



GOVERNMENT OF MAHARASHTRA  
CENTRAL STORES PURCHASE ORGANISATION

**MANUAL  
OF  
OFFICE PROCEDURE  
FOR  
PURCHASE OF STORES  
BY THE  
GOVERNMENT DEPARTMENTS**

[Accompaniment to Govt. in I.E. & L.D. Resolution  
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7. As the manual is meant only for official use, private parties will not be permitted to cite any provision of the manual as justification for any action or any omission in regard to their contractual obligations with the Purchasing Authority. It may be added that nothing contained in the manual shall, in any way, modify the terms of any existing or future contracts which will take effect according to their specific provisions, irrespective of anything contained in the manual. The manual shall not be quoted in representations by contractors or other members of the public having dealings with the Purchasing Authorities.

8. Finally, we keep on record the efforts of those who have worked tirelessly in completing this manual and our appreciation specially of the Press for enabling us to publish this in record time as an accompaniment to the Government orders.

P. S. PALANDE,  
*Industries Commissioner and  
Director of Industries*

## PREFACE

The purchase of stores for various Departments of Government was centralised in the Central Stores Purchase Organisation of the Directorate of Industries. Every year, the Central Stores Purchase Organisation had to process a vast number of indents received from various Departments of the State Government and local bodies like Zila Parishads. This involved purchase of thousands of items of different nature and specifications, involving large sums of money and a tremendous amount of work. Besides this, the Central Stores Purchase Organisation, has been fixing rate contracts for items such as drugs and medicines, surgical instruments, survey and mathematical instruments, etc. The Central Stores Purchase Organisation has also been placing supply orders against the rate contracts fixed from time to time by the Director General of Supplies and Disposals, Government of India, New Delhi, on behalf of the Indenting Officers. Thus, with the increase of activity in the various Departments of Government, the Central Stores Purchase Organisation has had to shoulder greater and greater responsibility in the quantum of work and allied matters involving huge money transactions. This increase in the all round work-load of the Central Stores Purchase Organisation and the consequent problems came to the notice of Government and it felt impelled to take some remedial measures. The Government, therefore, appointed a Committee under the Chairmanship of the Additional Chief Secretary, Shri Nanjundiah (*vide* G. R., I, E. & L. D., No. SPO. 1076/1919/IND-5, dated the 18th March 1976) to study the working of the Central Stores Purchase Organisation and to recommend measures to facilitate the working of all Government Departments, by streamlining the purchase procedure. In keeping with the general policy of the Government the Committee has recommended certain principles and decentralisation of the purchase activity of the Central Stores Purchase Organisation. After due consideration, Government has accepted the Committee's recommendations for decentralisation.

2. As a result of this decision, actual purchase will now be entrusted to various departmental heads and heads of offices and these officers will, therefore, have to familiarise themselves with the purchase procedure required to be followed.

3. The decentralisation accepted by Government aims at placing the main burden of purchasing stores as required by each departmental head and office on the officers concerned, except in respect of common items which are required in large quantities by more than one Department and in respect of the latter, purchases by the Central Stores Purchase Organisation will continue to be made. Despite the proposed decentralisation, the Central Stores Purchase Organisation, will still continue to shoulder the overall responsibility for laying down the policy in respect of Government purchases and also fixing the rate contracts wherever necessary. The Director General of Supplies and Disposals' rate contracts will also continue to be operated as before.

4. Every Indenting Officer of Government is expected to be well acquainted with the orders and procedure governing the purchase policy. An attempt has, therefore, been made to give at one place detailed instructions issued from time to time to facilitate the work of the Purchasing Officers.

5. The Manual embodies the important orders of Government regarding the principles of the purchase policy. Any errors or omissions that might be noticed in the Manual may, it is requested, be brought to the notice of the Industries Commissioner and Director of Industries.

6. The provisions of this manual are intended to serve only as guide-lines to Officers and staff in their day-to-day work and not intended to supersede specific instructions which may have been or may be issued separately. In doubtful cases the concurrence of the appropriate administrative financial authority should be obtained. Officers should endeavour to acquaint themselves fully with the contents of the manual and keep themselves up-to-date by carefully noting the specific deviations and changes ordered subsequent to the date of issue of this edition.

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## CHAPTER I

### DEFINITIONS AND INTERPRETATIONS

1. In the Contract and the General and Special Conditions governing it, unless the context otherwise requires :—

(a) "*Acceptance of Tender*" means the letter or memorandum communicating to the contractor the acceptance of his tender and includes an advance acceptance of his tender ;

(b) "*Consignee*" means, where the stores are required by the acceptance of tender to be despatched by rail, road, air or steamer, the person specified in the acceptance of tender to whom they are to be delivered at the destination ; where the stores are required by the acceptance of tender to be delivered to a person as an interim consignee for the purpose of despatch to another person, such other person ; and in any other case, the person to whom the stores are required by the acceptance of tender to be delivered in the manner therein specified ;

(c) (1) "*Contract*" means the invitation to tender, instructions to tenderers, tender, acceptance of tender, particulars and the general and special conditions specified in the acceptance of tender and includes a repeat order which has been accepted or acted upon by the contractor ;

(c) (2) "*Rate Contract*"—A rate contract is a contract for the supply of stores at specified rates during the period covered by the Contract. No quantity is mentioned in such a contract and the contractor is bound to accept any order which may be placed upon him during the currency of the contract by the Direct Demanding Officers at the rates specified therein.

(d) "*Contractor*" means the person with whom the contract is made and includes his heirs, executors, administrators or successors and permitted assignees, as the case may be ;

(e) "*Drawing*" means the drawing or drawings specified in or annexed to the Schedule or specification ;

(f) (i) "*Inspector*" means the person specified in the contract for the purpose of inspection of the stores or work under the contract and includes his authorised representative.

(ii) "*Material*" means anything used in the manufacture or fabrication of the stores ;

(g) "*Particulars*" include—

(i) Specification ;

(ii) Drawing ;

(iii) Pattern bearing the seal and signature of the Inspector (hereinafter called the sealed pattern) which shall include also a certified copy thereof sealed by the Purchaser for the guidance of the Inspector ;

(iv) Sample sealed by the Purchaser for the guidance of the Inspector (hereinafter called the certified sample) which shall include a certified copy thereof sealed by the Purchaser for the guidance of the Inspector ;

(v) Trade pattern, that is to say, a pattern, stores conforming to which are obtainable in the open market and which denotes a standard of the Indian Standards Institute or other standardising authority on a general standard of the industry ;

(vi) Brand Name or Trade Mark means the Brand Name or Trade Mark approved by the Director-General of Trade Marks and Patents, Government of India, Calcutta ;

(vii) any other details governing the construction, manufacture or supply of stores as may be prescribed by the contract ;

(h) (i) "*Purchase Officer*" means the officer signing the acceptance of tender and includes any officer who has authority to execute the relevant contract on behalf of the Purchaser ;

(ii) "*Purchaser*" means the purchaser named in the Schedule of acceptance to the tender and includes his successors or assignees ;

(i) "*Schedule*" means the Schedule annexed to the acceptance of tender or any amendment thereof ;

(j) "*Signed*" means a signature of the purchasing authority with his designation and bearing the necessary stamp ;

(k) "*Site*" means the place specified in the Schedule at which any work is required to be executed by the contractor under the contract or any other place approved by the Indenting Officer for the purpose ;

(l) "*Stores*" means the goods specified in the "*Schedule*" which the contractor has agreed to supply under the contract ;

(m) "*Supply order*" means an order for supply of stores which includes the condition of supply ;

(n) "*Test*" means such tests as are prescribed by the particulars or considered necessary whether performed or carried out by the Inspecting Officer or any agency acting under the direction of the Inspecting Officer ;

(o) "*Unit*" and "*Quantity*" means the unit and quantity specified in the "*Schedule*" ;

(p) "*Insurance*"—when a contractor despatches the stores to the consignees in accordance with the terms of the acceptance of tender, he has to insure the stores against damage or loss in transit with the Insurance Officer, Government Insurance Fund, Finance Department, Bombay, in the prescribed form obtainable from the Insurance Officer attached to Government. The form is returned to the Insurance Officer by the contractor after the stores are booked, either by rail or road. The stores can also be despatched under carrier's risk and the extra payment has to be borne by the consignee. The insurance charges of the Government Insurance Fund are borne by the idantor/consignee by book adjustment with the Insurance Officer. In the event of failure on the part of the contractor to insure the stores with Government Insurance Fund, the contractor will have so acted at his risk and cost.

(q) "*Liquidated Damage*"—The conditions of contract provide for damages for late delivery as liquidated damages. The clause stipulates that in the event of late delivery of stores, the Purchaser is entitled to recover from the contractor by way of liquidated damages, a sum equal to  $\frac{1}{2}$  per cent of the price of the stores delivered late per week.

It should be noted that liquidated damages accrue only in cases of delay in supplies. Where no supplies have been made under a contract, Government can, upon cancellation of the contract or part thereof, as the case may be, recover the damages occasioned thereby i.e., either recover the general damages or the extra expenditure incurred in risk purchase. This is so even in cases where the cancellation was preceded by one or more extensions of delivery period with reservation of right to recover liquidated damages. The

reservation does not mean that by the mere fact of asking for extension in time, the seller has made himself liable to pay the liquidated damages. It only means that the seller is promising to perform and that the buyer is agreeable to take supplies beyond the original delivery period but the buyer imposes a condition that in view of the delay, he will take besides the goods, compensation for the delay also at the specified rate (ie.  $\frac{1}{2}$  per cent. per week). The reservation for L/D ceases to operate when the contract is ultimately broken in whole or in part, to the extent of the breach, (Pl. vide clause 10(a) of A/T).

(r) "*Risk purchase*" According to clause 10(B) of A/T of the General Conditions of Contract, if the contractor fails to deliver the stores or any instalment thereof within the period fixed for such delivery or at any time repudiates the contract before the expiry of such period, the Government is entitled to cancel the contract and repurchase the stores not delivered at the risk and cost of the defaulting contractor. In the event of such a risk purchase, the defaulting contractor shall be liable for any loss which the Government may sustain on that account provided the purchase, or if there is an agreement to purchase, such agreement is made, in case of default to deliver the stores by the stipulated delivery period, within six months from the date of such default and in case of repudiation of the contract before the expiry of the aforesaid delivery, within six months from the date of cancellation of the contract.

(s) "*Small Scale Industries*" Small Scale Industries will include all industrial units with a capital investment of not more than Rs. 10 lakhs irrespective of the number of persons employed. Capital investment for the purpose of this definition will mean investment in plant and machinery only. When calculating the value of plant and machinery, the original price paid by the owner, irrespective of whether the plant and machinery are new or second-hand, will be taken in to account.

(f) "*Ancillary Undertakings*" Ancillary undertakings having investment in fixed assets in plant and machinery not exceeding Rs. 15 lakhs and engaged in (a) the manufacture of parts, components, sub-assemblies, tooling or intermediates, (b) the rendering of services and supplying or rendering, or proposing to supply or render 50 per cent. of their production in the total services as the case may be to other units for the production of other articles.

Provided that no such undertaking shall be a subsidiary of or owned or controlled by any other undertaking.

*Note 1.*—(i) In calculating the value of plant and machinery, the original price paid by the owner, irrespective of whether the plant and machinery are new or second-hand, will be taken in to account.

(ii) The cost of equipment such as tools, jigs, dies, moulds and spare parts for maintenance and the cost of consumable stores will be excluded in computing the value of plant and machinery. Similarly, the cost of installation of plant and machinery will also be excluded.

(iii) In the case of imported machinery, import duty will be included, but not the miscellaneous expenses like transportation from the port to the site of the factory, demurrage, if any, paid at the port and premium if any, paid for import entitlement for import of machinery. However, shipping charges, customs clearance charges and Sales Tax should be included in computing the cost of plant and machinery.

(iv) The cost of generating sets, if any, installed will be excluded. Similarly, the cost of extra transformers, etc. which have to be installed by a unit as per the regulations of the State Electricity Boards would also be excluded.

(v) The Bank charges and Service charges paid to the National Small Industries Corporation or to the State Small Industries Corporation will be excluded in computing the cost of plant and machinery.

(u) "*Cottage Industries*"—Small units of self-employed persons are usually known as cottage industries and include village industries and handicrafts. The use of power driven or manually operated machine by itself does not preclude a particular unit from the category of cottage industry. For the purposes of giving financial assistance under the State Aid to Industries Act, 1961, cottage industries are defined as units, having fixed capital not exceeding Rs. 25,000 and operated with or without mechanical or electrical power and ordinarily carried on in the house of an artisan or in any factory or at any place near the home of the artisan, by the artisan and his dependents, and occasionally with the aid of hired labour, in which case, the number of persons including the artisan, his dependents and hired labour does not exceed nine.

(v) "*Government Company*"—A company formed and registered by the Government under the Companies Act, 1956, and in which is not less than 51 per cent of the paid-up Share Capital is held by the State Government.

(w) "*Writing*" includes matter either in whole or in part, in manuscript, typewritten, lithographed, cyclostyled, photographed, or printed under or over signature or seal, as the case may be.

2. The delivery of stores shall be deemed to take place on delivery of the stores in accordance with the terms of the contract after approval by the Inspecting Officer :

- (i) the consignee at his premises, or
- (ii) where so provided the interim consignee at his premises, or
- (iii) a carrier or other person named in the contract as an interim consignee for the purpose of transmission to the consignee,
- (iv) the consignee at the destination station in case of contracts stipulating for delivery of stores at destination station.

3. Words in the singular include the plural and *vice-versa*.

4. Words importing the masculine gender shall be taken to include the feminine gender and word importing persons shall include any company or association or body of individuals, whether incorporated or not.

5. The heading of these conditions shall not affect the interpretation or construction thereof.

## CHAPTER II

### GENERAL PRINCIPLES OF ENTERING INTO CONTRACTS

1. The fundamental principles for entering into contracts or agreement, are as follows :—

(i) The terms of a contract must be precise and definite, and there must be no room for ambiguity or misconstruction therein.

(ii) Standard forms of contract should invariably be adopted and wherever possible, the terms be subjected to adequate prior scrutiny. (The inclusion of stipulations regarding price, quality, inspection, etc. in a contract is a matter within the discretion of the Purchasing Officer executing the contract and need not be referred to the Financial Authority in each case. But any changes in the conditions of a standard contract form or any important departure, with appreciable financial implications from the conditions in a standard form should be referred to the Government in the respective Administrative Department.)

(iii) The terms of a contract once entered into should not be materially varied without the previous consent of the competent purchasing authority. Once a contract has been entered into, both parties should observe its terms scrupulously and strictly. It follows that the authority empowered to execute a contract has not the same freedom in revising the price, place of delivery etc. as it amounts to entering into a new contract. Where the departure from the conditions of contract is of any importance either in point of principle or of financial implications, it is necessary to obtain financial consent. As it is, however, not possible to lay down any rules to determine which cases must be referred and which need not be, the Government have left full discretion in the matter to the Purchasing Officers.

(iv) No contract involving an uncertain or indefinite liability or any condition of an unusual character should be entered into without the previous consent of the competent authority.

✓ (v) Whenever practicable and advantageous, contracts should be placed only after open tenders have been invited, and in case where the lowest tender to the specifications is not accepted, reasons should be recorded.

(vi) In selecting the tender to be accepted the past performance if any, financial status of the individuals and firms tendering must be taken into consideration in addition to all other relevant factors.

(vii) Provision must be made in contracts for safeguarding the interest of Purchasing Officers.

(viii) All contracts enduring or likely to endure for a period of more than 5 years should, whenever, feasible include a provision for an unconditional power of revocation or cancellation by Purchasing Officer at any time on the expiry of six months notice to that effect.

(ix) The audit authorities have power to examine contracts and to bring before the Public Accounts Committee any cases where irregularities in procedure have come to light.

(x) *Stamp Duty*.—Contracts connected with the purchase of stores are exempt from Stamp Duty (under Article 57, Schedule I of Indian Stamp Act).

Instruments in the nature of a memorandum (agreement or security bond) furnished to or made or entered into with the Purchasing Officer by contractor for the due performance of his contract are also exempted from stamp duty.

## CHAPTER III

### FUNCTIONS AND ORGANISATION OF CENTRAL STORES PURCHASE ORGANISATION

1. The Industries Commissioner, as the Central Purchasing Officer has under him, the Central Stores Purchase Organisation for central purchase of stores on rate contract/quantity contracts required by the State Government Departments. The Industries Commissioner is assisted by the Joint Director of Industries (Stores Purchase), A Stores Purchase Committee consisting of following members is constituted :—

- (1) Deputy Secretary to Government, Industries, Energy and Labour Department, incharge of Stores Purchase Organisation—*Chairman*.
- (2) Deputy Secretary to Government, Finance Department—*Member*.
- (3) Joint Director of Industries, incharge of Stores Purchases—*Member-Secretary*.

2. Even after decentralisation of the Stores Purchase activity, the CSPO will continue to shoulder the over-all responsibilities for laying down policies in respect of Government purchases, irrespective of whether the purchases are made by the Department concerned or through the CSPO. The guidelines formulated by the CSPO from time to time will be binding on all the purchasing officers.

3. For items which are required in large quantity and by more than one Department as far as possible the Rate Contract/Quantity Contract will continue to be fixed by the CSPO.

4. The list of items required by the different departments are classified in Annexure 'A', 'B' and 'C'. Should there be a doubt whether a particular item falls in list 'A', 'B' or 'C', the Purchasing Officers shall refer the matter to the CSPO, whose decision in this behalf will be final.

5. The rate contracts fixed by the CSPO shall be on regional basis wherever possible.

The CSPO may fix rate contracts with more than one party so that Departments can draw upon any of the parties for their supplies, in case one party fails to supply the material.

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The CSPO may fix rate contracts with more than one party so that Departments can draw upon any of the parties for their supplies, in case one party fails to supply the material.

6. Wherever suppliers are giving slab discount, the CSPO as well as the Department concerned may take advantage of the slab discounts and for this purpose the Department will furnish the necessary information to the CSPO who after centralising this information will take up the matter with the suppliers for obtaining a slab discount.

7. In order to ensure that SSI units are not deprived of an opportunity to compete, in Government purchase or purchases of Government agencies, the CSPO shall from time to time scrutinise the specifications for different items prescribed by the Department or other purchasing agencies and suggest changes therein and if in his opinion such items of the necessary quality are also manufactured in small scale sector, the CSPO may suggest changes in these specifications which shall be adopted by the purchasing agencies. Scrutiny of specifications is necessary particularly in respect of sophisticated items and the CSPO shall, therefore, keep a watch on these from time to time.

8. *Stores Purchase Committee*—The Stores Purchase Committee shall continue to work as a part of the Central Stores Purchase Organisation and will meet as and when required at the office of the CSPO. The functions of the Committee will be as follows :—

(i) To decide all Pre-A/T issues in respect of tenders which cannot be decided by the Central Stores Purchase Organisation, such as (a) acceptance of all quotations other than the lowest which are as per T/E specifications ; (b) acceptance of quotations above Rs. 5 lakhs even if they are lowest and as per specifications ; (c) accepting quotations not conforming to specifications ; (d) accepting higher quotations for shorter delivery period or for any other reasons ; (e) splitting up of orders ;

(ii) to decide all post A/T issues such as change of specifications or delivery period or waiving of penalties etc. which cannot be decided by the Central Stores Purchase Organisation and which are required to be referred to Government for decision ;

(iii) to consider complaints from the consignees or indenting officers about the quality of goods supplied ; such complaints should be considered only if the indenting officers are not satisfied about the action taken by the Central Stores Purchase Organisation ; and

(iv) to scrutinise the monthly deviation statements and report to Government any cases of abnormal delay.

9. Modifications in advertised specifications should not ordinarily be made, but the Committee is authorised to approve such modifications, if the Liaison Officer is able to give full justification in favour of an officer by virtue of certain constructional or operational features. The decisions of the Committee shall be final. Whenever necessary, the Central Stores Purchase Organisation may itself take a decision and refer the case to the Committee for *ex-post-facto* sanction.

10. In view of the functions of the Stores Purchase Committee specified above, only questions of policy should be referred to Government by the Central Stores Purchase Organisation.

11. The Committee shall in its work be bound by all the orders issued or that may be issued by Government from time to time in regard to the Stores Purchase policy and procedure.

12. With the decentralisation, the departmental purchase committee will come into operation. The departments are expected to ensure that these Committee/s function generally on the lines of the Stores Purchase Committee in respect of purchases made by them as specified above.

## CHAPTER IV

### INDENTING

#### Part I—Procedure of Purchases

1. *Financial arrangement*.—It is a primary responsibility of the Indenting Authority to ensure that the necessary financial sanction of the competent authority exists before the placement of indent on the Purchasing Officer. The Purchasing Officer should, however, satisfy himself about existence of the proper financial sanction before taking procurement action. No indent should be complied with unless it is accompanied by a certificate duly signed by the concerned Officer that, (i) the expenditure involved in the indent including estimated cost of freight and other incidental charges, where leviable has received the sanction of the competent authority and (ii) funds are available to meet the expenditure under proper head in the sanctioned budget allotment of the Indenting Department or Office.

2. *Classification of indents*.—There are mainly two types of indents in respect of Government Purchases viz. the "normal" indent to be processed in a routine manner, that is, by floating a public tender enquiry in the *Maharashtra Government Gazette (Part II Supplement)* and "urgent indent" processed under urgent order procedure. The tender enquiry under urgent order procedure may not be published in the *Government Gazette* as it is a limited tender enquiry. The indenting officers are to prepare indents of stores in the prescribed form (Please *vide* Appendix I) and in triplicate and send them to the Purchasing Officer of his department. The Head of Department i.e. Purchasing Officer concerned is to bulk the annual requirements of all his subordinate officers and prepare a consolidated bulk indent well in advance.

3.1. All indents should be placed within the time limits i.e. 15th April to 31st December of every financial year.

3.2. Indent in the following cases should not be placed :—

(a) Items for which rate contracts have been entered into either by the Director General of Supplies and Disposals, Government of India or by the Central Stores Purchase Organisation of Government of Maharashtra. The Rate Contract can be operated by the Direct Demanding Officer (Please *vide* Appendix II) within prescribed time limit i.e. during currency of contract.

(b) Spare parts of particular machinery manufactured by a particular manufacturer for which there are no rate contracts can be purchased directly to the extent of 10 per cent. of the cost of machinery in a financial year.

4. In case of stores in respect of which one particular manufacturer or authorised dealer holds a monopoly in which only one Department is interested, that Department should suggest an alternative to the Indenting Officer if no alternative is available then he should certify that no other Make/Brand is suitable for him. (For proprietary certificate please *vide* Appendix III).

5.1. *Indents to be processed under Urgent Order Procedure*.—The difference between the routine Normal Tender Enquiry (public/open Tender Enquiry) and the limited Tender Enquiry under Urgent Order Procedure is mainly the time factor in processing the same. The normal tender enquiry i.e. the open public tender enquiry is published in the weekly *Government Gazette* and is open for all the interested tenderers to participate and it is opened after a period of 3 weeks. While the tender enquiry under urgent order procedure is limited tender enquiry and is sent directly only to the probable suppliers indicated by the indenter in his indent and to those on the list of Central Stores Purchase Organisation and is not necessarily published in the gazette like a normal tender enquiry. It is opened after a period of 10 days or as specified by the Purchasing Officer.

5.2. The indents to be processed under Urgent Order Procedure should be accompanied by the certificate in the (Please *vide* Appendix IV) prescribed form to be signed by the Secretary or Joint Secretary of the Administrative Department concerned, or by the Competent Authority.

5.3. Generally, purchases by processing the Tender Enquiry under urgent order procedure is likely to be at higher rates, as the delivery of the goods is urgently required and the tender is a limited tender. As such, in the interest of Government, indentors should resort to such indents only when the requirements are of an *emergent unexpected and of unavoidable nature*.

6. *Specification of the item*.—The purchasing officer should give weightage to purchase of articles manufactured to standards laid down by the Indian Standards Institute, Director General of Supplies and Disposals, Indian Railways and State Quality Marking Scheme. Specifications of the items indented should be complete in all respects

id in full details. No brand name of a particular manufacturer could be indicated in the specifications. However, in exceptional case, when indenting officer is unable to indicate clear specifications of the stores required, he may refer to a particular brand. However, in all such cases, he should specify that the stores should be of particular brand or "*its equivalent*".

6.2. All dimensions must be in metric system only. If the specification of certain item necessitates the provision of a Blue-Print or sketch, diagram for the information of the tenderers minimum 30 copies of the same should accompany the indent.

6.3. As far as possible standardized specification such as "Indian Standard Institute Specification" etc., must be followed and relevant I.S.I. Specification numbers with variety No. should be indicated in the indent. In case, the indenter desires to purchase goods bearing I.S.I mark/Quality mark, the same should be clearly specified. The indenting authorities should indicate their requirements clearly with the exact desired specifications and qualities.

7. *Indent Samples.*—If the specifications provided in the indent are not in detail or are not adequate to give clear idea about the exact requirement of the indentors, the indentors should submit such "*Indent Samples*" duly sealed and signed along with the indent for exhibiting the same to the tenderers. Indenter should also indicate the number of "*Tender Samples*" and their sizes etc., to be submitted along with the quotations only by the tenderers and not thereafter.

8. All indents placed on the officer of the department will be received in the Indent Section. After an initial check, indent Section will stamp the indent "*Original*", "*Duplicate*" and "*Triplicate*" as also the classification such as "*U.O.P. Tender Enquiry*". On receipt of indent sample with the indent the same should be sent to the sample room, and entry of sample taken in the Register of Samples maintained in the prescribed form (Please *vide* Appendix V).

9. *Estimated cost.*—Estimated cost of the indented item should be invariably mentioned in the indent and it should correspond to the prevalent market price of the item. On the basis of this estimated cost, the price of the "*Tender Form*" is fixed and as such this information is essential.

The Tender fees should be fixed as per appended table and the Tender fees received from the Tenderers should be credited to the appropriate head of account.

In the event of closing of tender enquiry, the tender form should be returned to all tenderers. (For Tender Fees please *vide* Appendix VI).

10. *List of probable suppliers.*—Central Stores Purchase Organisation maintains a list of contractors registered with Central Stores Purchase Organisation. However, it is necessary from the Indentor's point of view to provide a list of probable suppliers of the item indented. As many names of such probable suppliers as possible should be indicated in the indent itself with a view to get maximum response to the Tender Enquiry.

11. *Delivery period.*—While sending an indent for floating Tender Enquiry, schedule of delivery should be clearly mentioned, taking in to consideration the requirement of stores in phased manner during the delivery period. Following care should be taken (i) Approval of prototype sample after the placement of Accepted Tender where the specifications of the items are not standardised (ii) probable period of delivery time that will be required by the supplier, taking into consideration the time required for the manufacture of the item indented. (For check points please see Appendix VII).

## Part II—Scrutiny of the Indent and Procedure for the processing and finalising of the Tender Enquiry

1. The purchasing officer is expected to complete the following procedure for processing and finalising of the Tender Enquiry :—

(a) Scrutiny of the indent received.

(b) Bulking by the Purchasing Officer of the indents from the different officers under him for the same item and for the same specifications. The tender notice should be prepared in the prescribed form and should be invariably accompanied by tender conditions as per enclosed specimen (*vide* Appendix VIII).

(c) Checking the possibility of Repeat Order.

Repeat orders may be placed against a previous order recently placed, but in any case not later than six months after the initial order was placed, provided,—

(i) that no repeat order is placed if the original order was placed to cover an urgent or emergent demand,

(ii) that the officers concerned are satisfied that there has been no downward trend in the prices or that the rates are either steady or are standardised.

(iii) that the total quantity and or value does not exceed 200 per cent, of the original quantity of the order, and the total value of repeat order should not in any case exceed the sum of Rs. 2 lakhs. Proposals for repeat orders in case of deviations from the guiding principles given above should be submitted to the respective Purchase Committee for final decision, with special justification for resorting to such purchase.

(iv) that the re-inviting of tenders necessitates examination of samples in testing laboratories which take unduly long time.

The certificate that there has been no decrease in the price of the commodity should not be necessary in each case, although it may be a guiding principle.

(d) Ascertaining that the item indented is not covered by the Central Stores Purchase Organisation or the Director, General of Supplies and Disposals Rate Contract.

(e) Arranging the publication of the Tender Enquiry in the weekly *Government Gazette* which is published every Thursday only, in respect of Government purchases.

(f) A period of 3 weeks has to be given for Tenderers to quote for the item and the Tenders should be opened invariably on the scheduled date, other than a public holiday.

(g) If the response to a Tender Enquiry is poor, i.e. less than 3 quotations, the opening of tender should be extended further, by 2 weeks. Maximum two such extensions can be granted in case of poor response and finally the Tender may be opened even with a single quotation.

(h) Testing of the "*Tender Samples*" in the Departmental Laboratory or other Test Houses etc., wherever necessary.

(i) Finalisation of scrutiny of the tenders in the prescribed *pro-forma* (*vide* Appendix IX).

(j) Obtaining approval of the Purchase Committee or Government wherever necessary.

(k) Placement of the Acceptance Tender (*vide* Appendix X).

2. *Consignees*.—The list of the consignees with their full postal address and consignee-wise distribution of the quantity with the details of destinations (Rly. Stations) where the goods are required to be supplied must be indicated in the indent. The quotations should be invited on the F. D. (Free Delivery) F. O. R. (Free on Rail) destination basis.

3.1. *Imported items*.—Prior to sending an indent for a particular item, it should be ascertained by the indenter whether the item is of imported origin or indigenously available and the correct position should be clearly stated in the indent.

In case of indents, for the purchase of imported material, it is necessary to procure the Import Licence, required for the material. In such cases, purchasing Authority will float a Tender Enquiry with clear instruction to the Tenderers that the Actual Users' Import Licence for the item will be provided by the Indenter. However, if Indenter fails to procure import licence, he should clearly indicate the efforts made by him and should also advise to call for tenders for imported items available ex-stock or to be imported on supplier's own import licence. In such cases the approval of the Competent Authority of the indenter is essential and a copy of the same should accompany the indent.

3.2. *Procedures to be adopted by the indenter for procurement of Import Licence for Purchase of imported items.*—Whenever the indenter needs imported goods and when the indigenous similar goods do not meet his requirement or the same are not available indigenously, he has to procure the import licence.

In the first instance after obtaining the approval of Competent Authority to purchase the same, he should approach through his Administrative Department for grant of required foreign exchange from the Government of India. After obtaining the required foreign exchange he has to approach the Joint Chief Controller of Imports through Administrative Department for getting the Import Licence.

3.3. The indenter as usual should place the indent with purchasing Officer indicating that the “*actual users*” Import Licence would be provided by him. After processing this indent and fixing the agency by Purchasing Officer indenter has to endorse the licence in favour of the firm whose Tender is accepted.

4. *Any other Special Conditions.*—Indentors should indicate in his indent any other special conditions to be incorporated in the Tender Enquiry such as, installation of the machinery, demonstration of the machinery, requirement of after sales service and spares, list of other purchasers to whom the item is sold by the Tenderer, Test Certificate from particular Test House, Packing conditions etc., etc.

(For check points please see Appendix XI).

### Part III—Publication of Tender Enquiry/Opening of Tenders Scrutiny of Tenders.

1. As soon as the tender enquiry is published in the *Maharashtra Government Gazette*, Part II, Supplement, the copy of the same should be immediately sent to the Indenter by the Purchasing Officer, with a direction to check up specifications and other conditions of the same for confirmation. The Indenting Officer should then verify the same. If he finds any discrepancy as regards specifications, conditions, etc., he should immediately point out such discrepancy to the Purchasing Officer well before the opening of the tender so as to enable him to issue suitable amendment to the tender enquiry. In case of amendment to the tender enquiry, the opening of the tenders, receiving of the tenders, etc., the validity of the tenders may be extended suitably.

2. The tender enquiry sent to the Director, Government Printing and Stationery, Charni Road, Bombay takes a week's time for its publication in the *Gazette*. A minimum period of 3-4 weeks shall be given to the contesting tenderers for submission of tenders.

3. The Purchasing Officer will keep ready the blank tender forms of sufficient number received from the Director, Government Printing and Stationery, Bombay for selling them to the interested tenderers on payment of tender fees as per priced tender form. Before issue of tender forms, care should be taken to verify the priced tender form with the office copy of the tender enquiry and if there be any mistake, it should be corrected and initialled and then only tender form should be sold to the tenderers. The account of tender forms should be kept in the prescribed form and the tender fees collected should be credited to the proper Head of Account (please *vide* Appendix XII).

The contesting tenderers purchase tender forms and submit sealed tenders. The Purchasing Officer should, therefore, keep in his office a separate box duly locked and sealed with a slip on it "Tender Box". The tenderers desirous of contesting in the tender enquiry will deposit their sealed tenders in the Tender Box. The Purchasing Officer should open the Tender Box only on the date of opening of tenders.

After opening of the Tender Box, all the tenders in the Tender Box should be taken out and entered in the register to be maintained in the prescribed form (Appendix XIII).

6. The tenders thus received should be read out on the day following the last date of receipt of tenders i.e. on the day, time and place stipulated in the tender enquiry. The officer appointed by the Purchasing Officer will prepare a statement of tenders in the prescribed form separately for each tender enquiry and obtain signature on the form (please *vide* Appendix XIV) of the tenderers present for opening and participating in the tender enquiry. The Officer in-charge of opening should see whether the tender covers are properly sealed and addressed correctly and after satisfying that they are in order, should open the tenders in the presence of the tenderers. The tenders so opened will be given numbers on the tenders for example, if there are 8 tenders, the numbers will be given as 1/8, 2/8, 3/8, and so on). Then the officer opening the tenders should read out all the particulars of offers in detail one by one and the interested participating tenderers will take down the particulars, if they desire. The tenders are called and received in duplicate. They should be stamped as original and duplicate, by the officer in-charge of opening of tenders. The officer will then check up the validity of the tenders taking into consideration the validity conditions of the tenders. In case he finds that in any of the tenders some conditions are not fulfilled by the tenderer, then he will declare the tender as invalid giving specific reasons for doing so. The valid and invalid tenders should be sent to the Purchasing Officer immediately for perusal, and on his perusal the tenders of each tender enquiry should be sent along with the statement (Appendix XV) of tenders to the Sections concerned in the indent file. The officer concerned will prepare a tabulated statement in the prescribed form (comparative statement) in an ascending order of offers.

7. In the case of tender enquiry stipulating submission of samples along with the tenders, it may be checked whether all the tenderers have submitted samples duly sealed and labeled with details of tender enquiry, name of the tenderer, sample a, b, c and other particulars, as may be necessary. It may also be seen whether sample received along with the tender is sufficient in quantity for conducting tests and trials. All the samples received should be given code numbers by giving alphabets like a, b, c, d. After giving code numbers, care may be taken to enter the samples in the sample register. The label of the tenderers attached to the tender sample is not to be removed in any case, but it should be concealed in such a way that the name of the

tenderer is not seen by the Testing Authorities. In case of samples where, only physical observation is necessary, such samples need not be sent to the Laboratory for testing and trials. However, the Liaison Officer of the Indenting Department should take measurement, readings of the samples and record them. He is also expected to see the appearance, quality of the sample in comparison with the indent sample as also with the tender enquiry specifications and give his clear cut remarks and recommendations. In the case of samples requiring laboratory test/practical test, it may be sent in adequate quantity to a Government recognised Laboratory, with a covering letter and tender enquiry copy for testing with specific instructions, if any. The Laboratory report is received within a fortnight's time normally, and is received in sealed cover. Immediately after the receipt of the Laboratory report/practical test report, as the case may be, the Officer concerned should prepare a scrutiny report on the basis of Laboratory Report/practical test report, tender samples, indent sample, comparative statement of the offers received and giving his remarks for acceptance of the offer suited to his purpose. In the case of acceptable offers other than lowest offer, specific remarks for rejection of the lowest offers should be given in clear terms without any vague remarks. In the comparative statement, 3 more offers over the lowest acceptable offer should be taken into consideration for comparison. The scrutiny report should be submitted with the file to the Purchasing Officer invariably on the same or the following day of scrutiny.

8. *Duties of the Liaison Officer.*—The duties of the Liaison Officer have been laid down as below which should be strictly adhered to.

8.1 Liaison Officer must be in a position to take immediate decisions on behalf of his Department, at the time of Joint scrutiny. The decisions regarding acceptance of offers, deviation in Tender Specification, Delivery Terms, payment terms etc., must be taken by Liaison Officer on the spot. He has also to indicate in the scrutiny, the inspecting authority for the item. No negotiations on any account are to be made with the Tenderers by the Liaison Officer. He is at liberty to reject the lower offers on the grounds of specifications and longer delivery period than that specified in the Tender Enquiry and can accept higher offers if he so desires, by referring the case to the Purchase Committee. However, for all such rejections he has to offer clear specific detailed reasons and not vague remarks such as "Not suitable"

or "Not to specification" etc. While scrutinising the Tenders the Liaison Officer has to consider the Taxes, and terms of prices offered by the different Tenderers. The price preference to SSI units and the Industrial Co-operative Societies has also to be taken into account at the time of joint scrutiny. A *pro-form* of scrutiny is enclosed for information (please *vide* Appendix IX).

8.2. The Liaison Officer appointed by the Indenting Department should be an officer of a sufficiently high calibre and status and should remain in touch with the Head of the Department. The indenting departments should appoint fully qualified and experienced Liaison Officers capable and authorised to take decisions where called upon by the Purchase Committee to represent their respective Department.

8.3. After the scrutiny is finalised, the Acceptance of Tender is placed by the Purchasing Officer. Wherever necessary, the approval of Purchase Committee/Government is obtained prior to placement of Acceptance of Tender. The authority with whom the inspection of the goods is entrusted is specified in the Acceptance of Tender. On receipt of the copy of the Acceptance of Tender, indenter/consignee should verify the particulars mentioned in the Acceptance of Tender and particularly in the schedule attached to the Acceptance of Tender and point out immediately to the Purchasing Officer within a week's time any discrepancies noticed so as to issue necessary amendment to the Acceptance of Tender.

#### Part IV—Finalisation of Tender and placement of A/T.

The procedure for Finalisation of Tender should be as follows ;—

(1) A time schedule of 6 weeks to 8 weeks for placement of orders for purchase of stores has been laid down. This period is reduced to 2 weeks, when the stores are required to be purchased under urgent order procedure. If proper publicity is given, it will be possible to place the order within a period of 2 months from the date of floating the tender enquiry. The Purchasing Officer after checking all the required details, decides to place order with the lowest Tenderer, he can directly issue A/L in favour of the successful tenderer (Appendix XVI). This formal letter of acceptance should indicate the terms and conditions on which the tenderer's quotation is accepted : the detailed specifications of the articles, the number or quantity of the articles the tenderer is to supply, the rate per unit, the articles to be supplied with the details such as rates FD/For delivery, the total value of the acceptance letter.

(2) On receipt of reply to A/L, if the Purchasing Officer is satisfied that all the queries in the acceptance letter have been replied by the tenderer, A/T may be placed.

(3) In case of other than the lowest offer to be considered the matter should be referred to the Purchase Committee of the Department concerned with a detailed note on deviations and recommendations, in the same manner explained above.

(4) The tender sample in case of the successful tenderer should be kept in the office of the Purchasing Officer with endorsement as "*Approved Sample*". This sample is not to be returned to the tenderer. However, in the case of unsuccessful tenderer, the tender samples may be returned to the tenderers after obtaining their receipt. It should be made clear to the firms or the tenderers that the samples are likely to be damaged during Laboratory Test/Practical Test and likely to be damaged during Laboratory Test/Practical Test and that the tenderer shall not complain about the same and that no compensation will be paid to them.

(5) *Intimation of Acceptance of Tender.*—Important points to be noted :—

- (i) The delivery period.
- (ii) The date of delivery and media of communication whether the letters are to be posted or telegraphic instructions are to be issued.
- (iii) Detailed address should be mentioned on every correspondence.
- (iv) The instructions regarding despatch of goods at the destinations and quantities to be delivered, should be clearly specified.
- (v) Mode of payment should be given.
- (vi) Instructions regarding inspection should be communicated properly.
- (vii) Instructions regarding packing should be mentioned.

It must be ensured that the acceptance is issued in time and in the manner prescribed by the tenderer to enable him to receive it by the date fixed. If despatch of intimation is delayed and tenderers receive it after the expiry of the specific date, the contract will not be a valid one and it will be open to the tenderer to refuse to accept the same. All Purchasing Officers should, therefore, ensure that in all such cases, the decision is communicated sufficiently in advance so that the tenderer will definitely receive it before the due date. The copies of acceptance tender must be endorsed to the concerned officers—such as Inspector, Consignee, Paying authority of the Indentor to enable them to carry out their responsibilities under the terms of the Contract. So also the amendments to the acceptance of tender should also be sent to the concerned officers in the same manner within time. The acceptance letter and acceptance of tender should be sent under Certificate of Posting. Such documents should be clearly marked by the Purchase Section "to be sent under Certificate of Posting", before sending them to the Despatch Section. The Postal Certificate will be retained by the Despatch Section for record.

(6) *Earnest Money Deposit.*—Tenderers should pay, along with the tender, earnest money deposit equal to 3 per cent. of the total value of the stores offered by them by crediting into the Reserve Bank of India or by a crossed demand draft on scheduled banks drawn in favour of Purchasing Authorities or in favour of Director of Industries and Central Purchasing Officer, Bombay, as the case

may be. The following categories of contractors/suppliers are exempted from payment of earnest money deposits :—

(a) Firms located in Maharashtra State and for the items so registered with the Director General of Supplies and Disposals, New Delhi, and the Controller of Printing and Stationery, Calcutta.

(b) All Government and Semi-Government institutions under Government of Maharashtra and Zilla Parishads in Maharashtra and fully owned undertakings of any State Government and Government of India.

(c) Small scale industrial units registered with the Director of Industries, Maharashtra, only for items manufactured by them.

(d) Small scale units registered with the National Small Industries Corporation and Small Industries Service Institute of Government of India, only for items manufactured by them.

(e) Textile mills in Maharashtra.

(f) The suppliers registered with the Central Stores Purchasing Officer of the Directorate of Industries, Maharashtra State, who have satisfactorily supplied the stores for the last five years.

*Security Deposit.*—Successful tenderers should deposit with the Purchasing Authorities or Director of Industries and Central Purchasing Officer, as the case may be, security deposit equal to 3 per cent of the value of the order in any one of the following forms :—

(a) by demand draft drawn in favour of the Purchasing Authority or the Director of Industries and Central Purchasing Officer, Bombay, as the case may be.

(b) Bank Guarantee valid for the duration of  $1\frac{1}{2}$  years from all scheduled commercial banks and from the Maharashtra State Co-operative Bank, Bombay.

(c) Government promissory-notes, Government approved securities and bonds endorsed in favour of the Purchasing Authority or the Director of Industries and Central Purchasing Officer, as the case may be.

(d) fixed deposit receipts for a period of 3 years from scheduled banks and the Maharashtra State Financial Corporation drawn in favour of the Purchasing Authority or the Director of Industries and Central Purchasing Officer, as the case may be.

(e) National Saving Certificate, National Defence Certificate and Post Office Savings Bank account pledged in favour of the Government of Maharashtra.

The following categories of tenderers are exempted from the payment of security deposit :—

(i) Firms located in Maharashtra State and for the items so registered with the Director General of Supplies and Disposal, New Delhi, and the Controller of Printing and Stationery, Calcutta.

(ii) All Government and Semi-Government Institutions under Government of Maharashtra and Zilla Parishads in Maharashtra and fully owned undertakings of any State Government and Government of India.

(iii) The suppliers registered with the Director of Industries and Central Purchasing Officer, Bombay and small scale industrial units registered with the National Small Industries Corporation, New Delhi, and Small Industries Service Institution, New Delhi, are exempted from payment of security deposit in respect of purchase of stores upto Rs. 25,000 and in respect of purchase of stores exceeding the limit of Rs. 25,000 security deposits to be obtained from Small Scale Industrial Units registered with the Director of Industries, Maharashtra State and also registered with the Central Stores Purchase Organisation, Maharashtra State and also registered with the National Small Industries Corporation, New Delhi, and Small Industries Service Institute, New Delhi, should be 3 per cent of the total value of stores or Rs. 10,000 (Rs. Ten thousand only) whichever is lower. However, while calculating the Security deposit for the stores valued more than Rs. 25,000 the security deposit should not be calculated for the first Rs. 25,000.

## Part V—Rate Contract

1.1. The stores which are available on Director General of Supplies and Disposals'/Central Stores Purchase Organisation's Rate Contracts are not to be purchased directly by the Purchasing Officers, but the Stores are to be procured by placing orders against these rate contracts as in the past by the Direct Demanding Officers. The Purchasing Officers while starting procurement should first enquire with the D.G.S. & D., New Delhi and C.S.P.O. (Directorate of Industries), whether the item of stores is on Rate Contract and the Rate Contract is valid. As a precaution, the Purchasing Officers should endorse copies of the Tender Enquiries under separate letter to the Industries Commissioner, Director of Industries and Central Stores Purchase Officer, Directorate of Industries, New Administrative Building, Bombay, and to the Director General of Supplies and Disposals, Government of India, New Delhi. Stores which are common and regularly required are generally purchased on the basis of rate contract. The prices of such goods are not subject to appreciable Market fluctuations. While, concluding a Running or Rate Contract, for a particular item, its approximate drawal, during the period of contract, has to be considered, and judged for such contracts.

1.2. *Rate Contract.* For the recurring demands of certain items, commonly required by various Purchasing Officers, generally Rate Contracts are concluded, even if the quantity of the item, which an individual department buys during the period of contract is meagre, the total quantity purchased by all the Government Departments would be sizeable. In such a case if every Purchasing Officer observes the same formalities to purchase more than once for the same stores it is likely to be uneconomical. The Central Stores Purchase Organisation, therefore, lists certain items in this category, for entering into a contract with suppliers for meeting the requirements of various departments and various officers, during a fixed period which is usually a year or two, at a fixed price. In such a contract, no commitment is made as to the quantity of the stores to be drawn, against the contract during the validity period, of the said contract. The Contractor is, however, bound to accept any order which may be placed upon the firm during the currency of the contract.

1.3. *Fixed Quantity Contract*.—This type of contract is for a fixed Quantity to be supplied to one or more consignees as per the indent.

1.4. *Running Contract*.—This type of contract is made for supplying the stores in instalments during a certain fixed period to different consignees in the State. The advantage of entering into such contracts, is to avoid large inventory and blocking of funds. However, in such a contract, certain variation in quantities to be requisitioned is provided for usually 25 per cent.

1.5. The above 3 types of Contracts are concluded by the Central Stores Purchase Organisation in Maharashtra State, and also by the D.G.S. & D., New Delhi. The indentors in the state can operate the Rate Contract concluded by the C.S.P.O. as well as by the D.G.S. & D., New Delhi, provided they are direct demanding officers for operating such contracts.

The list of the items which are generally covered under Rate Contract/Quantity Contract made by C.S.P.O. are shown in Annexure C.

2.1. *Procedure to enter into Rate Contract*.—For acceptance of Tender for fixation of a Rate Contract of any item, the Tender Enquiry is published in the weekly *Maharashtra Government Gazette* (Supplement Part II) and the quotations are invited from all Tenderers. Then they are scrutinised by C.S.P.O. In the Rate Contract the liason officer's role is played by the representative Officer of the major consuming department of the particular item. The C.S.P.O., however, proceeds to finalise the agency if the Liason Officer is not present. All Rate Contracts are finally decided by the Stores Purchase Committee in C.S.P.O.

2.2. While finalising the Rate Contract in respect of items which are exclusively reserved for the S.S.I. units, Parallel Rate Contracts are required to be concluded specially with the units located in Marathwada Region through Maharashtra State Small Scale Industries Development Corporation. (Please refer to compendium of important Government Resolutions).

2.3. As usual, the items on C.S.P.O. Rate Contract are subject to the prior inspection before supply. Some time it is assigned to the respective consignees at their destinations. In case the supplies are with "I.S.I. mark" or the "Quality Mark of State Government",

inspection is not carried out by the respective consignees. However, they should check the "I.S.I. mark" or "Quality mark" as the case may be before accepting the material.

2.4. The delivery period as specified in the Rate Contract should be strictly observed. In case the contractor fails to supply the goods in the scheduled time limit, the penalty should be worked out and charged as per the rules and at the rate indicated in the contract and the amount should be recovered from the bills of the suppliers. For this purpose, the officer responsible for taking delivery should maintain statement in proforma shown in Appendix XVII. The payment for all the supplies against C.S.P.O. Rate contract should be made by the respective consignees directly to the Rate Contract holders. Before making the payment it may please be got confirmed from the contractor that he has paid the Security Deposit as per A/T and also executed the Agreement as per terms of the Contract. (for agreement please *vide* Appendix XVIII) (for Security Deposit in the form of Bank Guarantee please *vide* Appendix XIX). Any failure of the contractors in respect of the supplies during the scheduled delivery period and also the improper supplies being not to specifications should immediately be intimated to the C.S.P.O. for timely actions.

2.5. The supply orders on the Rate Contract holders should be placed within the currency period and not at the time of its expiry. Some provision should be made for the supplies for the intermediate period of no contract, in case a fresh rate contract is not finalised in time.

2.6. All Purchasing Officers will be Direct Demanding Officers, so far as C.S.P.O. Rate Contract is concerned.

2.7. Some times, even if some of the items are on D.G.S. & D. Rate Contract, taking into consideration the urgency, C.S.P.O. also enters into the Rate Contract for the same items. All other procedure followed for fixing Acceptance of Tender (A/T) should be followed in the case of Rate Contracts.

