



RajCOMP Info Services Ltd.

(A Government of Rajasthan undertaking)

email : info@rajcomp.net
website : www.rajcomp.net

Ref: F1.9 (36)/RISL/Misc/11/4090

Date- 3-9-2012

OFFICE ORDER

The Board of Directors of the Company hereby makes the following rules further to amend the Manual on Policies and Procedures for Procurement of Goods and Services, namely:-

1. Short title and commencement –

- (1) These rules may be called the Manual on Policies and Procedures for Procurement of Goods and Services (Third Amendment) Rules, 2012.
- (2) They shall come into force from the date of their issuance.

2. Delegation of Powers under the Manual on Policies and Procedures for Procurement of Goods and Services –

The existing delegation of powers of the Manual on Policies and Procedures for Procurement of Goods and Services, hereinafter referred to as the said Manual, shall be substituted with the following, namely:-

"S. No.	Nature of Delegation of Power	To Whom Delegated	Extent of Delegation	Conditions, if any
1.	To accept an IT/IS Project for execution by RISL.	MD	Full Powers	The Board will be apprised about the acceptance of the Projects.
2.	To issue Administrative & Financial Sanctions for procurement of goods and / or services for accepted IT/IS projects of client organizations.	MD Chairman	Upto Rs.500.00 lakh Full Powers	Approval of the SeMT/Apex Committee, or the competent authority of the concerned PSU/organization, as the case may be should obtained before issuing A&F sanction.
3.	To accord technical sanction to the original or revised Project Report or alter design of an IT/IS project.	PC-I PC-II (at the level of GM/SA) PC-II (at the level of Director)	Upto Rs. 5.00 lakh Upto Rs.25.00 lakh Upto Rs.100.00 lakh	It should be ensured that the Technical Sanction is consistent with the approval granted by the SeMT/ Apex Committee, or the competent authority of the concerned PSU/organization, as the case may be. If the Revised cost

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		(T)/ED PC-III	Full Powers	of the Project is more than the cost approved by the SeMT or the competent authority of the concerned organisation, its approval shall be taken for the revised cost.
4.	To issue sanctions for procurement of goods and / or services for office purpose including spares and repairs of vehicles, machinery and equipments and other miscellenous items.	Director (T)/ Director (F) MD	Upto Rs. 0.25 lakhs Full Powers	Subject to availability of budget provision
5.	To issue NIT / NIB / RFP for inviting tenders	MD	Full Powers	Tenders shall be invited in the name of MD after his approval.
6.	To incur recurring expenditure on electricity and water charges, telephone, mobile, periodicals and newspapers, cleaning services, maintenance of building/ garden, office rent and other miscellenous items.	M.D. Director(T)/ Director (F)	Full Powers Full Powers upto the norms prescribed	Subject to availability of budget provision
7.	Procurement of items (other than training, consultancy & services) through open tender	PC-I PC-II (at the level of GM/SA) PC-II (at the level of Director (T)/ED)	Upto Rs.5.00 lakh Upto Rs. 25.00 lakh Upto Rs. 100.00 lakh	Subject to A & F sanction and budget provision.

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		PC-III	Upto Rs. 2000.00 lakh	
		PC-IV	Full Powers	
8.	<p>Procurement through limited tender</p> <p>a) as per Rule 4.2 (a) and (b) i (not in the public interest to call open tenders) & ii (where demand is urgent)</p> <p>b) as per Rule 4.2 (b) iii (sources of supply are definitely known) & iv (tenders are not received after two attempts)</p> <p>c) for such projects where as per government guidelines/ approvals, limited tendering is to be done amongst empanelled or selected vendors only such vendors which are empanelled with Government of India or State Government are eligible for participation in the tender process.</p>	<p>PC-II</p> <p>PC-III</p> <p>PC-II</p> <p>PC-III</p> <p>PC-IV</p> <p>PC-I</p> <p>PC-II (at the level of GM/SA)</p> <p>PC-II (at the level of Director (T)/ED)</p> <p>PC-III</p> <p>PC-IV</p>	<p>Upto Rs.1.00 lakh</p> <p>Upto Rs.5.00 lakh</p> <p>Upto Rs.5.00 lakh</p> <p>Upto Rs.25.00 lakh</p> <p>Full Powers</p> <p>Upto Rs.5.00 lakh</p> <p>Upto Rs.25.00 lakh</p> <p>Upto Rs.100.00 lakh</p> <p>Upto Rs.2000.00 lakh</p> <p>Full Powers</p>	<p>Reasons to be recorded for obtaining limited tenders in place of open tenders.</p>
9.	Empanelment of vendors as per Rule 4.3	PC - III	Full Powers	The Board will be apprised about the details of Empanelment of

