

STANDARD OPERATING PROCEDURE FOR PUBLIC PROCUREMENT PERSONNEL



Department of National Properties
Ministry of Finance

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Chapter 1: General Overview

1.1 Introduction

This **Standard Operating Procedure (SOP)** is a comprehensive statement for undertaking procurement activities under three broad functions of procurement management, Store management and Property management. The detailed step by step information on the procedures, timeframe and required documents are clearly specified in this SOP for strict compliance. Standardizing and smoothing the procedure of three broad functions through this SOP is expected to attain the core objective of public procurement in achieving the “Value for Money” through fair and equal access to suppliers, contractors and service providers.

It is also expected to maintain uniformity in procurement procedures from common understanding of the process by all public procurement practitioners. It will also help in creating perfect competition among the suppliers, contractor and service providers by ensuring fair and equal access to the information.

This SOP will also help Government Agencies in proper accounting, safeguarding and utilization of all Government expendable and non-expendable properties

It is developed based on the existing rules and regulations such as, Public Finance Act, Procurement Rules and Regulation 2019, and Property Management Manual 2016, Standard bidding Documents and is subject to change as and when there is change in these rules.

1.2 Purpose

Overall, the purpose of this SOP is to institutionalize systems and processes that are crucial in delivering efficient and effective procurement services in public procuring agencies.

It shall be used as a step-by-step guide by Public Officials involved procurement, store and property management functions.

1.3 Scope

This SOP shall apply to all Government agencies including Armed Forces in managing the Procurement, Store and Properties functions except for those exempted under the relevant laws of Kingdom of Bhutan.

Each procedure will be conducted slightly differently according to the rules governing it but all will be conducted in accordance with the principles of transparency, equal treatment and non-discrimination. In order to avoid a different SOP for each procurement procedure, this SOP sets out the main common steps involved in all procedures.

1.4 Objectives and responsibilities

The objective of this SOP is to ensure scientific and efficient management of procurement process, receipt, issue and recording of expendable and non-expendable properties, safeguarding and proper recording in the view of economy of efficiency. To establish uniformity in procurement process, speedy handling and storage for timely delivery of goods, works and services to end users.

The major responsibilities are listed below:

1. Procurement function:
 - ✓ Identification of Need,
 - ✓ Market research,
 - ✓ Procurement Planning,
 - ✓ Tendering,
 - ✓ Grievances redressal,
 - ✓ Awarding and
 - ✓ Contract management.
2. Store management function:
 - ✓ Receipt of incoming goods,
 - ✓ Inspection of incoming goods,
 - ✓ Storage,
 - ✓ Inventory recording keeping,
 - ✓ Safeguarding stocks and inventory control,
 - ✓ Issue stock items to users and
 - ✓ Submission of report
3. Property management Function.
 - ✓ Registration of properties in AIMS/Assets Register,
 - ✓ Allotment of properties to custodian or agencies,
 - ✓ Transfer of properties,
 - ✓ Repairs and Maintenance, and
 - ✓ Disposal of unserviceable properties.

Chapter 2: Procurement Function

2.1: Demand Aggregation

Step	Procedure	Time frame		Primary responsibility	Requirements
		Planned Activity	Ad hoc		
1	Receive Requisition	Within two weeks from Approval of Budget estimate	At least before three months form fiscal year closing	Line Agencies	Budget Head and Code/Approved Note
2	Compile requisitions	Within One day from last date of received of requisition		Procurement and Line Agencies	

All the Procuring Agencies of the budgetary bodies shall submit requisition in prescribed format of PMM for property, annexure 1 for expendable properties and approved note/letter for works and services approved by competent authority.

1. Receive Requisition

Any requisition received shall be approved by the head of department/division. It shall content the description of goods and budget lines.

Planned Activities

For the Plan Activities requisition shall be submitted within two week from the approval of the budget. Line Agencies shall be fully responsible to submit the requisition of the activities within said deadlines; however, Procurement Division/Section shall serve the reminder to line agencies before the deadlines.

