

नियंत्रित/CONTROLLED



NATIONAL SEEDS CORPORATION LIMITED

**DEPARTMENTAL PROCEDURES
(IMS POLICY MANUAL)**

MATERIAL MANAGEMENT


Approved by: Head of Division(s)
Effective Date: 10.06.2018

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 Approved by:	FORMAT FOR ISSUING NOTICE INVITING TENDER	Doc. No. F/PUR/01/03 Issue No.02 Page No.1 of 2. Page Rec.No.00 Effective Date: 10-06-20
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PHONE:

FAX No:

E-MAIL:

No.

Dated

NOTICE INVITING TENDER No.

NSC invites sealed tenders from reputed manufacturers / suppliers for supply of following items:

Items	Qty in nos.

Tender document containing terms and conditions can be obtained from Purchase Section at the address given above on payment of Rs. _____ (non- refundable) by Demand draft drawn in favour of NSC of any Nationalised bank payable at Delhi/New Delhi or cash on all the working days up to 15 hr. on----- Tender form is also available on NSC web site

_____. Tenderers who down load the Tender Form from web site are required to deposit the cost of Tender form before of submission of their bid . Tender without payment the cost of Tender form is liable for rejection .S S I units registered with N S I C for the quoted item under single point registration scheme after 30.6.1981 are exempted from payment of cost of tender document subjected furnishing the documentary proof in support of their claim along with their request letter. Purchase preference for central P S Es for both product and services are available as per the Government approved policy.

NSC reserves the right to accept or reject any or all the tenders, alter or cancel the quantity without assigning any reason thereof.

LAST DATE OF RECEIPT OF TENDER**ALONG WITH REQUISITE E M D**

:UP TO----- hr on-----

DATE OF TENDER OPENING

:AT ----- hr on-----

PURCHASE OFFICER



Handwritten signature

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FORMAT FOR PLACING OF MATERIAL

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PART-B

S.No	Item	Stock position as on date	Qty. receivable for which DO/PO / MT Note recd.	Qty. moving out for which DO/MT Note /recd.	Total (3 + 4 - 5)	Estimated consumption for Rabi/Khar if produce packing	Balance (6-7)	Requirement as per Col.5 (Part-A)	Net requirement (9-8)	Phasing of requirement at Col.No.10
1	2	3	4	5	6	7	8	9	10	11

Note: Certified that the above information is correct and the requirement for fresh supplies of material are realistic and commensurate with programme under implementation.

AREA MANAGER

REGIONAL MANAGER



[Handwritten Signature]

Approved by:

FORMAT FOR PLACING OF MATERIAL

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REQUIREMENT OF SEEDS PROCESSING EQUIPMENT

REGION: _____


S.No.	Location of Seed Processing Plant	Seasonal Seeds Qty to be processed	Capacity of Equipment	Equipment Required	Justification Requirement	for
1	2	3	4	5	6	

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 NSIC		Procedure for Purchase of Equipments, Certification, Packing and Treatment material	Doc No.: P/Pur/01
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- 1.0 Purpose:** To establish and implement a system for uniformity in procurement of Equipment, certification packing and treatment material.
- 2.0 Scope:** All the purchases at Head Office level.
- 3.0 Overall responsibility:** Incharge Purchase

S.NO	Activity/Description	Responsibility	Documents/ Records
1	Assessment of requirement		
	a) Receipt of the requirement from RMs	Regional Manager	Indents F/Pur/01/01
	b) Indents are checked for accuracy by Head concerned authorized officer for any incomplete or division ambiguous, indent and get clarification.		
	c) Net requirement (indents are consolidated) considering available quantity.	-do-	
	d) Intimate to RM in case of any change in the indent.	-do-	Indent reviewed
	e) Indent sent to Purchase Section	-do-	Consolidated indent F/Pur/01/02
2	Approval for Purchase		
	a) Estimated cost of procurement is worked Incharge out on the rate of last year as base line for Purchase the calculation		
	b) The finalized quantity and estimated cost is presented in the Purchase Committee meeting for consideration and to recommend with methodology of purchase for approval of the Competent Authority.	Incharge purchase/Purchase Committee	
	c) Approval for purchase.	Competent Authority	Delegation power
3	Procurement Process		
	a) Specification of material, terms and conditions of tender document and NIT are prepared.	Incharge Purchase /Head concerned Division	Tender document

