



राष्ट्रीय फैशन प्रौद्योगिकी संस्थान  
क्रय विभाग-मुख्यालय  
हौज खास, नई दिल्ली -110 016

No. 1351(48)/NIFT/Pur-HO/O.M/2025

18<sup>th</sup> March, 2026

**OFFICE MEMORANDUM**

**Subject : Booklet of guidelines/orders relating to Procurement of Goods and Services-reg**

NIFT follows General Financial Rules, 2017 in respect of public procurement and various guidelines associated with different modes of procurement as provided in Manual for procurement of Goods, works and services. From time to time, the said guidelines are amended and notified by Government of India and also by NIFT. For better clarity and smooth conduct of procurement work across campuses, a compendium of circulars/orders incorporating latest amendments are enclosed for ready reference and necessary compliance.

*Gaurav Mishra*  
18.03.26

(Gaurav Mishra)  
Director- Head Office

Encl: a/a

To

1. All Campus Directors
2. Registrar/CVO/Dean/Heads/Director(F&A)/ Director (IT)/Joint Directors
3. DD(F&A)/ABS & LO/Purchase Officers/Assistant Directors/AAOs
4. Webmaster- for uploading on NIFT's website
5. PS to DG-NIFT

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No.F.1/1/2022-PPD  
Government of India  
Ministry of Finance  
Department of Expenditure  
Procurement Policy Division

264-C, North Block, New Delhi.  
2<sup>nd</sup> February, 2022.

**OFFICE MEMORANDUM**

**Subject: Amendment to General Financial Rules (GFR), 2017 to include Insurance Surety Bonds as Security Instrument.**

It has been decided to partially amend Rule 170(i) and Rule 171(i) of General Financial Rules (GFR), 2017 regarding 'Bid Security and Performance Security respectively' as under:

Rule/ Para	Existing provision	Amended Rule
170(i)	The bid security may be accepted in the form of Account Payee Demand Draft, Fixed Deposit Receipt, Banker's Cheque or Bank Guarantee from any of the Commercial Banks or payment online in an acceptable form, safeguarding the purchaser's interest in all respects.	The bid security may be accepted in the form of <b>Insurance Surety Bonds</b> , Account Payee Demand Draft, Fixed Deposit Receipt, Banker's Cheque or Bank Guarantee from any of the Commercial Banks or payment online in an acceptable form, safeguarding the purchaser's interest in all respects.
171(i)	Performance Security may be furnished in the form of an Account Payee Demand Draft, Fixed Deposit Receipt from a Commercial bank, Bank Guarantee from a Commercial bank or online payment in an acceptable form safeguarding the purchaser's interest in all respects.	Performance Security may be furnished in the form of <b>Insurance Surety Bonds</b> , Account Payee Demand Draft, Fixed Deposit Receipt from a Commercial bank, Bank Guarantee from a Commercial bank or online payment in an acceptable form safeguarding the purchaser's interest in all respects.

2. This OM is also available on website of Department of Expenditure; [www.doe.gov.in](http://www.doe.gov.in) -> Notification -> Circular -> Procurement Policy OM. Hindi version of this OM will follow.

*Kanwalpreet*  
2/2/22

Director (Procurement Policy)

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To  
Secretaries to All Central Government Ministries/ Departments

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No.F.1/2/2022-PPD  
Government of India  
Ministry of Finance  
Department of Expenditure  
Procurement Policy Division

264-C, North Block, New Delhi.  
1<sup>st</sup> April, 2022.

**OFFICE MEMORANDUM**

**Subject: Amendment to General Financial Rules (GFR), 2017 to include stagewise return of Bid Security/ Earnest Money Deposit (EMD) to bidders in the tendering process.**

It has been decided to partially amend Rule 170(ii) of General Financial Rules (GFR), 2017 regarding 'Return of Bid Security' as under:

Rule/Para	Existing provision	Amended Rule
170(ii)	<i>'Bid securities of the unsuccessful bidders should be returned to them at the earliest after expiry of the final bid validity and latest on or before the 30<sup>th</sup> day after the award of the contract'.</i>	<i>'Bid securities of the unsuccessful bidders should be returned to them at the earliest after expiry of the final bid validity and latest on or before the 30<sup>th</sup> day after the award of the contract'. However, in case of two packet or two stage bidding, Bid securities of unsuccessful bidders during first stage i.e. technical evaluation etc should be returned within 30 days of declaration of result of first stage i.e. technical evaluation etc.</i>

2. This OM is also available on website of Department of Expenditure; [www.doe.gov.in](http://www.doe.gov.in) -> Notification -> Circular -> Procurement Policy OM. Hindi version of this OM will follow.

51/04/2022

Kanwalpreet  
Director (Procurement Policy)  
Tel.: 23093811  
email: kanwal.irss@gov.in

To

Secretaries of All Central Government Ministries/ Departments

Pg No. 3

No.F. 1/1/2021-PPD  
Government of India  
Ministry of Finance  
Department of Expenditure  
Procurement Policy Division

264-C, North Block, New Delhi.  
21<sup>st</sup> April, 2022.

**OFFICE MEMORANDUM**

**Subject: Withdrawal of offer by L-1: Amendment to Manual for Procurement of Goods, 2017 and Manual for Procurement of Works, 2019.**

It has been decided to partially amend para 7.5.11(i)(f) of the Manual for Procurement of Goods, 2017 and para 5.6.8(i)(f) of the Manual for Procurement of Works, 2019 as under:

Existing Para	Amended Para
<p>If the bidder, whose bid has been found to be the lowest evaluated bid withdraws or whose bid has been accepted, fails to sign the procurement contract as may be required, or fails to provide the security as may be required for the performance of the contract or otherwise withdraws from the procurement process, the Procuring Entity shall cancel the procurement process. Provided that the Procuring Entity, on being satisfied that it is not a case of cartelization and the integrity of the procurement process has been maintained, may, for cogent reasons to be recorded in writing, offer the next successful bidder an opportunity to match the financial bid of the first successful bidder, and if the offer is accepted, award the contract to the next successful bidder at the price bid of the first successful bidder.</p>	<p>If the bidder, whose bid has been found to be the lowest evaluated bid withdraws or whose bid has been accepted, fails to sign the procurement contract as may be required, or fails to provide the security as may be required for the performance of the contract or otherwise withdraws from the procurement process, the Procuring Entity shall <u>re-tender the case.</u></p>

2. This OM is also available on website of Department of Expenditure; [www.doe.gov.in](http://www.doe.gov.in) -> Notification -> Circular --> Procurement Policy OM. Hindi version of this OM will follow.

*Kanwalpreet*  
21/4/2022

Director (Procurement Policy)  
Tel.: 23093811 Email: [kanwal.ires@gov.in](mailto:kanwal.ires@gov.in)

To  
Secretaries to All Central Government Ministries/ Departments.

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No.F.1/3/2024-PPD  
Government of India  
Ministry of Finance  
Department of Expenditure  
Procurement Policy Division  
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502, Lok Nayak Bhavan,  
Khan Market, New Delhi,  
10.07.2024

**OFFICE MEMORANDUM**

**Subject: - Amendment in General Financial Rules, 2017.**

It has been decided with the approval of Finance Minister to make following amendments in the General Financial Rules, 2017:

S. No.	Existing Rule	Amended Rule
1.	<b>Rule133(1)</b> A Ministry or Department at its discretion may directly execute repair works estimated to cost up to Rupees <b>Thirty Lakhs</b> after following due procedure indicated in Rule139,159 & 160.	<b>Rule133(1)</b> A Ministry or Department at its discretion may directly execute repair works estimated to cost up to <b>Rupees Sixty Lakhs</b> after following due procedure indicated in Rule 139, 159 & 160.
2.	<b>Rule 133 (2)</b> A Ministry or Department may, at its discretion, assign repair works estimated to cost above <b>Rupees thirty Lakhs</b> and original/ minor works of any value to any Public Works Organisation (PWO) such as Central Public Works Department (CPWD), State Public Works Department, others Central Government organisations authorised to carry out civil or electrical works such as Military Engineering Service (MES), Border Roads Organisation (BRO), etc. or Ministry/ Department's construction wings of Ministries of Railways, Defence, Environment & Forests, Information & Broadcasting and Departments of Posts, and Space etc.	<b>Rule 133 (2)</b> A Ministry or Department may, at its discretion, assign repair works estimated to cost above <b>Rupees Sixty Lakhs</b> and original/ minor works of any value to any Public Works Organisation (PWO) such as Central Public Works Department (CPWD), State Public Works Department, others Central Government organisations authorised to carry out civil or electrical works such as Military Engineering Service (MES), Border Roads Organisation (BRO), etc. or Ministry/ Department's construction wings of Ministries of Railways, Defence, Environment & Forests, Information & Broadcasting and Departments of Posts, and Space etc.

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S. No.	Existing Rule	Amended Rule
3.	<p><b>Rule 133 (3)</b> As an alternative to 133(2), a Ministry or Department may award repair works estimated to cost above <b>Rupees thirty Lakhs</b> and original works of any value to:</p> <p>(i) any Public Sector Undertaking set up by the Central or State Government to carry out civil or electrical works or</p> <p>(ii) to any other Central/ State Government organisation/ PSU which may be notified by the Ministry of Housing and Urban Affairs (MoHUA) for such purpose after evaluating their financial strength and technical competence.</p> <p>For the award of work under this sub-rule, the Ministry/ Department shall ensure competition among such PSUs/ Organisations. This competition shall be essentially on the lump sum service charges to be claimed for execution of work.</p> <p>In exceptional cases, for award of work under (i) and (ii) above, on nomination basis, the conditions contained in Rule 194 would apply. The work under these circumstances shall also be awarded only on the basis of lump sum service charge.</p>	<p>etc.</p> <p><b>Rule 133 (3)</b> As an alternative to 133(2), a Ministry or Department may award repair works estimated to cost above <b>Rupees Sixty Lakhs</b> and original works of any value to:</p> <p>(i) any Public Sector Undertaking set up by the Central or State Government to carry out civil or electrical works or</p> <p>(ii) to any other Central/ State Government organisation/ PSU which may be notified by the Ministry of Housing and Urban Affairs (MoHUA) for such purpose after evaluating their financial strength and technical competence.</p> <p>For the award of work under this sub-rule, the Ministry/ Department shall ensure competition among such PSUs/ Organisations. This competition shall be essentially on the lump sum service charges to be claimed for execution of work.</p> <p>In exceptional cases, for award of work under (i) and (ii) above, on nomination basis, the conditions contained in Rule 194 would apply. The work under these circumstances shall also be awarded only on the basis of lump sum service charge</p>
4.	<p><b>Rule 139:</b> <b>Procedure for Execution of Works.</b> The broad procedure to be followed by a Ministry or Department for execution of works under its own arrangements shall be as under: -</p>	<p><b>Rule 139:</b> <b>Procedure for Execution of Works.</b> The broad procedure to be followed by a Ministry or Department for execution of works under its own arrangements shall be as under: -</p>

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S. No.	Existing Rule	Amended Rule
	<p>(iv) Open tenders will be called for works costing Rs. <b>Five lakh to Rs.Thirty lakh</b>;</p> <p>(v) limited tenders will be called for works costing less than Rupees <b>five lakhs</b></p>	<p>(iv) Open tenders will be called for works costing Rs. <b>Ten lakh to Rs. Sixty lakh</b>;</p> <p>(v) Limited tenders will be called for works costing less than <b>Rupees Ten lakhs</b></p>
5.	<p><b>Rule 149:</b>  <b>Government e-Marketplace (GeM).</b>  Government of India has established the Government e-Marketplace (GeM) for common use Goods and Services. GeM SPV will ensure adequate publicity including periodic advertisement of the items to be procured through GeM for the prospective suppliers. The Procurement of Goods and Services by Ministries or Departments will be mandatory for Goods or Services available on GeM. The credentials of suppliers on GeM shall be certified by GeM SPV. The procuring authorities will certify the reasonability of rates. The GeM portal shall be utilized by the Government buyers for direct on-line purchases as under:</p> <p>(i) Up to <b>Rs.25,000/-</b> through any of the available suppliers on the GeM, meeting the requisite quality, specification and delivery period.</p> <p><i>Note: In case of automobiles, procurement under this sub-rule is permitted without any ceiling limit.</i></p> <p>(ii) Above <b>Rs.25,000/- and up to Rs.5,00,000/-</b> through the GeM</p>	<p><b>Rule 149:</b>  <b>Government e-Marketplace (GeM).</b>  Government of India has established the Government e-Marketplace (GeM) for common use Goods and Services. GeM SPV will ensure adequate publicity including periodic advertisement of the items to be procured through GeM for the prospective suppliers. The Procurement of Goods and Services by Ministries or Departments will be mandatory for Goods or Services available on GeM. The credentials of suppliers on GeM shall be certified by GeM SPV. The procuring authorities will certify the reasonability of rates. The GeM portal shall be utilized by the Government buyers for direct on-line purchases as under:</p> <p>(i) Up to <b>Rs.50,000/-</b> through any of the available suppliers on the GeM, meeting the requisite quality, specification and delivery period.</p> <p><i>Note: In case of automobiles, procurement under this sub-rule is permitted without any ceiling limit.</i></p> <p>(ii) Above <b>Rs.50,000/- and up to Rs.10,00,000/-</b> through the</p>

S. No.	Existing Rule	Amended Rule
	<p>Seller having lowest price amongst the available sellers, of at least three different manufacturers, on GeM, meeting the requisite quality, specification and delivery period. The tools for online bidding and online reverse auction available on GeM can be used by the Buyer even for procurements less than Rs. 5,00,000.</p> <p>(iii) Above <b>Rs.5,00,000/-</b> through the supplier having lowest price meeting the requisite quality, specification and delivery period after mandatorily obtaining bids, using online bidding or reverse auction tool provided on GeM.</p>	<p>GeM Seller having lowest price amongst the available sellers, of at least three different manufacturers, on GeM, meeting the requisite quality, specification and delivery period. The tools for online bidding and online reverse auction available on GeM can be used by the Buyer even for procurements less than Rs. 10,00,000/-.</p> <p>(iii) Above <b>Rs. 10,00,000/-</b> through the supplier having lowest price meeting the requisite quality, specification and delivery period after mandatorily obtaining bids, using online bidding or reverse auction tool provided on GeM.</p>
6.	<p><b>Rule 154 :</b> <b>Purchase of goods without quotation</b> Purchase of goods upto the value of <b>Rs. 25,000 (Rupees twenty five thousand) only</b> only on each occasion may be made without inviting quotations or bids on the basis of a certificate to be recorded by the competent authority in the following format.</p> <p>"I, am personally satisfied that these goods purchased are of the requisite quality and specification and have been purchased from a reliable supplier at a reasonable price."</p>	<p><b>Rule 154 :</b> <b>Purchase of goods without quotation</b> Purchase of goods upto the value of <b>Rs. 50,000/- (Rupees fifty thousand) only</b> on each occasion may be made without inviting quotations or bids on the basis of a certificate to be recorded by the competent authority in the following format.</p> <p>"I, am personally satisfied that these goods purchased are of the requisite quality and specification and have been purchased from a reliable supplier at a reasonable price."</p>
7.	<p><b>Rule 155:</b> <b>Purchase of goods by Purchase Committee.</b> [In case a certain item is not available on the GeM portal,] Purchase of goods costing above <b>[Rs.25,000</b></p>	<p><b>Rule 155 :</b> <b>Purchase of goods by Purchase Committee.</b> [In case a certain item is not available on the GeM portal,] Purchase of goods costing above</p>

