

1. The scope of work of Stores & Purchase in a Laboratory includes.....
 - a) procurement of goods only
 - b) procurement of goods and services only
 - c) procurement of goods, services and AMC of equipment etc.

2. What is the full form of AAR?
 - a) Annual Audit Register
 - b) Appreciable Asset Record
 - c) Abstract Asset Register

3. CIF stands for.....
 - a) Cost Including Freight
 - b) Cost Insurance Freight
 - c) Comprehensive Insurance of Freight

4. What CTE stands for?
 - a) Chief Technical Examiner
 - b) Centre of Tax Exemptions
 - c) Cut, Tanned & Emulsified

5. Care should also be taken to avoid purchasing quantities in excess of requirement to avoid.....
 - a) wasteful expenditure
 - b) creating surplus stores
 - c) both the above

6. The limit for purchase of non-R&D related goods without calling quotations is.....
 - a) Rs. Two lakhs
 - b) Rs. Fifty thousand
 - c) Rs. Fifteen thousand

7. How many members the Local Purchase Committee usually has?
- a) 05
 - b) 04
 - c) 03
8. Rate contract may be concluded for.....
- a) purchase of glasswares and chemicals
 - b) AMCs
 - c) both the above
9. Labs./Institutes may utilize rate contracts concluded by-
- a) DGS&D
 - b) Other Labs. Of CSIR
 - c) Both (a) & (b)
10. What is a 'proprietary item'?
- a) An item supplied by only one agency
 - b) An item manufactured by only one Co.
 - c) An item which has some unique features
11. A two bid system is where.....
- a) a bidder can submit two rate-quotations
 - b) technical and price bids are to be submitted separately
 - c) two bidders can join hands to submit a joint bid
12. The type of tendering process to be adopted for procurement, is determined by.....
- a) the indentor
 - b) the SPO
 - c) value of the items to be purchased

13. Who can waive off the requirement of bid security?
- a) SPO
 - b) Indentor
 - c) Director
14. The performance security.....
- a) amount cannot be increased or decreased
 - b) amount may be increased or decreased
 - c) amount may be increased but it can't be decreased
15. Who shall deal with the requirement of services of a Professional Consultant ?
- a) PME Division of the Lab.
 - b) General Section of the Lab.
 - c) Purchase Section of the Lab.
16. The work related to Computer & Network management is to be dealt with by.....
- a) the Computer Division of the Lab.
 - b) the Administration of the Lab.
 - c) the Stores & Purchase Section of the Lab.
17. Who should inspect the equipment before it is installed and commissioned?
- a) Stores officer
 - b) SPO
 - c) Indentor
18. PAC certificate is to be signed by.....
- a) Indentor
 - b) SPO
 - c) Chairman, Purchase Committee

19. Who draws the tentative schedule of inspection of equipment to be purchased?
- a) SPO
 - b) Indentor
 - c) Chairman, Purchase Committee
20. Splitting of indent.....
- a) cannot be allowed
 - b) can be allowed with the approval of Chairman, Purchase Committee
 - c) can be allowed with the prior concurrence of FAO and SPO
21. Which of the following is not correct about specifications for an item to be procured?
- a) It should indicate the model and trade name of the item.
 - b) It should conform to latest ISO standards
 - c) It should conform to latest BIS standards
22. The specifications for an indented item.....
- a) may be given by SPO
 - b) may be laid down by SPC
 - c) should be laid down by the indentor
23. Who has to ensure that the provisions of Official Language Act, 1963 are complied with while purchasing office equipment?
- a) COA/AO
 - b) Hindi Officer
 - c) SPO
24. Who has to ensure that items sought to be imported do not fall within the restrictive list contained in the EXIM policy?
- a) Purchase Officer
 - b) Indentor
 - c) Supplier

