

No. PCM - 399/2008

Forest Headquarters,
Thiruvananthapuram.
Dated : 08/05/2008.

CIRCULAR NO.04/2008

Sub: Procurement of Computers and Accessories, Laptops, Computer Software, Uninterrupted Power Supply systems, Photocopiers, Global Positioning Systems and other Electronic Equipments - Streamlining - Regarding

Ref: Discussion No. 03 of the CCFs' Council of 26-03-2006

- 1) The procedure followed during the period of implementation of Kerala Forestry Project for centralised procurement of equipment required for the various Offices of the Department is seen discontinued after the project, and procurement of equipment at local level is also being presently resorted to. This has, however, been found to be disadvantageous to the Department as a whole, as equipments are seen procured without due regard to its configuration, quality, price and proper arrangements for its effective after sales services.
- 2) It is in the interest of the Department to ensure proper standardisation of all equipment procured for use in all its Offices. Equipments are also required to be procured at the minimum possible cost. Further, an effective after sales service for the lifetime of the equipment, by way of warranty and AMC thereafter, at minimum possible cost, has also to be ensured at the time of purchase itself. If tenders are invited for lifetime cost, ie cost of equipments and of AMC after warranty period, the total cost remains low, owing to competition among prospective suppliers. A reasonable downtime penalty for the period during which the procured equipments remain unserviceable has also to be decided upon and fixed.
- 3) It is felt that all the aforesaid factors could be taken care of, if the requirement of equipments of the various Offices of the Department are pooled centrally and purchase of equipment is done centrally after deciding upon the necessity and legitimacy of the requests made. This procedure is in accordance with the provisions of Stores Purchase Manual.
- 4) The CCFs' Council, in its meeting held on 26-03-2008 has also decided to adopt centralised procurement of equipment for life time cost in place of localised procurement. Therefore the following directions are issued in this regard.
 - a) Computers and Accessories, Laptops, Computer Software, UPS Systems, Photocopiers, Camera, Binoculars, Total Stations and Global Positioning Systems shall be procured centrally at Forest Headquarters by strictly observing all rules related thereto and considering lifetime cost as mentioned in para (2).
 - b) The Offices which require the aforesaid equipments shall intimate their requirement of the above equipments together with suggested specification, if any, and fund availability, before the end of July every year, to the authority to whom this responsibility is entrusted with, from time to time. At present, the Officer designated for the procurement of the aforesaid equipments shall be the Chief Conservator of Forests (FMIS).
 - c) Local procurement of the aforesaid equipments by Assistant Conservators of Forests, Divisional Forest Officers and Conservators of Forests shall be discontinued forthwith.

This arrangement shall come into force with effect from 01st April 2008.



Principal Chief Conservator of Forests