

CHAPTER-12

PURCHASE PROCEDURE REGULATION

The following purchase procedure in the University has been recommended as detailed below:

Definition of Goods

- (a) The definition 'goods' includes all articles, material, commodities, livestock, furniture, fixtures, raw material, spares, instruments, machinery, equipments, industrial plant etc., purchased or otherwise acquired for the use of Institute but excludes books, publications, periodicals, etc. for a library.
- (b) Every purchase case should be initiated on receipt of a written requirement/ requisition, with detailed specification.

Purchase procedure

The University may follow either of the two procedures given in this chapter viz.

- (i) Non- Centralized purchase procedure.
- or
- (ii) Centralised purchase procedure.

12.1 (i) Non- Centralized Purchase Procedure

12.1.2 Inviting Quotations/ Tenders

12.1.3 All the purchase of material and services (except as in Clause 12.2 & 12.3 below) will be made through the normal purchase procedure indicated as under:-

- (i) Exceeding Rs. Two Lac Open Tenders
- (ii) Less than Rs. Two Lac Limited Quotations/ Tenders with specification clearly written down.

12.1.4 Quotations would be invited in respect of purchases up to Rs.40000/- and limited tenders (with earnest money) would be invited for purchase beyond Rs.40000/- and up to Rs. 2.00 Lac by all the departments/ offices except the Science department which will continue to invite quotations instead of tenders with specifications of the material clearly laid down Quotations/ Tenders would be invited from a good number of leading and relevant reputed manufacturers/ dealers.

12.1.5 For purchase beyond Rs.2.00 Lac open tenders would be invited through the Press with the administrative approval of the Registrar. A copy of Tender Notice would, however, invariably be sent by post as well to a good number of firms. This condition may be relaxed by the Registrar by keeping in view the merits of a particular case.

12.1.6 Provided further that purchase made by the Purchase Committee(s) or by any officer authorized by the Vice- Chancellor/ Registrar for the same will not be governed by the operation of this Clause. The Heads of Departments/ Registrar are authorized to enter into contracts on behalf of the University with supplier firms in respect of purchases they are competent to make.

12.2 Approved Sources

The purchase from the following sources may be made at their fixed rates without the call of quotations with the due sanction of the amount of expenditure by the competent authority.

- (i) Co-Operative stores, in the city/town.
- (ii) Khadi Bhandar, in the city/ town.
- (iii) DCM Store, in the city/ town.
- (iv) Co-Operative Marketing-cum-Processing Societies, in the city town.
- (v) Haryana Co-Operative Supplies & Marketing federation, in the city/ town.
- (vi) Firms on DG S&D Rate Contract.
- (vii) Firms on Controller of Stores Rate Contract.
- (viii) Govt. of India Department/ Govt. of Haryana and other stores Department, Central/ State Govt. Undertakings and Corporations.

If the item to be purchased is not available in the city/ town then it may be purchased from the branches of these concerns at other nearby stations.

- (ix) Any other approved sources approved from time to time.

12.3 Standing Purchase Committee

12.3.1 The Vice- Chancellor of the University shall appoint Central/ Standing Purchase Committee for the purchase of store items.

FUNCTIONS:

(a) This Committee shall act for purchase of articles in bulk i.e. valuing Rs.50000/- and above subject to the rules regarding delegation of financial powers in force.

(b) The requirements of various departments received by General Branch shall be consolidated and placed before the Committee for scrutiny. The Committee will then recommend for calling of quotations or for negotiations as it may deem fit.

(c) In order to expedite supplies or to ensure the quality and standard of goods, the Committee shall have the power to allot the supply of articles to any agency by negotiations, i.e. calling tenders or without it, if the circumstances so require, even at higher than the lowest tendered rates.

- (i) The Committee or any member or members authorized by it shall inspect the articles supplied and would approve the same.
- (ii) In the event of disagreement in the Purchase Committee, the matter will be referred to the Vice- Chancellor for final decision.
- (iii) This Committee may also consider such other matters relating to purchases as may be referred to it by the Vice- Chancellor.