S. No.	Existing Rule	Amended Rule
	<p>(Rupees twenty five thousand only) and upto Rs.2,50,000/- (Rupees two lakh and fifty thousand only)] on each occasion may be made on the recommendations of a duly constituted Local Purchase Committee consisting of three members of an appropriate level as decided by the Head of the Department. The committee will survey the market to ascertain the reasonableness of rate, quality and specifications and identify the appropriate supplier. Before recommending placement of the purchase order, the members of the committee will jointly record a certificate as under:</p> <p>"Certified that we, members of the purchase committee are jointly and individually satisfied that the goods recommended for purchase are of the requisite specification and quality, priced at the prevailing market rate and the supplier recommended is reliable and competent to supply the goods in question, and it is not debarred by Department of Expenditure or Ministry/ Department concerned."</p>	<p>[Rs.50,000/- (Rupees Fifty thousand only) and upto Rs. 5,00,000/- (Rupees Five lakh only)] on each occasion may be made on the recommendations of a duly constituted Local Purchase Committee consisting of three members of an appropriate level as decided by the Head of the Department. The committee will survey the market to ascertain the reasonableness of rate, quality and specifications and identify the appropriate supplier. Before recommending placement of the purchase order, the members of the committee will jointly record a certificate as under:</p> <p>"Certified that we, members of the purchase committee are jointly and individually satisfied that the goods recommended for purchase are of the requisite specification and quality, priced at the prevailing market rate and the supplier recommended is reliable and competent to supply the goods in question, and it is not debarred by Department of Expenditure or Ministry/ Department concerned."</p>
8.	<p><b>Rule 161 :</b> <b>Advertised Tender Enquiry</b> (i) Subject to exceptions incorporated under Rule 154, 155, 162 and 166, invitation to tenders by advertisement should be used for procurement of goods of estimated value of <b>Rs. 25 lakhs</b> (Rupees Twenty Five Lakh) and above. Advertisement in such cases should be given on <i>Central Public Procurement Portal (CPPP)</i> at</p>	<p><b>Rule 161 :</b> <b>Advertised Tender Enquiry</b> (i) Subject to exceptions incorporated under Rule 154, 155, 162 and 166, invitation to tenders by advertisement should be used for procurement of goods of estimated value of <b>Rs. 50 lakhs (Rupees Fifty Lakh)</b> and above. Advertisement in such cases should be given on GeM as well as on GeM- Central</p>

S. No.	Existing Rule	Amended Rule
	<p><i>www.eprocure.gov.in</i> and on GeM. An organisation having its own website should also publish all its advertised tender enquiries on the website.</p>	<p>Public Procurement Portal (CPPP). An organisation having its own website should also publish all its advertised tender enquiries on the website.</p>
9.	<p><b>Rule 162 : Limited Tender Enquiry</b></p> <p>(i) This method may be adopted when estimated value of the goods to be procured is up to Rupees <b>Twenty five Lakhs</b>. Copies of the bidding document should be sent directly by speed post/ registered post/ courier/ email to firms which are borne on the list of registered suppliers for the goods in question as referred under Rule 150 above. The number of supplier firms in Limited Tender Enquiry should be more than three. Efforts should be made to identify a higher number of approved suppliers to obtain more responsive bids on competitive basis. Further, an organisation should publish its limited tender enquiries on <i>Central Public Procurement Portal (CPPP)</i> as per Rule 159. Apart from CPPP, the organisations should publish the tender enquiries on the Department's or Ministry's website.</p> <p>(iii) Purchase through Limited Tender Enquiry may be adopted even where the estimated value of the procurement is more than Rupees <b>twenty-five Lakhs</b>, in the following circumstances.</p>	<p><b>Rule 162 Limited Tender Enquiry (LTE)</b></p> <p>(i) This method may be adopted when estimated value of the goods to be procured is up to <b>Rupees Fifty Lakhs</b>. Copies of the bidding document should be sent directly by speed post/ registered post/ courier/ email to firms which are borne on the list of registered suppliers for the goods in question as referred under Rule 150 above. The number of supplier firms in Limited Tender Enquiry should be more than three. Efforts should be made to identify a higher number of approved suppliers to obtain more responsive bids on competitive basis. Further, an organisation should publish its limited tender enquiries on GeM as well as on GeM- CPPP. Apart from GeM, the organisations should publish the tender enquiries on the Department's or Ministry's web site.</p> <p>(iii) Purchase through Limited Tender Enquiry may be adopted even where the estimated value of the procurement is more than <b>Rupees Fifty Lakhs</b>, in the following circumstances.</p>

S. No.	Existing Rule	Amended Rule
	<p>(a) The competent authority in the Ministry or Department certifies that the demand is urgent and any additional expenditure involved by not procuring through advertised tender enquiry is justified in view of urgency. The Ministry or Departments should also put on record the nature of the urgency and reasons why the procurement could not be anticipated.</p> <p>(b) There are sufficient reasons, to be recorded in writing by the competent authority, indicating that it will not be in public interest to procure the goods through advertised tender enquiry.</p> <p>(c) The sources of supply are definitely known and possibility of fresh source(s) beyond those being tapped is remote.</p>	<p>(a) The competent authority in the Ministry or Department certifies that the demand is urgent and any additional expenditure involved by not procuring through advertised tender enquiry is justified in view of urgency. The Ministry or Department should also put on record the nature of the urgency and reasons why the procurement could not be anticipated.</p> <p>(b) There are sufficient reasons, to be recorded in writing by the competent authority, indicating that it will not be in public interest to procure the goods through advertised tender enquiry.</p> <p>(c) The sources of supply are definitely known and possibility of fresh source(s) beyond those being tapped is remote.</p>
10.	<p><b>Rule 173 :</b>  <b>Transparency, competition, fairness and elimination of arbitrariness in the procurement process</b></p> <p>(xxii) In case a purchase Committee is constituted to purchase or recommend the procurement, no member of the purchase Committee should be reporting directly to any other member of such Committee in case estimated value of procurement <b>exceeds Rs. 25 lakhs.</b></p>	<p><b>Rule 173 :</b>  <b>Transparency, competition, fairness and elimination of arbitrariness in the procurement process</b></p> <p>(xxii) In case a purchase Committee is constituted to purchase or recommend the procurement, no member of the purchase Committee should be reporting directly to any other member of such Committee in case estimated value of procurement <b>exceeds Rs. 50 lakhs.</b></p>

S. No.	Existing Rule	Amended Rule
11.	<p><b>Rule 183</b> <b>Identification of likely sources.</b></p> <p>(i) Where the estimated cost of the consulting service is up to [Rupees <b>twenty-five lakhs</b>], preparation of a long list of potential consultants may be done on the basis of formal or informal enquiries from other Ministries or Departments or Organisations involved in similar activities, Chambers of Commerce &amp; Industry, Association of consultancy firms etc.</p> <p>(ii) Where the estimated cost of the consulting services is above Rupees <b>twenty-five lakhs</b>, in addition to (i) above, an enquiry for seeking 'Expression of Interest' from consultants should be published on <i>Central Public Procurement Portal (CPPP) at www.eprocure.gov.in and on GeM</i>. An organisation having its own website should also publish all its advertised tender enquiries on the website. Enquiry for seeking Expression of Interest should include in brief, the broad scope of work or service, inputs to be provided by the Ministry or Department, eligibility and the pre-qualification criteria to be met by the consultant(s) and consultant's past experience in similar work or service. The consultants may also be asked to send their comments on the objectives and scope of the work or service projected in the enquiry. Adequate time should</p>	<p><b>Rule 183</b> <b>Identification of likely sources.</b></p> <p>(i) Where the estimated cost of the consulting service is up to [<b>Rupees Fifty lakhs</b>], preparation of a long list of potential consultants may be done on the basis of formal or informal enquiries from other Ministries or Departments or Organisations involved in similar activities, Chambers of Commerce &amp; Industry, Association of consultancy firms etc.</p> <p>(ii) Where the estimated cost of the consulting services is above <b>Rupees Fifty lakhs</b>, in addition to (i) above, an enquiry for seeking 'Expression of Interest' from consultants should be published on GeM as well as on GeM-CPPP. An organisation having its own website should also publish all its advertised tender enquiries on the website. Enquiry for seeking Expression of Interest should include in brief, the broad scope of work or service, inputs to be provided by the Ministry or Department, eligibility and the pre-qualification criteria to be met by the consultant(s) and consultant's past experience in similar work or service. The consultants may also be asked to send their comments on the objectives and scope of the work or service projected in the enquiry. Adequate time should be allowed for getting</p>

S. No.	Existing Rule	Amended Rule
	be allowed for getting responses from interested consultants.	responses from interested consultants.
12.	<p><b>Rule 201:</b> <b>Invitation of Bids.</b></p> <p>(i) For estimated value of the non-consulting service up to Rupees <b>ten lakhs</b> or less: The Ministry or Department should scrutinise the preliminary list of likely contractors as identified as per Rule 199 above, decide the prima facie Eligible and capable contractors and issue limited tender enquiry to them asking for their offers by a specified date and time etc. as per standard practice. The number of the contractors so identified for issuing limited tender enquiry should be more than three.</p> <p>(ii) For estimated value of the non-consulting service above <b>Rs.10 lakhs</b>: The Ministry or Department should issue advertisement in such case should be given on <i>Central Public Procurement Portal (CPPP) at www.eprocure.gov.in and on GeM</i>. An organization having its own website should also publish all its advertised tender enquiries on the website. The advertisements for invitation of tenders should give the complete web address from where the bidding documents can be downloaded.</p>	<p><b>Rule 201:</b> <b>Invitation of Bids.</b></p> <p>(i) For estimated value of the non-consulting service up to <b>Rupees Fifty lakhs</b> or less: The Ministry or Department should scrutinise the preliminary list of likely contractors as identified as per Rule 199 above, decide the prima facie Eligible and capable contractors and issue limited tender enquiry to them asking for their offers by a specified date and time etc. as per standard practice. The number of the contractors so identified for issuing limited tender enquiry should be more than three.</p> <p>(ii) For estimated value of the non-consulting service above <b>Rs. 50 lakhs</b>: The Ministry or Department should issue advertisement in such cases on GeM as well as on GeM-CPPP. An organisation having its own website should also publish all its advertised tender enquiries on the website. The advertisements for invitation of tenders should give the complete web address from where the bidding documents can be downloaded.</p>
13.	<p><b>Rule 218:</b> <b>Modes of Disposal.</b></p> <p>(i) Surplus or obsolete or unserviceable goods of assessed residual value above <b>Rupees Two Lakh</b> should be</p>	<p><b>Rule 218:</b> <b>Modes of Disposal.</b></p> <p>(i) Surplus or obsolete or unserviceable goods of assessed residual value above <b>Rupees Four Lakh</b> should be</p>

S. No.	Existing Rule	Amended Rule
	<p>disposed of by:</p> <p>(a) obtaining bids through advertised tender or</p> <p>(b) public auction. For surplus or obsolete or unserviceable goods with residual value less than <b>Rupees Two Lakh</b>, the mode of disposal will be determined by the competent authority, keeping in view the necessity to avoid accumulation of such goods and consequential blockage of space and, also, deterioration in value of goods to be disposed of. Ministries/ Departments should, as far as possible prepare a list of such goods.</p>	<p>disposed of by:</p> <p>(a) obtaining bids through advertised tender or</p> <p>(b) public auction. For surplus or obsolete or unserviceable goods with residual value less than <b>Rupees Four Lakh</b>, the mode of disposal will be determined by the competent authority, keeping in view the necessity to avoid accumulation of such goods and consequential blockage of space and, also, deterioration in value of goods to be disposed of. Ministries/ Departments should, as far as possible prepare a list of such goods.</p>

2. It is clarified that the specific relaxation in the GFRs already provided to Scientific Ministries etc. vide OM No. 20/42/2021-PPD dated 20.05.2024 will continue to be available to them.

3. This OM is also available on website of Department of Expenditure; [www.doe.gov.in](http://www.doe.gov.in) -> Notification -> Circular -> Procurement Policy OM.

(Anil Kumar)

Deputy Secretary (Procurement Policy)

Tel.24627920

email: anil.kumar14@nic.in

To,

All the Secretaries and Financial Advisors to Government of India.

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No.F.10/2/2019-PPD(Pt.)  
Government of India  
Ministry of Finance  
Department of Expenditure  
Procurement Policy Division (PPD)

512, Lok Nayak Bhawan, New Delhi.  
Dated the 17<sup>th</sup> February, 2020


**OFFICE MEMORANDUM**

**Subject: Amendment to Rule 153 of General Financial Rules (GFR), 2017.**

It has been decided to partially amend Rule 153 of GFR regarding Reserved Items and other Purchase/ Price Preference Policy as under:

Para.	Existing provision of Rule 153 of GFR, 2017	Amended Rule
(i)	The Central Government through administrative instructions, has reserved all items of hand spun and hand-woven textiles (khadi goods) for exclusive purchase from Khadi Village Industries Commission (KVIC). It has also reserved all items of handloom textiles required by Central Government departments for exclusive purchase from KVIC and/ or the notified handloom units of Association of Corporations and Apex societies of handlooms (ACASH).	The Central Government, through administrative instructions, has reserved all items of hand spun and hand-woven textiles (khadi goods) for exclusive purchase from Khadi Village Industries commission (KVIC). Of all items of textiles required by Central Government departments, it shall be mandatory to make procurement of at least 20% from amongst items of handloom origin, for exclusive purchase from KVIC and/ or Handloom Clusters such as Co-Operative Societies, Self Help Group (SHG) Federations, Joint Liability Group (JLG), Producer Companies (PC), Corporations etc. including Weavers having Pehchan Cards.

2. This OM is also available on our website [www.doe.gov.in](http://www.doe.gov.in) -> Notification -> Circular --> Procurement Policy OM. Hindi version of this OM will follow.

  
(Kotluru Narayana Reddy)  
Deputy Secretary to the Govt. of India  
Telfax : 24621305  
Email : kn.reddy@gov.in

To

- (i) Secretaries to All Central Government Ministries/ Departments
- (ii) Financial Advisors of All Central Government Ministries/ Departments

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No.F.20/2/2014-PPD(Pt.)  
Government of India  
Ministry of Finance  
Department of Expenditure  
Procurement Policy Division

516, Lok Nayak Bhawan,  
New Delhi the 25<sup>th</sup> July, 2017.


**OFFICE MEMORANDUM**

**Subject: Amendment to the Rule 170(i) of General Financial Rules (GFR), 2017.**

The reference of Department of Industrial Policy & Promotion (DIPP) to exempt Startups from submitting Earnest Money Deposit (EMD) has been considered and it has been decided to revise the Rule 170(i) of GFRs, 2017 regarding 'Bid Security' as under:

**"Revised Rule 170 (i):** *To safeguard against a bidder's withdrawing or altering its bid during the bid validity period in the case of advertised or limited tender enquiry, Bid Security (also known as Earnest Money) is to be obtained from the bidders except Micro and Small Enterprises (MSEs) as defined in MSE Procurement Policy issued by Department of Micro, Small and Medium Enterprises (MSME) or are registered with the Central Purchase Organisation or the concerned Ministry or Department or Startups as recognised by Department of Industrial Policy & Promotion (DIPP). The bidders should be asked to furnish bid security along with their bids. Amount of bid security should ordinarily range between two percent to five percent of the estimated value of the goods to be procured. The amount of bid security should be determined accordingly by the Ministry or Department and indicated in the bidding documents. The bid security may be accepted in the form of Account Payee Demand Draft, Fixed Deposit Receipt, Banker's Cheque or Bank Guarantee from any of the Commercial Banks or payment online in an acceptable form, safeguarding the purchaser's interest in all respects. The bid security is normally to remain valid for a period of forty-five days beyond the final bid validity period."*

2. This OM is also available on our website <http://doe.gov.in> -> Notification -> Circular --> Procurement Policy OM.
3. Hindi version of this OM will follow.

  
(Vinayak T. Likhari)  
Under Secretary to the Govt. of India  
Tel.No.2462 1305.

To

All Secretaries & Financial Advisers of Ministries/ Departments of the Government of India.

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No.F.6/2/2023-PPD  
Government of India  
Ministry of Finance  
Department of Expenditure  
Procurement Policy Division  
\*\*\*

264-C, North Block, New Delhi.  
13.01.2023.

**OFFICE MEMORANDUM**

**Subject: - Regarding definition of Services and Works.**

This Department is in receipt of a reference from Government e-Marketplace (GeM) regarding confusion amongst buyers on definition of Works and Services. GeM is stated to be in receipt of many references regarding availing certain Services like repair, maintenance, overhauling, Annual/ Comprehensive Maintenance Contracts (AMC/ CMC) of pre-owned products through GeM.

2. In this regard, following is hereby clarified:

- a) The construction, fabrication, repair, maintenance, overhaul, renovation, decoration, installation, erection, excavation, dredging, and so on, of Civil assets should be handled as procurement of Works.
- b) Procurement of new product along with Installation, commissioning, training, AMC/CMC should be handled as procurement of Goods.
- c) Procurement of Repair, Maintenance, Overhauling, AMC/CMC or similar work for existing Electrical or Mechanical assets should normally be handled as procurement of Services.
- d) In case of composite contracts for Goods and Services. If the procurement value of Goods is substantial and rendering of Service is incidental then such procurement should be handled as procurement of Goods. Similarly, if the procurement value of Services is significant and supply of goods is incidental to the contract then such procurement can be handled as procurement of Services.
- e) In any case, rules for procurement of goods and services are almost same.

y  
13/01/2023  
(Kanwalpreet)  
Director (PPD)  
Tel.No.23093811  
Email: kanwal.irss@nic.in

To

Shri Prashant Kumar Singh,  
Chief Executive Officer,  
Government e-Marketplace (GeM),  
Department of Commerce,  
Ministry of Commerce & Industry,  
2<sup>nd</sup> Floor Jeevan Bharati Building,  
Janpath, New Delhi.  
e-mail: ceo-gem@gov.in

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No.F.1/20/2018-PPD  
Government of India  
Department of Expenditure  
Ministry of Finance  
Procurement Policy Division

169-A, North Block, New Delhi,  
2<sup>nd</sup> November, 2021.