Adhoc Activities

All Procurement officers in procuring agencies shall ask the line department to submit requisition before three months from end of fiscal year. This will not only avoid crowding of procurement activities towards the end of fiscal year but conduct procurement with complete procurement process.

2. Compile requisition

Procurement Division/Section shall compile the requisition for the purpose of planning

2.2: Ensuring Budget Availability

Step	Procedure	Time frame	Primary responsibility	Requirements
1	Prepare Note for Sanction of expenditure	Within One day from last date of received of requisitions	Procurement/Line Agencies	Budget Head and Code/Approved Note
2	Submit the note/sanction for expenditure to Management for approval	Within One days from last date of received of requisitions	Procurement and Line Agencies	

This phase of procurement shall find out the release status of the budget for plan activities and re-appropriation for ad hoc. The Procurement Division/Section or Line Agencies shall confirm the availability of budget with Finance Division/Section before initiating the bidding process. This can be done through preparation of note/sanction of expenditure in lieu of Financial /administrative approval in the form FAM-4.3 of FRR and submit for approval from management.

2.3: Finalize the requirement with end user

Step	Procedure	Time frame	Primary responsibility	Requirements
1	Discuss on the decision of Management on note/sanction for expenditure	Within One day from date of Approved Note/sanction	Procurement/Line Agencies	Approve Note/Sanction of Expenditure
2	if approved ask for submission of technical inputs from line agencies.	Within One day from date of Approved Note/sanction	Procurement and Line Agencies	

1. Discuss on the decision of Management on note/sanction for expenditure

Upon the confirmation of budget availability, the Procurement Division/Section and end user/line agencies shall finalize the requirement to assign the task of bidding requirement from concern line agencies and procurement division/section.

2. If approved ask for submission of technical inputs from line agencies.

Following technical inputs shall be provided by the line agencies and end user for initiating the procurement process.

- a) For Works:
 1. Approved Technical Specification
 2. Approved Drawing and design
 3. Evaluation criteria
 4. Filled Bill of quantity
- b) For Goods:
 1. Technical Specification
 2. Evaluation Criteria
- c) For services:
 1. Approved Terms of Reference
 2. Evaluation Criteria
- d) For air ticketing
 1. Approved Itinerary,
 2. Valid travel documents
 3. Letter from HRD

2.4 : Market Research

Step	Procedure	Time frame	Primary responsibility	Requirements
1	Collection of information	Within a week from submission of Requisition/request for procurement	Procurement Section/Division or Line Agencies	Brochures, Quality certificates, List of Vendors/Suppliers
2	Analyze information	Within a week from submission of Requisition/request for procurement	Procurement Section/Division or Line Agencies	Market, product and vendor information
3	Make Information Available for Decision	Within a week from submission of Requisition/request for procurement	Procurement Section/Division or Line Agencies	NA

In pursuant to PRR 2019, Procuring Agencies shall conduct market research and analysis to develop a thorough understanding of the nature of product and market behavior and how it impacts overall procurement strategy. The information obtained through market research shall be used for taking informed decision at the procurement phase of Sourcing.

1. Collection of Information

The Procuring Agency(ise) shall collect the market information related to product and vendors through internet, from the past record, brochures, quality certificates and list of vendors or suppliers. The information shall be collected within a week from submission of requisition or request for procurement of any required activities.

2. Analyze Information

Information obtained through market research as stated above shall be analyzed and make available to competent authority for taking informed decision of sourcing and soliciting method

2.5: Sourcing

Step	Procedure	Time frame	Primary responsibility	Requirements
1	Selection of solicitation methods, bidding documents and level of tender committee	Within One day from date of Approved Note/sanction	Procurement/Line Agencies	Approve Note/Sanction of Expenditure

Depending on the nature of commodities, complexity of work and services, procurement threshold level and the market information procuring agencies shall determine the selection of bidding documents, solicitation method and composition of Tender Committee in accordance to relevant clauses of PRR. 2019.

