

# JADAVPUR UNIVERSITY

Kolkata- 700 032

## JADAVPUR UNIVERSITY PURCHASE RULES & PROCEDURE: 2016

### INTRODUCTION

These Rules are binding for all procurement of the university except purchase from Govt. of West Bengal Grants. In some specific cases, if it may become necessary to arrange materials by adopting methods not indicated in the manual. In such case, specific approval of the Vice-Chancellor will have to be obtained before initiating such action with proper justification as to why procurement becomes necessary without fulfilling these rules.

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In terms of the Clause 5 of Statute 58 of the Jadavpur University Statutes 1982, the Finance Committee is authorized to frame any financial rules with the approval of the Executive Council.

### GENERAL

Every authority delegated with the power of procuring goods and services in public interest shall have the responsibility and accountability to bring efficiency and transparency, in matters relating to procurement and for fair and equitable treatment of suppliers/service providers and promotion of competition in public procurement. Every authority is expected to exercise the same vigilance in respect of expenditure incurred from public money.

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**This rule has two broad areas according to the activity of procurement:**

**Part-A: For General Purchase (Other than Purchase under Research Project Programme/ Scheme)**

**Part-B: For Purchase under Research Project/Programme/Scheme**

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### **Part-A: For General Purchase (Other than Purchase under Research Project/Programme/Scheme)**

#### **1 Definition:**

**1.1 Office:** The term Office used here includes offices of Department/ School/ Centre/Administrative Department/Central Library/Central Offices/ Coordinator etc.

**1.2 Head of the Office:** The authority designated as head of the Department/School/Centre /Administration/Faculty Council/ Central Library/ Central Office/ Unit etc.

**1.3 Committee:** The term Committee means a group of persons authorised hereinafter involve in procurement process of the particular office or centrally.

**1.4 Fund:** Fund available for utilizations, including University Fund, Testing/Consultancy Funds, Donations, Other collected Funds, Other Receipts etc. except grants from Govt. of West Bengal and Grants for Project/Scheme.

**1.5 Stores:** The term stores used here includes all articles, materials, commodities, spares, machinery, equipment, instruments, software, furniture, fixtures, etc purchased or otherwise acquired. It also includes stores for Maintenance Works, purchase of books, journals and learning materials.

**1.6 Purchasing Authority:** This term describes as Teacher/officer or any other person or a group of persons having the authority to purchase within the financial limits of a purchasing authority as mentioned in Section 2.0 here-in-after.

**1.7 Purchase Committee:** It means a Committee authorized to purchase in these rules.

**1.8 Classification of Stores:** All stores to be procured shall be classified into three categories, **a) Durable Stores (DS), b) Semi-Durable Stores (SDS) and c) Consumable Stores (CS). Details of which are in Annexure-A.**

## **2. DELEGATION OF PROCUREMENT POWER**

The following table gives the financial limits up to which the concerned person/committee is authorised to approve purchases within the allocated budget of the department/project/unit/ etc.

<b>Sl</b>	<b>Procurement Authority</b>	<b>Limit(Rs.)</b>
1	Head of the Office	15,000/-
2	Departmental Purchase Committee	5,00,000/-
3	Central Purchase Committee/Vice-Chancellor/ Working Committee/ Executive Council	Unlimited

## **3.0 PURCHASE RULES AND PROCEDURE:**

### **3.1 Purchase Value up to Rs. 15,000**

Purchase upto the value of 15,000/-on each occasion may be made directly from the authorized manufacturer/dealers/enlisted vendors of the University out of available fund.

The head of office as mentioned in para 1.2, shall certify the Invoice with Challan and send to the dealing Section for direct payment to the authorized manufacturer/dealers/enlisted vendors after proper entry in Register(s) for stores as classified in Annexure-A. The cash purchase limit is Rs.5,000/-. The Invoice with Challan and Money receipt against cash purchase shall be forwarded to the dealing Section for reimbursement after necessary store entry. The purchasing authority will provide a certificate in the format given in **Annexure-B**.