**OFFICE MEMORANDUM**

**Subject: Guidelines on Debarment of firms from Bidding**

Attention is drawn towards Rule 151 of General Financial Rules (GFRs), 2017 regarding 'Debarment from Bidding' which is reproduced as under:

*(i) A bidder shall be debarred if he has been convicted of an offence—*

- (a) under the Prevention of Corruption Act, 1988; or*
- (b) the Indian Penal Code or any other law for the time being in force, for causing any loss of life or property or causing a threat to public health as part of execution of a public procurement contract.*

*(ii) A bidder debarred under sub-section (i) or any successor of the bidder shall not be eligible to participate in a procurement process of any procuring entity for a period not exceeding three years commencing from the date of debarment. Department of Commerce (DGS&D) will maintain such list which will also be displayed on the website of DGS&D as well as Central Public Procurement Portal.*

*(iii) A procuring entity may debar a bidder or any of its successors, from participating in any procurement process undertaken by it, for a period not exceeding two years, if it determines that the bidder has breached the code of integrity. The Ministry/ Department will maintain such list which will also be displayed on their website.*


*(iv) The bidder shall not be debarred unless such bidder has been given a reasonable opportunity to represent against such debarment.*

2. This department has received a reference from Department of Commerce with a proposal that the task of universal banning of firms as per Rule 151 (ii) of GFRs as above may be undertaken by Department of Expenditure or should be decentralized to individual line Ministries/ Departments as DGS&D had been wind up on 31.10.2017. Central Public Procurement Portal (CPPP) or the Department of Expenditure can then maintain a master data of all such banned firms and it can be made available in public domain.

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3 In context of above, all issues regarding debarment have been reviewed in consultations with major procuring Ministries/ Departments and it is decided to issue attached 'Debarment Guidelines' in suppression to all earlier instructions on this subject.

4. This issues with the approval of Finance Secretary.

  
2.11.21

(Sanjay Aggarwal)  
Advisor/ Procurement Policy Division  
Email: sanjay.aggarwal68@nic.in  
Tel: 23093224

To,

Secretaries, All Central Ministries/ Departments.

Secretary/ Department of Public Enterprises with a request to circulate these instructions to all Central Public Sector Undertakings (CPSUs).

### Guidelines on Debarment of firms from Bidding

1. The Guidelines are classified under following two types:
  - (i) In cases where debarment is proposed to be limited to a single Ministry, the appropriate Orders can be issued by that Ministry itself, thereby banning all its business dealing with the debarred firm.
  - (ii) Where it is proposed to extend the debarment beyond the jurisdiction of the particular Ministry i.e. covering to all central Ministries/ Departments, the requisite Orders shall be issued by Department of Expenditure (DoE), Ministry of Finance (MoF).

#### Definitions

2. Firm: The term 'firm' or 'bidder' has the same meaning for the purpose of these Guidelines, which includes an individual or person, a company, a cooperative society, a Hindu undivided family and an association or body of persons, whether incorporated or not, engaged in trade or business.
3. Allied firm: All concerns which come within the sphere of effective influence of the debarred firms shall be treated as allied firms. In determining this, the following factors may be taken into consideration:
  - a. Whether the management is common;
  - b. Majority interest in the management is held by the partners or directors of banned/ suspended firm;
  - c. Substantial or majority shares are owned by the banned/ suspended firm and by virtue of this it has a controlling voice.
  - d. Directly or indirectly controls, or is controlled by or is under common control with another bidder.
  - e. All successor firms will also be considered as allied firms.
4. The terms "banning of firm", 'suspension', 'Black-Listing' etc. convey the same meaning as of "Debarment".

#### Debarment by a Single Ministry/ Department

5. Orders for Debarment of a firm(s) shall be passed by a Ministry/ Department/ organizations, keeping in view of the following:
  - a. A bidder or any of its successors may be debarred from participating in any procurement process for a period not exceeding two years.
  - b. Firms will be debarred if it is determined that the bidder has breached the code of integrity as per Rule 175 of GFRs 2017.

- c. A bidder can also be debarred for any actions or omissions by the bidder other than violation of code of integrity, which in the opinion of the Ministry/ Department, warrants debarment, for the reasons like supply of sub-standard material, non-supply of material, abandonment of works, sub-standard quality of works, failure to abide "Bid Securing Declaration" etc.
  - d. It shall **not** be circulated to other Ministries/ Departments. It will only be applicable to all the attached/ subordinate offices, Autonomous bodies, Central Public Sector Undertakings (CPSUs) etc. of the Ministry/ Department issuing the debarment Order.
  - e. The concerned Ministry/ Department before issuing the debarment order against a firm must ensure that reasonable opportunity has been given to the concerned firm to represent against such debarment (including personal hearing, if requested by firm).
  - f. Secretary of Ministry/Department may nominate an officer at the rank of Joint Secretary/Additional Secretary as competent authority to debar the firms.
  - g. Ministry/ Department that issued the order of debarment can also issue an Order for revocation of debarment before the period of debarment is over, if there is adequate justification for the same. Ordinarily, the revocation of the Order before expiry of debarred period should be done with the approval of Secretary concerned of Ministry/Department.
  - h. The Ministry/Department will maintain list of debarred firms, which will also be displayed on its website.
  - i. Debarment is an executive function and should not be allocated to Vigilance Department.
6. Code of Integrity as contained in Rule 175 of the GFRs is reproduced as under:

*No official of a procuring entity or a bidder shall act in contravention of the codes which includes*

*(i) prohibition of*

*(a) making offer, solicitation or acceptance of bribe, reward or gift or any material benefit, either directly or indirectly, in exchange for an unfair advantage in the procurement process or to otherwise influence the procurement process.*

*(b) any omission or misrepresentation that may mislead or attempt to mislead so that financial or other benefit may be obtained or an obligation avoided.*

*(c) any collusion, bid rigging or anticompetitive behavior that may impair the transparency, fairness and the progress of the procurement process.*

*(d) improper use of information provided by the procuring entity to the bidder with an intent to gain unfair advantage in the procurement process or for personal gain.*

*(e) any financial or business transactions between the bidder and any official of the procuring entity related to tender or execution process of contract; which can affect the decision of the procuring entity directly or indirectly.*

*(f) any coercion or any threat to impair or harm, directly or indirectly, any party or its property to influence the procurement process.*

*(g) obstruction of any investigation or auditing of a procurement process.*

*(h) making false declaration or providing false information for participation in a tender process or to secure a contract;*

*(ii) disclosure of conflict of interest.*

*(iii) Disclosure by the bidder of any previous transgressions made in respect of the provisions of sub-clause (i) with any entity in any country during the last three years or of being debarred by any other procuring entity.*

7. It is possible that the firm may be debarred concurrently by more than one Ministry/ Department.

8. Ministries/ Departments at their option may also delegate powers to to debar bidders to their CPSUs, Attached Offices/ Autonomous Bodies etc. In such cases, broad principles for debarment in para 5 as above are to be kept in mind. Debarment by such bodies like CPSUs etc. shall be applicable only for the procurements made by such bodies.

9. Similarly, Government e-Marketplace (GeM) can also debar bidders upto two years on its portal.

10. In case of debarments under para 8 as above, revocation the debarment orders before expiry of debarred period should be done only with the approval of Chief Executive Officer of concerned CPSUs etc.

#### **Debarment across All Ministries/ Departments**

11. Where a Ministry/ Department is of the view that business dealings with a particular firm should be banned across all the Ministries/ Departments by debarring the firm from taking part in any bidding procedure floated by the Central Government Ministries/ Departments, the Ministry/ Department concerned, should after obtaining the approval of the Secretary concerned, forward to DoE a self-contained note setting out all the facts of the case and the justification for the proposed debarment, along with all the relevant papers and documents. DoE will issue the necessary orders after satisfying itself that proposed debarment across all the Ministries/ Departments is in accordance with Rule 151 of GFRs, 2017. This scrutiny is intended to ensure uniformity of treatment in all cases.

12. The firm will remain in suspension mode (i.e. debarred) during the interim period till the final decision taken by DoE, only in the Ministry/ Department forwarding such proposal.

13. Ministry/ Department before forwarding the proposal to DoE must ensure that reasonable opportunity has been given to the concerned firm to represent against such debarment (including personal hearing, if requested by firm). If DoE realizes that

sufficient opportunity has not be given to the firm to represent against the debarment, such debarment requests received from Ministries/ Departments shall be rejected.

14. DoE can also give additional opportunity, at their option, to firm to represent against proposed debarment. DoE can also take suo-moto action to debar the firms in certain circumstances

15. No contract of any kind whatsoever shall be placed on the debarred firm, including its allied firms by any Ministries/ Departments/ Attached/Subordinate offices of the Government of India including autonomous body, CPSUs etc. after the issue of a debarment order.

16. DoE will maintain list of such debarred firms, which will be displayed on Central Public Procurement Portal.

#### **Revocation of Orders**

14. An order for debarment passed shall be deemed to have been automatically revoked on the expiry of that specified period and it will not be necessary to issue a specific formal order of revocation.

15. A debarment order may be revoked before the expiry of the Order, by the competent authority, if it is of the opinion that the disability already suffered is adequate in the circumstances of the case or for any other reason.

#### **Other Provisions (common to both types of debarment)**

16. No contract of any kind whatsoever shall be placed to debarred firm including its allied firms after the issue of a debarment order by the Ministry/ Department. Bids from only such firms shall be considered for placement of contract, which are neither debarred on the date of opening of tender (first bid, normally called as technical bid, in case of two packet/two stage bidding) nor debarred on the date of contract. Even in the cases of risk purchase, no contract should be placed on such debarred firms.

17. If case, any debar firms has submitted the bid, the same will be ignored. In case such firm is lowest (L-1), next lowest firm shall be considered as L-1. Bid security submitted by such debarred firms shall be returned to them.

18. Contracts concluded before the issue of the debarment order shall, not be affected by the debarment Orders.

19. The Debarment shall be automatically extended to all its allied firms. In case of joint venture/ consortium is debarred all partners will also stand debarred for the period specified in Debarment Order. The names of partners should be clearly specified in the "Debarment Order".

20. Debarment in any manner does not impact any other contractual or other legal rights of the procuring entities.
21. The period of debarment shall start from the date of issue of debarment order.
22. The Order of debarment will indicate the reason(s) in brief that lead to debarment of the firm.
23. Ordinarily, the period of debarment should not be less than six months.
24. In case of shortage of suppliers in a particular group, such debarments may also hurt the interest of procuring entities. In such cases, endeavor should be to pragmatically analyze the circumstances, try to reform the supplier and may get a written commitment from the supplier that its performance will improve.
25. All Ministries/ Departments must align their existing Debarment Guidelines in conformity with these Guidelines within two months of issue of these Guidelines. Further, bidding documents must also be suitably amended, if required.

XXXXXXXX



(9)

**National Institute of Fashion Technology  
Head Office, Purchase Department,  
Hauz Khas, New Delhi – 110 016**

No. 1351(48)/NIFT/Pur-HO/O.M/2025

22<sup>nd</sup> October, 2025

**Inter-Departmental Note**

**Sub: Requirement of iMac Computers for Academic Departments.**

It has been observed that many of the NIFT campuses are recommending procurement of iMac computers under specific requirement for certain labs by furnishing PAC under the signature of CP (FC) or Dean (A). In a recent case, procurement of 61 iMac computers has been cancelled unilaterally from the backend by GeM authorities stating that the approval for exemption of Make-in-India (MII) policy is misaligned and the buyer i.e. NIFT's intent is for procurement of a particular item i.e. iMac devices.

2. In this respect, reference is drawn to paragraph No.14 of DPIIT OM No. P-45021/2/2017- PP(BE-II)-Part(4) Vol-II dated 19.07.2024 (copy enclosed) regarding revision of public Procurement (Preference to Make in India) Order 2017 wherein it is laid down that power to grant exemption rests with Minister- in – charge i.e. Hon'ble Minister of Textiles(HMOT) in case of MoT (as NIFT is under administrative control of MoT).

3. In view of the above, it is requested that a detailed case of justification for inescapable mandatory requirement of iMac computers may be provided so that the case may be referred to MoT for seeking exemption from MII policy by HMOT.

*Mishra*  
22-10-2025  
(Director-HO)

To,

Dean (A)  
NIFT Head Office

Copy to:-

1. Director (IT)
2. Director (F&A)

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**National Institute of Fashion Technology**  
**Head Office – New Delhi**

F. No. 1351(48)/NIFT/HO-Pur./O.M./23

21<sup>st</sup> March, 2023

**OFFICE MEMORANDUM**

**Sub: Mandatory compliance of GFR provisions for procurement through GeM.**

Rule 149 of GFR 2017 has made procurement of Goods and Services mandatory through GeM. NIFT Campuses and Head Office can resort to Rules 154 and 155 of GFR i.e. procurement without quotation or procurement on the recommendations of a duly constituted Local Purchase Committee (LPC), only in case goods and services are not available on GeM. It is compulsory to download GeMARPTS at the time of decision-making to initiate purchase outside GeM. Without non-availability reports, no purchase outside GeM shall be authorized. Any Violation of the above rules, procedurally or otherwise, shall be viewed seriously and responsibility shall be fixed accordingly.

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

*G. Mishra.*  
21.03.2023  
(Gaurav Mishra)  
Joint Director (Admn.)

**Copy to:-**

1. Campus Directors – All NIFT Campuses
2. Director (HO), NIFT Head Office.
3. Director (F&A), NIFT Head Office.
4. Director (IT), NIFT Head Office
5. Director (NRC), NIFT Head Office
6. Dean (A), NIFT Head Office
7. All HODs, NIFT Head Office.
8. PS to DG-NIFT

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NATIONAL INSTITUTE OF FASHION TECHNOLOGY  
HEAD OFFICE  
PURCHASE DEPARTMENT  
HAUZ KHAS, NEW DELHI - 110016

No. 1312 (550)/NIFT/HO/Admin/Misc. Complaint/2025

30<sup>th</sup> October 2025

OFFICE MEMORANDUM

Sub : Procurement within delegated powers as per DOP

For the purpose of effective decentralisation while ensuring adequate checks & balances, various administrative and financial powers have been delegated at different levels. Sl. No. 32 to 62 deal with expenditure on Capital and Revenue items and competent authority therefor. The purpose of delegation to the Campus Directors is to ensure that the procurement process becomes simpler, faster and suited to the local need at campus level.

2. Whereas splitting of demand merely for expediting the process or to keep the value of procurement within the delegated power of the campus director is against the principles of public procurement, the combining of separate or unrelated demands to push the total value beyond delegated powers of Campus Director defeats the purpose of delegation. Therefore, the campuses are advised to send only those proposals of procurement to Head Office which are beyond the delegated powers of the Campus Directors.

3. In respect of IT items, the standard specifications of desktop PCs / workstations have been circulated vide OM No. NIFT/IT/OM/2024/06 dated 29.09.2025. However, in accordance with NIFT HO OM No. of even number dated 11.06.2019, the campuses are sending procurement proposals of all IT items to IT Deptt of NIFT HO for technical vetting. Technical vetting by NIFT HO shall be obtained only if there are any deviations from the standard specifications prescribed by the IT Deptt from time to time.

4. Accordingly, in partial modification of the OM of even number dated 11.06.2019, the campuses are advised to send only those proposal to NIFT HO for vetting where total procurement value of the items is beyond the delegated powers of the Campus Directors. The campuses are advised to strictly comply with the provisions of Public

27

Mishra  
30.10.25

Procurement (Preference to Make in India) Order, 2017, as amended from time-to-time in all kinds of procurements.

This is issued with the approval of DG NIFT.