2.6: Annual Procurement Plan

Step	Procedure	Time frame	Primary responsibility	Requirements
1	Preparation of APP	within the third week of August	Procurement Section/Division or Line Agencies	Budget estimate and project time lines.
2	Seek Approval	Within end of August	Procurement Section/Division or Line Agencies	NA
3	Publish APP	Within end of August	Procurement Section/Division or Line Agencies	NA

A per PRR Clause 1.1.7 - Annual Procurement Plan, the Procuring Agency shall prepare Annual Procurement Plan (APP) of goods, works and services in the prescribed format for all the procurement activities to be carried out for particular fiscal year

1. Preparation of Annual Procurement Plan (APP)

APP shall be prepared by the Procurement Section or Line Department as per the approved budgeted activities within third week of August. APP shall content budget estimates and project time line. APP shall be tentative and subjected to change at later phase of procurement process.

2. Seek Approval

APP shall be approved by Head of Procuring Agency (HOPA) upon the submission by Procurement Officer or Authorized User within end of July.

3. Publish Annual Procurement Plan

After the approval of Annual Procurement Plan, to ensure fair and equal access to all the potential Bidder(s)/Proposer(s) it shall be published in the public domain.

2.7: Pre-Qualification

Step	Procedure	Time frame	Primary responsibility	Requirements
1	Preparation of Pre-qualification Documents	Within One day from date of Approved Note/sanction	Procurement/Line Agencies	Approve Note/Sanction of Expenditure
2	Nominate/Seek nomination of TOC and TEC	Within One day from date of Approved Note/sanction	Procurement and Line Agencies	
	Seek Approval of Pre-qualification Documents, TOC and TEC	Within one day from completion of preparation of documents	Procurement Officer	

This phase of pre-qualification in the Procurement process will be applicable to only large and complex procurement, or in any circumstances in which the high costs of preparing detailed bids could discourage competition. Pre-qualification shall be based on the capability and resource of the potential Bidders to perform the contract satisfactorily in accordance to PRR Clause no. 2.2.1 for Goods and works and Clause No. 7.3.1.5 & 6 for Consultancy services.

1. Preparation of Pre-qualification Documents

For consultancy service, pre-qualification/shortlisting of the firms shall be done by using the Standard Request for Expression of Interest (SREoI) as per the process laid down under Clause No. 7.3.1.5 & 6, Chapter 7 of PRR, 2019

2. Nominate/Seek Nomination of TOC, TEC

Nominate or seek nomination of the Tender Opening Committee and Tender Evaluation committee using the Form in Annexure.....

3. Seek Approval

HOPA shall be approved the pre-qualification document.

2.8: Advertise and publish the pre-Qualification documents

Step	Procedure	Time frame	Primary responsibility	Requirements
1	Prepare Notice Inviting for Expression of Interest	Within One day from date of Approved Note/sanction	Procurement/Line Agencies	Approve Note/Sanction of Expenditure
2	Seek Approval	Within One day from date of Approved Note/sanction	Procurement and Line Agencies	Draft NIEOI
3	Forward to media and upload NIEOI and Documents	Immediately upon approval	Procurement Officer/Assist/Focal person	Approved NIEOI and forwarding letter

The invitation to pre-qualification for bidders or specific contract shall be notified in accordance with PRR clause 5.1.2 and 7.3.1.5. The tender published through eGP system can also briefly advertise through media.

2.9: Opening of EOI/pre-qualification bid.

Step	Procedure	Time frame	Primary responsibility	Requirements
1	Receive Bids	As per Notice/Bid Documents	Procurement Officials	
2	Invite opening committee for Tender Opening	Before the Bid opening time is due	Procurement Officials	Member Invitation Form

3	Draw up minutes/prepare BOR	One the same day of opening	Procurement Officials /Focal person	COI
4	Forward BoR and Bidding document to TEC for evaluation	Immediately after Bid opening	Procurement Officials /Focal person	BoR

HOPA shall be responsible to constituted tender opening and as enshrined in PRR and conduct opening in accordance to the bidding documents terms and conditions. However, Officials responsible for tender shall seek nomination and forward to HOPA for approval.

After the bid Opening and signing of Bid Opening Report (BoR) by Opening Committee, copies of bidding documents along with BoR shall be forwarded to Tender Evaluation Committee for evaluation.

