

**THE PROVINCIAL EMPLOYEES SOCIAL SOCIETY
(PROCUREMENT OF SUPPLIES AND PROPERTY)
REGULATIONS, 1967**

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1. Title and commencement : (1) These regulations may be called the Provincial Employees' Social Security (Procurement of Supplies and Property) Regulations, 1967.

(2) They shall come into force at once.

2. Definitions : In these regulation, 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 supplies to be purchased by the Institution is likely to amount to rupees five thousand or over. Purchase shall be by the method of tender.

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 Head of the Finance and Accounts Department of the Institution, and one other member to be nominated by the Commissioner in relation to the type of supplies to be purchased. In the unavoidable absence of any member the Commissioner shall appointed a representative to act in his place :

Provided that where purchases of medicines are involved the Purchasing Committee shall be headed by the Medical Advisor of the Institution and may include employers and employees representative of the Governing Body of the Institution, and such other persons, belonging to the medical profession, as the Commissioner may deem fit.

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

(i) Insert, in at least two newspapers which have wide circulation in West Pakistan–

(a) an announcement of the supplies to be purchased:

(b) a general invitation to suppliers to apply to the Institution for forms of tender ;

(c) a statement of the last date for the receipt of tenders;

- (d) a statement of the time and place of the meeting of the purchasing Committee at which tenders shall be opened, which shall be after the date referred to at (iii) below; and
- (e) an invitation to tenders to attend such meeting.
- (ii) Prepare the conditions of tender, which shall include a provision that tenders shall be submitted on the form or forms of tender referred to at (i) (b) above and shall be sent to the institution in a sealed envelope marked prominently on the outside "Tender No. _____ for _____ last date for receipt of tenders _____":
- ¹ [(iii) Fix the date by which tenders must be submitted, which shall not be less than seven days (where the amount involved in purchases is upto Rs. 25,000) and not less than 21 days (where the amount involved in purchases exceeds Rs. 25,000) from the date of announcement referred to at (i) (a) above];
- (vi) Open the tender, at the meeting of the Purchasing Committee intimated at (i) (d) above, in the presence of each of the members of the Committee and such of the tenders as accept the invitation referred to at (i) (e) above; and
- (v) Examine the tenders and recommend to the Commissioner acceptance of the advantageous offer.

6. Contract for the purchase of the goods shall thereupon be entered into on behalf of the Institution and such contract may cover a specified period in such a way that the Institution may issue partial supply orders from time to time in order to spread the supply over the said period.

²[**7.** Purchase below Rs. 5,000 : Where in opinion of the Chairman of the Purchasing Committee, the cost of supplies to be purchased is likely to be less than rupees five thousand of, where irrespective of the cost, there are likely to be few supplies because the supplies are sold under a brand name or trade-mark, the Purchasing Committee may restrict invitations to tender not fewer than three suppliers be selected by them; the procedure laid down in Regulations 5 and 6 above shall be followed in all other aspects :

Provided that purchase costing not more than rupees fifty may be without reference to the Purchasing Committee, out of petty cash:

Provided further that total purchases in a month by the Purchasing Committee without inviting tenders will not be more than Rs. 5,000].

8. Splitting Tenders : Supplies required shall not, with a view to avoiding the limits laid down in regulations 3 and 7, be announced under regulation 5 (i) (a) in

¹ Regulation 5 (iii) subs. SS.Admn-20/1/71-74.Pt. III-4058 of 24th December, 1976

² Regulation 7 subs. SS-1 28/77-Regulations 7644, April 17, 1978.

two or more parts, or at two or more times, nor shall be invitation to tender be otherwise split.

9. Medical Supplies : No Medicines not included in the Schedule of Pharmaceutical Supplies referred to in regulation 10 of the Provincial Employees' Social Security (Medical Practitioner and Medical Boards Appointment and Functions) Regulations 1967, shall be purchased, except with the authority of the Medical Advisor and the Commissioner.

10. Renting or acquisition of Immovable property : Where provision is included in the budget for the year as approved or demand to have been approved by Government for the renting or acquisition of immovable property the Purchasing Committee shall inspect suitable properties and shall negotiate the rent or purchase price, as the case may be :

Provided that where the property is situated outside Karachi, the Purchasing Committee may delegate to the Director of Local Office of the Institution the above mentioned duties subject to such conditions and limitations as may seem to them to be desirable.

11. Disposal of Supplies or Immovable Property : (1) Tenders for the sale of any supplies or immovable property not required or no longer and the procedure provided in regulation 6 shall be applied, mutatis mutandis to such sale :

Provided where, in the opinion of the Chairman of the Purchasing Committee, the proceeds of any such sale :

Provided where, in the opinion of the Chairman of the Purchasing Committee, the proceeds of any such sale are likely to be less than rupees two thousand but more than rupees twenty five the Purchasing Committee may restrict invitations to tender not fewer than three purchases to be selected by them, and that where, in the opinion of the said Chairman, the proceeds are not likely to be more than rupees twenty-five the Purchasing Committee may without inviting tenders, recommend the acceptance of any reasonable offer that may be received.

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