



GOVERNMENT OF THE PUNJAB  
TECHNICAL EDUCATION & VOCATIONAL TRAINING AUTHORITY  
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[www.tevta.gop.pk](http://www.tevta.gop.pk)



(FINANCE WING)

TEVTA /Fin/CPC/ 2017-18

Rev No 00

Date: May 18, 2018

**NOTIFICATION**

**SUBJECT: STANDARD OPERATING PROCEDURE (SOP) FOR PROCUREMENT UNDER DEVELOPMENT SCHEMES MADE BY CENTRAL PURCHASE COMMITTEE**

TEVTA /Fin/CPC/ 2017-18/ In exercise of powers conferred by Section 6 (5) of TEVTA Act, 2010 and in supersession of all previous notifications/circulars/decisions related to Central Procurement Committee (CPC), the competent authority is pleased to approve the revised delegation of powers for procurement (purchase of durable goods) under development schemes.

2. The composition / structure of Central Procurement Committee will be as follows:

Sr No	Designation	Function
1	DGM Procurement	Convener
2	Manager Procurement concerned	Member/Secretary
3	Deputy Manager Procurement concerned	Member
4	Assistant Manager Procurement – I	Member
5	Zonal Manager Concerned/Manager SC	Member
6	Instructor (BS-16 or Above) of concerned trade/technology/subject	Member

3. **Delegation of Powers:**

Keeping in view the quantum of procurement to be processed by CPC, the powers of administrative sanction, financial sanction and disbursement sanction are re-delegated / re-assigned by amending the TEVTA Delegation of Financial Powers 2012 and all other related notifications for expeditious disposal of cases.

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- **Administrative sanction** means authorization to start the tendering /procurement process.
- **Financial sanction** means authorization to award purchase order (PO)/contract to the supplier.
- **Disbursement sanction** means authorization to release payment to supplier including partial payment or payment by way of advance.

The detail of powers is as under;

<b>DELEGATION OF POWERS FOR REGULATING PROCUREMENT UNDER DEVELOPMENT SCHEMES</b>				
Sr. No	Maximum Limit	COMPETENT AUTHORITIES FOR		
		Administrative Sanction	Financial Sanction	Disbursement Sanction
1	5.00 million	Manager Procurement	Manager Procurement	Manager (Finance)
2	10.00 million	DGM Procurement	DGM Procurement	DGM Finance
2	20.00 million	DGM Procurement	DGM Procurement	GM Finance
3	30.00 million	C. O. O.	C. O. O.	C. O. O.
4	Above 30.00 million	Chairperson	Chairperson	Chairperson

#### 4. Functioning of CPC:

CPC will function as an integral part of Procurement Wing, TEVTA Secretariat. Its functioning will be governed by policies/guidelines issued by TEVTA from to time and will be subject to following procedures:

##### A. Procedure for Administrative Sanction and Financial Sanction:

Following broad steps are to be followed from commencement of procurement process till award of contract/PO:

- i. Compilation of requirements submitted by field formations as per approved PC-I after adjusting already procured items.
- ii. Bundling similar nature items to achieve economies of scale and to avoid splitting.
- iii. Selecting method of procurement keeping into consideration the following:
  - a. Nature of goods required to be procured i.e standard goods, complex/customized.
  - b. Description and specifications of goods required to be procured.

Extreme due diligence is required to be exercised while preparing bidding documents and indicating specifications and description of goods to foster greater competition and obtaining maximum value for money.
  - c. PPRA Rules 2014 to select the most appropriate method of procurement.
- iv. Ensuring procurement in compliance with Punjab Procurement Rules' 2014 and policies and guidelines as notified by TEVTA.
- v. Declaring award of PO/contract to the lowest evaluated responsive bidder.
- vi. Preparation of bidding documents and submission of case by Procurement Wing, TEVTA Secretariat to competent authority for Administrative Sanction.
- vii. Publication of Advertisement in national daily newspaper, website of PPRA & TEVTA wherever required as per provisions of Punjab PPRA Rules 2014.
- viii. Opening of bids.
- ix. Technical/Financial evaluation of bids.
- x. Preparation of Technical Evaluation Report.
- xi. Preparation of Comparative Statement.

- xii. Submission of case by Procurement Wing, TEVTA Secretariat to competent authority for Financial Sanction.
- xiii. Issuance of Purchase/Supply Order.
- xiv. Following up inspection in field to be conducted by Inspection Committee.
- xv. Submission of case by Procurement Wing, TEVTA Secretariat to competent authority for Disbursement Sanction

**B. Procedure for Disbursement Sanction:**

Procedure for release of payment to supplier will be as under:

- i. Concerned District Manager Office / Zonal Manager Office/Manager Service Centers/Project Director/Manager would be responsible to forward procurement case for processing payment to Procurement Wing, TEVTA Secretariat, complete in all respects including after ensuring compliance of all legal, codal and financial formalities.
  - a. Every case forwarded by field formations must be jointly signed off by concerned Zonal Manager/District Manager, AM (P&P) and AM (Finance) in case of offices/institutions and Manager (Service Centers), Project Director/Project Manager and Assistant Director (Accounts)/ Account Officer in case of Service Centers and they will jointly certify that specifications of item(s) received matches with the specifications of item(s) required vide PO/contract.
  - b. Concerned AM (P&P) or Project Director/Project Manager will be responsible to check that all documents related to field are attached as per Check List and that the case is in order.
  - c. AM(Finance) or Assistant Director (Accounts)/Account Officer will verify the financial record including bills / sales tax invoices, inventory documents including Delivery challan, Inward Gate Pass/Outward Gate Pass, Inspection Report and Goods Receipt Note.
- ii. Procurement Wing, TEVTA Secretariat will forward the case to Finance Wing, TEVTA Secretariat after getting endorsement from Projects Section in respect of the status of development scheme and allocation of funds and after satisfying that all documents (both relating to field and Secretariat) are available as per Check List at ANNEX-I and that the case is in order.

