevta.gop.pk

SUBJECT: CENTRAL PURCHASE FOR DEVELOPMENT PROJECTS

No. TEVTA/MP/4-91 (Purchase Cell): In supersession of all previous orders/notifications, and consequent upon creation of Purchase Cell, a Central Procurement Committee consisting on the following is hereby constituted to carry out purchase of Machinery & Equipment for Development Schemes;

Sr. #	Designation	Function
1	Deputy General Manager (Procurement)	Convener
2	Manager (Procurement-I)	Member / Secretary
3	Manager (Procurement-II)	Member
4	Deputy Manager (Procurement-I)	Member
5	Deputy Manager (Procurement-II)	Member
6	Assistant Manager (Procurement-I)	Member
7	Zonal Manager Concerned/Manager (SC)	Member
8	Instructor (BS-16 or Above) of concerned trade/technology/subject	Member

Consequently, all procurement of Machinery & Equipment for Development Schemes, at field office level, should be stopped forthwith. However, this bar will not applicable on the cases where tenders are already opened / processed. Field Formation will submit the demands of Machinery & Equipment, still to be procured as per provision in PC-I, to the purchase cell, being Secretariat of Central Procurement Committee.

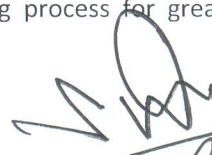
Standing Purchase Committee will monitor the activities of the Purchase Cell and may review the progress periodically apart from monitoring of bid opening process for greater transparency.

Dated: 03.06.2015

Endst. No. Even dated 04.06.2015.

A copy is forwarded for information & necessary action to:-

1. All General Managers TEVTA
2. All Zonal Managers TEVTA
3. All Deputy General Managers TEVTA
4. The Managers (Procurement, Finance, Accounts, MIS and Service Centers) TEVTA
5. All District Managers TEVTA
6. SA to Chairperson TEVTA
7. PS to COO TEVTA
8. PA to Advisor (P&P) TEVTA


CHAIRPERSON, TEVTA
R. Tanvir
4-6-2015


(KHALID FAROOQ)
MANAGER (PROJECTS)