

Page ①

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DELHI JAL BOARD: GOVT OF NCT OF DELHI
OFFICE OF THE CEO
VARUNALAYA PH-II KAROL BAGH NEW DELHI

No. F.220/Dir(F&A)/2012/

96928

6 Sept 2012
13 Aug 2012

INSTRUCTIONAL ORDER

1. In the cases of procurement of proprietary spares/ equipments/ repairs, the following instructions shall be followed by all concerned:
 - i. The Executive Engineer Incharge will convey his requirement to the manufacturer giving complete details, including model and S.No. of the equipment installed and seek technical & commercial offer from the manufacturer directly.
 - ii. The manufacturer should submit the offer directly quoting the lowest rate with complete terms and conditions. The manufacturer would certify that the offered goods are its proprietary items, are applicable against model and S.No. of existing equipment, and that the quoted rates are the lowest offered by it and as applicable to Government/ Government organisations.
 - iii. As per its marketing policy, a manufacturer may choose to supply the equipment directly or direct the order to its authorized dealer to supply (or repair) the spares/ equipment, and through whom the order is proposed to be executed on same terms & conditions as that of the manufacturer. The rate shall be quoted by manufacturer/ authorized dealer only.
 - iv. The Division will prepare estimates based on rates quoted by manufacturer, and recommend its approval by the Competent Authority. All details, such as make, model, S.No. of existing equipment, date of previous purchase, previous price, stock position, justification of purchase and quantities included in estimate, would be clearly mentioned in the proposal before seeking approval from the Competent Authority.
 - v. If manufacturer chooses to supply through its authorized dealer, a copy of the purchase order on the nominated authorized dealer will be sent to the manufacturer. The manufacturer would acknowledge (sign and stamp) the same and send it to the concerned division.
 - vi. The manufacturer shall stand guarantee for genuineness of all supplies made to DJB or repairs carried out by its nominated authorized dealer, and shall remain involved till the execution of work/supply order.
 - vii. The manufacturer/ authorized dealer would also submit necessary test certificates (in case of supply of equipment) and guarantee certificates (for both equipments and spares) issued by the manufacturer. The authorized dealer will also submit a copy of the transporter's GR against which the spares/ equipments were received from the manufacturer.
 - viii. For such procurement/ repairs, the AE would do 100% checking and the EE would do atleast 50% checking. This would be certified on the back of invoice against that procurement/ repair.
 - ix. DJB will release payment only after due acknowledgement (written confirmation accepting the supply order, along with a copy of order duly stamped and signed)

Handwritten signature: J. D. M. F. A. II

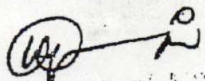
Jt. Director (F&A)-II

Diary No. 3407

Date 6.9.12


Delhi Jal Board

- Page 2
- x. AAO and AO will allow the release of payment only if the above guidelines scrupulously followed. They shall record a certificate of complete satisfaction while allowing such release of payment.
2. The above instructional order will also apply on execution of works through manufacturers/authorised dealers. Further, to ensure optimum performance of equipments, their spares would be procured only through the same manufacturer and the process would not be by-passed through use of substitutes procured through quotations/ limited tenders.
3. The above process would be followed for all purchases/ repairs upto a limit of ₹ 2 lakhs for distribution, including SPS/ BPS on distribution side, and ₹ 5 lakhs for WTP/ STP works, including SPS/ BPS on bulk side. For proprietary purchases more than this limit, prior approval would be taken from Dir(F&A) through JD(F&A)-I. In case the manufacturer does not respond to enquiries and purchase/ repairs from other sources is required to be undertaken, then all such cases, without any lower financial limit, would require clearance from Dir(F&A) through JD(F&A)-I.
4. In case of an emergency, for reasons to be recorded in writing and supported by dated site photographs, the purchase would be made by concerned Chief Engineer at his level without limits referred to in para 3 above. At end of each month the respective AOs will send a Division-wise list of all emergency and proprietary purchases/ repairs, of any amount, to Dir(F&A). In case of emergency purchase/ repairs, Internal Audit team of DJB would audit 100% of such cases every quarter and submit a report for consideration of Member (Finance) and Dir(F&A).
5. These orders are issued with the prior approval of the CEO, DJB and supersede all previous orders on proprietary purchases/ repairs.


(Debashree Mukherjee)
CEO

Copy to:

1. Vice Chairman, DJB
2. Member (Admn), Member (WS), Member (Dr), Member (F)
3. CVO, Secretary DJB, All CE's/ All Directors
4. All SE's/ EE's/Joint Directors/ DDs
5. All AOs/ AAOs
6. PS to CEO


Deputy CEO