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				vendors.
10.	Procurement of items (other than training, consultancy & services) through tendering amongst empanelled vendors	PC-I PC-II (at the level of GM/SA) PC-II (at the level of Director (T)/ED)	Upto Rs.5.00 lakh Upto Rs.25.00 lakh Upto Rs.50.00 lakh	Subject to A&F sanction, budget provision and conditions / limits prescribed under rule 4.3(b).
11.	To carry out the tendering process for entering into Rate Contracts for frequently needed items as per Rule 4.4	PC-II (at the level of GM/SA) PC-II (at the level of Director (T)/ED) PC-III PC-IV	Upto Rs.25.00 lakh Upto Rs.100.00 lakh Upto Rs. 500.00 lakh Full Powers	The Board will be apprised about the details of all rate contracts.
12.	Procurement through single source selection as per Rule 4.5	OIC (Project) OIC (Stores) Director(T)/ Director(F) PC-I PC-II PC-III PC-IV	Upto Rs.0.03 lakh Upto Rs.0.05 lakh Upto Rs.0.10 lakh Upto Rs.0.25 lakh Upto Rs.0.50 lakh Upto Rs.10.00 lakh Full Powers	Subject to A & F sanction and budget provision.
13.	Procurement without tender (other than training, consultancy			Subject to A & F sanction and budget provision.

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	& services) (a) as per Rule 4.6 {excluding proprietary items- Rule 4.6(h) and Printing work from the Rajasthan State Co-operative press - Rule 4.6(i)}	PC-I PC-II PC-III PC-IV	Upto Rs.0.50 lakh Upto Rs.2.50 lakh Upto Rs. 20.00 lakh Full Powers	
	(b) as per Rule 4.6(h)- proprietary items and Rule 4.6(i)- Printing work from the Rajasthan State Co-operative press or through firms with whom Company has entered into Rate contract as per Rule 4.4	PC-I PC-II PC-III PC-IV	Upto Rs.1.00 lakh Upto Rs.10.00 lakh Upto Rs. 250.00 lakh Full Powers	
14.	Procurement on receipt of single tender in response to invitation of open/ limited tender	PC-II PC-III PC-IV	Where PC-I is competant to accept tender Where PC-II is competant to accept tender Where PC-III & PC IV is competant to accept tender	Subject to A & F sanction and budget provision.
15.	Procurement for training, consultancy and services (a) From rate contract holding	PC-I	Upto Rs. 0.10 lakh	Subject to A&F sanction and budget provision.

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	<i>firms</i>	<i>PC-II</i>	<i>Upto Rs. 2.50 lakh</i>	
		<i>PC-III</i>	<i>Upto Rs.10.00 lakh</i>	
		<i>PC-IV</i>	<i>Full Powers</i>	
	<i>(b) From empanelled firms</i>	<i>PC-I</i>	<i>Upto Rs. 0.10 lakh</i>	
		<i>PC-II</i>	<i>Upto Rs. 2.50 lakh</i>	
		<i>PC-III</i>	<i>Upto Rs.50.00 lakh</i>	
		<i>PC-IV</i>	<i>Full Powers</i>	
	<i>(c) By inviting open tenders</i>	<i>PC-III</i>	<i>Upto Rs.100.00 lakh</i>	
		<i>PC-IV</i>	<i>Full Powers</i>	
16.	<i>To undertake negotiations and sanction negotiated rates / tenders</i>	<i>PC-I</i> <i>PC-II</i> <i>PC-III</i> <i>PC-IV</i>	<i>To the extent of their power to sanction tenders</i>	<i>Negotiations should be conducted in exceptional circumstances and only with the lowest tenderer for reduction of rates only.</i>
17.	<i>To reject tenders</i>	<i>PC-I</i> <i>PC-II</i> <i>PC-III</i> <i>PC-IV</i>	<i>To the extent of their power to sanction tenders</i>	<i>(i) Reasons of rejection shall be recorded in writing.</i> <i>(ii) In case of rejection of tenders on second and subsequent time the powers shall be exercised by next higher PC.</i> <i>(ii) All tenderers shall be informed in writing about rejection and their EMD shall be refunded immediately.</i> <i>(iii) Tenders once rejected shall not be reopened. It will amount to allotment of work without tenders.</i> <i>(iv) Reinvitation of tender for the same work shall be</i>

