

My No: DI/CTPT/CT/Circulars/004/2023

Contract Branch,  
Irrigation Department,  
Colombo 07.



2023-02-06

**Director of Irrigation (ICT & GIS)**

**Sub: Request to Publish Department Circular 01/2023 in the Departmental Website**

**Ref: Procurement Guideline – Department Circular 01/2023**

**Repairs to Motor Vehicles, Machinery, Gates and Equipment**  
**Procurement of Goods and Services to Mechanical Workshops**

Please be kind enough to publish the attached department circular 01/2023 in the Departmental website.

*Ampdegum*  
Eng. A.N.P. De Zoysa

**Director of Irrigation (Contract & Procurement)**

*M50-ICT-02*

*please publish in website.*

*Received*  
*DI-ICT/SAIS.*  
*2023-02-09*

My No: DI/CTPT/CT/Circulars/04/2023  
Contract Branch,  
Irrigation Department,  
Colombo 07.  
09/01/2023

To All,  
Addl. DGII / CFO / Addl. DG (Admin.)  
DII (HO / Regional / Zonal / ITI) / DMM  
PDD / CEE / CREE / CEE (Mechanical)  
Chief Accountants  
DIEE / MEE / REE

**Procurement Guideline**  
**Repairs to Motor Vehicles, Machinery, Gates and Equipment**  
**Procurement of Goods and Services to Mechanical Workshops**

**1.0 Objective of the Circular 01/2023**

These Circular Instructions are prepared to cater the current requirement of the Irrigation Department. It is based on the Procurement Guideline 2006 and the Procurement Manual 2006 issued by the National Procurement Agency and its Supplements. The Department Circular No. 04/2020 and subsequent amendments made to it on this matter are repealed with this Circular Instructions.

**2.0 General**

2.1 The workshop facilities of the Irrigation Department shall be fully utilized to fabricate Gates, mechanical Structures and repairs the machinery, vehicles, Gates and equipment in the Department as per provisions of FR 785. However in the case of,

- Facilities for effecting all such repairs from the Departmental Main / Unit workshops are inadequate as at present
- An additional expenditure has to be incurred for sending vehicles, machinery and equipment to workshops in connection with minor repairs.
- Certain repairs have to be done without delay

Under mentioned alternative methods shall be adopted.

2.2 Whatever the method used, the Total Cost Estimates (TCE) for fabricate Gates, mechanical Structures and repairs of machinery, equipment, vehicles or Gates inclusive of all expenses in connection with the fabricate Gates, mechanical Structures and repairs such as spare parts, materials and labour shall be approved by DIE / RE / ME (Workshop In charge / Head Office) / CEM / CRE / PD / DI (Regional / Zonal) / DM / DGI before commencing procurement procedure to effect repairs.



**3.0 Limits of Approving and Sanctioning of Total Cost Estimates (TCE) of Works for GOSL& foreign funded projects.**

TCE shall be approved and sanctioned by under mentioned authorized officers, before commencing work.

3.1 Fabrication of Radial Gates, Sluice Gates, Electro Mechanical Structures, improving Mechanical Structures and Repairs to Machinery & Vehicles.

Director General of Irrigation, Approving and Sanctioning - up to Rs. 100.0 million

*The following category of officers are authorized only to approve the TCE, subject to sanctioning by the respective authorized DI/DM(HQ&S).*

- A. Fabrication of Radial Gates, Sluice Gates, Electro Mechanical Structures and improving Mechanical Structures
- |      |                         |                          |
|------|-------------------------|--------------------------|
| I.   | DM                      | - up to Rs. 20.0 million |
| II.  | CEM                     | - up to Rs. 2.0 million  |
| III. | ME (Workshop In charge) | - up to Rs. 200,000.00   |
- B. Repairs to Plants Machinery and Equipment (Except the repairs through Local Agent)
- |      |                         |                         |
|------|-------------------------|-------------------------|
| I.   | DM                      | - up to Rs. 5.0 million |
| II.  | CEM                     | - up to Rs. 1.0 million |
| III. | ME (Workshop In charge) | - up to Rs. 300,000.00  |
- C. Repairs to Vehicles (Except the repairs through Local Agent)
- |      |                         |                         |
|------|-------------------------|-------------------------|
| I.   | DM                      | - up to Rs. 2,5 million |
| II.  | CEM                     | - up to Rs. 500,000.00  |
| III. | ME (Workshop In charge) | - up to Rs. 200,000.00  |