(For check points please *vide* Appendix XX).

## Part VI—Inspection of Goods

1.1. The detailed and final inspection of the goods should be done by the consignee on receipt of goods, before payment. It is, therefore, very essential that consignees carry out inspection in details on arrival of the goods at the consignees' premises. This is also necessary in view of Rule 365 of the Bombay Treasury Rules, 1960, according to which bills presented to the Treasury in support of payment for purchase of stores are required to be accompanied by four certificates as indicated below :—

- (1) Articles detailed in vouchers have been actually received.
- (2) The quantities are correct and quality of goods according to specifications.
- (3) The rates paid are not in excess of accepted rates.
- (4) Goods are entered in Stock Register and no previous payment has been made on this account.

After the inspection of the goods, if they are as per Acceptance of Tender specifications, the Inspection Note is issued by the inspecting authority and the copies endorsed to supplier, consignees and indenter etc. (please *vide* Appendix XXI).

1.2. *"The date of offer of acceptable goods by the supplier for inspection has to be considered as "Date of Delivery" of the goods for calculating the delivery period. This "Date of offer for inspection" is invariably mentioned in the Inspection Note.*

If the inspection is entrusted to the consignees at their destination, then the date of R/R or Railway Receipt-Transport Receipt, as the case may be, should be taken as "the date of delivery" of the goods for the above purposes.

1.3. No inspection is necessary if the goods bear Indian Standards Institute certification marks or "Quality mark" of State Government Quality marking scheme.

2. *Receipt of Goods.*—After receipt of the copy of the Acceptance of Tender the consignees are expected to establish direct contact with the contractor for the delivery of the goods. If the goods are not

received within the stipulated delivery period mentioned in the Acceptance of Tender, they should immediately point it out to the Purchasing Officer, Contractor and the indenter. Progress of the supplies against the Acceptance of Tenders should be reported to the Purchasing Officer from time to time.

3. *Check Points for Inspection of Stores.*—(i) To check from the copy of Acceptance of Tender/Rate contract, the particulars governing the stores, drawings and sketches.

(ii) The inspected and uninspected stores should not be mixed up.

(iii) The material offered for inspection is exactly as per Acceptance of Tender specifications/Approved Sample. Packing of the goods should be seen and confirmed that it is as per Acceptance of Tender Specifications/Approved Sample.

(iv) Whenever necessary Laboratory Tests/Practical Tests taken on Bulk Samples drawn.

(v) In the case of stores supplied with Indian Standards Institute Marks/Q Mark, only the mark may be seen.

(vi) In the case of stores received in damaged condition open delivery should be taken and details of damages and shortages should be recorded and immediately reported to the insurance authority, transporting authority, supplier and the purchasing officer and in such case payment should be withheld.

(vii) In the case of machinery, plant and complicated equipment satisfactory working trials should be taken immediately and in case it is found unsatisfactory should be rejected forthwith and the supplier informed immediately for rectification of defects or replacement.

(viii) Preliminary work such as foundation for the machinery, electrical installation etc., should be kept ready prior to the receipt of such material.

(ix) Inspection Note should be prepared in the prescribed form and copies sent to all concerned for the stores accepted.

(x) In the case of rejected stores, Rejection Note should be issued pointing out clearly the defects noticed. The Rejection Stamp should be given on the rejected stores.

(xi) The stores should be inspected immediately on receipt of written call for inspection of goods, within the delivery period of Acceptance of Tender.

(xii) The delay in supply should be worked out and penalty calculated as per penalty clause in Acceptance of Tender and should be deducted from the bill before payment.

4.1. *Extension of Delivery period.*—Extension of date of delivery amounts to changing the terms of the original contracts and as such an extension can only be granted with the consent of the parties i.e. the purchaser and the seller. The extension granted without any application on the part of the contractor has no effect in law and does not bind the contractor. While granting extension of time on an application from the contractor, factual difficulties should be taken into consideration on realistic basis before any such extension is granted.

4.2. *Basic principles to be taken into account while considering requests or extension in delivery period.*—(i) Whether supply can be arranged earlier at cheaper rates from alternative sources and in the latter case whether the indenter can reasonably wait to take advantage of the downward trend in prices.

(ii) Where there is a downward trend in prices, the purchase officer should take advantage of it.

(iii) Where there is no downward trend in prices, the purchase officer should record the fact in the proposal for granting extension in delivery period.

*Note.*—A grace period of 21 days can be allowed from the stipulated date of delivery.

## Part VII—Payment Procedure

I. *General*.—Payment of 75 per cent of the value of the stores should be made by the Indentor/Purchasing Authority, within a fortnight against the production of :—

(i) Inspection Note issued by the Purchasing Authority/Consignee and

(ii) Railway Receipt or receipt of stores.

The balance of 25 per cent should be paid within one month from the date of receipt of the stores.

In special cases, where the firms of repute and who are on the approved list maintained by the Director General of Supplies and Disposals, Government of India, the conditions of payment approved by the D.G.S. & D. viz. 90 per cent against production of R/R and 10 per cent. within a month after receipt of the stores may be followed, whenever necessary.

II. *Payment Clause for Plant and Machinery*.—(i) 80 per cent of the cost on receipt of equipment at site.

(ii) 10 per cent on completion of erection and satisfactory performance of the equipment.

(iii) 50 per cent. of the erection charges would be paid at the time of the payment under No. (ii) above.

(iv) All residual payment (i.e. 10 per cent of the cost of equipment and 50 per cent. of the cost of erection charges) within two months from the date of satisfactory trial.

III. 95 per cent against inspection and receipt of material in good condition and balance 5 per cent. within 30 days on receipt of acceptable goods when the Inspection of goods is to be carried out by the Director General, Supplies and Disposals, Government of India, New Delhi.

*N.B.*—If any Purchase Officer delays the payment beyond the time limit prescribed above, he will have to pay to the supplier 1 per cent. per month as interest on the amount remained unpaid.

## Part VIII—Risk Purchase

1.1. If the contractor fails to deliver the stores or any instalment thereof within the period fixed for such delivery or at any time repudiates the contract before the expiry of such period, the purchasing officer is entitled to cancel the contract and to repurchase the stores of the same specifications to the extent of the stores not delivered at the risk and cost of the defaulting contractor. In the event of such a risk purchase, the defaulting contractor shall be liable for any loss which the purchasing officer may sustain on that account provided the purchase, or if there is an agreement to purchase, such agreement, is made, in case of default to deliver the stores within the stipulated delivery period, within six months from the date of such default and in case of repudiation of the contract before the expiry of the aforesaid delivery, within six months from the date of cancellation of the contract of such period. In case any amount is outstanding to be paid to the defaulting contractor such amount should be withheld in the interest of Government.

1.2. *Procedure to effect risk purchase.*—As soon as a contract is cancelled steps should be taken to effect repurchase of the stores still needed by floating Tender Enquiry.

(i) The date of delivery in A/T, supplies made, supplies expected within the delivery period, and the prospects of the contractor executing the contract should be taken into account.

(ii) Where security deposit is called for by a specified date, default in furnishing the same by the target date is in itself a breach of the contract and which entitles the purchaser to cancel the contract at the risk and costs of the contractor.

(iii) Risk purchase contract should be on the same terms (except delivery date and price) of the original contract.

(iv) The terms of the new contract should not be more onerous or more liberal than those of the original contract except delivery period.

(v) In case the material on Risk Purchase Enquiry is available at a lesser rate than the value of original A/T, in such cases 10 per cent. of the original value of A/T should be recovered from the defaulting contractor.

## Part IX—Closing of the Case

After the successful execution of the contract, the relevant case has to be closed. While closing the case all outstandings are required to be cleared. Following points should be taken into account before closing the case :—

(1) The stores were supplied in full quantity as per A/T specifications and terms within the delivery period.

(2) Sales tax, Excise duty, Customs duty, Railway Freight, Packing and forwarding charges are claimed and paid as per A/T conditions.

(3) Recovery of penalty for delay in supply is made.

(4) Final payment is made.

(5) Final Inspection Note is issued.

(6) Shortages losses breakages and defects noticed in the supply, are made good.

(7) Guarantee period (as mentioned in warranty clause of A/T) is over.

(8) Whether there is a proposal for waiver of penalty pending.

(9) Claim made by the supplier under statutory price variation clause in A/T, is settled.

(10) No objection certificate is called for from the consignee/consignees to refund the Security Deposit as per specimen letter, (P. vide Appendix XXII) and on receipt of NOC close the case.

(11) Actual recovery is made in the case of Risk Purchase from the defaulting firm.

(12) If there are any audit objections and legal disputes such cases should not be closed under any circumstances. The files pertaining to the contracts should be preserved for a minimum period of 6 years.

(13) Any claim regarding liquidated damages is pending.

## CHAPTER V

### REGISTRATION OF FIRMS

1. *Purpose of registration.*—The purpose of registration as approved supplier is to ensure supplies of stores from reliable firms. For this purpose Registration Section in the Central Stores Purchase Organisation and the Regional Joint Directors of Industries at Pune, Nagpur, Aurangabad and Bombay, register suppliers of stores of various descriptions usually purchased by the Government of Maharashtra, on application from the suppliers in the prescribed forms (please vide Appendix XXIII) which is available in the above offices on payment of application form fee.

2. *Authority competent to deal with application for registration.*—All applications for registration in respect of stores purchased by the Government of Maharashtra should be dealt within the Registration Section of the Central Stores Purchase Organisation, Bombay and in the offices of Regional Joint Director of Industries at Bombay, Pune, Nagpur and Aurangabad. That section should be responsible for notifying all additions and alterations to the lists of registered suppliers, through Fortnightly Statement showing firms registered, removed and through secret memorandum, firms blacklisted, banned, suspended, etc. On scrutiny of the applications if a firm is found suitable for registration, its name should be brought on the list of registered suppliers and a certificate in the prescribed *pro forma* should be issued mentioning therein, the products for which the firm is registered and the period up to which registration as approved supplier is valid.

3. *Eligibility for Registration.*—All firms irrespective of their location in the country who deal with the stores purchase by the Director General of Supply and Disposals and Government of Maharashtra will be eligible for registration if otherwise suitable.

4.1. *Application form.*—Application for registration should be made to the Industries Commissioner and Central Stores Purchase Organisation and to the Regional Joint Director of Industries, Bombay, Pune, Nagpur and Aurangabad as the case may be in the prescribed application form. The firms may obtain forms from the aforesaid offices on payment of an application fee of Rs. 5. This application form should be submitted by the applicant firm to the concerned offices.

4.2. *Submission of application forms.*—By Indian Firms applications may be submitted direct to the Central Stores Purchase Organisation and/ or Regional Joint Director of Industries as the case may be accompanied by :—

(1) the firm's current Income Tax Clearance Certificate in the case of limited and Partnership concerns ;

(2) the proprietors' Income Tax Clearance Certificate in the case of proprietary firms.

The firms should also submit the copies of their last annual reports giving Profit and Loss Account and Balance-sheet, for the last 3 years.

In addition to the above, the application form should also be accompanied by the following documents :—

(a) Ownership document in respect of firm's factory and machinery installed therein (in respect of manufacturers) ;

(b) Agency agreement giving details of agency commission and confirmation of acceptance of payment in rupees (in respect of agents of foreign firms) ;

(c) Details of established importers licence valued not less than Rs. 10,000 (in case of stockists of imported stores) ;

(d) A certificate in case of partnership concern, issued by the appropriate authorities ;

(e) A copy of the Memorandum and Article of Association in the case of limited companies.

*Categories of registration.*—Firms in India are entitled to registration as—

(a) Manufacturer,

(b) Manufacturer's, Agent and

(c) Stockists of imported goods.

5. *Processing of application for registration.*—(1) Indian Firms—On receipt of application in the prescribed form the Registration Section should scrutinise thoroughly all particulars given therein. If it is found that the replies given to the various questions are evasive or that the firm is not suitable for registration, the trouble and expense of inspection of its premises or works will not be undertaken and registration should be refused straightway. In other cases which

survive the preliminary scrutiny, arrangements should be made to obtain the following reports/documents :—

(i) *Bank*.—A report will be obtained from the bankers concerned regarding the financial standing of the firm.

(ii) *Inspection*.—An inspection report will be called for from the Inspection Wing on the firm's factory/workshop/godowns in order to ascertain their capability and capacity as manufacturers/stockists. In the case of pharmaceuticals, medical drugs, surgical instruments, controller of drugs may be consulted. (Please *vide* Appendix XXIV for stockists and Appendix XXV for manufacturers.)

(iii) *Civil*.—Where considered necessary, the standing and respectability of the firm and the ownership of factory etc., will be ascertained from the concerned authorities of the area where the firm is located.

(iv) *Tests*.—In the case of applications for registration for stores where test report from a laboratory is required (e.g. oils, paints, varnishes, cement, fans, etc.) the applicant will be advised by the Inspection Wing before submission of their Inspection Report to the Registration Section to have their products tested at their own expense and a report furnished to the Inspection Wing in original, or complete copies thereof, duly attested by the testing authorities. If test certificates are required as a precondition for acceptance of any stores, in that case, the entire cost of Testing will be borne by the Firm itself.

On receipt of all reports, each case will be examined in the Registration Section and decided on its merits.

Registration will be given for 2/3/5 years at a time unless otherwise decided in special cases. (Please *vide* Appendix XXVI).

6. Any agent or authorised representative of any Indian Foreign firms will not be registered as approved supplier unless there is a joint application from the representative and the original manufacturer.

7. Additional items can be considered for registration if the suppliers/manufacturers fulfil the conditions laid down in earlier paras as a manufacturer/supplier having all the facilities for the manufacture of the items for which he wants registration. This will have to be verified by the Inspection Wing of the Central Stores Purchase Organisation.

8. *Registration Deposit.*—Payment or registration deposit by the suppliers registered with the Directorate of Industries and Central Store Purchasing Organisation with National Small Scale Industries Corporation and Director General of Supplies and Disposals, New Delhi.

For the purpose of maintaining a list of approved suppliers the Central Store Purchase Officer, should take a deposit of Rs. 1,000 from the applicant-firm in any one of the following forms :—

(a) by demand draft drawn in favour of the Purchasing Authority or the Director of Industries and Central Purchasing Officer, Bombay, as the case may be.

(b) Bank guarantee valid for the duration of 1½ years from all scheduled commercial banks and from the Maharashtra State Co-operative Bank, Bombay.

(c) Government promissory notes, Government approved securities and bonds endorsed in favour of the Purchasing Authority or the Director of Industries and Central Purchasing Officer, as the case may be.

(d) fixed deposit receipts for a period of 3 years from scheduled banks and the Maharashtra State Financial Corporation drawn in favour of the Purchasing Authority of the Director of Industries and Central Purchasing Officer, as the case may be.

(e) National Savings Certificate, National Defence Certificate and post office saving bank accounts pledged in favour of the Governor of Maharashtra.

The following types of contractors are exempted from payment of registration deposit :—

(a) Firms located in Maharashtra State and for the items so registered with the Director General of Supplies and Disposals, New Delhi, and the Controller of Printing and Stationery, Calcutta.

(b) All Government and semi-Government institutions under Government of Maharashtra and Zilla Parishads in Maharashtra and fully owned undertaking of any State Government and Government of India.

(c) Small-scale industrial units registered with the Directorates of Industries for items manufactured by them.

9. *Renewal of Registration.*—Every registration is RENEWABLE after the expiry of the period stipulated in the registration certificate for which the firm or the unit or the supplier will have to approach Central Stores Purchase Organisation well in time before expiry.

10. *Removal of firms from the list of approved contractors.*—Although registration is normally valid for the period stipulated in Registration Certificate it may be cancelled by authority granting registration without notice, if necessary, for any of the following reasons :—

- (a) Fails to execute a contract or fails to execute it satisfactorily.
- (b) Ceases to have the technical staff or equipment considered necessary for the manufacture of the items for which registration has been given.
- (c) Fails to furnish Income Tax Clearance Certificate as required under the rules ;
- (d) Is declared bankrupt or insolvent ;
- (e) Has been running into loss for two consecutive years any time after initial registration ; and
- (f) Fails to submit application for renewal of registration in time and for any other valid reasons.

11. *Change in name, address and constitution of firms.*—In the matter of verification of the authenticity of the change in address, name and constitution of firms, the following procedure should be followed ;

All letters communicating change of address name and constitution received from registered contractors will be dealt with in Registration Section of Central Stores Purchase Organisation. As and when an intimation regarding change in address etc. of a registered party is received, the same should be forwarded to Registration Section which will verify the correctness of the particulars furnished by contractors from their personal file or if necessary, after making reference to the concerned authorities.

Simultaneously, with the initiating of action for verification of the correctness of the change of address, Registration Section will call from the firm a list of A/Ts placed with firm by the Central Stores Purchase Organisation or its regional offices against which any payment and/or supplies are outstanding. On receipt of the list of A/Ts referred to above and after verification of the correctness of the address, etc. the contractors will be informed by Registration Section that the change in their address etc. has been noted endorsing copies of the letter to the Pay and Account Officer and the Supply Sections concerned along with a list of A/Ts received from the firm.

12. *Black-listing, banning and suspension of contractors.*—The punishment of “Black-listing”, “Banning” and “Suspension of Business” is more severe than removal since the firms so dealt with will not be eligible to do business with Government as explained below :

A. *Explanation*—(1) *Black-listing*.—When firms are found guilty of malpractices like bribery, corruption, etc. or their proprietors or employees, partners, or representative are convicted for offences involving moral turpitude in relation to business, dealings, or security considerations, including loyalty to the State, or the firm contumaciously refuses to return Government dues without showing adequate cause and the Government is satisfied that this is not due to a reasonable dispute which would attract proceedings in arbitration or Court of Law, they are placed on the Black-list. This may either be for a limited period or for an indefinite period and involve an immediate cessation of business with the state Government.

(2) *Banning*.—Where Black-listing is not justified, the punishment of “Banning” is sometimes imposed. This is normally for a specified period and involves a cessation of business with the Directorate of Industries and with all purchasing officers. All such cases will be reported to the concerned Departments who should decide whether the attached/subordinate office under its control should follow suit.

(3) *Suspension*.—When a *prima facie* case of corruption is made out against a firm, business with them is “Suspended”. This is an *ad interim* order pending full enquiry and final decision.

The facts of and the reasons for suspension of business shall not be communicated to the firm concerned.

B. *Procedure*.—(1) All cases, in which “Black-listing” or “Banning” of firms is indicated, will be reported with full details together with connected papers, to the Registration Section for investigation and report to Government.

(2) The Registration Section will make the necessary preliminary investigations and if satisfied, that a *prima facie* case against the firm is justified, take immediate steps to issue orders suspending further business with the firm pending final decision. The Registration Section will also take up the case with the Government.

(3) Orders regarding "Black-listing", "Suspension of business" or "Banning" are confidential.

(4) Normally, orders of "Black-listing" and "Banning" do not affect current contracts pending execution by the firms black-listed/banned. In the case of firms who have been punished on grounds of bribery, the discretion to cancel current contracts is reserved by the Purchasing Authority.

13. *Competent Authority.*—Orders regarding removal, black-listing, suspension and banning are to be obtained from the Government in appropriate Administrative Department of the Mantralaya.

## APPENDIX I

## Indent

## वार्षिक/पूरक

दिनांक .....

१. मागणी अधिकारी व पत्ता .....

२. माल घेणारे :— (अ) .....  
 (ब) .....  
 (क) .....  
 (ड) .....

३. रेल्वे परिवहनासाठी विमा आकारलेला मालकाच्या जोखमीवर मालगाडीने  
रेल्वेच्या पैसेजर गाडीने  
 पाठवावयाचा माल.

४. काही विशेष सूचना :—

५. वित्तविषयक प्रमाणपत्रे :—

(अ) मी असे प्रमाणित करतो की, अंतर्भूत असलेल्या खर्चास सक्षम वित्तीय प्राधिकाऱ्यांची मंजूरी मिळाली आहे आणि १९ ..... या वर्षासाठी मागण्या करणाऱ्या विभागाच्या मंजूर करण्यात आलेल्या अर्थसंकल्पीय नियत वाटपाच्या योग्य शीर्षाखाली निधी उपलब्ध आहेत.

मागणी अधिकाऱ्याची सही.

(ब) मी असे प्रमाणित करतो की, यामध्ये मागणी केलेल्या मालाच्या बाबतीत १९ ..... च्या मंजूर अर्थसंकल्पामध्ये निधी पुरवण्यात येईल या अपेक्षेने दायित्व पत्करण्याचा मला प्राधिकार देण्यात आला आहे.

मागणी अधिकाऱ्याची सही.

### मागणीकारांना सूचना

- (१) मागणीपत्रे फक्त विहित नमुन्यामध्ये तीन प्रतीत सादर करावीत आणि ती वार्षिक किंवा पूरक असल्याची स्पष्ट नोंद असावी.
- (२) निरनिराळ्या गटांच्या भांडारवस्तूसाठी पृष्ठ ४ वर दर्शविल्याप्रमाणे वेगळी मागणीपत्रे सादर करावीत. मागणीपत्रे सादर करण्याकरिता ठरविलेल्या अखेरच्या दिनांकापूर्वी वार्षिक मागणीपत्रे सादर करावीत.
- (३) जे मागणीपत्र योग्यरीतीने भरलेले नसेल आणि किंवा ज्या मागणीपत्राबरोबर योग्य ते कागदपत्र/विनिर्देश/नमुने, आधार सामग्री इ. पाठविली नसेल असे मागणीपत्र अनुपालन केल्याशिवाय मागणी अधिकाऱ्याकडे परत पाठविण्यास पात्र ठरेल.
- (४) तिजोऱ्या, रोखपेट्या व बंदबंडा पेट्या यांचा पुरवठा करण्यासाठी शासनाच्या प्रशासन विभागाची मंजूरी मागणीपत्राला जोडण्यात यावी.

## APPENDIX 1

## Indent

वार्षिक/पूरक

दिनांक .....

१. मागणी अधिकारी व पत्ता .....

२. माल घेणारे :— (अ) .....  
 (ब) .....  
 (क) .....  
 (ड) .....

३. रेल्वे परिवहनासाठी विमा आकारलेला मालकाच्या जोखमीवर मालगाडीने  
 रेल्वेच्या पैसेजर गाडीने  
 पाठवावयाचा माल.

४. काही विशेष सूचना :—

५. वित्तविषयक प्रमाणपत्रे :—

(अ) मी असे प्रमाणित करतो की, अंतर्भूत असलेल्या खर्चास सक्षम वित्तीय प्राधिकार्यांची मंजूरी मिळाली आहे आणि १९ ..... या वर्षासाठी मागण्या करणाऱ्या विभागाच्या मंजूर करण्यात आलेल्या अर्थसंकल्पीय नियत वाट्याच्या योग्य शीर्षाखाली निधी उपलब्ध आहेत.

मागणी अधिकार्याची सही.

(ब) मी असे प्रमाणित करतो की, यामध्ये मागणी केलेल्या मालाच्या बाबतीत १९ ..... च्या मंजूर अर्थसंकल्पामध्ये निधी पुरवण्यात येईल या अपेक्षेने दायित्व पत्करण्याचा मला प्राधिकार देण्यात आला आहे.

मागणी अधिकार्याची सही.

### मागणीकारांना सूचना

- (१) मागणीपत्रे फक्त विहित नमुन्यामध्ये तीन प्रतीत सादर करावीत आणि ती वार्षिक किंवा पूरक असल्याची स्पष्ट नोंद असावी.
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- (४) तिजोऱ्या, रोखपेट्या व बटवडा पेट्या यांना पुरवठा करण्यासाठी शासनाच्या प्रशासन विभागाची मंजूरी मागणीपत्राला जोडण्यात यावी.

[illegible]

गटवार वर्गीण केलेल्या बाबींची अनुसूची

वार्षिक मागणीपत्र  
सादर करण्याचा  
अखेरचा दिनांक

- |                                                                                                   |   |              |
|---------------------------------------------------------------------------------------------------|---|--------------|
| १. यांत्रिक हत्यारे, विद्युत् यंत्रसामग्री, कृषि विषयक यंत्रसामग्री, वाष्पके, स्वयंचलित यंत्रे इ. | } | ऑक्टोबर ३१   |
| २. विद्युत् सामग्री व उपसाधने                                                                     |   |              |
| ३. वैज्ञानिक व मापन उपकरणे आणि शल्यचिकित्साविषयक उपयंत्रे.                                        |   |              |
| ४. सर्वसाधारण लोखंडी सामान, धातूचे पत्रे व कांबी, नळ व हत्यारे इ.                                 |   | सप्टेंबर ३०  |
| ५. लेखनसामग्री                                                                                    | } | ऑगस्ट ३१     |
| ६. कापड गणवेश, चामड्याच्या व रबराच्या वस्तू                                                       |   |              |
| ७. फर्निचर व कार्यालयीन साधनसामग्री                                                               |   |              |
| ८. रसायन, औषधे, औषधी द्रव्ये, जंतुनाशके, तैलरंग, वंगणे व छायाचित्रविषयक सामग्री.                  |   | सप्टेंबर ३०. |

## APPENDIX II

### *List of Direct Demanding Officers of C.S.P.O. Rate Contract*

1. The Director of Accounts and Treasuries and Additional Secretary, Finance, Bombay.
2. The Pay and Accounts Officer, Maharashtra State, Bombay.
3. The Assistant Director of Industries (Inspection), Bombay.
4. The Under Secretary to the Government of Maharashtra, Industries, Energy and Labour Department/IND-III/General Administration Department/Public Works and Housing Department/Finance Department/Irrigation Department/Agriculture and Co-operation Department/Home Department/Revenue and Forest Department/Education and Youth Services Department/Public Health Department/Food and Civil Supplies Department/Law and Judiciary Department, Mantralaya, Bombay-400 032/Rural Development Department, Urban Development Department.
5. The Inspector General of Police, Maharashtra State, Old Secretariat, Bombay-32.
6. The Inspector General of Prison, Maharashtra State, Pune.
7. The Director of Agriculture, Maharashtra State, Pune.
8. The Director of Animal Husbandry, Maharashtra State, Pune.
9. The Director of Social Welfare, Maharashtra State, Pune.
10. The Director of Geology and Mining, Maharashtra State, Nagpur.
11. The Director of Education, Maharashtra State, Pune.
12. The Divisional Commissioner, Bombay Division, Bombay/Pune Division, Pune/Nagpur Division, Nagpur/Aurangabad Division, Aurangabad.
13. The Director of Health Services, Maharashtra State, St. George's Hospital Compound, V. T. Bombay.
14. The Director of Public Health, Pune.
15. The Director of Technical Education, Mahapalika Marg, Dhobi Talao, Bombay.
16. The Controller, Greater Bombay Milk Scheme, Worli Dairy, Worli, Bombay-400 018.
17. The Dairy Development Commissioner, Administrative Staff College, opposite V. T., Bombay-400 001.
18. The Joint Director of Industries, Bombay Region, Bombay/Pune Region, Pune/Nagpur Region, Nagpur/Aurangabad Region, Aurangabad.
19. The Director of Civil Defence, Maharashtra State, Old Secretariat, Bombay.
20. The Commissioner of Sales Tax, Mazgaon, Bombay-400 010.
21. The Commissioner of Food and Drugs Administration, Griha Nirman Bhavan, Bandra, Bombay-400 050.
22. The Director of Publicity, Mantralaya, Bombay-400 032.
23. The Chief Conservator of Forest, Maharashtra State, Pune.
24. The Commandant General, Home Guard, Maharashtra State, Old Secretariat, Bombay-400 032.
25. The Commissioner of Police, Greater Bombay, Bombay/Nagpur/Pune.
26. The Collector, Thana/Kolaba/Ratnagiri/Nashik/Jalgaon/Dhule/Ahmednagar/Pune/Satara/Sangli/Solapur/Kolhapur/Aurangabad/Parbhani/Bhir/Nanded/Osmanabad/Buldana/Akola/Amravati/Yavatmal/Wardha/Bhandara/Chandrapur/Nagpur.
27. The Director of Employees' State Insurance Scheme, Bombay.
28. Settlement Commissioner and Director of Land Records, Pune.
29. The Chief Executive Officer, M. L. D. C., Bombay.
30. The Industries Officer, Thana/Kolaba/Ratnagiri/Nashik/Jalgaon/Dhule/Ahmednagar/Pune/Satara/Sangli/Solapur/Kolhapur/Aurangabad/Parbhani/Bhir/Nanded/Osmanabad/Buldana/Akola/Amravati/Yavatmal/Wardha/Nagpur/Bhandara/Chandrapur.

APPENDIX III

*Proprietary Article Certificate*

(i) The equipment/stores wanted is manufactured by Messrs. ....

No other make is acceptable for the following reasons :—

(ii) Approval of the Head of the Department or his nominee has been obtained.

APPENDIX IV

*Urgent Order Procedure Certificate*

I certify that the accompanying indent is of a very urgent nature and should be processed under the "Urgent Order Procedure".

2. I further certify that adequate provisions for payment in respect of these indents is made by the State Government under Government Resolution No. ....

3. In the event of the supplies being delivered in a period of two financial years, I further certify that Financial provision is made by the State Government in respect of the payment of these supplies as a provision for schemes extending over a period of two years under Government Resolution No. ....  
Date .....

(Signature)

APPENDIX V

Sample Register

obtained.

### Samples Register

Serial  
No.Initial of  
the officer

Date of receipt of sample

Tender, No.

Name of the firm:

Description of  
the Stores

Quantity

Remarks

1

2

3

4

5

9

7



## APPENDIX VI

*Table showing the Prices of Tenders to be fixed*

|      |                                        |                 |          |     |                    |       |
|------|----------------------------------------|-----------------|----------|-----|--------------------|-------|
| (1)  | Up to Rs.                              | 10,000          | ..       | Rs. | 2.00               |       |
| (2)  | Rs.                                    | 10,001 to Rs.   | 15,000   | ..  | Rs.                | 3.00  |
| (3)  | Rs.                                    | 15,001 to Rs.   | 20,000   | ..  | Rs.                | 4.00  |
| (4)  | Rs.                                    | 20,001 to Rs.   | 25,000   | ..  | Rs.                | 5.00  |
| (5)  | Rs.                                    | 25,001 to Rs.   | 40,000   | ..  | Rs.                | 6.00  |
| (6)  | Rs.                                    | 40,001 to Rs.   | 55,000   | ..  | Rs.                | 7.00  |
| (7)  | Rs.                                    | 55,001 to Rs.   | 70,000   | ..  | Rs.                | 8.00  |
| (8)  | Rs.                                    | 70,001 to Rs.   | 85,000   | ..  | Rs.                | 9.00  |
| (9)  | Rs.                                    | 85,001 to Rs.   | 1,00,000 | ..  | Rs.                | 10.00 |
| (10) | Rs.                                    | 1,00,001 to Rs. | 1,40,000 | ..  | Rs.                | 11.00 |
| (11) | Rs.                                    | 1,40,001 to Rs. | 1,80,000 | ..  | Rs.                | 12.00 |
| (12) | Rs.                                    | 1,80,001 to Rs. | 2,20,000 | ..  | Rs.                | 13.00 |
| (13) | Rs.                                    | 2,20,001 to Rs. | 2,60,000 | ..  | Rs.                | 14.00 |
| (14) | Rs.                                    | 2,60,001 to Rs. | 3,00,000 | ..  | Rs.                | 15.00 |
| (15) | Rs.                                    | 3,00,001 to Rs. | 3,20,000 | ..  | Rs.                | 16.00 |
| (16) | Rs.                                    | 3,20,001 to Rs. | 3,40,000 | ..  | Rs.                | 17.00 |
| (17) | Rs.                                    | 3,40,001 to Rs. | 3,60,000 | ..  | Rs.                | 18.00 |
| (18) | Rs.                                    | 3,60,001 to Rs. | 3,80,000 | ..  | Rs.                | 19.00 |
| (19) | Rs.                                    | 3,80,001 to Rs. | 4,00,000 | ..  | Rs.                | 20.00 |
| (20) | Rs.                                    | 4,00,001 to Rs. | 4,20,000 | ..  | Rs.                | 21.00 |
| (21) | Rs.                                    | 4,20,001 to Rs. | 4,40,000 | ..  | Rs.                | 22.00 |
| (22) | Rs.                                    | 4,40,001 to Rs. | 4,60,000 | ..  | Rs.                | 23.00 |
| (23) | Rs.                                    | 4,60,001 to Rs. | 4,80,000 | ..  | Rs.                | 24.00 |
| (24) | Rs.                                    | 4,80,001 to Rs. | 5,00,000 | ..  | Rs.                | 25.00 |
| (25) | Rs.                                    | 5,00,001 to Rs. | 5,20,000 | ..  | Rs.                | 26.00 |
| (26) | Rs.                                    | 5,20,001 to Rs. | 5,40,000 | ..  | Rs.                | 27.00 |
| (27) | Rs.                                    | 5,40,001 to Rs. | 5,60,000 | ..  | Rs.                | 28.00 |
| (28) | Rs.                                    | 5,60,001 to Rs. | 5,80,000 | ..  | Rs.                | 29.00 |
| (29) | Rs.                                    | 5,80,001 to Rs. | 6,00,000 | ..  | Rs.                | 30.00 |
| (30) | Rs.                                    | 6,00,001 to Rs. | 6,20,000 | ..  | Rs.                | 31.00 |
| (31) | Rs.                                    | 6,20,001 to Rs. | 6,40,000 | ..  | Rs.                | 32.00 |
| (32) | Rs.                                    | 6,40,001 to Rs. | 6,60,000 | ..  | Rs.                | 33.00 |
| (33) | Rs.                                    | 6,60,001 to Rs. | 6,80,000 | ..  | Rs.                | 34.00 |
| (34) | Contracts of values above Rs. 10 lakhs |                 |          | ..  | Rs. 50 to Rs. 100. |       |

## APPENDIX VII

*Check Points for the Indent Planning*

1. Check the adequacy of funds provided by indenter as also the financial certificate.
2. See that consignee and inspection instructions are clear.
3. The technical particulars should be verified and it may also be ensured that required number of drawings and specifications are made available.
4. It should be checked whether the store indented is of a particular make only, in that case direct purchases be made after obtaining administrative approval from the competent authority.
5. In the case of imported stores it should be seen that necessary foreign exchange is provided and necessary release order/Import Licence has been received, and its source indicated. If coverage against foreign exchange is out of special loans and funds, follow special procedure—obtain sale, agency/waiver for purchase under A. I. D.
6. Whether the delivery period is realistic, if not, the indenter should be informed, for giving probable time required for delivery.
7. It should be seen that the stores are not covered by Rate/Running Contract. If Rate/Running Contract exists for similar stores and if Purchase Officer feels that item on Rate/Running Contract may serve the end use which the Indenting Officer has in view, advise Indenting Officer to accept the same with target date.
8. Check whether the stores can be procured by placing a repeat order or exercising the option to cover quantity upto 200 per cent. reserved against any existing contract.
9. See that all the indents are bulked with some other indent. If it is decided not to advertise the tender, record clear reasons thereof.
10. Check correctness of T./E. in all respects and ensure issue of same to correct parties following the correct procedure.
11. If stores are to be imported ensure that D. G. T. D. clearance could be obtained by the date of tender opening.
12. For machine tools, the Development Officer of D. G. T. D. should be consulted.
13. Check whether tender samples are really necessary and if not, tell Indenting Officer to withdraw such a condition. The Tender sample stipulation should be made with great care and caution.
14. Receipt, registration and initial action on indents is done.
15. Check up whether the articles manufactured by Government Departments or institution such as Jails, Habitual Offenders' settlements under the Habitual Offenders' Restrictions Act, certified Schools under the Bombay Childrens Act, and certified institution under the Bombay Beggars' Act, Production and Training Centres under Departments Control, which are allowed to be purchased directly without limit subject to budget provision are not covered in the indent.

(Please see *vide* Appendix XXXII)

## APPENDIX VIII

*Tender Notice and Tender Conditions*

1. Sealed tender in duplicate will be received on prescribed form by the Purchasing Officer in his office up to the dates mentioned for the supply of stores as per Schedules attached.

2. Prescribed Tender Form will be available from this Office on payment of Rs.        not refundable, on any working day between 11 a.m. and 4 p.m.

2A. Tenderers should quote rates for F.O.R., destination and submit the original quotation in Printed Tender Form and duplicate copy of an ordinary typed form alongwith a covering letter attached therewith. They should state the earliest delivery period necessary for completion of the order.

3. The origin of stores offered whether Indian or Foreign and in the case of the former, state in which it is manufactured should be clearly stated against each article.

4. The tender in duplicate should be submitted in sealed cover and superscribed with tender No. and date of opening of the tender. The right to ignore any tender which fails to comply with the above instructions is reserved. All outstation tenders should be sent by Registered Post.

5. *Opening of Tender.*—You are at liberty to be present or authorise your representative to be present at the opening of tender at the time and date specified in the Schedule.

6. (a) In the case of stores, subject to price fluctuation clause, the details, viz. (i) manufacturer's price ex-works or ex-point of despatch whether on Rail or Sea, (ii) freight, (iii) dues, and (iv) other charges including firm's margin should be clearly and separately stated.

(b) Basis of revision in price, if claimed, should be accompanied by details of variation. In no other case any revision of price admissible.

7. The Purchasing Officer does not pledge himself to accept the lowest or any tender and reserves to himself the right of accepting the whole or any part of the tender or portion of the quantity offered against any item and you shall supply the same at the rate quoted. You are at liberty to quote for the whole or any portion of the quantity of any item or state that the rate quoted shall apply if the entire quantity of any such item is taken from you.

8. Where offers by the tenderer are for stores imported with the assistance of the State Trading Corporation the tenderer should specifically stipulate that the offers made are in accordance with the price fixation formula of the State Trading Corporation.

8A. In the event of the order being placed against any of the tenderers and if the tenderer fails to supply any stores according to the terms and conditions of acceptance of tender or fails to replace any stores rejected by the P. O. or by any person on his behalf within such time as may be stipulated, the Purchasing Officer shall be entitled to purchase such stores from any other source and at such price as the Purchasing Officer shall in his sole discretion think fit.

If action as stipulated above is taken—

(1) The offer of the defaulting contractor will not be considered.

(2) The defaulting contractor will be penalised to the extent of the difference in the rates or 10 per cent of the value of the earlier order, whichever is higher.

(3) If the defaulting contractor fails to pay the penalty he will be permanently delisted from the list of approved contractors of the P. O. and the registration deposit of the contractors will be forfeited to Government.

9. In the case of non-delivery and/or delayed delivery against an order placed with you, the Purchasing Officer reserves to himself the right to impose such penalty in his sole discretion as he thinks fit.

10. (a) Tenders should be accompanied by Earnest Money as indicated in Schedule attached (in treasury chalan). The Earnest Money will be forfeited if you fail to complete the contract according to your tender, if accepted. Tender without Earnest Money may not be considered.

(b) Successful Tenderer will be required to pay a sum fixed by the Purchasing Officer as security deposit and enter into agreement for the performance of the contract.

(c) The Purchasing Officers ; may exempt firms of standing, from payment of Earnest Money and/or security deposit in respect of tenders or contracts placed by the office if the firms produce from the Director of Supplies and Disposals, Bombay a certificate to the effect that they are exempted from payment of security deposit or Earnest Money in the case of contracts, placed with them or tenders invited by Directorate General of Supplies and Disposals Government of India. The Purchasing Officer, Bombay however, reserves to himself the right to ask for security deposit from them against any contracts placed with them by the office if and when found necessary by him.

11. Certified copy of income-tax clearance certificate in the prescribed form should be enclosed with the tender. Quotations received without the above certificate are liable to be rejected.

12. *Samples.*—Tender samples are not required unless specifically called for.

Quotations without samples where samples are specifically called for are liable not to be considered.

Samples should be affixed with a label showing :—

(a) Name and address of the firm.

(b) Tender No.

(c) Opening date of tender.

13. Tenderers convicted of an offence under the Bombay Prohibition Act, 1949, or the Bombay Opium Act, 1936, will be considered ineligible for being given contracts.

14. *Release of controlled materials.*—Tenderers who do not stipulate conditions regarding release of controlled materials may be given preference.

15. *Extension of time.*—(i) As soon as it is apparent that contract dates cannot be adhered to, an application shall be sent to the Purchasing Officer.

(ii) Without prejudice to the foregoing rights, if such failure to deliver in proper time as aforesaid shall have arisen from any cause, which the Purchasing Officer may admit as a reasonable ground for an extension of the time (and his decision shall be final). He may allow such additional time as he considers to be justified by the circumstances of the case.

(iii) Provided always that any failure or delay on the part of sub-contractors through their employment may have been sanctioned shall not be admitted as a reasonable ground for any extension of time or for exempting you from liability for any such

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*Note.*—No quotation will be accepted on the printed Badami Tender notice Form. The priced tender forms will be on white paper available in the Office of the Purchasing Officer.

loss or damage, as aforesaid and provided further that no extension shall be allowed unless application for it shall, in the opinion of the Purchasing Officer (which shall be final) have been made and in his opinion is justified.

(iv) The Purchasing Officer, Bombay reserves the right to call for break-up of the quotation where necessary.

16. *General Instructions.*—(1) Priced Tender Form should be returned duly filled in, failing which quotation will not be considered.

(2) Tenderers should submit their quotations in duplicate.

(3) S. T. & G. T. should be clearly stated failing which it will be taken as inclusive of all taxes.

(3A) Any statutory increase, or decrease as an act of States or the Central Government relating to Sales and other Taxes shall be to the account of the purchaser by a contractor.

(3B) *Fall Clauses.*—It is a condition of the contract that all through the currency thereof, the price at which you will supply the stores should not exceed the lowest price charged by you to any customer during the currency of the rate contract and that in the event of the prices going down below the rate contract prices you shall promptly furnish such information to us to enable to amend the contract rates for subsequent supplies.

(4) Tenderers not on the register of this Office and/or Directorate General of Supplies and Disposals, Government of India, should deposit in the Treasury as Earnest Money an amount equivalent to 3 per cent of the value tendered and requisite chalan submitted along with the tender failing which the quotation will be rejected forthwith.

(4A) The Textile Mills in Maharashtra State are exempted from payment of Earnest Money and Security Deposit and also from purchase of Priced Tender Forms when the Mills quote directly against Tender enquiries issued by the Purchase Officer.

(5) Exact earliest and clear delivery period should be quoted.

(6) It will be the responsibility of the Tenderer to inform this Office within the validity period of the quotation in the event of the stores offered ex-stocks being sold elsewhere. Failure to comply with this instruction shall be construed to mean that the stores are available ex-stock during the validity period.

(7) Tenderers should indicate the rates in Metric System of Weights and Measures only.

(8) Tenderers may quote rates for equivalent makes, store also and should indicate specifically the make of spare parts, i.e. genuine, imported equivalent make or indigenous. They are required to give guarantee for premature wear, exact fitness and satisfactory performance of the parts, offered other than the genuine (original manufacture of the machinery).

(9) Ex-stock offer or those on Tenderer's own import licence will only be preferred.

(10) Tenderers should state the place of inspection of the stores offered, if the goods are offered for inspection outside Maharashtra State the Tenderer will have to bear all expenditure of inspection carried out either by this office or through the Directorate General of Supplies and Disposals.

*N.B.*—Special consideration would be given in the case of Tenderers quoting the requirements of Maharashtra Government with Indian Standards Specifications and those with quality markings.

Goods should be despatched at carrier's risk failing which they should be properly covered by transit insurance with Government Insurance Fund, Sachivalaya, Forashore Road, Bombay 400 032. However, the supplier will be responsible until the entire store contracted for arrival in good condition at destination.

## VERY IMPORTANT INSTRUCTIONS TO TENDERERS

(11) Please note that Tender Form should be filled in serial order of item Nos. 1, 2, 3 etc. and the rates accordingly typed in column No. 2 of the Printed Tender Form in original and also on the counterfoil the rate of each item and other details should be given as required under each column. If the specifications are different than those prescribed in the tender, they should be shown on a separate page but the rates for these items should be indicated on the printed form. Same procedure should be followed for alternative quotations for the same item.

(12) Samples for the quoted items must be submitted alongwith quotations.

(13) Samples destroyed in tests will not be returned and no payment made thereof.

(14) Offers of Small Scale Industries quoting their registration number with the Directorate of Industries, Maharashtra and National Small Scale Industries Corporation (Government of India) shall be only for items of approved programme of manufacture of the contesting Small Scale Industries Unit. Likewise, the offers of State Industrial Co-operative Associations, Maharashtra State shall be on behalf of the member Industrial Co-operative Societies only and those of M.S.S.I.D.C., shall be on behalf of S.S.I. Units registered with the Directorate of Industries of Maharashtra State and restricted to products of their own manufacture.

*Note.*—(1) *Tender Samples.*—Analysis Reports on Tender Samples will not be furnished to Tenderers.

(2) *Quotations offered by Tenderers.*—Tenderers should, if not in a position to quote for entire quantity and for delivery as required, state specifically the quantity which they can deliver at the prices quoted and according to the required delivery. Silence on the point will entail responsibility for supply at quoted prices in full quantities as per required delivery.

(3) *Packing.*—Packing proposed to be employed should be clearly stated giving details of the charges for all alternative packs.

(4) Failure to observe any of the conditions mentioned above will result in the quotations being summarily rejected.

Serial No. ....

Price Rs. ....

Schedule to Tender Notice No. .... dated .....  
 Attention is particularly invited to clauses 2 and 5 of the Instructions of Tenderers

(To be returned with the Tender)

Schedule to Tender No. ....

Last date of submission of Tender. ....

Date of opening of Tender. ....

Tender shall remain valid till. ....

| Item<br>No. | Description of goods<br>with details of<br>specifications | Number<br>quantity | Unit | Price<br>per | Indian or foreign,<br>if Indian the state<br>where it is<br>manufactured |
|-------------|-----------------------------------------------------------|--------------------|------|--------------|--------------------------------------------------------------------------|
| 1           | 2                                                         | 3                  | 4    | 5            | 6                                                                        |

(Signature of Tenderer)

### General Notes

(1) Rates should be quoted F.D./F.O.R. Destinations. Transit Insurance to be done by the contractor only with Maharashtra Government Insurance Fund at Supplier's cost.

(2) Rates quoted should include all duties such as Customs and Excise, C.S.T., S.T. and G.T. should be shown separately as "C.S.T., S.T., G.T., EXTRA" wherever applicable. Tenderers should quote their Sales Tax Registration Number.

(3) It may be noted by the tenderers that not more than two alternative offers can be made against each item. If there are more than two offers, only the lowest two offers will be taken into consideration while scrutinising the quotations.

(4) Delivery period quoted should be firm and supply to be made accordingly.

(5) The Tenderer should state whether he has previously supplied the stores offered, to any consignee under the Government of Maharashtra, giving reference number and date of the A/Tender.

(6) Dimensions and units of quantities in quotations should be stated in Metric units only.

(7) When the material is to be supplied from outside Maharashtra State, the supplier should note that the stores will be inspected before despatch and the cost of the inspection will be borne by the supplier as per D.G.S. & D. Rules. Quotations where material is being supplied from outside Maharashtra State and if the tenderer stipulate, "Inspection will be done either by the consignee at destinations or by the office at Government cost", such quotations will not be considered.

(8) In case of every offer whether indigenous or foreign, the name of the manufacturer together with its "Brand" and place of manufacture should be indicated in the quotation and the leaflet catalogue and literature, if any, should also be enclosed. Tenderers quoting the products of small-scale industries should in their quotations indicate the names and addresses of the small-scale units and their registration numbers as small-scale units with the Directorate of Industries.

(9) This tender is subject to the terms and conditions published in the introductory pages in Part II Supplement of the *Maharashtra Government Gazette*, dated

(10) Tenderers should quote the number and date if they are registered with C.S.P.O. (i) as approved contractors or (ii) as a small-scale unit or (iii) with D.G.S. & D. New Delhi and forward an attested copy of the same.

(11) Firms not registered with C.S.P.O. and D.G.S.D. or S.S.I. Unit with the Directorate of Industries, M.S. or N.S.I.C. should pay Earnest Money Deposit 3 per cent of the value of stores tendered or maximum Rs. 5,000 towards Earnest Money Deposit.

(12) The price quoted should be inclusive of all duties such as excise duty, custom duty, surcharges, if any, which a tenderer is required to pay to the manufacturers, should also be included in the price. The tenderers may give a break-up of the above.

(13) If called for the Tenderer/Contractor shall have to produce a test certificate for the item he has quoted from any of the following authorities:—

1. Inspectorate of General Stores, Ahmedabad House, Ballard Estate, Bombay 400 001.
2. University Department of Chemical Technology, Bombay.
3. Government Test House, Allipore, Calcutta.
4. National Chemical Laboratory, Pune.
5. National Physical Laboratory, New Delhi.

In case such a certificate is not furnished, the samples will be tested by the Purchasing Officer at the Contractors cost in any one of the laboratories mentioned above.

(14) *Very important instructions to be followed by the Tenderers—*

(i) The Tender should be submitted in duplicate in sealed cover to the Purchasing Officer.

(ii) Full address and name of the tenderer should be indicated on the cover.

(iii) The cover should also bear the Tender number, the last date and time of submission of Tender and the date and time of opening of the Tender.

(iv) The Tender is likely to be ignored in case above details are not furnished on the sealed Tender.

(15) Tenderers should specifically mention whether they are licensed under I.D.R. Act, 1951 for the production of the item in question and, if not, how precisely and from whom they proposed to procure the material and what arrangements are proposed for assembly and supply.

(16) If the item is/items are covered under D.G.S. and D. Rate contract, the tenderers should quote D.G.S. and D. Rate Contract No. and furnish other relevant particulars along with the copy of rate contract.

