

EXPLAIN THE DIFFERENCES IN THE PROCESS OF PROCUREMENT OF 'STOCK' ITEM AND A 'NON-STOCK' ITEM

Procurement of Stock items –The stock items are purchased on the basis of either on Annual Indent System or on the basis of Maximum –minimum Recoupment system. The annual indent system is followed for market availability stores and for stores which are ordered specifically to manufacture and supply. The maximum-Minimum Recoupment system is followed for raw materials required for shop manufactured items. In annual indent system, the purchasing agencies fix (1) Date of Recoupment to be submitted .(2)Date of Estimate and (3) Contract period for each trade group or for each group of items and intimate the same to all concerned which includes Depots and consumers. Except in emergency up to Rs.5 lakhs, the indents are sent to the Hd Qr for purchase action. In emergency the JAG Stores officer in division and in Depot can purchase upto Rs.5 lakhs through EPLT. Rate Contract, Running Contract and AT (fixed quantity contract) may be concluded in procurement of stock item. Option clause may be incorporated in the contract.

Procurement of Non Stock item:-

- 1.The consumer prepare non stock requisition for required non stock item as and when required vide form no S1302 in two/03 copies.
2. The descriptions, specifications, sources of supply at least three sources other than PAC item, LPR, Present market rate are to be clearly mentioned. In case of new items or In case of purchase before 03 years, market survey by obtaining budgetary quotations is to be done to judge the unit rate.
3. Care should be taken to draw the materials from standard specifications available in the market which increases competition and reduces the unit cost.
4. Fund certificate should be taken from the Accounts before sending the requisition to the Feeding depot.
5. The feeding depot or divisional officers initiate purchase action at their end either through local purchase if the purchase value is within 1 lakh or purchase through normal tender procedure (LT or OT) as per SOP AS FOLLOWS.
Upto 3 lakh –AMM,3L-8L-SMMDMM, 8L-45L –JAG and beyond 45 L –TC to be accepted by CMM at Hd,Qr.
6. The contract is on the basis of fixed ordered quantity. No option clause or Rate contract or Running contract is followed.
- 7.The inspection may be RITES or may be by the Consignee.