

ਦਫਤਰ ਡਾਇਰੈਕਟਰ ਸਿੱਖਿਆ ਵਿਭਾਗ (ਸੈਸਿ), ਪੰਜਾਬ, ਸਾਹਿਬਜਾਦਾ ਅਜੀਤ ਸਿੰਘ ਨਗਰ।
(ਕੋਆਰਡੀਨੇਸ਼ਨ ਸ਼ਾਖਾ)

ਸੇਵਾ ਵਿਖੇ

ਸਮੂਹ ਜਿਲ੍ਹਾ ਸਿੱਖਿਆ ਅਫਸਰ (ਸੈਸਿ/ਐਸਿ), ਪੰਜਾਬ।
(ਵੈਬਸਾਈਟ ਰਾਹੀਂ)

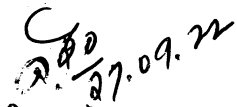
ਮੀਮੋ ਨੰ. 64218/2022 258484
ਮਿਤੀ 28-09-2022

ਵਿਸ਼ਾ: ਟੈਂਡਰਾਂ ਸਬੰਧੀ।

ਹਵਾਲਾ: ਪੰਜਾਬ ਸਰਕਾਰ, ਸਿੱਖਿਆ ਵਿਭਾਗ (ਸਿੱਖਿਆ-6 ਸ਼ਾਖਾ) ਦਾ ਪੱਤਰ ਨੰ. SED-
.EDU6011/32/2022-5EDU6/1/424424 ਮਿਤੀ 12.09.2022 ਅਤੇ ਲੇਬਰਫੈਂਡ
ਪੰਜਾਬ ਦਾ ਪੱਤਰ ਨੰ. 1035 ਮਿਤੀ 31.08.2022.

ਉਪਰੋਕਤ ਵਿਸ਼ੇ ਤੇ ਹਵਾਲਾ ਅਧੀਨ ਪੱਤਰ ਦੀ ਕਾਪੀ ਆਪ ਨੂੰ ਇੰਨ-ਬਿੰਨ ਪਾਲਣਾ
ਹਿੱਤ ਭੇਜੀ ਜਾਂਦੀ ਹੈ।

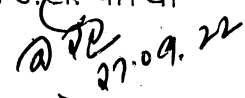
ਨੱਥੀ ਉਕਤ ਅਨੁਸਾਰ


(ਜਸਕੀਰਤ ਕੌਰ)

ਸਹਾਇਕ ਡਾਇਰੈਕਟਰ (ਕੋਆਰਡੀਨੇਸ਼ਨ)

ਪਿ.ਅੰ.ਨੰ. ਉਕਤ/2022 258485-487 ਮਿਤੀ 28-09-2022
ਉਤਾਰਾ ਹੇਠ ਲਿਖਿਆ ਨੂੰ ਇੰਨ-ਬਿੰਨ ਪਾਲਣਾ ਹਿੱਤ ਭੇਜਿਆ ਜਾਂਦਾ ਹੈ:-

1. ਸਮੂਹ ਅਧਿਕਾਰੀ/ਸ਼ਾਖਾ ਮੁਖੀ, ਦ. ਡਾਇਰੈਕਟਰ ਜਨਰਲ ਸਕੂਲ ਸਿੱਖਿਆ, ਪੰਜਾਬ।
2. ਸਮੂਹ ਅਧਿਕਾਰੀ/ਸ਼ਾਖਾ ਮੁਖੀ, ਦ. ਡਾਇਰੈਕਟਰ ਸਿੱਖਿਆ ਵਿਭਾਗ (ਸੈਸਿ/ਐਸਿ),
ਪੰਜਾਬ।
3. ਸਮੂਹ ਅਧਿਕਾਰੀ/ਸ਼ਾਖਾ ਮੁਖੀ, ਦ. ਡਾਇਰੈਕਟਰ ਐਸ.ਸੀ.ਈ.ਆਰ.ਟੀ. ਪੰਜਾਬ।