- Note:**
- a) Total value of such purchase shall not exceed 50% of the budgetary allocation in each related head in each phase to the Department/School/Office/Centre etc.
  - b) A purchase over 15,000 shall not be separated into two or more numbers.
  - c) In case of shortage of fund/allotment in the particular head/phase, purchase may be made with prior approval of the fund sanctioning authority.
  - e) The head of Office may opt for quotations following rules 3.2 in case of difficulty in price of the store.

### **3.2 Purchase Value above 15,000 and up to 1,00,000**

Any purchase involving value more than 15,000/- and up to 1,00,000/- on each occasion shall come under this rule:

- i) In order to ensure reasonability of the prices and quality, the Purchase Committee authorized shall obtain quotations from at least four reliable firms/ dealers/ resellers/ vendors/ suppliers/manufacturers etc.
- ii) Tender Notice for such purchase shall be well circulated and shall be displayed in the University Website for at least 10 days under the signature of head of office as mentioned in para 1.2.
- iii) Quotations shall be opened in the Committee meeting in presence of willing firms/ dealers/ resellers/ vendors/ suppliers/manufacturers etc. or their authorized agents. The quotation which is technically matched and having the lowest price quote shall normally be selected. If it is necessary to select other than lowest quotation, sufficient justification shall be given after taking decision in the meeting.
- iv) If number of quotations is less than four, the purchasing authority shall go for re-tender. If the number of quotations after re-tender is less than four, the purchasing authority shall finalized purchase among available quotations.
- v) Recommendation to the selected firm/ dealer/ reseller/ vendor/ supplier/manufacturer etc. on the comparative statement. The Purchasing Authority will provide a certificate in the format as given in Annexure-C.
- vi) The decision in the Departmental Purchase Committee shall be ratified in the BoS or Academic Committee of the concerned Department or School respectively.
- vii) On finalization of the items the head of office will raise the Requisition to the dealing section for fund sanction along with all documents.
- viii) The Purchase Section shall issue the purchase order under the signature of controlling officer(s)

#### **Note:**

- a) A purchase value over 1,00,000/- shall not be separated into two or more numbers in order to bring it outside the ambit of open tender.
- b) In Purchase over budgetary provision/allotment of the Department/School/ Office/Centre etc. in the particular phase/ event shall be avoided. The head of office will issue tender notice after satisfying availing fund. In case of shortage of fund/allotment, the process of purchase may be made with prior approval of the fund sanctioning authority.
- c) The purchasing authority shall recommend such purchase and head of office shall issue Requisition along with all papers after fulfilling the rules and procedure.
- d) The purchasing authority may opt for open tender following rules 3.3 in case of difficulty in collecting quotations.

### **3.3 Purchase Value above 1,00,000 and upto 5,00,000**

Open tender shall be invited for purchase above 1,00,000/- and upto 5,00,000/-. Splitting of requisitions, in order to bring it outside the ambit of Central Purchase Committee is strictly prohibited.

The Purchase Section shall publish open tender in University website as well as all notice board. A brief tender shall also be published in one Bengali daily Newspaper.

- i) The Departmental Purchase Committee shall fix the technical specifications in details of the stores with an estimated amount for purchase of the same.

ii) On finalization of the items and specifications the head of office will raise the Requisition to the dealing Section for approval of the Fund.

iii) The Purchase Section shall publish the open tender in University website as well as all notice boards with the signature of controlling officer. A brief tender shall also be published in one Bengali daily Newspaper for at least 14 days. Sealed Tenders with all documents shall be forwarded by Superintendent Purchase Section to head of office for placing before the Departmental Purchase Committee.

iv) Quotations shall be opened in the Committee meeting in presence of the willing firms/ resellers/ vendors/ suppliers or their authorized agents. The quotation which is technically matched and having the lowest price quote shall normally be selected. If it is necessary to select other than lowest quotation, sufficient justification shall be given at the time of recommendation in the format as given in Annexure-C.

v) If number of quotations is less than four, the purchasing authority shall go for re-tender. If the number of quotations after re-tender is less than four, the authority shall finalized purchase among available quotations in second tender.

vi) on the comparative statement the head of office shall recommend to the selected firm/ dealer/ reseller/ vendor/ supplier/manufacturer etc. and send all documents Purchase Section. The Purchasing Authority will provide a certificate in the format given in Annexure-C.

vii) The decision in the Departmental Purchase Committee shall be ratified in the BoS or Academic Committee of the concerned Department or School respectively.

viii) The Purchase Section shall issue the order under the signature of controlling officer(s).