(17) Preference will be given to the offers from manufacturer. Whenever an offer for an item is other than from a manufacturer, such quotation must be accompanied by letter of commitment from the manufacturers that they would be supplying goods to the concerned trader/supplier in case the trader/supplier secures the order.

(18) Dates quoted in the Tender Forms are subject to changes in case there be any holiday abruptly declared by the Government.

(19) (i) *15 per cent price preference to SSI Units.*—A price preference to the extent of 15 per cent will be given in respect of eligible SSI Units participating in the Tender Enquiry. The SSI Certificate for the item in question should be sent along with the Tender.

(ii) *25 per cent price preference to Industrial/Co-operatives.*—25 per cent price preference will be given to the Industrial Co-operatives over the large scale units/medium scale/traders participating in the open Tender Enquiry. The Industrial Co-operatives participating in the Tender Enquiry should submit Registration Certificate of the item in question along with the Tender.

(iii) *Reservation of 33 per cent order for S.S.I. Unit from Developing areas.*—Units from Developing areas i.e. those located in the State but other than in Bombay, Thane, Pune-Pimpri and Chinchwad are eligible for purchase preference to the extent of 33 per cent of the stores of acceptable quality. In the case of Large and Medium Industries, the above purchase preference will be available only to the units holding eligibility certificate from SICOM under the Package Scheme.

(iv) The products of State Sector undertakings under the control of Government of Maharashtra are entitled to 15 per cent price preference over the lowest acceptable rates of trading firms or medium and large scale units.

*Notes if supply of materials is involved*

(a) Indent sample can be seen in respective offices during office hours.

(b) Tender sample duly sealed and labelled should be submitted along with quotation.

(c) Delivery period should not be more than four months.

*Payments clause if erection of equipment is involved*

Note.—(i) 80 per cent of the cost on receipt of equipment at site.

(ii) 10 per cent on completion of erection and satisfactory performance of the equipment.

(iii) 50 per cent of the erection charges would be paid at the time of the payment under No. (ii) above.

(iv) All residual payments (i.e. 10 per cent of the cost of equipment and 50 per cent of erection charges) within two months from the date of satisfactory trial.

### Scrutiny Form

Quantity—

Item No. and Name \_\_\_\_\_

| Serial No.<br>in the<br>ascending<br>order of<br>quotation | Quotation<br>No. and date | Name of<br>Tenderer | Rate per<br>unit | Whether<br>accepted or<br>rejected | Remarks for<br>acceptance or<br>rejection<br>to be stated by<br>Liaison Officer | Concerned<br>Officer's<br>Remarks | Performance<br>of the<br>Tenderer |
|------------------------------------------------------------|---------------------------|---------------------|------------------|------------------------------------|---------------------------------------------------------------------------------|-----------------------------------|-----------------------------------|
| 1                                                          | 2                         | 3                   | 4                | 5                                  | 6                                                                               | 7                                 | 8                                 |

[P.T.O.]

| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
|---|---|---|---|---|---|---|---|
|   |   |   |   |   |   |   |   |

*Certificates to be given by the Liaison Officer at the time of Scrutiny*

- (1) Certified that the delivery period stipulated by the supplier is acceptable (if it is not acceptable, please indicate the date by which the supplies will be acceptable).
- (2) Certified that adequate provision for payment in respect of the material being indented will be made if the supplies are delivered in the next financial year.
- (3) It is suggested that the inspection of the stores may be assigned to—
  - (a) P. O.
  - (b) Consignee
  - (c) D. G. S. & D.
- (4) The consignee-wise distribution of the material indented is enclosed.
- (5) The rates recommended are reasonable and acceptable.

Liaison Officer  
(Designation and Name)

Date :

Remarks of Purchasing Officer.

Signature of Purchasing Officer.

ACCEI

File No.

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## APPENDIX X

*Acceptance of Tender*

Prices are not to be disclosed to any person not connected with this contract

## GOVERNMENT OF MAHARASHTRA

*Please quote in all letters, invoices, etc., the No. and date of this Acceptance of Tender.*

Name of the Office

## ACCEPTANCE OF TENDER BY THE GOVERNOR OF MAHARASHTRA

No. \_\_\_\_\_

Bombay, dated

To

Messrs.

Gentlemen,

Your Tender No. \_\_\_\_\_ dated \_\_\_\_\_ for the stores specified in the schedule attached has been accepted subject to the conditions under which you tendered to the extent of the quantity and on the terms as to delivery specified therein. Any clause, condition or term in your Tender and/or acknowledgment letter which is repugnant to or inconsistent with the terms and conditions of this Acceptance of the Tender and schedule attached herewith shall be void and of no force and effect. *If you fail to acknowledge receipt of this communication within a week, you will be deemed to have accepted this contract on the terms and conditions set out therein.*

2. Please acknowledge receipt of this acceptance of Tender as soon as possible on the slip enclosed.

3. Please deposit with this office within *one week* from the receipt of this Acceptance of Tender Rs. \_\_\_\_\_ (Rupees ..... ) as a security deposit for due performance of contract. This deposit is liable to forfeiture to the Government of Maharashtra in the event of your non-fulfilment of the terms and conditions on which this Acceptance of Tender is issued.

4. Please quote in all letters, invoices, etc., the number and date of this Acceptance of Tender.

5. *Packing and Notification of despatch.*—Your particular attention is invited to the conditions of contract under which you have tendered in regard to packing and notification of delivery and despatch. It is essential that packing notes and priced

Signature of Purchasing Officer.

Remarks of Purchasing Officer.

Date :

invoices shall be furnished to the consignee in respect of every consignment. The Railway receipt should be forwarded to the consignee immediately after the despatch of stores, otherwise demurrage charges, if any, paid by the consignee will be deducted from your bill.

6. The total cost of the Acceptance of this Tender for delivery Ex-godown/F.O.R./Free at destination ————— comes to Rs. ————— and you should not despatch the Goods if the total cost exceeds that amount. The Sales Tax, if applicable, in the case of dealers and freight and/or insurance charges if any, should be claimed as a separate item in the Bill.

*Note.*—Packing and forwarding charges from godown to railway station can only be claimed when the rate is ex-godown. In the case of F.O.R. quotations, the above charges are not admissible.

6A. *Price Variation clause.*—The claim for increase in the prices only in the case of statutory variation regarding labour, material, C.I.F., clearing charges and import duty will be considered on merits by Government on production of satisfactory documentary evidence.

7. *Inspection.*—By any officer authorised by this office. Director of Inspection (D.G.S. & D.), New Delhi/Calcutta/Madras/Bombay/Consignee/Indentor. (PLEASE SEE SCHEDULE ATTACHED).

7A. The entire materials ordered will have to be offered for inspection in open condition if required and the same will have to be repacked in such a manner so as to be suitable for transport without any extra cost.

8. Designation and full postal Address of the consignee. (PLEASE SEE SCHEDULE ATTACHED).

9. *Advance Sample.*—If required Advance Sample must be despatched to the Indenting Officer/Consignee so as to reach him by the dates specified. The Actual dates of despatch must be reported promptly to this office. The sample must be of an acceptable quality and fully representative of the bulk supply. This is an essential condition of the contract and the Government shall under no circumstances be liable for any stores manufactured by you before the sample has been approved.

10. *Failure and Termination of Contract.*—Should you fail to deliver the stores or any part thereof within the period prescribed for delivery the Purchasing Officer shall be entitled in his opinion to take any one or more of the following steps :—

(a) to recover from you as liquidated damages a sum equivalent to 1/2 per cent of the price of the undelivered stores at the stipulated rate for each week or part thereof during which the delivery of such store may be delayed subject to a maximum limit in the case of an order not exceeding rupees one lakh in value of 10 per cent and in the case of an order exceeding rupees one lakh in value of 5 per cent of the stipulated price of the stores so undelivered. Such penalty is to be deducted always by the consignee from the bill of the firm.

(b) to purchase elsewhere, on your account and at your risk the stores so undelivered or others of similar description where others exactly complying with the particulars are in the opinion of the Purchasing Officer, which shall be final, not readily procurable without cancelling the contract in respect of consignment not yet due for delivery.

(c) to cancel the contract.

In the event of action being taken under (b) or (c) above, you shall be liable to make good for any loss which the Government of Maharashtra may sustain by reason of higher price of the stores so purchased or otherwise howsoever.

The decision of the Purchasing Officer shall be final as regards the acceptability of stores supplied by the Contractor and the Purchasing Officer shall not be required to give any reason in writing or otherwise at any time for rejection of the stores.

11. Goods should be consigned to (PLEASE SEE SCHEDULE ATTACHED) and despatched by Passenger/Goods train to Station freight to pay/paid.

N.B.—The supplies are to be booked at full wagon rates wherever available and by the most economical route.

In the case of Contracts specifying "Free Delivery at destination" consignment must be booked "freight paid" at your expense.

12. Goods should be despatched at carrier's risk, failing which they should be properly covered by transit insurance with Government Insurance Fund, Mantralaya, Foreshore Road, Bombay-400 032.

The Goods are to be inspected before despatch and a certificate to the effect that—

(1) the goods are inserted in packages in a safe and in a sound condition;

(2) according to the normal trade practice packing used is good;

be obtained, from an officer of this Office. Failure to comply with these instructions may result in non-acceptance of transit risk by the Insurance Officer.

12A. When the goods are despatched from station outside Maharashtra State, the supplier has to declare the condition of the packing:—

(i) Railway receipt should not be sent by V.P.P. and payment for goods despatched should be made in the ordinary way.

(ii) If railway receipts are sent by V.P.P. it will be obligatory on the part of the firm supplying the stores to give prior intimation of despatch of stores to the Indentors and/or Consignee by a separate letter, of having done so.

N.B.—Transit Insurance form may be obtained from this office in case the goods are to be insured.

13. *Date of Delivery* (PLEASE SEE SCHEDULE ATTACHED).

Note.—Date of delivery is the date on which acceptable goods have been offered for inspection either to the Inspection Wing of Purchase Office or to the consignee.

Note.—In the event of your inability to supply goods by the stipulated date, this office must be informed and no supplies will normally be accepted by the consignee if delivered late, except on production of a specific sanction from this office.

14. *Bills*.—Bills for the stores to be supplied in compliance of this contract must be prepared in duplicate and sent to the consignee for payment. A copy of the bill should be sent to this office for record. Intimation should be sent to this office when full payment of your bills is recovered. Government shall not incur any liability to pay interest on Bills the payment of which is delayed for any reason whatsoever.

14A. "Octroi Duty, where recoverable, should be recovered by the consignee within 6 months from the date of receipt of the stores."

15. This office must be kept informed of the progress of the delivery of materials, etc. and intimation should be sent upon final completion of the contract.

16. You will be required to enter into agreement for the due performance of the contract. An agreement form is sent herewith. It should be stamped with an

adhesive stamp as per instructions given below and should be signed before the undersigned or before a First/Second Class Magistrate/Oath Commissioner or Notary Public.

(a) Agreement with no security deposit requires stamp duty of Rs. 5 under Article 5(h) of the Schedule I of Stamp Act, 1958.

(b) Agreement with security deposit attracts stamp duty at Rs. 3 per cent for the first Rs. 20,000, 4 per cent for the next Rs. 20,000 and 5 per cent above Rs. 40,000 under Article 40(a) Schedule I of Bombay Stamp Act, 1958. In the latter case stamp duty as an agreement under Article 5(h) of the Act, 1958 is not payable.

(c) Security Deposit paid in the form of cash, cheque, N.S.C. Certificates, C.T.D., Treasury Savings certificates or postal Savings Certificates etc. attracts ad-valorem stamp duty under Article 40(a) of the above Act.

(d) Security Deposit in the form of Government Promissory Notes or any marketable Security or if it is given in the form of Bank Guarantee will attract stamp duty under article 5(h) in addition to the one agreement duty for the contract under section 24 of the Bombay Stamp Act, 1958.

(e) If the Bank Guarantee is attested, it is chargeable with stamp duty of Rs. 22 under Article 54(b) of schedule I of the Bombay Stamp Act, 1958. If the Bank guarantee is not to be attested it is chargeable with stamp duty of Rs. 5 under Article 5(b) of the Schedule I of Bombay Stamp Act, 1958.

17. *Indian shipping*.—As the stores in this Acceptance of Tender have to be imported by you from abroad, you will import the stores through Indian Vessels only and not through non-Indian Vessels unless there is likelihood of serious delay in the supply and even then only after obtaining prior permission of this office.

18. *Warranty Clause*.—The Contractor/Seller hereby declares that the goods/stores/articles sold to the buyer under this contract shall be of the best quality (and workmanship) and shall be strictly in accordance with the specifications and particulars contained/mentioned in the schedule hereof and the contractor/seller hereby guarantees that the said goods/stores/articles would continue to conform to the description and quality aforesaid for a period of 3, 6 and 12 months from the date of delivery of the said goods/stores/articles to the purchaser and that notwithstanding the fact that the Purchaser (Inspector) may have inspected and/or approved the said goods/stores/articles, if during the aforesaid period of 3, 6 and 12 months the said goods/stores/articles be discovered not to conform to the description and quality aforesaid or have deteriorated (and decision of the Purchaser in that behalf will be final and conclusive) the Purchaser will be entitled to reject the said goods/stores/articles or such portion thereof as may be discovered not to conform to the said description and quality. On such rejection, the goods/articles/stores will be at the Seller's risk and all the provisions herein contained relating to rejection of goods, etc. shall apply. The Contractor/Seller shall, if so called upon to do, replace the goods, etc., or such portion thereof as is rejected by the Purchaser otherwise the Contractor/Seller shall pay to the Purchaser such damages as may arise by reason of the breach of the condition herein contained. Nothing herein contained shall prejudice any other right of the Purchaser in that behalf under this contract or otherwise.

\*Agreement duty is not payable in addition of the duty on deposit at (b) is more than Rs. 5/-.

Yours faithfully,

Purchasing Officer,  
for and on behalf of the Governor of Maharashtra.

*Note*.—Intimation on the date of actual receipt of goods either in part or full in sound condition, part or full payments of bill and satisfactory fulfillment of terms and conditions of contract should be sent to this office to complete the records. Consignees to make payments only after ascertaining from P.O. that conditions in clause Nos. 3 and 16 are fulfilled by the Contractor.



## APPENDIX XI

*Check Points for consideration of Tenders***(A) General Stores**

(i) Check comparative statements with regard to its completeness and particularly in respect of price.

(ii) Examine the tenders in depth covering all aspects including existing load on the past suppliers, delivery offered, performance, technical competence etc.

(iii) After going through the tenders, prepare a comparative statement in order of the price indicating quantity offered, delivery specifications etc. Prepare the comparative statement after compiling prices on equitable basis taking the incidence of all elements of costs such as railway freight, transit insurance, sales tax, etc. This should be signed by the officer initiating purchase proposals. The Scrutiny report should be prepared in the prescribed proforma by the officer concerned.

*N.B.*—The comparative statement must cover at least three offers next higher than the lowest one proposed to be accepted (For Comparative Statement please see Appendix XXVII).

**(B) Plant and Machinery**

(i) Check the comparative statement for its completeness on the following points :—

- (a) Technical specifications.
- (b) Prices.
- (c) As per the drawings, if any.
- (d) Delivery period.
- (e) Payment conditions.
- (f) Origin of the goods imported or indigenous.
- (g) Any other conditions as may be necessary.

**(C) General**

(i) In case of units registered with Central Stores Purchasing Organisation/Director General Supplies and Disposals/National Small Scale Industrial Corporation, for particular items, there is no need of competency certificate. If units not registered with the above authorities and to be considered for tenders it will be necessary to call for competency Certificate from National Small Scale Industrial Corporation.

(ii) The units which are not registered as stated in sub-para (i) above and if considered for acceptance of tender then the following certificate will be required.

- (a) Banker's Report.
- (b) Income Tax Clearance Certificate.

(c) Capability of the unit to manufacture the concerned stores from National Small Scale Industrial Corporation or from Small Industries Service Institute, New Delhi.

(iii) No reports are to be called for in case of Director General Technical Development units for capacity.

(iv) If there are previous reports available on record within a period of one year, such reports should be taken into account.

(v) Where stores are required to Indian Standard Institute specifications and firms quote for Indian Standards Institute marked goods and submit proof that they are authorised to mark their products as Indian Standards Institute marking, no capacity report need be called for.

(vi) If foreign exchange is required, then take up the matter for release of foreign exchange with the Government of India, through the Administrative Department as the case may be.

(vii) If clearance for import is necessary obtain the same from Director General Technical Development, New Delhi, straightway, through the Administrative Department concerned.

(viii) The terms and conditions offered by firms should be verified with reference to the general terms and conditions of the contract and variations noted, should be brought out clearly.

(ix) In case of import of Capital goods, the procedure stipulated in case of Import Trade Control Policy Hand-book should be observed by the Indenting Departments.

(x) The late offers should not be accepted in any case.

(xi) If for technical assessment, a reference to the indenter is necessary, it must be made immediately after the Comparative statement is prepared.

(xii) Ensure the delivery period is acceptable to the Indenter even if it deviates from the delivery period mentioned in the Tender Enquiry.

(xiii) Ensure regarding the reservation of items for Small Scale Sector and see whether there are offers from Small Scale Units.

(xiv) Ensure that the concessions, reservations etc. which are meant for Small Scale Industries Units, Co-operative Societies, Government Aided Institutions, Charitable Institutions, Rehabilitation Centres are observed as per Government orders issued from time to time. (For Government orders, please refer to Compendium of Important Government Resolutions in the Manual).

(xv) The State Industrial and Investment Corporation of Maharashtra's eligible units quoting for particular items should be given quantity reservation as per Government orders issued from time to time.

#### (D) Special points in regard to risk purchase contracts

(a) It should be ensured that risk purchase agreement is concluded within six months of the date of breach of the original contract. Law and Judiciary Department should be consulted in case of doubt about the date of breach.

(b) Risk purchase contract should be on the same terms and conditions as the original contract (apart from price and delivery time) i.e. the goods should be of the same specification, liable to inspection by the same Inspecting authority etc.

(c) If the defaulting firm's quotation happens to be the lowest it should be accepted informally. In order to safeguard against a second default, the defaulting firm should in such cases be asked to furnish 10 per cent Security Deposit before contract is actually awarded in its favour.

1999

### Account of Tender Notice

Office of the .....

*Daily Account of the amount paid by tender clerk to his Office Cashier against the sale of priced tender forms and registration forms.*

| Receipt<br>No. | Amount<br>received<br>Rs. | Receipt<br>No. | Amount<br>received<br>Rs. | Date            |
|----------------|---------------------------|----------------|---------------------------|-----------------|
|                |                           |                |                           | Notes           |
|                |                           |                |                           | 100 × —Rs.      |
|                |                           |                |                           | 10 × —Rs.       |
|                |                           |                |                           | 5 × —Rs.        |
|                |                           |                |                           | 2 × —Rs.        |
|                |                           |                |                           | 1 × —Rs.        |
|                |                           |                |                           | Cash Total —Rs. |
|                |                           |                |                           | I. P. O. —Rs.   |
|                |                           |                |                           | Total —Rs.      |
| Total          | Rs.                       | Total          | Rs.                       |                 |

Total amount paid Rs. .... (.....)

Signature of Tender Clerk ..... Date .....

Received Rs. .... (.....)

Signature of Cashier..... Date .....

Officer's Signature.

[illegible]

# APPENDIX XIV

Sub-Tender No.

Opened on .....

Stores .....

Name of the Office

Quotations were received against the above tender and opened by me in the presence of the representative of the following firms:—

| Serial No. | Name of the firm | Names of the Representative | Whether P. T. F. I. P. O | Whether EMD/ Paid | Whether registered with CSPO, DGS & D or as SSF/NSIC for this particular item quoted for | At present whether samples have been sent as asked for | Whether latest Income Tax Clearance certificate has been attached alongwith the quotation | Signature of the representative | Remarks |
|------------|------------------|-----------------------------|--------------------------|-------------------|------------------------------------------------------------------------------------------|--------------------------------------------------------|-------------------------------------------------------------------------------------------|---------------------------------|---------|
| 1          | 2                | 3                           | 4                        | 5                 | 6                                                                                        | 7                                                      | 8                                                                                         | 9                               | 10      |

Signature of Purchasing Officer.

## APPENDIX XV

Preparation of Security Data sent to the T&T SI

## APPENDIX XIII

### Indent Register

[illegible]

Signature of Purchasing Officer.

APPENDIX XV

Preliminary Scrutiny Statement of the Tender No. SF/

Opened on .....

| 1          | 2                    | 3                                                                | 4                                                   | 5                   | 6           | 7                         | 8                                                                                                           |
|------------|----------------------|------------------------------------------------------------------|-----------------------------------------------------|---------------------|-------------|---------------------------|-------------------------------------------------------------------------------------------------------------|
| Serial No. | Name of the tenderer | Whether regd. as approved contractor with C.S.P.O or D.G.S. & D. | Whether P. T. F. purchased and returned duly filled | Whether E.M.D. paid | Observation | Validity of the quotation | Remarks of the officer whether to accept or reject the tender. (Indicate whether the firm is black-listed). |

## APPENDIX XVI

No.

Name of the Office

## Under Certificate of Posting

To

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Sub.—T/E No. for supply of

Ref: Your quotation No. ....

dated .....

Sirs,

Your above referred quotation is under consideration for acceptance subject to clarifications and confirmation from you by return of post, in respect of the following conditions.

(Nos. .... ticked below).

1. You should pay the Indian Postal Order of Rs. .... towards price Tender Form as mentioned in the Tender Enquiry immediately.

2. You should pay the Earnest Money Deposit to the extent of 3 per cent value of the order to the maximum of Rs. 5,000 immediately by demand draft, drawn in favour of the Purchasing Officer.

3. You should confirm that the stores will be supplied exactly as per Tender Enquiry specification/approved samples.

4. You should be in a position to deliver the entire acceptable stores on or before ..... 19 /within ..... month/s.

5. You should accept the payment terms as 75/90 per cent against in inspection and proof of despatch and the balance 25/10 per cent within 30 days, on receipt of acceptable stores in satisfactory conditions.

6. In case you are registered as SSI/CSPO/DGS & D Unit with this Directorate you should produce an attested/photostat true copy of your valid SSI/CSPO/D.G.S. & D. registration certificate with amendments and renewals if any, indicating the names of items for which you are registered as S.S.I. Units.

7. You will have to forward the advance sample of stores for approval by the Consignee within 7 days from the date of receipt of this letter under intimation to this office.

8. You will have to bear the cost of inspection and also the cost of transit insurance.

9. Necessary literature if any about the store offered should be sent to the consignee.

10. Packing should be of ~~simple~~ packing, in such a way that the stores will not be damaged.

11. Validity period of your quotation may be extended upto .....

12. S.T. will be paid at 4 per cent against appropriate concession form.

13. Please state the exact rate of excise duty applicable.

14. You will be required to pay Security Deposit to the extent of 3 per cent of the value of the order.

15. You will have to execute an agreement in duplicate on stamp paper of adequate value.

The price should be firm during the validity period of this contract. price escalation clause is not acceptable. Only statutory variation in price will be considered on production of documentary evidence, with an attested true copy thereof. The penalty clause also will be applicable in case of late delivery of stores, as mentioned above.

You are requested to communicate your acceptance of the above conditions by return of posts so as to enable this office to issue final order in your favour. If nothing is heard from you within 7 days, it will be presumed that you are not interested in this offer and no further correspondence will be entertained thereafter.

This provisional order is limited for the following stores and it is not binding on Government till the issue of final order :—

| Item | Description | Quantity | Rate |
|------|-------------|----------|------|
|------|-------------|----------|------|

Free delivery at/Ex-godown/Ex-Works  
Rates F.O.R.

taxes against concession form.

Excise duty inclusive/exclusive/as applicable on production of documentary evidence

You are therefore requested to treat this matter as urgent and expedite the reply.

Yours faithfully,

for Purchasing Officer.

Copy forwarded with compliments to .....

With a request to communicate by return of post, whether the samples of the supplier have been received and approved by him so as to enable this office to issue final order.

*Statement showing delay in supply*

| Serial No. | A/T No. and date | Consignee | Item No. and description of stores | Quantity |
|------------|------------------|-----------|------------------------------------|----------|
| 1          | 2                | 3         | 4                                  | 5        |
|            |                  |           |                                    |          |

*Note.*—Col. No. 7—Value of the stores for purposes of penalty should be the same instructions.

*Cul. No. 8*—If an A/T is subject to Import Licence, the date of forwarding Import

*Col. No. 9*—(i) When inspection is to be carried out by this office, the date of  
(ii) When inspection is assigned to the consignee, the date of R/R i.e. booking of  
consignee and the supplier are from one and the same place, the date of offering the

*Col. No. 11*—Penalty should be charged at 1/2 per cent per week subject to maximum 5 per cent in the case of an order exceeding Rs. 1 lakh in value. For details please

*N.B.*—Three days may be given from the date of A/T on Import Licence for purposes of should be excluded while calculating delay in number of days.



## APPENDIX XVIII

An agreement made this ..... day .....  
 ..... one thousand nine hundred and .....  
 between .....  
 ..... (hereinafter called "the contractor") of the one part  
 Purchasing Officer and the Government of Maharashtra (hereinafter called "the  
 Government") of the other part.

Whereas the contractor has tendered to the Government for supply to the Purchasing  
 Officer (hereinafter called of the articles specified in the schedule "A" (attached) as  
 per delivery instructions given in the acceptance of tender at the respective prices or  
 rates mentioned opposite to the said articles in the column provided for the purpose and  
 whereas such tender has been accepted and the contractor has deposited with the  
 P. O. a sum of (Rs. .... in .....  
 ....) only as security for due fulfilment of this agreement.

Now it is hereby agreed between the parties hereto as follows :—

(1) The contractor has accepted the contract on the terms and conditions set out  
 in the tender notice No. .... dated .....  
 as well in the acceptance of tender No. ....  
 dated ..... which will hold good during  
 period of this agreement.

(2) Upon breach by the contractor of any of the conditions of the agreement, the  
 P. O. may by a notice in writing rescind, determine and put an end to this agree-  
 ment without prejudice to the right of the Government to claim damages for ante-  
 cedent breaches thereof on the part of the contractor and also to reasonable compen-  
 sation for the loss occasioned by the failure of the contractor to fulfil the agreement  
 as certified in writing by the P. O. which certificate shall be conclusive evidence  
 of the amount of such compensation payable by the contractor to the Government.

(3) Upon the determination of this agreement whether by effluxion of time or  
 otherwise the said deposit shall after the expiration of ..... months  
 from the date of such determination be returned to the contractor but without  
 interest and after deducting therefrom any sum due by the contractor to the Govern-  
 ment under the terms and conditions of this agreement.

(4) This agreement shall remain in force until the expiry of the date of delivery  
 of materials but notwithstanding herein or in the tender and acceptance forms  
 contained the Government shall not be bound to take the whole or any part of the  
 estimated quantity herein or therein mentioned and may cancel the contract at any  
 time upon giving one month's notice in writing without compensating the Contractor.

(5) In witness whereof the said ..... hath  
 set his hand hereto and has on behalf of the Government of Maharashtra affixed his  
 hand and seal hereto the day and year first above written.

(6) Notices in connection with the contract may be given by the Director of Indus-  
 tries or any gazetted officer of the Stores Purchase Organisation, authorised by the  
 Director.

(7) If subject to circumstances beyond control (force majeure) the contractor  
 fails to deliver the stores in accordance with the conditions mentioned in the A/T,  
 the Purchasing Officer shall, at his option be entitled either :—

(a) to recover from the contractor as agreed liquidated damages or by way of  
 penalty a sum not exceeding  $\frac{1}{2}$  per cent of the price of the stores which the  
 contractor has failed to deliver as aforesaid for each week or part of a week during  
 which the delivery of such stores may be in arrears, or

(b) to purchase elsewhere, after giving due notice to the contractor on the account  
 and at the risk of the contractor the stores not delivered or others of a similar  
 description (where other exactly complying with the particulars are not, in the  
 opinion of the Purchasing Officer which shall be final, readily procurable) without  
 cancelling the contract in respect of consignment not yet due for delivery, or

(c) to cancel the contract.

(8) In the event of action being taken under (a), (b) or (c) the contractor shall be liable for any loss which the Purchasing Officer, may sustain on ~~that~~ account.

The recovery on account of agreed liquidated damages or by ~~way~~ of penalty under (a) above will be made by deducting the amount in the bills and the recovery of any loss, which the purchasing Officer may sustain under (b) and (c) should be made good by a credit note within the stipulated period for the purpose.

Bombay,  
Witness—

1. ....
2. ....

Contractor,

Purchasing Officer, on behalf of the  
Governor of Maharashtra, Bombay.

## APPENDIX XIX

### *Guarantee Bond*

Applicable to the State Bank of India and other scheduled banks approved in term of the Government of India, Ministry of Finance, Office Memorandum, No. F-7(27)-F I/54, dated the 25th February 1955, for guarantees without deposit of securities up to prescribed limit.

In consideration of the Governor of Maharashtra (hereinafter called "the Government") having agreed to exempt ..... (hereinafter called "the said Contractor(s)") from the demand, under the terms and conditions of an Agreement dated ..... made between ..... and for ..... (hereinafter called "the said Agreement"), of security deposit for the due fulfilment by the said Contractor(s) of the terms and conditions contained in the said Agreement, on production of a Bank Guarantee for Rs. .... (Rupees ..... only). We, ..... Bank, Ltd., do hereby undertake to indemnify and keep indemnified the Government to the extent of Rs. .... against any loss or damage caused to or suffered by the Government by reason of any breach by the said Contractor(s) of any of the terms or conditions contained in the said Agreement.

We, ..... Bank, Ltd., further agree that the guarantee herein contained shall remain in full force and effect during the period that would be taken for the performance of the said Agreement and that it shall continue to be enforceable till all the dues of the Government under or by virtue of the said Agreement have been fully paid and its claims satisfied or discharged or till ..... certifies that the terms and conditions of the said Agreement have been fully and properly carried out by the said Contractor(s) and accordingly discharges the guarantee, subject, however, that the Government shall have no right under this bond after expiry of ..... from (period)

the date of its execution. We ..... Bank, Ltd., lastly undertake not to revoke this guarantee during its currency except with previous consent of the Government in writing.

Dated this ..... day of ..... 19 .....

For ..... Bank, Limited.

## APPENDIX XX

*Check Points for Preparing/Checking Draft Contract*

1. The name and address of the contractor is correctly incorporated in the A/T.
2. Satisfy yourself that the delivery period stipulated in the contract is in accordance with the delivery offered by the tenderer and is not vague.
3. If the firm has asked sales tax extra, make a provision for that in the contract indicating specific rate of taxes.
4. If the firm has asked for excise duty as extra, make a provision for that in the contract. (Please see *vide* Appendix XXVIII).
5. Ensure that the terms and conditions stipulated in the contract are accepted by the firm in its offer.
6. Give the consignee instructions correctly.
7. Give despatch instructions correctly.
8. Show the inspection authority and Inspecting Officer correctly.
9. If the inspection is by sub-office endorse copy of the contract to the concerned sub-Office.
10. Give the head of account and Accounts Officer of the Indentor correctly.
11. Ensure that the specifications given in the contract are in accordance with those accepted by the firm and are complete in all respects.
12. Satisfy yourself that all relevant communications from the contractor have been referred to in the contract.
13. Ensure that the name of the paying authority is correctly mentioned in the contract.
14. If unregistered firm agreed to deposit security against the contract see that the necessary provision is made in the contract.
15. In case of approval of advance sample/drawing by the indentor/consignee give a definite time limit for the return of the approved sample/drawing.
16. The transit insurance clause is correctly endorsed particularly to the Inspector and the Pay and Accounts Officer.
17. The copies of the contract have been correctly endorsed particularly to the Inspector and the Pay and Accounts Officer.
18. The 'Steel Clause' is stipulated in the contract strictly in accordance with the tender condition and Essentiality Certificate attached to the A/T.
19. In case of imported stores where Import Recommendation Certificate is required to be issued, the IRC is issued with the A/T.
20. In case of imported stores, the Customes Duty Clause should be correctly incorporated. (Please see *vide* Appendix XXIX Exchange Variation Clause).
21. If the firm has agreed to placement of additional 25 per cent quantity, the Government's right should be reserved upto the agreed date.

22. A Warranty Clause (Please see *vide* Appendix XXX) as agreed to by the firm is incorporated. Where necessary stipulate condition for furnishing Warranty/ Bank Guarantee/Performance Bond/Hypothecation deed/Indemnity Bond etc. after getting the forms of the same vetted by the Contract Officer.
23. Ensure that all the charges/conditions/Stipulation proposed to be included in the contract according to the purchase proposal have been duly incorporated in the draft contract.
24. Check whether the item is reserved for SSI sector and accepted offer is from SSI unit.
25. Check whether 33 per cent order is to be given to SSI units as per reservation orders, and 50 per cent of the quantity is reserved for certain institutions under orders of Government, before placement of order.
26. The Octroi Exemption certificate is to be issued by the consignee, for which instructions are given to the consignees.
27. Please check up whether Force Majeure clause is required to be incorporated. (Please see *vide* Appendix XXXI).
28. Insert if necessary FOB Variation clause (Please see *vide* Appendix No. XXXII).
29. Insert Customs Duty Clause if required. (Please *vide* Appendix XXXIV).

## APPENDIX

*Inspection*

Government of Maharashtra  
(Name of the Office)

Inspection Note No. .... Date of  
Acceptance of Tender No. .... Dated .....

Indentor ;

Consignee:

---

| Item No. | Description of Stores | Accounting Unit | Quantity<br>offered |
|----------|-----------------------|-----------------|---------------------|
| 1        | 2                     | 3               | 4                   |

---

XXI

Note

Set No. .... No. of Copies ..... Copy No. ....

Date of Offer for Inspection .....

Inspection ..... Place of Offer .....

..... Placed with M/s. ....

.....

| Quantity<br>accepted | Quantity<br>rejected | Total to date | Reasons for<br>rejection | Facsimile of<br>stamp |
|----------------------|----------------------|---------------|--------------------------|-----------------------|
| 5                    | 6                    | 7             | 8                        | 9                     |

Inspecting Officer.

(This portion to appear only on reverse of light green form)

1. Name of the Inspection Officer ..
2. Percentage of goods inspected ..
3. Whether all the conditions of the A/T/RCT are fulfilled (Please give details of tests, observation measurements etc., and indicate deviations from the specification in the A/T).
4. (a) Is there an approved sample ..  
(b) Does the supply compare well with the approved sample ..
5. (a) Was only a surface inspection carried out ..  
(b) Quantity of bulk sample drawn ..
6. Any other reasons for the rejection of the stores which have not been stated in the Inspection Note ..
7. Reasons for delay in inspection, if any ..
8. Whether distribution list has been collected ..
9. Any other remarks ..

Signature of Inspector.

Date :

#### APPENDIX XXII

No.  
Name of the Office :

To

.....  
.....  
.....

*Subject.*—No Objection Certificate for refund of Security Deposit and to close the file.  
Sir,

Please refer to this office A/T No. ...., dated .....  
..... under which M/s. ....  
..... were to supply .....  
..... to you or to the consignee mentioned therein. The firm had deposited with this office an amount of Rs. ....  
..... as Security Deposit for due fulfilment of the contract for supplying the stores under the A/T. This amount of Security Deposit is to be refunded to the firm as it is understood that it has supplied the stores under the A/T and the amount of penalty for late delivery or any other dues from the firm have been deducted from its bills for the stores supplied. Before, however, I refund the Security Deposit to the firm against the A/T, I would like you to certify that you have no claim against the firm in respect of the supply of stores against the A/T, and that you have no objection to my refunding the Security Deposit in question to the firm. I have, therefore, to request you to forward to me the certificate as above to enable me to refund the Security Deposit to the firm. You are also requested to send necessary certificate to the effect that you have no objection to close the file.

Yours faithfully,

Purchasing Officer.

## APPENDIX XXIII

Serial No.

GOVERNMENT OF MAHARASHTRA

अनुक्रम नं.

महाराष्ट्र शासन

CENTRAL STORES PURCHASE ORGANISATION

मध्यवर्ती भांडार खरेदी संघटना

Form of application for use by Firms for enlistment as approved Contractors to the  
Central Stores Purchase Organisation of the Government of Maharashtra

महाराष्ट्र शासनाच्या मध्यवर्ती भांडार खरेदी संघटनेचे मान्यताप्राप्त कंत्राटदार  
म्हणून यादीत नाव नोंदविण्यासाठी पेढ्यांनी (फर्म) करावयाच्या अर्जाचा  
विहित नमुना

1. Name of the firm; and date of Establishment

१. पेढीचे (फर्मचे) नाव व स्थापन झाल्याची तारीख.

2. Address—

२. पत्ता—

(a) Head Office, Branch Office and Agent's Office

(अ) मुख्य कार्यालय, शाखा कार्यालय व अति-  
कृत्यांचे कार्यालय.

(b) Shops, Godowns or Warehouses

(ब) दुकान, गोदाम व वखारी

3. Telegraphic address and Telephone Number

३. तारेचा पत्ता व दूरध्वनी क्रमांक

4. Is your firm registered under—

४. तुमची पेढी कोणत्या अधिनियमाखाली नोंदलेली  
आहे—

(a) The Indian Companies Act, 1913

(अ) भारताचा कंपन्यांबाबत अधिनियम, १९१३

(b) The Indian Partnership Act, 1938

(ब) भारताचा भागीदारीबाबत अधिनियम,  
१९३८.

(c) The Indian Factories Act, 1948

(क) भारताचा कारखान्याबाबतचा अधिनियम,  
१९४८.

(d) Any other Act

(ड) इतर कोणताही अधिनियम

(e) As Small Scale Industry with the State Directorate.

(इ) लघु उद्योग म्हणून राज्याच्या उद्योग संचालनालयाकडे नोंद झालेली आहे काय?

(f) Industrial Development and Regulation Act, 1951.

(फ) औद्योगिक विकास व विनियमन अधिनियम, १९५१.

If so, please furnish copies duly attested by Gazetted Officer or a Photostat copy.

तसे असल्यास, राजपत्रित अधिकाऱ्यांनी रीतसर अनुप्रमाणित केलेल्या प्रती किंवा लेख छायाचित्र प्रत जोडावी.

If private owned, state full names and full address of all persons having direct financial interest.

जर खाजगी मालकीची असेल तर प्रत्यक्ष आर्थिक हितसंबंध असणाऱ्या सर्व व्यक्तींची संपूर्ण नावे व संपूर्ण पत्ते लिहा.

Details of capital invested with a copy of Latest Audited Balance Sheet.

गुंतविलेल्या भांडवलाचा तपशील व लेखा परीक्षा झालेल्या नवीनतम तालेबंदाची प्रत जोडावी.

5. Are you a Manufacturer? If so, please give details of items manufactured and machine equipment of your factory. Please also state exact location of the factory, number of employees, stock of raw material, present output and maximum capacity.

५. तुम्ही कारखानदार आहात काय? असल्यास, तुमच्या कारखान्यात तयार होणाऱ्या मालाचा व कारखान्यातील यंत्रसामग्रीचा तपशील द्या. कारखान्याचे नेमके ठिकाण, त्यामधील कर्मचाऱ्यांची संख्या, कच्च्या मालाचा साठा, सध्याचे उत्पादन व कमाल उत्पादनक्षमता याचीही माहिती द्या.

6. Are you a stockist ? If so, please give—

६. तुम्ही संग्रही (स्टॉकिस्ट) आहात काय ? असल्यास, कृपया खालील माहिती द्या—

(a) items of stores stocked .. ..

(अ) साठा केलेल्या मालाच्या बाबी ..

(b) the quantity and value of stores held at present and of which you are the owner.

(ब) सध्या तुमच्याजवळ असलेला आणि तुमच्या मालकीचा किती माल आहे ? व त्याचे मूल्य किती आहे ?

(c) addresses of godowns where stocked ..

(क) माल साठवून ठेवलेल्या गोदामांचे पत्ते ..

(d) details of year-wise sales during the last three years.

(ड) गेल्या तीन वर्षांत झालेल्या विक्रीचा वर्षवार तपशील.

7. Are you a Manufacturer's Agent ? If so, please give.

७. तुम्ही कारखानदाराचे अभिकर्ता (एजंट) आहात काय ? असल्यास, पुढील माहिती द्या—

(a) Name and address of each Manufacturer

(अ) प्रत्येक कारखानदाराचे नाव व पत्ता ..

(b) Stores manufactured by each ..

(ब) प्रत्येकाकडून निर्माण केला जाणारा माल ..

(c) Certified copy of letter of authority appointing you as agents indicating whether the Manufacturer will also deal with Government direct or only through your agency.

(क) कारखानदार शासनाशी परस्पर व्यवहार करणार की, केवळ तुमच्या मार्फत व्यवहार करणार हे दर्शविणारी तुमची अभिकर्ता म्हणून नेमणूक करण्यासंबंधीच्या प्रधिकार पत्राची प्रमाणित प्रत.

8. Names and address of your Bankers stating the name in which the accounts stand—(i) type of account, (ii) account number, (iii) particulars of accommodation for loan. Please also state the name of your Insurance Agent and the particulars of Insurance Policies. In case you have no account with any bank, please state the Civil Authority under whose jurisdiction you are carrying on your business, or holding moveable and/or immoveable property on owing your factory.

८. तुमच्या बँकांची नावे व पत्त द्या आणि तेथे तुमची खाती कोणाच्या नावे आहेत ते नमूद करा. तसेच (१) खात्याचा प्रकार, (२) खाते क्रमांक, (३) बँकेकडून कर्ज घेतलेले असल्यास अथवा त्यासाठी व्यवस्था केलेली असल्यास त्याचा तपशील, तुमच्या विमा अभिकर्त्याचे नाव व विमा पत्राचा तपशीलही द्या. कोणत्याही बँकेत तुमचे खाते नसल्यास तुम्ही ज्यांच्या अधिकारीतेत आपला धंदा करीत आहात किंवा ज्या खाली तुमची स्थावर किंवा जंगम मालमत्ता किंवा तुमचा कारखाना आहे ते नागरी प्राधिकारी कोण ते नमूद करा.

9. Are you on the approved list of firms maintained by Directorate General of supplies and Disposal N. S. I. C. and Provincial Government, Railways or Local Body? If so, please furnish full registration, particulars and copies duly certified or photostat.

९. आपली पेढी पुढील संस्थांती तयार केलेल्या मान्यता-प्राप्त पेढ्यांच्या यादीत नोंद झालेली आहे काय ? (१) महा-संचालक, पुरवठा व विल्हेवाट, नवी दिल्ली. (२) राष्ट्रीय लघु उद्योग महामंडळ, (३) राज्य सरकार, रेल्वे किंवा स्थानिक स्वराज्य संस्था. असल्यास त्या नोंदणीचा संपूर्ण तपशील व रीतसर प्रमाणित केलेल्या प्रती किंवा लेख छायाचित्र प्रत सादर करा.

10. Please give particulars in the following form of important works, of contracts executed for Government Departments, Railways or Local Bodies during the last one year.

१०. सरकारी खाती, रेल्वे किंवा स्थानिक संस्था यांच्या-  
साठी तुम्ही पार पाडलेल्या कंत्राटाच्या मर्यादांच्या  
कामाचा गेल्या एक वर्षातील तपशील पुढीलप्रमाणे  
होता :-

| Serial<br>No.  | Order number<br>and date  | Bill number<br>and date | Name of the<br>party to<br>whom supplied | Name of<br>the stores | Quantity | Value |
|----------------|---------------------------|-------------------------|------------------------------------------|-----------------------|----------|-------|
| अनुक्रम<br>नं. | आदेश क्रमांक<br>आणि तारीख | बिल नंबर<br>आणि तारीख   | ज्यास माल<br>पुरवला त्याचे<br>नाव        | मालाचे<br>नाव         | परिमाण   | मूल्य |
| (१)            | (२)                       | (३)                     | (४)                                      | (५)                   | (६)      | (७)   |

11. Whether any one in Maharashtra Government Service has any interest in your business (besides being a shareholder in the case of Joint Stock Companies).

११. महाराष्ट्र शासनाच्या सेवेत असलेल्या एखाद्या व्यक्तीने तुमच्या धंद्यात (संयुक्त भांडवल कंपन्यांच्या बाबतीत भागधारक असण्याव्यतिरिक्त) हितसंबंध आहेत काय ?

12. Have you obtained Income Tax Clearance Certificate ? If so, furnish a copy of the certificate (In Appendix 'A' Form).

१२. तुम्हाला आयकर भरल्याबद्दलचे निपटारा प्रमाणपत्र मिळाले आहे काय ? असल्यास, प्रमाणपत्राची प्रत सादर करा (परिशिष्ट 'अ' नमुन्यात).

13. Did you apply for registration with this Department before, under this or any other name ? If so, with what results.

१३. आपण पूर्वी या कार्यालयाकडे नाव नोंदणीसाठी या किंवा दुसऱ्या नावाने अर्ज केला होता काय ? असल्यास, त्याबाबत काय झाले व त्याची तारीख नमूद करा. पूर्वी आपले नाव नोंदविलेले असल्यास त्याचा क्रमांक व तारीख लिहा.

14. Are you already doing the business with this Department ? If so, mention the numbers and dates of A/T placed with you.

१४. आपण पूर्वीपासून या विभागाबरोबर व्यवहार करीत आहात काय ? असल्यास, आपणास या कार्यालयातर्फे माल पुरविण्यासंदर्भी आदेश मिळालेले असल्यास त्याचे क्रमांक व दिनांक नमूद करा.

15. Stores for which registration is sought

१५. ज्या मालासाठी आपणास नाव नोंदणी करून पाहिजे आहे त्या मालाची स्वतंत्र यादी या सोबत पाठवा.

## DECLARATION TO BE MADE BY APPLICANT

We, .....  
(Names of Partners/Proprietors or Shareholders)

do hereby declare that the entries made in this application form are true to the best of our knowledge and also that we shall be bound by the acts our duly constituted attorney, Mr. ....

who has signed this application and of any other person who in future may be appointed by us in his stead to carry on the business of the concern whether an intimation of such change is given to the Central Stores Purchase Organisation or not.

NOTE.—All subsequent changes in constitution or working of a firm affecting the accuracy of the answers now given should be promptly communicated to the Central Stores Purchase Organisation.

Date .....

Signature.

## अर्जदाराने द्यावयाचे प्रतिज्ञापत्र

आम्ही .....  
(भागीदारांची/मालकांची किंवा भागधारकांची नावे)

यावरून असे प्रतिज्ञापत्र लिहून देतो की, या अर्जात नमद करण्यात आलेल्या नोंदी आमच्या संपूर्ण माहितीप्रमाणे खऱ्या आहेत आणि या अर्जावर ज्यांनी सही केली आहे असे रीतसर नेमलेले आमचे प्रस्थापित मुखत्यार (अॅटर्नी) श्री. ....

यांनी केलेली कृत्ये किंवा संस्थेचे कामकाज चालविण्यासाठी त्यांनी आम्ही यापुढे ज्या कोणत्याही इतर व्यक्तीची नेमणूक करू अशा व्यक्तीने केलेली कृत्ये, आम्हांस बंधनकारक असतील. मध्यवर्ती भांडार खरेदी संघटनेला अशा फेरबदलाची माहिती दिलेली वसो वा नसो.

टीप.—येथे दिलेल्या उत्तरांच्या खरेपणावर ज्यांच्यामुळे परिणाम होतो असे या नंतरचे पेढीच्या संघटनेबाबतच्या कामकाजाबाबतचे सर्व फेरबदल मध्यवर्ती भांडार खरेदी संघटनेला तत्परतेने कळविण्यात यावे.

## CONDITIONS OF REGISTRATION

1. A deposit of Rs. 1,000 in the form specified and as and when demanded will taken at the time of registration from all the firms. No deposit is required to be d by Small Scale Industries Unit and Cottage Industries Units which are registered h the Industries Commissioner and Director of Industries (Central Purchasing Officer), Bombay and National Small Scale Industries Corporation Ltd.
2. The above amount would normally serve as earnest money and security deposit, ie Industries Commissioner and Director of Industries (Central Purchasing Officer) wever, reserves the right to demand additional security deposit whenever he deems necessary.
3. Registration will be valid for three years but may be cancelled without notice t any one of the following reasons :—
  - (i) Failure in tendering to observe the instructions given in the tender forms including Scheduled thereto.
  - (ii) Failure to quote in response to instructions to tender on four successive occasions.
  - (iii) Submission for four successive quotations all of which are fifty per cent. or more above the price ultimately accepted during the period of three years whichever is earlier.
  - (iv) Failure to perform a contract or contracts satisfactorily and in accordance with conditions thereof.
  - (v) Any ground which in the opinion of the Industries Commissioner and Director of Industries (Central Stores, Purchasing Officer), Bombay, render retention of the firm's name on the approved list of the firms undesirable in the public interest.
4. Industries Commissioner and Director of Industries (Central Purchasing Officer) may consider the question of returning the amount of deposit on the merit of each case.

### नोंदणीच्या शर्ती

१. सर्व पेड्यांकडून नोंदणीच्या वेळी विनिर्दिष्ट केलेल्या नमुन्यात व मागणी करण्यात येईल तेव्हा व त्याप्रमाणे रुपये १,००० ची अनामत ठेव घेण्यात येईल. ही शर्त ज्या लघु उद्योग घटकांची व कुटीरोद्योगांची पुढील संस्थांकडे नोंद झालेली असेल त्यांना लागू होणार नाही :—

(अ) उद्योग आयुक्त आणि उद्योग संचालनालय, सचिवालय, मुंबई (लघु उद्योग किंवा गृहउद्योग).

(ब) राष्ट्रीय लघु उद्योग महामंडळ, मुंबई.