12.3.2 The Vice- Chancellor may also appoint Ad hoc purchase Committee(s), as and when considered necessary, consisting of one or more persons for effecting purchase of articles required by the University from local market or markets at other stations irrespective of amount of purchases.

Provided that the Registrar/ Finance Officer shall exercise powers of appointing Adhoc Committee(s) for the purchase upto Rs.50000/-.

12.4 Purchase through Adhoc Committee(s)

Only in such cases where it is not possible to follow the above normal procedure due to emergent purchases and also in case of such items where the purchase through quotations/ tenders is not feasible for the reasons to be assigned in writing the purchase would be resorted through the Adhoc Purchase Committee duly constituted by the competent authority as per provisions of Clause 12.3.2 of the Purchase Committee Regulations and in accordance with Clause 12.15 of these instructions.

12.5 Financial Powers of the Head of Departments

12.5.1 Heads of the Departments shall be competent to incur expenditure within the provision, included in the Budget Estimates and communicated to them as follows:-

		Any individual bill upto
1.	All the Chair persons of the University Teaching Departments/ Directors of Institutes (Teaching)/ Dean Academic Affairs/ Dean Students Welfare/ Dean of Colleges/ Chief Warden/ Proctor/ Director, IS & IS/ Director, Academic Staff College	(i) Rs.3000/- (without quotation) (ii) Rs. 10,000/- (on lowest quotation basis by inviting quotations) (iii) Railway Freight/ Octroi charges and Other taxes (Amt. of the bill received)
2.	Deans	(i) Rs.3000/- (without quotation) (ii) Rs. 10,000/- (on lowest quotation basis by inviting quotations)
3.	Librarian	
	(i) Contingencies/ Furniture/ Hot & Cold whether Charges/ Repairs to University Moveable Property/ Stationery/ Postage/ Binding	(i) Rs.3000/- (without quotation) (ii) Rs. 10,000/- (on lowest quotation basis by inviting quotations)
	(ii) Railway Freight/ Octroi Charges & Other taxes	Amount of the bill received
	(iii) Photo- copying Material	Full Powers

The Librarian shall make purchases of books and periodicals for the University Library within the sanctioned Budget Grant, on the recommendation of the Chairperson of Departments concerned and in accordance with allocations made by the Library Committee. For general books, the Librarian shall make purchases with the approval of the Vice- Chairman, Library Committee.

4. Other Heads of the Depts. Including Residential Medical Officer, Medical Officer, Estate Officer/ Incharge, Land & Farming & Horticulture, Sanitary Officer, Chief Security Officer, Placement Officer, Principal University Sr. Sec Model School, Director, Youth & cultural affairs, Director, Sports, Director AIS coaching centre, Director WSRC, Head, Computer Centre, Manager, Printing & Publications, Director, Public Relation, Secretary, KUSU
(i) Rs. 2000/- (without quotation)
(ii) Rs. 5000/- (on lowest quotation)
5. Principals University College/ College of Education
(i) Rs.2000/- (without quotation)
(ii) Rs.10,000/- (on lowest quotation basis by inviting quotations).
6. Project Director/ PI/ Executive Engineer
(i) Rs.2000/- (without quotation)
(ii) Rs.10,000/- (on lowest quotation basis by inviting quotations).

Stationery shall be supplied generally by the University Office for which the Head of the Department shall send an indent to the University Store of General Branch. The supply will be made according to the requirements up to the extent budget provision exists. Heads of the Depts. Would exercise their powers relating to the purchase of stationery only after obtaining a certificate of non- availability of stationery from the University Store of General Branch.

12.5.2 The Registrar/ Finance Officer shall be competent to incur expenditure within the provision included in the budget estimates, pass bills and make payments relating thereto. He shall also make payment of bills duly passed and

forwarded by Principals of Colleges, Chairpersons of Teaching Departments and other Officers in accordance with powers delegated to them.