25. The Purchase Officer while vetting the indents must.....
- a) look at it dispassionately
 - b) play a facilitating role
 - c) look at it critically
26. The Purchase Committee has to draw up an exhaustive list of routine stock replenishment items in two categories viz.,
- a) R&D and non-R&D items
 - b) items of daily use and items of occasional use
 - c) short-term and long-term requirement items
27. Who of the following is, generally, not a member of Purchase Committee?
- a) COFA/FAO
 - b) COSP/SPO
 - c) COA/AO
28. Which of the following statement about Purchase Committee(PC) is NOT correct?
- a) PC is to be constituted by Director.
 - b) Meeting of PC shall be convened by Purchase member
 - c) In a Laboratory having COSP and SPO, any of the two officers can be nominated on the PC
29. Indent for an equipment costing Rs.25.5 lakhs shall be considered by.....
- a) Purchase Committee
 - b) Local Purchase Committee
 - c) Technical & Purchase Committee
30. Which members of Technical & Purchase Committee are not required to attend Pre-Indent-Conference?
- a) SPO
 - b) FAO
 - c) both (a) & (b) above

31. Who has to convene meeting of a Technical Sub-Committee?
- a) Project Leader
 - b) SPO
 - c) Chairman, T&PC
32. The ordered quantity can be enhanced up to 30% within the delivery period, subject to availability of budget, on the advice of indenter,.....
- a) without concurrence of Finance
 - b) with the concurrence of FAO
 - c) with the prior approval of Purchase Committee
33. The senior-most officer in Purchase can procure items from Kendriya Bhandar/ NCCF and other cooperative societies recognized by the Govt. of India,.....on each occasion.
- a) costing upto Rs.50,000
 - b) costing up to Rs. 1.00 lakh
 - c) costing upto Rs.25 lakhs
34. Detailed technical specifications should be given
- a) in the press advertisement
 - b) alongwith the bidding document
 - c) in the notice on the web-site
35. How much time should be allowed to the bidders in the case of global tenders?
- a) Two weeks
 - b) Three weeks
 - c) Four weeks
36. What is a 'Proprietary usage' item?
- a) the proprietary items used in the Lab.
 - b) the item of a company being continuously used by a scientist in his project.
 - c) the item being used by only one scientist in the Lab.

37. Which of the following cannot be accepted as a Bid Security?
- a) Bank guarantee
 - b) Fixed deposit receipt
 - c) Credit note
38. Which firms are exempt from furnishing bid security?
- a) Firms registered with DGS&D for the item to be purchased
 - b) Multinational firms
 - c) Firms having turnover of more than 1000 crores annually
39. In case of imports, the bid security may.....
- a) not be taken.
 - b) be obtained from the Indian agent
 - c) be exempted.
40. Who can grant exemption of bid security to some specific parties having sound credentials and are of national/international repute.
- a) Sanctioning authority
 - b) SPO
 - c) Purchase Committee
41. At what price tender document is to be sold?
- a) Rs.500/-
 - b) Rs.300/-
 - c) Rs.250/-
42. 'Ex-works' price means-
- a) the price at factory
 - b) the price at warehouse
 - c) the price at company's workshop

43. If no bid security is prescribed,.....
- a) bids received by FAX, e-mail or by telegram can be considered
 - b) bids received in open condition can't be considered
 - c) bids received by e-mail can't be considered
44. Tenders received after the last date specified for receipt of tender but before the date of opening of the tender are treated as.....
- a) late
 - b) invalid
 - c) delayed
45. Late tenders shall be.....
- a) returned to the bidder
 - b) considered at the risk of the bidder
 - c) considered by the Purchase Committee
46. The standing Tender Opening Committee shall consist of.....
- a) such officers as may be decided by Director
 - b) representatives of Admn., Finance and Stores & Purchase
 - c) representatives of the Indentor, Finance and Stores & Purchase
47. Any correction in the price quoted in the tender in words and/or figures shall be encircled in red ink and signed by the representative of.....
- a) SPO
 - b) FAO
 - c) AO
48. Which bid is to be treated as 'unresponsive'?
- a) If the bid is not submitted in time.
 - b) If the bidder is ineligible
 - c) If the bid is not submitted by any responsible person of the firm