### **3.4 Purchase Value above 5,00,000: E-Tender**

e-tendering process shall be followed for purchase value above 5,00,000/-.

i) The Departmental Purchase Committee shall prepare the specifications of the items as well as BOQ for e-tendering or Central Purchase Committee (in case of central purchase) shall prepare the specifications as well as BOQ for e-tendering.

ii) The decision in the Departmental Purchase Committee shall be ratified in the BoS or Academic Committee of the concerned Department or School respectively.

iii) On finalization of the items and specifications the head of office (in case of purchase of a particular office) or Registrar/any authorised officer (in case of central purchase) will raise the Requisition to the dealing Section for approval of the Fund.

iv) The authority publishes e-tender through the e-Tender Portal, in addition to publication in print media in two daily newspapers, one each in Bengali, English. Minimum period for a minimum period of 21 days.

v) Procurement shall be finalized by the Central Purchase Committee, based on the e-tender process. The quotation which is technically matched and having the lowest price quote shall normally be selected. If it is necessary to select other than lowest quotation, sufficient justification shall be given at the time of recommendation. The Purchasing Authority will provide a certificate in the format given in **Annexure-C**.

vi) If number of bids is less than four, the purchasing authority shall go for re-tender. If the number of bids after re-tender is less than four, the authority shall finalized purchase among available bidders in second tender.

vii) The Purchase Section shall issue the order under the signature of controlling officer(s) as applicable in e-tender process.

viii) The rules of agreement between the University and the selected firm shall be followed in this case.

### **3.5 Single Tender Enquiry for Proprietary Items:**

**3.5.1** Procurement of goods from a single source may be followed in case of proprietary items. The purchasing authority may approach to a particular firm, where the firm is the manufacturer of the required stores or a particular supplier has OEM authorization as the sole and exclusive rights in respect of these items and no reasonable alternative exist.

**3.5.2** The procurement of this proprietary items over Rs.1,00,000 value, the technical specifications and choice of brand shall be vetted by expert committee under the DPC/AC/ADC/CPC/E-Tender Committee as the case may be. There must be one expert in the body who is not belonging to the concerned department/school/ project etc.

**3.5.3** There will be no repeat order facility in this purchase as mentioned in para 3.6 but process of rate contract may be followed as mentioned in section 3.7.2 here-in-after.

### **3.6 Repeat Orders:**

For procurement of same items, repeat orders may be placed upon, subject to the following conditions: -

- i) The process of repeat order should be avoided in general except in case of urgency.
- ii) No repeat order is acceptable for a purchase value over Rs.5,00,000.
- iii) It will be applicable only in case of vendors/manufacturer willing to accept the Repeat Order.
- iv) No repeat order shall be given after expiry of six months from the date of last order of same store.
- v) Requisition shall be raised with the approval of procurement authority.

### **3.7 Purchase of stores under Rate Contract:**

#### **3.7.1: DGS&D or NICSI Rates:**

In respect of goods covered under the Rate Contracts (RC) concluded by the Directorate General of Supplies & Disposals (DGS&D) and National Informatics Centre Services Incorporated (NICSI), the order may be placed directly to the suppliers, for stores and items of standard types on single quotation basis, who is registered in **DGS&D or NICSI**. However, before raising requisition, approval shall be obtained from the procurement authority as mentioned in para 3.1 to 3.4.

#### **3.7.2: University Rate Contract:**

The Central Purchase Committee is the authority to finalize the Rate Contract in respect of **Consumable Stores (CS) only as in Annexure-A**, for a period of one year. This rate contract shall be finalized after publication in two News paper with brief reference in University Website and with the approval of the Central Purchase Committee.