*Mishra*  
(Gaurav-Mishra)  
Director-Head Office  
30.10.25

To,

All Campus Directors / Joint Directors

Copy to:

1. Dean/CVO/Director (IT)/Director(F&A)/Registrar
2. All DD(F&A)/Accounts Officers, NIFT Campuses
- 3- PS to DG-NIFT – For information



(12)

**National Institute of Fashion Technology  
Head Office, Purchase Department,  
Hauz Khas, New Delhi – 110 016**

No. 1351(48)/NIFT/Pur-HO/O.M/2025

25<sup>th</sup> April, 2025

**OFFICE MEMORANDUM**

**Sub : Adherence to Guidelines for Procurement of Goods- reg**

NIFT follows General Financial Rules, 2017 as amended from time to time in respect of public procurement under Rule 144 and general principles relating to expenditure and payment of money under Rule 21 to 24. Various risks associated with different modes of procurement and mitigation measures therefor are given in Manual for procurement of Goods, works and services. NIFT DOP lays down financial powers vested in competent authorities under various Heads. The powers of competent authorities are subject to the stated principles of GFR and guidelines given in various manuals of procurement.

2. During the Preventive Vigilance Inspections, cases of splitting of purchases have been observed. This form of procurement so as to avoid greater scrutiny and approval by the higher competent authority or apparently expedient procurement grossly violates the afore stated cardinal principles, especially clause 4.9.3 and clause 4.10.3 of Manual for Procurement of Goods.

3. The provisions of clause 4.9.3 of the Manual of procurement of Goods are reiterated to emphasise that splitting of demand/purchase to avoid higher approvals or higher modes of procurement should be avoided. Further, Clause 4.10.3 provides mitigation measures in respect of direct procurement without quotation to avoid development of nexus between committee members and crony suppliers. Therefore, all campuses are requested to ensure the following measures in matters of procurement :-

- (a) Annual procurement plans shall be carefully and pragmatically prepared before the commencement of FY. A record of Annual Procurement Plan shall be kept retained for 3 years.
- (b) Deviations from the annual plan should be kept to minimum, depending upon their reasonableness.
- (c) Final quantities of the same item shall be ascertained before placing the order so that subsequent piecemeal procurements are avoided.

*Mishra*  
25/4

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4. In case, same item is being procured at campuses more than once, in deviation from the Annual Procurement Plan, wherein the procurement is proposed to be undertaken within the delegated powers of the Campus Directors, then Director HO shall be informed of every such procurement.

This is issued with the approval of the competent authority.

*Mishra*  
25/04/25  
(Gaurav Mishra)  
Director (HO)

**Copy to:-**

1. Campus Directors / Joint Directors – All NIFT Campuses
2. Chief Vigilance Officer/Registrar
3. Director (F&A), NIFT Head Office.
4. Director (IT), NIFT Head Office
5. Director (NRC), NIFT Head Office
6. Dean (A), NIFT Head Office
7. All HoD's, NIFT Head Office
8. PS to DG- NIFT

No.F.6/14/2020-PPD  
Government of India  
Ministry of Finance  
Department of Expenditure  
Procurement Policy Division

Room No.512, Lok Nayak Bhawan,  
New Delhi. Dated the 27<sup>th</sup> August, 2020

OFFICE MEMORANDUM

**Subject: Procurement of Goods/Services through Government e-Marketplace (GeM) and outside GeM.**

The undersigned is directed to refer to this Department's OM No.F.6/18/2019-PPD dated 23<sup>rd</sup> January 2020 (**copy enclosed**) on the above subject, wherein it had, inter alia, been stipulated that w.e.f. 1<sup>st</sup> July 2020, it will be mandatory for a buyer to generate a GeM Availability Report and Past Transaction Summary (GeMAR&PTS) with unique ID on GeM Portal using his login credentials on GeM for procurement outside GeM. This was to be a pre-requisite for arriving at a decision by the Competent Authority for procurement of required goods and services by floating a bid outside GeM and its unique ID would be required to be furnished on the publishing portal along with the tender proposed to be published. The said O.M. also provided exceptions to the mandatory requirement on the ground of urgency & non-functioning of GeM at that time or due to non-availability of Internet connection.


2. Data generated regarding GeMAR&PTs from 1<sup>st</sup> July 2020 has been examined in this Department. It has been observed: -

- i) That since its inception, a large number of GeMAR&PTS reports have been generated by Central Government Departments/Ministries.
- ii) That analysis of data on CPPP shows that the exceptions provided in the OM No.F.6/18/2019-PPD dated 23<sup>rd</sup> January 2020 have been used in more than 90% of cases.
- iii) That, for around 70% of the cases on CPPP, exception clauses being non-functional internet and non-availability of GeM Portal have been used.
- iv) That GeMAR&PTS reports are not commensurate with the tenders published outside GeM.

3. Considering the above, the following modifications are made to the OM No.F.6/18/2019-PPD dated 23<sup>rd</sup> January 2020 with immediate effect: -

- a) Clause "due to non-availability of internet connection" it is hereby omitted since publishing of tenders on other portals would also require internet connectivity.
- b) That along with Clause "non-functioning of GeM at that time" the following may be read as added "*the tender publishing portal will automatically confirm from GeM in real time as to whether GeM Portal is available and if available, will direct the*

buyer to obtain GeMAR&PTS from the GeM Portal. If not available, the tender publishing portal may proceed without the GeMAR&PTS."

  
(Kotluru Narayana Reddy)  
Deputy Secretary to the Govt. of India  
Telfax: 24621305  
Email: [kn.reddy@gov.in](mailto:kn.reddy@gov.in)

To

All Secretaries and Financial Advisors of All Ministries/Departments to Government of India.

**Copy to:**

1. Secretary, Department of Public Enterprises with a request to issue appropriate instructions to Public Sector Undertakings in this regard.
2. CGA, Department of Expenditure, Ministry of Finance, New Delhi.
3. CGDA, Ministry of Defence, New Delhi.
4. Financial Commissioner, Railway Board, New Delhi.
5. CEO, GeM, New Delhi.



राष्ट्रीय फैशन प्रौद्योगिकी संस्थान  
क्रय विभाग-मुख्यालय  
हौज खास, नई दिल्ली -110 016

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No. 1351(48)/NIFT/Pur-HO/O.M/2025

16<sup>th</sup> March, 2026

**OFFICE MEMORANDUM**

**Sub : Adherence to Guidelines for Procurement of Goods& Services- reg**

According to GFR, 2017, 5 R's of public procurement viz. 1) Right quality, 2) Right quantity, 3) Right Price, 4) Right time, and 5) Right source, are fundamental to ensuring value for money, accountability and efficiency. If all the above principles are scrupulously followed, the grievances from bidders during tender process can be minimised and effectively disposed of on merits.

2. At the time of examination of cases during IEM (Independent External Monitors) meetings, it was observed in some cases that there were significant procedural delays (sometimes more than 6 months), which could have been avoided, had the above 5 principle of public procurement adhered to.

3. Therefore, all campuses are advised to prepare annual procurement plans before commencement of each financial year and define approximate timelines from initiation of tender process till final award of contract. The above timelines should be prepared pragmatically by allowing for unforeseen eventualities and annual events of NIFT such as convocation, jury, semester exams, converge, Graduation Projects, etc. With all the above accounted for, the procurement process should ideally be completed within 3-4 months, but not beyond 6 months in any case.

*Mishra*  
16.03.26  
(Gaurav Mishra)  
Director (HO)

**Copy to:-**

1. Campus Directors / Joint Directors – All NIFT Campuses
2. Chief Vigilance Officer/Registrar
3. Director (F&A), NIFT Head Office.
4. Director (IT), NIFT Head Office
5. Director (NRC), NIFT Head Office
6. Dean (A), NIFT Head Office
7. All HoD's, NIFT Head Office
8. Assistant Director (Purchase/Admin)/Estate Engineer-HO
9. PS to DG- NIFT

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No. P-45021/2/2017-PP (BE-II)-Part(4)Vol.II  
Government of India  
Ministry of Commerce and Industry  
Department for Promotion of Industry and Internal Trade  
(Public Procurement Section)

Vanijya Bhawan, New Delhi  
Dated: 19 July, 2024

To

All Central Ministries/Departments/CPSUs/All concerned

**ORDER**

**Subject: Public Procurement (Preference to Make in India), Order 2017-Revision; regarding.**

Department for Promotion of Industry and Internal Trade, in partial modification [Paras 2, 3, 5, 10 & 13] of Order No.P-45021/2/2017-B.E.-II dated 15.6.2017 as amended by Order No.P-45021/2/2017-B.E.-II dated 28.05.2018, Order No.P-45021/2/2017-B.E.-II dated 29.05.2019, Order No.P-45021/2/2017-B.E.-II dated 04.06.2020 and Order No.P-45021/2/2017-B.E.-II dated 16.09.2020 hereby issues the revised 'Public Procurement (Preference to Make in India), Order 2017' dated 19.07.2024 effective with immediate effect.

**Whereas** it is the policy of the Government of India to encourage 'Make in India' and promote manufacturing and production of goods and services in India with a view to enhancing income and employment, and

**Whereas** procurement by the Government is substantial in amount and can contribute towards this policy objective, and

**Whereas** local content can be increased through partnerships, cooperation with local companies, establishing production units in India or Joint Ventures (JV) with Indian suppliers, increasing the participation of local employees in services and training them,

**Now therefore the following Order is issued:**

1. This Order is issued pursuant to Rule 153 (iii) of the General Financial Rules 2017.
2. **Definitions:** For the purposes of this Order:  
*'Local content'* means the amount of value added in India which shall, unless otherwise prescribed by the Nodal Ministry, be the total value of the item procured (excluding net domestic indirect taxes) minus the value of imported content in the item (including all customs duties) as a proportion of the total value, in percent.

**Explanatory notes for calculation of local content given above**

- a. Imported items sourced locally from resellers/distributors shall be excluded from calculation of local content.
- b. The license fees/royalties paid/ technical charges paid out of India shall be excluded from local content calculation.

- c. Procurement/Supply of repackaged/refurbished/rebranded imported products as understood commonly shall be treated as reselling of imported products and shall be excluded from calculation of local content. The definition of repackaged/refurbished/rebranded imported products is as follows;

'Refurbishing' means repair or reconditioning of an imported product does not amount to manufacture because no new goods come into existence.

'Repackaging' means repacking of imported goods from bulk pack to smaller packs would not ordinarily amount to manufacture of a new item.

'Rebranding' means relabeling or renaming or change in symbol or logo/makes or corporate image of a company/organization/ firm for an imported product would amount to rebranding.

- d. To ensure that imported items sourced locally from resellers/distributors are excluded from calculation of local content, procuring entities to obtain from bidders, the cost of such locally-sourced imported items (Inclusive of taxes) along with break-up on license/royalties paid/technical expertise cost etc. sourced from outside India. For items sold by bidder as reseller, OEM certificate for country of origin to be submitted.
- e. For contracts involving supply of multiple items, weighted average of all items to be taken while calculating the local content.

'Class-I local supplier' means a supplier or service provider, whose goods, services or works offered for procurement, meets the minimum local content as prescribed for 'Class-I local supplier' under this Order.

'Class-II local supplier' means a supplier or service provider, whose goods, services or works offered for procurement, meets the minimum local content as prescribed for 'Class-II local supplier' but less than that prescribed for 'Class-I local supplier' under this Order.

'Non - Local supplier' means a supplier or service provider, whose goods, services or works offered for procurement, has local content less than that prescribed for 'Class-II local supplier' under this Order.

'L1' means the lowest tender or lowest bid or the lowest quotation received in a tender, bidding process or other procurement solicitation as adjudged in the evaluation process as per the tender or other procurement solicitation.

'Margin of purchase preference' means the maximum extent to which the price quoted by a "Class-I local supplier" may be above the L1 for the purpose of purchase preference.

'Nodal Ministry' means the Ministry or Department identified pursuant to this order in respect of a particular item of goods or services or works.

'Procuring entity' means a Ministry or department or attached or subordinate office of, or autonomous body controlled by, the Government of India and includes Government companies as defined in the Companies Act.

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'Works' means all works as per Rule 130 of GFR- 2017, and will also include 'turnkey works'.

**2A. Special treatment for items covered under PLI Scheme**

The manufacturers manufacturing an item under PLI scheme shall be treated as deemed Class II local supplier for that item unless they have minimum local content equal to or higher than that notified for Class-I local supplier for that item, provided the manufacturer has received incentive from the concerned PLI Ministry for the item. The above shall be applicable for the specific time period only, as notified by concerned PLI Ministry.

**3. Eligibility of 'Class-I local supplier'/ 'Class-II local supplier'/ 'Non-local suppliers' for different types of procurement**

(a) In procurement of all goods, services or works in respect of which the Nodal Ministry / Department has communicated that there is sufficient local capacity and local competition, only 'Class-I local supplier', as defined under the Order, shall be eligible to bid irrespective of purchase value.

(b) Only 'Class-I local supplier' and 'Class-II local supplier', as defined under the Order, shall be eligible to bid in procurement undertaken by procuring entities, except when Global tender enquiry has been issued. In global tender enquiries, 'Non-local suppliers' shall also be eligible to bid along with 'Class-I local suppliers' and 'Class-II local suppliers'. In procurement of all goods, services or works, not covered by sub-para 3(a) above, and with estimated value of purchases less than Rs. 200 Crore, in accordance with Rule 161(iv) of GFR, 2017, Global tender enquiry shall not be issued except with the approval of competent authority as designated by Department of Expenditure.

(c) For the purpose of this Order, works includes Engineering, Procurement and Construction (EPC) contracts and services include System Integrator (SI) contracts.

**3.1 Mandatory sourcing of items, with sufficient local capacity and competition, from Class-I local suppliers in SI/EPC/Turnkey Contracts/Service Tenders**

- a. The items, notified as having sufficient local capacity and competition, shall mandatory be sourced from Class-I local suppliers in SI/EPC/Turnkey Contracts/ Services tenders. This provision will be applicable only for those items which have been notified by the Nodal Ministry as Class I i.e. having sufficient local capacity and competition, with specific HSN codes."
- b. Notwithstanding above, if in any project, it is considered that it is not practically feasible to source such items from Class I local suppliers, it may take relaxation from such stipulation with the approval of Secretary of the administrative Ministry/ Department concerned or with the approval of the Competent Authority specified by the Administrative Ministry/Department, on case-specific basis.

**3A. Purchase Preference**

(a) Subject to the provisions of this Order and to any specific instructions issued by the Nodal Ministry or in pursuance of this Order, purchase preference shall be given to 'Class-I local supplier' in procurement undertaken by procuring entities in the manner specified here under.

(b) In the procurement of goods or works, which are covered by para 3(b)

above and which are divisible in nature, the 'Class-I local supplier' shall get purchase preference over 'Class-II local supplier' as well as 'Non-local supplier', as per following procedure:

- i. Among all qualified bids, the lowest bid will be termed as L1. If L1 is 'Class-I local supplier', the contract for full quantity will be awarded to L1.
  - ii. If L1 bid is not a 'Class-I local supplier', 50% of the order quantity shall be awarded to L1. Thereafter, the lowest bidder among the 'Class-I local supplier' will be invited to match the L1 price for the remaining 50% quantity subject to the Class-I local supplier's quoted price falling within the margin of purchase preference, and contract for that quantity shall be awarded to such 'Class-I local supplier' subject to matching the L1 price. In case such lowest eligible 'Class-I local supplier' fails to match the L1 price or accepts less than the offered quantity, the next higher 'Class-I local supplier' within the margin of purchase preference shall be invited to match the L1 price for remaining quantity and so on, and contract shall be awarded accordingly. In case some quantity is still left uncovered on Class-I local suppliers, then such balance quantity may also be ordered on the L1 bidder.
- (c) In the procurement of goods or works, which are covered by para 3(b) above and which are not divisible in nature, and in procurement of services where the bid is evaluated on price alone, the 'Class-I local supplier' shall get purchase preference over 'Class-II local supplier' as well as 'Non-local supplier', as per following procedure:
- i. Among all qualified bids, the lowest bid will be termed as L1. If L1 is Class-I local supplier, the contract will be awarded to L1.
  - ii. If L1 is not 'Class-I local supplier', the lowest bidder among the 'Class-I local supplier', will be invited to match the L1 price subject to Class-I local supplier's quoted price falling within the margin of purchase preference, and the contract shall be awarded to such 'Class-I local supplier' subject to matching the L1 price.
  - iii. In case such lowest eligible 'Class-I local supplier' fails to match the L1 price, the 'Class-I local supplier' with the next higher bid within the margin of purchase preference shall be invited to match the L1 price and so on and contract shall be awarded accordingly. In case none of the 'Class-I local supplier' within the margin of purchase preference matches the L1 price, the contract may be awarded to the L1 bidder.
- (d) "Class-II local supplier" will not get purchase preference in any procurement, undertaken by procuring entities.

