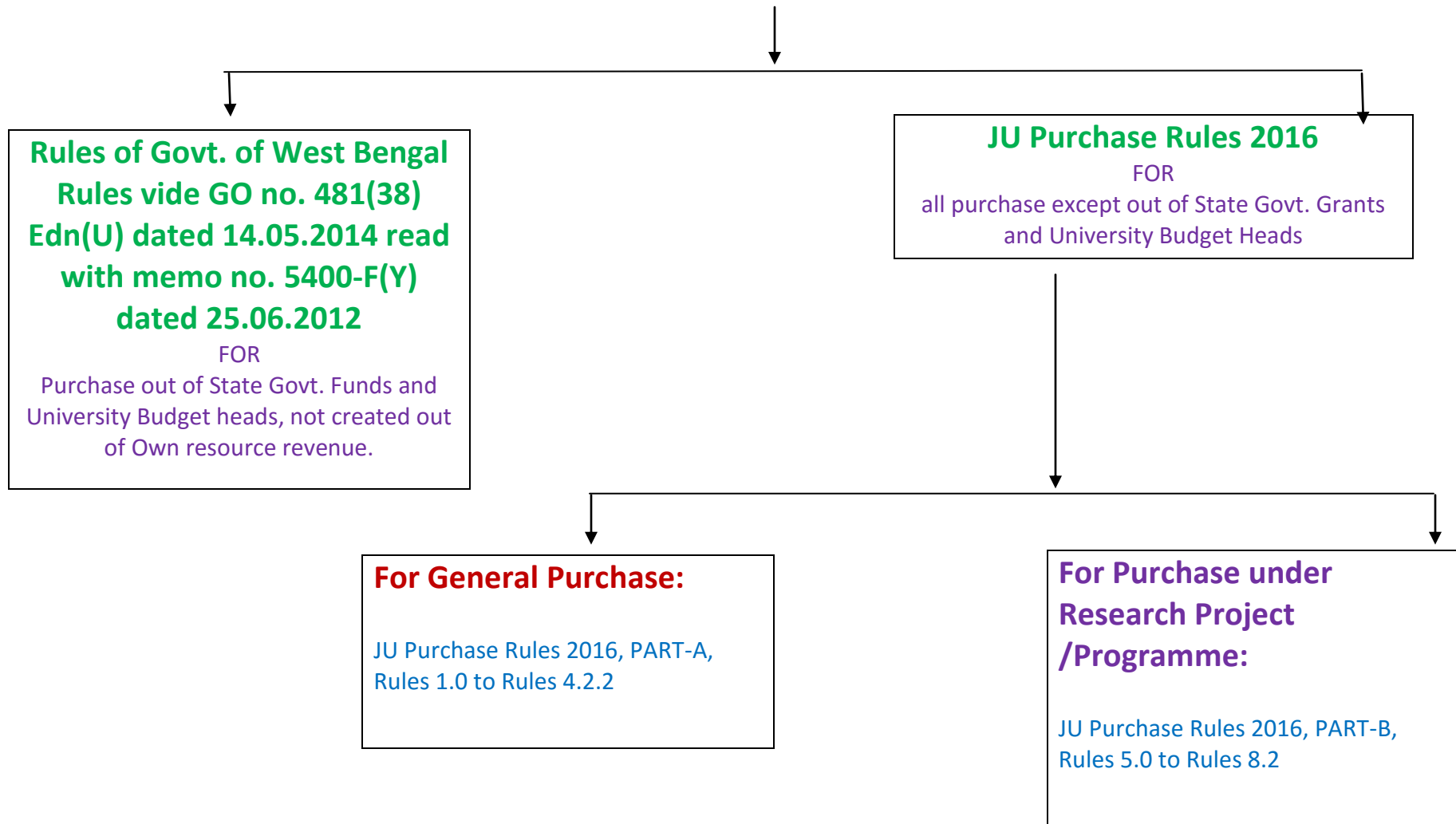


JADAVPUR UNIVERSITY PURCHASE PROCEDURE



JADAVPUR UNIVERSITY PURCHASE RULES AT A GLANCE: GENERAL

[Other than Purchase under Research Project/Programme]

