

NPIU/ TEQIP-III/ Procurement/ 2018-19

Dated: 2nd November, 2018

CIRCULAR

Sub: Procurement for Direct Contract (for proprietary item only)

In continuation to NPIU earlier email dated 10th Dec 2017 regarding guidelines for procurement under Direct Contracting/ Single Source Selection under TEQIP-III to make the procurement more transparent, the institutes/ ATUs are further suggested to adapt additional measures to eradicate any shortfall/ deviations while procuring the items under Direct Contract method.

2. The committee (IPC) approving the proposal under Direct Contract Method shall follow the following procedure:

- After receiving the proposal for procuring any proprietary item, the committee must check and verify the justification for such procurement submitted, authenticity of document.
- The proposal should contain the declaration of proprietary item submitted by the proprietary item committee constituted as per earlier instructions issued by email dated 14th Dec. 2017 through the respective HoD/Section Head (**Annex-1**). The proprietary item committee will specifically ensure that the item is proprietary in nature and obtainable only from one source.
- The proposal must contain the Proprietary Certificate issued by the OEM regarding its certification of proprietary item.
- In case of the supplier other than the OEM, the authorization letter issued by OEM must clearly mention that the supplier (name) is authorized to quote/ sale/ supply the item on behalf of OEM to the institute doing the procurement or the jurisdiction of area covered, etc in record.
- The price justification of the proprietary item or attaching similar nature of Purchase order/supplied (minimum two) preferably with Government Institutes.

3. The institute are suggested to follow these guidelines in order to avoid any discrepancies, disputes, audit objection and to comply with World Bank post procurement review too.



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National Project Implementation Unit (NPIU)

To: All Institutions (TEQIP-III)

Copy to: SPIUs

Declaration of Proprietary Item

Certify that the item _____ is a proprietary item of _____ (OEM) situated in _____ and M/S _____ is the sole authorized supplier/ distributor/agency/firm in India (if applicable) to sell on their behalf. Also, no other make or model are manufacture by any other company or OEM regarding the said item.

- The indented goods are manufactured by M/s. _____
- No other make or model is acceptable for the following reasons: _____
- Concurrence of finance wing to the proposal vide: _____
- Approval of the competent authority vide: _____

Signature (Committee member)

Member (External Expert)

Signature, Head of the Department