**3.8 Online Purchase:** Online purchase of stores may be processed up to Rs. 15,000/- or equivalent foreign currency through Debit Card or Credit Card or any other online transactions mode. This purchase under cash on delivery payment mode is limited to Rs.5,000/-. However other necessary steps shall be followed as mentioned in Rule 3.1 before claiming reimbursement for the expenses with a certificate as in Annexure-B. However the limit of online purchase may be increased (except cash on delivery)in case of exigency with the approval of appropriate procurement authority.

Note: Documents for the reimbursement are: a) Copy of quotation with technical specifications wherever applicable, b) Copy of Invoice , c) Copy of Credit card/ Bank statement or other as a proof of actual payment by the claimant or cash receipt acknowledge in case of Cash on delivery.

### **3.9 Purchase of Stores in Foreign Currency:**

The authorized Committee shall take the decision of the import of any stores involving payment of Foreign Currency. The stores shall be procured directly from the manufacturer. In other cases the committee will decide the merit of import from Dealers/ Venders and others after deciding the specifications of stores and its availability in international market. The import order shall be issue by the Registrar or other designated officer following procedure of purchase with the opening Letter of Credit (LC). However, payment of advance may be considered in case of unavoidable situation with proper bank guarantee (BG).

### **3.10 Purchase of Books, Journals for Library:**

i) The Library Committee or any authorized committee shall finalize a list of suppliers/vendors after open tender through a daily News paper with brief reference in University Website for a period of four years for the books except directly purchase from publishers. A separate tender shall be published for finalization of list of Journals providers for except directly purchase from publishers, which will also valid for four years.

ii) The Departmental Library Committee or BOS for the departments and Academic Committee for Schools shall take the decision of purchase of books/Journals for the department/ school etc. out of available fund. However the head of office is authorized to purchase book value upto Rs.15,000/- in case of any exigency out of that fund.

iii) The Requisition for books or journals shall be forwarded to the Chief Librarian for placing the purchase order. The Chief Librarian shall place the purchase order for books or journals.

iv) In case of Central Library, the Library Committee or any authorized committee shall take the decision of procurement of books or journals for the Central Library including for the Salt Lake Central Library.

### **3.11 Purchases under Buy-Back offer:**

The procurement authority may take decision of procurement under any category as mentioned above to replace an old existing store with new and better version. But expert opinion shall be taken in writing on the functioning of the old store vis-à-vis the reasonable exchange price of the old store. A suitable clause is to be incorporated in the tender document so that the prospective and interested bidders submit their bids accordingly. On receiving the items in this scheme necessary entry shall be made in the Stores Register for new as well as old stores.

## **COMPOSITION OF COMMITTEES**

### **4.0 The Purchase Committee at departmental Level:**

The Committees shall be formed for a period of four years for each department/school/offices:

#### **4.1.1. Academic Department/School/Centres:**

- |   |                    |
|---|--------------------|
| 1. Head of office   | -Chairman          |
| 2. At least two Faculty members of the University nominated by the BOS / Academic Committee | -Member            |
| 3. Finance Officer or his nominee   | -Member            |
| 4. One Faculty member nominated by the BOS/AC   | -Member & Convenor |

#### **4.1.2. Administrative Departments (Deans/Registrar/Finance/Examination/Library/Students Hostel etc.)**

- |   |                    |
|---|--------------------|
| 1. Head of office   | -Chairman          |
| 2. Two officers nominated by the Vice-Chancellor out of which one from the Finance Department | -Member            |
| 3. One Officer/Suptd/Staff of the concerned department nominated by the VC                    | -Member & Convenor |

#### 4.2 Central Purchase Committee:

The Central Purchase Committee shall be formed for a period of four years in each campuses of the university:

##### 4.2.1. Central Purchase Committee for Main Campus:

There shall be a **Central Purchase Committee for Main Campus** with the following members:

- |   |                   |
|---|-------------------|
| i) Pro-Vice Chancellor                    | -Chairman         |
| ii) Deans of the Faculty Councils         | -Member           |
| iii) The Registrar                        | -Member           |
| iv) Head of office                        | -Member           |
| (for which the procurement shall be made) |                   |
| iv) The Deputy Finance Officer            | -Member           |
| vi) Accounts Officer                      | -Member           |
| vi) Finance Officer                       | -Member Secretary |

Superintendent of Purchase Section shall be the invitee of the committee.