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	b) Publication/Circulation of NIT	Incharge Purchase	NIT F/Pur/01/03
	c) Sale of tender documents Receipt, opening of bids and evaluation of bids	Incharge purchase/Tender opening and Evaluation committee	
	d) Recommendations are placed before Purchase committee along with performance report of supplies	Incharge Purchase	
	e) Negotiation, finalization of rates & recommendation	Purchase Committee/Incharge Purchase	
	f) Submit the proposal for sanction and approval	Incharge Purchase/Competent Authority	Delegation of power purchase procedure
	g) Placement of P.O.s	Incharge Purchase	P.O
	h) Entering into agreement, Deposit of Security of tenderer	Incharge Purchase	Prescribed format contained in tender documents
	i) Pre-delivery inspection of material and preparing report	Head Engg & Quality Control/Regional Manager	Inspection Report F/Pur/02/01
	j) Issuance of Goods Receipt Note, feedback of supply of head of user division/installation and commissioning	Consignee unit/RM/Incharge Purchase	
	k) Release of Payment	Incharge Purchase, SGM(F), & CMD	Agreement
4.	Evaluation of supplier's performance	Incharge Purchase	Proforma for evaluation of suppliers F/Pur/02/01

Documents & Records:



- i. Indents (F/Pur/01/01)
- ii Consolidated Indent (F/Pur/01/02)
- iii NIT (F/Pur/01/03)
- iv Pre Delivery Inspection (F/Pur/02/01)

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S.N	Activity	Control Parameter	Control exercised & Responsibilities	Responsibility of Review/ Monitoring	Frequency of monitoring & records, if any.	Remarks
1a.	Receipt of requirement	i. Contents of request. ii. Segregation of indent.	<ul style="list-style-type: none"> • As per prescribed format. • Compilation. 	RMs/Head (Engg)	As and when required.	
1b. & 1c.	Scrutiny of Requirements.	i. Contents	<ul style="list-style-type: none"> - Name of the equipment. - Capacity & quantity. - Performance of existing equipment. - Justification of the requirement. 	RMs /Head Engg	-do-	
1d.	Finalization of Requirement & submission to purchase section	Basis for finalization	<ul style="list-style-type: none"> • Processing report, surplus equipment/shortages. • Vintage of old equipment. • Efficiency of old equipment. 	Head (Engg)	-do-	
2a & 2b	Approval of Purchase	Approval of finalized qty. and estimated cost.	Review and recommendation by Purchase Committee and approval by CMD	Incharge Purchase/ Competent Authority	As and when required	
3a.	Specification of	Content	<ul style="list-style-type: none"> • Items specification 	Incharge		

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	equipment, terms and conditions of tender.		<ul style="list-style-type: none"> • Supply schedule • Tender form • Destination for supply • Documents to be enclosed/other details terms & conditions. • Instruction to Tenderer. • General terms and conditions of the contract. 	purchase/Head (Engg)
	NIT	Content	<ul style="list-style-type: none"> • Organization's Address. • Items name and qty. • Tender cost. • Date of availability of tender, date of submission and date of tender opening. • EMD/qualification if any 	Incharge Purchase
3b.	Publication/circulation of NIT	Circulation of NIT	All members to sign the recommendation of minutes, NIT and approval of MD.	Incharge Purchase/Publicity
3c.	Sale of tender form, receiving of tender, and opening and evaluation.	Content of filled bids.	<ul style="list-style-type: none"> • Specified tender box • Date and Time of submission & opening of bids, name of the tender, detail of item while submission of bids. 	Incharge Purchase

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	Criteria for technical qualification of bids.	Incharge Purchase	As and when tender floated.	As and when inspection call is received.
3g.	-Type of firm. -Experience. Past performance of Tenderer for last 2 years.. -capability in respect to personnel, equipment & manufacturing facilities. -Financial standing of last 3 yrs. -Income tax clearance. - Firm should not be black listed . -Performance report from other company .	Incharge Purchase		
39.	Content	Incharge Purchase		
3i	Issuing Purchase Order Receipt of Inspection Schedule Enclosures in inspection Letter	Incharge Pur	As and when the inspection call is received.	

