

PREFACE

In any procurement process in Government Departments across the state, the foremost element is transparency in procurement process. There have been various occasions ,when due to lack of documented procurement procedures, transparency remained compromised in absence of either lack of knowledge or misapplication of various Government instructions laid down in Financial Codes and elsewhere. Also instructions are scattered at various places making it difficult for the indenting officers to access them while making informed decisions. It was, therefore, imperative that a compendium of instructions contained in the Financial Code, the General Financial Rules & various orders issued by the Ministry of Finance, GOI, Central Vigilance Commission and other concerned agencies for enhancing transparency, is brought out in a concise form.

We have provided a step by step approach in every process involved in tendering beginning with floating of tenders. There are many areas in a procurement process which begin with identification of sellers and ends with quality control aspects of the goods supplied. We have included step by step approach to evaluation of tenders, drawing of agreements, follow up on supply orders, supplies for import, delay in supplies which are intended to be educative and informative to users.

These have also been various case laws relating to procurement at various levels. We have tried our best to incorporate various case laws/Judicial Rulings to have a clear understanding of legal issues involved in procurement for Government Departments. This attempt we feel, shall provide an inquisitive information to all concerned the indenting offices, auditors and controlling levels for understanding the issues in perspective.

It is hoped that the book serves its purpose. This has been possible to bring out this publication based on persistent support from the publishers

Authors