##### 4.2.2. Central Purchase Committee for Salt Lake Campus:

There shall be a **Central Purchase Committee for Salt Lake Campus** with the following Members:

- |   |                   |
|---|-------------------|
| i) Pro-Vice Chancellor                    | -Chairman         |
| ii) Dean of FET                           | -Member           |
| iii) Dean of ISLM                         | -Member           |
| iv) The Deputy Registrar for Salt Lake    | -Member           |
| v) Head of office                         | -Member           |
| (for which the procurement shall be made) |                   |
| vi) Accounts Officer                      | -Member Secretary |

Superintendent/Dealing Assistant of Purchase Section for Salt Lake Campus shall be the invitee of the committee.

Note: If the procurement is requires to be made for all departments/schools etc. including for Salt Lake campus, the Central Purchase Committee for Main Campus is authorized to purchase all these stores.

## Part-B:For Purchase under Research Project/Programme/Scheme

### 5. Definitions:

**5.1 Office:** Here Office means office of Research Project/ Research Programme/ Scheme or Fellowship/Scholarship not funded by Govt. of West Bengal.

**5.2 Head of the Office:** The authority designated as head of Research Project/ Programme/ Scheme/Scholarship/Fellowship or similar office.

**5.3 Committee:** The term Committee means a group of persons authorised hereinafter involve in procurement process of the particular office(s).

**5.4 Fund:** Grants available for utilizations including Research Project /Programme Funds, University Fund for Research etc. but excluding research grants from Govt. of West Bengal.

**5.5 Stores:** The term stores used here includes all articles, materials, commodities, spares, machinery, equipment, instruments, software, furniture, fixtures, etc purchased or otherwise acquired. It also includes stores for Maintenance Works, purchase of books, journals and learning materials under Research Project/ Programme/ Scheme/Scholarship/Fellowship and similar purpose.

**5.6 Purchasing Authority:** This term describes as Teacher/officer or any other person or a group of persons having the authority to purchase with in the financial limits of a purchasing authority as mentioned in Section 2.0 here-in-after.

**5.7 Purchase Committee:** It means a committee authorized to purchase in these rules.

**5.8 Classification of Stores:** All stores to be procured shall be classified into three categories, **a) Durable Stores (DS), b) Semi-Durable Stores (SDS) and c)Consumable Stores (CS). Details of which are in Annexure-A.**

### 6. DELEGATION OF PROCUREMENT POWER

The following table gives the financial limits up to which the concerned person/committee is authorized to approve purchases within the allocated budget of the department/project/unit/ etc.

Sl	Procurement Authority	Limit(Rs.)
1	Project Investigator/Co-ordinator etc.	30,000/-
2	Administrative Committee or any authorized Committee of the Research Project/Scheme/Programme or the Executive Council	Unlimited

### 7.0 PURCHASE RULES AND PROCEDURE:

#### 7.1 Purchase Value up to Rs. 30,000

Purchase upto the value of 30,000/-on each occasion may be made directly from the authorized manufacturer/dealers/enlisted vendors of the University out of available fund.



The head of office as mentioned in Rules 5.2, shall certify the Invoice with Challan and send to the dealing Section for direct payment to the authorized manufacturer/dealers/enlisted vendors after proper entry in Register for stores as classified in Annexure-A. But the purchase by cash payment limit to Rs.10,000/-, the Invoice with Challan and Money receipt against cash purchase shall be send to the dealing Section for reimbursement after necessary store entry. The purchasing authority will provide a certificate in the format given in Annexure-D.

**Note: i)** Total value of such purchase shall not exceed 50% of the budget allocated in each head of expenses to the Research Project/Scheme/Programme etc.

ii) A purchase over 30,000 shall not be separated into two or more numbers.

iii) The PI/Coordinator may opt for quotations following rules 7.2 in case of difficulty in price of stores.