(ਜਸਕੀਰਤ ਕੌਰ)

ਸਹਾਇਕ ਡਾਇਰੈਕਟਰ (ਕੋਆਰਡੀਨੇਸ਼ਨ)

ਪੰਜਾਬ ਸਰਕਾਰ

ਸਿੱਖਿਆ ਵਿਭਾਗ

(ਸਿੱਖਿਆ- 6 ਸ਼ਾਖਾ)

ਸੇਵਾ ਵਿਖੇ

1. ਡਾਇਰੈਕਟਰ ਜਨਰਲ ਸਕੂਲ ਸਿੱਖਿਆ, ਪੰਜਾਬ, ਮੋਹਾਲੀ।
2. ਡਾਇਰੈਕਟਰ, ਸਿੱਖਿਆ ਵਿਭਾਗ (ਸੈ:ਸਿੱ), ਪੰਜਾਬ, ਮੋਹਾਲੀ।
3. ਡਾਇਰੈਕਟਰ, ਸਿੱਖਿਆ ਵਿਭਾਗ (ਐ:ਸਿ), ਪੰਜਾਬ, ਮੋਹਾਲੀ।
4. ਸਕੱਤਰ, ਪੰਜਾਬ ਸਕੂਲ ਸਿੱਖਿਆ ਬੋਰਡ, ਮੋਹਾਲੀ।
5. ਡਾਇਰੈਕਟਰ, ਐਸ.ਸੀ.ਈ.ਆਰ.ਟੀ, ਮੋਹਾਲੀ।

ਮਿਤੀ, ਚੰਡੀਗੜ੍ਹ:- 12-09-22

ਵਿਸ਼ਾ: ਟੈਂਡਰਾਂ ਸਬੰਧੀ।

ਉਪਰੋਕਤ ਵਿਸ਼ੇ ਦੇ ਸਬੰਧ ਵਿੱਚ।

2. ਵਿਸ਼ਾ ਅੰਕਿਤ ਮਾਮਲੇ ਸਬੰਧੀ ਆਪ ਨੂੰ ਲੇਬਰਫੈਂਡ ਪੰਜਾਬ ਤੋਂ ਪ੍ਰਾਪਤ ਪੱਤਰ ਨੰ: 1035 ਮਿਤੀ 31.08.2022 ਸਮੇਤ ਸਹਿ-ਪੱਤਰ ਦੀ ਕਾਪੀ ਲੋੜੀਂਦੀ ਕਾਰਵਾਈ/ਇੰਨ-ਬਿੰਨ ਪਾਲਣਾ ਹਿੱਤ ਭੇਜੀ ਜਾਂਦੀ ਹੈ।

ਸੁਪਰਡੈਂਟ

ਪਿ:ਅੰ:ਨੰ: 1/424424/1-6

ਮਿਤੀ, ਚੰਡੀਗੜ੍ਹ: 12-09-22

ਉਪਰੋਕਤ ਦਾ ਉਤਾਰਾ ਮੈਨੇਜਿੰਗ ਡਾਇਰੈਕਟਰ, ਲੇਬਰਫੈਂਡ ਪੰਜਾਬ, ਐਸ.ਸੀ.ਓ.ਨੰ.2, ਫੇਜ਼-2, ਇੰਡਸਟਰੀਅਲ ਏਰੀਆ, ਚੰਡੀਗੜ੍ਹ ਨੂੰ ਉਨ੍ਹਾਂ ਦੇ ਪੱਤਰ ਨੰ: 1035 ਮਿਤੀ 31.08.2022 ਦੇ ਹਵਾਲੇ ਵਿੱਚ ਸੂਚਨਾ ਅਤੇ ਅਗਲੇਰੀ ਲੋੜੀਂਦੀ ਕਾਰਵਾਈ ਹਿੱਤ ਭੇਜਿਆ ਜਾਂਦਾ ਹੈ।