(क) महासंचालक, पुरवठा व विल्हेवाट, नवी दिल्ली-१

२. ही रक्कम सामान्यपणे इसाऱ्याची व कायम अनामत ठेव म्हणून समजण्यात येईल तथापि उद्योग आयुक्त आणि उद्योग संचालनालय व मध्यवर्ती भांडार खरेदी अधिकारी यांची ज्या ज्या वेळी आवश्यक वाटेल त्या त्या वेळी अधिक अनामत ठेव मागण्याचे हक्क राखून ठेवले आहेत.

३. एकदा मोंदणी केल्यानंतर ती त्या पत्राच्या तारखेपासून तीन वर्षेपर्यंत विधि-  
ग्राह्य राहील. परंतु ती पूर्व सूचनशिवाय खालीलपैकी कोणत्याही एका कारणामुळे  
रद्द ठरविण्यात येईल :—

(१) निविदेचे नमुने व त्यातील अनुसूचीमध्ये दिलेल्या सूचना अंमलात आण-  
ण्यात कसूर करणे.

(२) सतत चार वेळा निविदा पाठविण्याची सूचना देऊनही निविदा दरपत्रक  
न पाठविणे.

(३) अंतिम स्वरूपात स्वीकारलेल्या किंमतीपेक्षा पन्नास टक्के किंवा जास्त असलेले  
चार दरपत्रके सतत सादर करणे.

(४) लागोपाठ १२ निविदा सादर केल्यानंतर किंवा तीन वर्षांचे आत यापैकी  
अगोदर असेल त्या अवधीत कंत्राट मिळविण्यात कसूर करणे.

(५) कंत्राट किंवा कंत्राटे समाधानकारक व त्यांच्या शर्ती बरहुकूम पार न  
पाडणे.

(६) उद्योग आयुक्त आणि उद्योग संचालक (मध्यवर्ती भांडार खरेदी अधि-  
कारी), मुंबई, यांच्या मते जे कोणतेही अनिष्ट कारण सार्वजनिक हिताच्या दृष्टीने  
असेल तेव्हा.

४. उद्योग आयुक्त व उद्योग संचालक (मध्यवर्ती भांडार खरेदी अधिकारी),  
मुंबई, हे प्रत्येक प्रकरणामध्ये गुणवत्तेनुसार अनामत रक्कम परत करण्याचा प्रश्न  
विचारात घेतील.

#### APPENDIX XXIV

FORM NO. 3

Inspection Report

(Re : Stockists)

1. Name of the firm .. .. .
2. Location of Office Premises .. .. .
3. Location of Godowns .. .. .



APPENDIX XXV  
FORM NO. 4  
Inspection Report  
(Re : Manufacturers)

I. Detailed report on inspection of premises and works of :

Messrs. ....

- (1) Location of Manufacturing Works ..
- (2) Brief Description of the factory (e.g., Area covered accommodation, departments into which it is divided, laboratory, etc.).
- (3) Organisation (whether registered under Indian Factories Companies Act, Supervision, Management, etc.).
- (4) Details of plant and machinery installed in each Department.
- (5) Details and stocks of raw material held at the time of inspection, also State whether imported or indigenous.
- (6) Details of stores or class of stores which the Factory, as equipped, is capable of production.
- (7) Details of stores under manufacture at the time of inspection.
- (8) Capacity of out-turn, with the existing plant and machinery.
- (9) No. of Supervising Staff, Technical Staff and skilled labour at present employed.
- (10) Whether there is scope for expansion and to what extent.

II. Recommendation—

- (a) Remarks when not recommended—

.....

.....

.....

- (b) Recommended for registration as manufacturers of—

.....

.....

Industries Officer,  
Stores Purchase Section.

## APPENDIX XXVI

No.

Government of Maharashtra,  
Office of the Industries Commissioner  
and  
Directorate of Industries and C.S.P.O.,  
New Administrative Bldg., 3rd Floor,  
Opp. Mantralaya, Bombay 400 032.

No. SPR./        /        /

(Provisional) dt.

To

*Sub* :—Registration of firms with C.S.P.O. as approved contractor.

*Ref* :—Your application No.  
dated

Dear Sirs,

Yours firm's name has been entered provisionally in our register of approved firms for the supply of the following items.

Yours faithfully,

for Industries Commissioner and  
Director of Industries and C.P.O.

APPENDIX XXVII

COMPARATIVE STATEMENT

### Comparative

- [illegible]



## APPENDIX XXVIII

*Excise Duty*

Clause to be included in the Invitation to Tender—

"If it is desired to ask for excise duty or any other charges as extra, the same must be specifically stated. In the absence of any such statement no claim for the same will be entertained."

Clause to be Incorporated in the A.T.—

"The prices are based on the current rates of Excise Duty viz., ..... and in the event of any statutory variation in this rate the prices will be adjusted accordingly."

\*Clause to be incorporated in the A. T. where the tenderer desires statutory variations from the date of the tender—

"The prices are based on the current rate of Excise Duty viz., ..... and in the event of any statutory variations in the duty adjustment will be allowed from....."

(Date specified here should be the date of the firm's tender). "

## APPENDIX XXIX

*Exchange variation clauses to be Incorporated in acceptance of tenders.*

Exchange Variation Clause : Rupee-Sterling/Dollar/Rupee-Swiss France

"The prices are based on a rate of exchange of Re. 1 equal to ..... according to T.T. Selling rate as quoted by any authorised exchange Bankers approved by the Reserve Bank of India, ruling on, ..... (date of firm's tender)."

In the event of a variation in the above rate of exchange, prices quoted are subject to adjustment (up or down) in accordance with the T.T. Selling rate as quoted by any authorised Exchange Bankers ruling on the date the payment is made by the firm to their Principals which should not be beyond 4 weeks from the date on which initial payment is made by the purchaser to the contractor. It may, however, be noted that exchange variation, if any will apply only to that portion of F.O.R. price which is required to be remitted to your principals in Sterling/Dollars/Swiss France (as the case may be).

Any increase or decrease in the customs duty by reason of the variation in the rate of exchange will be to the buyer's account.

No other charges will be affected by the change in the rate of exchange."

## APPENDIX XXX

### *Model Form of Warranty Clause*

The contractor/seller hereby declares that the goods/stores/articles sold to the buyer under this contract shall be of the best quality (and workmanship) and shall be strictly in accordance with the specifications and particulars contained/mentioned in the clause .....hereof and the contractor/seller hereby guarantees that the said goods/stores/articles would continue to conform to that the said goods/stores/articles would continue to conform to the description and quality aforesaid for a period of .....days/months from the date of delivery of the said goods/stores/articles to the Purchaser and that notwithstanding the fact that the purchaser (Inspector) may have inspected and/or approved the said goods/stores/articles, if during the aforesaid period of .....days/months the said goods/stores/articles be discovered not to conform to the description and quality aforesaid or have deteriorated (and the decision of the Purchaser in that behalf will be final and conclusive) the Purchaser will be entitled to reject the said goods/stores/articles or such portion thereof as may be discovered not to conform to the said description and quality. On such rejection the goods/articles/stores will be at the seller's risk and all the provisions herein contained relating to rejection of goods etc. shall apply. The contractor/seller shall, if so called upon to do, replace the goods etc. or such portion thereof as is rejected by the purchaser free of cost at the ultimate destination otherwise the contractor/seller shall pay to the purchaser such damages as may arise by reason of the breach of the condition herein contained. Nothing herein contained shall prejudice any other right of the purchaser in that behalf under this contract or otherwise.

## APPENDIX XXXI

### *Important factors relating to placement of contracts Force Majeure Clause*

The force majeure clause in the following form only (which will not form part of the general conditions of contract) should be included in such contracts where the suppliers specifically insist on the provision of a force majeure clause and there is no alternative but to accept the same. This clause should not be incorporated in the Invitation to Tender, but prior to acceptance of an offer in such a case the supplier should be asked to accept this clause as governing conditions of force majeure.

### *Force Majeure Clause*

" If, at any time, during the continuance of this contract the performance in whole or in part by either party of any obligation under this contract shall be prevented or delayed by reason of any war, hostility, acts of the public enemy, civil commotion, sabotage, fires, floods, explosions, epidemics, quarantine restrictions, strikes, lock-outs or acts of God (hereinafter referred to as "events"), provided notice of happening of any such eventuality is given by either party to the other within 21 days from the date of occurrence thereof, neither party shall by reason of such event, be entitled to terminate this contract nor shall either party have any claim for damages against the other in respect of such non-performance or delay in performance; and deliveries under the contract shall be resumed as soon as practicable after such event has come to an end or ceased to exist, and the decision of the Purchasing Officer as to whether the deliveries have been so resumed or not, shall be final and conclusive, provided further that if the performance in whole or part of any obligation under this contract is prevented or delayed by reason of any such event for a period exceeding 60 days, either party may at its option terminate the contract PROVIDED ALSO that if the contract is terminated under this clause, the purchaser shall be at liberty to take over from the contractor at a price to be fixed by the Purchasing Officer which shall be final all unused, undamaged and acceptable materials, bought out components and stores in course of manufacture in the possession of the contractor at the time of such termination or such portion thereof as the purchaser may deem fit accepting such material, bought out components and stores as the contractor may with the concurrence of the purchaser elect to retain.

## APPENDIX XXXII

Items manufactured by the Departmental Institutions under the control of the State Government, and products manufactured by other institutions, are to be purchased without inviting quotations, subject to the approval of their rates by the respective Administrative Department of such institutions —

(1) Jails (for list of items manufactured by jails please see compendium of Important Government Resolutions etc.).

(2) Rehabilitation production Centre, Ulhasnagar for items viz.—

- (i) Pathani sandles
- (ii) Ankle Boots
- (iii) Driver Shoes (for police)
- (iv) Uniforms (Cotton) and
- (v) Wooden furniture.

(3) The training-cum-Production Centre for Ex-Servicemen, Satara (for list of items please see attached statement).

(4) Small Industries Development Institute, Pune [for items viz.—

- (i) Locks,
- (ii) Whistles,
- (iii) Chains and
- (iv) Call Bells].

*Note.*—The Products of the above mentioned Institutions can only be purchased if the Jail Department is unable to supply the requirements.

The Training-cum-Production Centre for ex-Servicemen, Satara.

1. Manjarpat 50" width.
2. Bed sheets white 50" × 90".
3. Bed sheets white 60" × 90".
4. Bed sheets coloured 50" × 90".
5. Bed sheets coloured 60" × 90".
6. Gadipat 40" × 50" width.
7. Towels plain and coloured 30" × 54".
8. Steel chairs standard size.
9. Iron Cots 6' × 2 ½'.
10. Iron Cots 6' × 3'.
11. Iron Cots 6' × 3 ½'.
12. Steel Racks all sizes.
13. Grills all sizes, and
14. Wooden furniture all type.

## APPENDIX XXXIII

*F. O. B. Variation*

(f) Tenderers who claim variation in net F. O. B. prices (that is to say a price exclusive of the contractor's profit, rebate, remuneration or commission called by any name whatsoever) should give detailed information in respect of each of the constituent items, i.e. labour, material etc., for which variation may arise in the items mentioned below :—

- (a) Net F.O.B. price of stores/equipment on which the tendered price is based  
 .....£/@..... (as on 19 ).
- (b) Rates of labour and raw materials on which the quotation is based.

| Element of cost                  | Basic Rate | Per cent of total F.O.B. cost indicated at above |
|----------------------------------|------------|--------------------------------------------------|
| I. Labour                        |            |                                                  |
| II. (a) Raw materials (variable) |            |                                                  |
| (i)                              |            |                                                  |
| (ii)                             |            |                                                  |
| (iii)                            |            |                                                  |
| (b) Raw materials (non-variable) |            |                                                  |
| (i)                              |            |                                                  |
| (ii)                             |            |                                                  |
| (iii)                            |            |                                                  |

(ii) If at any time after the submission of the tender an increase or decrease takes place in the net f.o.b. price, an adjustment will be made in the contract price but only in respect of such portion of the net f.o.b. prices as represents the change therein on account of the two factors cost of labour and/or materials properly required for the manufacture of the contract stores, on account of any reasons or cause beyond the control of the manufacturers. The contractor may, after due completion of the contract and subject to and in accordance with the provisions of this clause make proposals in writing to the Purchasing Officer for the adjustment in the contract price setting out the increases/decreases in the cost of labour and/or materials, the adjustment in respect of net increases being, however, limited to ..... per cent of the net original f.o.b. prices. This percentage should be furnished by the tenderer at the time of his tender.

(iii) A claim by the contractor for the finalisation of price shall be accompanied by the invoice and the document containing the original quotation of the foreign principal/manufacturer and supported by a certificate of the chartered accountant of the Principal/Manufacturer, or if there is no qualified accountant of such foreign Principal/Manufacturer the certificate of such other accountant as may be approved for the purpose by the D.G., I.S.M., London or I.S.M., Washington etc. showing in increases/decreases in the cost of labour and/or material between the date of tender and the date of shipment together with the basic rates of materials and labour and their estimated and final cost and certifying that they do not include any sum on account of profit or overheads.

(iv) Upon receipt of the contractor's claim, it shall be lawful for the Government to make such inquiry as they may deem fit through the D. G., I. S. M., London/I.S.M., Washington or any trade association or other authority nominated by D. G., I. S. M., London/I.S.M., Washington, for verification and certification of the claim and it shall further be lawful for the Government to require the manufacturer's/foreign principals'

accounts relating to the increase claimed to be examined by the D.G.I.S.M., London/L.S.M., Washington or other authority nominated by the D.G.I.S.M., London/L.S.M., Washington.

(v) The decision of the Purchasing Officer as to the increase or decrease in price under this clause shall be final and binding on the parties.

(vi) Any change in the customs duty payable by reason of and corresponding to the amount of the change in the F.O.B. price shall be to the buyer's account.

(vii) No charges other than Customs duty shall be affected by the change in the F.O.B. Price.

(viii) This clause shall remain in operation only upto the date of shipment corresponding to the delivery period specified in the schedule to the A/T and notwithstanding any extension of time nothing contained herein shall entitle the contractor to an increase in the contract price where the increase in net F.O.B. price occurs after expiry of the said date of shipment unless the contractor proves to the satisfaction of the Purchasing Officer that the delay in shipment was due entirely to causes beyond the control of the foreign principal/manufacturer and the decision of the Purchasing Officer in this behalf shall be final and binding.

(ix) Tenderers should declare that in addition to the profit commission, rebate etc. specified they do not get any other discount or any credit to their account or to any other account on their behalf, adjusted either immediately or at the end of the year on the gross turnover for the year.

## APPENDIX XXXIV

### *Customs Duty*

Clause to be included in the Invitation to Tender A/T.

"For imported stores offered against forward delivery, the tenderers shall quote prices thereof exclusive of customs duty. The quotation shall specify separately the F.O.B. price, C.I.F. price and the Customs Duty payable. They will also indicate correctly the rate of Customs Duty applicable along with Indian Customs Tariff Number

2. In cases where all tenderers have quoted only for imported stores against forward delivery, the tenders will be evaluated on prices exclusive of Customs duty. In such cases the amount of Customs duty as legally leviable calculated by reference to the tariff value of the stores declared by the tenderer in his tender, but not exceeding the amount actually paid will be reimbursed to the successful tenderer.

3. Customs Duty actually paid but not exceeding the amount legally leviable will be provisionally reimbursed to the successful tenderer to the extent of 90/95/98 per cent on production of relevant documents (Bill of Entry etc.), along with advance payment of 90/95/98 per cent that may be stipulated in the contract, provided that the said imported stores are delivered in full on or before the date quoted in the contract and accepted by the Government but in case of delay in the delivery thereof only 90 per cent of the Customs Duty as defined above will be provisionally reimbursed. All such provisional reimbursement of Customs Duty from time to time will be subject to final adjustment on satisfactory completion of the supply stipulated in the contracts. It is a specific condition of this Tender Enquiry that any increase in Customs Duty payable or paid by the successful tenderer due to the delivery of the said imported stores or part thereof after the date of delivery stipulated in the contract shall not be reimbursed.

4. If the purchaser is of the opinion that the Customs Duty has been wrongly assessed either because of wrong classification or any reason whatsoever, the supplier shall be bound at the request of the purchaser to pursue all legal remedies to challenge that assessment, at the suppliers cost. If as a result of such proceedings a refund is obtained, it shall be deposited forthwith by the supplier with the Pay & Accounts Officer concerned to the credit of the Purchaser. Final payment would be made on production of Auditor's certificate in respect of credit of such refund."

# ANNEXURE A

*Specialised items required by each Department only*

Serial  
No.

Item

## IRRIGATION DEPARTMENT

- 1 All types of heavy earthmoving machines and their accessories viz. Scrapers, Tractors, Dumpers, Excavators, Loaders, Graders for Irrigation Projects.
- 2 Diamond Drilling Machines and their accessories viz. Bits, Core Barrels, Core Lifters, Reaming shells, casing pipes.
- 3 Mobile cranes of various capacities.
- 4 E. O. T. Cranes of various capacities.
- 5 Earth Moving Tyres.
- 6 Air hoses of various types and sizes i.e. sets.
- 7 Welding cables.
- 8 Wagon Drills.
- 9 Bueduct i.e. Generator Transformer connections.
- 10 Protection and Control Equipment.
- 11 D. C. Distribution Board.
- 12 Geared Electrical Motors.
- 13 Electrical Hoist and Cranes.
- 14 Electro Magnetic Brakes.
- 15 Electrical Limit Switches.
- 15A All scientific equipments and apparatus required by Maharashtra Engineering Research Institute and other testing laboratory equipment.
- 16 Band sewing, filling and polishing machine.
- 17 Air Brakes.
- 18 Cast Iron Cover Plate.
- 19 C. I. Guide Buckets.
- 20 Cast Steel Plates and Flats.
- 21 Electrical Water Level Indicator.
- 22 Fuel Injection Test Bench.
- 23 Heavy Duty House Complete.
- 24 M. S. Washers.
- 25 Perkins Cylinder.
- 26 Spherical Rollers.
- 27 Tapper Rollers.
- 28 Telehoists.
- 29 Vertical Turbine Pumping sets of various HP/Head/Capacity.
- 30 C. I. Sluice Gate parts.
- 31 Bristol Hoard.

| Serial No. | Item                                                                                                                    |
|------------|-------------------------------------------------------------------------------------------------------------------------|
| 32         | Bleaching Powder.                                                                                                       |
| 33         | Depressed Centre Wheel.                                                                                                 |
| 34         | Chlorimeter Glowing Lead.                                                                                               |
| 35         | Gear Hobs.                                                                                                              |
| 36         | Copper Rivets.                                                                                                          |
| 37         | Different types and capacity ball and roller bearings.                                                                  |
| 38         | Different types of Non-ferrous, Bronze, Gun Metal, Zinc Blustings.                                                      |
| 39         | Worm shafts.                                                                                                            |
| 40         | Single stage, double stage and small Reduction Gear Box.                                                                |
| 41         | Brass Plates, Flats, Washers.                                                                                           |
| 42         | Different types of ferrous and non-ferrous-casting such as steel-castings, C. I. Castings and Non-ferrous castings etc. |
| 43         | Non-ferrous material such as Zinc, Copper, Lead, Tin, Bronze, Gun Metal etc.                                            |
| 44         | Stainless Steel, Flats, Plates, Bars, etc.                                                                              |
| 45         | Different types of shaft couplings.                                                                                     |
| 46         | Conventory type self openings die-heads.                                                                                |
| 47         | Carbon and sulphur determination apparatus and laboratory equipments.                                                   |
| 48         | Different types of foundry materials.                                                                                   |
| 49         | Industrial non-destructive testing equipment and materials.                                                             |
| 50         | Different sizes and shapes of rubber seals such as brass-clad, music note flat etc.                                     |
| 51         | Mild steel flanges.                                                                                                     |

## PUBLIC WORKS AND HOUSING DEPARTMENT

- 1 Granulators.
- 2 Hot Mix Plant.
- 3 Bouser
- 4 Paver Finisher.
- 5 Pneumatic Tractors
- 6 Different type and capacity ball and roller bearings.

## LAW AND JUDICIARY DEPARTMENT

- 1 Diazo Paper
- 2 Jet Black Ink
- 3 Scarlet superfine cloth

| Serial No.                                | Item                      |
|-------------------------------------------|---------------------------|
| <b>FOOD AND CIVIL SUPPLIES DEPARTMENT</b> |                           |
| 1                                         | Tripods                   |
| 2                                         | Hopper Machines           |
| 3                                         | Sieves                    |
| 4                                         | Scoops                    |
| 5                                         | Sample bags               |
| 6                                         | Pokers                    |
| 7                                         | Drainage Materials        |
| 8                                         | Gunny Pole                |
| 9                                         | Ladders                   |
| 10                                        | Insecticides              |
| 11                                        | Rat Poisons               |
| 12                                        | Fumigants                 |
| 13                                        | Trap for Rats.            |
| 14                                        | Cynogassing Equipment     |
| 15                                        | Rotary Dusting Machines   |
| 16                                        | Spray pumps               |
| 17                                        | Fumigation covers         |
| 18                                        | Grain Analysing equipment |
| 19                                        | Brushes                   |
| 20                                        | Stacking Boards           |
| 21                                        | Enamelled Plates          |

#### EDUCATION AND YOUTH SERVICES DEPARTMENT

(i) *Electrical and Electronic Instruments.*—Universal bridges, impedance bridges L. C. R. Bridges, induction bridges, Radio Frequency bridges etc.

Distortion and level meters, capacity meters, Attenuators, Distortion factor meters, deviation meters etc.

Value testers, transistor testers, insulation testers, etc. Time mark generators, pattern generators, generators, Audio generators, AM/FM signal generators, etc. of various ranges and types.

Powers packs, functionalysers, servoscopes, wage analysers, servo components, educational computers, invertors, line voltage regulators, power supplies etc.

Time and frequency counters, frequency dividers, etc. D.A. equipment, closed circuit T. V. systems, type recorders etc.

(ii) *Testing and Inspection Equipment.*—Tensile testing machines, compression testing machines impact and shear testing machines, fatigue testing machines, Izon Impact testing machines, hardness testing machines, torsion testing machines, universal testing machines, balancing machines, loading frames etc.

Slipgauges, plug gauges, ring gauges, air gauges, snap gauges etc. of various types.

Precision measuring instruments like verniers, height gauges, micrometers of various types, comparators etc.

## ANNEXURE A—contd.

Profilometers, profile projectors, surface analysers, optical dividing heads, optical flats, optical comparators and rotary tables, radiographic ultrasonic and X-Ray, inspection machines, internal diameters, and length and universal measuring machines.

Photoelectric microscope, engineering microscopes and such other microscopes.

(iii) *Chemical Equipment*.—Electrical furnaces in different temperature ranges, salt bath and other furnaces. Mixers and pulverisers, ball mills jaw crushers, filter presses, reaction vessels, extraction units, distillation columns, baby boilers, vacuum, filters, spectrophoto-meters, polarimeters, spectrometers, spectro calorimeters, photo calorimeters, PH meters, Chemical balances etc.

(iv) *Agricultural Equipment*.—Conveyors, Augers, storage bins, threshers, crushers, rice polishers, cultivating and harvesting implements, power tillers etc.

(v) *Instrumentation Equipments*.—Pneumatic hydraulic and electronic transmitters controllers and recorders, microscopes, thermocouples, pyrometers, levels, stroposcopes, tachometers, radiation Survey meters, X-ray detection units etc.

(vi) *Educational Aids*.—Film strips and film projectors Epidia scopes, overhead projectors, films, etc. film strips, educational models and charts.

| Serial<br>No. | Item |
|---------------|------|
|---------------|------|

## SOCIAL WELFARE, CULTURAL AFFAIRS, SPORTS AND TOURISM DEPARTMENT

- 1 Broom-sticks required for preparation of Goa-Brooms.
- 2 White paper for printing and preparing Exercise Books.
- 3 Agar Agar Fibre.
- 4 H. P. Motors.
- 5 Card Board Boxes.

## RURAL DEVELOPMENT DEPARTMENT

*Ground Water Supply*

- 1 Brass Cylinders for hand pumps. Spares for hand pumps including cup washers.
- 2 Drill tubes of various diameters and lengths for Air Hammer Rigs and Rotary rigs.
- 3 Autofeeds and their spares.
- 4 Shank adaptors and spares for Revitalisation sets.
- 5 Magnets of various sizes for fishing operation in water well drilling.
- 6 Fishing tools of various sizes and types for fishing operation in water well drilling.
- 7 Automatic and Semi-automatic Pneumatic Grinders.
- 8 Operation Tools for Air Hammer and Rotary Rigs.
- 9 Water Sample Bottles (one litre capacity).
- 10 Spares for Air Hammer and Rotary and Down-the Hole Hammers.
- 11 Gelatine and Detonator Boxes.
- 12 Sample bags.
- 13 Evaporimeters Glass 'A' Pan.
- 14 Mirrors Stereoscope of high precision fitted with binoculars (3) and parallel bar.
- 15 Stereo sketch.
- 16 Ordinary mirror stereoscope.

## ANNEXURE A—contd.

Serial  
No.

Item

## REVENUE AND FORESTS DEPARTMENT

- 1 Aluminium pots-big/small
- 2 Aluminium Container
- 3 Aluminium Bolines
- 4 Aluminium Spindle-sprary-tray.
- 5 Aluminium film washing tank
- 6 Aluminium wheel for film washing tank
- 7 Aluminium wheel for film washing tank
- 8 Crucibles size 6 to 20
- 9 Coper wire 1-4 gauge
- 10 Dishes steel enambled 19"×24"  
Dishes steel enambled 16"×29"  
Dishes steel enambled 15"×2"  
Dishes steel enambled 10"×12"
- 11 Projection lamp-TP-5' 12V×50W)
- 12 Photo flood lamps (300 W×100V)
- 13 Bulb screw type (230V×300W)
- 14 Reflecting lamp (225V×150W)
- 15 Wooden tub 50/100 gallon capacity
- 16 Zinc sheet 18 gauge 10"×5"
- 17 Film cement
- 18 Ink titling black water proof
- 19 Jug enambled 1 pint to 4 pints
- 20 Mounting post
- 21 Numbering pensile 3B
- 22 lifebuoy soap
- 23 Thread silken
- 24 Tumber witch-10V.7 V.05A
- 25 V Belt No. 105 to 107
- 26 Film cabinets

## INDUSTRIES, ENERGY AND LABOUR DEPARTMENT

- 1 D. T. Core Barrels 10 feet long of the sizes NW, MX, BW, BX, AW, and AX
- 2 ST Core Barrels 10 feet long of the sizes NW, MX, SW, BX, AW and AX.
- 3 NXM, BXM, AXM, D. T. Core Barrel 10 feet long.
- 4 AXL, BXL, AXL, D. T. Core Barrel 10 feet long.
- 5 NX, BX, AX Casings 5 feet long with Coupling.
- 6 NX, BX, AX Casings 3 feet long with Coupling.
- 7 NX, BX, AX Casings 2 feet long with Coupling.
- 8 NX, BX, AX Casing 1 feet long with Coupling.
- 9 N. B. and A Drill Rods. 5 feet long.
- 10 B. A. Rod safety clamp.
- 11 MX, BX, AX Casing Drive Head.
- 12 NX, BX, AX Casing Jar Coller.
- 13 N, B, A Rod Jar Collar
- 14 NX, BX, AX Casing Plug.
- 15 N, B, A, Rod Hoisting Plug.
- 16 N, B, A Rod Water Swivel.
- 17 Recovery Tapes for casings, Rod and Dia Bits Male/Female R.H.&L.H.T.
- 18 NX, BX, AX Core Lifters

## ANNEXURE A—contd.

| Serial No. | Item                                                                               |
|------------|------------------------------------------------------------------------------------|
| 19         | NXM, BXM, AXM Core Lifters.                                                        |
| 20         | NXL, BXL, AXL Core Lifters.                                                        |
| 21         | NX, BX, AX Chuck Jaws.                                                             |
| 22         | Jaws for N, B, A Rod Safety Clamp.                                                 |
| 23         | NW, BW, AW Drill Rods 5 feet long with coupling R. H. T., L. H. T.                 |
| 24         | 6 inches, 5 inches, 4 inches M. S. F. C. Casing Pipes 10 feet long with couplings. |
| 25         | 6 inches, 5 inches, 4 inches M. S. F. C. Casing Pipes 5 feet long with couplings.  |
| 26         | 6 inches, 5 inches, 4 inches M. S. F. C. Casing Pipes 4 feet long with coupling.   |
| 27         | 6 inches, 5 inches, 4 inches M. S. F. C. Casing Pipes 2 feet long with coupling.   |
| 28         | 6 inches, 5 inches, 4 inches M. S. F. C. Casing Pipes 1 foot long with coupling.   |
| 29         | 6 inches, 5 inches, 4 inches M. S. F. C. Casing Plugs.                             |
| 30         | 4 inches, 3 inches Drive Pipe 10 feet long with socket.                            |
| 31         | 4 inches, 3 inches Drive Pipe 5 feet long with socket.                             |
| 32         | 4 inches, 3 inches Drive Pipe 3 feet long with socket.                             |
| 33         | 4 inches, 3 inches Drive Pipe 2 feet long with socket.                             |
| 34         | 4 inches, 3 inches Drive Pipe 1 foot long with socket.                             |
| 35         | 4 inches, 3 inches Drive Pipe Plug.                                                |
| 36         | F Size drill 5 feet long.                                                          |
| 37         | 1' size Drill 2 feet long.                                                         |
| 38         | 7½ inches, 5½ inches, 4½ inches, 3½ inches core Barrels.                           |
| 39         | 7½ inches, 5½ inches, 4½ inches, 3½ inches Silt Barrels.                           |
| 40         | 7½ inches, 5½ inches, 4½ inches, 3½ inches Core Barrel Plugs.                      |
| 41         | Male Fishing Tools for 4½ inches and 3½ inches Core Barrels.                       |
| 42         | Suction Hose Pipes.                                                                |
| 43         | Pressure Hose Pipes.                                                               |
| 44         | G. I. Pipes of various sizes.                                                      |
| 45         | G. I. Fittings.                                                                    |
| 46         | Loose Tools.                                                                       |
| 47         | Wire Rope.                                                                         |
| 48         | 36 inches, 24 inches 18 inches Pipe Wrenches.                                      |
| 49         | 6 inches Chain Wrenches.                                                           |
| 50         | Adapters.                                                                          |
| 51         | Devis Cutter 5½ inches, 4½ inches, and 3½ inches.                                  |
| 52         | Shot Bits 5½ inches, 4½ inches and 3½ inches.                                      |
| 53         | Chilled shots.                                                                     |
| 54         | NX, BX, AX Single Tube and Double Tubes Diamond. R./Shells.                        |
| 55         | NXM, BXM, AXM, D.T.R./Shells.                                                      |
| 56         | NXL, BXL, AXL, D.T.R./Shells.                                                      |
| 57         | Diamond Drilling Machine.                                                          |
| 58         | Caly Drilling Machine.                                                             |
| 59         | Brunton Compass.                                                                   |
| 60         | Clinometer Compass.                                                                |
| 61         | Geological Hammer.                                                                 |
| 62         | Hand/Pocket lens.                                                                  |
| 63         | Analytical and Electrical Balance. Single pan Balance.                             |
| 64         | Different ordinary balanced, compensating balance etc.                             |
| 65         | Calorimeter.                                                                       |
| 66         | Corek Boring Machines.                                                             |
| 67         | Flame Photo meter.                                                                 |
| 68         | Gas plant.                                                                         |
| 69         | Hot Plates.                                                                        |
| 70         | Ribble Sampler.                                                                    |
| 71         | Laboratory Stirrer.                                                                |
| 72         | Muffle Furnace.                                                                    |

ANNEXURE A—*contd.*

| Serial<br>No. | Item                                         |
|---------------|----------------------------------------------|
| 73            | Multimeter.                                  |
| 74            | Plimeter.                                    |
| 75            | Pipette Washer.                              |
| 76            | Water Bath.                                  |
| 77            | Sand Bath.                                   |
| 78            | Water Pumping Machine.                       |
| 79            | Weight Box Analytical Grade and Ordinary.    |
| 80            | Centrifugal fume Exhaust pumps.              |
| 81            | Dessicator Cabinet.                          |
| 82            | Lovibard Compuraters Dises.                  |
| 83            | Spectrophotometer.                           |
| 84            | Automatic Spectro photometer.                |
| 85            | Infra Red Spectrophotometet.                 |
| 86            | Deionisers.                                  |
| 87            | Agate grinder.                               |
| 88            | Roll Crusher.                                |
| 89            | Blow lamps and its accessories.              |
| 90            | Brasstongs different sizes.                  |
| 91            | Burners.                                     |
| 92            | Clamps and Boss Head, Burette clamp.         |
| 93            | Gas Corks.                                   |
| 94            | Iron stand with Rods Base.                   |
| 95            | Iron Rings.                                  |
| 96            | Corks.                                       |
| 97            | Main Switches 15, 30, and 60 Amps.           |
| 98            | Pestle and Mortor, Iron Agate and Porcelain. |
| 99            | Sieve plates.                                |
| 100           | Screw Drivers.                               |
| 101           | Sink.                                        |
| 102           | Soldering Iron.                              |
| 103           | Table Lamps.                                 |
| 104           | Enamel Trays.                                |
| 105           | Tripod Stands.                               |
| 106           | Water Bath and rings.                        |
| 107           | Water Taps.                                  |
| 108           | Nickel Spatula.                              |
| 109           | Nckel crucibles.                             |
| 110           | Hydrometer.                                  |
| 111           | Sockets 2 ways 3 ways.                       |
| 112           | P ug pins 2 and 3 ways.                      |
| 113           | Heating kettle elements.                     |
| 114           | Soldering Iron and wire.                     |
| 115           | Kit Kat.                                     |
| 116           | Wire-Plastic, 3/20, 7/30 and 3 core.         |
| 117           | Kanthal Heating coils for muffle furnace.    |
| 118           | Chemicals.                                   |
| 119           | 16 m.m. Sound Projector Indigonous.          |
| 120           | Platinum tipped tongs.                       |
| 121           | Set of Refractive Index Liquids.             |
| 122           | Frants Isudyarmic Seperator.                 |
| 123           | Photoelectric Reflectivity Measurement Unit. |
| 124           | Florescence Microscope.                      |
| 125           | Photomicrography Automatic Unit.             |

## ANNEXURE A—contd.

| Serial No. | Item                                                                                             |
|------------|--------------------------------------------------------------------------------------------------|
| 126        | Multipurpose 35 m.m. Single lens Camera for photomicrograph, micro copying and field photograph. |
| 127        | Electron Microscope.                                                                             |
| 128        | Differential Thermal Analysis.                                                                   |
| 129        | Slab Cutting Machine.                                                                            |
| 130        | One Microscope.                                                                                  |
| 131        | Electrostatic Separator.                                                                         |
| 132        | Agitator Rolls.                                                                                  |
| 133        | Humphrey's Spiral Concentrator.                                                                  |
| 134        | Air Classifier.                                                                                  |
| 135        | Denver Sub-A Laboratory Flootation Machine.                                                      |
| 136        | Laboratory Pulp and Pollution Scale.                                                             |
| 137        | Magnetic Separator.                                                                              |
| 138        | Roll Crusher.                                                                                    |
| 139        | Ultraviolet Lamp Short Wave with                                                                 |
| 140        | Heating Stage.                                                                                   |
| 141        | Tare Compensating Balance.                                                                       |
| 142        | 35 m.m. Projector.                                                                               |
| 143        | Enlarging Exposure Meter.                                                                        |
| 144        | Ultrahorn Cleaner.                                                                               |
| 145        | Intergrating Stage.                                                                              |
| 146        | Direct Reading Balance for Photography.                                                          |
| 147        | Rotating Drum Machine for Agate Polishing                                                        |
| 148        | Set of Microsample Divider.                                                                      |
| 149        | Planimeter Dealers.                                                                              |
| 150        | Accessories of Technical.                                                                        |
| 151        | Exposure Meter Dealers.                                                                          |
| 152        | Rotap Sieve Shaker.                                                                              |
| 153        | Laboratory Portable Platform Scale.                                                              |
| 154        | P. H. Meter.                                                                                     |
| 155        | Harvard Type Trip Balance.                                                                       |
| 156        | Jar Mill Rolls.                                                                                  |
| 157        | Vibrating Screen.                                                                                |
| 158        | Riffle Samples of Different Sizes.                                                               |
| 159        | Swiss Cottage.                                                                                   |
| 160        | Kabul Pal.                                                                                       |
| 161        | Shouldary.                                                                                       |
| 162        | Necessary Tent.                                                                                  |

## INDUSTRIES, ENERGY AND LABOUR DEPARTMENT (D. G. P. S.)

(Raw Materials for Government Presses and Plant and Machinery for Government Presses)

- 1 Various type of printing inks Letter Press and Offset in various shades.
- 2 Various types of Brushes in different sizes and binding implement.
- 3 Textile material viz :—
  - (i) Tailor cloth cuttings rags.
  - (ii) Machine cloth.
  - (iii) Binding cloth.
- 4 Various chemicals for Photographic Process work.
- 5 Photographic Plates Films and paper.
- 6 Book Binding Stores viz., Eyelets, various types of Threads, Glue, Stitching Wire, leather pieces.
- 7 Printers requirements viz., Rollers Composition in various grade, wooden mallets, Planners knives pallate.

## ANNEXURE A—contd.

| Serial No. | Item                                                 |
|------------|------------------------------------------------------|
| 8          | Rubber Stamps and Stereo typing material.            |
| 9          | Composing Room material.                             |
| 10         | Photo litho and Photo Engraving materials.           |
| 11         | Paper viz., Mono Paper Spools Tympan Manila Paper.   |
| 12         | Offset Blanket and spares.                           |
| 13         | Steel and glass marbles.                             |
| 14         | All varieties of Printing papers/paper Boards/Cards. |

## PUBLIC HEALTH DEPARTMENT

- 1 Director, Medical Education and Research, Bombay.
- 2 Director, E.S.I.S.
- 3 Director of Health Services, Bombay (Duan Medical College, Aurangabad etc.)

*Textile Items*

- 1 Cotton Wool non absorbent.
- 2 Mattresses cloth (E.S.I.S.).
- 3 Cotton Wool absorbent.
- 4 Gauze.
- 5 Bandage cloth.
- 6 Band-aids.

*Chemical Items*

- 1 Ammonia sulphate.
- 2 Appartus for defering the Acid base.
- 3 Drugs and medicines.
- 4 Formalian.
- 5 Gteripe.
- 6 Glycerine.

*Engineering Items*

- 1 Automatic Tissue Processor.
- 2 Aero-tas.
- 3 Roller for mattresses Sterilizer.
- 4 Boyles' Anesthesia Apparatus.
- 5 B. P. Apparatus.
- 6 Baby Incubator.
- 7 Bail-cum-utensil serilizer.
- 8 Cardio Monitor.
- 9 Cautery mackine and Diathermy unit.
- 10 Ceiling suspension.
- 11 Caspider consisting of spitton.
- 12 Centary machine and shortwave calorimeter gravity load unit.
- 13 Dental unit.
- 14 Dental Chairs.
- 15 Digital H. P. meter.
- 16 Drawing Oven.
- 17 Dressing Drums.
- 18 Dressing Trolleys.
- 19 Electro Cardiograph unit.
- 20 Elico flame photometer.
- 21 Electro Surgical cautery.

## ANNEXURE A—contd.

| Serial<br>No. | Item                                                                                                                                                 |
|---------------|------------------------------------------------------------------------------------------------------------------------------------------------------|
| 22            | Endoscopy set.                                                                                                                                       |
| 23            | Elpro high speed.                                                                                                                                    |
| 24            | Empty Gas Cylinder.                                                                                                                                  |
| 25            | ECG Machine                                                                                                                                          |
| 26            | Endoscope set.                                                                                                                                       |
| 27            | Film Processing unit.                                                                                                                                |
| 28            | Folwer Beds                                                                                                                                          |
| 29            | Flame Photometer.                                                                                                                                    |
| 30            | Food Trolleys.                                                                                                                                       |
| 31            | Gas plant.                                                                                                                                           |
| 32            | G. I. Sheets Ice Box.                                                                                                                                |
| 33            | Hand Compression Sprayers.                                                                                                                           |
| 34            | Hand Compression Pump.                                                                                                                               |
| 35            | Hot plant (Electrical).                                                                                                                              |
| 36            | Hand Compression sprayer.                                                                                                                            |
| 37            | Inco research kymograph non-clogging sewage pumps.                                                                                                   |
| 38            | Intensifying Screen.                                                                                                                                 |
| 39            | Jacketed Kettle Cap (50 litres).                                                                                                                     |
| 40            | Medical Microscope.                                                                                                                                  |
| 41            | Mercury Analyser (Water Pollution Board, Bombay).                                                                                                    |
| 42            | Operation Table. (a) Hydraylic.                                                                                                                      |
| 43            | Instrument Cabinet.                                                                                                                                  |
| 44            | Oxygen Cylinders.                                                                                                                                    |
| 45            | P. H. Monitoring Cabinet.                                                                                                                            |
| 46            | Photo Microscope.                                                                                                                                    |
| 47            | Polygraph.                                                                                                                                           |
| 48            | (a) Portable X-Ray-Machines.<br>(b) X-Ray-Machine—500 M.A.<br>(c) X-Ray-Machine—300 M.A.<br>(d) X-Ray-Machine—100 M.A.<br>(e) X-Ray-Machine— 50 M.A. |
| 49            | Photo electric calorimeter.                                                                                                                          |
| 50            | Refrigerated centrifuge.                                                                                                                             |
| 51            | Research kymograph.                                                                                                                                  |
| 52            | Rotary drilling circulation.                                                                                                                         |
| 53            | Rubber Gloves.                                                                                                                                       |
| 54            | S. S. Top Table.                                                                                                                                     |
| 55            | Surgical cautery.                                                                                                                                    |
| 56            | Surgical Light.                                                                                                                                      |
| 57            | Short wave diathermy unit.                                                                                                                           |
| 58            | Special microtome.                                                                                                                                   |
| 59            | Silver recovery unit.                                                                                                                                |
| 60            | Stirrup pump.                                                                                                                                        |
| 61            | Synchronised Defibrilator with ECG Machine.                                                                                                          |
| 62            | Shadowless lamp (a) Ceiling or portable.                                                                                                             |
| 63            | System doleman Model MAS-50.                                                                                                                         |
| 64            | Suction Machine.                                                                                                                                     |
| 65            | Ultracentrifuge, suction apparatus.                                                                                                                  |
| 66            | Ultra Sonic Equipment.                                                                                                                               |
| 67            | Ultra baby incubator.                                                                                                                                |
| 68            | Ultra suction and pressure pump.                                                                                                                     |
| 69            | V. D. R. L. Shaker.                                                                                                                                  |
| 70            | Ventilator with humidifiers.                                                                                                                         |
| 71            | Venturi meter.                                                                                                                                       |

ANNEXURE A—*contd.*

| Serial No. | Item                                         |
|------------|----------------------------------------------|
| 72         | Vial filling and capping machine.            |
| 73         | Vial washing machine.                        |
| 74         | Voltage stabiliser.                          |
| 75         | Water deioniser.                             |
| 76         | Washing and Drying Machine.                  |
| 77         | X-Ray Stand.                                 |
| 78         | X-Ray Unit.                                  |
| 79         | X-Ray viewing box.                           |
| 80         | X-Ray equipment.                             |
| 81         | X-Ray Dental film.                           |
| 82         | Dental Unit with Air Rotors.                 |
| 83         | Hanging Motors (Heavy duty Laboratory type). |
| 84         | Bench Motors (Heavy duty).                   |
| 85         | Model Trimmers.                              |
| 86         | Acrylisers.                                  |
| 87         | Furnaces.                                    |
| 88         | Dental X-Ray Machine.                        |
| 89         | Mobile Shadowless lights.                    |
| 90         | Stainless steel Chairside Spittoon.          |
| 91         | Mobile Suction Apparatus.                    |

*Other Items*

- 1 Albee's Type Orthopaedic Table.
- 2 A. C. D. Bottles.
- 3 Acrylic Teeth Complete set.
- 4 Acrylic Denture Base Resin Head Cure Polymer.
- 5 Base plate.
- 6 Card Board Boxes.
- 7 Hospital furniture and equipment.
- 8 Mobile wax.
- 9 Microscope.
- 10 Universal operation Table.
- 11 Wooden Barrels.
- 12 Pig lead.
- 13 Plaster of Paris Dental Grade.
- 14 Silver (Dental)/Amalgum Alloy.
- 15 Alginate Impression Material.
- 16 Cold Cure Acrylic liquid and powder.
- 17 Parafin hard wax.
- 18 Parafin soft wax.
- 19 Shellax.
- 20 V. D. R. L. Shaker.
- 21 Automatic Tissue processor.
- 22 Suction Machine.
- 23 Rubber Gloves.
- 24 Stainless Steel utensils.