The detail of financial powers to be exercised by the Registrar and Finance Officer, is as under:-

(1)	Purchase on lowest quotation basis	Full Powers
(2)	Lower of two/ higher quotation basis	Rs.50000/-
(3)	Single quotation basis	Rs.50000/-
(4)	Approved sources under clause 8 of financial powers	Full Powers
(5)	Constitution of Adhoc Purchase Committee	Rs.50000/-
(6)	Writing off of losses in case of unserviceable articles	Rs.10000/-
(7)	Writing off of Losses	Rs.10000/-
(8)	Execution of work	Rs.50000/-
(9)	Supply of material	Rs.50000/- (However up to Rs.2.00 Lac in case of purchase on DGS&D Rates or Govt. Dept. undertakings)
(10)	Refreshment in authorized meetings	Rs.2000/-
(11)	Journey by Taxi	Full powers on approved rates against Entitlement in respect of journey for Attending meetings of the Executive Bodies of the other University and authorized meetings.
(12)	Drawal of Advances	Up to Ten.
(13)	Journey out of Project Funds	Full powers except in the case of Head of Deptt and Professors who May be allowed by the Vice- Chancellor.

Registrar will exercise full powers of journey by Taxi on approved rates against entitlement, drawl of Advances and journey out of project funds.

The following officers will exercise these powers:-

- | | | |
|-------|--|--|
| (i) | Deputy Registrars | Rs.3000 (with out quotation).
Rs. 5000/- (on lowest quotation basis). |
| (ii) | Assistant Registrars/ Sub- Branch Officers | Upto Rs. 2000/- (with out quotation) |
| (iii) | Secretary/ OSD to Vice- Chancellor | Rs.3000 (with out quotation).
Rs. 5000/- (on lowest quotation basis by
inviting quotations). |

12.6 Minimum Three Quotations/ Tenders

12.6.1 Irrespective of any of the above procedure adopted for purchase minimum Three tenders/ Quotations will be required for effecting the purchase on competitive rates unless, otherwise, it is not possible to obtain three quotations for the reasons to be recorded and approved by the competent authority (For this purpose a firm will be considered sole manufacturer only if no other firm is manufacturing that item with any other brand/name). When there are numerous firms manufacturing/ dealing in respect of some of the items the enquiries be made from a good number of relevant firms including those which quoted last time. Every effort be made to ensure the purchase on the lowest quotation basis and if it is not possible and the purchase is proposed to be made on single quotation, lower of two or on higher rates the reasons there of may be recorded in writing while seeking sanction.

12.6.2 To ensure that the interests of the University are well-safe guarded, comprehensive proforma for Notice Inviting Tenders/ Quotations be used as per Annexure-I. The Department/ Offices may incorporate any additional conditions as per their requirements to safeguard their interest.

12.6.3 At least fifteen days clear notice is given excluding the day of dispatch and receipt at the time of floating tenders/ quotations. The steps be taken well in advance so as to ensure that if the response in the first instance is poor there is enough time for re-inviting the quotations/ tenders.

12.6.4 To achieve the above, departments/ offices may maintain an exhaustive list of firms manufacturing/ dealing in the materials required by them and they should update their lists with the help of trade directories/ Year Book available in the Library, from the advertisements in the News papers apart from calling the

information from the sister Universities, National Physical Laboratory, Delhi, Director General Technical Development, Delhi, Director General Supplies & Disposals, Delhi, and Director General Supplies, Haryana or any other reliable sources.

12.6.5 Full specifications of the items required be given in the enquiry letter mentioning all the requirement of size, quality of material brands to be used etc. depending upon the nature of the item.

12.6.6 It may be ensured that the letters inviting quotations/ tenders are dispatched under certificate of posting. The quotations received be opened on the due date and time and be signed with date by the Officers authorized for opening the quotations. If it is not possible to open the quotations on the date of opening these be opened on the first available opportunity. The envelope received with the quotations invariably be preserved and attached with the respective quotations.

