

DEPARTMENT OF INDUSTRIAL TRAINING  
(Kerala State)

Directorate of Training  
Thycadu, Thiruvananthapuram-14.

**Proceedings of the Director of Training**

(Present : K. Biju I.A.S)

Sub: ITD- Planning – Procurement of Tools & Equipment – Procedures to be followed – Instructions issued.

**ORDER No I<sub>1</sub>/95/2013 DATED 05/01/2013**

Every year, based on the availability of budget provision, Tools & Equipment costing Crores of rupees are being purchased in the Department. Because of the involvement of huge volume of money and the varied types of tools and equipment, the purchase process need to be streamlined to give better result, to avoid room for complaints, loss of time & effort etc. Keeping this in mind, the following instructions are issued to ensure better transparency and due diligence while doing purchases in the Department of Industrial Training.

1. There will be Feasibility Committees, based on the area of Nodal ITI, consisting of Officials in the rank of Group Instructor and Senior Instructor. These Committees will be responsible for ascertaining the necessity of the items indented by the principals of ITIs with reference to Trade, Standard list of Tools and the Quantity available in the ITI.
2. There will be a Technical Specification Committee consisting of Officials in the rank of Principal Class I, Principal Class II, Group Instructor and Senior Instructor. The Committee will be chaired by the Additional Director of Training and will be responsible for the specifications of the items to be procured.
3. There will be a Tender Evaluation Committee consisting of Officials in the rank of Principal Class I, Principal Class II, Group Instructor and Senior Instructor and will be convened and chaired by the Joint Director of Training.
4. There will be a Tender Scrutiny Committee consisting Officials in the rank of Additional Director of Training, Deputy Director, and Inspector of Training.
5. Before 15<sup>th</sup> September of every year the Principals of the Nodal ITIs will prepare and submit a panel of officers, in the category mentioned in (1) above for constituting the Feasibility Committees, to the Joint Director of Training.
6. Before 30<sup>th</sup> September of every year, the Additional Director of Training will prepare and submit a panel of Officers to the Director of Training, from among those mentioned in (2) above duly grouped by each branch of Engineering, for constituting the Technical Specification Committee and Tender Evaluation Committee. Care should be taken to select capable officers with vast knowledge and reliability.
7. By 30<sup>th</sup> September of every year, the Joint Director of Training will collect, from the Principals of ITIs, the requirement of Tools & Equipment with detailed specification for the next financial year. The Principals of ITIs will be responsible for furnishing the requirement, having correct information as regard to the specification and the number of items with reference to the standard list of Tools & Equipment for the trade, before 30<sup>th</sup> September.
8. The requirements so collected will be handed over to the Feasibility Committees for ascertaining the need and the necessity of the items indented. The Feasibility Committees will complete their work and submit the report along with the indent to the Joint Director of Training before 15<sup>th</sup> October.

9. The Joint Director of Training will present the indent/requirement of the Principal along with the report of the Feasibility Committees to the Technical Specification Committee. The committee will have a camp sitting for 5 days at a venue decided by the Director of Training and will scrutinize the requirement as regard to the specifications, quantity etc of each item and recommend the requirement for procurement. No item which does not have clearly defined specification will be recommended for procurement.
10. Based on the recommendation of the Technical Specification Committee, the Additional Director of Training will send a consolidated list of items having clear specification to the Joint Director of Training for preparing Packages and to seek Administrative Sanction from appropriate authority, clearly classifying the items as "available on Rate Contracts" and "Open Tender". Meanwhile he can prepare Tender Schedule also.
11. On receipt of Administrative Sanction, the Joint Director of Training will float Tenders, for those items which are to be procured by Open Tender and will prepare and place Supply Orders for items available on Rate Contract.
12. The opening of Tenders will be done by the ADT/Special Officer/Deputy Director(Planning) at the appointed Time & Date.
13. Within seven days of opening of Tender, the Joint Director will prepare the Tabulation Statement and will present it to the Tender Evaluation Committee convened and chaired by him. The Tender evaluation Committee will have a camp sitting for five days at a venue decided by the Director of Training and will prepare the Tender Evaluation Sheet to be submitted to the Tender Scrutiny Committee.
14. Tender Scrutiny Committee will convene and chair the Tender Evaluation Committee and scrutinize each tender and submit report to the Director of Training for final approval.
15. Within five days of the approval, Joint Director of Training will prepare proposal for seeking Purchase Sanction from the appropriate authority.
16. On receipt of Purchase Sanction, the Joint Director of Training will prepare Supply Orders clearly mentioning the specifications as recommended by the Tender Scrutiny Committee and other accepted Terms & Conditions and issue to the firms within five days.
17. The expenditure in connection with the camps will be met from the provision under the head "2230-03-101-99-34 OC-3 Other Items – Non Plan".
18. All Officials posted for these works should attend the work promptly and without fail. Prior sanction from the Director of Training should be obtained for absents from the work.
19. The overall co-ordination of the above activities and the movement of files in this connection will be the responsibility of the Purchase Section.

All the above mentioned procedures will be scrupulously followed by all the Officials of the Department of Industrial Training while carryout Purchases process. Any lapse on any part will be viewed seriously.

Sd/-  
DIRECTOR OF TRAINING

To  
All Officers of the Directorate.

Copy to:  
1. The Principals of All ITIs/AVTS/BTC/ All Inspectors of Training  
2. CA to DT/CA to ADT/SF(I)

Approved for Issue

  
Additional Director of Training