2.10: Shortlisting of Bidder/Consultants/contractors

Step	Procedure	Time frame	Primary responsibility	Requirements
1	Invite TC for shortlisting meeting	Within three working days from the date of received of evaluation report	Procurement Officials/Focal person	Member Invitation Forms
	Draw Minutes of Meeting and circulate	On the same day of meeting	Member Secretary	COI and Evaluation report
2	Notify the applicants on the decision of TC	Within one working days from meeting	Procurement Officials	MOM

Member Secretary shall invite the TC member for meeting and draw up the minutes of the meeting. The procuring agencies shall notify the decision of the tender committee to each Bidder submitting an application for pre-qualification.

2.11: Solicit Offers

Step	Procedure	Time frame	Primary responsibility	Requirements
1	Prepare Bidding /Proposal Documents	Three working days	Procurement Officer	BOQ/Price Schedule, Spec, drawing, ToR, etc.
2	Nominate/Seek Nomination of TOC and TEC		Procurement Officer	Member Nomination Forms
3	Seek Approval of Bidding/proposal Documents, TOC and TEC	Before publishing the tender	Procurement Officer	Filled Nomination form and draft bidding documents

This phase in the procurement process applies to all procurement actions regardless of the chosen method of solicitation. It serves the purpose of communicating to potential suppliers the requirements for goods, works and services.

Threshold value of the procurement and market information shall determine the selection of solicitation method, documents and level of tender committee in accordance to PRR

1. Preparation of Standard Bidding Documents or Proposal

The Standard Bidding Document shall be prepared by Procurement or Authorized user upon duly submission of Administrative and Technical Sanction, Technical Specification, Evaluation criteria, Drawings, ToR, HRC Award letter for ticketing and training logistic etc within five working days.

2. Nominate/Seek Nomination of TOC and TEC

Depending on the decision of management or HOPA, tender preparing officials, the tender committee member or HOPA shall nominate the TOC and TEC. If TOC and TEC are to be nominated by Official responsible for tender, approval from HOPA shall be accorded before publishing tender.

3. Seek Approval

As per the clause no. 3.1.1.7, HOPA shall review and approve the bidding documents upon the submission of draft bidding documents by Procurement Officer or focal person.

2.12: Advertise and publish/issue bidding/proposal documents

Step	Procedure	Time frame	Primary responsibility	Requirements
1	Prepare Notice Inviting for tender/proposal	Within one day	Procurement Officer	Note for Sanction of Expenditure
2	Seek Approval		Procurement Officer	
	Forward to media and upload advertisement or issue to shortlisted Bidders/consultancy/contractor	Immediately after approval	Procurement Officer	Approved NIT and forwarding letter

The Procurement or Authorized user shall advertise and publish the tender through Notice Inviting tender or Bids as per PRR Clause 5.1.2 after obtaining an approval from the Head of Procuring Agency within the specified deadline

2.13: Pre-Bid Meeting

Step	Procedure	Time frame	Primary responsibility	Requirements
1	Invite committee and interested bidders	One day before the pre-bid meeting is scheduled	Procurement Officer	
2	Draw up Minutes of meeting	On the same day of meeting	Member Secretary	
3	Prepare addendum/corrigendum if any	Within one day from the date of meeting	Procurement Officer	MOM
4	Upload MoM and Addendum/Corrigendum	Before the bid closing time	Procurement Officer	

If the terms and conditions of the bidding documents requires to conduct of pre-bid meeting, procurement officials shall facilitate and convened the meeting and draw up minutes of the meeting.

The decision made during the pre-bid meeting shall be recorded and issue as part of corrigendum/ amendment upon approval from HOPA.

