

The Supply Division
other Divisions in the
Logistics Services Division
Navy and Air Force
Defense science and
for technology transfer
well as the Defense
for possible in countries

FUNCTION

The Supply Division
nine sections and
in catering to the
Forces. Its main
procurement process

- Market Research
- Source Enquiry
- Evaluation
- Tender Process
- Contract Process
- Inspection
- Post Contract

PROCUREMENT

The Supply Division
procurement in
necessary arrangements
of goods to meet
the users the
middleman/manufacturer
process being
Linkages and
the process

1. Backward
 - a. The
limited
then the
the final
for inclusion
annual
 - b. Final
scrutinized
after the
approval
of final
 - c. After
the final

would be issued to the user for
approval

d. Upon approval, the user would
forward the requisition to the
Supply Division for procurement
action.

2. Forward Linkages

a. After having initiated the
contract, the user department is
then authorized to raise orders or
receive deliveries.

b. The contractor/supplier, upon
receipt of order, would commence
delivery action.

c. The Technical Inspectorate
Branch/Departmental concerned
would carry out technical inspection
of the delivery in accordance
with specifications.

d. Deliveries, which meet the technical
requirements, should be delivered to
the stores.

e. Contractors should then forward
bills to Finance Division for
payment.

METHODS OF PROCUREMENT

The methods generally provided are --

1. Casual Purchase -- for any item or
class of related items whose annual
aggregate expenditure does not exceed
10,000 rupees. Orders are normally sent
to a few selected reliable suppliers.
Power to purchase is delegated to users.

2. Quotation -- for any item or class
of related items whose annual aggregate
expenditure exceeds 10,000 rupees but
not 50,000 rupees. A minimum of five
suppliers are invited to quote.

3. Tender -- for any item or class of
related items whose annual aggregate
expenditure exceeds 50,000
rupees. Requests for quotation are
for a fixed period. In the case of
international tenders, the Foreign
Purchase Commission, New Delhi,
Commissioner.