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		<p>manufacturers/suppliers.</p> <ul style="list-style-type: none"> - Date and time of inspection. - The qty. available shall be as per qty. offered by the supplier. Machine inspected as per specification. - Report shall be prepared in standard format. - Authorized representative of supplier and NSC shall sign the report. - Within 4 clear days from receipt of material by consignee unit - Time for processing of bills. - Release of payment. 			
Conduct of Inspection	Verification of quantity and quality		Inspection Team	As and when inspection call is received.	
Preparation of report.	Format		Inspection team	Incharge Purchase	
3j. Issue of Goods Receipt Note	Time		RM/Incharge Purchase	As and when supplied	
3k. Release payment	Time		As per tender term. As per procedure for release of external bills.	Incharge Purchase GM(Fin)	As per process of release of external bill

	Quality Plan for purchase of Certification, Packing and treatment Material.	Doc No: QP/Pur/01/A Issue No: 02 Page 01 of 05 Page Rev No: 00 Effective Date: 10-06-2018
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S.No	Activity	Control Parameters	Control exercised & Responsibilities	Responsibility of Review/ Monitoring	Frequency of monitoring & records, if any.	Remarks.
1a.	Receipt of requirement	i. Contents of request. ii. Date of sending requirement.	<ul style="list-style-type: none"> As per prescribed format-Compilation. Kharif by 15th August Rabi by 15th Dec. 	RM/Head (Prodn)	Seasonal & as and when required.	
1b. & 1c.	Scrutiny of Requirement	i. Contents	<ul style="list-style-type: none"> Crop wise production programme. Requirement of certification, packing and treatment materials. Stock in hand. Additional requirement. Schedule of requirement. Size and type of packing material and type of chemicals(as per specified format). 	RM/Head (Prodn) -do-		
		ii. Target receipt date	<ul style="list-style-type: none"> Kharif-End of August. Rabi-End of Dec. 	RM/Head (Prodn) -do-		
1d.	Finalization of Requirement	Basis for finalization	<ul style="list-style-type: none"> Production report surplus stock/shortages. 	Head (Prodn)	-do-	
		Making changes in requirement.	<ul style="list-style-type: none"> Production report surplus Head (Prodn) stock/shortages. 			

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	Time to Indent Purchase Section	Time for communication of changes if any	Head Production		
1e.	Approval of Purchase	Time for communication of changes if any	Head: Prodn		
2a & 2b	Approval of Purchase	Approval finalized and estimated cost.	Incharge Purchase/competent Authority	Seasonally	
3a.	Specification of material, terms & conditions of tender.	Content	Incharge Purchase		
	NIT	Content	Incharge Purchase		
3b.	Publication/circulation of NIT	Circulation of NIT	Incharge Publicity		

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	Time publication	for	Kharif -Sept-October Rabi--January-February	Incharge Purchase & Publicity	
3c.	Sale of tender form, receiving of tender, opening and evaluation.	Content of duly filled bids.	<ul style="list-style-type: none"> • Specified tender box • Date and Time of submission & opening of bids, name of the tender item, while submission of bids. 	Incharge Purchase	
	Criteria technical qualification of bids.	for	<ul style="list-style-type: none"> -Type of firm. -Experience. -Past performance of Tenderer for last 2 years.. -capability in respect to personnel, equipment & manufacturing facilities. -Financial standing of last 3 yrs. -Income tax clearance. - Firm should not be black listed . -Performance report from other company . 	Incharge Purchase	As and when tender is floated.
3g.	Issuing Purchase Order	Content	<ul style="list-style-type: none"> -Name & address of firm -Approved rate. -Specification of material. -Qty. to be supplied. -Supply schedule. -Date of execution of agreement & security deposit. -Authority for inspection. -Approved sample proforma for design, art, colour, content 	Incharge Purchase	