ਸੁਪਰਡੈਂਟ

ਸੁਪਰਡੈਂਟ

12-09-22

ਚ ਪੰਜਾਬ

ਪੱਤਰ ਨੰ

1/424424/1-6

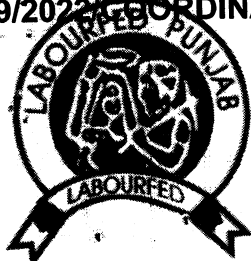
ਮਿਤੀ

ਚੰਡੀਗੜ੍ਹ

12-09-22

ਸੁਪਰਡੈਂਟ

720709/2022 COORDINATION-DRISE



ਲਬਰਫੈਡ ਪੰਜਾਬ

ਐਸ.ਸੀ.ਓ. ਨੰ. 2, ਫੇਜ਼-2, ਇੰਡਸਟੀਅਲ ਏਰੀਆ, ਚੰਡੀਗੜ੍ਹ।

ਫੋਨ : 0172-5088217, 4002554

E-mail : mdlabourfed@yahoo.in

GST No. 04AACAT0345A1Z9

ਨੰਬਰ : 1035

ਸੇਵਾ ਵਿਖੇ

ਮੁੱਖ ਸਕੱਤਰ,
ਸਿੱਖਿਆ ਵਿਭਾਗ, ਪੰਜਾਬ,
ਚੰਡੀਗੜ੍ਹ।

ਵਿਸ਼ਾ:-

ਸ਼੍ਰੀਮਾਨ ਜੀ

ਟੈਂਡਰਾਂ ਸਬੰਧੀ।

ਬੇਨਤੀ ਹੈ ਕਿ ਸ੍ਰੀ ਕੇ.ਪੀ.ਸਿਨਹਾ, ਆਈ.ਏ.ਐਸ., ਐਡੀਸ਼ਨਲ ਚੀਫ ਸੈਕਟਰੀ, ਪੰਜਾਬ ਸਰਕਾਰ, ਵਿੱਤ ਵਿਭਾਗ ਜੀ ਵੱਲੋਂ ਗਜ਼ਟ ਨੋਟੀਫਿਕੇਸ਼ਨ ਨੰ: G.S.R.02/P.A.12/2019/S.60/2022 Dated 6th January, 2022, containing the Punjab Transparency in Public Procurement Rules, 2022 ਜਾਰੀ ਕੀਤਾ ਗਿਆ ਹੈ। ਪੰਜਾਬ ਸਰਕਾਰ ਵੱਲੋਂ ਇਸ ਨੋਟੀਫਿਕੇਸ਼ਨ ਵਿੱਚ ਹਰ ਵਿਭਾਗ ਵੱਲੋਂ ਕੰਮ ਕਰਵਾਉਣ ਸਬੰਧੀ ਹਦਾਇਤਾਂ ਜਾਰੀ ਕੀਤੀਆਂ ਗਈਆਂ ਹਨ ਜੋ ਸਮੂਹ ਕੰਮ ਦੇਣ ਵਾਲੇ ਵਿਭਾਗਾਂ ਤੇ ਲਾਗੂ ਹਨ। ਪੰਜਾਬ ਸਰਕਾਰ ਦੇ ਇਸ ਨੋਟੀਫਿਕੇਸ਼ਨ ਦੇ ਪੈਰਾ ਨੰ: (CHAPTER VI PROCUREMENT METHODS) ਦੇ ਪੱਨਾ ਨੰ: 16 ਤੋਂ 26 (ਕਾਪੀ ਨਾਲ ਨੱਥੀ ਹੈ) ਵਿੱਚ ਲਿਖਿਆ ਗਿਆ ਹੈ ਕਿ 5.00 ਲੱਖ ਰੁ. ਤੋਂ ਵੱਧ ਰਕਮ ਦੇ ਕੰਮ ਆਨ-ਲਾਇਨ ਕਾਲ ਕੀਤੇ ਜਾਣਗੇ।