49. If there is a discrepancy between words and figures.....
- a) the bid shall be rejected.
 - b) the bidder shall be asked to make correction.
 - c) the amount in words shall prevail
50. Which is to be treated as a 'responsive' bid ?
- a) Which is received in time.
 - b) Which is as per the requirement of the indenter.
 - c) Which is signed and complete
51. Negotiations can
- a) be held only in case of proprietary item
 - b) not be held at all
 - c) be held with any bidder is considered appropriate
52. In case L-1 backs out then.....
- a) L-2 can be asked to supply the item
 - b) one of the other bidders can be given order provided the bidder agrees to supply at the rate quoted by L-1.
 - c) tenders should be invited afresh
53. If the value of purchase contract is more than Rs.25 lakhs, the stamp paper should be of Rs.....
- a) 10
 - b) 20
 - c) 50
54. What is the full form of LOI?
- a) Letter of Indenter
 - b) Letter of Inspection
 - c) Letter of Intent

55. Who has to ensure that the vendor supplies the ordered items in time?
- a) In-Charge of Stores
 - b) Purchase Officer
 - c) Indentor
56. What is the full form of DRR?
- a) Daily Receipt Register
 - b) Demand & Requests Register
 - c) Debs & Receipts Register
57. All purchase files should be retained for a period of.....
- a) 20 years
 - b) 10 years
 - c) 5 years
58. What is the full form of NDP?
- a) Net Displayed Price
 - b) Net Dealer Price
 - c) Net Dscouted Price
59. Normally, the concerned indenting division should ensure completion of inspection within..... Of receipt of advice from the stores.
- a) ten days
 - b) fourteen days
 - c) twenty-one days
60. Once the supply bill is sent by Purchase to Accounts, payment to the vendor shall be released within.....
- a) three working days
 - b) five working days
 - c) a week

61. What is the full form of LIFO?
- a) Late incoming, first outgoing
 - b) Late Inside, first outside
 - c) Last in, first out
62. What kinds of stores are to be issued as per the laid down scale?
- a) Items like soap, duster, towel etc
 - b) items like floppies, bulbs, tube-lights etc
 - c) items like pencils, note-pads etc.
63. Items like batteries, tyres, CD-ROMS etc. should be issued.....
- a) as per the laid down scale
 - b) in exchange of the old ones
 - c) as and when required on emergent basis
64. Who is responsible to advise the Director of a Laboratory on matters pertaining to procurement?
- a) Chairman, Purchase Committee
 - b) FAO
 - c) SPO
65. In case of e-procurement, who has to furnish a certificate to the effect that the prices have been downloaded from the web site of at least three firms?
- a) Indentor
 - b) COSP/SPO/SO(S&P)
 - c) Purchase Committee
66. Maintenance contract can be entered into with -
- i) Supplier ii) OEM iii) Any other competent firm
- a) Only (a) is correct
 - b) Both (a) and (b) are correct
 - c) (a), (b) and c) are correct

67. Who is the competent authority to approve buy-back purchasing?
- a) Director
 - b) COSP/SPO
 - c) Purchase Committee
68. Once the buy-back purchase is completed, the original value of the item shall be.....
- a) written off from the books
 - b) replaced with the value of the new item
 - c) retained alongwith value of the new item purchased in buy-back
69. To avoid receipt of forged /fake bank guarantees.....
- a) the bank manager should be asked to submit the BGs personally to Lab.
 - b) ensure that the BGs issued by the Bank in the presence of SPO.
 - c) all BGs should be independently verified by the Lab.
70. The OB for advance payment towards purchase of an equipment can be removed.....
- a) on physical receipt of the item.
 - b) on inspection of the item by the Indentor.
 - c) on installation of the item.
71. Who can designate an officer as Drawing Officer (DO) for the purpose of procurement ?
- a) Director of the Lab
 - b) MC
 - c) Purchase Committee
72. In cases of AMC for a period of eleven months, who can sanction advance payment?
- a) The Sanctioning authority
 - b) Director
 - c) Purchase Committee