**3B. Applicability in tenders where contract is to be awarded to multiple bidders-** In tenders where contract is awarded to multiple bidders subject to matching of L1 rates or otherwise, the 'Class-I local supplier' shall get purchase preference over 'Class-II local supplier' as well as 'Non-local supplier', as per following procedure:

- a. In case there is sufficient local capacity and competition for the item to be procured, as notified by the nodal Ministry, only Class I local suppliers shall be eligible to bid. As such, the multiple suppliers, who would be awarded the contract, should be all and only 'Class I Local suppliers'.
- b. In other cases, 'Class II local suppliers' and 'Non local suppliers' may also participate in the bidding process along with 'Class I Local suppliers' as per provisions of this Order.
- c. If 'Class I Local suppliers' qualify for award of contract for at least

50% of the tendered quantity in any tender, the contract may be awarded to all the qualified bidders as per award criteria stipulated in the bid documents. However, in case 'Class I Local suppliers' do not qualify for award of contract for at least 50% of the tendered quantity, purchase preference should be given to the 'Class I local supplier' over 'Class II local suppliers'/'Non local suppliers' provided that their quoted rate falls within 20% margin of purchase preference of the highest quoted bidder considered for award of contract so as to ensure that the 'Class I Local suppliers' taken in totality are considered for award of contract for at least 50% of the tendered quantity.

- d. First purchase preference has to be given to the lowest quoting 'Class-I local supplier', whose quoted rates fall within 20% margin of purchase preference, subject to its meeting the prescribed criteria for award of contract as also the constraint of maximum quantity that can be sourced from any single supplier. If the lowest quoting 'Class-I local supplier', does not qualify for purchase preference because of aforesaid constraints or does not accept the offered quantity, an opportunity may be given to next higher 'Class-I local supplier', falling within 20% margin of purchase preference, and so on.
- e. To avoid any ambiguity during bid evaluation process, the procuring entities may stipulate its own tender specific criteria for award of contract amongst different bidders including the procedure for purchase preference to 'Class-I local supplier' within the broad policy guidelines stipulated in sub- paras above.

4. **Exemption of small purchases:** Notwithstanding anything contained in paragraph 3, procurement where the estimated value to be procured is less than Rs. 5 lakhs shall be exempt from this Order. However, it shall be ensured by procuring entities that procurement is not split for the purpose of avoiding the provisions of this Order.

**4A. Exemption in sourcing of spares and consumables of closed systems:**

Procurement of spare parts, consumables for closed systems and Maintenance/Service contracts with Original Equipment Manufacturer/Original Equipment Supplier/Original Part Manufacturer shall be exempted from this Order.

5. **Minimum local content:** The 'local content' requirement to categorize a supplier as 'Class-I local supplier' is minimum 50%. For 'Class-II local supplier', the 'local content' requirement is minimum 20%. Nodal Ministry/ Department may prescribe only a higher percentage of minimum local content requirement to categorize a supplier as 'Class-I local supplier'/'Class- II local supplier'. For the items, for which Nodal Ministry/ Department has not prescribed higher minimum local content notification under the Order, it shall be 50% and 20% for 'Class-I local supplier'/'Class-II local supplier' respectively.
6. **Margin of Purchase Preference:** The margin of purchase preference shall be 20%.
7. **Requirement for specification in advance:** The minimum local content, the margin of purchase preference and the procedure for preference to Make in India shall be specified in the notice inviting tenders or other form of procurement solicitation and shall not be varied during a particular procurement transaction.
8. **Government E-marketplace:** In respect of procurement through the Government E-marketplace (GeM) shall, as far as possible, specifically mark the items which meet the minimum local content while registering the item for

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display, and shall, wherever feasible, make provision for automated comparison with purchase preference and without purchase preference and for obtaining consent of the local supplier in those cases where purchase preference is to be exercised.

**9. Verification of local content:**

- a. The 'Class-I local supplier'/ 'Class-II local supplier' at the time of tender, bidding or solicitation shall be required to indicate percentage of local content and provide self-certification that the item offered meets the local content requirement for 'Class-I local supplier'/ 'Class-II local supplier', as the case may be. They shall also give details of the location(s) at which the local value addition is made.
- b. In cases of procurement for a value in excess of Rs. 10 crores, the 'Class-I local supplier'/ 'Class-II local supplier' shall be required to provide a certificate from the statutory auditor or cost auditor of the company (in the case of companies) or from a practicing cost accountant or practicing chartered accountant (in respect of suppliers other than companies) giving the percentage of local content.
- c. The bidder shall give self-certification for local content in the quoted item (goods/works/services) at the time of tendering. However, at the time of execution of the project, for all contracts above INR 10 Crore, the contractor/ supplier shall be required to give local content certification duly certified by cost/ chartered accountant in practice. For cases where it is not possible to provide certification by Cost/Chartered Accountant at the time of execution of project, the supplier shall be permitted to provide the certificate for local content from Cost/ Chartered Accountant after completion of the contract, within time limit acceptable to the procuring entity. In case the contractor/ supplier does not meet the stipulated local content requirement and the category of the supplier changes from Class-I to Class-II/ Non-local or from Class-II to Non-local, a penalty upto 10% of the contract value may be imposed. However, contract once awarded shall not be terminated on this account.
- d. Decisions on complaints relating to implementation of this Order shall be taken by the competent authority which is empowered to look into procurement-related complaints relating to the procuring entity.
- e. Nodal Ministries may constitute committees with internal and external experts for independent verification of self-declarations and auditor's/ accountant's certificates on random basis and in the case of complaints.
- f. Nodal Ministries and procuring entities may prescribe fees for such complaints.
- g. False declarations will be in breach of the Code of Integrity under Rule 175(1)(i)(h) of the General Financial Rules for which a bidder or its successors can be debarred for up to two years as per Rule 151 (iii) of the General Financial Rules along with such other actions as may be permissible under law.
- h. A supplier who has been debarred by any procuring entity for violation of this Order shall not be eligible for preference under this Order for procurement by any other procuring entity for the duration of the debarment. The debarment for such other procuring entities shall take effect prospectively from the date on which it comes to the notice of other procurement entities, in the manner prescribed under paragraph 9.

i below.

- i. The Department of Expenditure shall issue suitable instructions for the effective and smooth operation of this process, so that:
  - i. The fact and duration of debarment for violation of this Order by any procuring entity are promptly brought to the notice of the Member-Convenor of the Standing Committee and the Department of Expenditure through the concerned Ministry /Department or in some other manner;
  - ii. On a periodical basis such cases are consolidated and a centralized list or decentralized lists of such suppliers with the period of debarment is maintained and displayed on website(s);
  - iii. In respect of procuring entities other than the one which has carried out the debarment, the debarment takes effect prospectively from the date of uploading on the website(s) in the such a manner that ongoing procurement are not disrupted.

**10. Specifications in Tenders and other procurement solicitations:**

- a. Every procuring entity shall ensure that the eligibility conditions in respect of previous experience fixed in any tender or solicitation do not require proof of supply in other countries or proof of exports.
- b. Procuring entities shall endeavour to see that eligibility conditions, including on matters like turnover, production capability and financial strength do not result in unreasonable exclusion of 'Class-I local supplier'/ 'Class-II local supplier' who would otherwise be eligible, beyond what is essential for ensuring quality or creditworthiness of the supplier.
- c. Procuring entities shall, within 2 months of the issue of this Order review all existing eligibility norms and conditions with reference to sub-paragraphs 'a' and 'b' above.
- d. **Reciprocity Clause**
  - i. When a Nodal Ministry/Department identifies that Indian suppliers of an item are not allowed to participate and/ or compete in procurement by any foreign government, due to restrictive tender conditions which have direct or indirect effect of barring Indian companies such as registration in the procuring country, execution of projects of specific value in the procuring country etc., it shall provide such details to all its procuring entities including CMDs/CEOs of PSEs/PSUs, State Governments and other procurement agencies under their administrative control and GeM for appropriate reciprocal action.
  - ii. Entities of countries which have been identified by the nodal Ministry/Department as not allowing Indian companies to participate in their Government procurement for any item related to that nodal Ministry shall not be allowed to participate in Government procurement in India for all items related to that nodal Ministry/ Department, except for the list of items published by the Ministry/ Department permitting their participation.
  - iii. The stipulation in (ii) above shall be part of all tenders invited by the Central Government procuring entities stated in (i) above. All purchases on GeM shall also necessarily have the above provisions for items identified by nodal Ministry/ Department.
  - iv. State Governments should be encouraged to incorporate similar provisions in their respective tenders.
  - v. The term 'entity' of a country shall have the same meaning as under the FDI Policy of DPIIT as amended from time to time.
- e. Specifying foreign certifications/ unreasonable technical specifications/

brands/ models in the bid document is restrictive and discriminatory practice against local suppliers. If foreign certification is required to be stipulated because of non-availability of Indian Standards and/or for any other reason, the same shall be done only after written approval of Secretary of the Department concerned or any other Authority having been designated such power by the Secretary of the Department concerned.

- f. "All administrative Ministries/Departments whose procurement exceeds Rs. 1000 Crore per annum shall notify/update their procurement projections every year, including those of the PSEs/PSUs, for the next 5 years on their respective website."

**10A. Action for non-compliance of the Provisions of the Order:** In case restrictive or discriminatory conditions against domestic suppliers are included in bid documents, an inquiry shall be conducted by the Administrative Department undertaking the procurement (including procurement by any entity under its administrative control) to fix responsibility for the same. Thereafter, appropriate action, administrative or otherwise, shall be taken against erring officials of procurement entities under relevant provisions. Intimation on all such actions shall be sent to the Standing Committee.

11. **Assessment of supply base by Nodal Ministries:** The Nodal Ministry shall keep in view the domestic manufacturing / supply base and assess the available capacity and the extent of local competition while identifying items and prescribing the higher minimum local content or the manner of its calculation, with a view to avoiding cost increase from the operation of this Order.
12. **Increase in minimum local content:** The Nodal Ministry may annually review the local content requirements with a view to increasing them, subject to availability of sufficient local competition with adequate quality.
13. **Manufacture under license/ technology collaboration agreements with phased indigenization:** While notifying the minimum local content, Nodal Ministries may make special provisions for exempting suppliers from meeting the stipulated local content if the product is being manufactured in India under a license from a foreign manufacturer who holds intellectual property rights and where there is a technology collaboration agreement / transfer of technology agreement for indigenous manufacture of a product developed abroad with clear phasing of increase in local content.

13A. In procurement of all goods, services or works in respect of which there is substantial quantity of public procurement and for which the nodal ministry has not notified that there is sufficient local capacity and local competition, the concerned nodal ministry shall notify an upper threshold value of procurement beyond which foreign companies shall enter into a joint venture with an Indian company to participate in the tender. Procuring entities, while procuring such items beyond the notified threshold value, shall prescribe in their respective tenders that foreign companies may enter into a joint venture with an Indian company to participate in the tender. The procuring Ministries/Departments shall also make special provisions for exempting such joint ventures from meeting the stipulated minimum local content requirement, which shall be increased in a phased manner.

14. **Powers to grant exemption and to reduce minimum local content:** The administrative Department undertaking the procurement (including

procurement by any entity under its administrative control), with the approval of their Minister-in-charge, may by written order, for reasons to be recorded in writing,

- a. reduce the minimum local content below the prescribed level; or
- b. reduce the margin of purchase preference below 20%; or
- c. exempt any particular item or supplying entities from the operation of this Order or any part of the Order.

The Administrative Department, while seeking exemption under this para, shall certify that such an item(s) has not been notified by Nodal Ministry/ Department concerned under para 3 (a) of the Order.


A copy of every such order shall be provided to the Standing Committee and concerned Nodal Ministry / Department. The Nodal Ministry / Department concerned will continue to have the power to vary its notification on Minimum Local Content.

15. **Directions to Government companies:** In respect of Government companies and other procuring entities not governed by the General Financial Rules, the administrative Ministry or Department shall issue policy directions requiring compliance with this Order.
16. **Standing Committee:** A standing committee is hereby constituted with the following membership:  
Secretary, Department for Promotion of Industry and Internal Trade - Chairman  
Secretary, Commerce—Member  
Secretary, Ministry of Electronics and Information Technology—Member  
Joint Secretary (Public Procurement), Department of Expenditure—Member  
Joint Secretary (DPIIT)—Member-Convenor

The Secretary of the Department concerned with a particular item shall be a member in respect of issues relating to such item. The Chairman of the Committee may co-opt technical experts as relevant to any issue or class of issues under its consideration.

17. **Functions of the Standing Committee:** The Standing Committee shall meet as often as necessary, but not less than once in six months. The Committee
  - a. shall oversee the implementation of this order and issues arising therefrom, and make recommendations to Nodal Ministries and procuring entities.
  - b. shall annually assess and periodically monitor compliance with this Order
  - c. shall identify Nodal Ministries and the allocation of items among them for issue of notifications on minimum local content
  - d. may require furnishing of details or returns regarding compliance with this Order and related matters
  - e. may, during the annual review or otherwise, assess issues, if any, where it is felt that the manner of implementation of the order results in any restrictive practices, cartelization or increase in public expenditure and suggest remedial measures
  - f. may examine cases covered by paragraph 13 above relating to manufacture under license/ technology transfer agreements with a view to satisfying itself that adequate mechanisms exist for enforcement of such agreements and for attaining the underlying objective of progressive indigenization

- g. may consider any other issue relating to this Order which may arise.
18. **Removal of difficulties:** Ministries /Departments and the Boards of Directors of Government companies may issue such clarifications and instructions as may be necessary for the removal of any difficulties arising in the implementation of this Order.
19. **Ministries having existing policies:** Where any Ministry or Department has its own policy for preference to local content approved by the Cabinet after 1<sup>st</sup> January 2015, such policies will prevail over the provisions of this Order. All other existing orders on preference to local content shall be reviewed by the Nodal Ministries and revised as needed to conform to this Order, within two months of the issue of this Order.
20. **Transitional provision:** This Order shall not apply to any tender or procurement for which notice inviting tender or other form of procurement solicitation has been issued before the issue of this Order.

  
19/12/24  
(Himani Pande)  
Additional Secretary to the Government of India  
Tel: 011-23038888  
E-mail: ashpdpiit@gov.in

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01/107/2012-Vig./483  
राष्ट्रीय फैशन प्रौद्योगिकी संस्थान  
सतर्कता अनुभाग, मुख्य कार्यालय, नई दिल्ली -110016  
National Institute of Fashion Technology  
Vigilance Section, Head Office, New Delhi-110016

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23 April, 2024

**Subject: Revised Standard Operating Procedure (SOP) for implementation of Integrity Pact by the organisations.**

The undersigned is directed to forward herewith a copy of Circular no. 015/VGL/091/24660 dated 16.04.2024 issued by Central Vigilance Commission regarding revised Standard Operating Procedure (SOP) for implementation of Integrity Pact by the organisations, who have adopted IP for procurement activities which was issued vide CVC circular dated 14.06.2023 enclosed at Annexure I.

Accordingly, the Commission has sought that information in the prescribed format as enclosed at Annexure II be provided urgently. It is a time bound matter, hence you are requested to provide the requisite information in the prescribed format to Vigilance Department by 24.04.2024 positively.

*Rajni Shah*  
(Rajni Shah) 23/4/24  
Vigilance Officer

To,  
Director (F&A)  
NIFT

*Pertains to purchase dept.*

*Why*  
23/4/24

*VO :*

*Purchase Officer is requested to provide the requisite information*

AD (Purchase)

*कृपया  
P.O  
निधारेत*

*पर निम्न  
IP के लिये पिछले तीन वर्षों के  
contracts का value क्या रहा है  
उसके विवरण बताएं ताकि threshold value  
का जा सकें।*

*Rajni Shah*  
80  
23/4/24  
*Jiya*  
26/04/24

44



सत्यमेव जयते

केन्द्रीय सतर्कता आयोग  
CENTRAL VIGILANCE COMMISSION



सतर्कता भवन, जी.पी.ओ. कॉम्प्लेक्स,  
ब्लॉक-ए, आई.एन.ए., नई दिल्ली-110023  
Satarkta Bhawan, G.P.O. Complex,  
Block A, INA, New Delhi-10023

सं./No. 015/VGL/091

दिनांक / Dated 14.06.2023

Circular No. 04/06/23

**Subject : Adoption and implementation of Integrity Pact-Revised Standard Operating Procedure- regarding.**

The Commission has reviewed the Standard Operating Procedure (SOP) for adoption of Integrity Pact (IP) by all Government Organizations, Public Sector Enterprises, Public Sector Banks, Insurance Companies, other Financial Institutions and Autonomous bodies etc. A copy of the revised SOP is enclosed, which would be applicable for adoption and implementation of the IP by the organizations concerned.