Rules Ref.	Cost of Stores	Requisition and Specifications	Tender/ Quotations	Purchasing Authority	Brief Steps
Rules 3.1	Upto Rs.15,000/- (Cash Payment limit is Rs.5,000)	Not Required	Not Required	Head of Office	<ul style="list-style-type: none"> *Directly from manufacturer/ Dealer/ Enlisted Vendors. *Head will certify the purchase with a declaration in Annexure-B *Such purchase shall not exceed 50% of related head of expenses * Proper Stock entry as per details in Annexure-A
Rules 3.2	15,001 to 1,00,000	Specifications by DPC, Requisition by Head of office	Yes, At least 10 days Notice in University Website by Head of office	DPC	<ul style="list-style-type: none"> *Notice by head of office in Univ. Website after approval of DPC, *At least 4 quotations & Opening quotations in DPC meeting, *Head will issue Requisition with all papers and submit it in Accounts/ other Section, *DPC members should certify the purchase with a declaration in Annexure-C *ratification in BOS/ Academic Committee *PO by Purchase Section. *Payment after proper Stock entry as per details in Annexure-A & Installation report for Durable Stores(DS) and Semi-durable Stores(SDS)
Rules 3.3	1,00,001 to 5,00,000	Specifications by DPC, Requisition by Head of office	Open Tender, Purchase Section will issue at least 14 days Notice in University Website and Brief Tender in one Bengali Newspaper	DPC	<ul style="list-style-type: none"> *The Head will raise Requisition with all papers and submit it in Accounts/other Section, *Notice by Purchase Section in Univ. Website & one Bengali Newspaper *At least 4 quotations & Opening quotations in DPC meeting, *DPC members will certify the purchase with a declaration in Annexure-C *ratification in BOS/ Academic Committee *PO by Purchase Section. *Payment after proper Stock entry as per details in Annexure-A & Installation report for Durable Stores(DS) and Semi-durable Stores(SDS)
Rules 3.4	Above Rs.5,00,000	Specifications & BOQ by DPC (CPC in case of central purchase), Requisition by Head of office/Registrar	e-tender for at least 14 days, in addition to that the Purchase Section will issue Notice in University Website and Brief Tender in one Newspaper	CPC	<ul style="list-style-type: none"> *The Head will raise Requisition with all papers and submit it in Accounts/other Section, * BOQ by DPC (CPC in case of Central pool purchase) *e-tender in WB portal by Purchase Section with Univ. Website & Newspapers *At least 4 quotations, * Opening quotations in CPC committee meeting where head of office will be presented *CPC members will certify the purchase with a declaration in Annexure-C *ratification in BOS/ Academic Committee *PO by Purchase Section. *Payment after proper Stock entry as per details in Annexure-A & Installation report for Durable Stores(DS) and Semi-durable Stores(SDS)

Departmental Purchase Committee (DPC), Central Purchase Committee (CPC),

JADAVPUR UNIVERSITY PURCHASE RULES AT A GLANCE: *RESEARCH PROJECT/PROGRAMME*

Rules Ref.	Cost of Stores	Requisition and Specifications	Tender/ Quotations	Purchasing Authority	Brief Steps
Rules 7.1	Upto Rs.30,000/- (Cash Payment limit is Rs.10,000)	Not Required	Not Required	PI/ Co-Ordinator	<ul style="list-style-type: none"> *Directly from manufacturer/ Dealer/ Enlisted Vendors, *PI /Co-ordinator should certify the purchase with a declaration in Annexure-D * Proper Stock entry as per details in Annexure-A
Rules 7.2	30,001 to 2,00,000	Specifications by AC, Requisition by PI/Co-ordinator	Yes, At least 10 days Notice in University Website by PI/Co-ordinator	AC	<ul style="list-style-type: none"> *Notice by PI/Co-ordinator in Univ. Website after approval of AC, *At least 4 quotations & Opening quotations in AC meeting, *Head of office will raise Requisition with all papers and submit it in Research/ other Section(Not required in case of PoSBA), *AC members will certify the purchase with a declaration in Annexure-E *PO by Purchase Section(PI/Co-Ordinator in case of PoSBA) *Payment after proper Stock entry as per details in Annexure-A & Installation report for Durable Stores(DS) and Semi-durable Stores(SDS)
Rules 7.3	2,00,001 to 5,00,000	Specifications by DPC, Requisition by PI/Co-ordinator	Open Tender, Purchase Section will issue at least 14 days Notice in University Website and Brief Tender in one Bengali Newspaper	AC	<ul style="list-style-type: none"> *The PI/Co-ordinator will raise Requisition with all papers and submit it in Research/ other Section(Not to submit in Research Section in case of PoSBA), *Notice by Purchase Section(PI/Co-ordinator in case of PSBA) in Univ. Website & one Bengali Newspaper *At least 4 quotations & Opening quotations in AC meeting, *AC members will certify the purchase with a declaration in Annexure-E *PO by Purchase Section(PI/Co-Ordinator in case of PSBA) *Payment after proper Stock entry as per details in Annexure-A & Installation report for Durable Stores(DS) and Semi-durable Stores(SDS)
Rules 7.4	Above Rs.5,00,000	Specifications by DPC , Requisition by PI/Co-ordinator	e-tender for at least 14 days, in addition to that the Purchase Section will issue Notice in University Website and Brief Tender in one Newspaper	CPC	<ul style="list-style-type: none"> * The PI/Co-ordinator will raise Requisition with all papers and submit it in Research/ other Section(Not to submit in case of PoSBA) *e-tender in WB portal by Purchase Section with Univ. Website & Newspaper *At least 4 quotations, *Opening quotations in CPC meeting where PI/Coordinator will be there *CPC members should certify the purchase with a declaration in Annexure-E *PO by Purchase Section (PI/Co-Or. In case of PoSBA) *Payment after proper Stock entry as per details in Annexure-A & Installation report for Durable Stores(DS) and Semi-durable Stores(SDS)

Principal Investigator (PI), Administrative Committee (AC), Research Project/Programme operated through Separate Bank Account (PoSBA)