

## **Guidelines to be followed while procuring Goods and Services through Spot Purchase Committee**

- i) These guidelines are issued for appraisal and Compliance by all procuring entities under Assam Agricultural University while making Spot Purchases.
- ii) These are issued in pursuance of Provisions contained in the Assam Public Procurement Rules, 2020 and provisions contained in Manual for Procurement of Goods, 2017 issued by the Ministry of Finance Department of Expenditure, Government of India.
- iii) This mode of Procurement is described in parlance of procurement of Goods; However, in Principle, it is equally applicable to contingency expenditure on small works/services also.
- iv) The limit for spot purchase shall be as follows:
  - (A) For funds provided by GOI i.e. ICAR, DBT, ATARI, ISRO, BARC.
    - I. Upto Rs. 2.50 Lakh on each occasion subject to an annual limit of Rs. 5.00 Lakh if the Quantum of Grant received doesn't exceeds Rs. 25.00 Lakh in a Financial Year.
    - II. Upto Rs. 2.50 Lakh on each occasion subject to an annual limit of Rs. 7.00 Lakh if the Grant received during a given Financial Year exceeds Rs. 25.00 Lakh.
  - (B) For fund provided by GOA, P/L Account/ Revolving Fund, Corpus Fund and similar other funds other than the fund mentioned in (A) above.
    - I. Rs. 1.00 Lakh on each occasion subject to Annual Limit of Rs. 5.00 Lakh in a given Financial Year.
- v) Terms & Conditions:
  - (i) A procuring entity shall procure a subject matter of procurement on the recommendation of the Spot Purchase Committee . The Committee shall survey the market diligently to ascertain the specifications, quality and reasonableness of rate with reference to the wholesale market price, identify the appropriate supplier of the subject matter thereof and shall record the certificate prescribed below signed by all the members. Departmental Stores, Shopping Malls, Authorised Dealers may be included in the market survey and reputed internet shopping portals may also be explored.

“Certified that we, (1).....(2).....(3)....(names of members). members of the Spot Purchase Committee are jointly and individually satisfied that the subject matter recommended for procurement is of the requisite specification and quality, priced at the prevailing dealer/wholesale-market rate and the supplier recommended is reliable and competent to supply/provide the subject matter in question.” (strike out what is not applicable)



(Signature with names, designation and date)

- (ii) Records of the authorized dealers, vendors, wholesalers approached and the price quoted by them shall be kept.
- (iii) A separate Register showing details of procurement made through Spot Purchase mode shall be maintained by each office.
- (iv) Supervisors should carry out periodic review of such procurements to ensure that the demand is not split into small quantities for the sole purpose of avoiding the necessity of getting an approval from the higher authority required for sanctioning the purchase of the original demand or for avoiding Limited Tender Enquiry (LTE)/ or Open Tender Enquiry(OTE) mode of procurement. An annual review of such procurements shall be carried out to ensure that future anticipated requirements are clubbed and procured through Limited Tender Enquiry (LTE)/Open Tender Enquiry(OTE)/Rate Contract (RC).
- (v) Supervisors should cross check a percentage of cases in the market for prices, fake vouchers, and so on. Supervisors should also check that the same vendor(s) is not being patronized repeatedly. For the sake of transparency, payments should be made by cheque or through Electronic Clearance Service except that cash payment may be allowed upto Rs. 5,000/- (Rupees Five thousand). Staff involved with such procurements should not continue in the same role for long and should be rotated frequently.
- (vi) In case of emergency procurement, facility of withdrawing requisite advance cash amount and its subsequent accountal may also be considered upto Rs. 10,000/-. Emergency procurement as distinct firm urgent works, means procurement of Goods, Services or works that need to be taken up in response to recent or imminent, natural or man made disasters and calamities to restore Public facilities or services which are crucial for reinstating normal Public life.

**This will come into force with immediate effect.**

**This issues with the approval of Competent Authority.**

*Darmanw*  
*8/12/23*

Comptroller  
Assam Agril. University  
Jorhat-13.