

JAIPUR METRO

**Jaipur Metro Rail Corporation Ltd.**

Admin Building, Metro Depot, Bhrigu Path, Mansarovar, Jaipur-302020

CIN: U60221RJ2010SGC030630

Tel.: 0141-2822210; Fax: 0141- 2822211

Website: [www.jaipurmetrorail.in](http://www.jaipurmetrorail.in); email: [df@jaipurmetrorail.in](mailto:df@jaipurmetrorail.in)



F.2 (401)JMRC/FIN/Misc Tasks/339

Dated:- 20/8/2020

**CIRCULAR**

**Subject: Preparation of Procurement Plan by each Procuring entity of JMRC.**

Procurement is an important function of a PSU. We procure to fulfil the objectives of our organisation. Timely & efficient procurement will not only enhance our service delivery standards but it will also help us in bringing down the costs involved.


The Rajasthan Transparency in Public Procurement Act, 2012 (Act No. 21 of 2012) & Rules, 2013 have a mandatory provision of preparing a Procurement Plan (PP) by every procuring entity. Rule-7 of these rules prescribes that procurement plan for each of the item of goods, works or services to be procured during the year, shall be made.

For preparing this plan the PEs shall use inputs received for each item from all sections/officers under them. All probable needs for whole year should become part of it.

Hence, all PEs of the Jaipur Metro Rail Corporation are hereby directed to prepare a PP every year as per Rule 7 of RTPPR. For current year, a PP for remaining months shall be made. All whole time directors shall ensure compliance for their respective directorates.

Action taken as above shall be acknowledged to Finance Directorate. A suggestive format of PP is enclosed.

Encl:- Format of PP

  
(Bhaskar A. Sawant)  
CMD, JMRC

Copy to:-

1. PS to CMD, JMRC
2. All Whole-time Directors, JMRC
3. All Executive Directors, JMRC
4. All General Managers, JMRC
5. All Joint/Deputy General Managers / PEs of, JMRC
- ✓ 6. Nodal Officer IT Cell, to upload this circular on JMRC website under 'Circular – Finance Directorate' tab.
7. Guard File

  
Director (Finance)

Version:.....  
Year: 2020-21

### Procurement Plan (PP) (refer R-7 of RTPPR)

Name of the PE : -----

S. N.	Subject Matter of Procurement	G/W/S	Estimated Value In Rs.	Quantity	Bud. Head	Item No. of Sop	Procurement Method	Time Lines to Bid Process (Dates)			Remarks
								NIB	Evaluation	W.O.	

- Note :
1. If required , PP can be devided into 3 subparts for G/W/S (Goods/works/services).
  2. Addl. Columns can be added as per requirement.
  3. Any PP can't be a final plan as it is prepared in advance & should be revised as per actual developments ( eg. change is need, funds, budget head, method etc.)

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