## **7.2 Purchase Value above 30,000 and up to 2,00,000**

Any purchase involving value more than 30,000/- and up to 2,00,000/- on each occasion shall come under this rule:

i) In order to ensure reasonability of the prices and quality, the Committee authorized shall obtain quotations from at least four reliable firms/ dealers/ resellers/ vendors/ suppliers/manufacturers etc.

ii) Tender Notice for such purchase shall be well circulated and shall be displayed in the University Website for at least 10 days under the signature of head of office as mentioned in para 5.2.

iii) Quotations shall be opened in the Committee meeting in presence of willing firms/ dealers/ resellers/ vendors/ suppliers/manufacturers etc. or their authorized agents. The quotation which is technically matched and having the lowest price quote shall normally be selected. If it is necessary to select other than lowest quotation, sufficient justification shall be given after taking decision in the meeting.

iv) If number of quotations is less than four, the purchasing authority shall go for re-tender. If the number of quotations after re-tender is less than four, the authority shall finalized purchase among available quotations in second tender.

v) In recommending the selected firm/ dealer/ reseller/ vendor/supplier/manufacturer etc. on the comparative statement. The Purchasing Authority will provide a certificate in the format as given in Annexure-E.

vi) On finalization of the vendor, the head of office will raise the Requisition to the dealing section for fund sanction except in case of Project/Scheme operated through separate bank account.

vii) The Purchase Section shall issue the purchase order under the signature of controlling officer(s) but in case of Project/Scheme operated through separate bank account, head of office i.e. PI etc. will issue order with the approval of the procurement authority.

### **Note:**

a) A purchase value over 2,00,000/- shall not be separated into two or more numbers in order to bring it outside the ambit of open tender.

b) In purchase over budgetary provision/allotment of the Research Project/Scheme/ Programme etc. in the particular head of expenses shall be avoided. The head office will issue tender notice after satisfying availing fund and with the approval of the procurement authority.

- c) The purchasing authority shall recommend such purchase after fulfilling the rules and procedure and head of office shall issue Requisition along with all papers except in case of Project/Scheme operated through separate bank account.
- d) The purchasing authority may opt for open tender following rules 7.3 in case of difficulty in collecting quotations.

### **7.3 Purchase Value above 2,00,000 and upto 5,00,000**

Open tender shall be invited for purchase above 2,00,000/- and upto 5,00,000/-. Splitting of requisitions, in order to bring it outside the ambit of e-tender is strictly prohibited.

The Purchase Section shall publish open tender in University website as well as all notice board. A brief tender shall also be published in one daily Newspaper.

- i) The Committee concerned shall fix the technical specifications in details of the stores with an estimated amount for purchase of the same.
- ii) On finalization of the items and specifications the head of office will raise the Requisition to the dealing Section for approval of the Fund except in case of Project/Scheme operated through separate bank account.
- iii) The Purchase Section shall publish the open tender in University website as well as all notice boards with the signature of controlling officer. A brief tender shall also be published in one daily Newspaper for at least 14 days. Sealed Tenders with all documents shall be forwarded by Superintendent Purchase Section to head of office for placing before the Committee.
- iv) Quotations shall be opened in the Committee meeting in presence of the willing firms/ resellers/ vendors/ suppliers or their authorized agents. The quotation which is technically matched and having the lowest price quote shall normally be selected. If it is necessary to select other than lowest quotation, sufficient justification shall be given at the time of recommendation.
- v) If number of quotations is less than four, the purchasing authority shall go for re-tender. If the number of quotations after re-tender is less than four, the authority shall finalized purchase among available quotations in second tender.
- vi) on the comparative statement the head of office shall recommend to the selected firm/ dealer/ reseller/ vendor/ supplier/manufacturer etc. and send all documents Purchase Section. The Purchasing Authority will provide a certificate in the format given in Annexure-C.
- vii) The Purchase Section shall issue the order under the signature of controlling officer(s). In case of Project/Scheme operated through separate bank account, the head of office shall follow all procedure starting from requisition, tendering, and issue of purchase order with the approval of the concerned Committee.