ਪੰਜਾਬ ਸਰਕਾਰ ਦੀਆਂ ਉਪਰੋਕਤ ਹਦਾਇਤਾਂ ਨੂੰ ਮੁੱਖ ਰੱਖਦੇ ਹੋਏ ਨਿਮਰਤਾ ਸਹਿਤ ਬੇਨਤੀ ਕੀਤੀ ਜਾਂਦੀ ਹੈ ਕਿ ਆਪਣੇ ਵਿਭਾਗ ਦੇ ਸਮੂਹ ਖੇਤਰੀ ਅਧਿਕਾਰੀਆਂ ਨੂੰ ਹਦਾਇਤਾਂ ਜਾਰੀ ਕਰਨ ਦੀ ਕ੍ਰਿਪਾਲਤਾ ਕੀਤੀ ਜਾਵੇ ਜੀ ਕਿ ਉਹ 5.00 ਲੱਖ ਰੁ. ਤੋਂ ਵੱਧ ਰਕਮ ਦੇ ਟੈਂਡਰ ਹੀ ਆਨ-ਲਾਇਨ ਕਾਲ ਕਰਨ ਤੇ ਇਸ ਰਕਮ ਤੋਂ ਘੱਟ ਦੇ ਟੈਂਡਰ ਆਫ-ਲਾਇਨ ਕਾਲ ਕੀਤੇ ਜਾਣ।

ਮੇਹਰਬਾਨੀ ਕਰਕੇ ਇਸ ਸਬੰਧੀ ਜਾਰੀ ਹਦਾਇਤਾਂ ਦੀ ਕਾਪੀ ਨਿਮਨਲਿਖਤ ਆਖਰ ਨੂੰ ਭੇਜ ਕਿ ਪੰਨਵਾਦੀ ਬਨਾਇਆ ਜਾਵੇ ਜੀ।

ਪੰਨਵਾਦ ਸਹਿਤ,

ਵਿਸ਼ਵਾਸ ਪਾਤਰ,

Ravinder Singh

(ਰਵਿੰਦਰ ਸਿੰਘ)

ਆਨ. ਮੈਨੇਜਿੰਗ ਡਾਇਰੈਕਟਰ

ਨੱਥੀ ਉਕਤ/-



Punjab Government Gazette

EXTRAORDINARY

Published by Authority

CHANDIGARH, FRIDAY, JANUARY 7, 2022

(PAUSA 17, 1943 SAKA)

LEGISLATIVE SUPPLEMENT

	Contents	Pages
Part - I	Acts Nil	
Part - II	Ordinances Nil	
Part - III	Delegated Legislation Notification No. G.S.R. 02/P.A.12/2019/ S.60/ 2022, dated the 6th January, 2022, containing the Punjab Transparency in Public Procurement Rules, 2022.	.. 3-130
Part - IV	Correction Slips, Republications and Replacements Nil	

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PART III
GOVERNMENT OF PUNJAB
DEPARTMENT OF FINANCE
(FINANCE PERSONNEL-II BRANCH)

NOTIFICATION

The 6th January, 2022

No. G.S.R. 02 /P.A.12/2019/S.60/2022.-In exercise of the powers conferred by section 60 of the Punjab Transparency in Public Procurement Act, 2019 (Punjab Act No. 12 of 2019), and all other powers enabling him in this behalf, the Governor of Punjab is pleased to make the following rules, namely:-

RULES

CHAPTER I

PRELIMINARY

1. **Short title and commencement.** -(1) These rules may be called the Punjab Transparency in Public Procurement Rules, 2022.
(2) They shall come into force on and with effect from the date of their publication in the Official Gazette.
2. **Definitions.** -(1) In these rules, unless the context otherwise requires, -
 - (a) "Act" means the Punjab Transparency in Public Procurement Act, 2019 (Punjab Act No 12 of 2019);
 - (b) "administrative approval" means a formal acceptance by the Administrative Department of a proposal to incur expenditure on procurement of goods or services or works initiated by or connected with the requirements of that Department;
 - (c) "Administrative Department" means the concerned Department of the Government of Punjab;

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the decision. The decision of the Appellate Authority shall be published on the State Public Procurement Portal and e-Procurement Portal.