2. The present SOP is in supersession of the earlier SOP issued vide Circular No. 05/01/22 dated 25.01.2022.

*WJ Keishing*

(Wormila Jasmine Keishing)  
Deputy Secretary

Encl.: As above

To

- (i) All Secretaries of Ministries / Departments. (This Circular may also be shared with the existing IEMs in the organizations concerned)
- (ii) All CMDs/Head of CPSUs/Public Sector Banks/Organisations. (This Circular may also be shared with the existing IEMs in the organizations concerned)
- (iii) All CVOs of Ministries/Departments/CPSUs/Public Sector Banks/Organisations. (This Circular may be brought to the notice of the Chief Executive of the organization concerned)
- (iv) All Independent External Monitors.

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## STANDARD OPERATING PROCEDURE FOR IMPLEMENTATION OF INTEGRITY PACT

### 1.0 BACKGROUND

- 1.1 In order to ensure transparency, equity and competitiveness in public procurement, the Commission recommends adoption and implementation of the concept of Integrity Pact (IP) by Government organizations, Public Sector Enterprises, Public Sector Banks, Insurance Companies, other Financial Institutions and Autonomous Bodies, etc.
- 1.2 Deptt. of Expenditure vide OM dt. 19.7.2011, issued guidelines to all Ministries/Departments/Organizations including their attached/subordinate offices and autonomous bodies for implementation of IP. Also, vide OM dated 20.7.2011, Deptt. of Expenditure requested Department of Public Enterprises for directions to Central Public Sector Enterprises for use of IP.
- 1.3 Further, in view of the increasing procurement activities of Public Sector Banks (PSBs), Insurance Companies (ICs) and Financial Institutions (FIs), the Commission vide Circular No. 02/02/2015 dated 25.02.2015 advised that all PSBs, PSICs and FIs shall also adopt and implement the Integrity Pact.
- 1.4 The Commission vide Circular No. 05/01/22 dated 25.01.2022, issued a revised Standard Operating Procedure (SOP) for adoption and implementation of Integrity Pact by Organizations.

### 2.0 INTEGRITY PACT

- 2.1 The Pact essentially envisages an agreement between the prospective vendors/bidders and the buyer, committing the persons/officials of both sides, not to resort to any corrupt practices in any aspect/stage of the contract. Only those vendors/bidders, who commit

themselves to such a Pact with the buyer, would be considered competent to participate in the bidding process. In other words, entering into this Pact would be a preliminary qualification. The essential ingredients of the Pact include:

- Promise on the part of the Principal not to seek or accept any benefit, which is not legally available;
- Promise on the part of bidder not to offer any benefit to the employees of the Principal not available legally;
- Principal to treat all bidders with equity and reason;
- Bidders not to enter into any undisclosed agreement or understanding with other bidders with respect to prices, specifications, certifications, subsidiary contracts, etc.
- Bidders not to pass any information provided by Principal as part of business relationship to others and not to commit any offence under PC/ IPC Act;
- Foreign bidders to disclose the name and address of agents and representatives in India and Indian Bidders to disclose their foreign principals or associates;
- Bidders to disclose the payments to be made by them to agents / brokers or any other intermediary;
- Bidders to disclose any transgressions with any other public/government organization that may impinge on the anti-corruption principle. The date of such transgression, for the purpose of disclosure by the bidders in this regard, would be the date on which cognizance of the said transgression was taken by the competent authority. The period for which such transgression(s) is/are to be reported by the bidders shall be the last three years to be reckoned from date of bid submission. The transgression(s), for which cognizance was taken even before the said period of three years, but are pending conclusion, shall also be reported by the bidders.


2.2 Any violation of Integrity Pact would entail disqualification of the bidders and exclusion from future business dealings, as per the existing provisions of GFR, 2017, PC Act, 1988 and other Financial Rules/Guidelines etc. as may be applicable to the organization concerned.

- 2.3 IP would be implemented through a panel of Independent External Monitors (IEMs), appointed by the organization. The IEM would review independently and objectively, whether and to what extent parties have complied with their obligations under the Pact on receipt of any complaint by them from the bidder(s).
- 2.4 Integrity Pact, in respect of a particular contract, shall be operative from the date IP is signed by both ~~the~~ the parties. The IEMs shall examine all the representations/grievances/complaints received by them from the bidders or their authorized representative related to any discrimination on account of lack of fair play in modes of procurement and bidding systems, tendering method, eligibility conditions, bid evaluation criteria, commercial terms & conditions, choice of technology/specifications etc.
- 2.5 For ensuring the desired transparency and objectivity in dealing with the complaints arising out of the tendering process, the matter should be examined by the full panel of IEMs jointly, who would look into the records, conduct an examination, and submit their joint recommendations to the Management. In case the full panel is not available due to some unavoidable reasons, the available IEM(s) will conduct examination of the complaints. Consent of the IEM(s), who may not be available, shall be taken on record.
- 2.6 The role of IEM is advisory and the advice of IEM is non-binding on the Organization. However, as IEMs are invariably persons with rich experience who have retired as senior functionaries of the government, their advice would help in proper implementation of the IP.
- 2.7 The role of the CVO of the organization shall remain unaffected by the presence of IEMs. A matter being examined by the IEMs can be separately investigated by the CVO in terms of the provisions of the CVC Act or Vigilance Manual, if a complaint is received by him/her or directed to him/her by the Commission. CVO and /or the officials of the vigilance wing should not be associated by IEMs during examination of the complaints in any manner.

3.0 APPOINTMENT OF IEMs

3.1 The IEMs appointed should be eminent persons of high integrity and reputation. A periodical notice inviting applications from eligible persons will be published on the Commission's website. After due scrutiny and verification of the applications and accompanying documents, as may be deemed appropriate by the Commission, the name(s) would be included in the panel for consideration for nomination as IEM.

3.2 The zone of consideration of eminent persons for empanelment as IEMs would consist of:-

- (i) Officers who have held the post of Additional Secretary to Govt. of India or were in equivalent or higher pay scale, at the time of retirement (whether serving with Govt. of India or any State Govt.).
- (ii) Persons who have held the post of CMD of Schedule 'A' Public Sector Enterprise and were equivalent to Additional Secretary to Govt. of India, at the time of retirement.
- (iii) Persons who have held the post of CMD/MD and CEO of Public Sector Banks, Insurance Companies and other Financial Institutions, at the time of retirement.
- (iv) Chief Executive Officer of an organization (other than listed above and were equivalent or higher to Additional Secretary to Govt. of India, at the time of retirement).
- (v) Officers of Armed Forces, who were in the pay scale of equivalent or higher to Additional Secretaries to Govt. of India, at the time of retirement. 

3.3 The Commission would not include a retired person in the panel being maintained by it for consideration for nomination as IEM, if that retired person has accepted a full time assignment, post retirement, either in government sector or private sector or elsewhere. All those empanelled persons, who accept full time assignment elsewhere, would cease to remain on the panel, from the date on which they have accepted the said assignment. In

this regard, it would be incumbent upon the empanelled persons to immediately inform the Commission about the acceptance of full time assignment by them.

- 3.4 The Commission would nominate IEMs for an organization, from the panel of IEMs maintained by it. The concerned organization should send a request for nomination of IEMs in case of adoption of Integrity Pact by them. Whenever a vacancy is likely to arise due to completion of tenure of an existing IEM, the organization should send the request for nomination of IEM three months before the expiry of tenure. Similarly, in case of resignation of IEM(s), intimation along with request for nomination should be sent immediately by the organization to the Commission.
- 3.5 Three IEMs shall be nominated for appointment in Maharatna and Navratna PSUs and two IEMs shall be nominated in all other organizations.
- 3.6 A person may be appointed as an IEM in a maximum of three organizations at a time.
- 3.7 An empanelled person cannot be appointed in one organization for a period of more than three years.
- 3.8 Age of IEM should not be more than 70 years at the time of appointment.

#### 4.0 IMPLEMENTATION PROCEDURE

- 4.1 ~~Integrity Pact~~ The provision for the Integrity Pact is to be included in all Requests for Proposal/Tender documents issued in future in respect of the procurements that meet the criteria laid down by the Ministry/Department in terms of Department of Expenditure's OM dated 19.07.2011.
- 4.2 In all tenders covered under the IP, particulars of all IEMs, including their email IDs, should be mentioned, instead of mentioning details of a single IEM.

~~Reference Dept~~  
~~Procurement~~

- 4.3 The Purchase / procurement wing of the organization would be the focal point for the implementation of IP.
- 4.4 It has to be ensured, through an appropriate provision in the tender document, that Integrity Pact is deemed as part of the contract so that the parties concerned are bound by its provisions.
- 4.5 A clause should be included in the IP that a person signing IP shall not approach the Courts while representing the matters to IEMs and he / she will await their decision in the matter.
- 4.6 In case of a joint venture, all the partners of the joint venture should sign the Integrity Pact. In case of sub-contracting, the Principal contractor shall take responsibility of the adoption of IP by the sub-contractor. It is to be ensured that all sub-contractors also sign the IP. In case of sub-contractors, the IP will be a tri-partite arrangement to be signed by the Organization, the contractor, and the sub-contractor.
- 4.7 The final responsibility for implementation of IP vests with the Head of organization/CMD/CEO of the organization.

**5.0 ROLE OF IEMs**

- 5.1 The IEMs would be provided access to all documents/records pertaining to the tender for which a complaint or issue is raised before them, as and when warranted.
- 5.2 The Procurement wing of the organization shall hold quarterly meetings with the IEMs. A summary of contracts awarded in the previous quarter, which are covered under the IP, shall be shared with the IEMs during the quarterly meeting. Such summary of contracts should include details like tender number, mode of tendering, period allowed for publicity, number of bids received, number of bidders considered eligible, and name and address of the successful bidder.

~~Procurement~~  
~~meeting~~

~~summary~~  
~~of contracts~~

5.3 The above summary of contracts is to help the IEMs in analyzing whether appropriate mode of tendering is being adopted by the organization i.e. limited tender mode or nomination mode are not unduly used, number of bidders are not too low, large number of bidders are not excluded while judging the eligibility or during technical bid evaluation stage, and whether particular firm or set of particular firms is repeatedly getting contracts etc. Based on their analysis, the IEMs can suggest to the Management suitable systemic improvement(s) and measures to improve objectivity in decision making, capacity building etc.

~~Remove from~~  
~~HR~~

5.4 It would be desirable to have structured meetings of the IEMs with the Chief Executive of the Organization on a half yearly basis to discuss / review the information on tenders awarded during the preceding six months' period. Additional such meetings, however, can be held as per requirement. All such meetings with the Procurement wing or with the Chief Executive of the organization should be minuted.

~~Remove from~~  
~~HR~~

5.5 IEM should examine the process integrity, they are not expected to concern themselves with fixing of responsibility of officers. Complaints alleging malafide on the part of any officer of the organization should be looked into by the CVO of the concerned Organization.

5.6 In the event of any dispute between the management and the contractor relating to those contracts where Integrity Pact is applicable, in case, both the parties are agreeable, they may try to settle dispute through mediation before the panel of IEMs in a time bound manner. If required, the organizations may adopt any mediation rules for this purpose. However, not more than five meetings shall be held for a particular dispute resolution. The fees/expenses on dispute resolution shall be equally shared by both the parties.

~~Legal~~  
~~Defect~~  
~~may~~  
~~action~~

In case, the dispute remains unresolved even after mediation by the panel of IEMs, the organization may take further action as per the terms & conditions of the contract.

5.7 All IEMs should sign non-disclosure agreements with the organization in which they are appointed.

5.8 The IEMs would also be required to sign a declaration of absence of conflict of interest. A person acting as an IEM shall not be debarred from taking up other assignments such as consultancy with other organizations or agencies subject to his declaring that his / her additional assignment does not involve any conflict of interest with existing assignment, and it is not a full time assignment. In case of any conflict of interest arising at a later date from an entity wherein he is or has been a consultant, the IEM should inform the CEO and recuse himself/herself from that case.

#### 6.0 ENTITLEMENTS OF IEMs

6.1 In any organization, the IEMs shall be paid per sitting a fees of ₹ 25,000/- . However, the maximum amount payable to IEMs in a calendar year shall not exceed ₹ 3,00,000/- with respect to the sitting fees.

6.2 The travel and stay arrangement for the IEMs for such meetings shall be equal to their entitlements at the time of retirement. Booking of tickets for travel, as per the mode of travel indicated by the IEM in writing (including email), local transport and stay shall be done by the organization.

6.3 The fees for meetings held by IEMs for mediation between the Management and the contractor as per Para 5.6 above shall be the same as fee payable to IEMs otherwise and in addition to the fees for the regular meetings of IEMs, over and above the ceiling of ₹ 3,00,000/- annually, to be calculated as per calendar year. The travel and stay arrangement for such meetings shall be same as given in Para 6.2 above.

6.4 The organization concerned shall provide place for meeting and secretarial assistance to IEMs for rendering his/her job as IEM. No payment in lieu of secretarial assistance shall be paid to the IEMs.

7.0 REVIEW SYSTEM

7.1 CVOs of all organizations would keep the Commission posted with the implementation status through their annual reports and special reports, wherever necessary.

7.2 All organizations are called upon to make sincere and sustained efforts to imbibe the spirit and principles of the Integrity Pact and ensure its effective implementation.



केन्द्रीय सतर्कता आयोग  
CENTRAL VIGILANCE COMMISSION



सतर्कता भवन, जी.पी.ओ. कॉम्प्लेक्स,  
ब्लॉक-ए. आई. एन. ए., नई दिल्ली-110023  
Satarkta Bhawan, G.P.O. Complex,  
Block A, INA, New Delhi-110023

सं./No. 015/VGL/091/24660  
दिनांक / Dated.

16.04.2024

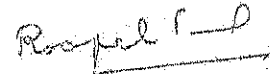
To,

All Chief Vigilance Officer

Subject: Implementation of Integrity Pact – regarding.

Central Vigilance Commission's vide its Circular No. 04/06/23 dated 14.06.2023 has issued revised Standard Operating Procedure (SOP) for implementation of Integrity Pact by the organizations, who have adopted IP for procurement activities.

2. The information enclosed as Annexure 'A' in respect of your organization is required urgently.
3. The information may be sent through email at mail ID [roopalp@cag.gov.in](mailto:roopalp@cag.gov.in) by 23.04.2024.

  
(Roopal Prakash)  
Director

Encl: As above

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Appendix A

1. Name of the Organization:
2. Threshold value of Procurements above which Integrity Pact is applicable:
3. Number of contracts in the last two years (2023 and 2022) which were above threshold value for which IP was applicable:
4. Number of complaints referred to IEMs in last two years (2023 and 2022):
5. Number of Meetings held with IEMs in last two years (2023 and 2022):

Year	No of Meetings with Procurement wing (Refer Para 5.2 of SOP)	No of Meetings with the Chief Executive (Refer Para 5.4 of SOP)	Any other meetings (Meetings under Para 5.6 of SOP or any other)	Total

6. Sitting Fees paid to IEMs in last two years (2023 and 2022):

2022		
Name of the IEM	Total Sitting Fees Paid for IP related work	Total Sitting Fees Paid for Mediation
i.		
ii.		
iii.		
2023		
i.		
ii.		
iii.		

New Delhi, dated the 19<sup>th</sup> July, 2011.

**OFFICE MEMORANDUM**

**Subject: Use of Integrity Pact by Ministries/ Departments – Implementation of ARC Recommendation – regarding**

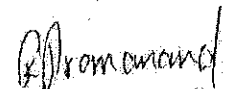
The Administrative Reforms Commission in its report titled 'Ethics in Governance' had made the following recommendation in relation to Integrity Pacts:

"The Commission recommends encouragement of the mechanism of 'Integrity Pacts'. The Ministry of Finance may constitute a Task Force with representative from Ministry of Law and Personnel to identify the type of transactions requiring such Pacts and to provide for a protocol for entering into such a pact. The Task Force may, in particular, recommend whether any amendment in the existing legal framework like the Indian Contract Act and the Prevention of Corruption Act is required to make such agreements enforceable".