12.6.7 Every contract/ order would provide for a liquidated penalty clause to take care of any breach of contract to safeguard the University interest.

12.6.8 A Register of quotations/ tenders be maintained on the format as per Annexure-II where in the particulars of the item for which tenders/ quotations have been invited be recorded along with the date and time of opening. As soon as a quotation is received its entry be made in the said register as well as in the diary Register of the department. At the time of opening, the date and time of opening should also be recorded by the Officers authorized to open the quotations.

12.6.9 The quotations/ tenders should be opened by the Committee consisting of following Officers:-

Teaching Department

- (i) Chairman of the Department
- (ii) A representative of the Dean of the concerned Faculty
- (iii) One Supdt. From administrative Offices to be nominated by the Registrar.

Administrative Office

- (i) Branch Officer
- (ii) A representative of the Registrar.

These Officers should not only append their signatures with date on the quotations and envelopes but should also encircle the over writings/ cuttings and should attest the same with their signatures and by re-writing the relevant portion. Comparative statement giving details including overhead charges should be drawn and got signed by the members.

12.6.10 Quotations/ Tenders should not in any case be accepted by hand and only the sealed quotations received by post-approved couriers' agency should be considered. The suppliers should send tenders by registered post sufficiently in advance to ensure that they reach the University on or before the due date and time. The tenders received after the due date and time will be rejected irrespective of the postal delay or any other reason.

12.6.11 To safeguard the interest of the University a penalty clause as under, be included in all the transactions.

“Supply order(s) shall be executed within the time specified in the supply order which may be extended by the Registrar on the application of the contractor indicating the reasonable ground. In the event of the contractor failing to supply the materials within time, he shall be liable to pay as compensation an amount equal to one percent or such smaller amount as the Registrar may decide on the said amount of the contract, for every day that the quantity remains incomplete. Provided that the entire amount of compensation shall not exceed 10% of the total amount of Contract. After the lapse of 15 days beyond the stipulated/ extended period it will be the discretion of the University to cancel the supply order at the risk and cost of the supplier. The University may also forfeit the Earnest Money besides taking other action against the firm including its blacklisting. In case of any other breach of contract/ agreement the University will be at liberty to levy a compensation upto 10% of the amount of contract and may also take any other penal action including the blacklisting. An appeal against these orders shall, however, lie with Vice- Chancellor whose decision shall be final”.

To enforce the above Penalty clause it is necessary to ensure the fulfillment of any of the following conditions:-

(a) Earnest money @ 2% of total value be obtained with the condition that it will not be released during the guarantee period.

However, in public interest, the tenderers may be given an opportunity to deposit the earnest money even after the opening of tenders by the competent authority in the following cases namely:-

- (i) The offer is technically valid and otherwise acceptable but for this or other minor deficiencies such as tender fee or signing of schedule.
 - (ii) The Tenderer has referred to old deposit with relevant detail which is, however, not available as having been released in the meanwhile or is not free and the offer is otherwise technically valid and acceptable.
 - (iii) The difference in rates between the two technically valid offers is considered to be substantial.
- (b) As far as possible the payment terms be negotiated in such a way that the firms are persuaded to effect the supply on bill basis or at the most accept 90% payment against delivery and the balance 10% payment be made within 30 days after the supply/ installation of material/ equipment to the satisfaction of the Department. To ensure that the firms do not hesitate from supplying the material on bill basis and to enlist their full cooperation and to earn good will, the payment of all bills should be made within the stipulated period. Where no period is stipulated, the payment be released at the earliest possible.

12.7 Computational Work

All the Computational work be done/ got done at the University Computer Centre. Any Computational job from outside will be permitted only when such facility for the same is not available at the University campus and the Head, Computer Centre has stated so in writing.

