

**INDIAN COUNCIL OF AGRICULTURAL RESEARCH  
KRISHI BHAVAN : NEW DELHI**

**F.No.FIN 6(4)/2013-I.F.**

**Dated 17<sup>th</sup> March, 2016**

**CIRCULAR**

With approval of the Competent Authority, Internal Finance Division has developed a check-list for early and easy processing of the proposal of ' **Purchase of equipment on single tender/quotation basis** '. Hence, all SMDs are requested to provide point-wise specific and complete information invariably in the check-list enclosed with this Circular at the time of submission of proposals of Purchase of equipment on single tender/quotation basis for financial concurrence of IFD.

This is issued with the approval of AS&FA.

  
**(S.K. PATHAK)**

**Deputy Director (Finance)**

**Distribution :**

1. All Deputy Director General, ICAR
2. Assistant Director General (PIM)
3. Shri Hansraj, ISO, DKMA for uploading the on ICAR Website
4. Sr.PPS to DG, ICAR
5. PPS to AS&FA, DARE/ICAR

**Checklist**  
**For procurements on single quotation**

Name of Institute :  
Name of the Equipment :  
Cost of the proposed Equipment :  
Whether approved in EFC, if so, :  
the approved cost thereof  
Type of Tenders invited : Advertised Tender/ Limited Tender/Single Tender  
/any other (please specify):  
Bid System followed : Two bid system/Single bid system  
Whether 1<sup>st</sup> time tender or :  
re-tendering has been done  
Number of Bids now received :  
Details of the case, procedure adopted : Please enclose the same  
and clear recommendations of Finance  
Head of the Institute

Institute may Certify the following :

1. That specifications are generic in nature. It meets only the actual and essential needs. There are no over-specifications.
2. That the specifications are not drawn on Least Common Multiple but are based on Highest Common Factor
3. Prior to tendering, the specifications were examined by a competent Technical Committee which certified the generic nature of specifications
4. That all the formalities of publicity prescribed under 'General Financial Rules' and 'Manual on policies and procedures for purchase of goods' and CPP portal, have been followed :
5. The rates are reasonable :
6. It is felt that re-tendering will not fetch better response :
7. That all the provisions of "GFR-2003", "Manual on policies and procedures for Purchase of Goods" and relevant orders issued by GoI/ICAR from time to time have been followed

**DDG / Head of Subject Matter Division**