



STANDARD OPERATING PROCEDURE (SOP)

No. TEVTA/MP/4-91 (2014-15): In supersession of previous SOP of even No. dated 29.12.2014 and in order to ensure greater transparency & uniformity in procured items for the development schemes following instructions should be followed in true letter and spirit for the Procurement of Machinery & Equipment:-

1. Acceptance of single bid, although permissible under Punjab Public Procurement Rules' 2014, should be avoided. In case it has been considered fit by the Procurement Committee to consider the single bid then it should be supported with price reasonability certificate from the bidder and Procurement Committee. However, the competent sanctioning authority reserves the right to not consider single bid.
2. Tenders for Machinery & Equipment will be called by concerned Field Office Purchase Committee comprising on standardized list of Machinery & Equipment, issued by Academic Department and concerned District Manager/Manager concerned will ensure that tendered items are as per approved lists.
3. Specifications of tendered items should be generic to allow widest possible competition and it should not include brand names, model numbers, catalogue number etc. as per provisions of Rule 10 of Punjab Procurement Rules' 2014.
4. Lowest bid should not be rejected until and unless the quoted item does not meet the required specifications and technical committee, comprising on at least 03 staff members of concerned trade/technology, should give comprehensive justification for said rejection in technical evaluation. However, in cases where technical evaluation have prime importance adaptation of Single Stage 02 Envelope procedure should be considered by the Procurement Committee with condition that items having no technical significance (tools etc.) may not be included in that tender.
5. 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. In case of newly established institute, having no staff, District Manager/Manager concerned will act as HOI, if no other person is designated as such and arrange required staff from other institution in his jurisdiction. However, if required staff member(s) of concerned trade/technology are not available in the district/institution, then Zonal Manager concerned will arrange required staff from other institution for inspection and technical evaluation.
6. The provisions of this SOP will be applicable to purchases to be made after issuance of this SOP and these will also be applicable to cases where tenders are in process of sanction.

Dated 30.04.2015

CHAIRPERSON, TEVTA

Endst. No. Even dated 04.05.2015.

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

1. All General Managers TEVTA
2. All Zonal Managers TEVTA
3. The Deputy General Managers (Projects and Finance) TEVTA
4. The Managers (Procurement, Finance, 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

(Acad) TEVTA, CLR

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Academic Deptt.	
D/No: 1203	
Date: 5-5-15	
DGM (Acad)	✓
Director (P&P)	✓
Manager (P&P)	✓
Manager (Acad)	✓
Manager (Acad)	✓
Manager (Acad)	✓
Manager (Acad)	✓
Manager (Acad)	✓
Manager (Acad)	✓

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 MANAGER (PROJECT)