**4. Procedures of approval of TCE for Effecting Repairs to Motor Vehicles and other Equipment.**

4.1 Repairs shall be made at,

- Departmental Main / Unit Work Shops in accordance with the specified reasons above 2.1
- With the consent by DM/CEM / ME (Workshop In charge) Local Accredited Agent of the Manufacture,
- Registered Garages following competitive procurement procedure;

**5. Approving limits of TCE for GOSL & foreign funded projects for Repairs to motor Vehicles (and other equipment) through Local Agent.**

5.1 The maximum limit to DGI for the TCE of repairs is Rs.500,000.00. An approval shall be obtained from the secretary to the Ministry all TCE of repairs costing over Rs.500,000.00 before commencing the repair works.

As per the clause 9.3.1(b) of NPA Procurement Guideline – 2006, above authority has been delegated as follows.

|      |                         |   |                      |
|------|-------------------------|---|----------------------|
| i.   | DM                      | - | up to Rs. 500,000.00 |
| ii.  | CE(Mechanical)          | - | up to Rs. 400,000.00 |
| iii. | ME (Workshop In charge) | - | up to Rs. 100,000.00 |

#### **6. Procurement Committees and Technical Evaluation Committees (PCs and TECs)**

PCs and TECs are responsible for carrying out the **Procuring Process according to the NPA Guidelines and the Manual and subsequent amendments to it**. Members of PCs and TECs shall give priority to the work in the committees over their routine works.

The PCs shall ensure that the funds are available for the procurement actions, review and agree with the TEC upon the procurement time schedule and the type and nature of bidding and contract documents to be used, and review the evaluation report and recommendation of TEC and make determination/recommendation in accordance with the Procurement Guideline 8.1

**(Refer Procurement Guideline 2.4 & 2.5, Manual 2.4)**

The TEC shall assist the PCs to review and approve the draft bidding documents, specifications, etc to ensure the completeness and correctness as well as to assist PCs in evaluating Bids received and giving the recommendations for final determinations.

The Chairperson of the TEC or his/her nominee selected from among the TEC members can participate if necessary as non member to make clarifications.

**(Refer Procurement Guideline 2.4 & 2.6, Manual 2.4)**

#### **6.1 Composition of Procurement Committees**

##### **6.1.1 Composition of Departmental Procurement Committees (DPC)**

Please refer Clause 3.1.1 of Department Circular 03/2020 issued on 22-10-2020.

##### **6.1.2 Composition of DI (Regional / Zonal), Director (ITI), DI (WG & BS) DI (Hydraulics / Hydrology / Eng. Geology / Eng. Materials) Director (Land Use)'s Procurement Committee / Project Procurement Committee (PPC)**

Please refer Clause 3.1.3, 3.1.4, 3.1.5, 3.1.6 of Department Circular 03/2020 issued on 22-10-2020.

##### **6.1.3. Composition of DM's Procurement Committee (DMPC)**

- 1) The Director Mechanical as Chairperson.
- 2) ME/Accountant as Member.\*
- 3) Staff Grade Officer from other Department / Government Agency, who is knowledgeable on Government Procurement Procedure.

*\* The second member of DMPC shall act as the Secretary to DMPC.*

##### **6.1.4 Composition of Divisional Procurement Committees (DivPC)**

Please refer Clause 3.1.8 of Department Circular 03/2020 issued on 22-10-2020.

##### **6.1.5. Composition of Mechanical Workshop Procurement Committee (MWPC)**

- 1) The Mechanical Engineer who is in charge of the workshop as Chairperson.
- 2) ME/Add.ME/DA/Mechanical Forman as Member.\*
- 3) Staff Grade Officer from other Department / Government Agency, who is knowledgeable on Government Procurement Procedure.

*\* The second member of MWPC shall act as the Secretary to MWPC.*

## 6.2 Authority of appointing Procurement Committees

As per the clause 2.7.7 of NPA Procurement Guideline 2006, above Procurement Committees (except DPC) shall be appointed by the DGI.

