# Lecture 10

Indenting Procedure



All the requirements of different sections of a department are sent to the head of the department, who is usually the indenting officer or he can appoint indenting officer to prepare the indent. While preparing an indent, the prescribed performa should be filled and dually signed by the indenting officer. The indent should be submitted in quadruplicate and should be filled completely. Incomplete or defective indents are returned back by the senior purchase officer. The following points should be considered before filling of an indent form:

# Availability of Funds

The indenting officer should ensure that sufficient funds are present, duely sanctioned by the competent authority to meet the cost, fright and other expenses in respect of the indented requirements.

# Last Date of Submission

The indents must be placed by 30th August or earlier of a year.

# Technical Specifications

The nomenclature of the stores, covered by the indent, should be complete and strictly according to the technical description shown in the drawing and specifications. In case where the specifications, drawing or other particulars related to the requirement are not available, it should be mentioned in the indent.

# Estimated Costs of Stores

Last purchase rates and estimated cost of the stores must be given which should be as realistic as possible and should be based on the current market price.

# Last Purchase Rate

A reference should be made to the previous supply order if the same store is required again.

# Proprietary Article

In case of proprietary article, alternatives, if any acceptable, should be mentioned.

# Separate Indents for Different Stores

Separate indents should be prepared for different categories of stores.

# Requirement Date

Specific dates by which stores are required should be indicated clearly. Sample of Items

In case of supply of a trade item, a sample should be furnished to guide a supply.

Time Schedule for Processing of an Indent

|  |  |  |
| --- | --- | --- |
| **Target date of receipt of indent in** |  | **August 31st** |
| **the office of Chief Purchase Officer.** |  |
| *i* |  |
| **Reference to Senior Technical** |  | **Two days** |
| **Officer** |  |
| *I* |  |
| **Time schedule for Scrutiny of** |  |
| **Specification of indent by the Senior Technical Officer and** |  | **Four to seven** |
|  | **days** |
| **return of the indent to the** |  |
|  |
| **Senior Purchase Officer.** |  |
| i |  |
| **Period to be taken for deciding the mode of purchase and** |  | **Four to nine days** |
| **issuance of tender enquiry by the Senior Purchase Officer.** |  |
| *i* |  |
| **Opening of Tender & preparation** |  | **Two to four** |
| **of comparative statement** |  | **days** |
| i |  |
| **Technical Scrutiny of offers** |  | **Seven to ten** |
| **by Senior Technical Officer** |  | **days** |
| *t* |  |
| **Formulation of Purchase** |  | **Three to seven** |
| **Proposal** |  | **days** |
| J |  |
| **Concurrence of purchase proposal by finance department where necessary** |  | **Seven days** |
|  |
| 4 |  |
| **Issue of advance and final contract** |  | **Seven days** |

(Source Purchase Manual)

Responsibilities of Purchasing Officers

# Chief Purchase Officer Administrative Secretaries to Government.

# Responsibilities

Act as purchasing and inspection agency.

Prevent as far as possible, purchase of stores from outside Pakistan if suitable quality of items are available with in the country.

Arrange laboratory tests and analysis.

Ensure specifications are generalized and standardized. Principal Purchase Officer

# Additional Chief Secretaries.

**Responsibilities**

Responsible for performance of all the functions mentioned above in respect of stores common to all departments.

# Senior Officer Technical

Any senior officer of the department.

**Responsibilities**

Vetting of specifications given in the indent.

Technical scrutiny of the offer.

Inspection of the store when required.

# Technical Officers

As many officers of department as considered necessary by senior technical officer for his assistance.

# Senior Purchase Officer

Any senior officer of the department appointed by chief purchase officer.

**Responsibilities**

To keep proper and updated record of all indents.

Items of similar nature demanded through various indents are grouped to enable bulk purchase to avoid duplication of advertisement cost.

To check that all particulars/specifications of a tender enquiry given in the indents are complete.

Continuously update the indent progress sheet.

Keep a close watch on indent register to watch the progress of indents.

# Purchase Officers

As many officers of the departments as considered necessary by the senior purchase officer for his assistance.