## HOME DEPARTMENT

*Leather Industries*

- 1 Belts.
- 2 Leather Slings, frogs etc.
- 3 Pauches (Web. 10 rounds)
- 4 Sam Brown Belts for Jamadars (Leather)
- 5 Gaiter Black Web (anklets)

## ANNEXURE A—contd.

| Serial No.               | Item                                                                      |
|--------------------------|---------------------------------------------------------------------------|
| HOME DEPARTMENT—contd.   |                                                                           |
| <i>Textile Items</i>     |                                                                           |
| 1                        | Navy Blue (Beret Cap)                                                     |
| 2                        | Chevrons Woollen III Strips                                               |
| 3                        | D. B. Woollen socks Khaki and Black                                       |
| 4                        | Field Service caps                                                        |
| 5                        | Fatigue Caps                                                              |
| 6                        | Hose tops woollen Khaki and Blue                                          |
| 7                        | Hose tops woollen Black-yellow                                            |
| 8                        | Knitted Woollen Putties                                                   |
| 9                        | Waist belts. (Khaki Brass)                                                |
| 10                       | Web Sling for Rifles                                                      |
| 11                       | Woollen Strips                                                            |
| 12                       | Web belts Black for SRPF                                                  |
| 13                       | Web Frog Bayonet (Khaki and Black)                                        |
| 14                       | Web haversack black                                                       |
| 15                       | Whistle Cord, Black                                                       |
| 16                       | Woollen Putties (Long)                                                    |
| 17                       | Safas                                                                     |
| <i>Chemical Items</i>    |                                                                           |
| 1                        | Blanco Cakes (Black and Khaki)                                            |
|                          | Boot Polish/Colour and Chemicals                                          |
| 2                        | Fast Indigo Blue                                                          |
| 3                        | Hypo Soda                                                                 |
| 4                        | Photographic powder                                                       |
| <i>Engineering Items</i> |                                                                           |
| 1                        | Automatic Power-loom                                                      |
| 2                        | Perkins cylinder                                                          |
| 3                        | Motor Launch and Dingi etc.                                               |
| 4                        | Elec. Motors and Dobbles.                                                 |
| <i>Other Items</i>       |                                                                           |
| 1                        | Aluminium plate                                                           |
| 2                        | Aluminium pots                                                            |
| 3                        | Aluminium Tapelas                                                         |
| 4                        | Badges for SRPF                                                           |
| 5                        | Boot brush/B                                                              |
| 6                        | Brooch District letters                                                   |
| 7                        | Brooch Buckle Numbers                                                     |
| 8                        | Band saw Blades                                                           |
| 9                        | Button Brass                                                              |
| 10                       | BX ST Core Barracks                                                       |
| 11                       | Canvas Kit bag                                                            |
| 12                       | Cane lathies                                                              |
| 13                       | Continuous Blank Stationery forms, Corrugated Asbestos-13-A Cement Sheets |
| 14                       | Fibre Glass Helmets 15A Film                                              |
| 15                       | Hand Culls                                                                |
| 16                       | Iron Shield/Helmets                                                       |
| 17                       | Khaki Buttons                                                             |
| 18                       | Kit bags                                                                  |
| 19                       | Mains power pack                                                          |
| 20                       | Mess Tins for SRPF                                                        |
| 21                       | Plastic Canes, Press Canes                                                |
| 22                       | Press Buttons etc                                                         |
| 23                       | Power-looms                                                               |
| 24                       | Rifle Sling web                                                           |

ANNEXURE A—*contd.*

| Serial No.                              | Item                                                         |
|-----------------------------------------|--------------------------------------------------------------|
| 25                                      | Singlets Bleached                                            |
| 26                                      | Summons Application Forms                                    |
| 27                                      | Battery Secondary                                            |
| 28                                      | Scabbard Bayonet                                             |
| 29                                      | Water Bottles (Police Pattern)                               |
| 30                                      | Water Bottles (Military Type)                                |
| 31                                      | Rexine Canvas                                                |
| <b>Home Guards Organisation</b>         |                                                              |
| <i>Textile Items</i>                    |                                                              |
| 1                                       | Anklets Web                                                  |
| 2                                       | Baret caps                                                   |
| 3                                       | Baret caps (Blue)                                            |
| 4                                       | Boot laces (Black)                                           |
| 5                                       | Boot laces (Brown)                                           |
| 6                                       | Canvas shoes (Brown)                                         |
| 7                                       | Canvas shoes (White)                                         |
| 8                                       | Sarces                                                       |
| 9                                       | Socks Cotton white                                           |
| 10                                      | Voil (Blue)                                                  |
| 11                                      | Voil (White)                                                 |
| 12                                      | Whistle Cord                                                 |
| 13                                      | Peak Caps                                                    |
| 14                                      | Pugree Cloth                                                 |
| <i>Engineering Items</i>                |                                                              |
| 1                                       | Rescue Equipment                                             |
| 2                                       | Wireless equipment                                           |
| 3                                       | Revolver Holster                                             |
| 4                                       | Revolver lanyard                                             |
| <i>Other Items</i>                      |                                                              |
| 1                                       | Blanco                                                       |
| 2                                       | Boot Polish (black)                                          |
| 3                                       | Boot Polish (Brown)                                          |
| 4                                       | Hackles                                                      |
| 5                                       | Manila Ropes                                                 |
| 6                                       | Metal Polish                                                 |
| 7                                       | Rifle Oil                                                    |
| 8                                       | Targets for Rifle shooting                                   |
| 9                                       | Cleaning material (for Rifles)                               |
| <i>Sports Items</i>                     |                                                              |
| 1                                       | Carrom                                                       |
| 2                                       | Chase Board                                                  |
| 3                                       | Foot Ball                                                    |
| 4                                       | Volley Balls                                                 |
| 5                                       | Volley Ball Net                                              |
| 6                                       | Hockey Sticks and Balls                                      |
| 8                                       | Leg-Guards                                                   |
| <b>Hydrographic Survey Organisation</b> |                                                              |
| 1                                       | Floats electrical 4 inches dia 12 inches dia.                |
| 2                                       | Eroquis Log floats.                                          |
| 3                                       | Rope Hemp 1½ inches left handed for lead line marking.       |
| 4                                       | Rope, sisal various sizes from ½ inches Cir to 2½ inches Cir |
| 5                                       | Rope Nylon various sizes                                     |

ANNEXURE A—*contd.*

| Serial No. | Item                                                           |
|------------|----------------------------------------------------------------|
| 6          | Rope coir from 1 inch Cir to 4½ inches Cir                     |
| 7          | Yarn Coir                                                      |
| 8          | Canvas Vaxed (waterproof)                                      |
| 9          | Thread canvas stitching                                        |
| 10         | Needles canvas stitching                                       |
| 11         | Plain leather for canvas stitching                             |
| 12         | Flag cloth fast colour in various colours                      |
| 13         | Bamboos straight 25 feet to 30 feet long, 3 inches dia at Base |
| 14         | Pegs wooden                                                    |
| 15         | Lead weights for leadline                                      |
| 16         | Brushes paint various sizes                                    |
| 17         | Ten foot pole                                                  |
| 18         | Seizing wire G. I.                                             |
| 19         | Tide pole flat 7 m. long in two pieces                         |
| 20         | Tide poles round 7 m. long in two pieces                       |
| 21         | Knife seaman                                                   |
| 22         | Spike Marline                                                  |
| 23         | Anchors Graphel Type, various sizes from 15 kg. to 100 kgs     |
| 24         | Leather ordinary                                               |
| 25         | G. I. Water containers 20 litres capacity                      |
| 26         | Wire cutter                                                    |
| 27         | Field cases                                                    |

## Motor Transport and Wireless Sections of Police Departments

|    |                                                        |
|----|--------------------------------------------------------|
| 1  | Attachment Braces for S. R. P. F.                      |
| 2  | Buttons Brass Large and Small                          |
| 3  | Badges M. T.                                           |
| 4  | Badges Wireless                                        |
| 5  | Badges Triangular                                      |
| 6  | Buttons Plastic Large and Small                        |
| 7  | Braces normal for S. R. P. F.                          |
| 8  | Web Waist Belts Khaki                                  |
| 9  | Hooks Brass for Baton                                  |
| 10 | Coats Waterproof Khaki                                 |
| 11 | Coats waterproof White                                 |
| 12 | Canvas Shoes Brown                                     |
| 13 | Chevrons Woollen I stripes, II stripes, and IV stripes |
| 14 | Holster for Revolver                                   |
| 15 | Lanyard Silk Khaki                                     |
| 16 | Metal Monogram for S.R.P.F.                            |
| 17 | Magazine Carrier T. M. C.                              |
| 18 | Knitted Putties Woollen long Khaki and Short Black     |
| 19 | Pouches Web 12 rounds Khaki and Black                  |
| 20 | Pouches basic Web for S. R. P. F.                      |
| 21 | Peak cap for Drivers                                   |
| 22 | Pouches Web T. M. C.                                   |
| 23 | Pouches utility for S. R. P. F.                        |
| 24 | Pouches stengun                                        |
| 25 | Pouches flat for S. R. P. F.                           |
| 26 | Pouches supporting for S.R.P.F.                        |
| 27 | Socks Woollen Khaki and Black                          |
| 28 | Slings Web T.M.C.                                      |
| 29 | Slings for Bren Guns                                   |
| 30 | Shoulder straps right and left                         |
| 31 | Straps supporting for S.R.P.F.                         |
| 32 | Badges S.R.P.F.                                        |

| Serial No.                                               | Item                                                                                     |
|----------------------------------------------------------|------------------------------------------------------------------------------------------|
| <i>Aluminium Items</i>                                   |                                                                                          |
| 1                                                        | Aluminium Buckles 1"                                                                     |
| 2                                                        | Aluminium Channels, Flat, J, U and Half Round type.                                      |
| 3                                                        | Aluminium strips borders.                                                                |
| <i>Chemicals</i>                                         |                                                                                          |
| 1                                                        | Acid Sulphuric                                                                           |
| 2                                                        | Acid Hydrochloric                                                                        |
| 3                                                        | Salamonia                                                                                |
| 4                                                        | Adhesives                                                                                |
| 5                                                        | Varnish-clear                                                                            |
| 6                                                        | Water, Distilled                                                                         |
| 7                                                        | Trichloroethylene -for degreasing                                                        |
| 8                                                        | French Polish                                                                            |
| <i>Electric Auto Items</i>                               |                                                                                          |
| 1                                                        | Block Junction                                                                           |
| 2                                                        | Bulb 6V and 12V.                                                                         |
| 3                                                        | Buttons push and Pull-push                                                               |
| 4                                                        | Brushes Carbon and Copper                                                                |
| 5                                                        | Connector male and female                                                                |
| 6                                                        | Commutator                                                                               |
| 7                                                        | Cables for batteries and spares                                                          |
| 8                                                        | Flashers 6V and 12V                                                                      |
| 9                                                        | Fuses 7 to 60 Amp                                                                        |
| 10                                                       | Horn Electric 6V and 12V and spares                                                      |
| 11                                                       | Ignition Coils 6V and 12V                                                                |
| 12                                                       | Lamps and spares, side tail, fog, pilot, Warning and Revolving etc                       |
| 13                                                       | Dash meters, temperatures, oil pressure, vacuum, fuel and speedo                         |
| 14                                                       | Sealed Beams for head lamp and spares                                                    |
| 15                                                       | Spark Plugs and Spares                                                                   |
| 16                                                       | Sirens 6V and 12V and spares                                                             |
| 17                                                       | Switches pull-push, Light, Toggles, Starters, Dipper, Ignition, Solenoid and Stop-light. |
| 18                                                       | Terminals for L. T. and H. T. Cables                                                     |
| 19                                                       | Cables L. T. 3 to 8 mm.                                                                  |
| 20                                                       | Cables H. T. 7 mm.                                                                       |
| 21                                                       | Wiper motors and accessories                                                             |
| <i>Electrical General Items</i>                          |                                                                                          |
| 1                                                        | Bulbs Carbon Filaments                                                                   |
| 2                                                        | Bulbs Tungsten                                                                           |
| 3                                                        | Cable Workshop Flexible, 2-3 core                                                        |
| 4                                                        | Clips jointing                                                                           |
| 5                                                        | Clips Crocodile                                                                          |
| 6                                                        | Fibre sheets and rods                                                                    |
| 7                                                        | Sleeves insulating                                                                       |
| 8                                                        | Switches, S.P., D.P., I.C.T.P. and Starters                                              |
| 9                                                        | Tube light and accessories                                                               |
| 10                                                       | Tapes, Cotton, P.V.C. and Insulating                                                     |
| 11                                                       | Papers leatheroid and presspan                                                           |
| 12                                                       | Plugs and Pin, 2-3 pin type                                                              |
| 13                                                       | Wires C.T.S. 2 and 3 core                                                                |
| 14                                                       | Wires winding for armatures                                                              |
| <i>Equipments and Accessories including Motor Driven</i> |                                                                                          |
| 1                                                        | Anvil                                                                                    |
| 2                                                        | Axle Stands                                                                              |
| 3                                                        | Blower and spares                                                                        |
| 4                                                        | Drill Machine and Spares                                                                 |

| Serial No. | Item                                                                                                                                                                                                                                                   |
|------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 5          | Valve Grinder—Refacer and Spares                                                                                                                                                                                                                       |
| 6          | Grinder and Spares                                                                                                                                                                                                                                     |
| 7          | Car Washing Machine and Spares                                                                                                                                                                                                                         |
| 8          | Servicing Equipments and Spares.                                                                                                                                                                                                                       |
| 9          | Marine Items. Life-bouys, Navigator Vinoculars.                                                                                                                                                                                                        |
| 10         | Furnaces.                                                                                                                                                                                                                                              |
| 11         | Growlers and Spares.                                                                                                                                                                                                                                   |
| 12         | Polishers and Spares.                                                                                                                                                                                                                                  |
| 13         | A. V. O. Meters.                                                                                                                                                                                                                                       |
| 14         | Sanding Machine and spares.                                                                                                                                                                                                                            |
| 15         | Distilled Water Plant and Spares.                                                                                                                                                                                                                      |
| 16         | Pressure Machine and Spares.                                                                                                                                                                                                                           |
| 17         | Shoers and Spares.                                                                                                                                                                                                                                     |
| 18         | Wood working Machine and Spares.                                                                                                                                                                                                                       |
| 19         | Boring and Horing Machine and Spares.                                                                                                                                                                                                                  |
| 20         | Metal Cutting Machine and Spares.                                                                                                                                                                                                                      |
| 21         | Material handling equipment and spares.                                                                                                                                                                                                                |
| 22         | Degreasing Plant and Spares.                                                                                                                                                                                                                           |
|            | <i>Glasses</i>                                                                                                                                                                                                                                         |
| 1          | For Windows, Doors and Windshield.                                                                                                                                                                                                                     |
|            | <i>Hand Tools</i>                                                                                                                                                                                                                                      |
| 1          | Augers, Assorted Sets.                                                                                                                                                                                                                                 |
| 2          | Augers Bits $3/8"$ to $4 1/2"$ .                                                                                                                                                                                                                       |
| 3          | Allen-Key, Sets of 8-10 Nos.                                                                                                                                                                                                                           |
| 4          | Pumps for Barrels.                                                                                                                                                                                                                                     |
| 5          | Inspection lamps and spares.                                                                                                                                                                                                                           |
| 6          | Measuring instruments—Calipers, Vernier scale, Micro-meters, Compass, Gauges, Compression, Depth-Dial, Vacuum and Pressure Measure for liquid and weight, Tape 1 mtr. to 30 mtrs., Coll-Tastors, Hydrometer, Steel and Wooden Rules, Weighing Balance. |
| 7          | Machine Tools—Tools Bits, Handles, Holders, White bits, dressing bits, drill, chuck Stud remover, taps and dies, Reamers.                                                                                                                              |
| 8          | Engine jobs tools—Ring Expander, Groove Cleaner, Ring Compressor, Valve lifter, Ridge Reamer, Timing light, Torque Wrenches, Soldering Iron.                                                                                                           |
| 9          | Oil Cans.                                                                                                                                                                                                                                              |
| 10         | Chisels.                                                                                                                                                                                                                                               |
| 11         | Drill bits H. S. $1/16"$ to $1 1/2"$ .                                                                                                                                                                                                                 |
| 12         | Drill Machine. Hand and Breast.                                                                                                                                                                                                                        |
| 13         | Drifts, Brass, Copper and Steel.                                                                                                                                                                                                                       |
| 14         | Filler Gauges, Flat and Wire Types.                                                                                                                                                                                                                    |
| 15         | Files General purposes-Rough and Smooth $4"$ to $18"$ .                                                                                                                                                                                                |
| 16         | Files Special Types, points, threading, Piston Ring etc.                                                                                                                                                                                               |
| 17         | Gun Painting.                                                                                                                                                                                                                                          |
| 18         | Hack-saw for machine work&c blades.                                                                                                                                                                                                                    |
| 19         | Hammer B. P. Slendge Mallets.                                                                                                                                                                                                                          |
| 20         | Hand Pump and Spares.                                                                                                                                                                                                                                  |
| 21         | Hand Saws for Carpenters.                                                                                                                                                                                                                              |
| 22         | Handle Wooden and Metal.                                                                                                                                                                                                                               |
| 23         | Hot-patch machine.                                                                                                                                                                                                                                     |
| 24         | Knives, Pen and Painting.                                                                                                                                                                                                                              |
| 25         | Jacks Screw and Hydraulic, Small and Heavy.                                                                                                                                                                                                            |
| 26         | Tyre Levers.                                                                                                                                                                                                                                           |
| 27         | Grinder hand operator.                                                                                                                                                                                                                                 |
| 28         | Needles for stitching.                                                                                                                                                                                                                                 |
| 29         | Tools for pipe cutting, Baring and threading.                                                                                                                                                                                                          |
| 30         | Pincers.                                                                                                                                                                                                                                               |

# ANNEXURE A—contd.

| Serial No. | Item                                                                                                        |
|------------|-------------------------------------------------------------------------------------------------------------|
| 31         | Plier-Brake Spring, Side Cutting, Curved Nose, straight Nose, Diagonal, Vice grip, Water Pump and Gas type. |
| 32         | Pullers-Bearing, Wheel Drums, gear, Steering and Universal.                                                 |
| 33         | Punches-Centre, Hollow, letter, Marking, No. and Pin type.                                                  |
| 34         | Plainers and Spares.                                                                                        |
| 35         | Screw Drivers-Flat, Star, and adjustable 4" to 12".                                                         |
| 36         | Screw Drivers for Carbonara 6" to 18".                                                                      |
| 37         | Screw Drivers Special type Electrical Testers, off sets point Type.                                         |
| 38         | Scissors 6" to 14".                                                                                         |
| 39         | Scrapers.                                                                                                   |
| 40         | Screw Wrench 4" to 14".                                                                                     |
| 41         | Pipe Wrenches 4" to 14".                                                                                    |
| 42         | Soldering Iron 1 to 3 Lbs.                                                                                  |
| 43         | Spanners D.E., Ring, Socket Types, loose and sets.                                                          |
| 44         | Spanners Special type-Sparks plug, Wheel Hub and Wheel Nut etc.                                             |
| 45         | Tin Cutter 12" to 18".                                                                                      |
| 46         | Tongs, assorted for Smithy.                                                                                 |
| 47         | Tool Box Empty.                                                                                             |
| 48         | Tool Box complete for carpenter.                                                                            |
| 49         | Tool Box complete for Welder.                                                                               |
| 50         | Tool Box complete for Electrician.                                                                          |
| 51         | Tool Box complete for Tinsmith.                                                                             |
| 52         | Tool Box complete for Blacksmith.                                                                           |
| 53         | Tool Box complete for Motor Mechanic.                                                                       |
| 54         | Tool Box complete for Draftsman.                                                                            |
| 55         | Tool Box complete for Painter.                                                                              |
| 56         | Holding devices.                                                                                            |
| 57         | Wheel Chokes.                                                                                               |

## Hardware—Heavy

- Angles M. S. 1/8" to 1/4" thick, 1" to 3" type.
- Channels.
- Plats 3/4" to 2" Width.
- Rod, Round 3/16" to 4" Dia M.S., Brass, Stainless and Carbon steel.
- Plates 1/2" to 1/4".
- Pipes conduit and G. I. and Nickel plate.
- Sheets, M. S., G. I., Copper 26 to 12 Gauges.
- Expanded metal.
- Mesh Wire, Plain, Welded, Crimped.

## Hardware—Light

- All drops.
- Bolts with nuts.
- Box, round head, fine and rough thread.
- Chain M. S. 1/16" to 3/8" thick.
- Quarter pins.
- Hasp and Stappies.
- Hinges 2" to 4".
- Nails-Joint, rafter, wire.
- Nuts, Hex, Wing, rough and fine.
- Rivets, Aluminium, brass, M. S.
- Screw, Coach, Machine, Metal, Flat and Round Head
- Screw-Wood.
- Studs.
- Tacks.
- Tower Bolts.

# ANNEXURE A—contd.

| Serial No.                 | Item                                                                                                                                          |
|----------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------|
| 16                         | U Bolt with Nuts.                                                                                                                             |
| 17                         | Washers Plain Spring and Lock Type.                                                                                                           |
| 18                         | Pipe Lines and Fittings.                                                                                                                      |
| 19                         | Pipe, Copper 1/16" to 3/8".                                                                                                                   |
| 20                         | Rod, Brass, Copper, Gun Metal, Phosphors-bronze.                                                                                              |
| 21                         | Rod, Tungstone steel square 5/8".                                                                                                             |
| 22                         | Sheet—Brass and Copper.                                                                                                                       |
| 23                         | Copper Wire.                                                                                                                                  |
| 24                         | Soldering Material, Solder Sticks, Pure Tin, Flux etc.                                                                                        |
| <i>Papers</i>              |                                                                                                                                               |
| 1                          | Paper-water Nos. 100 to 400.                                                                                                                  |
| 2                          | Paper-Oil. .008" to .016" Thick.                                                                                                              |
| 3                          | Paper-Glass No. 0 and 1.                                                                                                                      |
| 4                          | Paper-Insulating.                                                                                                                             |
| 5                          | Paper-Haloid Sheet, 1/16" to 1/8" Thick.                                                                                                      |
| <i>Rubber Items</i>        |                                                                                                                                               |
| 1                          | Foam Sheets 2", 3", 4" Thick.                                                                                                                 |
| 2                          | Rubber Matting.                                                                                                                               |
| 3                          | Rubber Channel for Glass.                                                                                                                     |
| 4                          | Rubber Beddings Sponge types.                                                                                                                 |
| 5                          | Hose-Rubber/Canvas 1/2" to 3/4" I. D. and 1/2" to 2 1/4" I. D.                                                                                |
| <i>Ropes</i>               |                                                                                                                                               |
| 1                          | Asbestos, Cotton, Coir, Manila, Jute and Wire.                                                                                                |
| <i>Ropes</i>               |                                                                                                                                               |
| 1                          | Cable Steel.                                                                                                                                  |
| <i>Fuel Solid</i>          |                                                                                                                                               |
| 1                          | Charcoal.                                                                                                                                     |
| 2                          | Hard Coal.                                                                                                                                    |
| <i>Upholstery Items</i>    |                                                                                                                                               |
| 1                          | Belts-Canvas.                                                                                                                                 |
| 2                          | Button-Cushion.                                                                                                                               |
| 3                          | Cloth-Tapestry, Curtain, Black Canvas, Jutes and Plastic.                                                                                     |
| 4                          | Clips for Channels and beddings.                                                                                                              |
| 5                          | Cup-Washers.                                                                                                                                  |
| 6                          | Eyelets.                                                                                                                                      |
| 7                          | Felt-Jute.                                                                                                                                    |
| 8                          | Cotton padding.                                                                                                                               |
| 9                          | Curtain wire and hooks.                                                                                                                       |
| 10                         | Pannel Pins.                                                                                                                                  |
| 11                         | Nails—Upholstry, Tingle, Stapple U Type.                                                                                                      |
| 12                         | Rivets bigercated.                                                                                                                            |
| 13                         | Door Dotters.                                                                                                                                 |
| 14                         | Door handles—Ordinary and Lock Type                                                                                                           |
| 15                         | Rexine-Thin and Thick                                                                                                                         |
| 16                         | Springs for Seats                                                                                                                             |
| <i>Miscellaneous Items</i> |                                                                                                                                               |
| 1                          | Clips and Hooks afor bonnet.                                                                                                                  |
| 2                          | Clips for Hose Pipe.                                                                                                                          |
| 3                          | Cork Sheets.                                                                                                                                  |
| 4                          | Grinding material (Consumable), Emery-paste, Emery-sheets, Smooth and rough, Emery tape, Grinding Stones smooth and rough, Carborundum stone. |

## ANNEXURE A—contd.

| Serial No. | Item            |
|------------|-----------------|
| 5          | Car Polish tin. |
| 6          | Yellow Cloth.   |
| 7          | Tape Plastic.   |

**Forensic Science Laboratory and Chemical Analyser to Government**

- 1 Ether Solvent I, P.
- 2 Silica Gel for thin layer Chromatography "Acme"

**Prison Department**

- 1 Tailoring material (viz. Machine needles, paraffin-wax, brass hooks and eyes, nickle plated buckles.
- 2 Rosin (orange).
- 3 Carbolic Acid.
- 4 Crudo Creasote oil.
- 5 Brass Sheets.
- 6 Alluminium sheets.
- 7 Binding cloth.
- 8 Screw Board.
- 9 Grey and white woollen yarn.
- 10 Textile accessories for power looms and hand-loom.
- 11 Colour and chemicals.
- 12 Khaki Webbing.

**Directorate of Inlandwater Transport**

- 1 Khaki cap for chowkidars with star.
- 2 Khaki Peackcap with badge.
- 3 Khaki Canvas belt.
- 4 Lanyard Brown.
- 5 Whistle.
- 6 Metal star silver.
- 7 Leather belt for chowkidar.

**Prohibition and Excise Department**

- 1 Brass Buckle Plates of the pattern supplied to the Police Constables.
- 2 Whistles with chains of the pattern supplied to the Police Constables.

**Greater Bombay Police Stores and Armoury***Textile articles*

- 1 Police Safas.
- 2 Cotton vest.
- 3 Cotton Woollen Chaddars.
- 4 Black Ribbons.
- 5 Brushes.
- 6 Stencil Brushes.
- 7 Bowpins.
- 8 Ribbon pair.

*Woollen articles*

- 1 Woollen Hosetops (Yellow and Blue).
- 2 F. S. Caps.
- 3 Officer's Peak Caps.
- 4 Driver's Peak Caps.
- 5 D. B. Beret.

## ANNEXURE A--contd.

| Serial No.              | Item                               |
|-------------------------|------------------------------------|
| <i>Metal Articles</i>   |                                    |
| 1                       | Fibre Glass Helmets.               |
| 2                       | Steel Helmets.                     |
| 3                       | Brass Buttons with rings.          |
| 4                       | Cap Badges.                        |
| 5                       | Shoulder Badges.                   |
| 6                       | Whistle with chain.                |
| 7                       | Buttons for officers.              |
| 8                       | Cap Badges for officers.           |
| 9                       | Star pair.                         |
| 10                      | Bakelite Buttons, large and small. |
| 11                      | Plain Brass Buckle.                |
| 12                      | Broach Badges for W.P.Cs.          |
| 13                      | Divisional lottas.                 |
| 14                      | Broach Badges for drivers.         |
| 15                      | Kit Boxes.                         |
| 16                      | Iron shields.                      |
| 17                      | Shin Guards.                       |
| <i>Leather Articles</i> |                                    |
| 1                       | Leather Cross Belt.                |
| 2                       | Leather Pouches for officers.      |
| 3                       | Leather Bolsters for Officers.     |
| 4                       | Patching Leather.                  |
| 5                       | Leather Lead                       |
| 6                       | Leather Straps                     |
| 7                       | Leather Laces.                     |
| <i>Rubber Articles</i>  |                                    |
| 1                       | Brown and White Canvas Shoes       |
| <i>Web Articles</i>     |                                    |
| 1                       | Dark Blue Anklet pair              |
| 2                       | Dark Blue web belt.                |
| 1                       | Measuring Tape.                    |
| 2                       | Heavy Cans sticks.                 |
| 3                       | Wooden Buttons.                    |
| 4                       | Bamboo Baskets.                    |
| 5                       | Nephathalin balls.                 |
| 6                       | Linseed Oil.                       |
| 7                       | Turpentine.                        |
| 8                       | Varnish.                           |
| 9                       | Blue Powder.                       |
| 10                      | Sand paper.                        |
| 11                      | Venku Brushes.                     |
| 12                      | Nails.                             |
| 13                      | Heel plate and Toe plate.          |
| 14                      | Bee wax.                           |
| 15                      | Hemp Bundles.                      |
| 16                      | White paste for paint.             |
| 17                      | Black Japan.                       |

ANNEXURE A—*contd.*

| Serial<br>No. | Item                                         |
|---------------|----------------------------------------------|
| 1             | Rifle oil 'A'                                |
| 2             | Flannellette.                                |
| 3             | Leather holster.                             |
| 4             | Leather pouch.                               |
| 5             | Lanyard.                                     |
| 6             | Cleaning rod.                                |
| 7             | Oil bottle.                                  |
| 8             | Pull-through weight.                         |
| 9             | Pull-through Cord.                           |
| 10            | Musslo cap.                                  |
| 11            | Leather Knot for Sword.                      |
| 12            | Leather frog for Sword.                      |
| 13            | Canvas Sling for T. S. M. Gun.               |
| 14            | Canvas carrier for magazine of T. S. M. Gun. |
| 15            | Canvas Sling for sten gun.                   |
| 16            | Canvas carrier for magazine                  |
| 17            | Zipo.                                        |
| 18            | Hand-cuff.                                   |
| 19            | Leather lead.                                |
| 20            | Oiler for T. S. M. gun.                      |
| 21            | Brush.                                       |
| 22            | Armour.                                      |
| 23            | Fiber helmet.                                |
| 24            | Shield.                                      |
| 25            | Shin guard.                                  |
| 26            | Elastic.                                     |
| 27            | General Service Respirator.                  |
| 28            | Leather case for Shell.                      |
| 29            | Leather case for Grenade.                    |
| 30            | Haversack.                                   |
| 31            | Char for Rifle.                              |
| 32            | Char for Musketry practice.                  |
| 33            | Char for Revolver.                           |
| 34            | Char for Aiming.                             |
| 35            | Aiming stand (Tripod).                       |
| 36            | Grouping ring.                               |
| 37            | Aiming box.                                  |
| 38            | Aiming disc.                                 |
| 39            | Aim corrector.                               |
| 40            | Pong Umbrella.                               |
| 41            | Anvil brass.                                 |
| 42            | Braces Armourer Mk. III.                     |
| 43            | Bit bolt stock with collar.                  |
| 44            | Bit cleaning No. 1 M. K. II.                 |
| 45            | Bit cleaning No. 2 M. K. I.                  |
| 46            | Bit Sc. driver screw swivel.                 |
| 47            | Bit Sc. driver G.T.F.                        |
| 48            | Flare fore-end.                              |
| 49            | Man drill No. 2.                             |
| 50            | Man drill No. 3.                             |
| 51            | Man drill No. 4.                             |
| 52            | Oil stone slip Arkansas.                     |
| 53            | Pull-through cord double.                    |
| 54            | Punches wad No. 8.                           |

## ANNEXURE A—contd.

| Serial No. | Item                            |
|------------|---------------------------------|
| 55         | Paunches wad No. 24.            |
| 56         | Reflector mirror.               |
| 57         | Screw driver forked No. 1.      |
| 58         | Screw driver forked No. 2.      |
| 59         | Screw driver forked No. 3.      |
| 60         | Tester Trigger.                 |
| 61         | Tool bore bit.                  |
| 62         | Tool bore bush.                 |
| 63         | Tool bore plug.                 |
| 64         | Tool bore rod.                  |
| 65         | Tool muzzle guide.              |
| 66         | Tool cleaning rod No. 1.        |
| 67         | Tool cleaning rod No. 3.        |
| 68         | Tool cleaning rod No. 6.        |
| 69         | Tool cleaning stick.            |
| 70         | Tool clamp foresight No. 1.     |
| 71         | Tool clamp foresight No. 3.     |
| 72         | Tool clamp foresight No. 4.     |
| 73         | Tool spring extractor No. 1.    |
| 74         | Tool spring extractor No. 2.    |
| 75         | Tool striker No. 1.             |
| 76         | Tool wad.                       |
| 77         | Tool removing fore sight screw. |
| 78         | Tool cleaning cleaner.          |
| 79         | Tool clearing brush.            |
| 80         | Tool bore brush for musket.     |

## Police Wireless Organisation (Home Department)

- 1 Solder core 60 : 40 tin/lead 18 S. W. G. Annual requirement 100 Kg.
- 2 Teleprinter page paper rolls, three ply white cream wove paper, 21 cms. wide  $\times$  8 cm, overall diameter  $\times$  2.5 cms. inside core diameter inter leaved with carbon paper. Annual requirement 1,500 rolls.
- 3 As above : 4 ply. Annual requirement 1,000 rolls.
- 4 As above single ply. Annual requirements 500 rolls.
- 5 Straight Adapters co-axial connector Amphenol 83—ISPN-H or its equivalent. Annual requirement 300 numbers approximate.
- 6 Straight Adapters co-axial connector Amphenol M-39012/16. 0001 or its equivalent. Annual requirement 200 numbers approximate.
- 7 Radio frequency co-axial cable type RG-8 AU, 50 ohms. Annual requirement 500 meters approximate.
- 8 Radio frequency co-axial cable type RG-58 AU, 50 ohms. Annual requirement 1,000 meters approximate.
- 9 Radio frequency co-axial cable type RG-17 AU, 50 ohms. Annual Requirement 400 meters approximate.
- 10 Insulating Tape roll 1.25 cm.  $\times$  20 meters. Annual requirement 500 numbers approximate.
- 11 Hydrometers complete to measure specific gravity of electrolyte of lead-acid storage batteries in full charged and discharged condition (i.e. 1.10 to 1.30 sp. gr.) Annual requirement 50 approximate.
- 12 Soldering Irons 25 watts 230 volts.
- 13 Soldering Iron 60 watts 230 volts.
- 14 Soldering Iron 100/150 watts 250 volts.

## ANNEXURE A—contd.

| Serial No.                              | Item                                                                                 |
|-----------------------------------------|--------------------------------------------------------------------------------------|
| AGRICULTURE AND CO-OPERATION DEPARTMENT |                                                                                      |
| Agriculture                             |                                                                                      |
| 1                                       | Workshop machinery and Equipment.                                                    |
| 2                                       | Plant Protection Appliances and spare parts.                                         |
| 3                                       | Seed Precessing Implements.                                                          |
| 4                                       | Cotton Gins.                                                                         |
| 5                                       | Power Tillers.                                                                       |
| 6                                       | Agricultural Implements.                                                             |
| 7                                       | Agricultural Tools.                                                                  |
| 8                                       | Scientific and Chemical Equipments and Apparatus for Laboratories and field Testing. |
| 9                                       | Electrical and Electronic Instruments for Laboratories and field testing.            |
| 10                                      | Laboratory Equipments.                                                               |
| 11                                      | Soil Conservation Tools.                                                             |
| 12                                      | Diverson Boxes.                                                                      |
| 13                                      | Seeds etc.                                                                           |
| 14                                      | Fertilisers.                                                                         |
| 15                                      | Insecticides, pesticides, fungicides and weedicides.                                 |
| 16                                      | Cloth bags.                                                                          |
| 17                                      | Towel paper (Germination paper).                                                     |

## Dairy

- 1 Bottles for milk (500 ml.).
- 2 Bottles for sterlised milk (200 ml.).
- 3 Wire Crates.
- 4 Plastic crates for distribution of sachet packing.
- 5 Plastic crates for distribution of bottled milk.
- 6 Milk cans.
- 7 Aluminium I/oils, crown corns.
- 8 Polythelene film for satchet filling.
- 9 Caustic soda flakes.
- 10 Detergent Paste.
- 11 Sodium Meta silicate.
- 12 Amyl Alcohol.
- 13 Sulphuric Acid.
- 14 Dairy Machineries and spares.
- 15 Insulated vehicles.
- 16 Spares of vehicles.
- 17 Road Tankers, Rail Tankers.
- 18 Furnace oil, Petrol, Diesel.
- 19 Laboratory Equipments/Chemicals.
- 20 Hansa Syrum.
- 21 Milk Powder Bags for S. M. P.
- 22 Cartons for storing white butter.
- 23 Vegetable Parchment Papers for butter packing.
- 24 Polythelene sheets for packing.
- 25 Empty tins for storing of ghee.
- 26 Plastic jar.
- 27 Lead seals.
- 28 Hose pipe.
- 29 Ice.

ANNEXURE A -*contd.*

| Serial No.              | Item                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|-------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Animal Husbandry</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| 1                       | Leg Bands—As per I. S. I. Specifications.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| 2                       | Wing Bands—As per I. S. I. Specifications.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| 3                       | Debeaking machine—Electrically Operated.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| 4                       | Poultry cages of different sizes and of different type with stand/without stand (Specifications to be decided).                                                                                                                                                                                                                                                                                                                                                                                                                                |
| 5                       | Chick feeder (Specifications to be decided).                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| 6                       | Chick Waterer (Specifications to be decided).                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| 7                       | Feeding hopper for adult birds (Specifications to be decided).                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| 8                       | Watering fountains for adult birds with grill.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| 9                       | Microscope research (I.S.I. Standard) Large rectangular base with built in illumination fitted with filter and condensor. Fine and Course adjustment. Moving stage eyepiece 5 × 10 × 15 objectives 5 × 10 × 45 × 100 × oil immersion. Imported option.                                                                                                                                                                                                                                                                                         |
|                         | Microscope research (I.S.I. Standard) Large rectangular base with built in illumination fitted with filter and condensor. Fine and course adjustment. Moving stage eyepiece 5 × 10 × 15 objectives 5 × 10 × 45 × 100 × oil immersion. Monocular.                                                                                                                                                                                                                                                                                               |
|                         | Microscope research (I.S.I. Standard) Large rectangular base with built in illumination fitted with filter and condensor. Fine and course adjustment. Moving stage eyepiece 5 × 10 × 15 objectives 5 × 10 × 45 × 100 × oil immersion. Binocular.                                                                                                                                                                                                                                                                                               |
| 10                      | Mini-microscope : Pocket size with standard optics, eye piece 10 × and 15 × and objective 10 × suitable for checking semen motility in the field. Also to be provided with a leather case with shoulder-strap for ease carrying the Microscope.                                                                                                                                                                                                                                                                                                |
| 11                      | Microscope lamp.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| 12                      | Biotherm for Microscope.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| 13                      | Hot air oven, electrically operated. Fabricated out of mild steel with double wall filled with glass wool to protect heat radiation. Outside finished with silver grey synthetic enamel and inside with heat resistant aluminium paint. Temperature control by means of Bi-metallic Thermostat in conjunction with Thermal Relay Temperature range from room to 250 degrees C with variation 1 degree C. Electrically operated on 230 volts single phase A.C.<br>Bigger Size 90 cm. × 60 cm. × 60 cm.<br>Smaller Size—45 cm. × 45 cm. × 45 cm. |
| 14                      | Autoclave Electric, Vertical, Medium size 64 cms. in height and 40 centimeters with inner stand, valve pressure indicator (maximum 13.5 kg.) 4000 watts and 220 to 230 Volts.                                                                                                                                                                                                                                                                                                                                                                  |
| 15                      | Analytical balance superior make with weight box. Sensitivity 1/10 mg. Shorter triangular beam with adjustable side knife edges. Capacity for 200 gms. Rider scale with 100 notches springless circular arrestment vertical rider lifting device chromium plated pans, slightly concave inside pan root, working automatic with the beam highly finished meconed case with counter sliding front and side doors thick black glass base with sturdy levelling screws with fine threads, weighing beams with water level.                        |

## ANNEXURE A—contd.

| Serial No. | Item                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 16         | B.D.D. Capillator—Bromocresol purple range—5.2 to 6.8.<br>Bromothymol blue 6 to 7.6<br>Diphanol purple 6 to 8.6                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| 17         | Hand tally counter Four digits upto 9999 inclusive.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| 18         | Serological Water bath (Thermostatically controlled) electrically operated 35 cm. × 20 cm. × 2.5 cm. thermostatic control. Adjustable to maintain any temperature between 25 C. Signals 220 Volts A. C.                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| 19         | Swan neck blow lamp.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| 20         | Bell jar for microscope (Plastic).                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| 21         | Electric kettle 1.5 lit. capacity.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| 22         | Bacteriological Incubator, double doors (Inner glass door) with thermostatic control. Electric Bacteriological Incubator, double doors all steel double cabinet rigidly welded throughout with special insulating material between inner and outer wall. Inner glass door should be insulated and fitted in wooden/metal frame and fitted with rubber gasket. Temp. range upto 60°C with accuracy of 0.5°C controlled by thermostat, preferably sunvik control with mercury thermometer, upto 100°C and with indicator lamp and main lamp, pilot temperature connecting rod and with 3 way plug to operate on 220 to 230 Volts size 1.92 cms × H : 12 Cms. × 50 Cms. |
| 23         | Distilled water apparatus, stainless steel electrically operated with capacity 8 to 12 litres, table model or wall mounted. This contains, condenser, bottle and overflow arrangements. All parts separable for cleaning and washing suitable for running on 220/230 Volts A. C.                                                                                                                                                                                                                                                                                                                                                                                     |
| 24         | Glass distilled water apparatus 5 litres capacity Neutral/S. N.G. with Report stand and clamp complete (Spare parts should be made available).                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| 25         | Hand centrifuge 2 tubes.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| 26         | Egg incubator, Electrically operated, 400 eggs capacity (Favourite type) of good quality.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| 27         | Electric hot plate round, with 3 heat control switch working on 220/230 Volts A. C. Universal Main, complete with plug and cord 20 cm. diameter 1200 Watts.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| 28         | Lovibound, P.H. Comparator, B.P.H. Pattern, pocket size, with discs of different indicators, P. H. range 5.2 to 9.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| 29         | Brown's Opacity tube set.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| 30         | Haemoglobinometer set complete.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| 31         | Urinometer.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| 32         | E. S. R. Apparatus (Vintropo tube).                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| 33         | Kipps Apparatus.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| 34         | Anaerobic Jar (Mac Intosh and Field's Jar) Metal or Glass BTL type, if metal type, it should be provided with side glass tubes for noting change colour indicator.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| 35         | Ultra-violet tube with accessories.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| 36         | Infra-red and Ultra-violet lamp.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| 37         | Vibrating message, electric.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| 38         | Bunsen Burner.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |

ANNEXURE A—*contd.*

| Serial No. | Item                                                                                                                                                                                                         |
|------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 39         | Inspirator.                                                                                                                                                                                                  |
| 40         | Magnetic stirrer with built in regulator provided to vary with speed upto 1,300 r.p.m. alongwith visual speed indicator.                                                                                     |
| 41         | Vacuum pump fitted with V belt and superior electric motor to work on 3-phase, continously without heating with accessories.                                                                                 |
| 42         | Platinum loop holder.                                                                                                                                                                                        |
| 43         | Platinum wire, thin and thick.                                                                                                                                                                               |
| 44         | Tuberculin syringes.                                                                                                                                                                                         |
| 45         | Tuberculin needles.                                                                                                                                                                                          |
| 46         | Staining rack (Wooden).                                                                                                                                                                                      |
| 47         | Diamond pencil.                                                                                                                                                                                              |
| 48         | Agglutination rack, cooper with 20 holes.                                                                                                                                                                    |
| 49         | Perplex trays for H. A. Test.                                                                                                                                                                                |
| 50         | Pipette washer automatic size 60 cms.                                                                                                                                                                        |
| 51         | Thermometer good quality 110°C, 200°C, 250°C.                                                                                                                                                                |
| 52         | Test-tube rack for 12 tubes.                                                                                                                                                                                 |
| 53         | Grease Pencil soft, Blue and Red.                                                                                                                                                                            |
| 54         | Milk syphon, self retaining and adjustable 2 sizes.                                                                                                                                                          |
| 55         | Milk syphon ordinary.                                                                                                                                                                                        |
| 56         | Teat splitter Danish pattern.                                                                                                                                                                                |
| 57         | Teat plugs with rings self retaining.                                                                                                                                                                        |
| 58         | Teat dilator with screws pattern.                                                                                                                                                                            |
| 59         | Obstetrical instrument set complete in metal case.                                                                                                                                                           |
| 60         | Embryotomy Knife.                                                                                                                                                                                            |
| 61         | Chain eucraser S.S. 50 cm. long.                                                                                                                                                                             |
| 62         | Thygesson embryo complete with wire-saw and handles.                                                                                                                                                         |
| 63         | Prolapse clamps West's Size 3½", 4½", 7".                                                                                                                                                                    |
| 64         | Mouth Gag for Cattle, wooden with leather straps.                                                                                                                                                            |
| 65         | Cattle probang spiral wire with plastic jacket metal mounts and cane stillottee for Small Cattle, for Big Cattle.                                                                                            |
| 66         | Cattle Trocar and Ca with metal handle.                                                                                                                                                                      |
| 67         | Bull holder.                                                                                                                                                                                                 |
| 68         | Bull nose punch.                                                                                                                                                                                             |
| 69         | Uterotomy outfit in cattle (Prof. Weignarts).                                                                                                                                                                |
| 70         | Uterotomy outfit in cattle (Meintoso).                                                                                                                                                                       |
| 71         | Choahi forceps—25 cm.                                                                                                                                                                                        |
| 72         | Tissue forceps—Rat tooth.                                                                                                                                                                                    |
| 73         | Dressing forceps S. S. 15 cm., 20 cm.                                                                                                                                                                        |
| 74         | Spencerwell's Antery forceps s.s. straight 15 cm.<br>Spencerwell's Antery forceps s.s. straight 20 cm.<br>Spencerwell's Antery forceps s.s. curved 15 cm.<br>Spencerwell's Antery forceps s.s. curved 20 cm. |
| 75         | B. P. Handles No. 3 and No. 4.                                                                                                                                                                               |
| 76         | Blades Nos. 10, 12, 20, 22.                                                                                                                                                                                  |
| 77         | Hone Oil.                                                                                                                                                                                                    |
| 78         | Razor (Best quality).                                                                                                                                                                                        |
| 79         | Safety Razor.                                                                                                                                                                                                |
| 80         | Scalpel folding.                                                                                                                                                                                             |
| 81         | Director with scoup.                                                                                                                                                                                         |
| 82         | Probe 15 cm. long.                                                                                                                                                                                           |
| 83         | Abseo knife folding.                                                                                                                                                                                         |
| 84         | Cew catheter metal.                                                                                                                                                                                          |
| 85         | Needle holder s.s.                                                                                                                                                                                           |

## ANNEXURE A—Contd.

| Serial No. | Item                                                                                                                                                                                         |
|------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 86         | Stethoscope B.D. (Funnel & disc type combined).                                                                                                                                              |
| 87         | S. S. trays with lid 6" x 8".                                                                                                                                                                |
| 88         | Sterilizing drums 25 cm. x 22 cm.                                                                                                                                                            |
| 89         | Tenaculum.                                                                                                                                                                                   |
| 90         | Babcock forceps 15 cm. s.s.                                                                                                                                                                  |
| 91         | Emasculator s.s. 30 cm.                                                                                                                                                                      |
| 92         | Mayo Scissors s.s. 20 cm. curved.<br>Mayo Scissors s.s. 20 cm. straight.                                                                                                                     |
| 93         | Braund's iron for R.P. (Cold) letter or Sign made of copper.                                                                                                                                 |
| 94         | Firing iron, line and point.                                                                                                                                                                 |
| 95         | Gum elastic catheter for horse 150 cm.                                                                                                                                                       |
| 96         | Gighies saw with 2 handles coarse wire of 1.8 m.m. diameter.                                                                                                                                 |
| 97         | Burdizzo Castrator Italian Complete with spanner 22.5 cm. 45.0 cm.                                                                                                                           |
| 98         | Suturing silk 3 plates of assorted size.                                                                                                                                                     |
| 99         | Post-mortem set veterinary in a wooden case.                                                                                                                                                 |
| 100        | Needle suturing St. or curved imported pl. of 6.                                                                                                                                             |
| 101        | Scissors chrome plated 15 cm. curved/straight.                                                                                                                                               |
| 102        | Bowel scissors chrome plated 15 cm.                                                                                                                                                          |
| 103        | Scalpel.                                                                                                                                                                                     |
| 104        | Bone cutter 20 cm.                                                                                                                                                                           |
| 105        | Bistoury curved s.s.                                                                                                                                                                         |
| 106        | Saline caps with drops regulator.                                                                                                                                                            |
| 107        | Stomach tube 3-5 meter long and 1.9 cm. diameter.                                                                                                                                            |
| 108        | Emasculator blunke double blade 15½".<br>Emasculator Housman's and Dunn's pattern for Small animals 10½".<br>Emasculator for large animals 15½".                                             |
| 109        | Castration Knife s.s. folding.                                                                                                                                                               |
| 110        | Castration clamps sond's Danish pattern.<br>Castration Clamps Army pattern s.s.                                                                                                              |
| 111        | Pocket instruments set in a leather case.                                                                                                                                                    |
| 112        | Dressing forceps 5" and 8".                                                                                                                                                                  |
| 113        | Director exploring needle and probe combined.                                                                                                                                                |
| 114        | Exploring trocar set of 4 with s.s. points.                                                                                                                                                  |
| 115        | Swab holding forceps 9½"                                                                                                                                                                     |
| 116        | Cartilage knife.                                                                                                                                                                             |
| 117        | Butcher knife wooden handle 9".                                                                                                                                                              |
| 118        | Amputation saw s.s. for chrome plated.                                                                                                                                                       |
| 119        | Chain and hook set of 3 large size.                                                                                                                                                          |
| 120        | Umbilical hernia clamp.                                                                                                                                                                      |
| 121        | Seetoning instrument set                                                                                                                                                                     |
| 122        | Newrectomy set prof. Roberts' son's model.                                                                                                                                                   |
| 123        | Artificial Vagina for bulls (Dr. Palson's) with raised rim at both ends fitted with combined air and water filter valve short model as suggested by F.A.O. expert. 35 cm. long, 30 cm. long. |
| 124        | Wooden stand for Artificial vagina.                                                                                                                                                          |
| 125        | Air Flower large size for A. V.                                                                                                                                                              |
| 126        | Latex linings thin for bull A.V., with rough surface inside and smooth outside 55 cm.<br>Latex lining thin for bull A. V. with rough surface both sides smooth surface.                      |
| 127        | Rubber collecting cones latex for bovine A.V. 22 cm.                                                                                                                                         |
| 128        | Immulating bag (Dr. Palson's) for cone and semen collecting tube.                                                                                                                            |
| 129        | Breeder's thermometer in a metal case.                                                                                                                                                       |
| 130        | Glass insemination pipettes 1 ml. cap Neutral/SNG glass 45 cm. pencil pointed.                                                                                                               |

