



वैज्ञानिक तथा औद्योगिक अनुसंधान परिषद्
Council of Scientific & Industrial Research

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Date: 10.01.2022

To

The Directors/Heads of National Laboratories/Institutes/Units under
Headquarters

**Sub: Clarification on Manual of Procurement of Goods 2019 -
Placement of Purchase Order under LPC Mode and Direct
Purchases**

Madam/ Sir,

A reference had been received on the captioned subject seeking clarification as to who would place Purchase Order once Local Purchase Committee (LPC) has tendered its recommendation under GFR 155/MPG Para 4.10.

The issue has been examined in consultation with the Finance. Accordingly, with the approval of the Competent Authority, it is clarified as under:

1. There are two circumstances visualized in Para 4.10 of MPG 2019 corresponding to GFR 155 for purchases under LPC mode: one is **normal** circumstance and the other is **special** circumstance.
2. In normal circumstances, the role of the LPC is to survey the market - physically or virtually, identify the appropriate supplier, ascertain the reasonableness of rates, quality & specification, affix/record the prescribed certificate and

recommend to the Purchase Section for placing of purchase order to the supplier so identified.

3. Only in special circumstances, the LPC will operate in terms of Para 4.10.2(03) read with Para 4.10.2(11). Special circumstances are those which are so decided/approved by the Director/JS (A), recording the reasons thereof. Only in such special circumstances, a member of the LPC can **place Purchase Order** on the spot, make payments and take delivery on the spot.
4. Sometimes, purchases under these modes (i.e LPC or Direct) may also involve import. In all such cases the Indenter/ LPC, as the case may be, shall offer recommendation in terms of para # 2 above to the Purchase Section for placement of order.
5. In case of LPC purchases, in order to ensure that quotations are received with all information required for placement of Purchase Order, Labs./Institutes may devise and make use of simple, standard, structured and user-friendly formats for Enquiry as also for submission of Price Quotations by the vendor. This will help save time and make the process efficient and efficacious. However, quotations submitted in other forms/ formats may also be considered provided all essential information are broadly available therein.
6. Further, in case of purchases without quotation (under GFR 154/ MPG Para 4.9) involving Import, modalities as stipulated above (Para # 5) or as may be practically convenient and possible under the circumstances, may also be adopted.

Yours faithfully,



(Srideb Nanda)

Controller of Stores & Purchase