



STATE ELECTION COMMISSION
(Election Authority)
(Jammu & Kashmir Panchayati Raj Act, 1989)
Union Territory of Jammu & Kashmir
2nd Floor, Vikas Bhawan, JDA Complex, Jammu
Telephone/email: 0191-2473170 sec-jammukashmir@jk.gov.in

Subject: -Constitution of Purchase Committee

Order No: 15-SEC of 2026
Dated: - 06-04-2026

In pursuance of S.O 15 dated 09.01.2020 issued by the Finance Department, Purchase Committee in respect of State Election Commission, UT of Jammu and Kashmir is hereby constituted with following members:

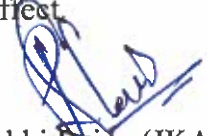
1.	Secretary, State Election Commission, J&K.	Chairman
2.	Special Secretary in the Office of CEO, J&K.	Member
3.	Joint Director (Marketing and Planning), Directorate of Industries and Commerce, Jammu.	Member
4.	Deputy Secretary in the office of SEC, J&K.	Member
5.	Accounts Officer, State Election Commission, U.T of J&K.	Member Secretary

The above committee shall follow all the codal procedures and the following abstract guidelines:

1. The Purchase Committees shall exercise powers, as envisaged in the relevant paras of S.O 15, dated 09/01/2020 and all other rules on the subject.
2. The Committee shall be free to co-opt any expert as may be required in the interest of administration.
3. The Purchase Committee so constituted shall proceed in accordance with the procedure/rules as laid down in General Financial Rules-2017, Manual for Procurement of Goods and Service-2017, Manual for Procurement of Works-2019, Manual of Procurement of Consultancy and other Services-2017, issued by Ministry of Finance, Department of Expenditure, GOI and other instructions/orders/guidelines issued by Government of Jammu & Kashmir from time to time.
4. The Committee shall ensure e-tendering/e-procurement system of operation for all types of purchases above Rs. 01.00 lac for items not available on GeM portal.
5. The technical specification and parameters should be of ISO standard. Where ISO specifications/standards are not feasible due to recorded reasons, National Standards set by competent authorities/bodies should be followed and adopted.

6. There shall be latest ISO certificate available to the bidders.
7. The bidders should have valid TAN/GST registration.
8. Proof of having filed the returns of Income Tax/GST for the last 03 years should be enclosed with the tender.
9. Reasonable and fair turnover of the bidders for last 03 years should be asked for with the reference to the volume and estimated cost of the goods, services and supplies.
10. EMD, security deposit and performance guarantee clauses as laid down under GFR and as ordered by Finance Department should be followed in letter and spirit.
11. Payment clauses and conditions should be stipulated in the contract agreement. No advance payment should be agreed to by any authority except under special circumstances with the prior approval of competent authority. Advance payment, if any, made should be adequately safeguarded before releasing of payment.
12. The Member Secretary of the Committee shall be responsible for the safe custody of the tender documents, samples and other related record.
13. The Committee shall follow the best practices of purchase of items/equipments etc. without compromising the quality with due regard to the codal formalities/procedures to withstand scrutiny of law at any point of time.
14. The committee shall make every effort to avoid precedence of recourse to analogy.
15. This order shall come into the force with immediate effect.

By Order


Surbhi Rama (JKAS),
Deputy Secretary,
State Election Commission,
U.T of Jammu and Kashmir.

No: -29/SEC/Acctt/PC/2023/791-800

Dated: - 6 /04/2026

Copy to the: -

1. Principal Secretary to the Government, Finance Department.
2. Joint Secretary (JK&L), Ministry of Home Affairs, Government of India.
3. Chief Electoral Officer, J&K.
- 4 Director, Industries & Commerce, Jammu/Kashmir.
5. Director, Archives, Archaeology and Museum, J&K.
6. Concerned Officers.
7. Private Secretary to Commissioner/Secretary to Government, GAD for information.
8. Private Secretary to State Election Commissioner, J&K for information of Hon'ble SEC.
9. Incharge Website, State Election Commission, J&K.
10. Government Order file/stock file.