(9) The procuring entity shall ensure that the list of all blacklisted firms is published on the State Public Procurement Portal and e-Procurement Portal.

CHAPTER VI

PROCUREMENT METHODS

Section 28 (4).

20. Choosing a method of procurement other than the open competitive bidding. -The procuring entity or the competent authority or the Administrative Department, as the case may be, shall record the reasons and circumstances thereof in Form 'H', for choosing any procurement method as mentioned in sub-section (1) of section 27, other than the open competitive bidding.

Section 28.

21. Procedure for open competitive bidding. -(1) open competitive bidding shall be the default mode of procurement where an attempt is made to attract the widest possible competition in a fair and transparent manner by inviting tenders through advertisement.

(2) The estimated value of procurement of goods under this method shall be above rupees two-lakh and fifty thousand and in case of procurement of works and services shall be above rupees five-lakh.

(3) Subject to sub-section (5) of section 28, advertisement of the bidding under this method shall be published by the procuring entity on the State Public Procurement Portal, on the Departmental website and through indicative publication in a newspaper, or any other method notified by the State Government from time to time.

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(4) The procuring entity shall also post the complete bidding document on its website and on the State Public Procurement Portal to enable the prospective bidders to download the document.

(5) The preparation of bidding documents; and submission, opening and evaluation of bids shall be as specified in rules 13 and 16 respectively.

(6) The number of bidders qualifying in technical evaluation shall not be less than two:

Provided that in case of procurement of goods, atleast two bidders qualifying in technical evaluation shall be distinct Original Equipment Manufacturers.

Provided that in case of procurement of works or services, atleast two bidders qualifying in technical evaluation shall not be related to or have any controlling interest in, or common pecuniary interest with each other, or be a subsidiary or ancillary or sister concern to one another.

(7) In case the conditions provided in sub-rule (6) are not satisfied in the first bidding, the bidding process shall be cancelled and financial bids shall not be opened and fresh (second) bids may be invited with the same or modified criteria as may be decided by the procuring entity.

(8) In case the conditions provided in sub-rule (6) are not satisfied in the second bidding, the bidding process shall be cancelled and financial bids shall not be opened and fresh (third) bids may be invited with the same or modified criteria as may be decided by the procuring entity.

(9) In case the conditions provided in sub-rule (6) are not satisfied in third bidding, the competent authority may decide to proceed with single bid, recording with proper justification the reason for the same in writing, and the same

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Section 13 & 29
(2)

shall be published on the State Public Procurement Portal.

(10) In case of second or third bidding for the procurement of goods or works or non-consulting services, the procuring entity shall reduce the time period for submission of bids as provided in Appendix 1 and Appendix 2, respectively.

22. Procedure for limited bidding. - (1) Limited bidding shall be adopted in line with the Public Procurement Preference to Make in Punjab Order 2019, issued by the Government of Punjab, Department of Industries and Commerce (Controller of Stores), as amended from time to time.

(2) The method of limited bidding may be adopted when the estimated value of subject matter of procurement is upto rupees thirty lakh.

(3) The procuring entity shall issue an invitation to bid to all the potential bidders as specified in clause (a) of sub-section (2) of section 29.

(4) The procuring entity shall also publish the Notice Inviting Bid on the State Public Procurement Portal and Departmental website, clearly specifying the particular limitations of the bidders as decided by the procuring entity.

(5) The procuring entity shall give minimum two weeks' time for submission of bids.