2.14: Clarification, addendum/corrigendum

Step	Procedure	Time frame	Primary responsibility	Requirements
1	Receive and compile clarification	Within the set deadlines in bidding documents	Tender responsible Official	
2	Convened meeting to discuss on clarification sorted	One day before the bid closing	Member Secretary	
3	Draft Addendum/Corrigendum	On the same day of meeting	Procurement Officials	
4	Seek Approval		Procurement Officials	
5	Publish/upload Addendum/Corrigendum	Before tender closing date	Procurement Officer	

1. Received enquiries from bidder

The Procuring Agency shall receive enquires from potential bidders within the set deadline in the bidding documents

2. Convened Meeting

Meeting shall be convened depending upon the nature of enquires. The minutes of meeting shall be drawn and prepare corrigendum/addendum.

3. Draft Addendum/Corrigendum and seek approval

If there is any corrigendum to be issued, the Procuring Unit shall seek approval from HOPA for issuance of corrigendum.

4. Issue Corrigendum/Addendum

The approved corrigendum shall be issued and made available for potentials Bidders by publishing in media/website, for the corrigendum/addendum issued forms the part of bidding documents.

2.15: Opening of tender/Proposal

Step	Procedure	Time frame	Primary responsibility	Requirements
1	Receive Bids/Proposal	On or before timeline set in bidding documents	Procurement unit	
2	Invite opening committee for Tender Opening	One day prior to tender opening deadline	Procurement unit	Committee invitation form
3	Draw up minutes/prepare BOR	On the date of opening	Member secretary	COI / BOR
4	Forward BoR and Bidding document to TEC for evaluation	Immediately after opening of bid	Procurement Official	BOR

1. Receive Bids/Proposal

The Procuring agency shall receive the bid on or before the tender submission dateline and prepare for tender opening.

2. Invite opening committee for Tender Opening

All the nominated committee shall be invited for tender opening as per the scheduled date and time.

3. Draw up minutes/prepare BOR

After the opening of tender, prepare BoR/Minutes and get signed from all the committee members

4. Forward BoR and Bidding document to TEC for evaluation.

The BOR and tender document received from opening committee chair shall be forwarded to TEC for evaluation not later than one working day from received date.

2.16: Award

Step	Procedure	Time frame	Primary responsibility	Requirements
1	Invite TC for award meeting	Within one day from the received of evaluation report	Procurement Officials	Evaluation report
2	Draw Minutes of Meeting and circulate	On the date of meeting	Member Secretary	
3	Issue Letter of Intent	Within One day from the award meeting	Procurement Officials	LOI signed by HOPA

1. Invite TC for award meeting

As per the TOR of Member Secretary, Procurement Officer shall invite tender committee vide Committee invitation form with the information of venue, timing and agenda.

2. Draw Minutes of Meeting and circulate

Member secretary shall note down the discussion /deliberation of the committee, draw minutes and circulate Draft minutes of meeting for necessary changes and signature.

3. Issue Letter of Intent

Based on the decision of tender committee, Letter of Intent shall be issued as per the prescribed form in bidding documents to the lowest evaluated Bidder and copy to all unsuccessful Bidders.

2.17: Debriefing

Step	Procedure	Time frame	Primary responsibility	Requirements
1	Receive written request from unsuccessful Bidders	Within Three days from date of issue of LOI	Procurement Officials	Written request from unsuccessful Bidders
2	Provide debriefing	Within Five days from date of received of written request	Procurement Officials	Written letter

Debriefing can be provided only upon the received of written request from unsuccessful Bidders in accordance to PRR clause no. 5.4.10

2.18: Conclusion of Contract

Step	Procedure	Time frame	Primary responsibility	Requirements
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1	Issue letter of acceptance (LOA)	On the day of expiry of standstill period	Procurement Officials	
2	Prepare Contract Agreement	On the same day of issue of LOA	Procurement Officer	
3	Signing of Contract agencies.	Within Fifteen days from Issue of LOA	HOPA and winning Bidder	
4	Release/Forfeit Bid Security	Within one day from the signing/withdrawal of contract	Procurement Officials	
5	Storage of Bidding documents		Procurement Officials	

1. Issue Letter of Acceptance.

Immediately after the expiry of the standstill period Procurement Officer shall issue Letter of Acceptance to winning Bidder asking to furnish required performance security.

2. Preparation of Contract Agreement

The procurement unit shall compile all relevant document that form the part of contract documents

3. Signing of Contract Agreement

The HOPA shall sign the contract with the winning bidder after the securing the performance security.