12.8 Medicines

In case of purchase of medicines by the Health Centre, the purchases to be made from standard manufacturers and their authorized distributors/ stockists on not more than the hospital rates and the Resident Medical Officer will ensure the Hospital rates charged in the Bills are not higher than those approved for supply to Government Hospitals and a certificate to this effect should also be recorded on the bills by the Resident Medical Officer.

12.9 Electrical Items

In future the Deptts./ Offices of the University shall not effect the purchase of common use electrical items at their end. They will anticipate their requirements, place requisitions well in advance on the Executive Engineer (Elect.) who will either supply them from his stock or arrange for the necessary purchase and then supply against payment.

12.10 Govt. Levies

While comparing the rates of different parties the impact of Sales Tax should invariably be kept in view and the Concessional Sales Tax Certificate should invariably be issued to avail of the concession in

case of purchases from the State of Maharashtra and Delhi including Union Territories. If the firm does not specifically mention that the Sales Tax/ Excise duty is payable extra it may not be paid and a mention to this effect be invariably made in the notice inviting Tenders/ quotations. A specimen copy of the Concessional Sales Tax form to be issued separately for purchase from Maharashtra and Delhi is given at Annexure-III or IV for ready reference. The facts be incorporated in the order for the supply of the material also.

12.11 Printing Work

As far as possible all printing work be got done from the University Press only. These orders will be effective in case of all the Printing work whether it may be out of the University Funds or the fund received from any outside agency. These orders will, however, not be operative in respect of Examination Question Papers and similar work. However, if the University press is not in a position to execute the requisite job due to any reason to be recorded in writing than the said printing job may be got executed from the open market after following due procedure of quotations etc. with the specific prior administrative approval of the Registrar/ Vice- Chancellor.

12.12 Repair of Air Conditioning/ Refrigeration Equipment, Electrical Motors

The repair of Air- Conditioning/ Refrigeration Equipment and Electrical motors be got done through the Construction Branch. The department may inform the Executive Engineer (Elect) about the repairs to be got done and the Executive Engineer (Elect) will depute his representative to get the equipment inspected and arrange the repair departmentally wherever possible and if departmental repairs are not possible, Executive Engineer will take action to get the same repaired after due call of quotations. The payment of repair charges will, however, be made by the concerned Departments.

12.13 Repair of Scientific Instruments/ Equipments/ Apparatus

All the Scientific Instruments/ Equipments/ Apparatus may be got repaired from the University Service and Instrumentation Centre and if due to any reasons the repairs can not be arranged by them a certificate regarding their inability to undertake such a job may invariably be obtained in writing before getting the job done from the market.

12.14 Octroi Exemption Certificate

The exemption certificate be supplied to the supplier well in time along with the orders itself to ensure the Octroi exemption is availed. Instructions to this effect be given in the supply order. Octroi exemption is available on such material as is brought by the University for purchase of educational institutions, including laboratories apparatus, equipment, chemical, charts writing chalk etc. for the students.

12.15 Instructions for Purchase Committees

The Purchase Committee would observe the following guidelines for strict compliance:-

- (a) The purchase committee will collect at least three quotations and will effect the purchase at the lowest markets as far as possible where it is not possible to collect the quotations in writing the Purchase Committee will invariably record reasons for the same in proceedings.
- (b) While recording the proceedings it will be ensured that all the details are recorded in the proceedings giving the nomenclature of items purchased, their make & model, quantity rates and incidentals paid there on. The dates of journey of the Purchase Committee, amount of advance drawn with date and amount refunded as unspent balance with date be also indicated.
- (c) The Purchase Committee are constituted to effect the purchases and not only to approve the rates. As such if the material is not available at that time and the purchase committee has only placed the order then the proceedings be recorded. The user Departments/ Branches and one of the members of the Purchase Committee to be nominated by the said Committee for the purpose will certify after the receipt of the material categorically stating there in that the material ordered by the Purchase Committee has been received by the Department in accordance with the quantity and quality for which the order was placed by the Purchase Committee.
- (d) It will be incumbent upon the representative of the Department for which the purchase is to be made to carry with him all the details of the specifications of the items required and also diagram where required (for example in the case of furniture) with sufficient typed copies for giving these to the firms for quoting their rates accordingly. As administrative instructions already issued an exhaustive list of firms is to be maintained by all the Departments in respect of the items required by them. Such list of firms should also be carried by the representative of the departments.
- (e) It will be the joint responsibility of all the members of the Purchase Committee to ensure that the instructions are followed strictly and every possible care is taken to ensure in the best interests of the University. The technical members on the Committee will, however, be responsible to ensure that the material has been purchased in accordance with the specification/ quality.
- (f) If any of the item is available against DGS&D rate contract then the rates approved by the DGS&D will be kept in view.

