

**PROCEEDING OF THE COMMISSIONER & DIRECTOR OF THE SCHOOL EDUCATION
AND EX-OFFICIO PROJECT DIRECTOR, RMSA, A.P., HYDERABAD.**

Procg.Rc.No:225/B1/Model Schools/RMSA/2013, Dated: 04.11.2013

Sub: RMSA - Model Schools – Guidelines for Purchase of Lab Equipment in Model Schools during 2013-14 - Orders issued-Reg.

Read: Note orders of C & DSE and Ex-Officio Project Director, RMSA,A.P.,Hyderabad, Dated: 23.09.2013.

All the Principals of Model Schools are here by informed that it is for the first time to establish the Science Laboratories in Model Schools. Hence, All the Principals have to make purchase of lab equipment at school level through the committee. The list of equipment in all Branches of Science is communicated herewith:

- 1) They should constitute the Lab Equipment purchase committee with the following members.
 - i. Principal of Govt. Jr. College - Member
(from the same Mandal or nearby Mandal) - Members
 - ii. Jr. Lecturers & PGT Model Schools
1. Govt. Jr. College Science Lecturers(2)
2. PGT of Model Schools of concerned subjects(4)
 - iii. Principal, Model School concerned - Member convener

The committee should take up & complete the work of establishing four (4) Labs in the school i.e., Botany, Zoology, Physics and Chemistry in transparency. The earmarked budget is Rs.2.00 lakhs for four labs.

2. The committee shall meet immediately and assess accommodation status and do needful as a preparatory measure to install the labs conveniently.
3. The committee may find at least three or more organizations which can supply the scientific materials for lab installation and obtain the quotations in sealed covers in a fixed time schedule by calling for tenders of the lab items to be purchased. 10% of Amount is to be collected as EMD in DD shape be obtained from the firms.
4. The firms should submit the certificate of their Registration, latest I.T clearance & Sales Tax before submission of quotation. Then only it will be treated as valid quotation.
5. Only standard brand equipment should be procured by taking the samples from each organization.

6. A date may be fixed to open the tenders and the date may be intimated to all the members in advance. Tenders are to be opened in front of all the members present and lowest quotation should be accepted on priority of quality and brand of each item of equipment.
7. After confirming the quality of each item, the prices may be negotiated and settled on the lowest quotations. There should not be any compromise in the quality of the material.
8. L1,L2 & L3 of all firms that gave the quotations should be recorded in a comparative statement .(L1-Lowest one, L2-Lowest two, L3-Lowest three)
9. On comparison and quality of the material the lowest quotation (L1) should be accepted and ordered.
10. The rates finalized shall not exceed the MRP price including all taxes with free of cost delivery at school point.
11. Fix the time for supply of materials in time by the organization and after receiving the ordered equipment in safe condition, the EMD and payment of cost has to be released in the shape of crossed cheque(in the name of the firm only).
12. The entire process should be made a "file" and preserved for future audit purpose.
13. The sales Tax and Income tax payable by the suppliers are to be deducted as per approved rates paid by the Principals to the concerned Department under copy to the suppliers.
14. Photographs should be taken three times. Photos of the existing situation in the labs should be taken first. Then photographs should be taken after installation with stock entry numbers.
15. Boards should be affixed or painted on' walls indicating the name of the laboratory, i.e., Physics Laboratory or Chemistry Laboratory, etc.
16. No scope should be given for complaints about irregularities in purchases. Any irregularity will be viewed very seriously & necessary disciplinary action will be taken. Wastage of funds should not be done under any circumstance as it is difficult to get funds frequently for this purpose.
17. All purchases shall be made by crossed cheque payments only.
18. Transparency in procurement of lab equipment is very important.
19. The Principal and other members of the committee are fully responsible for the quality of the material received till the life (prescribed) of the item.
20. No advance should be paid to firms before supply of material.

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21. The savings of the amounts in the budget i.e., 2 lakhs, may be utilized for purchase of Sports & Games equipment. The purchases cost cannot be exceeded the budget of Rs.2.00 lakhs under any circumstances. This amount will be released to the Principals.
22. The entire up gradation programme should be completed in 60 days i.e., positively by 1st November, 2013. All Principals should submit the following by 1st November, 2013:
 - i. Utilization certificate
 - ii. Photographs
 - iii. A detailed report on the actual work done

The action taken report should be submitted as per scheduled.
The receipt of this proceeding should be acknowledged.

Sd/- (Dr.G.Vani Mohan, IAS,
The Commissioner & Director of the School Education
and Ex-Officio Project Director, RMSA, A.P., Hyderabad.

To

All the Principals of Model Schools in the State.

Copy to the District Educational Officers in the State (Except West Godavari & Hyderabad).

Copy to District Collectors in the State (Except West Godavari & Hyderabad).

Copy the Accounts Officer of Model Schools for necessary action.

Copy to Administrative Section of Model Schools for information.

Copy submitted to the Principal Secretary to Govt.(Secondary Education) for kind information.