## 7.0 Technical Evaluation Committees (TECs)

### 7.1 TEC for DPC for Head Office.

Please refer Clause 4.1 of Department Circular 03/2020 issued on 22-10-2020.

### 7.2 TEC for RPC, ZPC ,PPC and ITI PC

Please refer Clause 4.2 of Department Circular 03/2020 issued on 22-10-2020.

### 7.3 TEC for Specialized Services Branches PC (SSB PC)/ TEC for DI(WG & BS)'s PC

Please refer Clause 4.3 of Department Circular 03/2020 issued on 22-10-2020.

### 7.4 TEC for Director Mechanical's Procurement Committee(DMPC)

The TEC for DMPC shall be appointed by the respective DM comprising three. Composition of the committee is Chief Engineer(Mechanical)Mechanical Engineer (Nonmember of DMPC)/Irrigation Engineer/Divisional Assistant/ Engineering Assistant/ Mechanical Forman/ Technical Aid. One Officer shall be a subject specialist and one other shall have sufficient knowledge on procurement procedures. *(None of the officer shall act as member of both DMPC and it's TEC)*

### 7.5 TEC for Divisional PC (Div PC)

Please refer Clause 4.4 of Department Circular 03/2020 issued on 22-10-2020.

### 7.6 TEC for Mechanical Workshop Procurement Committee(MWPC)

Mechanical Engineer who is in charge of workshop shall nominate the TEC for evaluation of bids/Quotations of procurement for which the limits comes under his purview and approved by the respective DI comprising three senior officers. One Officer shall be a subject specialist and one other shall have sufficient knowledge on procurement procedures. *(None of the officer shall act as member of both MWPC and it's TEC)*

## 8.0 Authority limits of Procurement Entities for Repairs to motor Vehicles and other equipment under GOSL& Foreign funded projects.

This shall be in accordance with the NPA Guidelines / Manual of 2006 (and its subsequent Supplements)

### 8.1 Level of Authority – Head of the Department (DGI)

#### Repairs to Motor Vehicles and other Equipment

- Repairs to motor Vehicles and other equipment directly when it is uneconomical to follow competitive procedure up to Rs. 500,000.00 under the **personnel supervision** of DGI and it should not be delegated to any person.(as per the Supplement 38 of NPA Procurement Mannual-2006)  
(Repairs exceeding Rs. 500,000.00 CAO's personal approval should be obtained)
- Repairs to motor Vehicles and other equipment following a **shopping** procedure by inviting at least three sealed quotations-up to Rs. 500,000.00

## 8.2 Level of Authority – Addl. DGI / CFO

### Repairs to Motor Vehicles and other Equipment

- Repairs to motor Vehicles and other equipment up to Rs. 400,000.00 following a **shopping** procedure by inviting at least three sealed quotations as per supplement 35, DGI's delegated authority.

## 8.3 Level of Authority – DI (Regional /Zonal) / Director (ITI) / DI (WG & BS) DI (Hydraulics / Hydrology / Eng. Geology / Eng. Materials) Director (Land Use) / DM / PD / CRE

### Repairs to Motor Vehicles and other Equipment

- Repairs to motor Vehicles and other equipment up to Rs. 300,000.00 following a shopping procedure by inviting at least three sealed quotations as per supplement, 35 DGI's delegated authority

## 8.4 Level of Authority – CE(Mechanical)

### Repairs to Motor Vehicles and other Equipment

- Repairs to motor Vehicles and other equipment up to Rs. 200,000.00 following a shopping procedure by inviting at least three sealed quotations as per supplement 35, DGI's delegated authority

## 8.5 Level of Authority – DIE / RE / ME (Workshop In charge)

### Repairs to Motor Vehicles and other Equipment

- Repairs to motor Vehicles and other equipment up to Rs. 100,000.00 following a shopping procedure by inviting at least three sealed quotations as per supplement 35 DGI's delegated authority.