## ANNEXURE A—contd.

| Serial No. | Item                                                                                                                                                                                                                |
|------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|            | Glass insemination pipettes 1ml. cap Blunt point.                                                                                                                                                                   |
| 131        | Glass insemination pipettes 1ml. cap Corning glass blunt or tapered point.                                                                                                                                          |
| 132        | Rubber junction to take insemination pipette and syringe as suggested by Dr. Palson.                                                                                                                                |
| 133        | Metal container for carrying insemination pipettes.                                                                                                                                                                 |
| 134        | Metal container for pipettes of different sizes for 1 ml., 2 ml., 5 ml., and 10 ml. pipettes.                                                                                                                       |
| 135        | Graduated semen collecting tube with rim 15 ml.                                                                                                                                                                     |
| 136        | Graduated semen collected tube with rim 10 ml.                                                                                                                                                                      |
|            | Graduated coming glass 10 ml. or 15 ml. graduated.                                                                                                                                                                  |
| 137        | Brush with protected end for removing lubricant from A. V.                                                                                                                                                          |
| 138        | Brush for cleaning pipettes.                                                                                                                                                                                        |
| 139        | Insemination pipette cleaner (Air Blower).                                                                                                                                                                          |
| 140        | Glass rod 18" (Solid) with rounded ends for lubricating jelly, as suggested by F. A. O. expert.                                                                                                                     |
| 141        | Vaginal speculum (improved) Bussion Model with locking arrangement, Flat Blades size 35 cm.                                                                                                                         |
|            | Vaginal speculum (improved) Bussion Model with locking arrangement, Flat Blades size 25 cm.                                                                                                                         |
|            | Vaginal speculum (improved) Bussion Model with locking arrangement, Flat Blades size 15 cm.                                                                                                                         |
| 142        | Swab holder 45 cm. long.                                                                                                                                                                                            |
|            | Swab holder 25 cm. long.                                                                                                                                                                                            |
| 143        | Semen storage vials, inside glass tube and outside plastic jacket.                                                                                                                                                  |
| 144        | Vagina scope for cows (cold light) with electric illumination. The foreh handle is fitted with a six feet wire leads for connection to dry battery cells, size 35 cm., 40 mm. outer diameter 32 mm. inner diameter. |
| 145        | Petrex operational vaginoscope (cold light) with torch handle and cells size 35 mm. 40 mm. outer-ring 32 mm. inner diameter.                                                                                        |
| 146        | Canula for puncturing ovarian cyst. Swedish Model.                                                                                                                                                                  |
| 147        | Vaginal Powder Blower with rubber bulb.                                                                                                                                                                             |
| 148        | Uterine catheter Bane pattern double channel 50 cm.                                                                                                                                                                 |
| 149        | Smith Uterine catheter flow return.                                                                                                                                                                                 |
| 150        | Uterine catheter Albrechtsen's double channel 35 cm. chrome plated.                                                                                                                                                 |
| 151        | Instrument for taking macoma sample for tests.                                                                                                                                                                      |
| 152        | Chamber's Intra uterine injection catheter.                                                                                                                                                                         |
| 153        | Uterine Valsellum Forceps (Albrechtsen's).                                                                                                                                                                          |
| 154        | Uterine Valsellum Forceps (Albrechtsen's) 42 cm. long.                                                                                                                                                              |
|            | Uterine Valsellum Forceps (Albrechtsen's) 36 cm. long.                                                                                                                                                              |
|            | Uterine Valsellum Forceps (Albrechtsen's) modification by Nielson 42 cm.                                                                                                                                            |
| 155        | Uterine dilator for large animals 55 cm.                                                                                                                                                                            |
| 156        | Sponge forceps 37.5 cm. chrome plated.                                                                                                                                                                              |
|            | Sponge forceps 50 cm. chrome plated.                                                                                                                                                                                |
| 157        | Uterine Scissors curved 31 cm. chrome plated or s.s.                                                                                                                                                                |
| 158        | Flushing couette chrome plated 42.5 cm.                                                                                                                                                                             |
| 159        | Ovarian cyst needle Day's.                                                                                                                                                                                          |
| 160        | Obels apparatus for injection of medicaments.                                                                                                                                                                       |
| 161        | Cervix dilator (Albrechtsen's).                                                                                                                                                                                     |
| 162        | Spraying hook knife.                                                                                                                                                                                                |
| 163        | Uterin forceps 45 cm. long.                                                                                                                                                                                         |
| 164        | Silvenman's uterine biopsy needle adult size.                                                                                                                                                                       |
| 165        | Semen shipper.                                                                                                                                                                                                      |

| Serial No. | Item                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 166        | Semen shipper box wooden, Pune type 20 cm. x 20 cm. x 30 cm. Good quality wood, durable provided with corner plates for all sides, handles at both the sides and top, wooden back rest, Hinges (complete) Foam rubber at top, bottom and sides, square token two, Inner side of top of box with wooden plate. Found foam rubber. Lock and duplicate key (good quality) with aluminium galvanised cap and ridges for providing good grip. Also screen printing of Holstein Friesian bull with following words at top "Animal Husbandry Department, Maharashtra State." |
| 167        | Wound syringe all metal 4 oz. with 2 nozzles.<br>Wound syringe all metal 8 oz with 2 nozzles.                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| 168        | Tattooing machine (6/4 volts, battery operated) Vibrator type for tattooing cattle/sheep/goats.                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| 169        | Thermos flask wide mouth which has insulation so as to keep ice for 48 hours if correctly packed. The lid should be air tight and should also remain in condition for at least one year.<br>Capacity, 1 pint, 2 pint, and 4 pint.                                                                                                                                                                                                                                                                                                                                     |
| 170        | Refills for the above thermos flasks.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| 170        | Thermos flask 1.5 litre capacity W. M. which can be kept in Semen Shipper box easily.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| 171        | Tattooing machine complete with 4 spaces, light in weight rustless with one set of numbers 0-9 and one set of letters A to Z in a cardboard case.                                                                                                                                                                                                                                                                                                                                                                                                                     |
| 172        | Tattooing ink.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| 173        | Fowl box vaccinating lancet 15 cm.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| 174        | Salmonella testing lancet 17.5 cm.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| 175        | Nylon, Coarse sutures.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| 176        | File for cutting glass 3 sides.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| 177        | Haemocytometer-Spencer Neubauer double ruling-Gorman make with four cover slides.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| 178        | Coiled rubber pipe 1/2", 1/4" and 2/3".                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| 179        | Hypodermic needles 9 cm. 16 No.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| 180        | Adaptor for needle.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| 181        | Insulation needles 15 No. 1 1/2".                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| 182        | Inoculation needles No. 18 and 20 analgic.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| 183        | Special type of hand gloves with long sleeves.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| 184        | Coir-matting in service crate 4' to 6' wide and 15' long.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| 185        | Canvas hood for teaser cow.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| 186        | Service crate-model size made of G. I. pipes.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| 187        | <i>Insemination crate cum Travis</i> .—As per standard and approved pattern fabricated out of new 5 cm. inside diameter pure galvanised pipes, weighing 4.2 kg. (Approximate) per metre, tested M. S. sections and electrically welded; with 3 pipes and chains of 1.2 m. in length, 2 angles flanges for fixing the travis in position, 2 rings one hook, gusset plates, flat guides for pipes and foundation bars, painted in d.k. grey enamel paint.                                                                                                               |
| 188        | <i>Cattle Travis</i> .—As per standard and approved pattern, fabricated out of new 5 cm. and 6.25 cm. inside diameter pure galvanised pipes weighing 4.2 kg. and 5.92 kg. (approximately) per meter respectively. Tested M.S. sections and electrically welded with 4 pipes with closed ends and chains of 1.35 m. in length, 2 rings, gusset plates foundation bars painted d.k. grey enamel paint.                                                                                                                                                                  |
| 189        | <i>Insemination crate</i> .—As per standard and approved pattern fabricated out of 5 cm. inside diameter galvanised pipes, weighing 4.2 kg. per m. (approximately) tested M.S. Section and electrically welded; with one pipe and chain of 1.2 m. length; one ring; gusset plates flat guides for pipes and foundation bars painted in d.k. grey enamel paint.                                                                                                                                                                                                        |

## ANNEXURE A--Contd.

| Serial No. | Item                                                                  |
|------------|-----------------------------------------------------------------------|
| 211        | Glass burette 100 ml.                                                 |
| 212        | Glass Stoppered bottle for stain 60 ml.                               |
| 213        | Glass stoppered bottles (good quality)                                |
|            | 10 litres.                                                            |
|            | 5 litres.                                                             |
|            | 8 litres.                                                             |
|            | 1 litre.                                                              |
| 214        | Graduated pipetts 1 ml. $\times$ 100 parts ordinary glass or corning. |
|            | Graduated pipetts 2 ml. $\times$ 10 parts ordinary glass or corning.  |
|            | Graduated pipetts 5 ml. $\times$ 10 parts ordinary glass or corning.  |
|            | Graduated pipetts 10 ml. $\times$ 10 parts ordinary glass or corning. |
| 215        | W. M. Glass stopped bottles                                           |
|            | 1 Cap.                                                                |
|            | 8 oz. Cap.                                                            |
|            | 4 oz. Cap.                                                            |
| 216        | China Jars 20 lbs. $\times$ 10 lbs.                                   |
| 217        | Ointment slab marble with marking.                                    |
| 218        | Mortar and pestle wedge wood 32 sz. and 16 sz.                        |
| 219        | Mortar and pestle wedge glass 2 sz. and 4 sz. and 8 sz. and 16 sz.    |
| 220        | Spirit lamp metal 60 ml. cap.                                         |
|            | Spirit lamp glass 60 ml. cap.                                         |
| 221        | Nail cutter for dog 15 cm.                                            |
| 222        | Nail Brush.                                                           |
| 223        | Eye specilin small.                                                   |
| 224        | Spatula a S. S. 20 cm.                                                |
| 225        | Cork screw opener.                                                    |
| 226        | Clinical thermometer (Holiday's).                                     |
| 227        | Measuring glass 1 m. to 1 dram.                                       |
|            | Measuring glass 1 dram to 1 oz.                                       |

*Miscellaneous Instruments and appliances*

|     |                                                                                                                      |
|-----|----------------------------------------------------------------------------------------------------------------------|
| 228 | Bucket E. I. with cover 12".                                                                                         |
| 229 | Wash Basin E. I. 40 cm.                                                                                              |
| 230 | Feeding cup E. I.                                                                                                    |
| 231 | Funnel E. I. 3" 4" and 6".                                                                                           |
| 232 | Mug E. I. and 1 pint and 2 pints.                                                                                    |
| 233 | Bowel E. I. 1 pint and 2 pints.                                                                                      |
| 234 | Tray B. I. Surgical without lid.                                                                                     |
|     | 10" $\times$ 12", 12" $\times$ 15", 12" $\times$ 18", 18" $\times$ 24".                                              |
| 235 | Soap case E. I.                                                                                                      |
| 236 | Dispensing Scale pillar type with W. S. small size.                                                                  |
| 237 | Bucket spraying pump complete with spray lance and tube.                                                             |
| 238 | Gallipot with cover size, 16 oz, 8 oz, 4 oz, and 2 oz.                                                               |
| 239 | Wire basket 6" $\times$ 6" $\times$ 6".                                                                              |
| 240 | Continuous flow injection outfit complete with 3 ways canula, one syring 20 ml. glass and 2 needles s. s. in a case. |
| 241 | Roux syringe changeable glass barrel 10 ml. 20 ml.                                                                   |
| 242 | Record syringe 5 ml. 10 ml. 20 ml., and 50 ml.                                                                       |
| 243 | Syrings all glass leur mount side nozzle 2 ml., 5 ml., 10 ml., 20 ml., and 50 ml.                                    |
| 244 | Nylon syringe 10 ml., 20 ml., and 50 ml.                                                                             |
| 245 | Numbering ear tags with forceps.                                                                                     |
| 246 | Tissue paper good quality.                                                                                           |
| 247 | Butter paper good quality.                                                                                           |
| 248 | Surgical gloves 6 and 8 Nos.                                                                                         |

ANNEXURE A—*contd.*

| Serial No. | Item                                                                    |
|------------|-------------------------------------------------------------------------|
| 248A       | Post mortem gloves.                                                     |
| 249        | Polythene tubing 1 cm. diameter.                                        |
| 250        | Rubber bands 2" × $\frac{1}{8}$ "                                       |
| 251        | Corkes rubber assorted for 120 ml., 240 ml., 450 ml., 900 ml., bottles. |
| 252        | Filter paper in packet of 100—9 cm., 11 cm., 15 cm.                     |
| 253        | Slide box wood 15 cm. × 25 cm.                                          |
| 254        | Gindi (wash basin with wooden stand).                                   |
| 255        | Irrigator E. L. 2 pint capacity with rubber tube 4 meter.               |
| 256        | Rubber smoks.                                                           |
| 257        | Laboratory aprons white cotton.—Large size, medium size.                |

| Serial No.                   | Item                                                                     | Classification                                                              |
|------------------------------|--------------------------------------------------------------------------|-----------------------------------------------------------------------------|
| <b>FISHERIES DEPARTMENT</b>  |                                                                          |                                                                             |
| <i>Nets and Happas</i>       |                                                                          |                                                                             |
| 1                            | Nylon drag net                                                           | 25 mm. bar, 66 metre long, 6 metre high, complete with sinkers, floats etc. |
| 2                            | Fry collection drag net                                                  | 20 metre long, 3 metre height, complete with floats etc.                    |
| 3                            | Cast net                                                                 | 5 meter open dior.                                                          |
| 4                            | Glass nylon cloth for outer breeding hapas.                              |                                                                             |
| 5                            | Mosquito Cloth for inner hatching hapas.                                 | Cali cloth round mesh.                                                      |
| 6                            | Nylon, knotless weebing $\frac{1}{8}$ " mesh size with 1.0 metre height. | $\frac{1}{8}$ " mesh size 1.0 metre height.                                 |
| 7                            | Blotting Silk Cloth for plankton nets                                    | 80 × 80 warf and weft.                                                      |
| 8                            | Nylon or cotton) twine 2 mm/4 mm. diameter.                              | 2 mm./4 mm. diameter.                                                       |
| <i>Laboratory Equipments</i> |                                                                          |                                                                             |
| 9                            | Hypdemic Syringe cap. calibrated to 0.1 cc with interlock arrangement.   | 2 cc capa Cali-0.1 cc.                                                      |
| 10                           | Needles No. 19, 21, 23, 24                                               |                                                                             |
| 11                           | Tissuo Homognizer                                                        | 10 cc. Cap. (Corning Glass).                                                |
| 12                           | Hand Centrifuge                                                          | With two sets of graduated tubes.                                           |
| 13                           | Dessection Bore                                                          | Medical use.                                                                |
| 14                           | Magnifying lens                                                          | 2,4 inch. dia.                                                              |
| 15                           | Bone Cutter                                                              |                                                                             |
| 16                           | Butchers Knife                                                           |                                                                             |
| 17                           | Enamel Trays (Set)                                                       | Assorted.                                                                   |
| 18                           | Enamel Basin (Set)                                                       | Assorted.                                                                   |
| 19                           | Plastic Buckets                                                          | 15 Litres Capacity.                                                         |
| 20                           | Plastic mugs                                                             | 1/2 or 1 litre capacity.                                                    |
| 21                           | Plastic Pots                                                             | 3', 4', 5' diameter with atleast 3, 4 feet height.                          |
| 22                           | Chemical Balance                                                         | With fine arrangement.                                                      |

ANNEXURE A—*contd.*

| Serial No.              | Item                                                                                   | Classification                                                   |
|-------------------------|----------------------------------------------------------------------------------------|------------------------------------------------------------------|
| 23                      | Fish measuring Board .. ..                                                             | 1.5 meter long.                                                  |
| 24                      | Glass beakers (set) .. ..                                                              | 25, 50, 250, 520, 1,000 ml.                                      |
| 25                      | Petri. dishes (Set) .. ..                                                              | 7.5 and 15 cms. dia.                                             |
| 26                      | Watch Glasses .. ..                                                                    | Assorted, wide mouth and narrow mouth, white and amber coloured. |
| 27                      | Reagent bottles .. ..                                                                  | Assorted, wide mouth and narrow mouth, white and amber coloured. |
| 28                      | Drop bottles .. ..                                                                     | Amber and white colour.                                          |
| 29                      | Wash bottles .. ..                                                                     | Polythene.                                                       |
| 30                      | Specimen tubes .. ..                                                                   | Assorted.                                                        |
| 31                      | Formalin .. ..                                                                         | 40 %                                                             |
| 32                      | Absolute alcohol .. ..                                                                 | .. ..                                                            |
| 33                      | P. H. paper/Indicator (Set) .. ..                                                      | B. D. H. (Phenyl. red) 6-9 range.                                |
| <i>Others</i>           |                                                                                        |                                                                  |
| 34                      | Bamboo .. ..                                                                           | 8-10 feet height.                                                |
| 35                      | Oxygen Cylinder .. ..                                                                  | 100 cc cap.                                                      |
| 36                      | Small boat .. ..                                                                       | Wooden, 12 feet long.                                            |
| <i>Manures</i>          |                                                                                        |                                                                  |
| 37                      | Raw Cow Dung .. ..                                                                     | .. ..                                                            |
| 38                      | Inorganic Fertilizer .. ..                                                             | N. P. K. (Suphala) Super Phosphate Urea.                         |
| 39                      | Oil cake/nut oil cake ground. .. ..                                                    | .. ..                                                            |
| 40                      | Mahna oil cake .. ..                                                                   | .. ..                                                            |
| 41                      | Rice bran .. ..                                                                        | Fine variety.                                                    |
| <i>Aquarium Section</i> |                                                                                        |                                                                  |
| 1                       | Aquarium Tanks .. ..                                                                   | 2 feet.                                                          |
| 2                       | Wooden Stands .. ..                                                                    | 4 feet                                                           |
|                         | Iron Stands .. ..                                                                      | .. ..                                                            |
| 3                       | Medicines for fishes—<br>Teramycine<br>Tetracylin<br>Lykacolin etc.<br>Copper Sulphate | .. ..                                                            |
| 4                       | Fish Food—<br>Camburia bread                                                           | .. ..                                                            |
| 5                       | Fish Food—<br>Prawn<br>Fish<br>Clams                                                   | .. ..                                                            |
| 6                       | Cleaning powder, liquid soap etc. Dy Sol                                               | .. ..                                                            |
| 7                       | Aquarium ticket for automatic, ticket machine.                                         | .. ..                                                            |

## ANNEXURE B

*Common items required by more than one Department in Small Quantities*

**(A) Machines and Machine Tools**

- (i) Accessories.
- (ii) Equipments.
- (iii) Tools consumable, Semi consumable,
- (iv) Miscellaneous Fixtures-clamps vices, wire ropes, nut-bolts etc., nails, screws, adhesives.

1. Spare parts for Vehicles other than Tyres and Tubes.
2. Wire Ropes—Wire Rope sockets, wire-rope clamps of different types, sizes and capacities.
3. Mortar Mixers and Grinders.
4. Air Houses of various types.
5. Heavy Duty Pinning machine.
6. Hot Air Oven.
7. Pneumatic and Hydraulic Hoses.
8. Grinding Stones.
9. Pentographs.
10. Band Saw Blades.
11. Hammers From 1 kg. to 7 kgs.
12. Carpenters Tool Box.
13. Goggles and Respirators.
14. Bull dozers.

**(B) Agricultural Implements etc.**

- (i) Prime Movers—Power Tiller.
- (ii) Agricultural Tools, Implements—
  1. Battery Lugs, Battery Cables.
  2. Spades, Ghamelas, Pick Axes, Buckets, Axes, Choppers, Showels Crow Bars, Threshers etc.

**(C) Electrical and Electronic Instruments etc.**

- (i) Power Transformers.
- (ii) All Switch Gears.
- (iii) Electrical Cables, Wires, electrical goods etc. and Battery charging Equipment.
- (iv) Motor Generating Welding Sets.
- (v) Welding Accessories.
- (vi) Ferrous and Non-Ferrous Welding Rods.
- (vii) Gas cutting Equipment and Accessories.
- (viii) Industrial Oxygen and Acetylene Gas.
- (ix) Gas Cylinders.
- (x) Gear Electrical Motors.
- (xi) Electrical Limit Switches.
- (xii) Electrical Lifts.
- (xiii) Oil Coolers and Radiators.
- (xiv) Electric Motors, Ammeter, Watermeter, Boltmeter, frequency and Power Transformers.
- (xv) Hand Pumps and Accessories.
- (xvi) Transistor Radios.
- (xvii) Loud Speakers.
- (xviii) Microphones.
- (xix) Record Players.
- (xx) Insulation Tapes.
- (xxi) Fuse Wire.
- (xxii) Table Lamps.

ANNEXURE B—*contd.*

## (D) M. S. Plates, Rods, Sheets, Angles and Structural M. S. Pipes conduit set

- (i) M. S. Bars, Angles, Tere Steel, Special Steel, High Tensile Steel, Steel Plates, Boiler Quality Plates.
- (ii) Scaffolding Material
- (iii) Tubular Structures.

## (E) Corrugated Sheets, A. C. C. Roofing Materials, Pre stressed concrete Blocks and Refractories, Slabs Flooring, Tiles, etc., Pipe Fittings, Water Cocks etc.

- (i) Electro Static Copying Machine.
- (ii) Mathematical and Scientific Instruments.
- (iii) Brunton Compass.
- (iv) Ammonia Printing Machine.
- (v) All types of Weighing machines, Scales, Weights and measures under Metric Weights and Measures Act.
- (vi) Planimeters.
- (vii) Ordinary Rain Gauging Equipment.
- (viii) Dry and Wet Bulb Thermometers.
- (ix) Anemometers.
- (x) Automatic Water Level Recorders.
- (xi) Gauge Posts.
- (xii) Sun-shine Recorder.
- (xiii) Altimeters.
- (xiv) Aoro Graphs.
- (xv) Ley Roy Lettering Sets.
- (xvi) Slide Rules.
- (xvii) Plastic Scales.
- (xviii) Scale Boxes.
- (xix) Proportionate Compass.
- (xx) Levelling Staves.
- (xxi) Ranging Rods.
- (xxii) Metallic Tapes, Steel Tapes, Pocket Tapes.
- (xxiii) Clinometer.
- (xxiv) Measuring Chains.
- (xxv) Instruments Box.

## F) Cooking Utensils

1. Stoves Pressure Large and Small.
2. Stoves Safety (all types).
3. Frying pans.
4. Spoons (all types).
5. Hot Plates (Hindalium).
6. Rolling Pin and Board.
7. Plates Celling Stainless Steel.
8. Katori Stainless Steel.
9. Tumblers Stainless Steel.
10. Mugs Aluminium.
11. Water Jug Stainless Steel.
12. Water Jug Aluminium.
13. Table spoons.
14. Table Fork Stainless Steel.
15. Table Knife Stainless Steel.
16. Spoon Turner.
17. Spoon Stainer.
18. Knife (for vegetable cutting).
19. Knife (Butcher).
20. Water container (Brass).
21. Tiffin carriers.

ANNEXURE D—*concl'd.*

## (H) Wooden Material

- |                      |          |
|----------------------|----------|
| 1. Hard Board.       | } F (ii) |
| 2. Ply-wood.         |          |
| 3. Lal Teak.         |          |
| 4. Indian Teak Wood. |          |
| 5. Wooden Logs.      |          |

## (I) Stationery

1. Brushes (Drawing) hair, steel wire, coir and brass wire
2. Correction fluid.
3. Errasors (All kinds).
4. English Daters.
5. Gum Arabic.
6. Ink Stand.
7. Magnifying Glass.
8. Nibs.
9. Office Paste.
10. Pins and clips.
11. Paper weights.
12. Pen Knife.
13. Pencil Sharpner.
14. Pen Holders.
15. Pens drawing steel.
16. Staple gum arabic solution.
17. File laces.
18. Gunny Bags.
19. Twine Balls.
20. Waxless for Roneo Rotories.
21. Waxless for flat duplicators.
22. Ball Pen Holders and refills.
23. Stapplers.
24. Stapples.
25. Ball pen stand.
26. Brass Buttons.

## (J) Miscellaneous

1. Explosives.
2. Furnace oil.
3. Alum.
4. Brooms (all types).
5. Kabul Pal Tents.
6. Shoulteries Tents.
7. Necessary tents and bath tents
8. Haver sacks.
9. Photographic Paper.
10. Photographic films.
11. Photographic equipment.
12. Dust Bins.
13. First Aid Equipment.
14. Grease.
15. Coir Matting.

## ANNEXURE C

*Statement showing the items for which Rate Contracts/Quantity Contracts  
are to be fixed by the Central Stores Purchase Organisation*

| Serial<br>No.          | Item                                                                    |
|------------------------|-------------------------------------------------------------------------|
| I. TEXTILE ITEMS       |                                                                         |
| 1                      | Blue Drill.                                                             |
| 2                      | Dungri Cloth.                                                           |
| 3                      | Gunny Cloth.                                                            |
| 4                      | Jute Twine.                                                             |
| 5                      | Tags Cotton.                                                            |
| 6                      | Cotton Tapes.                                                           |
| 7                      | Thread Hand Sewing and Machine Sewing.                                  |
| 8                      | M. K. Drill.                                                            |
| 9                      | White Drill Bleached.                                                   |
| 10                     | Khaki Drill.                                                            |
| 11                     | Long Cloth.                                                             |
| 12                     | Linning Cloth.                                                          |
| 13                     | Cloth Woollen Scarlet.                                                  |
| 14                     | Woollen Blankets.                                                       |
| 15                     | Yarn (Cotton).                                                          |
| 16                     | Yarn (Woollen).                                                         |
| 17                     | M. K. Cellular Shirting Cloth.                                          |
| 18                     | Ground Sheets.                                                          |
| 19                     | Barrack Blankets (Woollen).                                             |
| 20                     | Canvas Cotton Cloth.                                                    |
| 21                     | Vat Dyed Blue Drill.                                                    |
| 22                     | D. B. Terry-Cot.                                                        |
| 23                     | D. B. Woollen Cloth.                                                    |
| 24                     | Mosquito Net.                                                           |
| 25                     | Bed Sheets.                                                             |
| 26                     | Durries.                                                                |
| 27                     | Carpets.                                                                |
| 28                     | Green Woollen Cloth.                                                    |
| 29                     | Gipsy Huts.                                                             |
| 30                     | Woollen Jerseys.                                                        |
| II. CHEMICAL ITEMS     |                                                                         |
| 1                      | Batteries (All types).                                                  |
| 2                      | Battery Dry Cell.                                                       |
| 3                      | Battery Charges.                                                        |
| 4                      | Caustic Soda.                                                           |
| 5                      | Ammonia Paper, Ferro Paper and Ammonia Liquid.                          |
| 6                      | Paint and Varnish, Thinners etc.                                        |
| III. ENGINEERING ITEMS |                                                                         |
| 1                      | Type Writers.                                                           |
| 2                      | Locks and Pad-locks                                                     |
| 3                      | Refrigerators and Equipment.                                            |
| 4                      | Bicycles.                                                               |
| 5                      | Filing Cabinets.                                                        |
| 6                      | Index Cabinets.                                                         |
| 7                      | Steel and Wooden Furniture of all types (excluding Hospital Furniture). |

ANNEXURE C—*contd.*

| Serial<br>No. | Item                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|---------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 8             | Postal Franking Machines.                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| 9             | Electric Water Pumps, Diesel Water pumps.                                                                                                                                                                                                                                                                                                                                                                                                                              |
| 10            | Sluice Valves.                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| 11            | G. Z. Pipes.                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| 12            | Diesel Engines/Electrical Motors.                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| 13            | Air Coolers, Air Conditioners and Ventilating Equipment.                                                                                                                                                                                                                                                                                                                                                                                                               |
| 14            | Calculating Machine.                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| 15            | Ammonia Exposing Machine.                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| 16            | Vacuum Pumps.                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| 17            | Vehicles (All Types) and Tyres and Tubes.                                                                                                                                                                                                                                                                                                                                                                                                                              |
| 18            | Diesel Engines for Jeeps.                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| 19            | Duplicating Machines.                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| 20            | Drill Rods for Extrusions. (Drilling 1600 mm. long and casing 10").                                                                                                                                                                                                                                                                                                                                                                                                    |
| 21            | Fishing Tools of Various Sizes.                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| 22            | C. I. Double Flanged Pipes.                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| 23            | Diesel Road Rollers.                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| 24            | Air Compressors.                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| 25            | Vibrators.                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| 26            | Concrete Mixers.                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| 27            | Stone Crushers.                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| 28            | Jack Hammers.                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| 29            | Machine Tools of following types—<br>(i) Lathes of all types.<br>(ii) Planing Machines, Shaping Machines, Milling Machines, Drilling<br>Machines.<br>(iii) Welding sets (All types)<br>(iv) Hammers of all types required by Geology and Mining Department<br>and Ground Water Survey and Development Agency i.e. all types of bits<br>and drill-rods including drilling machines required by Irrigation Depart-<br>ment and Industries, Energy and Labour Department. |
| 30            | Fire Extinguishers/Fire Fighting machinery and Equipment.                                                                                                                                                                                                                                                                                                                                                                                                              |
| 31            | Centrifugal and Reciprocating pumping sets (electrical and diesel.)                                                                                                                                                                                                                                                                                                                                                                                                    |
| 32            | Submersible pumps.                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| 33            | Generating sets.                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| 34            | Coolers, Water Coolers and Air Coolers.                                                                                                                                                                                                                                                                                                                                                                                                                                |
| 35            | All types of Weighing Machines etc.                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| 36            | Grinding Machines.                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| 37            | Sewing Machines (all types)                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| 38            | Ejecto pumps (all types)                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| 39            | Sterilisers, Autoclaves and Centrifuges of all types.                                                                                                                                                                                                                                                                                                                                                                                                                  |
| 40            | Deep Freezers (All types)                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| 41            | Electric Ammeters and Voltmeters.                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| 42            | Oscilloscopes of all types.                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| 43            | Printing machines (All types)                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| 44            | G. I. Pipes (All types)                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| 45            | Hydraulic pumps.                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| 46            | Microscopes                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| 47            | Asphalt mixers.                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| 48            | I.R.S. Pipes M.S. seamless pipes.                                                                                                                                                                                                                                                                                                                                                                                                                                      |

ANNEXURE C—*concd.*

| Serial<br>No. | Item |
|---------------|------|
|---------------|------|

## III. LEATHER PRODUCTS

(f) Leather items all such as Boots, Chappals, etc. ~~excluding~~ Belts and items covered in Annexure A.

## IV. MISCELLANEOUS ITEMS

- 1 Cotton Waste.
- 2 Carbon Paper for typewriter.
- 3 Type writing paper.
- 4 Bible paper
- 5 Stencil papers.
- 6 Sealing wax.
- 7 Canvas shoes.
- 8 Pencils (all types)
- 9 Tyres and Tubes (bicycles, scooters, motor cycles and other vehicles.)
- 10 White printing paper.
- 11 Glass Ampoules.
- 12 Rain Coats/Rain Caps with hoods etc.
- 13 Gum Boots.
- 14 Tarpaulines.
- 15 Card-board Boxes.
- 16 P. P. Caps.
- 17 R. C. C. Pipes (all types)
- 18 Punching Machines.
- 19 Inks (all types)
- 20 Oil for Typewriters.
- 21 Torches and Cells.
- 22 Wall clocks, Time Pieces.
- 23 Type-writing Ribbons.
- 24 Pen and Pencil Carbon Paper.
- 25 Duplicating Ink.
- 26 Straw Boards.
- 27 File Boards.
- 28 Umbrellas.
- 29 Polythene Bags/sheets.
- 30 Phenyl.
- 31 Electronic Calculators.
- 32 Tubelights and Bulbs and Accessories.
- 33 Fans (all types)
- 34 Rubber Stamp Pad.
- 35 Stapplers and Stapples.
- 36 P.V.C. Pipes.

From

The Under Secretary to the Government of Maharashtra,  
Industries and Labour Department.

To

The Secretary,  
National Association for the Blind,  
Worli, Bombay.

Sir,

I am directed to state that instructions have been issued to all the Indenting Officers that the articles manufactured by the workshop for the Blind, Worli, Bombay, should be purchased by them directly from the workshop, and the enclosed list of articles manufactured by the workshop has been circulated to them.

It has been brought to the notice of Government that the workshop will not be able to manufacture pins, clips and polythene bags without provision of raw materials by the purchaser. As the Indenting officers of the Government will not be in a position to supply the raw materials for the manufacture of pins, clips and polythene bags, please intimate whether these items should be deleted from the list or you will be able to supply these items without the indentors supplying the raw materials.

Yours faithfully,

(Signed).....

Under Secretary to the Government of Maharashtra,  
Industries and Labour Department.

*List of items manufactured by the Workshop for the Blind, Bombay*

1. Road Sweeping Brushes.
2. Wooden Strainer Fillers.
3. Vibration Dampers.
4. Bumper Hoods.
5. Wooden Crates and Variety of Brushes.
6. Canvas Solid Liver Bags.
7. Rexine Aprons.
8. Danger suits i.e. Builder Suits etc.
9. Envelopes.

10. Variety of Brushes.
11. Rebristling of Brushes.
12. Wooden paper weights.
13. Assembling of Plastic Beed Necklaces.
14. Fixing of Plastic Washers.
15. Rope Clips.
16. Manufacture of Pins, Clips, Polythene bags and sealing wooden crates for Aerated water bottles, wooden packing cases.
17. Assembling of telephone parts, Radio Components, Electrical accessories, fans, sewing machine parts, cycle and tricycle parts, automobiles parts, scooters, plastic goods, toy parts, water cocks, stove parts.
18. Packing, wrapping, weighing of component parts i.e. nuts, bolts, ball and roller bearings, screws etc.
19. Vibration Dampers (used in the manufacture of Jeeps, Cars etc.).
20. Wooden Round Stocks.
21. Manufacture of card board boxes, case boards and file boards.
22. Kit bags for the Defence Forces.
23. Haver Sacks for the Defence Forces.
24. Webb Belts for the Defence Forces.
25. Laundry Bags, Postal Bags, Postal Haver Sacks, Canvas Bags or Peon Bags.
26. Aprons, Gowns, Pillow, Cushions, C/S mattresses, Surgical clothing, Medical Coats, Simple Clothing i.e. Overcoats, under shorts, Uniforms, etc.
27. Red and Green Flags (required by Railways).

जुन्या खुर्च्या वगैरेंचो विणार्ई-  
मेहनतान्याचा दर

### उद्योग व कामगार विभाग

शासन निर्णय क्रमांक मां.ख.सं. १०७६/२३४७०/उद्योग-३

सचिवालय, मुंबई-३२, दिनांक २२ मे १९६७

### शासन निर्णय

बृहन्मुंबईतील कारागृह वगळून इतर सर्व शासकीय कार्यालयांनी आपल्याकडील जुन्या खुर्च्या वगैरेंच्या विणार्ईचे (रिकेनिंगचे) काम खाली निर्देशित केलेल्या संस्थांकडेच दर चौरस फुटास रुपये ३.६० पैसे दराने देण्यात यावे असा आदेश देण्यात येत आहे.

- (१) दि. एन्. एस्. डी. अंधांसाठी औद्योगिक गृह, वरळी.
- (२) दि. ब्रिक्फोरेिया मेमोरियल अंधशाळा, ताडदेव.
- (३) पुण्यासाठी भिक्षेकारी गृह, चेंबूर.

*Recaning of old chairs/Furniture—  
fixing the rate of —*

INDUSTRIES, ENERGY AND LABOUR DEPARTMENT

Resolution No. SPO. 1073/308-IND-5

Sachivalaya, Bombay 400 032, dated the 13th December 1975

**RESOLUTION**

Government is pleased to direct that all recaning work of Chairs/Furniture to be done in Government offices excluding Jails in Greater Bombay, should be entrusted to the following Institutions in addition to the Institutions mentioned in Government Resolution, dated the 22nd May 1967 and 6th October 1970, at the rate of Rs. 4.50 per 1,000 cms. in plastic cane only.

(1) Blind Men's Industrial Co-operative Producers Society Ltd., 22/686, Maharashtra Housing Board, Tagore Nagar, Vikhroli (East), Bombay 400 083.

(2) Industrial Home for Blind Women, 160, Dadasaheb Phalke Road, Dadar, Bombay 400 014.

2. Government is also pleased to direct that the rate of Rs. 4.00 per 1,000 cms. for recaning of chairs/Furniture sanctioned under Government Resolution, Industries and Labour Department, No. SPO. 1070/43549-IND-III, dated the 6th October 1970 should be raised to Rs. 4.50 per 1,000 cms. in plastic cane.

*Direct purchase of articles manufactured by  
the Training-cum-Production Centre for  
Ex-Servicemen, Satara.*

INDUSTRIES AND LABOUR DEPARTMENT

Circular No. SPO. 1067/51091-IND-III

Sachivalaya, Bombay 32, (BR), 28th September 1967

**CIRCULAR**

It has been brought to the notice of Government that the Training-cum-Production Centre for ex-Servicemen, Satara, a Government aided institution, is manufacturing the following items of stores :—

1. Manjarpai 50 inches and 60 inches width,
2. Bed sheets white 50 inches × 90 inches,
3. Bed sheets white 60 inches × 90 inches,
4. Bed sheets coloured 50 inches × 90 inches,
5. Bed sheets coloured 60 inches × 90 inches,
6. Gadipat 40 inches × 50 inches width,
7. Towels Plain and Coloured 30 inches × 54 inches,
8. Steel chairs standard size,
9. Iron Cots 6 feet × 2-½ feet,
10. Iron Cots 6 feet × 3 feet,
11. Iron Cots 6 feet × 3-½ feet,
12. Steel Racks all sizes,
13. Grills all sizes, and
14. Wooden Furniture all type,

As this Centre has been set up with a view to providing employment to the ex-servicemen and dependents of servicemen killed in action, and is run with aid from Government, Government is pleased to direct that the articles manufactured by the Training-cum-Production Centre for Ex-servicemen, Satara, may be obtained by the Heads of Departments and Offices directly without calling for tenders provided the articles manufactured are of standard quality and the cost is comparable with those manufactured by Jails or other Government or semi-Government institutions.

2. Government is accordingly pleased to direct that in entry No. (4) of the Appendix to the Government Circular, Industries and Co-operation Department, No. 2259-IND-III dated the 6th February 1959 in column 1, after the words "Production Centres of the Maharashtra State Khadi and Village Industries Board, Chandrapur" the following should be added, viz. :-

"Training-cum-Production Centre for Ex-Servicemen, Satara."

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*Central Stores Purchase Organisation :*  
Procedure for the purchase of stores  
through the —

INDUSTRIES AND LABOUR DEPARTMENT  
Circular No. SPO. 1063-IND-III  
Sachivalaya, Bombay 32, 12th December, 1963

**CIRCULAR**

Government is pleased to direct that in the Appendix to the Government Circular, Industries and Co-operation Department, No. SPO. 2259-IND-II, dated the 6th February 1959 in entry No. 4, in column (1) after the words "Social Welfare Department" the words "Shri Jagadamba Khushtha Nivas, Amravati and Kutumb Kalyan Sahakari Udyog Samiti Ltd., North Ambazari Road, Nagpur-1" should be added.

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महाराष्ट्र खादी आणि ग्रामोद्योग मंडळाच्या  
उत्पादन केंद्रांनी तयार केलेल्या साहि-  
त्याची परस्पर खरेदी.

**उद्योग व कामगार विभाग**

दुरुस्ती पत्रक क्रमांक एसपीओ १०६७/६७३८५/उद्योग-३  
सचिवालय, मुंबई-३२, दिनांक २९ नोव्हेंबर १९६८

**दुरुस्ती पत्रक**

शासन परिपत्रक, उद्योग व कामगार विभाग, क्रमांक एसपीओ. १०६७/१९८४०-उद्योग-३, दिनांक १५ मार्च १९६७ च्या परिच्छेद क्रमांक २, ओळ क्रमांक ६ मधील 'चंद्रपूर' या शब्दानंतर—

(१) सरंजाम कार्यालय, रत्नागिरी व

(२) हात कागद संस्था शेतकी महाविद्यालय आवार, पुणे-५ या दोन संस्थांच्या नावांचा समावेश करावा.

Purchase of articles manufactured by the  
Munchorjee Neurojee Banajee Industrial  
Home for the Blind, Jogeshwari, Bombay.

INDUSTRIES AND LABOUR DEPARTMENT  
Circular No. SPO.1065/24642-IND-III  
Sachivalaya, Bomay 32, 20th April 1966

### CIRCULAR

Government has decided that articles manufactured by the Munchorjee Neurojee Banajee Industrial Home for the Blind, Chateau Dieu, 280, Swami Vivekanand Road, Jogeshwari, Bombay-60, may be purchased directly without reference to the Central Purchases Organisation. The main activity of this Industrial Home for the Blind is manufacturing Handloom Dusters and Swabs. The cost price of the dusters may, however, be got approved by the Director, Government Printing and Stationery, Bombay, so as to ensure the quality and cost of the dusters. Accordingly in the Appendix to the Government Circular, Industries and Co-operation Department, No. SPO. 1065-IND-II, dated the 6th February 1959, in entry No. (4) in column 1, after the words "Fellowship of Physically Handicapped, Bombay" the following words should be added, namely:—

"The Munchorjee Neurojee Banajee Industrial Home for the Blind, Jogeshwari, Bombay".

क्रमांक एसपीओ. १०७१/३५६९३-उद्योग-१(अ)

उद्योग व कामगार विभाग

सचिवालय, मुंबई ३२, दिनांक ५ नोव्हेंबर १९७३.

विषय.—छत्र्यांची खरेदी—छत्री उत्पादन सहकारी संस्था, कर्जत व छत्री उत्पादन केंद्र,  
कोल्हापूर जिल्हा परिषद, कोल्हापूर यांच्यासाठी राखीव साठा—

### ज्ञापन

संचालक, शासकीय मुद्रण व लेखनसामग्री, मुंबई यांना त्यांचा पत्र क्रमांक टीवाय/छत्री७३-७४/९९२, दिनांक ३ ऑगस्ट १९७३ च्या संदर्भात आणि शासकीय पत्र क्रमांक एसपीओ. १०६९/१३२०५-उद्योग-३, दिनांक १ ऑगस्ट १९६९ यामध्ये अंशतः फरक करून मला असे कळविण्याचा आदेश झाला आहे की, छत्री उत्पादन सहकारी सोसायटी लिमिटेड, कर्जत यांचेकडून शासनाच्या यांच्या एकूण वार्षिक गरजेच्या शेकडा २५ टक्के करण्यात येत असलेली छत्र्यांची ही यापुढे शेकडा १२.५ टक्के इतकी करण्यात यावी. राहिलेली शेकडा १२.५ हे छत्र्यांची खरेदी छत्री उत्पादन केंद्र, कोल्हापूर जिल्हा परिषद, कोल्हापूर येथे करण्यात यावी. ही व्यवस्था १९७४-७५ या आर्थिक वर्षापासून अंमलात आणण्यात यावी. तसेच वरील दोन्ही संस्थांकडून खरेदी करावयाच्या छत्र्यांचे दर वेळी उद्योग आयुक्त व मध्यवर्ती भांडार खरेदी अधिकारी, मुंबई यांनी शासनाच्या संमतीने ठरवून घ्यावेत व त्या दराप्रमाणेच संबंधित अधिकाऱ्यांनी खरेदी करावी.

Sachivalaya, Bombay 400 032,  
14th January 1974.

To

All Departments of Secretariat,  
The Director of Industries and Central Stores Purchasing Officer,  
All other Heads of Departments and Heads of Offices under Several Departments  
of Secretariat.

*Subject.*—Purchase of jail-made articles by Government Department.

Government is pleased to forward a list of jail made articles.

2. The indenting Departments should approach the concerned Prison Authorities direct and submit their indents for jail-made articles well in time.

*The List of Jail-made Articles*

| Articles                 | Name of the prison where it is manufactured                                                                                                                                                                                                                                        | The Officer I/c to whom indenting department should approach |
|--------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------|
| 1                        | 2                                                                                                                                                                                                                                                                                  | 3                                                            |
| 1. Ankle Boots ..        | Yerawada Central Prison, Nashik Road Central Prison.                                                                                                                                                                                                                               | Inspector General of Prisons, Maharashtra, Pune.             |
| 2. Batons (Wooden)       | Yerawada Central Prison, Nagpur Central Prison.                                                                                                                                                                                                                                    | Do.                                                          |
| 3. Bed sheets ..         | Yerawada Central Prison, Nashik Road Central Prison, Aurangabad Central Prison, Nagpur Central Prison, Thane Central Prison, Visapur District Prison, Amravati District Prison, Akola District Prison, Ratnagiri Special Prison, Borstal School, Kolhapur, Dhulia District Prison. | Do.                                                          |
| 4. Bed thickening cloth. | Do.                                                                                                                                                                                                                                                                                | Do.                                                          |
| 5. Bond paper ..         | Yerawada Central Prison ..                                                                                                                                                                                                                                                         | Do.                                                          |
| 6. Book Binding ..       | Do.                                                                                                                                                                                                                                                                                | Do.                                                          |
| 7. Calico cloth ..       | Yerawada Central Prison, Nashik Road Central Prison, Aurangabad Central Prison, Nagpur Central Prison, Thane Central Prison, Visapur District Prison, Amravati District Prison, Akola District Prison, Dhulia District Prison, Ratnagiri Special Prison, Borstal School, Kolhapur. | Do.                                                          |
| 8. Counter-pane ..       | Do.                                                                                                                                                                                                                                                                                | Do.                                                          |
| 9. Carpets loom ..       | Do.                                                                                                                                                                                                                                                                                | Do.                                                          |

| 1                                                    | 2                                                                                                                                                                                                                                                                                   | 3                                                |
|------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------|
| 10. Carpets punja ..                                 | Yerawada Central Prison, Nashik Road Central Prison, Aurangabad Central Prison, Nagpur, Central Prison, Thane Central Prison, Visapur District Prison, Amravati District Prison, Akola District Prison, Dhulia District Prison, Ratnagiri Special Prison, Borstal School, Kolhapur. | Inspector-General of Prisons, Maharashtra, Pune, |
| 11. Curtain cloth ..                                 | Do.                                                                                                                                                                                                                                                                                 | Do.                                              |
| 12. Cotton Woolen Chaddars.                          | Do.                                                                                                                                                                                                                                                                                 | Do.                                              |
| 13. Carbolic soap bars and cakes.                    | Nashik Road Central Prison ..                                                                                                                                                                                                                                                       | Do.                                              |
| 14. Case boards ..                                   | Yerawada Central Prison ..                                                                                                                                                                                                                                                          | Do.                                              |
| 15. Chair mats ..                                    | Yerawada Central Prison, Nashik Road Central Prison, Aurangabad Central Prison, Nagpur Central Prison, Thane Central Prison, Visapur District Prison, Amravati District Prison, Akola District Prison, Ratnagiri Special Prison, Borstal School, Kolhapur, Dhulia District Prison.  | Do.                                              |
| 16. Chevrons in bulk quantities 1000 Nos. and above. | Yerawada Central Prison ..                                                                                                                                                                                                                                                          | Do.                                              |
| 17. Cotton Chaddars                                  | Yerawada Central Prison, Nashik Road Central Prison, Aurangabad Central Prison, Nagpur Central Prison, Thane Central Prison, Visapur District Prison, Amravati District Prison, Akola District Prison, Ratnagiri Special Prison, Borstal School, Kolhapur, Dhulia District Prison.  | Do.                                              |
| 18. Card Sheets ..                                   | Yerawada Central Prison ..                                                                                                                                                                                                                                                          | Do.                                              |
| 19. Design Carpets..                                 | Yerawada Central Prison, Nashik Road Central Prison, Aurangabad Central Prison, Nagpur Central Prison, Thane Central Prison, Visapur District Prison, Amravati District Prison, Akola District Prison, Ratnagiri Special Prison, Borstal School, Kolhapur, Dhulia District Prison.  | Do.                                              |
| 20. Double dungry                                    | Do.                                                                                                                                                                                                                                                                                 | Do.                                              |

| 1                                             | 2                                                                                                                                                                                                                                                                                 | 3                                                |
|-----------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------|
| 21. File boards ..                            | Yeravada Central Prison ..                                                                                                                                                                                                                                                        | Inspector-General of Prisons, Maharashtra, Pune. |
| 22. Hand-made drawing paper,                  | Do.                                                                                                                                                                                                                                                                               | Do.                                              |
| 23. Hand-made blotting paper,                 | Do.                                                                                                                                                                                                                                                                               | Do.                                              |
| 24. Hand-made file covers,                    | Do.                                                                                                                                                                                                                                                                               | Do.                                              |
| 25. Hospital cloth Nos. 1, 2, 4, 6, 7 and 8,  | Yeravada Central Prison, Nashik Road Central Prison, Aurangabad Central Prison, Nagpur Central Prison, Thane Central Prison, Visapur District Prison, Amravati District Prison, Ratnagiri Special Prison, Akola District Prison, Borstal School, Kolhapur District Prison.        | Do.                                              |
| 26. H. C. Towels                              | Do.                                                                                                                                                                                                                                                                               | Do.                                              |
| 27. Blue black Ink powder packets.            | Nashik Road Central Prison ..                                                                                                                                                                                                                                                     | Do.                                              |
| 28. Iron cots and Cradles,                    | Do.                                                                                                                                                                                                                                                                               | Do.                                              |
| 29. Kit boxes                                 | Do.                                                                                                                                                                                                                                                                               | Do.                                              |
| 30. Leather articles such as chappals, belts, | Yeravada Central Prison, Nashik Road Central Prison, Akola District Prison.                                                                                                                                                                                                       | Do.                                              |
| 31. Long cloth ..                             | Yeravada Central Prison, Aurangabad Central Prison.                                                                                                                                                                                                                               | Do.                                              |
| 32. Napkins ..                                | Yeravada Central Prison, Nashik Road Central Prison, Aurangabad Central Prison, Nagpur Central Prison, Thane Central Prison, Visapur District Prison, Amravati District Prison, Akola District Prison, Ratnagiri Special Prison, Borstal School, Kolhapur, Dhule District Prison. | Do.                                              |
| 33. Nawar (cot tape)                          | Do.                                                                                                                                                                                                                                                                               | Do.                                              |
| 34. Office furniture articles (wooden).       | Yeravada Central Prison, Nashik Road Central Prison, Aurangabad Central Prison, Nagpur Central Prison, Thane Central Prison, Dhule District Prison, Borstal School, Kolhapur.                                                                                                     | Do.                                              |
| 35. Phenyl ..                                 | Nashik Road Central Prison ..                                                                                                                                                                                                                                                     | Do.                                              |
| 36. Pin cushion (ordinary).                   | Yeravada Central Prison, Nashik Road Central Prison, Aurangabad Central Prison, Nagpur Central Prison, Amravati District Prison.                                                                                                                                                  | Do.                                              |

| 1                                                            | 2                                                                                                                                                                                                                                                                                 | 3                                               |
|--------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------|
| 37. Pin Cushion (superior).                                  | Yeravda Central Prison, Nagpur Central Prison.                                                                                                                                                                                                                                    | Inspector-General of Prison, Maharashtra, Pune. |
| 38. Police carpets ..                                        | Yeravda Central Prison, Nashik Road Central Prison, Aurangabad Central Prison, Nagpur Central Prison, Thane Central Prison, Visapur District Prison, Amravati District Prison, Akola District Prison, Dhule District Prison, Ratanagiri Special Prison, Borstal School, Kolhapur. | Do.                                             |
| 39. Port folios ..                                           | Yeravda Central Prison                                                                                                                                                                                                                                                            | Do.                                             |
| 40. Pokers ..                                                | Do.                                                                                                                                                                                                                                                                               | Do.                                             |
| 41. Packing cases ..                                         | Yeravda Central Prison, Nashik Road Central Prison, Aurangabad Central Prison, Nagpur Central Prison.                                                                                                                                                                             | Do.                                             |
| 42. Rollers round wooden.                                    | Yeravda Central Prison, Nagpur Central Prison.                                                                                                                                                                                                                                    | Do.                                             |
| 43. Recanning of chair seats and back with plastic cane.     | Yeravda Central Prison, Nashik Road Central Prison, Aurangabad Central Prison, Nagpur Central Prison, Thane Central Prison, Dhule District Prison, Borstal School, Kolhapur.                                                                                                      | Do.                                             |
| 44. Saddlery soap bars.                                      | Nashik Road Central Prison                                                                                                                                                                                                                                                        | Do.                                             |
| 45. Soft soap ..                                             | Do.                                                                                                                                                                                                                                                                               | Do.                                             |
| 46. Sarees ..                                                | Yeravda Central Prison, Nashik Road Central Prison, Aurangabad Central Prison, Nagpur Central Prison, Amravati District Prison.                                                                                                                                                   | Do.                                             |
| 47. Tailoring Stitching of uniforms, hospital clothing, etc. | Yeravda Central Prison, Nashik Road Central Prison, Aurangabad Central Prison, Nagpur Central Prison, Amravati District Prison, Dhule District Prison, Thane Central Prison.                                                                                                      | Do.                                             |
| 48. Tea-pots ..                                              | Yeravda Central Prison, Nashik Road Central Prison, Aurangabad Central Prison, Nagpur Central Prison, Dhule District Prison, Thane Central Prison, Borstal School, Kolhapur.                                                                                                      | Do.                                             |
| 49. Toilet soap cakes.                                       | Nashik Road Central Prison                                                                                                                                                                                                                                                        | Do.                                             |
| 50. Washing soap bars (laundry soap bars).                   | Do.                                                                                                                                                                                                                                                                               | Do.                                             |
| 51. Wooden trays ..                                          | Yeravda Central Prison, Nashik Road Central Prison, Aurangabad Central Prison, Nagpur Central Prison, Thane Central Prison.                                                                                                                                                       | Do.                                             |
| 52. Wooden blotters                                          | Yeravda Central Prison, Nashik Road Central Prison.                                                                                                                                                                                                                               | Do.                                             |
| 53. Wood turning articles.                                   | Yeravda Central Prison, Nagpur Central Prison.                                                                                                                                                                                                                                    | Do.                                             |

HOME DEPARTMENT

Circular No. MIS. 5171/26701-(338)-XVI

Sachivalaya, Bombay 400 032, dated 23rd August 1973

*CIRCULAR*

Government is pleased to accept the recommendation made by Commissioner, Administrative Reorganisation (Shri Heble) in paragraph 30.18 of his report regarding optimum utilisation of prison labour and equipment and is pleased to direct that all Government Departments should purchase from the Jail Department their requirements of such articles as can be supplied by that Department, without making reference to the Central Stores Purchasing Officer and at the prices quoted by the Jail Department. No purchases should be made from outside agencies unless the Jail Department is unable to supply the requirements. Works such as stitching of uniforms should be also got done through the Prison Department. Orders should be placed allowing the Prison Department sufficient time to fulfil them. The tendency to book orders late in the financial year and insisting on supplies before the close of the year should be avoided.