4. Release/Forfeit of bid security

The bid security shall be released within one working day form the days from the date of singing of contract or process with bank for forfeiture of bid security if the winning Bidder withdraws or fail to furnish performance Security

5. Storage of bidding Documents

For future reference and auditing purpose responsible procurement officer shall store the record and documents in a secure place. If the audit is completed, documents shall be marked with “**Audited**”

2.19: Purchase order/work order

Step	Procedure	Time frame	Primary responsibility	Requirements
1	Preparation purchase /Work Order	Within One day from the date of signing of Contract	Procurement Officials/Store	LOA
2	Dispatch/Issue Purchase/work order	Immediately after the signing of PO	Procurement Officials/Store	Signed PO
	Follow up		Procurement Officials/Store	PO

As per the contract document the procurement unit shall issue the work/supply order, however if the contract is based on framework the procurement agency may place order as and when required.

The procurement unit, the line agency and end user shall be equally responsible for follow up before the expiry of delivery period

2.20: Grievance redressal and dispute resolution

Step	Procedure	Time frame	Primary responsibility	Requirements
1	Receive and compile grievances and dispute		Procurement Officials	Written complaint
2	Invite TC member Meeting	Within one day from finalization of Agenda	Procurement Officials	Member Invitation Form
	Draw Minutes and circulate	Within One working days from date of meeting	Member Secretary	
2	Issue Decision to aggrieved bidder	Within One working day from date of meeting	Procurement Officials	Signed MOM

In pursuant to PRR Tender Committee shall serve as first tier grievance body, therefore procurement Officer of procuring agencies shall facilitate and coordinate the tender committee meeting and issue decision to complainant.

2.21: Payment Process

Step	Procedure	Time frame	Primary responsibility	Requirements
1	Recording of Bills	Within one day from received of filled bills	Procurement/Store	Filled Invoice
2	Verification of Bills	Within five Working days from received of Filled Bills	Procurement/Store	GRN, Stock entry details
3	Computation of LD for late delivery	Before the forwarding of Bills to FD	Procurement/Store	Delivery challan and GRN
4	Forward Bills to FD for Payment	within one day from the verification of the bill	Procurement/Store	Verified Bill with forwarding Letter

Procuring agency shall record the bill inward in the register as per FRR and verify bill before pass for payment.

Late delivery shall be levied liquidity damage as per condition laid down in the contract document. Applicable LD shall be deducted from the bill amount.

2.22: Contract Management

Step	Procedure	Time frame	Primary responsibility	Requirements
1	Issue Supply/work/service completion certificate	After the successful completion of contract	Procurement/project engineer	
2	Release Performance Security	Within 30 days from the date of Completion of contractual obligation		
	Suppliers/Consultant/Contractors rating	Once in every fiscal year	Procurement Officer/Project engineer	
	Maintain list of Suppliers/Consultant/Contractors	First Week of the starting month of next fiscal year	Procurement/project officials	

For the purpose of rating vendors, consultant and contractor procuring agencies shall issue supply/service/work completion certificate at the end of completion of contract. Certificate shall content the details of the project value and completion time line.

Supplier/Consultant/contractor rating and maintaining list will be very crucial for the procuring agencies to exclude the non-performing Suppliers/ Consultants/ Contractors from participating in future tender. In other hand, list will be very helpful in selecting the Bidders at times of limited Bidding, Limited enquiry and direct contracting method of procurement.

Chapter 3: Store Management Function

3.1 : Receive Goods and record

Step	Procedure	Time frame	Primary responsibility	Requirements
1	Acknowledge the receipt of Goods on Delivery Challan	On the same day of delivery	Store personnel	Deliver Challan and invoice
2	Inspection and verification	Within three working days of receipt of supplies	Procurement Officials/Committee	Delivery challan and PO
	Prepare GRN/Rejection memorandum	Within one day from acceptance	Store personnel	Inspection report and invoice
	Approve GRN/Rejection Memorandum	On the same day of preparation	Procurement Officer	Inspection report and invoice

	Record Stock inward in to Stock ledger	On the same day of issue of GRN	Store Personnel	GRN
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Stores Personnel shall inward supplies/Goods after ensuring that the delivery is accompanied with delivery challan bearing the reference of purchase order. In case of goods delivered without any documents or discrepancy noticed in documents received, Procurement Officer shall be notified immediately for obtaining necessary information for inwarding. Till such time no supplies/goods will be in-warded.