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				done only after formal rejection of the earlier tender.
18.	To execute agreement for a contract and issue notices, directions, etc. for proper implementation of the contract and receive correspondence from the contractor.	Officer-in-charge of the project /Cell	Full Powers	The powers will be exercised in compliance of the decision of the competent PC only and on behalf of the Chairman of that PC.
19.	To place repeat orders for purchase of goods on the original tenderer	PC-I PC-II PC-III PC-IV	To the extent of their power to sanction tenders. If the total value of procurement from the tenderer including value of repeat order exceeds their power to sanction tender, then the next higher PC will exercise the power.	(i) Sanction of MD for the extra purchase exists. (ii) Repeat Orders can be placed upto 50% of the original quantity ordered. (iii) it must be placed within one month of the completion of the contract. (iv) Original order was placed on the basis of open tender with due publicity.
20.	To sanction extra/additional quantity of items in a contract during execution. (a) Up to 10% of the total contract value	PC-I PC-II PC-III	To the extent of their power to sanction tenders and subject to condition that the quantity of extra/additional individual item should not exceed 20% of the original quantity.	(i) Availability of budget provision will be ensured. (ii) If the total value of procurement from the tenderer including value of extra/additional quantity of items exceeds the power of the concerned PC to sanction tender or the amount of extra/additional items is more than prescribed percentage of total contract value, then

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<p>(b) Exceeding 10% and up to 25% of the total contract value</p>	<p>PC-II</p>	<p>Where PC-I is competent to accept tender subject to condition that the quantity of extra/additional individual item should not exceed 50% of the original quantity and to the total value does not exceed its power to sanction tender.</p>	<p>the next higher PC will exercise the power. (iii) If the total value of procurement from the tenderer including value of extra/additional quantity of items exceeds 50% of the total contract value and/or the power of the PC-IV to sanction tender the case will be submitted to the Board which shall have full powers to take decision.</p>
	<p>PC-III</p>	<p>Where PC-II is competent to accept tender subject to condition that the quantity of extra/additional individual item should not exceed 50% of the original quantity and to the total value does not exceed its power to sanction tender.</p>	
	<p>PC-IV</p>	<p>Where PC-III & PC-IV are competent to accept tender subject to condition that the quantity of extra/additional individual item should not exceed 50% of the original quantity and to the total value does not exceed its power to sanction tender.</p>	

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	(c) Exceeding 25% and up to 50% of the total contract value	PC-IV	To the extent of its power to sanction tenders and subject to condition that the quantity of extra/ additional individual item should not exceed 100% of the original quantity	
21.	To sanction advance payment to a firm which has been given supply/ work order after inviting limited tenders or on the basis of single source selection or in case of DGS&D rate contract.	PC-III	Full Powers	Advance payments upto 100% may be given to State/ Central Government Departments/ Undertakings.
22.	To grant extension in completion period for supply of good and/or services with or without LD	PC-I PC-II PC-III PC-IV	Full powers to the tender sanctioning PC	(i) Reasons will be recorded in writing. (ii) If the period of extension exceeds the original completion/ supply period, the powers will be exercised by the next higher PC.
23.	To sanction Completion Report and Utilization Certificate and pass excess over original project cost	PC-I PC-II PC-III PC-IV	Full powers in respect of tenders sanctioned by them provided the excess is not more than 10% of the project cost.	If the excess is more than 10%, the case will be submitted to the next higher PC for decision.
24.	To Blacklist/ debar/ suspend/ remove a firm / vendor from taking part in further procurement by RajCOMP Info	PC-III	Full Powers	The appeal against an order of blacklisting/ debarring/ suspension/ removal shall lie with PC-IV

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	<i>Services Limited and requalify the Blacklisted/ debarred/ suspended/ removed firm / vendor after expiry of the ordered period.</i>			
25.	<i>To consider and take decision on a appeal against the order of suspension, blacklisting, debarring, removal etc.</i>	<i>PC-IV</i>	<i>Full Powers</i>	

29/2/07

(Sanjay Malhotra)
Managing Director

Copy to:

1. PS to Chairman, RISL
2. PS to Managing Director, RISL
3. PA to Director (Finance), RISL
4. All Concerned, RISL
5. Guard file

6/2/07

(Sandeep Dheer)
Director (Finance)