2. Accordingly, a Task Force was constituted in the Ministry of Finance with representatives of Ministries of Law, Defence and Department of Personnel & Training. After examining the recommendations of the Task Force it has been decided that:

- (i) All Government Ministries/Departments, including their attached / subordinate offices, may use the generally applicable Integrity Pact **as at Annexure** in their procurement transactions/ contracts with suitable changes specific to the situation in which the Pact is to be used.
- (ii) Ministries/ Departments may, in consultation with the respective Financial Adviser and with the approval of the Minister-in-charge, decide on and lay down the nature of procurements/ contracts and the threshold value above which the Integrity Pact would be used in respect of procurement transactions / contracts concluded by them or their attached/ subordinate offices. This activity should be completed by 31<sup>st</sup> August, 2011.
- (iii) The provision for the Integrity Pact should be included in all Requests for Proposal/ Tender Documents issued in future in respect of the procurements/ contracts that meet the criteria decided in terms of (ii) above.
- (iv) The aforesaid provisions may also be applied to procurements made by autonomous bodies for which also the concerned administrative Ministry/ Department may lay down the nature of procurements/ contracts and the threshold value above which the Integrity Pact would be used.

3. All Ministries/ Departments may take prompt action to ensure compliance with the aforesaid decisions, inter-alia, by attached/ subordinate offices and autonomous bodies. In regard to Public Sector Undertakings(PSUs), the Department of Public Enterprises is being separately requested to issue suitable instructions

  
(R. Prem Anand)

Under Secretary to the Government of India

1. All the Ministries/ Departments of Govt. of India.
2. FAs of all Ministries/ Departments of Govt. of India

No. 007/VGL/033  
Government of India  
Central Vigilance Commission  
\*\*\*\*\*

Satarkta Bhawan, Block-A,  
GPO Complex, INA,  
New Delhi-110023.  
Dated, the 05<sup>th</sup> August 2008

Circular No.24/8/08

Sub:- Adoption of Integrity Pact in major Government procurement activities.

The Commission, vide its Circulars No. 41/12/07, dated 4.12.07 and 18/5/08 dated 19.5.08, has emphasized the necessity to adopt Integrity Pact (IP) in Government organizations in their major procurement activities. The Commission had also directed that in order to oversee the compliance of obligations under the Pact, by the parties concerned, Independent External Monitors (IEMs) should be nominated with the approval of the Commission, out of a panel of names proposed by an Organization.

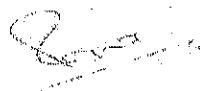
2. As more and more organizations begin to adopt the Integrity Pact, several queries and operational issues have been raised. The Commission has examined these issues and suggested the following guidelines:

- i) Adoption of Integrity Pact in an organization is voluntary, but once adopted, it should cover all tenders/procurements above a specified threshold value, which should be set by the organization itself.
- ii) IP should cover all phases of the contract i.e., from the stage of Notice Inviting Tender(NIT)/pre-bid stage to the stage of last payment or a still later stage, covered through warranty, guarantee etc.
- iii) IEMs are vital to the implementation of IP and atleast one IEM should be invariably cited in the NIT. However, for ensuring the desired transparency and objectivity in dealing with the complaints arising out of any tendering process, the matter should be referred to the full panel of IEMs, who would examine the records, conduct the investigation and submit a report to the management, giving joint findings.
- iv) A maximum of three IEMs would be appointed in Navratna PSUs and upto two IEMs in other Public Sector Undertakings. The organizations may, however, forward a panel of more than three names for the Commission's approval. For the PSUs having a large territorial spread or those having several subsidiaries, the Commission may consider approving a large number of IEMs, but not more than two IEMs would be assigned to any one subsidiary.

- v) Remuneration payable to the IEMs may be similar to the Independent Directors in the organization.
- vi) In view of limited procurement activities in the Public Sector Banks, Insurance Companies and Financial Institution, they are exempted from adopting IP.

3. It needs no reiteration that all organizations must make sustained efforts to realize the spirit and objective of the Integrity Pact. For further clarifications on its implementation or the role of IEMs, all concerned are advised to approach the Commission.

All CVOs

  
(Rajiv Verma)  
Under Secretary

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राष्ट्रीय फैशन प्रौद्योगिकी संस्थान / NATIONAL INSTITUTE OF FASHION TECHNOLOGY  
मुख्यालय / HEAD OFFICE  
क्रय विभाग / PURCHASE DEPARTMENT  
हौज़ खास, नई दिल्ली / HAUZ KHAS, NEW DELHI – 110 016

No. : 1351(49)/NIFT/HO-Pur/Integrity Pact/2024

20<sup>th</sup> May 2024

OFFICE MEMORANDUM

**Subject : Implementation of Integrity Pact**

As per the revised SOP for adoption and implementation of Integrity Pact circulated vide the Central Vigilance Commission Circular No. 015/VGL/091 dated 14.06.2023, NIFT has fixed the minimum threshold value of Rupees One Crore for the purpose of Integrity Pact.

2. All NIFT Campuses and procuring entities of NIFT shall mandatorily include the provision of Integrity Pact (IP) in all Request for Proposals, Tender documents and contracts having estimated value of Rupees One Crore or above. The responsibility for ensuring inclusion of IP in all contracts above the threshold value shall lie with the Campus Directors in respect of contract pertaining to their campus. Similarly, the responsibility to include IP in respect of any Project shall lie with the concerned Head of the Project.

3. All campuses and Heads of Projects, as the case may be, shall maintain and forward the quarterly data in the format enclosed at Annexure-I. Data of each quarter shall be sent by the 10<sup>th</sup> of the following month i.e. by 10<sup>th</sup> April, 10<sup>th</sup> July, 10 October, 10<sup>th</sup> January.

4. This issues with the approval of the Director General, NIFT.

*Mishra*  
(Gaurav Mishra)  
Director (Head Office)  
20.05.24

To,

1. All Campus Directors / Joint Directors
2. All Heads of Departments of NIFT HO
3. Head (Project)
4. Chief Vigilance Officer, NIFT HO
5. PS to DG

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Annexure-I

**SUMMARY OF CONTRACTS AWARDED**

Quarter (Jan-Mar 20...../Apr-Jun 20...../Jul-Sep 20...../Oct-Dec 20.....)

Name of the procuring entity : (1) ..... Campus OR

(2) ..... Department, NIFT HO OR

(3) ..... Project

S. No.	Tender No.	Contract value (Rs. in Lacs)	Mode of tendering (GeM, CPPP, LTE, Nomination, etc)	Period allowed for submitting bids (in days)	Total No. of bids received	No. of bidders found technically eligible	Name & address of successful bidder	Date of award of contract
(1)								
(2)								
(3)								
(4)								
(5)								
(6)								

Signature with date : .....  
(Campus Director / HoD HO / ..... Project Head)



राष्ट्रीय फैशन प्रौद्योगिकी संस्थान  
राष्ट्रीय संसद अधिनियम 2006, हरर हाउसिंग और  
वक ईप्रेशन, भारत सरकार द्वारा स्थापित  
NATIONAL INSTITUTE OF FASHION TECHNOLOGY  
A Statutory institute under the NIFT Act, 2006 and  
set up the Ministry of Textiles, Government of India

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No. 1351(49)/NIFT/HO-Pur/Integrity Pact/2024

3<sup>rd</sup> October, 2024

**OFFICE MEMORANDUM**

In order to ensure transparency and probity in public procurement activities, National Institute of Fashion Technology has adopted and implemented the Integrity Pact (IP) as per the guidelines issued by the Central Vigilance Commission in respect of procurement of goods and services costing Rs. 1 Crore and above. For smooth implementation of IP, the CVC has put in place a Standard Operating Procedure (SOP). The Pact shall be an agreement between the prospective vendor / bidder and the buyer committing both the parties not to exercise any corrupt influence on any aspect of the contract. Only those vendors / bidders who have entered into such an Integrity Pact with the NIFT would be competent to participate in the bidding with the NIFT whenever the value of such contract is equal to or exceeds Rs. 1 Crore. The IP envisages appointment of Independent External Monitors (IEMs) who are eminent and experienced persons of high integrity and reputation to oversee the implementation of IP. For NIFT and all its 19 Campuses, a panel of two IEMs have been appointed. The details of both the IEMs are given below :-

- (1) Dr. Rabindra Kumar, IFoS (Retd.); Email : rabindra\_us@yahoo.com
- (2) Sh. Sunil Shreekrishna Dadhe, IA&AS(Retd.); Email : sunildadhe@gmail.com

All the campus Directors and Director (IT), NIFT-HO are requested that as per the guidelines of the CVC, the names and email IDs of both the IEMs be published on NIFT website as well as campus micro sites.

*G. K. A.* 03.10.24  
(Gaurav Mishra)  
Director, NIFT-Head Office

To,

- 1 All Campus Directors
- 2 Director, IT Department, NIFT-Head Office

डिजाइन मैनेजमेंट और प्रौद्योगिकी का सर्वश्रेष्ठ संस्थान  
An Institute of Design, Management and Technology  
(An ISO 9001: 2015 certified Institute)

NIFT Campus, Hauz Khas, New Delhi - 110016  
t + 91 11 26542129, 26542070 | f +91 11 26851198 | e info@nift.ac.in

www.nift.ac.in

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**National Institute of Fashion Technology**  
**Dept. of Information Technology, Head Office**

NIFT/IT/HO/OM/2024/06

24<sup>th</sup> Oct 2025

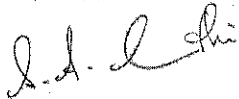
**Sub: GUIDELINES FOR the PROCUREMENT OF DESKTOP PCs / WORKSTATIONS FOR INFORMATION TECHNOLOGY (IT) LABORATORIES AND ADMINISTRATIVE OFFICE WORK AT NIFT**

The revised 'Guidelines for Procurement of Desktop PCs / Workstations for Computer Laboratories and Administrative Office Work at NIFT' are attached.

These guidelines have been prepared by the technical committee and issued to offer advice to align with broad technical specifications for the procurement of Desktop PCs / Workstations for Computer Laboratories and Administrative Office Work at the National Institute of Fashion Technology (NIFT) and to be verified and vetted by the competent IT person at the respective campus.

**This OM supersedes all previous OMs / Circulars / Correspondences on the subject.**

These issues with the approval of the competent authority.



**Prof. Dr. S. Angammal Santhi**  
**Director-IT**

**National Institute of Fashion Technology**  
**Dept. of Information Technology, Head Office**

NIFT/IT/HO/OM/2024/06

24<sup>th</sup> Oct 2025

**Sub: GUIDELINES FOR PROCUREMENT OF DESKTOP PCs / WORKSTATIONS FOR INFORMATION TECHNOLOGY (IT) LABORATORIES AND ADMINISTRATIVE OFFICE WORK AT NIFT**

**General**

1. The Dept of IT, NIFT HO receives proposals for procurement of Desktop PCs / Workstations for Information Technology (IT) Laboratories as well as for Administrative Office Work from various NIFT Campuses and departments of HO from time to time. It has been observed that sometimes, the technical specifications are sought from the Dept of IT, NIFT HO. At other times, the specifications given in the proposals do not conform to the purpose stated in the proposal.
2. Hence, these broad guidelines giving minimum technical specifications of Desktop PCs / Workstations needs to be strictly followed by all campuses while framing all IT related proposals.
3. Since the proposals received are for basically two categories of requirements - Information Technology (IT) Laboratories or General Administrative Office Work, the guidelines have been framed accordingly.

**Aim**

4. To offer advice on broad technical specifications for procurement of Desktop PCs / Workstations for Information Technology (IT) Laboratories and Administrative Office Work at National Institute of Fashion Technology (NIFT).

**Suggested Scale & Configuration of IT Laboratories**

5. Although the number of IT Laboratories in a campus would depend on the number of users, primarily students, a basic scale is suggested for planning. The following aspects should be kept in mind :

5.1 IT Laboratories are to be used on a time-sharing basis to ensure maximum exploitation of assets.

5.2 Each campus should plan for one (01) IT Laboratory to be shared between three (03) programmes. Thus, a campus offering all programmes can plan for three (03) labs, depending on number of student and faculty as well as footfall experienced. Out of these three (03) IT Labs, one (01) should have workstations and two (02) should have high-end Desktop PCs.

5.3 A suggested IT Lab set-up can be planned as follows :

SNo	IT Equipment	Quantity
5.3.1	Workstation / Desktop PC	50 (Deemed class strength : 45 Lab Asst, Faculty, Research / Project : 05)
5.3.2	Interactive Display Panel	1
5.3.3	A3 Colour Multi-function Printer (Copier)	OUTSOURCED
5.3.4	High Speed Multi-function Colour Printers (A4)	
5.3.5	Audio System	1
5.3.6	Biometric Machine	2

### Technical Specifications

6. The broad technical specifications for procurement of Workstations / Desktop PCs for IT Laboratories and Administrative Office Work at National Institute of Fashion Technology (NIFT) are given in the succeeding paragraphs.

7. The broad technical specifications suggested are only advisory in nature. **These are brand agnostic specifications** and also represent the **minimum requirements that are needed in hardware to help the same achieve its desired purpose**. These are meant to be guides in helping the users frame the proposals.

8. The discretion and responsibility for framing the proposals continues to rest with the user agency. However, the user agency will ensure that the specifications proposed are not lower than the minimum specifications suggested hereto. Any deviations must be an exception and justified in writing.

9. The procurement proposals having **NO DEVIATIONS** from the provided minimum technical specifications for Workstation, High end desktops & Desktops for administrative office use as specified in this O.M. need not to be sent to the I.T., H.O. for the technical vetting. However, in such cases, the procurement could be carried out by intimating I.T., H.O. (through e-mail) for record keeping of the progress of procurement activity.

10. While forwarding the proposals to Dept. of IT, HO for Desktop PCs / Workstations **HAVING DEVIATIONS** from the provided minimum technical specifications as specified in this O.M., the following should be ensured:

10.1 The proposed technical specifications should be framed by the user agency as per existing guidelines and should meet the requirements of the proposed utilisation.

10.2 The proposed technical specifications for PCs/ Workstations are compatible / suitable for all the software and applications required to be installed / loaded and run on the PCs / Workstations.

10.3 Technical Specifications should not be lower than the minimum technical specifications given in this OM.

10.4 Justification of the requirement, including quantity, should be clearly given which should include the following (but not limited to) points:

10.4.1 Existing hardware, its condition (working or not) and its vintage. Procurement as replacement of existing hardware to be specified along with due justification.