(6) The number of bidders to be invited in limited bidding shall not be less than six, out of which atleast three bidders shall qualify in technical evaluation. In case less than three bidders qualify in technical evaluation, the bidding process shall be cancelled and financial bids shall not be opened and thereafter, the procuring entity may opt to invite bids through open competitive bidding method.

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(7) Except for the conditions provided in sub-rules (1) to (5), the preparation of bidding documents; and submission, opening and evaluation of bids shall be as specified in rules 13 and 16 respectively.

Section 30 (1).

23. **Single source procurement.** -(1) If the procuring entity chooses to procure goods or services or works from a single source as per sub-section (1) of section 30, the reason for such decision shall be recorded as in Form 'H' after due approval of the competent authority and the same shall be published on the State Public Procurement Portal and Departmental website.

(2) In case the procuring entity chooses to procure goods from another single source like Original Equipment Manufacturer (OEM) or manufacturer having proprietary rights, in addition to a particular prospective bidder or a particular prospective bidder having exclusive rights with respect to subject matter of the procurement, as mentioned in clause (a) of sub-section (1) of section 30 of the Act, the procuring entity shall obtain a Proprietary Article Certificate (PAC) in Form 'I', from the concerned Original Equipment Manufacturer (OEM) or manufacturer having proprietary rights, duly issued or approved by an authority having power to issue such certificate. The procuring entity shall obtain a certificate from single source to the effect that the rates quoted by it to the procuring entity in a financial year, are identical or less than the rates quoted to other organizations or to any other State Government or Central Government or their entities in the same financial year.

(3) In case the value of the subject matter of procurement is above rupees ten crore, the case shall be referred for approval to the State Level Empowered Committee constituted as per clause (z) of rule 2.

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Section 31 (2)

24. Two stage bidding. - The procuring entity may choose to obtain bids in two stages in open competitive bidding or limited bidding as per the financial limits specified in sub-rule (2) of rule 21 and sub-rule (2) of rule 22, respectively.

Section 32 (2)

25. Reverse auction. - The procuring entity may choose to execute reverse auction method as per procedure notified by the State Government from time to time. The reverse auction shall also include Electronic Reverse Auction as available on e-Procurement Portal and GeM Portal.

Section 33 (2.)

26. Procedure for Request for quotations. -(1) Request for quotations (RFQ) shall be adopted for procurement of goods in the range of rupees twenty-five thousand and one to rupees two-lakh fifty thousand, and for procurement of works and services in the range of rupees twenty-five thousand and one to rupees five-lakh, for a particular requirement of the procuring entity as approved by the competent authority.

(2) The procuring entity shall not adopt this method of procurement to split the demand into smaller quantities and procure the subject matter of procurement through multiple attempts within the same time period, except for the items required recurrently.

(3) The quotations shall be invited from the maximum number of potential suppliers and shall not be less than three.

(4) The competent authority shall carry out periodic review of such procurements to ensure that the demand is not split into small quantities for the sole purpose of avoiding the necessity of getting an approval from the higher authority required for sanctioning the purchase of the original demand or for avoiding open competitive bidding or other mode of procurement.

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- Section 33 (3) 27. **Spot purchase.** - The spot purchase method shall be adopted as per sub-section (3) of section 33 and the purchase committee shall jointly record a certificate in Form 'J' duly authenticated by the competent authority. The financial limits for the same shall be in the range of rupees twenty-five thousand and one to rupees two lakh fifty thousand.
- Section 34 (2) 28. **Procedure for Competitive Negotiations.**-(1) The competent authority shall constitute a purchase committee as per clause (a) of sub-section (2) of section 34, which shall record the reasons with justification, indicating that it shall not be in public interest to procure the subject matter of procurement through open competitive bidding or any other method of procurement, in Form 'H' duly signed by the members of the purchase committee and thereafter certified by the Administrative Department.
- (2) The procuring entity shall communicate in writing to the potential bidders, not being less than three, for procuring the subject matter of procurement.
- (3) Any requirements, guidelines, documents, clarifications or other information related to the competitive negotiations shall be communicated by the procuring entity to all the potential bidders or bidders, unless such information is specific or exclusive to that bidder.
- (4) The proceedings of the negotiations shall be recorded in writing by the purchase committee and shall be duly signed by the members of purchase committee and all the participant bidders or their representatives who participated in the negotiations.
- (5) After completion of negotiations, the procuring entity shall request all bidders present during negotiation proceedings to submit, a best and final offer with respect to all aspects of their proposals within the time period to be

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specified by the purchase committee such that it shall not exceed by fifteen days.