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3i	Receipt of Inspection Schedule	Enclosures in inspection letter	printed on material. The following shall be sent alongwith inspection schedule. - P.O. and specification. - Inspection Schedule. - Inspection call from manufacturers suppliers. - Date and time of inspection as per delivery requirement. - Approved sample.	Incharge Purchase	As and when the inspection call is received.
	Conduct of Inspection	Verification of quantity and sampling test	- The qty. available shall be as per qty. offered by the supplier. - Packing material-visual, dimension & print quality as per approved sample and specification. - Drawing of sample for sending to consignee unit and HO	Inspection Team	As and when inspection call is received.
	Sampling	Drawing and sealing of treatment material sample.	- 4 samples of chemical is drawn, sealed and signed by NSC and supplier. - One sample is retained by supplier. - Other three samples are kept with NSC (one at RO and two with purchase).	Inspection Team	
	Preparation of report.	Format	-Report shall be prepared in standard format.	Inspection team	Incharge Purchase

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	Signature	-Authorized representative of supplier and NSC team shall sign the report. - Within 4 clear days from receipt of material by Consignee Unit. - Time for processing of bills. - Release of Payment			
3j	Time		RM/ Incharge Purchase	As and when supplied	
3k	Time	of Release payment	-As per Tender Terms. -As per procedure for release of external bill.	Incharge Purchase	As per process of release of External bills

  Approved By	FORMULA FOR EVALUATION OF PERFORMANCE OF SUPPLIERS	Doc No.: F/Pur/03/01 Issue No. 02 Page No. 1 of 1 Page Ref. No 00 Effective Date: 10-06-2018
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S.No.	Activity / Description
1.	<p><u>Certification & Packing Material</u> *The evaluation is done as per the following formula: $\frac{(25 - d1) + 3(x - y) + 3 \times (15 - \% \text{ of penalty in respect of quality test as per tender document})}{2}$ d1 = delay in days from schedule delivery date x = No. of 10 items inspected during pre-delivery y = No. of items rejected. The penalty is imposed as per the rules given in the tender document. * Grading of 100% is divided in the ratio of 25% for timely supply, 30% granted for items rejected and 45% on test results.</p>
2.	<p>*Chemical $\frac{(25 - d1) + 75 \times (1 \text{ or } 0.5 \text{ or } 0)}{2}$ d1 = delay in days from schedule delivery date 0 – If the material rejected twice 0.5- If material rejected once. 1 – If the material accepted in first instant. * Grading of 100% is divided in the ratio of 25% for timely supply and 75% as weightage for clearance in 1st, IInd or IIIrd inspection)</p>
3.	<p>Equipment & Machinery $\frac{(25 - d1) + 50 \times X(1 \text{ or } 0.5 \text{ or } 0) + 25 \times Y(1 \text{ or } 0.5 \text{ or } 0)}{2}$ d1= delay in days from schedule delivery date x= clearance of equipment. - If material rejected once – 0.5 - If material rejected twice- 0 -If material accepted in first instant- 1 Y= Services after supply. 1= Defect attended on first call. 0.5= Defect attended on 2nd call. 0= Defect not attended on 2nd call. * Grading of 100% is divided in the ratio of 25% weightage for timely supply, 50% for acceptance of material in 1st, 2nd and 3rd inspection and 25% is allocated for after sales service on 1st, 2nd and 3rd call.</p>
4.	<p>The above mentioned evaluation criteria is calculated purchase order wise and supplier wise and list of supplier with rating is maintained as per the format.</p>

  Approved by:	Performance appraisal of Suppliers for certification, packing, treatment material and equipment.	Doc. No. P/PUR/03 Issue No. 02 Page No. 1 of 1 PageRev.No. 00 Effective Date: 10-06-2018
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1.0 Purpose: To develop and implement a system for evaluation of performance of suppliers.