73. Which of the following is not correct about lapsing of a financial sanction?
- a) Will not lapse if payment is made in whole or part during the 12 months from the date of issue of sanction
 - b) Will lapse on the expiry of the financial year irrespective of the period mentioned in the sanction
 - c) it will lapse if only tenders have been accepted and further action has not been taken
74. Which of the following is not included in the definition of 'Goods' ?
- a) livestock
 - b) industrial plants
 - c) books
75. The first activity of Purchasing cycle is-
- a) furnishing indent
 - b) assessing need for procurement
 - c) inviting bids
76. Buying according to the requirements is called
- a) seasonal buying
 - b) scheduled buying
 - c) hand to mouth buying
77. Procurement cost is -
- a) the cost incurred to replenish the item
 - b) the price of the item
 - c) the cost of the item to the supplier
78. 'Down time' means -
- a) the time when the price of an item are down
 - b) the time when the equipment is not functional
 - c) the time between arrival and installation of an equipment

79. Receiving a required inventory item at the exact time needed
- a) JIT
 - b) ABC
 - c) PERT
80. EOQ is the order quantity that..... over our planning horizon
- a) minimizes total ordering costs
 - b) the required safety stock
 - c) minimizes total inventory costs
81. A B2B exchange is a..... Internet marketplace that matches supply and demand by real-time auction bidding
- a) buyer to business
 - b) business to business
 - c) buyer to buyer
82. A formal, legal commitment to extend credit up to some maximum amount over a stated period of time is called-
- a) letter of credit
 - b) line of credit
 - c) revolving credit agreement
83. ABC analysis is a method of -
- a) procurement
 - b) bidding process
 - c) inventory management
84. A Bank Guarantee (BG) should be valid forbeyond the validity period of the offer..
- a) 45 days
 - b) 60 days
 - c) 90 days

85. The EMD of unsuccessful bidders should be refunded within.....of the award of contract.
- a) one year
 - b) six months
 - c) 30 days
86. EMD will be forfeited, if the tenderer-
- a) fails to furnish the required performance security
 - b) withdraws or amends the tender in any respect within the period of validity of his tender.
 - c) All the above
87. Goods (non-R&D) upto the value of Rs.....on each occasion can be made without inviting bids.
- a) 1500
 - b) 2500
 - c) 15000
88. What is the value upto which goods(non-R&D) can be purchased on the recommendations of Local Purchase Committee?
- a) Rs.15000
 - b) Rs.100000
 - c) Rs.1,50000
89. Who can be nominated as Chairman of the Technical & Purchase Committee?
- a) Any Chief Scientist
 - b) A senior scientist of the Lab.
 - c) A senior scientist of the Laboratory or outside expert
90. What is the full form of HML ?
- a) Handbook of Materials' Law
 - b) High, Medium, Low
 - c) Heavy Materials' List

91. What is the full form of EOQ?
- a) Economic Ordinary Quantity
 - b) Excise on Quantity
 - c) Excess OF Quantity
92. Who of the following is not involved in the process of procurement of stores?
- a) SPO
 - b) F&AO
 - c) AO
93. As per CSIR bye laws, who advises Director of a Lab. On matters relating to purchase?
- a) COSP/SPO
 - b) COA/AO
 - c) COFA/FAO
94. Which of the following is the correct hierarchy of Stores & Purchase department?
- a) Director, COA, SPO, SO(S&P)
 - b) COA, FAO, SPO, SO(S&P)
 - c) COSP, SPO, SO(S&P)
95. For the purpose of disposal, the stores is divided into which of the five categories?
- a) Surplus, obsolete, unserviceable, scrap,empties
 - b) Surplus, obsolete, scrap, junk, discarded
 - c) Surplus, obsolete, unserviceable, scrap,discarded
96. Who fixes the reserve price for items to be disposal of?
- a) SPO
 - b) SPO and FAO
 - c) Disposal Committee

97. Who decides the mode of disposal of obsolete items?
- a) Stores
 - b) SPO
 - c) Standing Disposal Committee
98. In CSIR, procurement of goods & services is
- a) an administrative activity
 - b) a scientific activity
 - c) a technical activity
99. What kind of Platinum items can be classified as 'Assets'?
- a) Platinum rods
 - b) Platinum wires
 - c) Platinum electrodes
100. Which of the following shall be stored as a Nobel metal?
- a) Zinc
 - b) Iridium
 - c) Copper