

No. 46573/D&S/DGQA/Tech Coord (16TC)/852/D(QA)/17
Government of India
Ministry of Defence
Deptt of Defence Production
DHQ PO, New Delhi – 110 011

Dated 12 Oct 2017

To,
The Director General Quality Assurance
Ministry of Defence
New Delhi – 110 011

**SUPPLY OF SERVICE SPECIFICATIONS TO TRADE FIRMS AND
CENTRAL/ STATE GOVERNMENT DEPARTMENTS**

Sir,

I am directed to convey the sanction of the competent authority to the loan issue of one set of unclassified or classified specifications / drawings, as applicable, by the establishment under the Directorate General Quality Assurance, free of any charge, to trade firms against tender enquiries and supply orders projected by defence organisations for the purpose of promoting indigenous production of defence stores. The sets of specifications / drawings so issued will be **returnable by the trade firms** alongwith their quotations or on completion of the order, as the case may be. If, however in case of unclassified drawings / specifications, an additional set is required by the firm due to wear and tear of the first set, the additional set will be issued on payment. **In the case of classified specifications / drawings, the additional set will be supplied only on returning the damaged set.** Charges for supply of additional set of unclassified drawing / specification or the hire charges for the additional classified set will be levied as follows:-

a) **Specification**

i) Rs. 300/- (Rs Three Hundred only) for each specification including note sheet and aide memoire upto 20 pages.

ii) Rs. 450/- (Rs Four Hundred & Fifty only) for each specification exceeding 20 pages.

b) **Drawings**

Rs. 290/- (Rs Two Hundred & Ninety only) for each drawing bearing a separate part No./ Cat No. In case the drawing has other related / connected drawings, Rs. 60/- (Rs Sixty only) will be charged extra for each connected drawing.

c) Applicable Goods & Service Tax (GST) wef 01 Jul 2017 shall be charged under the category 'Scientific or Technical Consultancy Services', alongwith cost of drawings and specifications.

2. I am also directed to convey the sanction of the competent authority to the loan issue of one set of unclassified or classified specifications / drawings to the trade firms free of charge against limited tender enquiries and supply orders for petty quantities (the number of approved suppliers will be restricted to a minimum of six in each case) of stores required by defence organisation for their own use, like gauges, test equipment or fixtures etc. The provisions of para 1 above, with regard to the issue of one additional set, if the first set has been damaged and the charges / hire charges to be levied for the additional set will also be applicable in such cases.

3. Sanction of competent authority is also conveyed to the supply of unclassified specifications/ drawings by the establishments under the Directorate General of Quality Assurance to trade firms on payment against Director General of Supplies and Disposals tender enquiries or contract in respect of defence stores or in connection with local/ direct purchase made by defence establishments under their local / direct purchase powers. Where classified specifications/ drawings are involved, these will be supplied to successful tenderer(s) only on payment of hire charges. The charges / hire charges will be as specified in para 1 above.

4. In case of unclassified specifications/ drawings required by Central / State Government Departments (including Govt Undertakings/ Enterprises) for their departmental use, one set will be issued free of charge.

5. Any additional set required will be supplied on payment as per charges indicated in para 1 above.

6. Cost of drawings and specifications at para 1(a) and 1(b) above are required to be charged in advance alongwith applicable Goods & Service Tax (GST) wef 01 Jul 2017. While adjusting the payment, the Goods & Service Tax (GST) shall be transferred to the respective local taxation office through specified challan immediately, whereas the amount realised on account of sale and issue of specifications/ drawings on hire charges will be credited to the Govt under the Major Head 0076; Misc receipt Code 420/3; Minor 108/Insp Org of the Defence Services Estimates.

7. The orders shall be effective for a period of three years from the date of issue of the letter No. 46573 / D&S / DGQA /Tech Coord (16TC) /

733 / D(QA)/16 dated 21 Jul 2016 and upto 20 Jul 2019. Thereafter the contents of this letter will be reviewed. However, these rates will continue to be applicable till the letter dated 21 Jul 2016 is superseded by a fresh Govt letter.

8. This letter issues with the concurrence of Integrated Finance (DS) vide their RF No. 1(6)/2013/IF(DS) dated 05 Oct 2017.

Yours faithfully

Kiran

(Kiran Mala Kujur)

Under Secretary to the Govt of India

Copy to :-

CGDA, RK Puram (02 copies)
The Director of Audit, Defence Services
All PCsDA
The Dy Director of Audit, Defence Services, Meerut
The Dy Director of Audit, Defence Services, Patna
The Sr Dy Director of Audit, Defence Services, Pune
DGQA/Adm-16TC
AG's Branch/Army HQ
MoD/ D(QA)
DGOF
MoD(Fin)/IF(DS), 21-B, South Block