2.0 Scope : Applicable to all suppliers of Equipments, Certification, Packing and Chemicals


3.0 Overall responsibilities: Head Purchase

4.0 Procedure:

S.No.	Activity / Description	Responsibility	Ref Doc. /Record
1.	Evaluation of suppliers of equipments, chemicals certification, Packing and treatment material. As per formula given in Annexure-I	Incharge Purchase	Formula F-Pur-03-01
2.	Evaluation shall be done Purchase order wise, supplier wise and list of supplies with rating maintained as per the format.	Incharge Purchase	Supplier rating monitoring sheet F-Pur-03-02
3.	The supplier rating is done for a item as per order. 1. If rating comes below 75% than warning shall be issued to the supplier. 2. If rating comes below 50% supplier is blacklisted. However, in case of chemical / equipment rating of three consecutive time is to be taken before supplier is black listed.	Incharge Purchase/ MD	

 Approved By	FORMAT FOR SUPPLIER RATING	Doc No.: F/Pur/03/02 Issue No. 02 Page No. 1 of 1 Page Ref. No 00 Effective Date: 10-06-2018
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1. Name of the Supplier :
2. Purchase order No./Date placed :
3. Name of item ordered for supply :
4. Qty. of item to be supplied as per P.O. :
5. Qty. actually supplied :
6. Supplier rating in respect of Inspection /material quality / liquidated damage/Service after supply :
7. Comparative ranking of supplier . :
8. Overall performance of the supplier :

 Approved By	Procedure for Inspection of procured material	Doc No.: P/Pur/02 Issue No. 02 Page No. 1 of 1 Page Ref. No 00 Effective Date: 10-06-2018
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1. **Purpose:** To ensure purchase of good quality of certification material by conducting inspection.
2. **Scope :** Packing, labeling material and chemicals.
3. **Overall responsibility:** Inspecting Officials/RM/Head of Purchase.
4. **Procedure**

S.No	Activity/Description	Responsibility	Documents/ Records
1.	Receipt of Inspection call from Purchase Section.	Head :QC/RM	P.O. copy and schedule.
2.	Nomination of Inspecting officers team.	Head :QC/RM	-do-
3.	Review of Inspection Documents	Inspection Team	Inspection Cell
4.	Finalization of inspection schedule (date, time, venue)	-do-	-do-
5.	Conduct of inspection as per P.O. specification and drawing of sample.	-do-	-do-
6.	Preparation of inspection report as per format.	-do-	-do-
7.	Submission of Inspection Report and sample. F/Pur/02/01	-do-	-do-

  Approved By	Format for pre-delivery/post delivery inspection report	Doc No.: F/Pur/02/01 Issue No. 02 Page No. 1 of 6 Page Ref. No 00 Effective Date: 10-06-2018
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**A) For certification, packing and treatment material.
(TO BE USED SEPARATELY FOR EACH ITEM)**

1. Date of Inspection :

- (1) Name & designation of Inspecting officials :

3. Name & address of the supplier :

4. Purchase order No. & date :

5. Specification of material specified in the PO:
_____ :
 - i) **Packing Material:**
 - a) Item (kind of material) :

 - b) Size :

 - c) Printing-two/four colour
 - d) Stitching :
_____ :
Single/Double
Inside/Outside
 - a) NSC Emblem
 - ii) **Treatment material:**
 - a) Name of chemical :

 - b) Type of packing and packing size :

  Approved By	Format for pre-delivery/post delivery inspection report	Doc No.: F/Pur/02/01 Issue No. 02 Page No. 2 of 6 Page Ref. No 00 Effective Date: 10-06-2018
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iii) Certification material:

- a) Size
- b) Colour
- c) S.No.

Particulars of material inspected :

a) Kind _____ :

b) Size _____ :

c) Total qty. to be supplied _____ :

d) Qty. offered for inspection _____ :

e) GR No. & dt. _____ :

Observation _____ :

a) Item (kind of material) _____ :

b) Size _____ :

i) 10 samples measurement Length x Width (cms):

ii) Sample drawn atleast from 10-15 treatment material container of each batch:

(in case of treatment material 2 nos. sealed samples, minimum 500 gms from each batch should be provided to H.O.) _____ :

c) Quality of material _____ :

d) Printing colour/design _____ :

e) Stitching _____ :

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9. Quantity if rejected (reason for rejection may be given)

