

PURCHASE SECTION

From May 2017, the post of Sr.DMM has been in operation with enhanced purchase power which has significantly increased the number of purchases both in terms of volume and value. All Purchase activities are done online through **IREPS** (Indian Railways e-Procurement System) and **GeM** (Government e Marketplace) portal which have significantly enhanced transparency and accountability and won the trust of both the Executives and suppliers. All documents are digitally signed and thereby enhancing authenticity and security.

The Purchase section working under the overall supervision and control of Senior DMM plans to procure various items against non-stock demands placed by Executive departments of the Trivandrum division. All proceedings up to the release of Purchase Order (PO) related to all indents valued above Rs 5 lakhs are dealt directly by Senior DMM. All indents valued less than Rs 5 lakhs are handled by Assistant Materials Manager (AMM).

A team of Office Superintendents (OS) under the supervision of Chief OS assists both AMM and Senior DMM works to Purchasing of material in the most speedier, efficient and transparent manner.

The steps involved in generation of Purchase Order are summarized below

- ❖ Receipt of online Indents placed by consignee in Purchase section
- ❖ Scrutinizing of received Indents
- ❖ Registration of Demands after scrutiny
- ❖ Preparation of Purchase Proposal
- ❖ Preparation of NIT (Notice Inviting Tender) & publishing of tender in IREPS/GeM
- ❖ Opening of the tender as scheduled
- ❖ Technical scrutiny of offers by the Executive
- ❖ Publishing of LOA (Letter of Acceptance)
- ❖ Releasing of Purchase Order (PO)
- ❖ Issuing modification to PO, refund of SD after successful execution of contract.

The executive departments are grouped into sub sections and handled by each OS for procuring goods.

Various sub sections are

- ✓ Indent scrutinization and Demand registration
- ✓ Mechanical, Signal & Telecommunication and Divisional Security
- ✓ Engineering, Electrical, Medical and Commercial
- ✓ TRD, OP, Personnel, RRB and Accounts
- ✓ GeM Goods & Services
- ✓ Tapal and Dispatch

As per the latest Railway Board order only those GeM services common in nature with approval of DRM is dealt by stores department.

1) PURCHASE THROUGH IREPS

The table below shows the comparative performance during the past years on purchases done directly through IREPS web portal.

Year	2019-2020	2020-2021*	2021-2022
No of IREPS POs released	1615	594	632
Value (Rs in Crs)	27.76	13.81	14.58

* Less number of POs issued is due to reduction in activities on account of Covid 19 pandemic

2) PURCHASE THROUGH GeM

Purchase through GeM (Government e Marketplace), a novel experience both for the buyer and consignee, is gaining wider acceptance in view of the limited time for placing the order and faster compliance rate. GeM being a better search engine will further enhance the efficiency and reliability.

Both Goods and Services are available in GeM. The concerned Office Superintendents looking after the procurement through IREPS are also looking after the respective GeM bidding and post bidding related activities.

Various GeM services like car hiring, station cleaning, Goods Transportation were earlier dealt by stores department. Now only those GeM services that are common to departments and with approval of DRM are dealt by stores branch.

The table below shows the comparative performance done through GeM during the past years.

Year	2019-2020	2020-2021*	2021-2022
No of GeM contract orders released	354	161	274
Value (Rs in Crs)	3.15	1.22	2.14

* Less number of contract orders issued due to reduction in activities on account of Covid 19 pandemic

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