- iii. The Finance Wing, TEVTA will examine all cases forwarded by the Procurement Cell and verify them as per Check List. The said Check List includes relevant documents from commencement of the procurement process to the completion of process. Any additional information/document may also be required by Finance Wing, TEVTA Secretariat on case to case basis and Procurement Wing, TEVTA Secretariat will be responsible to provide the same. The said Check List may only be revised after seeking approval from Chairperson/COO.
- iv. Responsibility for procurements in compliance with rules/laws and in a transparent manner is that of the Procurement Wing, TEVTA under direct supervision of Head of Procurement Wing, TEVTA Secretariat. The Procurement Wing, TEVTA Secretariat would be required to clarify/explain any discrepancies/irregularities pointed out by the Finance Wing/Auditor within the stipulated time. If Procurement Wing, TEVTA Secretariat fails to clarify/appropriately explain the discrepancies/irregularities, it would be construed that they have nothing to explain and Finance Wing, TEVTA Secretariat may proceed as per terms of contract/PO, relevant laws and regulations while reporting the matter to management for necessary further action.
- v. The Procurement Wing, TEVTA Secretariat would be responsible for submission of the cases for payment along-with all the certified documents properly tagged.
- vi. The Finance Wing, TEVTA shall make payment within 30 days starting from date of receipt of case in Finance Wing from Procurement Wing.
- vii. For timely completion of verification process, additional human resources from within the organization or outside the organization may be engaged according to the rules/regulations
- viii. External experts / consultants/reputed CA firms, in this regard, may also be engaged for third party audit if required.

#### **D. Monitoring;**

There shall be a Standing Purchase Committee headed by a member of TEVTA Board. It will monitor the activities of the CPC for greater transparency.

#### **E. Miscellaneous:**

- i. Procurement Wing, TEVTA Secretariat would be responsible for preparation of Annual Procurement Plan and uploading on PPRA web site in terms of provisions of PPRA 2014.

- ii. Procurement (purchase of durable goods) for development schemes by field formations will remain suspended till further orders.
- iii. Field formations will submit requirements for durable goods to CPC as indicated in PC-I.
- iv. CPC may constitute sub-committees if required, for carrying out its function with the prior approval of competent authority.
- v. Relevant laws and regulations include provisions of Contract Act, 1872 Sale of Goods Act, 1930, Arbitration Act, 1940 and Punjab PPRA Rules 2014 as amended from time to time.

**(IRFAN QAISER SHEIKH)  
CHAIRPERSON  
TEVTA**

Endst: No. TEVTA /CPC/ 2017-18

Dated 18 May, 2018.

**A copy is forwarded for information and necessary action to:**

1. All General Managers TEVTA Secretariat, Lahore.
2. All Deputy General Managers TEVTA Secretariat, Lahore.
3. All Zonal Managers (Center, North, South), TEVTA.
4. All Managers of TEVTA Secretariat, Lahore.
5. All District Managers, TEVTA.
6. All Project Manager / Project Directors of TEVTA Service Centers.
7. The Manager (SCs) TEVTA with the request to circulate the same to lower formation.
8. SA to Chairperson TEVTA.
9. PS to COO TEVTA.

  
**(MUHAMMAD AHMAD SAEED)  
GENERAL MANAGER (FINANCE)  
TEVTA**

## CHECK LIST FOR PROCUREMENT CASES

Sr. No.	Name of Document		Page No.
1	Relevant Pages of Approved PC-I	Process / Tender Related Documents	
2	Administrative Approval of Scheme		
3	Detail of Items to be purchased along with Specifications		
3	Budget Allocation Extract		
4	Austerity Committee Clearance (If applicable)		
5	Copy of Advertisement in Newspaper (Urdu & English)		
6	Copy of Advertisement on PPRA / TEVTA website		
7	Comparative Statement duly signed by Procurement Committee		
8	Minutes of meeting of Procurement Committee		
9	Technical Bid Evaluation Report		
10	RFP duly signed.		
11	Sanction Order		
12	Supply Order		
13	Delivery Date as per Supply Order	Payment Related Documents	
14	Actual Delivery Date		
15	Extension in Delivery Period (up to )		
16	Delivery Challan		
17	Inward Gate Pass		
18	Notification of inspection committee		
19	Inspection Report duly verified by the Inspection Committee		
20	Goods Receipt Note		
21	Stock Entry		
22	Nature of Performance Security		
23	Recommendation of Head of Procurement regarding deduction of Performance Security if applicable		
24	Sales Tax Invoices		
25	Original Bill/Invoice		
26	Penalty Applicable ( )		
27	Recommendation of Head of Procurement regarding deduction of Penalty on Late Delivery if applicable		
28	Recommendation of Head of Procurement		
29	Active Tax Payer Verification		
30	Income Tax		
31	Sales Tax		