Signature of supplier of his Authorised official representative

1. Signature of Inspecting officials representative

Name _____

Designation _____

Date _____

Location _____

2. Signature of Inspecting Officials representative

Name _____

Designation _____

Date _____

Location _____

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B) FOR EQUIPMENT

Supplier's Name & Address _____ NSC Purchase order No.----- dt. -----

_____ Place of Inspection:

_____ Date of Inspection:

_____ Meant for NSC:

S. No.	Description of the item	Drg No.	Date of Offering for inspection	Date of delivery as per delivery schedule	No. of Pcs. offered for inspection	No. of Pcs. accepted	No. of Pcs. rejected	Total No. accepted	Test certificate /supplier inspection record	Remarks



1. Material used and process accepted in manufacturing of the items are as per relevant drawing/specifications mentioned in the order.
2. The equipment listed above is accepted with the guarantee as stipulated in the order.
3. The inspection certificate does not absolve the supplier/manufacturer from any of his responsibilities under the contract/supply order, particularly in respect of the following items:
 - a) For the correct supply of materials regarding quantity and quality as specified in the order.
 - b) For the supply of entire ordered quantity.
 - c) Of the material to be in complete conformity to the inspected material and
 - d) For the replacement of equipments free of cost, if they don't give the specified performance as per accepted specifications/performance characteristics/manufacturers test certificates when in operation.

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4. The inspection of materials are without prejudice to the terms and condition of contract and in case of materials offered after the expiry of delivery period/extn.of delivery the materials if passed will be provisional reserving our right to levy/L/D in addition to other remedial measures given in the contract.

Item of S.No. _____ listed above inspected and cleared for dispatch
 Total No. of items inspected _____
 Signature of Inspector _____
 Name _____
 Designation _____
 Date _____

Name, address &
 Signature of the
 Representative of
 The supplier

	<p>Quality Plan for Inspection of Procured certification material.</p>	<p>Doc. No. QP/Pur/02 Issue No. 02 Page: 01 of 02 Page Rev. No.: 00 Effective Date: 10-06-2018</p>
<p>Approved by: </p>		

S.No	Activity	Control Parameters	Control exercised & responsibilities	Responsibility of Review/ Monitoring	Freq. of monitoring & records, if any.	Remarks
1&3	Receipt of Inspection Schedule	Enclosures in Inspection Call	<ul style="list-style-type: none"> ❖ The following shall be sent alongwith inspection cell: ❖ P.O. and specification. ❖ Inspection schedule. ❖ Inspection call from manufacturers/suppliers. ❖ Date and time of inspection as per delivery requirement. ❖ Approved sample. 	Head of QC/Inspecting Officer	As and when the inspection call is received.	
5	Conduct of Inspection	Verification of quantity sampling, test.	<ul style="list-style-type: none"> ❖ The quantity available shall be as per quantity offered by the supplier. ❖ As per IS: 2500 (Part 1), GII,AQL 2.5 ❖ Packing Material- visual, dimension and weight as per approved sample and IS standard. ❖ Drawing of sample for sending to outside lab for testing. ❖ Label- visual, dimensional as per approved CIS standard. ❖ Drawing of sample for sending to 	Inspection team.	As and when inspection call is received.	

 <p>Approved by: </p>	<p>Quality Plan for Inspection of Procured certification material.</p>	<p>Doc. No. QP/Pur/02 Issue No. 02 Page: 02 of 02 Page Rev. No.: 00 Effective Date: 10-06-2018</p>
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		<p>Drawing and sealing of sample.</p>	<p>outside lab for testing</p> <ul style="list-style-type: none"> ❖ Chemical- Drawing of sample for sending to outside lab for testing as per standard. ❖ 3 samples are drawn which sealed and signed by NSC and supplier. ❖ One sample is retained by supplier. ❖ Other two samples are kept with NSC (one at RO and one with purchase). 		
6.	Preparation of report.	Format signature.	<ul style="list-style-type: none"> ❖ Report shall be prepared in standard format. ❖ Authorized representative of supplier and NSC shall sign the report. 	Inspection team	RM/Head of QC
7.	Submission of Inspection Report	Time	<ul style="list-style-type: none"> ❖ The inspection report shall be submitted to Purchase within 2 working days 	-do-	-do-