(g) The University is entitled to Concessional Sales Tax as per a copy of Concessional Sales Tax Certificate enclosed which may kept in view.

(h) The Purchase Committee is also required to submit the proceedings to the Registrar withi one month of the visit

(i) The purchase/ financial rules and the administrative instructions issued from time to time will have to be kept in view.

(j) Every member of the Purchase Committee should himself see/ peruse the orders passed by the competent authority for the constitution of the Purchase Committee so as to ensure whatever instructions are contained in those order are observed while affecting the purchase.

(k) If the Purchase Committee has been authorized to effect the Purchase of a particular brand of an equipment/ item the manufacturer of that particular brand but also different dealers/ stockists of the item so as to effect the purchase on competitive rates as the dealers/ stockists many a time are ready to forgo part of their trade discount in favour of purchase to get business. However if no particular brand has been ordered to be purchased then the members should contact the manufacturers as well as dealers of different comparable brands so as to effect the purchase on most competitive rates.

12.16 Import Cases

Unless otherwise considered necessary the import of equipment will be made only for such items on which the benefit of exemption from the payment of Custom Duty can be availed under the Pass Book system after obtaining Certificate of Registration and Certificate of Custom Duty Exemption from the Committee consisting of the following:-

- | | | |
|-------|---|----------|
| (i) | Dean, Faculty of science | Chairman |
| (ii) | Chairperson, Department of Chemistry | Member |
| (iii) | Chairperson, Department of Physics | Member |
| (iv) | Chairperson, Department of Botany | Member |
| (v) | Chairperson, Department of Electronic Science | Member |

The above Committee will issue Certificates after ensuring that the particular item is not manufactured in India keeping in view the guidelines issued by Govt. of India from time to time including those already circulated vide Endst. No. DPA/140/90/ Misc./2357-92 dated 24.4.1990 and Endst. No. DPA/140/94/5563-5612 dated 02.12.1996.

12.16 A In case it is desired to import some Equipment/ Apparatuses/ Chemicals etc. the following factors may be kept in view:-

(a) Quotations be invited direct from the manufacturer in the foreign country asking them to quote minimum possible rates extending all the concessions/ discount to the University being an educational institution. The firm may be asked to supply a copy of their price list applicable in case of supply to the Govt. Offices even when an Indian firm has furnished quotation on behalf of the foreign manufacturer, a specific reference be made to the foreign supplier to quote their rates.

(b) To ensure that there is no ambiguity in the rates. The firm may be asked to categorically indicate the CIF (Cost Insurance & Freight) of the item to be supplied by them so as to ensure that no component on account of custom duty has been included in the rates quoted by them.

(c) Clear instructions be given to the foreign supplier while placing supply orders and while establishing the letter of credit the supply/ documents be sent in the name of the concerned Department so as to avoid transitory delay. Some times foreign supplier, the Airport Authority of India and the Bank sends documents/ intimation in the name of the Vice- Chancellor without specifying the name of the Department which results in delay in delivery of the document/ intimation to the concerned department.

(d) Unless and until a clearing agent is appointed by the University to help the Departments in the clearance of foreign consignments or the work connected with the clearance of the consignment will be done by the Department at their own by deputing a representative and in no case the import pass book and other documents would be handed over to any Indian agent of the foreign supplier to avoid any cheating or misuse by the Indian agent.