2. Government desires that Government undertakings should also follow this policy of patronising Prison Industries to the fullest possible. The Sachivalaya Departments are requested to take this up with the undertakings under their control and persuade them to accept this as a policy.

*Procedure for purchase of G. C. Yarn by  
Government Departments.*

INDUSTRIES, ENERGY AND LABOUR DEPARTMENT

Resolution No. SPO. 1076/52093(3047)/IND-6

Sachivalaya, Bombay-400 032, dated the 23rd September 1976

*RESOLUTION*

Government directs that the following procedure should be followed henceforth while effecting purchase of G. C. Yarn by various Government Departments :—

(i) Whenever the G. C. Yarn is required by any Government Department they should effect direct purchase from the mills under the management of Maharashtra State Textile Corporation by negotiating the prices with Maharashtra State Textile Corporation.

(ii) In case, the required yarn is not available from the mills under the management of Maharashtra State Textile Corporation, Government Departments should then purchase the yarn from the mills under the management of National Textile Corporation (Maharashtra South) or National Textile Corporation (Maharashtra North) after negotiating the prices.

(iii) If the required type of yarn is not available either with No. (i) above or No. (ii) above then in that case indent for the items giving detailed specifications and samples along with the certificate indicating that the item in question is not available with the abovementioned mills, should be forwarded to the Central Stores Purchase Organisation for processing the same.

*Khadi :*

*Purchase of— for meeting Government's  
cloth requirements.*

INDUSTRIES AND LABOUR DEPARTMENT

Circular No. SPO. 1961-IND-III

Sachivalaya, Bombay 400 032, dated 21st April 1961

*CIRCULAR*

Government in Government Resolution, Industries and Labour Department, No. SPO-1957-IND-II, dated 22nd January 1958 have issued instructions regarding purchase of khadi by various Government Departments. In the meeting of the Maharashtra Khadi and Village Industries Commission held at Bombay on 26th March 1961 it was suggested that if intimation well in advance of the requirements of khadi with specification is given by Government Departments to the Central Office of the Khadi and Village Industries Board, it would facilitate prompt production of Khadi by the various production units. Government after considering the suggestion is pleased to direct that, the Collectors of districts, all Heads of Departments and the Director, Government Printing and Stationery, Bombay should inform the Central Office of Khadi and Village Industries Board, Bombay, their requirement of Khadi along with specifications as well as date by which supply is required, by 30th April, and 31st October of each year.

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INDUSTRIES AND LABOUR DEPARTMENT

Circular No. SPO. 1061-IND-III

Sachivalaya, Bombay 400 032, dated 28th November 1961

*CIRCULAR*

Government is pleased to clarify that "Khadi" referred to in the Government Circular, No. SPO. 1061-IND-III, dated 21st April 1961 includes "Cotton, Wool and Silk Khadi cloth".

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INDUSTRIES AND LABOUR DEPARTMENT

Government Circular No. SPO. 1070/42914-IND-III

Sachivalaya, Bombay 400 032, dated 6th August 1970.

*CIRCULAR*

It has been observed that some of the Government Offices are not purchasing the Khadi, certified by the All India Khadi Commission, for meeting their cloth requirements. As per Government Circular, Industries and Co-operation Department, No. SPO. 1957-IND-II, dated the 22nd January 1958 (Copy enclosed for ready reference), for all the cloth requirements of the various Government Departments, Khadi certified by the All India Khadi Commission, should be purchased at the fixed price (except the requirements mentioned in clauses (a) and (b) of para. 1 of Government Circular under reference). All Departments of Government and their subordinate offices are requested to ensure that for meeting all their cloth requirements orders issued under Government Circular, Industries and Co-operation Department, No. SPO. 1957-IND-II, dated 22nd January 1958, are followed.

*Khadi :*

*Purchase of — for meeting Government cloth requirements.*

INDUSTRIES AND CO-OPERATION DEPARTMENT

Resolution No. SPO. 1957-IND-II

Bombay-1, 22nd January 1958

**RESOLUTION**

Prior to the recognition of the States, different systems/policies were followed in different component parts of the present State of Bombay for meeting cloth requirements of Government. With a view to ensure that a uniform policy is followed by all offices in making purchase of the various categories of cloth required by them, Government is pleased to direct that the following orders should be followed scrupulously by all Government offices in the State:—

(1) For all the cloth requirements of the various Government Departments Khadi certified by the All-India Khadi Commission should be purchased at the fixed price except for the requirements mentioned at (a) and (b) below:—

(a) As special type of Khadi cloth is required for the uniforms of Police Constables and Home Guards, and as the same is not available in Khadi Cloth, the Cloth requirements for these purposes should be met by purchasing either handloom cloth if possible, or by purchasing mill made cloth;

(b) All cloth requirements of Government Hospitals except that type of cloth only which is not available in Khadi should be met by purchasing Khadi only.

(2) Certain Government institutions as Jails, etc. and special institutions like N. S. D. Home for the Blind, Worli, from whom certain types of cloth is purchased for meeting Government requirements should be requested to manufacture this cloth from the Ambar-Charkha-Yarn instead of the Mill yarn. The cloth produced by these institutions should get preference in meeting the cloth requirements of Government Departments.

(3) The Collector of every district or any other District Officers should purchase Khadi for meeting their cloth requirements from certified Khadi Bhandars only. The heads of Departments should meet their cloth requirements by purchasing Khadi through the Bombay Village Industries Board.

(4) While purchasing Khadi for meeting Government requirements preference should be given to the Khadi produced in the Bombay State. Khadi produced in other states should be purchased only after getting in writing from the Certified Bhadrars or from the Bombay Village Industries Board that the Khadi produced in Bombay-State area is not available.

(5) As the schedule of rates for Khadi has been fixed by the Charkha Sangh and by the All-India Khadi Commission, there is no need to call for tenders for purchase of Khadi.

(6) If it is absolutely necessary to purchase any cloth, other than Khadi for any special occasion (even in small quantity), except for the requirements as mentioned in clauses (a) and (b) of paragraph 1 above, the Departments concerned should obtain the specific orders of Government and should make the purchase only after obtaining such orders.

INDUSTRIES AND LABOUR DEPARTMENT

Resolution No. SPO. 1069/30357-IND-I(3)

Sachivalaya, Bombay 400 032, dated 11th October 1972

**RESOLUTION**

In November 1970, Government of Maharashtra had set up a committee under the Chairmanship of Shri N. M. Tidke, Minister for Labour, to look into the problems of Handloom Weavers and to find out a solution for the same. Accordingly, the Committee has recommended that where purchases are made of cloth other than Khadi such purchases shall be substituted by handloom cloth. This recommendation has been approved by Government with the modification that the substitutions shall be by handloom textiles manufactured in Maharashtra State. In view of this, Government is pleased to direct that the handloom textiles manufactured in the Maharashtra State should be used for bed sheets and pillow covers and Tapestry cloth etc., for couches, cushion covers, curtains for doors and window, etc., for which purpose at present use of Khadi is not compulsory.

*Uniforms to Class IV Servants.*

INDUSTRIES AND LABOUR DEPARTMENT

Resolution No. SPO-1074/23594-IND-II(A)

Sachivalaya, Bombay 400 032, dated the 1st June 1974

**RESOLUTION**

Orders issued by Government from time to time regarding the purchase of Khadi for meeting Government cloth requirements are contained in the Government Resolutions and Government Circular referred to in the Preamble. The question regarding the use of Khadi in Government Departments had recently been reviewed in the light of the various proposals made in that behalf. After careful consideration of the matter, Government is pleased to direct that the existing orders should continue to be followed scrupulously by all Government Offices, subject to the following further clarifications :—

(1) In cases falling under exceptions (a) and (b) of para 1 of Government Resolution, Industries and Co-operation Department No. SPO-1957-IND-II, dated 22nd January 1958, the use of Khadi cloth (or other mill made cloth required for uniforms) or handloom cloth should continue as before, subject to the condition that :—

(i) the mill made cloth should be purchased from the Government controlled mills only; and

(ii) the handloom cloth should be the one produced in the State of Maharashtra and purchased through the Directorate of Handloom, Powerloom and Co-operative Textiles, Maharashtra.

(2) In cases where because of the nature of work which the employees are required to do, Khadi cloth is not considered suitable by the concerned Administrative Department, the use of Khadi cloth can be replaced by the handloom cloth manufactured in the State and purchased through the Directorate of Handloom, Powerloom and Co-operative Textiles.

(3) In all other cases, where the use of mill made cloth is not authorised, use of Khadi should continue as before.

(4) Handloom Textiles manufactured in Maharashtra should be used for bed sheets and pillow covers and Tapestry cloth for couches, cushion covers, curtain for doors and windows etc.

2. In all cases mentioned above the purchases should be made through the Industries Commissioner and Central Stores Purchasing Officer, Bombay, who should keep a watch on the purchases of cloth requirements of various Government Departments and send a report about the implementation of these orders to Government in due course.

INDUSTRIES, ENERGY AND LABOUR DEPARTMENT

Corrigendum No. SPO. 1077/129351/IND-6

Mantralaya, Bombay 400 032, dated the 16th August 1977

CORRIGENDUM

For the words and figures "Uniforms to Class IV Servants" mentioned in the caption of the Government Resolution, Industries and Labour Department, No. SPO. 1074/28609-IND-I(A), dated the 1st June 1974, following words should be substituted:—

Khadi :

Purchase of — for meeting Government's  
cloth requirements

Regarding exceptions for — "

Dispersal of Industries :

Package Scheme of Graded Incentives—  
Revision of —

INDUSTRIES, ENERGY AND LABOUR DEPARTMENT

Resolution No. IDA.7076/6212(5)/IND-8

Mantralaya Annexure, Bombay 400 032, dated the 18th January 1977

*Preamble.*—In order to achieve dispersal of industries outside the Bombay-Thane-Pune complex, Government has been giving since 1964, a package of incentives which includes sales-tax refund relief in electricity tariff, octroi duty, etc, as mentioned in Government Resolution, Industries and Labour Department No. IDA. 7064/IND.I, dated 25th September 1964, for industrial units coming up in the backward areas of the State. This scheme was reviewed from time to time and with effect from 15th August, 1973 a Package Scheme of Graded Incentives was sanctioned under Government Resolution, Industries and Labour Department No. IDA 7073/34605-IND-I,B) dated 23rd October 1973 (hereinafter called as 1973 scheme) so as to ensure that industries going to the more backward areas get higher incentives than those being located in the comparatively advanced areas. The 1973 Scheme has expired on July 31, 1976. Government had under consideration the question of revising this scheme so as to make it more effective and also to make it employment oriented so as to encourage setting of employment oriented Units in the backward areas.

## RESOLUTION

1.1. Government is pleased to direct that the Package Scheme of Graded Incentives as modified last under Government Resolution, Industries and Labour Department No. IDL 7073/34605-IND.I(B), dated 23rd October 1973, should be further modified as indicated below with effect from the 1st August, 1976:

1.2. The modified Package Scheme of Graded Incentives (hereinafter called as 1976-Scheme) shall be in operation for a period of 3 years commencing from 1st August, 1976 to 31st July, 1979. Government may at any time after giving six months notice make any amendments to the scheme but the commitments already made shall not be affected by any such amendment.

1.3. The State of Maharashtra shall be divided in three Groups i.e. Group 'A' where no incentives are admissible, being developed areas; Group 'B' where some industrial development has already taken place and Group 'C' areas which are industrially more backward. The various areas included in Groups 'A', 'B' and 'C' as indicated above, are shown in the Annexure to this Resolution.

1.4. The incentives under the 1976 Scheme shall be available to all units in the private sector and the co-operative sector. The incentives, under Part I only, shall be available to all state Public Sector and Joint Sector undertakings. The cases of the Central Public sector units for incentives under this 1976-scheme shall be considered by Government on merits of each case.

1.5. No incentives will be available if the existing unit starts a new unit and/or undertakes expansion or diversification in the same taluka in which it is already located.

1.6. The incentives under the 1976 scheme shall be available for shifting of fixed assets from Zones, I and II of the Bombay Metropolitan areas to the areas covered under Groups 'B' and 'C'.

### 2. PART I—SALES TAX INCENTIVES

2.1. *Eligibility.*—A unit whose application for eligibility certificate was pending with the State Industrial and Investment Corporation of Maharashtra on July 31, 1976 as also a unit to whom letter of intent was granted under the 1973 scheme but who had not taken effective steps before July 31, 1976 as envisaged under the 1973 scheme to the satisfaction of SICOM, can be considered eligible under the 1976 scheme, provided that the proposed unit is a new unit, as defined under the 1976-scheme.

2.2. A New unit set up in any of the areas covered under Group 'B' or Group 'C' which commences production on or after August 1, 1975 shall be eligible under the 1976 scheme, subject to the conditions specified under the 1976 scheme, provided that it has not been granted an eligibility certificate or a letter of intent for the said project under any of the earlier Schemes.

2.3. A unit which has been granted letter of intent under the 1973-scheme shall commence production within period of three years from the date of the letter of intent granted to it or by August 1, 1979 whichever is earlier.

2.4. A unit which has been granted letter of intent under the Package Scheme of incentives sanctioned under Government Resolution, Industries and Labour Department No. IDL 7069/IND.I, dated 2nd April 1969 (hereinafter called the 1969-scheme) shall commence production within a period of four years from the date of the letter of intent granted to it or by August 1, 1979 whichever is earlier.

2.5. Letter of intent granted to a unit which fails to go into production before the respective dates mentioned above, shall stand lapsed automatically. Application from such a unit under the 1976 scheme, however will be considered provided it satisfies all the conditions of the 1976-scheme and additionally the unit goes into production on or before August 1, 1979. However, the period of incentives in respect of medium and large scale units will be governed by 1969-scheme, 1973-scheme or 1976-scheme, whichever allows incentives for a shorter duration. In the case of small-scale units the period of incentives will be governed by the 1976-scheme only.

*Explanation.*—For the purpose of eligibility following norms shall apply to determine whether or not the unit is a "New Unit":—

(a) Industrial unit set up or proposed to be set up by a limited company, cooperative society, partnership, firm, proprietary concern, HUF, public or private Trust or a State Public Sector undertaking or a joint sector undertaking for the first time at the given location in one taluka which goes in production on or after August 1, 1975.

(b) Additions to fixed assets below 25 per cent of the Fixed Assets as approved at the time of grant of Eligibility Certificate would not constitute expansion and therefore, will form part of the original unit and hence be eligible for incentives. This limit of 25 per cent will be for the full period of Eligibility Certificate.

(c) Any additions beyond those mentioned in (d) above shall not be permissible for the purpose of incentives.

(d) Unit set up by those who have been granted a letter of intent or Eligibility Certificate under any of the earlier schemes namely 1964-scheme/1969-scheme/1973 scheme shall be considered as a "New Unit" only if it is set up in a taluka other than the one in which the eligible unit is already located.

(e) Existing unit in Zones I and II of the Bombay Metropolitan Region shifted on or after August 1, 1976 to any of the areas of Group 'B' or Group 'C' shall be considered as a New Unit.

(f) Any diversification of an existing unit shall not be considered as a new unit under the scheme.

2.6. The last date for receipt of applications for eligibility from new units which have taken "effective steps" shall be July 31, 1979.

2.7. The "effective steps" shall be as follows:—

(a) The unit shall be in effective possession of land. If the land is outside the Maharashtra Industrial Development Corporation areas, the same should have been converted into N.A.

(b) In the case of partnership firm or a limited company or a co-operative society or Trusts, registration of firm or the company or the society or the trusts should be obtained.

(c) The unit should have provisional S.S.I. Registration or D.G.T.D. registration or letter of intent.

(d) Capital Goods clearance wherever necessary should be obtained.

(e) The Means of finance for the unit should be completed to the satisfaction of the implementing agencies of the 1976-scheme.

(f) The unit should acquire at site fixed assets to the extent of at least ten per cent of the total fixed assets as envisaged for the project.

(g) The total expenditure incurred on the fixed assets (including advances paid) should be to the extent of 25 per cent of the fixed assets as originally envisaged for the project.

2.8. It may be open for the implementing agencies to examine the evidence regarding completion of effective steps even after August 1, 1979 to satisfy themselves whether the conditions for eligibility have been fulfilled by an applicant unit on or before July 31, 1979.

### 3. QUANTUM OF SALES TAX INCENTIVE UNDER PART I

3.1. A unit eligible under Part I of the 1976 scheme shall be entitled every year to the sales tax incentive and the incentive pertaining to the labour employed, which will be calculated as follows :—

- (a) Sales tax incentive at 4 per cent of the cost of fixed assets *plus*
- (b) Employment incentive based on the average employment worked out at Rs. 1,200 per job per year created limited to 4 per cent of the cost of fixed assets:

Provided that the total of the amounts calculated under (a) and (b) above shall be limited to the total Sales Tax liability during the year or 8 per cent of the gross value of the fixed assets whichever is lower.

*Explanation.*—The average employment shall be calculated on the basis of man days worked under the Factories Act, 1948 and the number of working days in that particular year. The average employment provided by each unit, shall be calculated on the basis of the annual returns submitted by the management to the Chief Inspector of Factories under the Factories Act, 1948. The Chief Inspector of Factories shall for this purpose issue necessary certificate after verification of records about the correctness of the returns sent by the management of the units eligible under the revised scheme. Incentives shall be calculated at the rate of Rs. 100 per month per job, i.e. Rs. 1,200 per year per job.

The term “sales-tax liability” shall have the same meaning as that under the 1969-scheme.

3.2. *Period for which incentives will be available under Part I.*—The sales tax and employment incentives referred to in sub-clauses (a) and (b) of para 3.1 above will be available for a period of 5, 6 or 8 years as indicated below from the date of commencement of production.

| Units                        | Units set up in areas covered under |              |
|------------------------------|-------------------------------------|--------------|
|                              | Group 'B'                           | Group 'C'    |
| Small Scale Units            | Six Years                           | Eight Years. |
| Medium and Large Scale Units | Five Years                          | Six Years.   |

3.3. The total incentives under Part I to any eligible unit during the entire period of eligibility shall not exceed Rs. 50 lacs.

3.4. All State public sector/joint sector undertakings shall be eligible for Part I sales tax incentive only.

### 4. PART II—SALES TAX INCENTIVE

4.1. *Eligibility.*—A unit in production on July 31, 1976 which satisfies the following conditions will have to apply on or before July 31, 1979 for eligibility certificate under Part II of the 1976-scheme :—

(a) The sales tax liability of the existing unit for three previous years prior to the year in which the application has been filed exceeds Rs. 9 lakhs, if the existing unit is located in areas under Group 'A' or Rs. 3 lakhs if the existing unit is located in areas under Group 'B' or Group 'C'.

(b) It has a scheme for setting up a new unit in the developing areas under Group 'B' or Group 'C'.

(c) “Effective steps” as defined in para. 12.7 are taken prior to July 31, 1979.

*Explanation.*—(i) It may be open for the implementing agencies to examine the evidence regarding fulfilment of the above conditions even after August 1, 1979 to satisfy themselves whether or not the eligible unit has fulfilled the conditions on or before July 31, 1979.

(ii) The term "sales tax liability" shall have the same meaning as that under the 1969-scheme.

(iii) For the purpose of eligibility, the norms as detailed under the explanation to para. 2.5 shall apply for determining whether or not the unit is a 'New unit'.

4.2. All provisional eligibility certificates granted by State Industrial and Investment Corporation of Maharashtra and the applications for eligibility certificates either under the 1969-scheme or under the 1973-scheme shall stand lapsed, if the units have not taken effective steps and completed the means of finance for their project by July 31, 1976 to the satisfaction of SICOM. Such units may however, be entitled to apply under the 1976-scheme, provided they satisfy the conditions for the purpose of eligibility under the 1976-scheme. The incentives to the medium and large scale units will, however, be allowed as per Part II of the 1969-Scheme, 1973-Scheme or 1976-Scheme, whichever allows less quantum of incentives. For small-scale units, the incentives will be allowed as per Part II of the 1976-Scheme only.

4.3. Unit to whom final eligibility certificate has been granted either under the 1969-scheme or under the 1973-scheme shall implement its project within a period of three years from the date of acquisition of the first fixed assets as originally envisaged in the project or before August 1, 1979 whichever is earlier. It shall cease to be entitled for sales tax loan in respect of fixed assets acquired beyond these dates.

4.4. Eligible unit under the 1976-scheme shall be entitled to choose any block falling within the period 1972-73 to 1979-80, of three consecutive years for a new unit in Group 'B', and for four consecutive years for new units in Group 'C'. For the purposes of this incentive only one block will be permissible under the 1976-Scheme irrespective of the number of New Units.

4.5. A unit which has availed of benefits under Part I shall not be entitled for the benefits under Part-II and *vice versa*. Likewise a unit which has availed of benefits under 1964-scheme or Part I of the 1969-scheme or Part I of the 1973-scheme shall not be eligible under Part II of the 1976-scheme and *vice-versa*.

## 5. QUANTUM OF INCENTIVES UNDER PART II

5.1. Units eligible under Part II shall be entitled to the sales tax incentive as follows:—

(a) For new units located in the areas covered under Group 'B'.

(i) 20 per cent of the fixed assets in respect of the project as approved by the implementing agencies acquired by the new unit or sales tax liability for a period of three years, whichever is lower.

(ii) the total quantum of sales tax incentive admissible in respect of a new unit in any one taluka shall be subject to a ceiling of Rs. 40 lacs.

(b) For units located in the areas covered under Group 'C'.

(i) 25 per cent of the fixed assets in respect of the project as approved by the implementing agency acquired for the new unit or sales tax liability for a period of four years, whichever is lower.

(ii) the total quantum of sales tax incentive admissible in respect of a new unit in any one taluka shall be subject to a ceiling of Rs. 50 lacs.

5.2. For the purpose of Part I and Part II, the term fixed assets shall include the following :—

- (i) Land.
- (ii) Building—including residential quarters for workers.
- (iii) Plant and machinery and productive equipment as installed at site.

5.3. In the case of shifting of units from Zones I and II of the Bombay Metropolitan Region, the depreciated value of the fixed assets on the date of shifting shall be considered on the basis of the method of depreciation adopted by the units during the immediate preceding 3 years or during such shorter period during which the unit has been in existence. The actual expenditure incurred on dismantling, transport, insurance and re-erection which are allowed to and are capitalised under the Indian Income Tax Act shall be considered.

5.4. For the purpose of Part II, fixed assets which conform to the following norms shall only be considered:—

(a) Fixed assets acquired within a period of three years from the date of acquisition of first fixed assets, subject to the following conditions:—

(i) Where the first fixed asset has been acquired prior to August 1, 1975, the fixed assets acquired from August 1, 1975 alone shall be considered.

(ii) In regard to residential quarters, however, only those quarters which are constructed for industrial workers as defined under the Factories Act, 1948 within a period of two years from the date of commencement of production shall be considered.

#### 6. OTHER INCENTIVES

The other incentives admissible under the new scheme shall be as follows :—

| Incentive<br>1                                         | Extent of incentive available in areas under                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |           |
|--------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|
|                                                        | Group 'B'<br>2                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Group 'C' |
| 1. Contribution towards the cost of feasibility study. | <p>SICOM shall give 75 per cent contribution towards the cost of preparation of a feasibility study either undertaken by SICOM or done through an agency approved by it. If the project is implemented the contribution shall be treated as unsecured loan for a period of five years from the date of disbursement; the loan shall carry an appropriate rate of interest.</p> <p>If the project is not implemented within a prescribed time, the feasibility study shall become SICOM'S property.</p> <p>The extent of contribution towards the cost of a feasibility study is the same for all the areas.</p> |           |
| 2. Assistance in technical training of personnel.      | <p>For providing services of skilled personnel Government shall assist the eligible units by working if necessary, an additional shift in local technical high schools; the eligible unit shall not be required to pay for the use of equipment or the establishment expenses.</p> <p>This incentive is applicable to all areas falling under Groups B and C and will be available for the first 3 years.</p>                                                                                                                                                                                                   |           |

| Incentive<br>1 | Extent of incentive available in areas under |           |
|----------------|----------------------------------------------|-----------|
|                | Group 'B'<br>2                               | Group 'C' |

*For Small Scale Industries*

3. *Octroi duty*.—Octroi paid on capital equipment building materials and raw materials imported by eligible units within the limits of local authorities will be refunded; this refund will be limited to 1.6 per cent of the value of only the capital equipment and building materials so imported. The period for which this incentive is available in various groups is shown in col. 2.

For six years from the date of commencement of production.

For eight years from the date of commencement of production.

*For Medium and Large Scale Industries*

For five years from the date of commencement of production.

For six years from the date of commencement of production.

*For Medium and Large Scale Industries*

4. *Water royalties*.—Eligible units which lift water from public water sources and are required pay water royalties thereon will be exempted from payment of such royalty.

For five years from the date of commencement of production

For six years from the date of commencement of production.

*For Small Scale Industries*

The period for which they will be so exempted in various groups is shown in column 2.

For six years from the date of commencement of production.

For eight years from the date of commencement of production.

*For Medium and Large Scale Industries*

5. *Non-agricultural assessment*.—Eligible units will be exempted from payment of non-agricultural assessment on the land acquired for the purpose of the industrial unit.

For five years from the date of commencement of production.

For six years from the date of commencement of production.

*For Small Scale Industries*

The period for which they will be so exempted in the various groups is shown in column 2.

For six years from date of commencement of production.

For eight years from the date of commencement of production.

| Incentive<br>1 | Extent of incentive available in areas under |           |
|----------------|----------------------------------------------|-----------|
|                | Group 'B'<br>2                               | Group 'C' |

*For Small Scale Industries*

- |                                                                                                                                                                                                                                                                                                  |                                                                   |                                                                     |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------|---------------------------------------------------------------------|
| <p>6. <i>Preferential treatment in Government purchase programme.</i>—The State Government makes purchases through the Central Stores Purchasing Organisation at the lowest price in open competitive tender. Thirty-three per cent of these purchases will be made from the eligible units.</p> | <p>For six years from the date of commencement of production.</p> | <p>For eight years from the date of commencement of production.</p> |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------|---------------------------------------------------------------------|

*For Medium and Large Scale Industries*

- |                                                                                                      |                                                                    |                                                                   |
|------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------|-------------------------------------------------------------------|
| <p>The period for which this incentive will be available in various groups is shown in column 2.</p> | <p>For five years from the date of commencement of production.</p> | <p>For six years from the date of commencement of production.</p> |
|------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------|-------------------------------------------------------------------|

*For Small Scale Industries*

- |                                                                                                                                                                                                                                                                                                                                                                                              |                                                                    |                                                                     |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------|---------------------------------------------------------------------|
| <p>7. <i>Electricity tariff.</i>—All eligible units having a maximum demand of 200 KW or more in any month, will receive, for all such months, a rebate on electricity tariff so as to bring the tariff on par with Tata's tariff in Bombay. The eligible units will thus have to pay to Maharashtra State Electricity Board (or any other agency supplying power) only the Tata tariff.</p> | <p>For five years from the date of commencement of production.</p> | <p>For seven years from the date of commencement of production.</p> |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------|---------------------------------------------------------------------|

*For Medium and Large Scale Industries*

- |                                                                                                |                                                                    |                                                                    |
|------------------------------------------------------------------------------------------------|--------------------------------------------------------------------|--------------------------------------------------------------------|
| <p>The period for which this incentive is available in various groups is shown in column 2</p> | <p>For four years from the date of commencement of production.</p> | <p>For five years from the date of commencement of production.</p> |
|------------------------------------------------------------------------------------------------|--------------------------------------------------------------------|--------------------------------------------------------------------|

7. The sales tax incentive or the employment incentive available under Part I, or the sales tax incentive under Part II, under the 1976 Scheme shall be interest-free and unsecured loan repayable in six equal annual instalments after twelve years from the date of disbursement.

#### 8. AGENCY FOR OPERATING THE SCHEME

8.1. With a view to achieving a proper decentralisation, Government is pleased to direct that the State Industrial and Investment Corporation of Maharashtra Limited (SICOM) shall be the agent for operation of the 1976-Scheme in respect of medium and large scale units. SICOM shall also administer the incentive regarding feasibility study in respect of all the units. SICOM shall continue to operate the 1964 Scheme, the 1969 Scheme and the 1973 Scheme in regard to all units, small, medium as well as large scale.

8.2. The Regional Development Corporations shall administer the 1976 scheme in respect of the units under the small scale sector set up in the areas under their jurisdiction as indicated below :—

Areas comprising of following districts.

- |                                                       |                                                                                 |
|-------------------------------------------------------|---------------------------------------------------------------------------------|
| (i) Development Corporation of Konkan Ltd.            | Ratnagiri, Kulaba and Thane.                                                    |
| (ii) Marathwada Development Corporation Ltd.          | Bhir, Parbhani, Osmanabad, Nanded and Aurangabad.                               |
| (iii) Development Corporation of Vidarbha Ltd.        | Buldhana, Bhandara, Chandrapur, Yavatmal, Amravati, Wardha, Akola and Nagpur.   |
| (iv) Western Maharashtra Development Corporation Ltd. | Jalgaon, Dhule, Nashik, Satara, Ahmadnagar, Solapur, Sangli, Kolhapur and Pune. |

8.3. SICOM shall continue implementation of the 1976 scheme in respect of all the cases till 31st March 1977. From 1st April 1977 the agencies for operating this scheme, for Small Scale Industries will be the respective Regional Development Corporations.

Annexure to Government Resolution, Industries, Energy and Labour Department, No. IDL-7076/6212(5)/Ind-8, dated the 18th January 1977

*Classification of Areas into Groups for the Package Scheme of Graded Incentives.*

| District                        | Developed Areas |                   |                     |
|---------------------------------|-----------------|-------------------|---------------------|
|                                 | Group A         | Group B           | Group C             |
| <b>I. Nagpur Division—</b>      |                 |                   |                     |
| (1) Buldhana                    |                 |                   | Whole District.     |
| (2) Bhandara.                   |                 |                   | Do.                 |
| (3) Chandrapur                  |                 |                   | Do.                 |
| (4) Yavatmal.                   |                 |                   | Do.                 |
| (5) Amravati.                   |                 |                   | Do.                 |
| (6) Wardha.                     |                 |                   | Do.                 |
| (7) Akola                       |                 |                   | Do.                 |
| (8) Nagpur.                     |                 | Nagpur Taluka     | Remaining District. |
| <b>II. Aurangabad Division—</b> |                 |                   |                     |
| (1) Bhir.                       |                 |                   | Whole District.     |
| (2) Parbhani.                   |                 |                   | Do.                 |
| (3) Osmanabad                   |                 |                   | Do.                 |
| (4) Nanded                      |                 |                   | Do.                 |
| (5) Aurangabad                  |                 | Aurangabad Taluka | Remaining District. |
| <b>III. Bombay Division—</b>    |                 |                   |                     |
| (1) Ratnagiri                   |                 |                   | Whole District.     |
| (2) Dhule                       |                 |                   | Do.                 |
| (3) Jalgaon                     |                 |                   | Do.                 |

| District                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Developed Areas                                        |                                                                                                                                           |                                                                                                                                                                           |              |                  |            |           |                |               |               |                        |            |              |                 |               |                         |               |             |             |             |             |               |              |              |            |  |  |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|------------------|------------|-----------|----------------|---------------|---------------|------------------------|------------|--------------|-----------------|---------------|-------------------------|---------------|-------------|-------------|-------------|-------------|---------------|--------------|--------------|------------|--|--|
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Group A                                                | Group B                                                                                                                                   | Group C                                                                                                                                                                   |              |                  |            |           |                |               |               |                        |            |              |                 |               |                         |               |             |             |             |             |               |              |              |            |  |  |
| (4) Kolaba ..                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Uran, Panvel, Karjat, Khalapur Talukas, Khopoli Area.  | Roha Taluka                                                                                                                               | <p><i>Small Scale Industries only—</i><br/>Pen, Alibag and Sudhagadh Talukas.</p> <p><i>All Industries—</i><br/>Poladpur, Mahad, Mhasla, Shriwardhan, Mangaon, Murud.</p> |              |                  |            |           |                |               |               |                        |            |              |                 |               |                         |               |             |             |             |             |               |              |              |            |  |  |
| (5) Thane ..                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Thane, Vasai, Bhiwandi, Kalyan and Ulhasnagar Talukas. | <p><i>Small Scale Industries only—</i><br/>Wada, Shahapur, Murbad.</p>                                                                    | <p><i>Small Scale Industries only—</i><br/>Palghar (excluding Tarapur MIDC Area), Mokhade and the following 22 villages of Dahanu Taluka.</p>                             |              |                  |            |           |                |               |               |                        |            |              |                 |               |                         |               |             |             |             |             |               |              |              |            |  |  |
| <p style="text-align: center;">Group C</p> <table border="1" style="width: 100%;"> <tr> <td>(1) Asangaon</td> <td>(2) Badapokharan</td> <td>(3) Barade</td> </tr> <tr> <td>(4) Bordi</td> <td>(5) Chandigaon</td> <td>(6) Chikhale.</td> </tr> <tr> <td>(7) Chinchani</td> <td>(8) Dahanu Urban area.</td> <td>(9) Dedale</td> </tr> <tr> <td>(10) Gholwad</td> <td>(11) Haladapada</td> <td>(12) Kolawali</td> </tr> <tr> <td>(13) Kalyan Urban Area.</td> <td>(16) Vadharan</td> <td>(14) Masoli</td> </tr> <tr> <td>(15) Narpad</td> <td>(19) Vadkun</td> <td>(17) Vadale</td> </tr> <tr> <td>(18) Vadharan</td> <td>(22) Vasgaon</td> <td>(20) Vangaon</td> </tr> <tr> <td>(21) Varor</td> <td></td> <td></td> </tr> </table> |                                                        |                                                                                                                                           |                                                                                                                                                                           | (1) Asangaon | (2) Badapokharan | (3) Barade | (4) Bordi | (5) Chandigaon | (6) Chikhale. | (7) Chinchani | (8) Dahanu Urban area. | (9) Dedale | (10) Gholwad | (11) Haladapada | (12) Kolawali | (13) Kalyan Urban Area. | (16) Vadharan | (14) Masoli | (15) Narpad | (19) Vadkun | (17) Vadale | (18) Vadharan | (22) Vasgaon | (20) Vangaon | (21) Varor |  |  |
| (1) Asangaon                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | (2) Badapokharan                                       | (3) Barade                                                                                                                                |                                                                                                                                                                           |              |                  |            |           |                |               |               |                        |            |              |                 |               |                         |               |             |             |             |             |               |              |              |            |  |  |
| (4) Bordi                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | (5) Chandigaon                                         | (6) Chikhale.                                                                                                                             |                                                                                                                                                                           |              |                  |            |           |                |               |               |                        |            |              |                 |               |                         |               |             |             |             |             |               |              |              |            |  |  |
| (7) Chinchani                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | (8) Dahanu Urban area.                                 | (9) Dedale                                                                                                                                |                                                                                                                                                                           |              |                  |            |           |                |               |               |                        |            |              |                 |               |                         |               |             |             |             |             |               |              |              |            |  |  |
| (10) Gholwad                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | (11) Haladapada                                        | (12) Kolawali                                                                                                                             |                                                                                                                                                                           |              |                  |            |           |                |               |               |                        |            |              |                 |               |                         |               |             |             |             |             |               |              |              |            |  |  |
| (13) Kalyan Urban Area.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | (16) Vadharan                                          | (14) Masoli                                                                                                                               |                                                                                                                                                                           |              |                  |            |           |                |               |               |                        |            |              |                 |               |                         |               |             |             |             |             |               |              |              |            |  |  |
| (15) Narpad                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | (19) Vadkun                                            | (17) Vadale                                                                                                                               |                                                                                                                                                                           |              |                  |            |           |                |               |               |                        |            |              |                 |               |                         |               |             |             |             |             |               |              |              |            |  |  |
| (18) Vadharan                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | (22) Vasgaon                                           | (20) Vangaon                                                                                                                              |                                                                                                                                                                           |              |                  |            |           |                |               |               |                        |            |              |                 |               |                         |               |             |             |             |             |               |              |              |            |  |  |
| (21) Varor                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                        |                                                                                                                                           |                                                                                                                                                                           |              |                  |            |           |                |               |               |                        |            |              |                 |               |                         |               |             |             |             |             |               |              |              |            |  |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                        | <p><i>All Industries —</i><br/>Tarapur MIDC Area</p>                                                                                      | <p><i>All Industries—</i><br/>Jawhar, Talasari, Dahanu Taluka excluding the above 22 villages</p>                                                                         |              |                  |            |           |                |               |               |                        |            |              |                 |               |                         |               |             |             |             |             |               |              |              |            |  |  |
| (6) Nashik ..                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                        | <p><i>All Industries —</i><br/>Satpur MIDC Area and Ambad MIDC Area.</p> <p><i>Small Scale Industries only —</i><br/>1. Nashik Taluka</p> | <p><i>All Industries—</i><br/>Remaining district.</p>                                                                                                                     |              |                  |            |           |                |               |               |                        |            |              |                 |               |                         |               |             |             |             |             |               |              |              |            |  |  |

| District                       | Developed Areas          |                                                                                         |                                                                                                      |
|--------------------------------|--------------------------|-----------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------|
|                                | Group A                  | Group B                                                                                 | Group C                                                                                              |
| (7) Bombay Metro-politan Area. | Whole area               |                                                                                         |                                                                                                      |
| V. Pune Division—              |                          |                                                                                         |                                                                                                      |
| (1) Ahmadnagar                 |                          |                                                                                         | Whole district                                                                                       |
| (2) Satara                     |                          |                                                                                         | Whole district                                                                                       |
| (3) Solapur                    |                          |                                                                                         | Whole district                                                                                       |
| (4) Sangli                     |                          |                                                                                         | Whole district                                                                                       |
| (5) Kolhapur                   |                          | Taluka Karveer and MIDC Area.                                                           | Remaining district.                                                                                  |
| (6) Pune                       | Pune Metro-politan Area. | Small Scale Industries only—Khed, Mulshi Talukas (except Tatawde and Punavale Villages) | All Industries—Dhond, Velhe, Purandar, Baramati, Bhore, Indapur, Junnar, Sirur and Ambegaon Talukas. |

*Marketing assistance to units from  
Developing Areas*

INDUSTRIES, ENERGY AND LABOUR DEPARTMENT,  
Resolution No. SPO. 1076/109460/(CSPO)-IND-6  
Mantralaya, Bombay 400 032, dated the 30th January 1978.

Under the SICOM Scheme purchase preference of 33 per cent was sanctioned to units with eligibility certificate and located in the regions excluding Bombay, Thane, Pune, Pimpri and Chinchwad Area in respect of Government purchases. These incentives though initially sanctioned only in respect of Government purchases, have been extended even to the purchases to be made by the State Government undertakings and Statutory Bodies from the SSI Units as well as medium and large scale Industries located in the SICOM Areas.

### RESOLUTION

In modification of the above mentioned orders, Government is now pleased to direct that while making purchases of stores required by Government or by Government Undertakings/Corporations constituted by Government by calling competitive tenders, among participating tenderers, units from developing areas i.e., those located in the regions of the state other than Bombay, Thane, Pune, Pimpri and Chinchwad which are included in Group 'A' in the annexure to the Government Resolution, Industries, Energy and Labour Department No. IDL. 7076/6212(5)/Ind. 8, dated the 18th January 1977 should be given purchase preference to the extent of 33 per cent of the stores to be purchased, provided the stores offered are of acceptable quality. In the case of large and medium industries this purchase preference will be available only to the units holding eligibility certificates from SICOM under the package scheme of graded incentives and will be operative only as long as the eligibility certificate is valid.

2. The purchase preference will however be applicable to all SSI Units from developing areas i.e., those located in the regions of the State other than Bombay, Thane, Pune, Pimpri and Chinchwad irrespective of the fact whether the units hold the SICOM eligibility certificate or not.

3. These orders will be reviewed from time to time.

*Incentives for the Industrial Units in Small Scale Sector :*

*Purchase of Steel.*

INDUSTRIES, ENERGY AND LABOUR DEPARTMENT

Resolution No. SPO. 1075/47756-Lab-1

Sachivalaya, Bombay 400 032, dated the 6th July 1976

**RESOLUTION**

Taking into consideration the easy availability of steel items and the purchases of steel items to be made by various Departments of Government and keeping in view the difficulties experienced by Mini Steel Plants/Re-rolling Mills set up in the developing areas of the State Government directs that the following policy should be followed while effecting purchases of steel items by Government Departments.

(1) Whenever the requirements of steel items is in quantity more than rake load capacity, the same should be procured and purchased from the main producers at the J P C price. However if Mini Steel Plants/Re-rolling Mills holding Eligibility Certificates from SICOM are prepared to supply steel items at or below the J P C price, after obtaining competitive quotations, preference should be given to such Mini Steel Plants/Re-rolling Mills and the quantity available with them should be purchased from them ;

(2) In case material is not available from main producers at the J P C price but is available from the main producers/Stockyards at the Stockyard rates and if the same material is made available by Mini-Steel Plants/Re-rolling Mills, at or below Stockyard rate, the material should be procured from such Mini Steel Plants/Re-rolling Mills who are holding Eligibility Certificate from SICOM under the Package Scheme of Incentives, after obtaining competitive quotations from such Mini Steel Plants/Re-rolling Mills.

(3) While indenting steel material from main producers Stockyards care should be taken to club the requirements of fast moving items viz. plates with the slow moving items viz. rods since the main producers/stockyards have indicated that the fast moving steel items i.e. plates will be made available at J P C rates/stockyard rates provided the slow moving items i.e. rods are also purchased ;

(4) The material offered from Mini Steel Plants/Re-rolling Mills should be accepted at prices not exceeding J P C /Stockyard prices declared by the Government of India, from time to time ;

(5) The material so purchased from Mini Steel Plants/Re-rolling Mills should be of tested quality and as per the respective Indian Standard Specification ;

(6) As the steel items are to be purchased at the prices not exceeding Stockyard prices, the question of giving price preference to any of these units does not arise.

The above orders shall remain in force upto 31st March 1978. This Government Resolution supersedes all the previous Government Resolutions on the subject.

*Procurement of stores on Director General of  
Supplies and Disposals rate contracts.*

INDUSTRIES AND LABOUR DEPARTMENT

Circular No. SPO. 1064/46276-IND-III

Sachivalaya Annexe, Bombay-32, dated 20th October 1964

**CIRCULAR**

"I am to state that often a query is raised by the Audit as to why in the purchase of certain items, Director General of Supplies and Disposals rate contracts have not been resorted to, and money saved to Government. The following factors figure in, in the matter :—

(1) The Central Stores Purchase Organisation is always and ever desirous of resorting to Director General of Supplies and Disposals rate contracts and saving money to Government.

(2) The Central Stores Purchase Organisation is not always aware of several Rate Contracts of the Director General of Supplies and Disposal as that office sometimes sends intimation about fixation of a Contract, several months later, or never at all. Sometimes, the Central Stores Purchase Organisation comes to know of it from the Rate Contract holders.

(3) The specifications of the Director General of Supplies and Disposals Rate Contract of particular item are not necessarily suitable to the requirements of an Indentor or they are different from what he has indented.

(4) Whereas the indentor is in real need and often in immediate need of an item, there is no knowing, when and whether at all, the Director General of Supplies and Disposals Rate Contractor would supply the item. The Director General of Supplies and Disposal being an all-India purchase agency, to obtain an article against a Supply Order from a Rate Contract holder, one has to stand at the end of the queue until the earlier back-log of orders is cleared up. There is no guarantee of period of delivery, and no guarantee of delivery itself. There are instances when the Central Stores Purchase Organisation has cancelled the orders on Director General of Supplies and Disposals Rate Contract Holders after waiting *ad-infinitum*.

(5) Even where Central Stores Purchase Organisation notified its requirements through a Public Tender, nothing prevents a Director General of Supplies and Disposals Rate Contract holder to send the tender indicating his offer against the Director General of Supplies and Disposals Rate Contract which he may hold. Not all the Director General of Supplies and Disposal Rate Contracts are operable by the Central Stores Purchase Organisation. Some of them are meant for operation by Director General of Supplies and Disposals only.

(6) It is difficult for Central Stores Purchase Organisation, which purchases articles of 20,000 different descriptions per year, to be on the alert and aware of all points of advantage, which are sometimes more visible during audit than during the rush processing of the indent within its prescribed time-limit and dire need of the Indentor.

I am, therefore, to suggest the following measures to be adopted to improve matters :—

(i) The Indenting Officers, who are direct Demanding Officers on Director General of Supplies and Disposals Rate Contract, may include only such items in their indents to the Central Stores Purchase Organisation, which they are unable to obtain by virtue of specifications or time of delivery, from Director General of Supplies and Disposals against Director General of Supplies and Disposals Rate Contracts.

(d) The same as to the State Trading Corporation of India, *vide* Government letter No. 273. 1064/18121-Ind-III, dated 20th March 1964, a *gratis* copy of the Central Stores Purchase Organisations tender enquiry Maharashtra Government Gazette, Part-II, may issue to the Director General of Supplies and Disposals, so that he is aware of our enquiries and can either educate this office on prevailing of Rate Contract or direct any of the Rate Contract-holders or Supplier's known to him to quote to Central Stores Purchase Organisation.

In view of the above, it is requested that Government may kindly issue a circular letter to all the indenting Departments on the above suggestions."

*Circular.*—In view of the circumstances explained by the Industries Commissioner the Government is now pleased to direct that the Indenting Officers who are direct demanding officers on Director General of Supplies and Disposals's rate Contract should only include such items in their indents which they are unable to obtain by virtue of specifications or time of delivery.

*Direct purchase of Stores on Directorate General,  
of Supplies and Disposals Rate Contracts:*

Procedure for —

INDUSTRIES AND LABOUR DEPARTMENT

Circular No. SPO. 1067/49049-IND-III

Sachivalaya, Bombay-32 (BR), 14th August 1968.

**CIRCULAR**

In Government Circular Industries and Labour Department, No. SPO. 1064/46276-Ind-III, dated the 20th October 1964 Government has authorised the Indenting Officers, who are direct Demanding Officers on Director General of Supplies and Disposals Rate Contract, to place indents with the Central Stores Purchase Organisation for such items which they are unable to obtain by virtue of specifications or time of delivery. Government has since accepted the recommendation of the Administrative Reforms Committee in regard to the special difficulties being experienced in obtaining supplies of items which are required to be purchased against the rate contracts fixed by the Director General of Supplies and Disposals, Government of India. Therefore, in supersession of the orders contend in Government Circular, Industries and Labour Department No SPO. 1064/46276-IND-III, dated the 20th October 1964, Government is pleased to direct that in special cases where it is evident that the progress of work is likely to be inordinately delayed, the Indenting Department may be allowed to make direct purchase after inviting tenders in consultation with the Stores Purchase Committee of the Central Stores Purchase Organisation in the Directorate of Industries, Sachivalaya, Bombay. Such direct purchases would not be permitted as a matter of course. When the Indenting Department has difficulty in procuring supplies against rate contracts fixed by the Director General of Supplies and Disposals, and it is evident that progress of work is likely to be inordinately delayed the Indenting Department should obtain the orders of the Stores Purchase Committee for making direct purchase by inviting tenders, giving full details about the specifications and quantity of the stores required and the reasons why these cannot be procured against the rate contracts fixed by the Director General of Supplies and Disposals.