## 8.6 Authority Limits of PCs

### 8.6.1 Authority Limits of Department Procurement Committee (DPC)

| Description   | GOSL Funded Projects | Foreign Funded Projects |
|---|----------------------|-------------------------|
| For <b>Works</b> ; Following Shopping Procedure inviting at least <u>five sealed quotations</u> and closing at pre-disclosed deadline.              | Rs. 10.0 Million     | Rs. 15.0 Million        |
| For <b>Goods or Services</b> ; Following Shopping Procedure, inviting at least <u>five sealed quotations</u> and closing at pre-disclosed deadline. | Rs. 10.0 Million     | Rs. 15.0 Million        |

**8.6.2 Authorities Limits of DM / DI (Regional / Zonal), Director (ITI), DI (WG & BS) DI (Hydraulics / Hydrology / Eng. Geology / Eng. Materials) Director (Land Use)'s Procurement Committee / Project Procurement Committee (PPC)**

| Description   | GOSL Funded Projects/<br>Foreign<br>Funded Projects |
|---|---|
| For <b>Works</b> ; Following Shopping Procedure inviting at least <u>five</u> sealed quotations and closing at pre-disclosed deadline.              | Rs.3.5 Million                                      |
| Procurement of <b>spare parts</b> from the original manufacturer or their authorized local agent (Procurement Guild line 9.2)                       | Rs.2.0 Million                                      |
| For <b>Goods or Services</b> ; Following Shopping Procedure, inviting at least <u>five</u> sealed quotations and closing at pre-disclosed deadline. | Rs.1.0 Million                                      |

**8.6.3 Authorities Limits Mechanical Workshop Procurement Committee**

| Description  | GOSL Funded Projects/<br>Foreign<br>Funded Projects |
|--|---|
| For <b>Works (Repairs to Vehicles, Plant &amp; Machinery, fabrication of Electro Mechanical Works)</b> , by following <b>Shopping</b> Procedure, inviting at least <u>five</u> sealed quotations and closing at pre-disclosed deadline | Rs. 3.0 Million                                     |
| Procurement of <b>spare parts</b> from the original manufacturer or their authorized local agent (Procurement Guild line 9.2)  | Rs.500,000.00                                       |
| For <b>Goods or Services</b> , by following Shopping Procedure and inviting at least <u>five</u> sealed quotations, closing at pre-disclosed deadline.   | Rs. 800,000.00                                      |

**8.6.4 Authority Limits of Divisional Procurement Committee (Div.PC)**

| Description  | GOSL Funded<br>Projects/ Foreign<br>Funded Projects |
|--|---|
| For <b>Works (Repairs to Vehicles, Plant &amp; Machinery fabrication of Electro Mechanical Works)</b> , by following <b>Shopping</b> Procedure inviting at least <u>five</u> sealed quotations and closing at pre-disclosed deadline | Rs.250,000.00                                       |
| For <b>Goods (Spare Parts)</b> or <b>Services</b> , by following Shopping Procedure and inviting at least <u>five</u> sealed quotations, closing at pre-disclosed deadline.  | Rs. 250,000.00                                      |

*Note : Please refer clause 5.3.6 of Department Circular 03/2020 issued on 22-10-2020 for the procurement of other Works, Goods and Services.*

The major repairs for the vehicles of Addl. DGI / CFO could be repaired by directing the vehicles to DM at the HO.

Priority shall be given in calling quotations to the Authorized Agents of the Manufacturer and registered suppliers. However if deviated the, DM's approval shall be obtained prior to call the quotations.


### 8.7 Direct Purchasing

#### 8.7.1 Level of Authority – DM / CEM / ME (Workshop in charge)

| Description  | Authority Limits |
|--|------------------|
| Purchase of Goods or Services including equipment of smaller value not exceeding Rs. 15,000/- per event per day. Total of such purchases during any calendar month should not exceed Rs. 60,000.00 | Up to Rs. 15,000 |

#### 8.7.2 Level of Authority – DM / DI (Regional / Zonal) / PD / CRE / ME (Workshop in charge) / DIE / RE

| Description   | Authority Limits           |
|---|----------------------------|
| Repairs to Motor Vehicles, following direct purchasing procedure (Procurement Guild line 3.5 & 3.6) | Up to Rs. 50,000 per month |

  
Eng. (Mrs) Deepika Priyani Thrimahawithana  
Director General of Irrigation

Eng. Deepika Priyani Thrimahavithana  
Director General of Irrigation  
Irrigation Department  
Buddhaloka Mawatha,  
Colombo 07.

#### Copies:-

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