12.17 Statutory Deduction of Income Tax at Source

Statutory Deduction of Income Tax is required to be made at source on the following payments and on other payments as may required under Income Tax Act from time to time. The payments which are liable for deduction of Income Tax in terms of Audit Requisition No. 18 dated 28.09.1995 are as under:-

- (a) Any payment by way of rent under any lease, sub-lease, tenancy or any land or building exceeding Rs.120000/- in a financial year.
- (b) All types of contract for carrying out any work, such as transport contract, service contract, labour contracts, material contracts etc.
- (c) On payment made for service rendered by Lawyers, Physicians, Surgeons, Engineers, Accountants, Consultants etc. Tax is to be deducted at the rate prescribed by the Govt. and approved by the Vice- Chancellor if the payment exceeds Rs.20000/- in a financial year from time to time.

Specific mention of this requirement to be made in the Notice Inviting Quotations, Supply Orders and the purchase/ service agreement to be executed with the firm.

12.18 Sanction for incurring expenditure

12.18.1 Nothing contained in these rules should be construed to convey any sanction or to be cited as an authority in incurring expenditure. Sanction of the competent authority is to be obtained invariably in advance before incurring expenditure against the approved budget allocation.

12.18.2 The demands/ requirements be assessed and steps be taken for effecting the purchases for items/ materials required on six monthly basis instead of in piece meal or for the whole year at a time.

(ii) Centralized purchase procedure

12.1.9 Constitution of Central Purchase Committee for purchase of store items. The Committee shall have a Chairman, Six members and a member Secretary. The Chairman shall be nominated from amongst the Deans/ Directors/ HOD s/ Professor/ University Librarian/ Registrar/ any other Officer of the equivalent rank, five members from amongst the Deans/ Directors/ HOD s/ Professor/ Univ. Librarian/ Registrar any other Officer of equivalent rank & Finance Officer. The Asstt. Registrar (P&S) shall act as Member Secretary. Thus the composition of the Central Purchase Committee shall be as under:-

- (i) Deans/ Directors/ HODs/ Professors/ University Librarian/
Registrar/ any other Officer of equivalent rank - Chairman

- (ii) Deans/ Directors/ HODs/ Professors/ University Librarian/
Registrar/ any other Officer of equivalent rank - 5 members
- (iii) Asstt. Registrar (P&S) - Member Secretary

The Vice- Chancellor shall be competent authority to nominate the Chairman, Members and the member secretary, and shall have the power to constitute a Standing Committee, Adhoc Purchase Committee for the specific purchases if there is an urgency.

12.20 Quorum for the meeting

Presence of at least 50%members other than the Chairman will form the quorum for holding the CPC meetings.

12.21 Frequency of Meetings

The Central Purchase Committee shall meet on 10th day of each month preferably at 3.00 pm. If 10th day happens to be a holiday, the meeting shall be held on the next working day. If the need be, the Committee may meet more than once in a month.

12.22 Tenure of the Central Purchase Committee

Tenure of the Central Purchase Committee shall normally be one year. The Vice- Chancellor, if not satisfied with the performance of the existing Committee, may reduce its tenure, and if satisfied, may extend the tenure year by year. The Asstt. Registrar (P&S shall submit the proposal in the first week of the April to the Vice- Chancellor for constitution of the new Committee.

12.23 Stock Assessment and Collection of Requirements

- (i) Stock Assessment

Timely anticipation of requirements, estimation of demand, purchase and maintenance of adequate stock for a reasonable period are the necessary elements required to be built in the purchase system. Over-stocking and the associated loss owing to depreciation or deterioration in quality in stock must be avoided. Demands of Teaching Deptts should be first discussed in the Departmental Committee before the proposal for purchase is submitted.