### **7.4 Purchase Value above 5,00,000: E-Tender**

**E-tendering process shall be followed for purchase value above 5,00,000/-.**

- i) The Committee concerned shall prepare the specifications of the items as well as BOQ for e-tendering.
- ii) On finalization of the items and specifications the head of office or Registrar will raise the Requisition to the dealing Section for approval of the Fund.

iii)The authority publishes e-tender through the e-Tender Portal, in addition to publication in print media in two daily newspapers, one each in Bengali, English. Minimum period for submission of tender from the date of publication is 21 working days.

iv) Procurement shall be finalized by the Committee, based on the e-tender Process. The quotation which is technically matched and having the lowest price quote shall normally be selected. If it is necessary to select other than lowest quotation, sufficient acceptable justification shall be given at the time of recommendation. The Purchasing Authority will provide a certificate in the format given in **Annexure-E**.

v)The Purchase Section shall issue the order under the signature of controlling officer(s) as applicable in e-tender process.

vi) The rules of agreement between the University and the selected firm shall be followed in this case.

## **7.5 Single Tender Enquiry for Proprietary Items**

**Same as Rules- 3.5**

## **7.6 Repeat Orders:**

**Same as Rules- 3.6**

## **7.7 Purchase of Stores under Rate Contract:**

### **7.7.1: DGS&D or NICS Rates:**

Same as Rules-3.7.1

### **7.7.2: University Rate Contract:**

Same as Rules-3.7.2

**7.8 Online Purchase:** Online purchase of stores may be processed up to Rs. 30,000/- or equivalent foreign currency through Debit Card or Credit Card or any other online transactions mode. This purchase under cash on delivery payment mode is limited to Rs.10,000/-, however other necessary steps shall be followed as mentioned in Rule 7.1 before claiming reimbursement for the expenses with a certificate as in Annexure-D.

Moreover the limit of online purchase may be increased (except cash on delivery scheme)in case of exigency with the approval of appropriate purchasing authority.

Note: Documents for the reimbursement are: a) Copy of quotation with technical specifications wherever applicable, b) Copy of Invoice , c) Copy of Credit card/ Bank statement or other as a proof of actual payment by the claimant or cash receipt acknowledge in case of Cash on delivery.

## **7.9 Purchase of Stores in Foreign Currency:**

The Committee shall take the decision of the import of any stores involving payment of Foreign Currency. The stores shall be procured directly from the manufacturer. In other cases the committee will decide the merit of import from Dealers/ Venders and others after deciding the specifications of stores and its availability in international market. The import order shall be issue by the Registrar or other designated officer following procedure of purchase with the opening Letter of Credit (LC). However, payment of advance may be considered in case of unavoidable situation with proper bank guarantee (BG).

### **7.10 Purchase of Books, Journals under Project/Programme:**

- i) The vendors/suppliers shall be selected from the List as mentioned in Rules 3.10.
- ii) The Academic Committee shall take the decision of purchase of books/Journals for the project/Programme out of available grant. However the PI/Coordinator is authorized to purchase book value upto Rs.30,000/-.
- iii) The PI/Co-ordinator shall place the purchase order for books or journals.
- iv) The payment will be made after necessary entry in the Central Library accession register.

### **7.11 Purchases under Buy-Back offer:**

Same as Rules- 3.11

## **8.0 COMPOSITION OF COMMITTEES:**

### **8.1 The Committee for Research Project/Programme,**

There must be an Administrative Committee for each Research Project/Programme, whether it is operated centrally through Research Section or any other Section or through separate bank account. The Administrative Committee of the Project/Scheme in case of individual project shall be formed with the following members:

- |  |                    |
|--|--------------------|
| i) The Dean of the Faculty                       | –Chairman          |
| ii) The Head/Director                            | -Member            |
| iii) The Co-PI(if any)                           | -Member            |
| iv) The Registrar or his/her representative      | -Member            |
| v) The Finance Officer or his/her representative | - Member           |
| vi) The Principal Investigator                   | -Member & Convenor |

### **8.2 The Committee for Central Project/Scheme or Special Scheme**

There must be a separate Committee for each Central Project/Scheme or Special Scheme, whether it is operated centrally any other Section or through separate bank account. The Committee shall be formed with the approval of the Vice-Chancellor or Executive Council.

## **CLASSIFICATION OF STORES**

All stores to be procured shall be classified into three categories viz, **Durable Stores (DS)**, **Semi-Durable Stores (SDS)** and **Consumable Stores (CS)**.