(6) No negotiations shall take place between the procuring entity and bidders with respect to their best and final offers.

(7) The procuring entity shall ensure that the successful offer is the lowest or most advantageous offer.

(8) The procuring entity shall maintain the record of all the competitive negotiations related documents.

Section 35 (3).

29. Procedure for rate contract. -The rate contract method of procurement shall be applicable only for the procurement of the subject matter of the procurement, as notified by the State Government, which shall be executed on demand of any procuring entity, by the Controller of Stores (COS) or any other Administrative Department as notified by State Government from time to time.

Section 36 (2).

30. Procurement under Government E-Market (GeM). -

(1) The procurement of goods and services through GeM shall be as per the notification of the State Government issued from time to time.

(2) The procuring entity may ascertain the reasonableness of prices before placement of order using the Business Analytics (BA) tools available on GeM including the last purchase price on GeM, procuring entity's own last purchase price etc.

(3) Demand for goods shall not be divided into small quantities to make piecemeal purchases to avoid procurement through (E-1) buying or bidding or reverse auction on GeM.

(4) The competent authority shall carry out periodic review of such procurements to ensure that the demand is not split into small quantities for the sole purpose of avoiding the necessity of getting an approval from the higher authority.

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required for sanctioning the purchase of the original demand or for avoiding open competitive bidding or other mode of procurement.

(5) The procuring entity shall avail reverse auction option for any procurement whenever available on GeM Portal.

Section 37.

31. **Procedure for Swiss Challenge.** -Subject to sub-section (2) of section 37, the procedure for Swiss Challenge shall be as per Appendix 6.

Section 27 (1) (d)

32. **Procedure for Direct procurement without quotation.** -

(1) Procurement up to the value of rupees twenty-five thousand, for off-the-shelf goods or services or works of simple and standard specifications only, may be made without inviting quotations or bids by direct procurement.

(1) This method may be used when the requirement has not been covered in the procurement plan.

(2) The requirement is to be determined by the procuring entity for the off-the-shelf goods or services or works of simple and standard specifications such as day to day needs of the office and field units. The purchase for any item undertaken under this method shall be made after proper survey of the market to ensure the reasonability of the prices or rates.

(3) The competent authority shall carry out periodic review of such procurements to ensure that the demand is not split into small quantities for the sole purpose of avoiding the necessity of getting an approval from the higher authority required for sanctioning the purchase of the original demand or for avoiding limited bidding or open competitive bidding.

(4) The procurement done by this method shall not exceed an annual ceiling of rupees one-lakh for each office.

Section 17 (1)

33. **Disposal of public assets.** -(1) Disposal of the public assets shall be done as per the policies or instructions notified from

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time to time, by the Government of Punjab or any Department of the Government of Punjab from time to time.

(2) Any Administrative Department undertaking the disposal of public assets as defined in clause (w) of rule 2, shall constitute an Assets Disposal Committee for the disposal of particular public asset.

(3) Before disposing off a public asset, the Assets Disposal Committee shall take necessary approval from the competent authority, recording the reasons and circumstances in writing arising for disposal of such assets.

(4) There shall be a reserve price fixed for all the public assets to be disposed off and it shall be determined by the Assets Disposal Committee after proper evaluation through market survey or any other mode by which real or market value of the asset is ascertained and verified by the Assets Disposal Committee.

