



STATE ELECTION COMMISSION
UT OF JAMMU AND KASHMIR
2ND FLOOR VIKAS BHAWAN, JDA COMPLEX, JAMMU
Email: sec-jammukashmir@jk.gov.in
Phone:- 0191-473170

Subject: - Constitution of Purchase Committee.

ORDER No: 17 -SEC of 2023

Dated: 28 -07-2023

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 composition;


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

The above committees 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 committees shall be free to co-opt any expert as may be required in the interest of administration.
3. The Purchase committees 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 Committees shall ensure e-tendering/e-procurement system of operation for all types of purchases above Rs. 1.00 lakh for items not available on GeM portals.
 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 registration 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 approval of competent authority. Advance payment if any made should be adequately safeguarded before releasing of payment.
 12. This order shall come into the force with immediate effect.

By Order.


Secretary, 28.7.23

State Election Commission,
U.T of Jammu & Kashmir.

Dated: 28 - 07 - 2023.

No. 29/SEC/Acctt/PC/2023/471-80

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, Archeology 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.