- A. **Durable Stores (DS):** Stores satisfying any one of the following conditions shall be classified as durable stores:
- stores which are intended to be used over prolonged periods before becoming unusable, or obsolete,
  - stores having a significant disposal value,
  - stores which are sub-systems, or parts of an equipment, which can be potentially repaired and reused, and
  - stores which are either fabricated, or assembled equipment, and which if bought as a single item would have been classified Non-Consumable Stores.

All durable stores shall be entered into the **Asset Register of the University** and the **DS Stock Register of the respective Department/School/Section/Unit**.

Examples: (examples are indicative and not exhaustive) plant machinery, equipment, fabricated equipment, instruments, assembled instruments, motors, gas cylinder, workshop machines, furniture and books etc.

- B. **Semi-Durable Stores (SDS)::** Stores satisfying any one of the following conditions shall be classified as SDS.
- stores which have significant value when purchased but rapidly lose their value/relevance with the lapse of time and have very little or negligible disposal value, and/or
  - stores which can be upgraded either by replacing components/parts or which can be rendered obsolete by the release of new versions or editions.

All SDS shall be entered in the **SDS Asset Register of the University** and in a separate **SDS Register in the Respective Department/School/Section/Unit**.

Examples: (examples are indicative and not exhaustive) Computers, disk and other peripherals drives which are computer accessories, software (except antivirus), printers, monitors, UPS, telephones, mobile, Projectors, etc.

- C. **Consumable Store (CS):** Stores satisfying any one of the following conditions shall be classified as CS:
- stores which exhaust with lapse of time,
  - stores which are rendered unusable due to normal wear and tear,
  - stores which do not have significant disposal value, and
  - spares of equipment which do not fall either in the NCS or LTAS category.

The CS shall be entered in the **Consumable Store( CS) Stock Register of the University** as maintained in **Central Store** and in the **CS Stock Register of the respective Department/School/Section/Unit**.

Examples: (examples are indicative and not exhaustive) chemicals, medicines, stationery items, printer ribbons and cartridges, pen drive, floppies, CD ROMs, antivirus, magnetic tapes, chips and electronic components like resistors, capacitors, connectors etc, electrical components like wire switches, plugs, bulbs, cells, tool-bits and hand tools etc.

If the spares are purchased for fabricating or manufacturing any equipment, such spares are to be treated as Non Consumable items. However, if a spare is purchased to replacing any spare of an equipment, such spare be treated as CS, provided such spare do not have any replacement value.

In case of a dispute regarding the classification of an item, the decision of Finance Officer or Deputy Finance Officer shall be final.

**Annexure-B**

"Certified that the goods purchased are of the requisite quality and specification, and have been procured **from the open market/enlisted vendor/Online at a reasonable price.**"

\_\_\_\_\_  
*Signature of the Head/Director or head of Office*

*Note: In case of doubt in price the head of office may collect quotations according to rules 3.2*

**Annexure-C**

"Certified that the stores recommended for purchase are of the requisite specification at lowest price and the supplier recommended is reliable and competent to supply the goods in question.

\_\_\_\_\_  
*(Signatures of the Members of the Purchase Committee)*

In case of selection of suppliers other than L1, the reasons for selection of vendor/supplier other than L1 are as follows:

- 1)
- 2)
- 3)

\_\_\_\_\_  
*(Signatures of the Members of the Purchase Committee)*

**Annexure-D**

"Certified that the goods purchased are of the requisite quality and specification, and have been procured from the open market/enlisted vendor/Online at a reasonable price."

\_\_\_\_\_  
*Signature of the PI/Co-coordinator/head of Office*

*Note: In case of doubt in price the head of office may collect quotations according to rules 7.2*

**Annexure-E**

"Certified that the stores recommended for purchase are of the requisite specification at lowest price and the supplier recommended is reliable and competent to supply the goods in question.

\_\_\_\_\_  
*(Signatures of the Members of the Administrative Committee)*

In case of selection of suppliers other than L1, the reasons for selection of vendor/supplier other than L1 are as follows:

- 1)
- 2)
- 3)

*(Signatures of the Members of the Administrative Committee)*

