

[THE ICT EMPLOYEES' SOCIAL SECURITY (PROCUREMENT OF SUPPLIES & PROPERTY) REGULATIONS, 2017]

**S.R.O. 119(KE)/2017 :**

**1. Title and commencement.** – (1) These regulations may be called the ICT Employees' Social Security (Procurement of Supplies and Property) Regulations, 2017.

(2) These shall come into force at once.

**2. Definitions.** – In these regulations, unless the context otherwise requires –

(i) The following expressions shall have the meanings hereby respectively assigned to them, that is to say:-

(a) "Ordinance" means the Provincial Employees Social Security Ordinance, 1965;

(b) "Controlled documents" means documents which are serially numbered and for which signatures are required when blank copies of the documents pass from one officer to another;

(ii) Other expressions shall have the meanings respectively assigned to them in section 2 of the Ordinance.

**3. Procurement of Supplies.** – Subject to rules 7 and 9, in every case where, in the opinion of the Commissioner, the cost of the supplies to be purchased by the Institution is likely to amount upto two million, purchase shall be by placement of tender at the designated website of PPRA and in case of purchase over two million, it shall be made through open tender in addition to place it on designated website of PPRA.

**4. Purchasing Committee.** – A Purchasing Committee shall be established by the Commissioner which shall consist of the Vice-Commissioner of the Institution as Chairman, the Accounts Officer and Assistant Director (Admin) as members. In the unavoidable absence of any member, the Commissioner shall appoint a representative to act as member in his place:

**5. Duties of Purchasing Committee.** – Where provision for a proposed purchase is included in the budget or the year as approved or deemed to have been approved by Governing Body the Purchase Committee shall:-

(i) Advertise on the Public Procurement Regulation Authority's website, in the manner and format specified by the Authority from time to time, of all procurements costing over one hundred thousand rupees and upto two million rupees.

- (ii) Advertise all procurement opportunities over two million rupees containing the following information on the Authority's website as well as in other print media or newspapers having wide circulation:-
- (a) Items/ articles/ supplies to be purchased.
  - (b) A general invitation to suppliers to apply to the Institution for forms of tender.
  - (c) Last date for the receipt of tenders.
  - (d) Time and place of the meeting of the Purchase Committee at which tenders shall be opened.
  - (e) An invitation to bidders to attend such meeting.
- (iii) Prepare the conditions of tender, which shall include a provision that tenders shall be submitted on the form or forms of tender and shall be sent to the Institution in a sealed envelope marked prominently on the outside "Tender No and Date ..... for ..... and last date for receipt of tender ....."
- (iv) Fix the date/ submission of tender which shall not be less than 15 days from the date of announcement/publication.
- (v) Fix date of opening of tender, by the Purchase Committee.
- (vi) Examine the tenders in the light of conditions of tender and submit the appropriate recommendations to the Commissioner, IESSI for acceptance of the beneficial offer or otherwise.

6. Contract for the purchase of goods for a year or for a specific period can be made on behalf of the Institution and in such contracts, the Institution may issue partial supply orders from time to time in order to spread the supply over the said period.

7. **Purchasing below Rs:- 100,000.** – Where, in the opinion of the Chairman of the Purchase Committee the cost of supplies to be purchased is more than Rs.25,000/- or less than rupees one hundred thousand or where, irrespective of the supplies or under a brand name or trade mark, the purchase committee may restrict invitations quotations to three suppliers:

Provided further that all the purchases will be made strictly in accordance with Public Procurement Rules.

8. **Splitting Tender.** – Supplies required shall not, with a view to avoid the limits laid down in regulation 3 and 7, be announced in two or more parts, or at two or more times.

**9. Medical Supplies.** – No Medicine not included in the Schedule of Pharmaceutical Supplies referred to in regulation 10 of the ICT Employees' Social Security (Medical Practitioner and Medical Boards Appointment and Functions) Regulations, 2017, shall be purchased, except on the recommendation of the Medical Adviser with the approval of Commissioner.

**10. Renting or acquisition of immovable property.** – Where provision is included in the budget for the year as approved or deemed to have been approved by Governing Body for the renting or acquisition of immovable property the Purchase Committee shall inspect suitable properties and shall negotiate the rent or purchase price, as the case may be;

**11. Disposal of Supplies or Immovable Property.** – Tenders for the sale of any supplies or immovable property not required or no longer required by Institution shall be invited by the Purchase Committee and the procedure provided in regulation 5 shall be applied, mutatis mutandis to such sale:

Provided where, the amount of bid is less than book value of supplies or assets, the Purchase Committee may reject the bid and go for re-advertisement/ tendering.

**12. Destruction of Documents.** – Destruction of controlled documents or confidential waste shall be carried out by the Purchase Committee, the member of which shall sign a certificate of destruction which shall identify the documents or confidential waste destroyed.

[No. F.1/3/2013-IESSI].