(5) Where the assessed or market value of the public asset to be disposed off is more than Rupees fifty crore, then the case shall be referred through Administrative Department to the State Level Empowered Committee for final fixation of reserve price along with reasons and recommendations of the concerned Administrative Department.

(6) The disposal of assets shall be done by way of e-auction through e-Procurement Portal or any other open auction mode adopted by the State Government notified from time to time.

(7) Due publicity shall be given for every auction to attract maximum bidders so as to get the highest value of the public asset to be disposed off. The purpose of disposal and public interest in disposing off the public asset shall be clearly mentioned in the advertisement.

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- (8) When more than three bids are received in an auction process, the bid with the highest value over and above the reserve price fixed for that public asset shall be selected.
- (9) In case less than three bids are received in the initial (first) auction, the auction process shall be cancelled and fresh (second) auction shall be undertaken following the procedures mentioned in sub-rules (6), (7) and (8).
- (10) In case less than three bids are received in the second auction, the auction process shall be cancelled and fresh (third) auction shall be undertaken following the procedures mentioned in sub-rules (6), (7) and (8).
- (11) In case less than three bids are received for the third time, the Administrative Department may decide to proceed with less number of bids, recording the reasons for the same, which shall be published on State Public Procurement Portal. Provided that where the assessed/market value of the public asset to be disposed off is more than rupees twenty-five crore, the State Level Empowered Committee may decide to proceed with less number of bids, recording the reasons for the same which shall be published on State Public Procurement Portal.
- (12) Where the bids received in first auction, are of the value less than the reserve price fixed, the auction shall be cancelled and fresh (second) auction at the same reserve price shall be undertaken following the procedures mentioned in sub-rules (6), (7) and (8).
- (13) If the value of the bids received in the second auction, is less than the reserve price fixed, the second auction shall also be cancelled and fresh (third) auction at the same reserve price shall be undertaken following the procedures mentioned in sub-rules (6), (7) and (8).

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(14) If the value of the bids received in the third auction is still less than the reserve price fixed, the Assets Disposal Committee may re-fix the reserve price on the basis of objective criteria notified from time to time, by the State Government or the concerned Department of the Government of Punjab. In case the reserve price fixed was more than rupees fifty crore, case for re-fixation of the reserved price shall be done by the State Level Empowered Committee.

34. Procurement for consultancy services. - (1) Procurement for consultancy services shall be done by a committee to be constituted by the Administrative Department.

(2) The procedure for procurement of consultancy services shall be as per Appendix 7.

CHAPTER VII

BID EVALUATION AND CONTRACTING

Section 39 (2). 35. Trials and sample testing. - Subject to sub-section (2) of section 39, the procuring entity shall maintain the record of such trials as per the relevant laws and rules of the procuring Department, and the records of testing in the manner as notified by the concerned Department or the Government of Punjab.

Section 40. 36. Price Negotiations in a tender process. - (1) Negotiations in a tender process shall only be undertaken as per the guidelines of the Central Vigilance Commission issued from time to time.

Section 41 (1) 37. Terms and conditions of contracts. - The terms and conditions of the procurement contracts entered into shall be in accordance with the provisions of the Act and these rules and the conditions or general conditions of contract or special conditions of contract indicated in the bidding

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- (v) Comments and suggestions on Terms of Reference, counterpart staff and facilities to be provided by the client (if required).
 - (vi) Description of approach and methodology and work plan for performing the assignment;
 - (vii) Work schedule and planning for deliverables;
 - (viii) Team composition, key expert's inputs, attached CVs.
 - (ix) Format for Comments/modifications suggested on proposed form of contract.
- (b) The standard formats for a financial proposal include:
- (i) Financial proposal form;
 - (ii) A summary sheet of the cost to be quoted by the Bidder;
 - (iii) Remuneration payable;
 - (iv) Reimbursable expenses

K. A. P. SINHA, IAS
Additional Chief Secretary
to Government of Punjab
Department of Finance