10.4.2 Justification in case of procurement in addition to existing hardware to be given.

10.4.3 Specific requirement, in case of new procurement to be given.

10.5 All proposals should be vetted by the Campus IT Dept.

10.6 All proposals should be approved by the Campus Director.

10.7 Major deviations, if any, from the specifications given should be duly justified.

10.8 Estimated cost of items proposed to be procured should be given.

11. **Workstations for IT Laboratories.** Minimum technical specification for Workstations for IT Laboratories should be as under:

Sr.	Parameter	Description	Specification
11.1	Form factor	--	Tower
11.2	Processor	Make	Intel / AMD or equivalent
		Description	Xeon W5-2555X / EPYC or higher equivalent
		No of cores	14 or higher
		Base frequency	3.3 GHz or higher
		Cache memory (MB)	33 or more
11.3	Chipset	Type	W790 or equivalent commercial chipset
11.4	Memory	RAM size (GB)	128 (4 x 32 GB)
		Type of RAM	DDR5
		RAM expandable up to 512 GB	Yes
		RAM speed (MT/s)	4400 or higher

		Max. number of memory channels	8
		ECC memory support	Yes
11.5	Storage	Primary SSD	2 TB PCIe-4x4 2280 Value NVMe, M.2 or above
		Additional SSD	2 TB PCIe-4x4 2280 Value NVMe, M.2 or above
11.6	Expansion slots	--	Minimum 1 PCIe 5 x16; minimum 1 PCIe 4 x16
11.7	Graphics card	Dedicated	Yes
		Make	Nvidia / AMD or equivalent
		Edition	NVIDIA RTX 2000 Ada Generation 4mDP/ AMD Radeon 4mDP or equivalent
		VRAM	16 GB GDDR6
11.8	Operating system	Factory pre-loaded	Windows 11 Pro 64 for Workstations supporting 6 Cores Plus or latest
11.9	Certifications	ISV	Adobe
11.10	Monitor / Display	Display size (Inch)	23.8*
		Display resolution & description	FHD 1920 x 1080*
		Display technology/ Panel	IPS*
11.11	Warranty	Material, labor & onsite OEM	5 Years
<p>* The Monitor / display size, resolution &amp; other technical parameters / features provided are minimum. The campus may select appropriate &amp; feasible technical as well as physical parameters / features (Including Monitor / display size &amp; resolution) as per the requirement / feasibility by providing the justification.</p>			

12. **Desktop PCs for IT Laboratories.** Minimum technical specification for Desktop PCs for IT Laboratories should be as under:

Sr.	Parameter	Description	Specification
12.1	Form factor	--	Tower
12.2	Processor	Make	Intel / AMD or equivalent
		Description	Intel i9 14900 / Ryzen 9 or higher equivalent
		No of cores	24 or higher
		Base frequency	P-cores: 2.0 GHz or higher E-cores: 1.5 GHz or higher
		Cache memory (MB)	36 or more

12.3	Chipset	Type	W680 or equivalent commercial chipset
12.4	Memory	RAM size (GB)	32
		Type of RAM	DDR5
		RAM expandable up to 128 GB	Yes
		RAM speed (MT/s)	4400 or higher
		ECC memory support	Yes
12.5	Storage	Primary SSD	1 TB M.2 PCIe-4x4 2280 Value NVMe or above
		Additional SSD	1 TB M.2 PCIe-4x4 2280 Value NVMe or above
12.6	Graphics card	Dedicated	Yes
		Make	Nvidia / AMD or equivalent
		Edition	NVIDIA RTX A1000 4mDP / AMD Radeon 4mDP or equivalent
		VRAM	8 GB GDDR6
12.7	Operating system	Factory pre-loaded	Windows 11 Pro 64 supporting High End processors or latest
12.8	Certifications	ISV	Adobe
12.9	Monitor / Display	Display size (Inch)	23.8*
		Display resolution & description	FHD 1920 x 1080*
		Display technology / Panel	IPS*
12.10	Warranty	Material, labor & onsite OEM	5 Years
<p>* The Monitor / display size, resolution &amp; other technical parameters / features provided are minimum. The campus may select appropriate &amp; feasible technical as well as physical parameters / features (Including Monitor / display size &amp; resolution) as per the requirement / feasibility by providing the justification.</p>			

13. **Administrative Office Work.** Minimum technical specification for Desktop PCs for Administrative Work should be as under :

Sr.	Parameter	Description	Specification
13.1	Form factor	--	Tower / SFF
13.2	Processor	Make	Intel / AMD or equivalent
		Description	i7 14700 / Ryzen 7 or higher equivalent

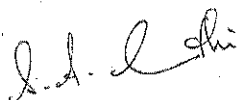
		No of cores	20 or more
		Base frequency	P-cores: 2.1 GHz or higher E-cores: 1.5 GHz or higher
		Cache memory (MB)	33 or more
13.3	Chipset	Type	Q670 or equivalent commercial chipset
13.4	Memory	RAM size (GB)	16
		Type of RAM	DDR4 or latest
		RAM expandable up to 64 GB	Yes
		RAM speed (MT/s)	3200 or higher
13.5	Storage	Primary	512 GB PCIe NVMe M.2 SSD or above
		Secondary	1 TB SATA HDD 7200 RPM or above
13.6	Graphics type & memory size	--	Integrated
13.7	Operating system	Factory Pre-loaded	Windows 11 Pro or latest
13.8	Security	Hardware based	TPM 2.0 or latest
13.9	Monitor / Display	Display size (Inch)	21.5
		Display resolution & description	1920 x 1080 or higher
		Display technology / Panel	IPS
13.10	Warranty	Material, labor & onsite OEM	5 Years

### Conclusion

14. This OM will be reviewed for updation required, if any, every two years or earlier, as necessitated.

15. **This OM supersedes all previous OMs / Circulars / Correspondences on the subject.**

This issues with the approval of the Competent Authority



**Prof. Dr.S. Angammal Santhi**  
Director-IT

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राष्ट्रीय फैशन प्रौद्योगिकी संस्थान/NATIONAL INSTITUTE OF FASHION TECHNOLOGY  
निफ्ट मुख्यालय / NIFT HEAD OFFICE  
प्रशासन विभाग / ADMINISTRATION DEPARTMENT  
हौज़ खास, नई दिल्ली / HAUZ KHAS, NEW DELHI – 110 011

1312 (679)/NIFT/HO/Admin/OM/2024

12<sup>th</sup> April 2024

OFFICE MEMORANDUM

Sub : NIFT Scrap Policy

NIFT campuses in their pursuit of excellence and enriched academic deliverance procure various consumable items and fixed assets. These items have a finite life, which depends on various factors such as material state, fair wear & tear, technological advancements, periodic change in requirements, depreciation, etc. For the purpose of disposal of stores, after their usable/finite life is over, the items fall into one or the other categories i.e. surplus, obsolete, unserviceable or scrap. Depending on the nature of goods, specific procedures for their disposal are required to be followed as per applicable laws. The guiding principles for disposal of scrap are contained in GFR 2017 (Rule 217 to Rule 222) and Ch. 10 of Manual for procurement of Goods. In order to standardize the scrap disposal process across all NIFT campuses and at Head Office, this policy has been prepared.

2. For proper accounting and effective disposal of stores, the procurement process needs to be closely interlinked with the disposal process. For this purpose, the following guidelines shall be followed :-

- (i) A single file number shall be used for items in similar category, say for example electrical items, building items, IT items, consumable items, etc. Part files may be created, if concurrent processing is required. In no case, a new file with a new file number shall be opened. This will ensure that there are no cases of splitting.
- (ii) User Department shall be the department which is responsible for receiving demands from various end users and consolidating them for procurement / purchase, ensuring maintenance of those items during their useful life and replacement after useful life is exhausted. For example, service books by Establishment Deptt, AC by Building Deptt, consumable stores by Administration Deptt, IT items by IT Deptt, etc. The user department shall be the convener for the committees for purchase as well as disposal. Authorisation of number of items and the quality standards shall also be done by the user Department.
- (iii) After disposal process is complete, all items so disposed of shall be struck off from the assets register, stores register, or register of any other nomenclature in which the stores are received and accounted for.

Scrap Disposal Committee (SDC)

3. In accordance with sub-rule (ii) of Rule 217 of GFR, all campuses shall constitute a Scrap Disposal Committee (SDC) comprising of at least three members, but not more

*J. V. O.*  
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than five members. The members will essentially include representatives from user Deptt and Finance & Accounts Deptt. Third member shall be from the procuring Deptt (if procuring Deptt is not the user Deptt). Members of SDC should preferably be of Group-A (Level-10 & above) but in no case shall be below Group-B (Level-7). It is expected of SDC members that they should familiarize themselves beforehand with the procedure and modalities of scrap disposal as given in Manual for Procurement of Goods (Ch. 10).

#### Scrap disposal procedure

4. For better planning of disposal, SDCs shall be convened user department-wise namely, SDC (Consumables), SDC (IT), SDC (Building), SDC (Other items). At least 2 months before the disposal deadline as per disposal schedule, the concerned user Department will prepare category-wise list of items namely surplus, obsolete, unserviceable and scrap in the (Part-A) of the format placed at Annexure-I. User Deptt will also arrange completion of the details of Part-B by the procuring Deptt. Duly filled proforma (Part-A and Part-B completed) will be placed before the SDC. The recommendations of SDC recorded at Part-C of the proforma will be placed before the competent authority for approval as per DOP.

5. Broad procedure for disposal of scrap would be as given below :-

- (i) Identification and categorization of disposable stores by user Department into surplus, obsolete, unserviceable or scrap
- (ii) Verification of records by the purchase / procurement Deptt Consideration by the Standing Disposal Committee. Preparation of report of in Form GFR- 10 by purchase / procuring Deptt (See Rule 217 (iii) of GFR).
- (iii) Inspection of identified items by SDC
- (iv) Fixation of reserve price by SDC
- (v) SDC decides the mode of disposal depending on the reserve price
- (vi) Approval of the recommendations of SDC by the Competent Authority as per DOP
- (vii) Evaluation of the offers by SDC. SDC after opening the bids, will prepare a comparative statement. The recommendations of SDC will be submitted to the Competent Authority for approval.
- (viii) Updation of accounting entries by the user Deptt, Finance Deptt and Purchase Deptt in their books
- (ix) Removal of the items disposed of material by the qualified bidder/vendor with proper gate pass.
- (x) Preparation of Form GFR 11 by SDC

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12.04.2024

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6. Sale of hazardous waste items would be governed by following the procedures regulations/notifications issued by the Central Pollution Control Board (CPCB) / Ministry of Environment and Forests (MoEF) from time to time in addition to these guidelines. Prospective bidders of such lots of hazardous waste/scrap batteries/ e-waste should be in possession of registration, valid on the date of e-Auction and on the date of delivery, as recycler/ preprocessor agency.


**Scrapping of condemned vehicles**

7. As per Sl. No. 71 of Delegation of Powers, as amended from time to time, full powers for condemnation of vehicles vest with the Campus Directors at Campuses and with Director (F&A) at NIFT-HO. The criteria for condemnation will be the two factors (a) distance run in Km and (b) age of the vehicle in years, whichever is reached later as follows :-

Type of Vehicle	Kilometres	Years	Note :
Heavy vehicles	4,00,000	10	A vehicle should be condemned only after a certificate has been obtained from one of the following authorities to the effect that the vehicle is not fit for any further economical use :-  (i) The workshop of a State Road Transport Corporation (ii) At locations where workshop as stated above is not available, Transport workshop under the Central or State Govt Dept.
Motor vehicles (with engines up to 20 hp)	1,50,000	6.5	
Motor cycles	1,20,000	7	

8. The Govt instructions on scrapping policy for condemned vehicles and Central Motor Vehicles (First Amendment) Rules, 2023 shall be adhered to :-

- (i) Vehicles declared as condemned or reached 15 years of age, whichever is earlier, shall be scrapped and not to be auctioned;
- (ii) Scrapping of such condemned vehicles shall only be done at Registered Vehicle Scrapping Facility (RVSF) established as per the guidelines issued by Ministry of Road Transport and Highways. Motor Vehicles (Registration and Functions of Vehicle Scrapping Facility) Rules, 2021, as amended from time to time, are relevant in this respect;
- (iii) Exception or deviation, if any, from the above guidelines shall be with the specific approval of DG-NIFT. Concerned Campus shall seek approval of DG by giving detailed reasons (e.g. vehicles in remote part of the country, non-availability of RVSF in reasonable proximity, local restrictions, etc.)
- (iv) The Campuses should insist for availing benefits of various incentives such as 4-6% of vehicle cost as scrap value, waiver of registration fee on purchase of new vehicle against certificate of deposit, etc. as may be notified by the Govt from time to time. Voluntary Vehicle Fleet

  
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Modernisation Program Handbook may be referred on <https://morth.nic.in/vehicle-scraping-policy-overview>

**Schedule of disposal**

9. The disposal of scrap shall be done every year, but the frequency may be varied or relaxed, as the case may be, if the value of accumulated scrap is estimated to be less than Rs. 10,000/- or heavy accumulation of scrap due to any reason whatsoever. However, the specific reason for relaxation or advancing of the schedule shall be recorded on file. Department-wise disposal should be done as per schedule given hereunder :-

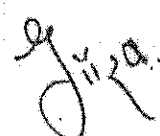
S. No.	User Deptt	SDC meeting	Scrap disposal by
(i)	Consumable items	April - May	31 <sup>st</sup> July
(ii)	Building items	May - July	31 <sup>st</sup> October
(iii)	IT items	June - August	30 <sup>th</sup> November
(iv)	Other items (incl. vehicles)	July - October	31 <sup>st</sup> December

10. There shall be separate files for each scrap category so that chronological record can be maintained and reverse tracked, if required.

11. At the end of the year, a statement by the user Deptt member of SDC should be prepared and verified by the SDC member of F&A Deptt should prepare the format given at Annexure-II.

12. All the records pertaining to disposal of scrap shall be produced on demand before audit and vigilance inspection teams.

13. This is issued with the approval of the competent authority

  
(Gaurav Mishra)  
Director HO  
12.04.2024

To,

1. Campus Directors of all NIFT campuses
2. Joint Directors of all NIFT campuses
3. All Heads of Department, NIFT Head Office
4. Chief Vigilance Officer, NIFT Head Office
5. PS to DG for information please

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**PROFORMA FOR PREPARATION OF INFORMATION FOR SCRAPPING****Part-A****(To be filled by the User Department)**

S. No.	Description of Item	Quantity	Reason for scrapping (Surplus/obsolete/unusable/scrap)*

\_\_\_\_\_  
 (Signature User Deptt representative)

- Guidelines**

**Surplus** : Items that are in working order but are not required for use and lying in stores for more than 5 years shall be deemed as surplus unless there is any good reason to treat them otherwise.

**Obsolete** : Items in working order but cannot be put into use effectively being outdated due to change in technology / design.

**Unserviceable Items** : Items which are beyond economic repair.

**Scrap** : Waste, broken & scattered parts of any other item not covered above but has got resale value. If the depreciated value of item is 5% of the original cost, then that item may be categorized as scrap.

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**Part-B**

(To be filled by procuring Deptt)

S. No.	Description of item	Date of purchase	Purchase cost	Asset Register (Page No.)	Remarks, if any

\_\_\_\_\_  
(Signature of HOD of procuring Deptt)

**Part-C**

(To be filled by SDC)

S. No.	Description of Item	Quantity	Reason for scrapping (Surplus/obsolete/unusable/scrap)	Residual cost	Recommended for scrapping (Y/N)

**Recommendations of SDC**

Mode of disposal : Tender Inquiry / e-auction through MSTC / LTE

Reserve Price : .....

\_\_\_\_\_  
SDC Member-1

\_\_\_\_\_  
SDC Member-2

\_\_\_\_\_  
SDC Member-3

\_\_\_\_\_  
SDC Member-4

\_\_\_\_\_  
SDC In-charge

**Important instructions :**

- (1) Small value scrap such as waste paper or petty items, and so on, up to a value of Rs. 5,000 (Rupees Five thousand) in each case may be sold directly to the local scrap dealers on a summary quotation basis

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- (2) Scrap up to Rupees 2.00 Lakh may be sold on a Limited Tender basis to locally known Scrap Dealers of relevant category, keeping in view the necessity to avoid accumulation of such goods and consequential blockage of space and, also, deterioration in value of such identified goods.
- (3) Sale through the e-auction portal, or a tender for disposal or traditional public auction may be resorted to for scrap value above Rupees 2.00 lakh. E-Auction should be the preferred mode for such disposals, using the e-Auction platforms of NIC, MSTC or any other appropriate portal. Metal Scrap Trade Corporation Limited (MSTC) Portal is an authorized online platform where the campus can list and auction its scrap materials for sale to approved buyers, facilitating revenue generation through responsible disposal.
- (4) If in the opinion of SDC, certain surplus or obsolete items may still be of some use to other Ministry/Departments/Organisations, then such items should be disposed at book value + 20% (7.5% freight +12.5% handling charges) directly to the concerned organisation. SDC shall make specific recommendations in this regard and user Department shall make necessary correspondence with those parties.
- (3) Certain surplus or obsolete or unserviceable goods such as expired medicines, food grain, ammunition etc., which are hazardous or unfit for human consumption, should be disposed of or destroyed immediately
- (4) The reserve price shall be kept in a sealed cover and will be opened after opening of the bids to compare the bid prices with the reserve price. While fixing the reserve price, SDC shall examine the overall condition of the item vis-à-vis the estimated market price of any used product (second-hand product) of similar condition.
- (5) Some methods for determining reserve prices are :-
  - (i) Book value with depreciation. In case the Book value is not available or has become insignificant, the reserve price may be based on 5% of the Original or Market cost of the new item;
  - (ii) Last sale price moderated by quantity, quality, location, market condition, price trends, and so on;
  - (iii) Prevailing market price ascertained through a market survey; and
  - (iv) In cases where the reserve price cannot be fixed as per the laid down procedure an Insurance Regulatory and Development Authority (IRDA)-approved valuer may be engaged for valuation of such material and the Reserve Price Committee will take into account the valuation given by the valuer while recommending the reserve price.

## YEAR-END REPORT

S. No.	Description of items sold	Number/ Qty	Mode of disposal	Corresponding voucher No.	Original value	Depreciated value	Reserve price	Sale price	Net profit / loss due to sale

User Deptt Member, SDC	Member (F&A), SDC	FAR / Stock book Deptt representative
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