1. Acknowledge the receipt of Goods on Delivery Challan

Acknowledgement of receipt of consignments is subject to final check and approval. A notation, to this effect must be stamped on each copy of Delivery Challan/ Lorry Receipt/Invoice as given below: -

“Goods received subject to verification and approval.”

2. Inspection and verification

Supplies/Goods received shall be inspected to check conformity to the technical specification, physical counting and verification on the packaging, shape, weight and size by store personnel/receiving committee.

3. Prepare GRN/Rejection memorandum

Upon completion of inspection, if accepted, Store Personnel shall prepare Goods Receive Note (GRN) otherwise rejection memorandum.

4. Approve GRN/Rejection Memorandum

Procurement Officer shall approve the GRN/rejection Memorandum

5. Record Stock inward in to Stock ledger

With reference to GRN, Store personnel shall record the stock in the received side of Stock ledger.

3.2: Storage

Step	Procedure	Time frame	Primary responsibility	Requirements
1	Sorting		Store Personnel	
2	Staking		Store Personnel	
	House keeping		Store Personnel	

The term storage refers to the physical act of storing the materials in a Storehouse on pallets, shelves, racks, boxes, almirah, etc. with the objective of retrieving them later for issue to the user. The purpose of any storehouse is to provide to users the right materials, in the right quantity, at the right time and at the lowest possible cost.

1. Sorting

All the Supplies/Goods received shall be identified accurately and sort it for purpose of staking and ease the picking for speedy operation.

2. Staking

Store Personnel shall stake the Supplies and Goods in their designated place to prevent from stock deterioration and pilferages.

3. House keeping

Proper housekeeping of store is required to avoid hazard and safe keeping of the stock and store facilities.

3.3: Issue of Stock item

Step	Procedure	Time frame	Primary responsibility	Requirements
1	Prepare Goods Issue Note (GIN)	Within one day from acceptance/ approved requisition	Store personnel	
2	Approve Goods Issue Note	On the same day of preparation of GIN	Procurement Officer	
	Issue Goods	Within one day of approved GIN	Store Personnel	
	Update Stock Ledger	On the same day of approved GIN	Store Personnel	

The usual method of issue is by a requisition Form, which has to be signed by the competent authority. If a material has been issued on a verbal instruction because of an emergency, then it has to be followed by a written document without delay. This should, however, be allowed only in exceptional cases.

Only items taken on ledger shall be issued after the GIN has been approved and accordingly update the stock ledger.

3.4: Reporting to management and physical verification

Step	Procedure	Time frame	Primary responsibility	Requirements
1	Prepare report		Store Personnel	
2	Submit report		Store Personnel	
3	Physical Stock Verification.		Procurement/Committee	

For proper planning of stock refill and monitoring of the inventory, store personnel shall prepare and submit the report on stock position to the management. During the closing of fiscal year, it is recommended to carry out the Physical stock verification to identify weakness in overall store management and accuracy of stock record.

Chapter 4: Property Management

4.1 Registration and allotment

Step	Procedure	Time frame	Primary responsibility	Requirements
1	Registration of Property in GIMS/Asset Register	On the same day of issue of property	Store/Procurement Official	GIN
2	Allotment of Property	On the same day of issue of property	Store/Procurement Official	GIN

Property management phase is considered essential for up-keeping of proper inventories of all the Government properties, establishment of and adherence to maintenance schedules, ensuring economic and rightful utilization and establishment of accountability as prescribed in Property Management Manual.

1. Registration of properties in GIMS

All the fixed assets such as Land, Building, Vehicle, Equipment and Furniture should be registered in Aims within one week from date of acceptance and hand taking note.