*Appointment of panel for the purchase  
of X-Ray machine.*

INDUSTRIES AND LABOUR DEPARTMENT  
Resolution No. SPO. 1065/23808-IND. III  
Sachivalaya, Bombay-32, 19th April 1966

**RESOLUTION**

In supersession of Government Resolution, Industries and Co-operation Department, No. SPO. 1055-IND. II, dated 21st July 1959, and Government Memorandum No. 1065/24044-IND. III, dated 9th April 1965, Government is pleased to direct that the Panel for the purchase of X-Ray Machine should consist of—

- (1) Two Senior Radiologists from the J. J. Group of Hospitals, Bombay.
- (2) One Senior Radiologist either from the G. T. Hospital, Bombay, or St. George's Hospital, Bombay.
- (3) The Dean, J. J. Group of Hospitals, Bombay.
- (4) One Radiologist of the Indenting Hospital.
- (5) Deputy Director of Industries (Stores Purchase) or his Assistant, whoever is available at the time of meeting, and he should be the convenor.

2. Intimation regarding the meeting of the Panel should also be given to the Surgeon General of the Government of Maharashtra, so that he may depute an officer (Technical), if available, who may work as an observer,

*Purchase of Stationery, required urgently  
by Director, Government Printing and  
Stationery for Election.*

INDUSTRIES AND LABOUR DEPARTMENT  
Resolution No. SPO. 1066/59718-IND. III  
Sachivalaya, Bombay-32, 5th November 1966

**RESOLUTION**

In view of the extreme urgency in procuring the stationery required by the Director, Government Printing and Stationery for the ensuing Elections before 15th November 1966, Government is pleased to direct, as a special case, that the Central Stores Purchase Organisation should process the indent on TOP PRIORITY basis under Urgent Order Procedure.

2. Government is further pleased to constitute a Special Committee in relaxation of the orders contained in paragraph "C- Acceptance of Tender" of Government Circular, Industries and Co-operation Department, No. SPO. 2259-IND. II, dated 6th February 1959, consisting of the undermentioned officers to take decision on the tenders received without reference to Government. The Committee is further empowered to place repeat orders, if necessary :—

- (i) Additional Secretary, General Administration Department in charge of Election;
- (ii) Deputy Secretary (I) Industries and Labour Department;
- (iii) Deputy Secretary (G), Finance Department; and
- (iv) An Officer of the Central Stores Purchase Organisation,

*Work Study Report on the Central Stores  
Purchase Organisation Stores Purchase  
Committee.*

INDUSTRIES AND LABOUR DEPARTMENT  
Resolution No. SPO. 1066/67139-IND. III  
Sachivalaya, Bombay-32, 21st December 1966.

**RESOLUTION**

In pursuance of the recommendations of the Work Study Unit of the General Administration Department which have been accepted by Government, it has been decided to constitute a Stores Purchase Committee to take spot decisions for the Central Stores Purchase Organisation. Government is accordingly pleased to constitute the following Committee in supersession of the order in "Part-C—Acceptance of Tender" of Government Circular, Industries and Co-operation Department, No. SPO.2259-IND. II, dated the 6th February 1959 :—

- (1) Deputy Secretary to Government, Industries and Labour Department (in charge of Stores Purchase Organisation)—Chairman.
- (2) Deputy Secretary to Government, Finance Department—Member.
- (3) Joint Director of Industries in charge of Stores Purchase—Member-Secretary.

Each of the members mentioned above is permitted to have an alternate member. The alternate member may, however, be deputed only in *rare cases* and all important decisions must be taken at meetings attended by the Deputy Secretaries.

2. The Committee should work as a part of the Central Stores Purchase Organisation. It should meet on a fixed day every week at a fixed time in the office of the Central Stores Purchase Organisation, where it can easily consult previous record or inspect samples. Formalities like notice of meetings, agenda etc., should be dispensed with. The Committee should take spot decisions which should be recorded on the files of the Central Stores Purchase Organisation.

3. If there is any difference of opinion between the Central Stores Purchase Organisation and the Liaison Officer at the Joint Scrutiny, the Liaison Officer or his representative should be allowed to attend the meetings of the Committee but should not be allowed to vote. The indenting departments should take care to appoint fully qualified and experienced Liaison Officers capable and authorised to take decisions on behalf of the indenting departments.

4. The Committee may also invite representatives of the Secretariat Department concerned. They shall not be allowed to vote but they may be allowed to record their views at the meeting if they so desire.

5. The functions of the Committee will be as follows:—

(i) to decide all pre-A/T issues in respect of tenders which cannot be decided by the Central Stores Purchase Organisation, such as (a) acceptance of all quotations other than quotations lowest to specifications, (b) acceptance of quotations above Rs. 5 lakhs even if they are lowest to specifications, (c) accepting quotations not conforming to specifications, (d) accepting higher quotations for shorter delivery period or for any other reasons, (e) splitting up orders ;

(ii) to decide all post-A/T issues such as change of specifications or delivery period or waiving penalties etc., which cannot be decided by the Central Stores Purchase Organisation and which are at present referred to Government for decision;

(iii) to consider complaints from the consignees indenting officers about the quality of goods supplied; such complaints should be considered only if the indenting officers are not satisfied about the action taken by the Central Stores Purchase Organisation;

(iv) to consider cases where the Central Stores Purchase Organisation advises direct purchases by the Departments, i.e. in case of second hand machinery, stores and spare parts, and stores in which one particular dealer holds a monopoly of the trade and in which only one Department is interested and that Department points out the need for any special treatment;

(v) to scrutinise the monthly deviation statements and report to Government any cases of abnormal delay.

6. Modifications in advertised specifications should not ordinarily be made, but the Committee is authorised to approve such modifications, if the Liaison Officer is able to give full justification in favour of an offer which is over specification by virtue of certain constructional or operational features.

7. The decisions of the Committee shall be final.

8. Whenever necessary, the Central Stores purchase Organisation may itself take a decision and refer the case to the Committee for *ex-post-facto* sanction.

9. In view of the functions of the Committee specified above, only questions of policy should be referred to Government by the Central Stores Purchase Organisation.

10. The Committee shall in its work be bound by all the orders issued or that may be issued by Government from time to time in regard to the Stores purchase policy and procedure.

11. As the existing Tender Committee will cease to function with effect from the date of this Resolution, all tender cases including post A/T references pending before the Committee or Government should be referred to the new Stores Purchase Committee constituted under this Resolution.

#### INDUSTRIES AND LABOUR DEPARTMENT

No. SPO. 1072/13355/IND. I (B)

Sachivalaya, Bombay-32, dated 22nd February 1972.

*Subject:—* Fixation of rate contract for supply of Drugs and Medicines. Power to the Technical Drugs Committee for.—

#### MEMORANDUM

The undersigned presents compliments to Industries Commissioner and Director of Industries and Central Purchasing Officer, Bombay, and with reference to Deputy-Director of Industries (SP) demi-official letter, No. RCI-II/Drugs/1972-73/1385, dated the 11th January 1972, on the subject noted above, is directed to state that in supersession of the orders contained in Government letter, Industries and Labour Department, No. SPO-1068/34947-IND- III, dated the 26th June 1970, Government is pleased to authorise the Technical Drugs Committee, appointed under Government Resolution, Industries and Labour Department, No. SPO. 1064/ 28452-IND-III, dated the 24th June 1964, to fix the rate contract for drugs and medicines without reference to the Stores Purchase Committee. The decisions taken by the Technical Drugs Committee in this respect should however be briefly and quickly communicated to the Finance Department before they are implemented.

INDUSTRIES AND LABOUR DEPARTMENT

Resolution No. SPO-1067/46936-IND, III

Sachivalaya, Bombay-32, dated 23rd August 1968.

**RESOLUTION**

Government is pleased to direct that the following amendments should be made in the Government Resolution, Development Department, No. SPO-3252, dated the 25th November 1953:—

(i) Against recommendation II(v) in column 2, the words "The existing practice under which tenders are opened by the Assistant Director of Industries or Industries Officer should be continued for the present," be substituted for the existing entry.

(ii) Against recommendation X (3), Powers of Purchase, in column 2, the words "The present practice of accepting tenders should be continued pending further orders should be replaced by the following:—

(1) The Director of Industries and Central Purchasing Officer should approve tenders involving purchase exceeding Rs. 3 lakhs upto Rs. 5 lakhs, where the lowest quotations to specification are to be approved.

(2) The Joint Director of Industries, who may be placed in charge of Stores Purchase, should approve tenders involving purchases exceeding Rs. 2 lakhs upto Rs. 3 lakhs, where the lowest quotations to specification are to be approved.

(3) The Deputy Director of Industries (SP) should approve tenders involving purchases exceeding Rs. 50,000 upto Rs. 2 lakhs, where the lowest quotations to specifications are to be approved.

(4) The Assistant Director of Industries (SP) should approve tenders involving purchases upto Rs. 50,000 where the lowest quotations to specifications are to be approved.

(5) The Deputy Director of Industries (SP) should sign Acceptance of Tenders in the following cases:—

(a) where Government sanction or approval of the Stores Purchase Committee has been received.

(b) where purchases exceed Rs. 50,000 upto Rs. 2 lakhs, and

(c) where purchases exceed Rs. 2 lakhs upto Rs. 5 lakhs after obtaining approval of the Director of Industries and Central Purchasing Officer and/or Joint Director of Industries (in charge of Stores Purchase) as the case may be.

(6) Acceptance of tender involving purchases exceeding Rs. 10,000 upto Rs. 50,000 should be signed by the Assistant Director of Industries (Stores Purchase).

(7) Acceptance of tender involving purchases upto Rs. 10,000 and which have been approved by the Assistant Director of Industries (Stores Purchase), should be signed by the Industries Officer attached to the Central Stores Purchase Organisation.

(8) Notices for tenders involving purchase of less than Rs. 10,000 should be signed by the Industries Officer attached to the Central Stores Purchase Organisation.

(9) Notices for public tenders involving purchases for more than Rs. 10,000 but less than Rs. 1,00,000 should be signed by the Assistant Director of Industries (SP) and for more than Rs. 1,00,000 should be signed by the Deputy Director (SP)

2. *Extension of delivery period and waiving of liquidated damages.*—Government is further pleased to direct that in supersession of Government Resolution, Industries and

Co-operation Department No. 2156(i)-CI, dated the 25th October 1957, the following revised powers should be delegated to the officers of the Directorate of Industries and Central Purchasing Organisation to extend delivery period and waive the liquidated damages :—

(i) The Director of Industries and Central Purchasing Officer is authorised to extend the delivery period upto three months beyond the contract delivery period, without consulting the Indenting Officer and without prejudice to penalty, subject to grants being available and the stores being still required. The Director should take decision in such case on the merits of each case depending on the price factor and reasonable prospects of supply within the extended period.

(ii) The Director of Industries and Central Purchasing Officer is authorised to extend the delivery period without charging any penalty and without reference to the Stores Purchase Committee in respect of the A/Ts, provided

(1) The contractor applies with sufficient justification for extension of the delivery period before the expiry of the delivery date;

(2) the Indenting Officer certifies that the period of delay in supplies will not cause any inconvenience to him;

(3) the extension of the period does not put Government to any financial loss.

*Note.*—All applications for extension should be scrupulously examined about their genuineness before any extension is granted. It is necessary to see that such extension is given in genuine cases of difficulties or hard circumstances beyond the control of the suppliers.

(iii) Government is pleased to empower the Director of Industries and Central Purchasing Officer, Bombay and his subordinate officers to waive the liquidated damages to the extent of the following monetary limits, subject to the satisfactory evidence being produced for delays caused by circumstances beyond the control of the suppliers, in view of the acceptance of recommendation No. 49 of the Work Study Report, vide Government Resolution, Industries and Labour Department No. SPO. 1965/55266/IND.III, dated the 25th April 1966 to give powers to the Director of Industries and Central Purchasing Officer to waive penalty upto Rs. 500 when there is actual loss to Government :—

| Type of cases                                                                               | Powers delegated to the Officers of Directorate of Industries and Central Purchasing Officer                                                                                                                                                  | Monetary limits                                                              |
|---------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------|
| (a) Cases where Government has suffered actual loss.                                        | Director of Industries and Central purchasing Officer.                                                                                                                                                                                        | Upto Rs. 500<br>all cases above this limit should be referred to Government. |
| (b) Cases where higher prices have been paid for earlier deliveries while fixing contracts. | All such cases should be referred to Government.                                                                                                                                                                                              |                                                                              |
| (c) Cases other than those mentioned at (a) and (b) above.                                  | (i) Director of Industries and Central Purchasing Officer.<br>(ii) Joint Director of Industries (who may be placed in charge of stores Purchase).<br>(iii) Deputy Director of Industries (SP).<br>(iv) Assistant Director of Industries (SP). | Upto Rs. 1,000.<br>Upto Rs. 500.<br>Upto Rs. 250.<br>Upto Rs. 100.           |

(iv) The Director of Industries and Central Purchasing Officer, Bombay is authorised to grant grace period of 21 days on the stipulated delivery period on all normal orders, without penalty and without any reference to Government, i.e., the supplies made within 21st days of the contract delivery period should be considered as supplies made within the delivery period and no liquidated damages in respect of such delays should be levied.

3. The above orders, however, do not apply to the contracts placed against the urgent or operational demands or where higher prices have been paid specifically for earlier delivery or for the stores liable to severe market fluctuations. In respect of such contracts, a clause should be inserted in the schedule to the A/T that these concessions are not applicable to that particular A/T.

*Inspection of goods on arrival of consignment  
at the consignee's end.*

INDUSTRIES AND LABOUR DEPARTMENT

Circular No. SPO. 1065/56002-IND-III.

Sachivalaya, Bombay-32, dated 5th November 1965

### CIRCULAR

It has been brought to the notice of Government that out of the several complications that develop in the purchases of stores made by the Central Stores Purchase Organisation, the majority arise out of the consignee not inspecting the stores on their arrival for a long time. When the defects are communicated after considerable lapse of time, the supplier often points out that he could have remedied them had they been pointed out to him immediately on arrival of the stores by the consignee that the stores were not as per the specifications of the A/T and were, therefore, unacceptable. Although the Central Stores Purchase Organisation generally prescribes a Warranty Clause for stores ordered, a warranty takes care of the defects noticed in the performance of the Stores during the prescribed period. In order that arguments with the supplier are reduced to the barest minimum and the cases expeditiously finalised to the best advantage of the Indenting Departments, Government is pleased to direct that the following points should be carefully observed by the Indenters and Consignees,—

(1) On arrival of the consignments at destination the consignee should immediately examine the outward condition of the packages for taking open delivery, if required, for fixing responsibility for damages in transit on the Carriers. A report in the matter should be forwarded to the Supplier and the Insurance Company.

(2) On arrival of packages in sound condition on Consignee's premises, the Consignee should immediately examine the contents and if the stores are found damaged, the matter may be brought immediately to the notice of the Supplier and the Insurance Company as the case may be.

(3) If the stores (on detailed inspection to be carried out within two weeks of arrival at Consignee's premises) are found not as per the specifications and conditions outlined in the A/T, even where they have been inspected outwardly prior to despatch, the Supplier may be informed by the Consignee of his rejection of the stores, under intimation to Central Stores Purchase Organisation. This must be carried out within a fortnight, to avoid weakening of the Government case, in the event of a legal dispute.

(4) In terms of the Warranty clause wherever prescribed the firm can be held responsible to stand by the Stores in their quality performance during the Warranty period on a report being filed by the Consignee to the Supplier under intimation to Central Stores Purchase Organisation.

2. A few illustrative cases are mentioned below for the guidance of the consignees:—

(i) in the case of contracts where delivery stipulated is F. O. R. Station of destination, for example, material required at Amravati and order placed F. O. R., Amravati where Insurance is not stipulated as extra, in such cases the Contractor is responsible to deliver the required articles complete and in good condition to the Consignee at the station (e. g. railhead of destination). Delivery here can be said to be complete only when the goods reach the destination station in full and in good condition. The Contractor is, therefore, liable in such cases for any loss or damage that may occur in transit and to make good the loss by replacement, free of charge, at destination.

(ii) in case of contracts where delivery is stipulated F. O. R. station of despatch, as for example material required at Amravati and order placed F. O. R., Bombay. In such cases, conveyance of property (Stores) takes place as soon as they are accepted by the Railway Administration for Carriage, the Railway acting as Carrier. Thereafter, the Contractor is ordinarily not responsible for any loss or damage to goods that may occur en-route, if he has been able to book the goods in a rail worthy condition under a clear receipt, without any adverse remarks as to the condition of the goods or the packing.

(iii) in the case of contracts where delivery is stipulated F. O. R. Station of destination when Insurance is quoted as extra, the same conditions as for (ii) above are applicable.

In this case the consignee is responsible for verifying at the time of taking delivery from Railway Authorities that the stores have been received intact without loss or damage.

*Inspection of goods on arrival of consignment  
at the Consignee's end.*

#### INDUSTRIES AND LABOUR DEPARTMENT

Circular No. SPQ.1069/130687-BUD/IND-III  
Sachivalaya, Bombay-32 (BR), 28th June 1969

#### CIRCULAR

It has been brought to the notice of Government that out of several complications that develop in the purchase of stores made by the Central Stores Purchase Organisation, the majority arise out of the consignees not inspecting the stores for a long time and making payments for goods received without inspecting them, and in fact even after making the payment. When the defects are communicated after considerable lapse of time, the supplier often points out that he could have remedied them had it been pointed out to him immediately on arrival of the stores by the consignee that the stores were not as per the specifications of A. T. and were, therefore, unacceptable. Sometimes, it is also noticed that the consignees make full payment on the basis of Inspection Notes issued by the Central Stores Purchase Organisation without themselves inspecting the goods received and satisfying themselves that they are in a good condition and as per specification and correct in quantity.

Preliminary inspection of all the stores purchased through the Central Stores Purchase Organisation is generally carried out by the Inspecting Wing of that Organisation before the goods are actually despatched. However, the staff of the Inspection Wing are not experts in all lines and the inspection carried out by them is surface inspection only. It is, therefore, very essential that consignees carry out inspection in details on arrival of the goods at the consignees' premises. This is also necessary in view of rule 365 of the Bombay Treasury Rules, 1969 according to which bills presented to the Treasury in support of payment for purchase of stores are required to be accompanied by four certificates as indicated below:—

- (1) articles detailed in vouchers have been actually received,
- (2) the quantities are correct and quality good according to specifications.

(3) the rates paid are not in excess of accepted rates.

(4) goods are entered in Stock Register and no previous payment has been made on this account.

This Department has also issued circular in this regard *vide* Government Circular, Industries and Labour Department No. SPO.1065/56002-IND.III, dated the 5th November 1965. It is absolutely essential to carry out inspection on arrival of goods at the consignee's end by the Consignee within two weeks as preliminary inspection of all the stores purchased through the Central Stores Purchase Organisation is generally carried out by the Inspection Wing of that organisation and is only surface inspection. The consignees will, therefore, have to satisfy themselves that the stores indented by them and ordered by the Central Stores Purchase Organisation according to the A. T. have been actually received and that the quantities are correct and the quality is according to specifications mentioned in the A/T. This will also help in expeditiously finalising the cases to the best advantage of the Indenting Department. In no case should final payments to be made by the Indenting Departments before the actual inspection is carried out by the Consignee.

This point was raised recently by the Public Accounts Committee also and hence all Departments are requested to follow scrupulously rule 365 of the Bombay Treasury Rules, 1960 and the various instructions issued by this Department from time to time bearing in mind that the inspection carried out by the Inspection Wing of the Central Stores Purchase Organisation is only surface inspection and does not under any circumstances, absolve the consignee from properly inspecting the goods on receipt, before making final payment for the goods received.

*Irregularities committed by the Indenting  
Departments/Consignees in respect of —*

INDUSTRIES AND LABOUR DEPARTMENT

Circular No. SPO. 1073/14102-IND-I-(A)

Sachivalaya, Bombay-32 (BR), dated the 13th April 1973

**CIRCULAR**

It has been observed that wherever, extension in delivery period without prejudice to penalty clause, has been granted by the Industries Commissioner and Central Purchasing Officer, even then, the Indenting Departments/Consignees make full payments to the suppliers, which is not correct. Payments in such cases are required to be made only after deducting the penalty at the rate specified in clause No. 10(a) of the Acceptance to Tender. In respect of doubtful cases the penalty may be recovered in consultation with the Industries Commissioner and Central Purchasing Officer, Bombay.

2. In accordance with the clauses 3 and 16 of the Acceptance of Tender the suppliers are required to make payment of security deposit to the Industries Commissioner and Central Purchasing Officer, Bombay, and are also required to execute agreement bonds, respectively. However some of the suppliers do not fulfil these conditions and supply the material to the consignees. On receipt of the material the consignees also make full payment or part payment to the suppliers, without consulting the Industries Commissioner and Central Purchasing Officer, Bombay. In such cases Audit raises objections and it is very difficult for the Industries Commissioner and Central Purchasing Officer to get these conditions fulfilled from the contractors if the consignees have made payments to them. In view of this, the Indenting Departments/Consignees are directed that before making full payment or part payment to the suppliers they should get confirmed from the Central Stores Purchase Organisation that the suppliers have complied with the clauses 3 and 16 of the A/T. This will avoid unnecessary audit objections and further legal complications.

3. The Indenting Departments are also required to furnish a 'No Objection Certificate' to the Industries Commissioner and Central Purchasing Officer, Bombay, if they are satisfied that the material supplied by the suppliers is according to the required quality, specification and standard, after making payment as per the conditions of the Acceptance letter, so as to enable the Industries Commissioner and Central

Purchasing Officer, Bombay, to refund the security deposit to the contractors and also close the matter at Central Stores Purchase Organisation's end. However, it has been observed that many of the Indenting Departments do not furnish the above certificate to the Industries Commissioner and Central Purchasing Officer, Bombay, but they simply direct to the various consignees to furnish the same to the Central Stores Purchase Organisation direct under intimation to them. This also results in lengthy correspondence by the Central Stores Purchase Organisation with the various consignees. It is the responsibility of every Indenting Departments to issue a consolidated 'No Objection Certificate' on behalf of all the consignees under it, to whom the material was supplied. The Indenting Departments are, therefore, requested to issue a consolidated single 'No Objection Certificate' to the Industries Commissioner and Central Purchasing Officer, Bombay, on behalf of various consignees, in respect of the cases in which all the conditions of Acceptance of Tender have been complied with by the contractors.

4. The Indenting Departments, in some cases, in which penalty has been charged for late delivery of stores, by the suppliers, also required if they are satisfied to issue 'No Loss no Inconvenience Certificate' to the Industries Commissioner and Central Purchasing Officer, Bombay, so as to enable him to consider the waiver of penalty in those cases depending on their merits. However, it is observed that such certificates are also endorsed to the suppliers concerned which is not proper. In fact such certificates should be forwarded to the Industries Commissioner, Central Purchasing Officer, Bombay, only and not to the suppliers. It will be left to the discretion of the Industries Commissioner and Central Purchasing Officer whether, taking into consideration all the aspects of the case, the penalty charged for late delivery of goods is to be waived or not. The supplier concerned is not expected to know whether the consignee has suffered any loss or inconvenience was caused to him on account of the late delivery of goods.

5. The Indenting Departments are therefore, directed that they should follow the above mentioned procedure scrupulously so that the audit objections in respect of stores purchases are minimised.

*Tender Forms issued by the Central Stores  
Purchase Organisation, Bombay:*

Levy of fees for—

INDUSTRIES AND CO-OPERATION DEPARTMENT

Resolution No. SPO. 100/110227-G

Sachivalaya, Bombay 1, dated 28th June 1957

**RESOLUTION**

Government is pleased to levy fees for the sale of tender forms of the Central Stores Purchase Organisation of the Director of Industries, Bombay in respect of the supply of various types of stores purchased on Rate/Running contract or quantity Contract at the rate indicated below :—

| Serial No. | Contract of Values                                      | Tender form fee    |
|------------|---------------------------------------------------------|--------------------|
| 1          | Upto Rs. 10,000                                         | Rs. 2 to Rs. 3.    |
| 2          | Contracts of value from Rs. 10,000 upto Rs. 25,000      | Rs. 3 to Rs. 5.    |
| 3          | Contracts of values above Rs. 25,000 upto Rs. 1,00,000  | Rs. 5 to Rs. 10.   |
| 4          | Contracts of values above Rs. 1 lakh upto Rs. 3 lakhs   | Rs. 10 to Rs. 15.  |
| 5          | Contracts of values above Rs. 3 lakhs upto Rs. 5 lakhs  | Rs. 15 to Rs. 25.  |
| 6          | Contracts of values above Rs. 5 lakhs upto Rs. 10 lakhs | Rs. 25 to Rs. 50.  |
| 7          | Contracts of value above Rs. 10 lakhs                   | Rs. 50 to Rs. 100. |

2. The Director of Industries and Central Purchasing Officer, Bombay, is given the authority of finally fixing the exact value of tender forms within above limits.

*Central Stores Purchase Organisation:*

Foreign exchange requirements—Commitments in respect of—

## INDUSTRIES AND CO-OPERATION DEPARTMENT

Circular No. SPO. 1060/C-323/IND-II

Old Secretariat Building, Bombay I, dated 10th February 1960

**CIRCULAR**

It has been noted that some of the Government Officers accept tenders of firms for the supply of certain stores, machinery etc. to be imported from abroad, on the assurance that necessary import licences would be provided by the Government. This is in contravention of the orders of Government of India in this regard. All Government Officers are, therefore, instructed not to accept any tenders and/or place order with firms for purchase of stores, machinery etc. and enter into any prior foreign exchange commitments with them without obtaining prior concurrence of the Union Ministry of Finance (Department of Economic Affairs). No firm orders should be placed unless the Government of India have cleared the proposal from foreign exchange angle.

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*Indent for the purchase of an article of particular make.*

## INDUSTRIES AND CO-OPERATION DEPARTMENT

Circular Memorandum No. SPO. 1060/IND-II

Bombay I, dated 3rd March 1960

**CIRCULAR MEMORANDUM**

It has been noted that some of the indenting Officers send their indents to the Central Stores Purchase Organisation for purchase of an article of a particular make. This is contrary to the procedure of Stores Purchase of inviting tenders. All Indenting Officers are, therefore, directed that while sending their indents for a particular make of an article to the Central Stores Purchase Organisation, they should invariably send along with it, a certificate to the effect that no other equivalent make will serve the purpose.

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*Metric Weights and Measures:  
Use of—from 1st October 1960,*

## INDUSTRIES AND LABOUR DEPARTMENT

Circular No. WMA. 2860/IND-III

Sachivalaya, Bombay-32, dated 22nd June 1960

**CIRCULAR**

As per Government "Notification, Industries and Co-operation Department, No. WMA. 2858-IND-I, dated the 30th September 1958 published in the *Bombay Government Gazette* of even date and issued in exercise of the powers conferred by sub-section (3) of section I of the Bombay Weights and Measures (Enforcement) Act, 1958 (Bom. LXIX of 1958) the Metric System of Weights and Measures was brought into force from 1st October 1958 in respect of the classes of undertakings and the classes of goods specified therein. As a result of this the Metric System of Weights and Measures becomes compulsory with effect from the 1st October 1960 and the use of foot-pound system will be illegal in those classes of undertakings and in terms of these goods specified therein. It is, therefore, necessary that all Departments and undertakings under the control of the various Departments replace their existing Weights and Measures by the Metric Weights and Measures well before the appointed day. It is also necessary to get the weighing instruments recalibrated for this purpose. All the Departments are requested to take necessary action immediately in the matter. For any difficulty experienced or information required in this connection the Departments and offices may contract the Director of Industries, Bombay.

*Sales Tax :*

Payment of — in respect of Purchases made  
by the Government Department.

## FINANCE DEPARTMENT

Circular No. STA.-1060/A-1261/61-XIII

Sachivalaya, Bombay 400 032, 21st June 1961

*CIRCULAR*

Under the provisions of the Central Sales Tax Act, 1956, Departments and Offices of Government are entitled to make inter-State purchases against a certificate in the prescribed form for the concessional rate of one per cent, while the rate of sales tax which they have to pay to their vendors, in case they make purchases in this State, is the full rate applicable under the Bombay Sales Tax Act, 1959 in accordance with the rates specified in the schedules appended to that Act. It has been represented to Government that in view of this position the various departments and offices of Government have to pay sales tax at a higher rate under the local law when they purchase their requirements of goods in this state in preference to quotations received from suppliers outside the State of Maharashtra. It is, therefore, clarified that since the sales tax recovered by suppliers in this State eventually comes to the revenue of this State, while considering quotations from suppliers within the State and those outside the State, the incidence of Sales tax may be excluded for the purpose of comparison of the rates quoted by them and for determining the lowest tenders.

2. The foregoing instructions do not apply to the purchases made by the Government Departments registered as 'dealers' under the Bombay Sales Tax Act, 1959 and which can be made free of local sales tax against certificates in the forms prescribed under the Bombay Sales Tax Act, 1959 and which can be made free of local sales tax against certificates in the forms prescribed under the Bombay Sales Tax Rules, 1959.

*Government Insurance Fund :*

Payment of Premium—Procedure regarding  
Transit Insurance of despatches by Sailing  
Vessels, or country crafts or small motor  
vessels.

## FINANCE DEPARTMENT

Resolution No. AIF. 1961-XXI

Sachivalaya, Bombay 400 032, 2nd November 1961

*RESOLUTION*

In partial modification of para 4 of the Government Resolution, Finance Department No. 3464/33-IF, dated the 7th July 1953, Government is pleased to direct that the following procedure may be followed in regard to the Transit Insurance of despatches of cargo by sailing vessels or country crafts, or by small motor vessels:—

(i) The Government officer while placing an order for goods or giving a contract to a transport contractor or instructing such a contractor to arrange despatches of Government Cargo from one port to another, should indicate in the order or in the contract or in the instructions as the case may be, the detail "debit head" of account to which the insurance premium may be debited, and a copy of this order, contract or instruction should be endorsed to the Insurance officer.

(ii) The despatching firm or the transport contractor as the case may be, should while reporting the consignment for insurance either directly or through a Government Department or Office be instructed to include the particulars of the "debit head" of account either in the Intimation form or in the letter communicating despatch particulars. A clause to this effect should also be incorporated in the agreement entered into with the transport contractor clearly indicating the "debit head" of account to which the insurance premium may be debited and a copy of the terms of the contract should be endorsed to the Insurance officer.

(iii) In the case of departmental transfer of stores or in the case of any other Government goods on Government account not covered by (i) and (ii) above, the consignee while reporting the consignment for insurance, should (after duly ascertaining the same from the consignee, if necessary) intimate to the insurance officer the details of the head of account to which the Insurance premium should be debited.

(iv) After receipt of the Intimation Form or of the letter communicating despatch particulars and the issue of an Insurance recover communicating premium, the Insurance Officer will address a letter to the Accountant General, Maharashtra, requesting him to carry out the book-adjustment of the premium, under intimation to the insured.

(v) From the copy of the letter to the Accountant General, Maharashtra, endorsed to the consignee he should check the details, and if he finds it necessary or desirable to seek any alterations in the rate or amount of premium or such other matters, he should do so by writing a letter to the Insurance Officer (giving a reference to the Insurance Cover), expeditiously and in any case within 30 days from the date of the letter communicating the premium. If no such reference is received within the time prescribed above, it will be presumed that the insured is satisfied as to the amount of premium already debited to his account and no further complaints will be entertained.

In case where for any reason, the revised procedure outlined above cannot be given effect to, the procedure outlined in para 4 of the Government Resolution, Finance Department No. 3464/34-IF, dated the 7th July 1953, will continue to be followed.

The procedure regarding the payment of premium in the case of transit insurance of despatch of cargo by sea other than those covered by this Government procedure outlined in para 4 of the Government Resolution, Finance Department, No. 3464/33-IF, dated the 7th July 1953, shall continue to be followed until further orders.

#### *Warranty Clause in Contracts.*

#### FINANCE DEPARTMENT

Circular Memorandum No. FNR-1061/7941-VII  
Sachivalaya, Bombay 400 032, 9th February 1962

#### *CIRCULAR MEMORANDUM*

It has been brought to the notice of Government where, in the absence of a Warranty Clause in a contract executed by a department, for the purchase of perishable stores, like condensed milk a loss due to deterioration of the stuff after receipt had to be borne by Government. In some cases the articles had not been inspected immediately or within reasonable time of their receipt, at destination, as contemplated in Rule 3 of the Rules prescribed for the supply of articles required to be purchased for public service (Appendix 6 of B. C. S. R. 1959). Apart from providing in the contract a Clause fulfilling this requirement contemplated in Rule 3 referred to above, it must be ensured, in the case of perishable stores, that a separate warranty clause is also invariably provided in the contract on the lines indicated in a specimen form accompanying this Circular.

2. To ensure effective use of this clause, it is essential that the Departments etc. should arrange not only for prompt inspection of the consignments of stores immediately on their receipt from the suppliers, but also for subsequent cost checks, at a suitable intervals within the period covered by the Warranty Clause.

3. All heads of Departments and Offices are requested to take a note of the above to see that the above instructions are observed by them and by Officers subordinate to them.

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*Purchase of Stores by Government Departments  
through the Central Stores Purchase Organisation*

INDUSTRIES AND LABOUR DEPARTMENT

Circular No. SPO-1065/68571/IND-III

Sachivalaya, Bombay-32, dated 31st December 1965

**CIRCULAR**

Government has issued orders under Circular No. SPO. 1459-IND-II, dated the 17th September 1959, that the indents for imported materials should be sent to the Central Stores Purchase Organisation after obtaining import licence of actual users licence and that unless the Government of India have turned down such a request it would be difficult to agree to the justification for purchase of such articles at a higher rate ex-stock on grounds of their scarcity or non-availability in the market. It is, however, observed that some of the Government Departments are still forwarding their indents to the Central Stores Purchase Organisation without first obtaining the import licence or actual users licence, from the Government of India. As foreign exchange has become scarce, all indenting officers are requested once again to follow scrupulously the instructions contained in Government Circular, No. SPO. 1459-IND-II, dated the 17th September 1959 and send indents for imported materials only after obtaining necessary import licence.

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*Central Store Purchase Organisation :*

General procedure regarding purchase of stores.

INDUSTRIES AND CO-OPERATION DEPARTMENT

Resolution No. SPO. 3257-IND-II

Bombay-1, dated 17th January 1968

**RESOLUTION**

It has been found from experience that in a number of cases, regarding purchase of the various items of Stores by the Central Stores Purchase Organisation, for the different Department of Governments the contractors are either unable to complete the supplies or to execute the orders in time, for one reason or the other. In order to avoid such delays and the consequent inconvenience caused to the Indenting Department Government is pleased to prescribe the following general procedure, in respect of purchases of the various items of stores which have to be purchased through the Central Stores Purchase Organisation.

(1) After the orders have been placed with a particular contractor the Director of Industries and Central Purchasing Officer should ordinarily insist on the endorsement of the contract. The contractors should enter into an agreement and pay the necessary security deposit, within the prescribed time-limit, which should not normally exceed a week or two after the A/T has been forwarded to them. Sometimes, however, the contractor fails to enter into the necessary agreement for the supply or having entered into such agreement, fails to supply the goods or pay the necessary security deposit within the above prescribed time-limit. In such cases the Director should take necessary action to place order with the next higher tenderer.

If the contractor has actually entered into an agreement but fails to supply goods according to the delivery schedule, the Director should take necessary action to enforce risk purchase and also consider the question of forfeiture of deposit paid by the tenderer.

(2) Whenever large quantities of stores have to be purchased the Director should consider the desirability of splitting up the order between two or more tenderers. Such splitting up of the order should be effected, taking into account the size of the order and in order to ensure timely supply of stores. In following such procedure if higher tenders have to be accepted, Government orders should be obtained.

(3) The Indenting Departments should anticipate and estimate their requirements well and, as far as possible, place their indents well in advance if possible, even a year before the stores are actually required.

(4) Whenever orders are to be placed with Government Institutions and the State Industrial Co-operative Associations the Central Stores Purchase Organisation would assess their capacity before determining the size of the order to be placed with a particular Institution. The size of such order should be 20 per cent. less than the capacity claimed by the institution concerned.

*Goods bearing Indian Standards Institution  
Certificate Marks :*

Grant of preference to — in purchase  
of stores for Government purposes.

INDUSTRIES AND LABOUR DEPARTMENT

Circular No. SPO. 1072/32108-IND-I(B)

Sachivalaya, Bombay-32, dated the 17th June 1972

### CIRCULAR

Attention is invited to Government Circular, Industries and Labour Department, No. IDR. 1061/20535-IND-III, dated the 16th March 1971, wherein it has been emphasized that it is the policy of the State Government to encourage manufacture according to specifications of the Indian Standards Institution and there is therefore, good reason for Government Departments and Offices to show preference to goods bearing the Certification Mark of this Institution while making purchases of articles of stores for official purposes. Not only can more reliance as to quality be placed in goods so certified, but also the need for inspection or test-checking does not arise in their cases. The Government Departments and Offices were accordingly directed that in making purchase of or inviting tenders for articles of stores for official use preference should be given to goods bearing Indian Standards Institution Certification Mark over those which do not carry the mark.

2. All Government Departments and Offices are hereby directed that they should bear in mind the above orders while making purchases of stores for official use. They may contact Industries Commissioner and Central Purchasing Officer, Bombay, for details in respect of manufacturers who have been granted licences to use Indian Standards Institution Certification Mark.

*Purchase of Stores against the rate contracts fixed by the Director General, Supplies and Disposals, New Delhi :*

*Permission to fix parallel rate contract for spare parts of vehicles — by the Industries Commissioner and Central Purchasing Officer, Bombay.*

INDUSTRIES AND LABOUR DEPARTMENT

Resolution No. SPO. 1072/36620-IND-1(R)

Sachivalaya, Bombay-32(BR), dated the 29th July 1972

**RESOLUTION**

In partial modification of the Government Circular, Industries and Labour Department, No. SPO. 1067/49049-IND-III, dated the 14th August 1968, Government is pleased to direct that Industries Commissioner and Central Purchasing Officer, Bombay, should fix a parallel rate contract for supply of automobiles spare parts with the Primary manufacturers of the various vehicles, even though the Director General, Supplies and Disposals, New Delhi, has fixed the rate contract for these items. However, while fixing parallel rate contract for automobile spare parts, the Industries Commissioner and Central Purchasing Officer, Bombay, should ensure that there are distinct advantages such as quick delivery, cheaper rates, as also standard quality of spare parts.

No. SPO. 1073/13854-IND-1(B)

INDUSTRIES AND LABOUR DEPARTMENT

Sachivalaya, Bombay-32,

Dated the 10th April 1973

To

The Deputy Marketing Manager,  
The State Trading Corporation of India Limited,  
36, Janpath, New Delhi.

*Subject.*—Distribution of Photogoods.

Sir,

I am directed to refer to your letter No. STC. IRMAC/PH. 72/Policy, dated the 12th December 1972, on the above subject, and to state that the concerned Government Departments are being requested to communicate to you direct the names of sponsoring authorities in respect of purchase of Photogoods required by the various Government Institutions/Hospitals etc., under their control.

## THE STATE TRADING CORPORATION OF INDIA LTD.

36, Janpath, New Delhi.  
Dated 12th December 1972

To

The Secretary to the Government of Maharashtra,  
Department of Home and Administration, Bombay-1.

*Subject.*—Distribution of Photogoods.

*Ref. No.* STC/IRMAC/PH/72/Policy

Dear Sir,

You are aware that we are importing photographic sensitive material including films, out films etc., from rupee currency area. This material is imported by the distributors through our business associates, who are the agents of foreign suppliers. The prices of photogoods are fixed by STC from time to time.

(2) As decided by the licensing authorities, 10 per cent of the imports is reserved for distribution amongst various Government Department etc., mentioned below :—

(a) All Central and State Government Departments including all the Defence Organisation of the Government of India.

(b) All Colleges/Institutions affiliated with Universities provided their requirements are certified by a person not below the rank of the head of the college.

(c) All Central and State Government Public Sector Undertakings.

(d) All Medical/Research/Technical Institutions and Hospitals run by the Central/State Government, Municipal Committees/Corporations and Panchayat Boards.

The requirements can be obtained from any of our business associates, after obtaining release order from STC.

(3) We however find that the demands are received from various departments signed by various officers and sometimes without indicating status of the officers and seal of the office concerned.

(4) Since the goods are released on the recommendation of the Central/State Government, it would be advisable that some of the officers are specifically authorised to recommend such allocations who would countersign such requests to enable you to issue prompt release orders. In case of Institutions not located at headquarters, the senior-most Administrative authority may be nominated as the sponsoring authority. However there should be one sponsoring Authority for the Department or Institute mentioned in (a) to (d) above.

(5) It will be appreciated, therefore, if you will please nominate the officers, as "Sponsoring Authorities" for the various institutions named in (a) to (d), which are coming under your Ministry Government and send us their names, designations, and other particulars to enable us to take further necessary action.

(6) To ensure prompt servicing of such requests, it has also been decided that for the institution wise quarterly requirements not exceeding Rs. 750 per quarter, they would approach directly to our business associates whose names and addresses are given in the enclosed list, with the recommendation of the "Sponsoring Authority", without obtaining release order from STC, on condition that the total purchase during a quarter irrespective of the source or sources of supply would not exceed the limit of Rs. 750. For this purpose, the purchasing authority will have to give a certificate to our Business Associate (Dealer) that the total purchases made during the quarter do not exceed Rs. 750. For your information it may be stated that there will be four quarters in a year beginning from April to March of the next year. Requirement of one quarter cannot be carried forward and added to the next quarter.

(7) It may, however, be noted that, if the requirements are more than Rs. 750 in any quarter, STC should be approached for a release order after ascertaining from our business associates that the goods are available in stock and that the prices and terms of payment to them are acceptable to you.

(8) We shall be grateful if a circular is issued to all concerned on the above basis. The names of our Business Associates may also be circulated. Copies of Circulars issued may please be sent to us, along with the names of authorised officials as stated in para. 5 above.

Your prompt action in this regard will enable us to serve you better.

Yours faithfully,

For the STC of India Limited, New Delhi,

(Signed) K. G. OZA,

Deputy Marketing Manager.

*Name and address of the Importers of Photogoods (Business Associate of STC).*

1. Messrs. Orwo Private Ltd., Stadium House, Office in New Delhi.  
Vir Nariman Road, Bombay-20 (BR).
2. Messrs. Orwo Films Eastern Unit, 147, Mount Office in Calcutta.  
Road, Madras-6.
3. Messrs. Simla Studios, 4-Regal Building, Parlia-  
ment Street, New Delhi. ....
4. Messrs. Photo Cine Stores, 8-9 Jolly Bhavan Office in Calcutta.  
No. 1, 10-New Marina Lines, Bombay-20.
5. Messrs. Photo Cine Stores, 3-B Jawaharalal  
Nehru Road, Calcutta-13. ....
6. Messrs. Central Camera (P) Ltd., 18-B Asaf Ali Offices in Bombay, Calcutta,  
Road, New Delhi. Madras.
7. Messrs. Fomindia (P) Ltd., 3620-21 Netaji  
Subhash Marg, Delhi-6. ....
8. Messrs. Choksi Bros. (P) Ltd., Western India Offices in Delhi, Madras,  
House, Phirozshah Mehta Road, Fort, Bombay. Calcutta.

No. SPO. 1074/20224/IND-1(A)

INDUSTRIES AND LABOUR DEPARTMENT

Sachivalaya, Bombay 400 032,

Dated the 23rd April, 1974.

To

The Industries Commissioner and  
Central Purchasing Officer, Bombay.

*Subject*—Prices fixed by the statutory bodies appointed by the Government of India.

Sir,

With reference to your letter No. CSP/POI-35/1, dated 1st January 1974, on the above subject, I am directed to state that the increase in prices of stores on account of increases announced by the Government of India and its organisations like Joint Plant Committee, Minerals and Metals Trading Corporation, State Trading Corporation etc. should be treated as statutory increases and the suppliers may be paid at the increased rates provided that such price increase has come about during the accepted delivery period of the contract or an extended delivery period whenever it is agreed to by the Stores Purchase Committee. The supplier should also produce documentary evidence of such price increase. All such cases should be put up before the Stores Purchase Committee duly constituted by the Government for a final decision as to the quantum of increase etc.

*Refund of Security deposits to the suppliers  
by the Industries Commissioner and General  
Purchasing Officer, Bombay.*

INDUSTRIES AND LABOUR DEPARTMENT

Circular, No. SPO-1072/21482-IND. I (a)

Sachivalaya, Bombay-400 032, dated the 23rd July, 1974

CIRCULAR

As per terms and conditions of the Acceptance of Tender the successful tenderer has to pay 3 per cent security deposit to the Industries Commissioner and Central Purchasing Officer, Bombay, which is required to be returned to the supplier on the satisfactory completion of the contract. However, before returning it to the supplier, the Indenting Department is required to issue a 'No Objection' Certificate to the Industries Commissioner and Central Purchasing Officer, Bombay, before expiry of the prescribed warranty period stating that the stores received is according to the specification, quality etc. stipulated in the contract. If the stores received by the Indenting Department is not according to the required specification, etc. then the matter is required to be intimated to the Industries Commissioner and Central Purchasing Officer, Bombay, before expiry of the prescribed warranty period, so as to enable the Central Stores Purchase Organisation to instruct the supplier to replace or repair the stores.

2. It has been brought to the notice of the Government that the Indenting Departments do not issue the required 'No Objection' Certification to the Industries Commissioner and Central Purchasing Officer, Bombay, within the prescribed warranty period, even if the Stores received is according to the conditions stipulated in the contract. Due to this, the Industries Commissioner and Central Purchasing Officer, Bombay cannot return the security deposits to the suppliers who have fulfilled the contract satisfactorily, even after the expiry of the prescribed warranty period, for want of 'No Objection' Certificate from the Indenting Departments. This affects the reputation of Government and the suppliers are not inclined to take part in the purchase programme of Government as their deposit amounts are unnecessarily locked up with the Central Stores Purchase Organisation for a considerably long time.

3. To avoid this and to enable the Central Stores Purchase Organisation to return the security deposits to the suppliers promptly, it has been decided that the Industries Commissioner and Central Purchasing Officer, Bombay, should refund the security deposits to the suppliers who have fulfilled the contract satisfactorily, after the expiry of the prescribed warranty period, even though a 'No Objection' certificate is not received from the Indenting Department. The cognisance of the complaints in respect of unsatisfactory supply of stores by the suppliers shall be taken only if the complaint is received from the Indenting Departments during the prescribed warranty period when the suppliers are bound by the warranty clause of the Acceptance of Tender to replace/repair the defective stores/machinery etc.

4. All Indenting Departments are, therefore, directed that they should report to the Central Stores purchase Organisation about the satisfactory supply of stores by the suppliers before the expiry of the prescribed warranty period so as to enable him to take further action in regard to the refunding of security deposit to the suppliers, or otherwise.

*Central Stores Purchase Organisation :*

Principles governing Repeat Orders to be placed by —

## INDUSTRIES AND LABOUR DEPARTMENT

Resolution No. SPO. 1067/26889-IND-III

Sachivalaya, Bombay 400 032, dated the 14th June 1968

**RESOLUTION**

In supersession of the orders contained in Government Circular Memorandum, Industries and Cooperation Department No. SPO. 3057-IND-II, dated the 21st November 1958 and Government Circular Memorandum, Industries and Cooperation Department No. SPO-3059-IND-II, dated the 7th August, 1959, Government is pleased to direct as under :

Repeat Orders may be placed against a previous orders recently placed, but in any case not later than six months after the initial order was placed, provided :

(i) that no repeat order is placed if the original order was placed to cover an urgent or emergent demand,

(ii) that the officers concerned are satisfied that there has been no downward trend of the prices or that the rates are either steady or are standardised,

(iii) that the total quantity and or value does not exceed 200 per cent. of the original quantity of the order, and

(iv) that their inviting of tenders necessitates examination of samples in testing laboratories which take unduly long time.

2. The certificate that there has been no decrease in the price of the commodity should not be necessary in each case, although it may be a guiding principle.

3. The total value of repeat order should not in any case exceed the sum of Rs. 2 lakhs. Proposals for repeat orders for sums in excess of this amount should be submitted to the Stores Purchase Committee with special justification for resorting to the purchase.

4. The following powers are delegated to the officers mentioned below to place repeat orders :—

The Director of Industries and Central Purchasing Officer. Upto Rs. 2 lakhs.

The Joint Director of Industries .. .. Upto Rs. 1 lakh.

The Deputy Director of Industries .. .. Upto Rs. 50,000 and

The Assistant Director of Industries .. .. Upto Rs. 10,000.

In case where free competition does not exist or purchases are to be effected by negotiations, the Director, the Joint Director and the Deputy Director of Industries shall have powers to make purchases upto the value of Rs. 1 lakh, Rs. 50,000 and Rs. 25,000 respectively. The reasons for purchase by negotiation instead of by open or limited tender system should however, be recorded in writing on relevant file.

5. It is, however, made clear that placing of repeat order is no substitute for the the system of concluding Rate/Running Contract and the above method of purchase should be resorted to only in cases where Rate/Running contract are not found feasible.

*Central Stores Purchase Organisation :*

Principles governing Repeat Orders to be placed by —

## INDUSTRIES AND LABOUR DEPARTMENT

Resolution No. SPO. 1973/11358-IND-I(A)

Sachivalaya, Bombay 400 032, dated the 6th February 1974

## RESOLUTION

Government is pleased to direct that the following may be added as para. 4, in the Government Resolution, Industries and Labour Department, No. SPO. 1967/26389-IND-III, dated the 14th June 1968 *viz.*

"4. If in any case the principles mentioned at Serial No. (i) to (iv) in para. one are not fulfilled, the Central Stores Purchase Organisation should take approval of the Stores Purchase Committee for placement of repeat orders in relaxation of any of the above principles."

2. Consequently, the existing paras numbered as 4, 5 and 6 should be renumbered as 5, 6 and 7.