

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

REVISED STANDARD OPERATING PROCEDURE (SOP)

No.TEVTA/MP/4-91 (2013-14): In supersession of previous SOP of even No. dated 24.01.2014 and in order to ensure greater transparency, uniformity in procured items and eliminating any possibility of 'Haram (عرب)' in the Procurement Process of Machinery & Equipment for the development schemes a "Steering Committee for Revenue Purchase" consisting on the following officers is hereby constituted with immediate effect:-

a) General Manager (Operations)b) General Manager (Finance)c) General Manager (Academics)

-Convener -Member

-Member

d) Advisor (Projects & Planning)

-Member / Secretary

- The Steering Committee will hold a meeting and finalize the standardized lists of Machinery & Equipment to be procured and issue the same within 15 days for making the advertisement by the Field Office Purchase Committee as per provisions of Punjab Procurement Rules-2014 for the following category of schemes;
 - a) Already Operationalized Institutes in completed buildings.
 - b) Where schemes are complete or to be completed by June, 2015.
- 2. Tenders for Machinery & Equipment will be called by concerned Field Office Purchase Committee within a week as per approved list & copies of Advertisement should be sent to General Manager (Operations) & Advisor (Projects & Planning) for maintaining record.
- 3. After receipt of bid Field Office Purchase Committee will scrutinize in 05 days and the cases falling in financial powers of COO and Chairperson will be submitted to the Steering Committee for making contra verification which will also look into the specification being offered, cost being quoted and ensure that transparency has been maintained and submit recommendations to the competent authority.
- 4. No payment would be made until a Sub-Committee comprising of Head of Institution and 02 Staff members of concerned / relevant trade / technology has checked the Machinery & Equipment for quality and specifications given / provided in supply order.
- 5. After approval of Competent Authority, supply orders will be issued by Field Office Purchase Committee within a week
- The provisions of this SOP will be applicable to purchases to be made after issuance of SOP dated 24.01.2014 and these will not be applicable to prior cases where tenders have already been processed, supply orders issued.

Dated 2777 2019

CHAIRPERSON, TEVTA

Endst. No. Even dated @page 2015

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

1 All General Managers TEVTA

(Acad)

2. All Zonal Managers TEVTA

3. The Deputy General Managers (Projects, and Finance) TEVTA

4. The Managers (Procurement, Finance, and Service Centres)

5. All District Managers TEVTA

6. SA to Chairperson TEVTA

7. PS to COO TEVTA

8. PA to Advisor (P&P) TEVTA

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MANAGER (PROJECTS)