2. Allotment

The registered Assets should be allocated to individual custodian as per approval from HOPA.

4.2 Transfer

Step	Procedure	Time frame	Primary responsibility	Requirements
1	Prepare property transfer note	As and when property is transferred	Store/Procurement Personnel	
2	Seek approval	Within same day of preparation of transfer note	Store/Procurement Personnel	
	Transfer property through GIMS	Within one working day from date of approval of note.	Store/Procurement Personnel	

Property may be transferred from one Government Agency to another or employee to another within the same agencies depending on the decision of Government.

Store personnel shall fill in the property transfer note in a prescribed form PMM-4 and seek approval from competent authority. Upon approval of transfer note, the AIMS focal person should transfer the assets to individual custodian or agencies.

4.3 Repair and maintenance of property

Step	Procedure	Time frame	Primary responsibility	Requirements
1	Receive property maintenance requisition	As and when required	End user	
2	Issue Work order	Within one working day of receipt of requisition	Procurement Officer	
3	Update AIMS	Within one day of completion of maintenance	Store/Procurement	

The maintenance of particular assets shall be recorded in GIMS. Those unserviceable and obsolete assets shall be disposed in accordance PMM

4.4 Disposal of Property

Step	Procedure	Time frame	Primary responsibility	Requirements
1	Compile list of unserviceable Property		Store/Procurement	
2	Form Committee		Store/Procurement	
3	Inspect unserviceable property		Committee	
4	Prepare Inspection report		Store/Procurement	
5	Surrender to DNP		Store/Procurement	

Items of stock not used during or over a similarly fixed period shall be treated surplus and Properties that are not likely to be utilized in the near future due to advanced technology or other factors shall be treated obsolete.

Such unserviceable and surplus properties shall be surrendered to DNP after completion of the formalities in accordance to PMM.

Chapter 5: Relevant forms

5.1 FORM 1

NAME OF THE AGENCY

COMPLETION CERTIFICATION

Name of the Project:

Award Reference No:

Source of Funding: Nu.

Project Cost: Nu.

Name of the Contractor:

Address:

Project Duration: [Date/Month/Year]

Start Date:End Date:

Late Delivery (No.of days):

This is to certify that the above firm has successfully completed project as per the contract terms and conditions laid down in the bidding documents and taken over by the Procuring Agency.

[Head of Procuring Agency]

5.2 FORM 2

Letter Head of working agency

Reference Letter No.

Date ...

COMMITTEE MEMBER INVITATION FORM

The award/grievances/ pre-bid meeting and debriefing (*choose the appropriate tender committee*) (of tender for (*name of the tender / work/service/good*) tender reference /ID No.....is scheduled on (*date and time*) in (*place/ venue*) which will be chaired by (*designation of chairperson*)

Therefore, following Ministerial Tender Committee/ Departmental Tender Committee/ Dzongkhag Tender Committee/ Debriefing committee/ pre-bid committee (*choose the appropriate tender committee*) members are requested to kindly attend in person.

1. Chairperson: name and Designation
2. Member: name and Designation
3. Member: name and Designation
4. Member: name and Designation
5. Member: name and Designation
6. Member: name and Designation

(Name and Designation of HOPA)

Copy to:

1. All the concerned official
2. Evaluation chairperson for evaluation report presentation.

5.3 FORM 3

Letter Head of working agency

Reference Letter No.

Date ...

COMMITTEE NOMINATION FORM FOR OPENING/EVALUATION/PRE-BIDMEETING/ETC

The Head of Procuring Agency would like to request concerned Department/ Division/ Sector (*choose the appropriate*) to nominate following (*Name of committee*). The committee member meeting will be scheduled on (*date and time*) in (*place/ venue*) which will be chaired by (*designation of chairperson*)

Sl. no	Name of Nominee	Designation	Department/Division/ Sector	Role	Sign of nominator
				Member	
				Chairperson	
				Member secretary	

Note: The Department/ Division/Sector and Role shall be identified by HOPA.

(Name and Designation of HOPA)

Copy to:

1. Procurement Officer for invitation of committee