(ii) Collection of Requirements

The Asstt. Registrar (P&S) shall, therefore, issue circulars to collect requirements from all the Departments/ Offices in the month of April, consolidate the requirements of common items, and take necessary actions for effecting purchases or finalizing rate contracts well in time to avoid hardships to the Depts/ Offices or last minute rush for purchases. The HOD/ Controlling Officers, in consultation with the Departmental Committee, shall send the demands within the time frame failing which they will be responsible for delay in purchase or lapse of funds.

The indenting Depts/Offices shall submit their requirements with detailed specifications and address of manufacturers/ distributors/ dealers to the AR (P&S) in the prescribed Performa (Annexure-I).

The Central Purchase Committee shall be competent to effect purchases either by itself or through Sub- Committees. The representative of the Indenting Deptt may invariably but not necessarily, be associated with purchase as a matter of general policy.

12.24 Opening of Quotations/ Tenders

The Quotations/ Tenders shall be opened by the Committee entrusted with the responsibility to affect the purchase. This Committee may also authorize a sub- Committee to open the quotations if deemed proper.

12.25 Inspection of the material

The material shall be inspected by the Sub- Committee entrusted with the responsibility to purchase. The Inspection Committee shall record the following certificate on the Invoice:-

Certificate to be recorded if installation is not required

“Certified that the material has been inspected and found as per specifications given in the order”.

Or

Certificate to be recorded if installation is required.

“Certified that the material has been inspected and installed. The specifications and the quantity of the material are same as given in the order and installation is satisfactory”.

12.26 Sanction for Incurring Expenditure

The HOD/ Controlling Officer shall obtain administrative approval and financial sanction of the competent authority to incur expenditure against the approved budget allocation as defined in "Delegation of Financial Powers". A Performa for obtaining sanction of the competent authority has been devised for the convenience of the Depts./ Offices (Annexure-2). The depts./ Offices shall invariably use this Performa. The AR (P&S) shall process the case for purchase after obtaining approval from the indenting Dept./ Office.

12.27 Stock Entry

The Departments/ Offices shall take all the items- purchased or received in gratis- on stock in the Stock Registers. Articles of permanent nature shall be entered in the Permanent Stock Register (Annexure-3), while consumable articles shall be entered in the Consumable Stock Register (Annexure-3). The details such as name of the article, quantity, specifications, serial No. of the equipment, cost, bill no., date of purchase etc. shall be entered in the stock registers.

12.28 Drawal of Temporary advances for purchase of Store items.

- (a) The Finance Officer shall be competent to sanction temporary advances.
- (b) The advance shall be drawn after obtaining administrative approval and financial sanction of the authority for the purchase of item(s). It shall be utilized within a month from the date of its drawal. In case the advance is not utilized within the stipulated period, it shall be deposited in the University account unless the sanction of the competent authority has been obtained to retain it beyond this period.
- (c) That advance will be utilized for the purpose for which it is drawn.
- (d) The unspent amount of advance shall be deposited in the University account immediately after the transaction has been completed, but in no case later than seven days from the date of the last payment made.
- (e) The accounts of advance shall be submitted for adjustment soon after the date of the last payment and will be got adjusted within 15 days from the date of last payment. The Officer/ Official

who has drawn the advance shall be personally responsible for its timely adjustment. An advance drawn for the purpose of opening of Letter of Credit in the Bank for making advance payment for import of material shall be got adjusted within one month from the date of receipt of such material in the University.

(f) Ordinarily, not more than three temporary advances will be sanctioned until the advance already drawn have been got adjusted. The Finance Officer may, however, sanction two additional temporary advance(s) considering the special circumstances of the given case. The limit of advances in the case of Purchase Branch/ Store Purchase Office shall not exceed ten. The approval of VC may be obtained if the no. of advances exceeds the prescribed limits. However the Vice- Chancellor shall be competent to modify this rule.

12.29 Centrally stored items

Some items will be required by all the Depts./ Offices. It would be economical to purchase these items in bulk and maintain their stores in the Central Stores of the University. The list of such items is given below:

1. All types of stationery items including computer stationery such as paper, U Clips, paper pins etc.
2. Household spraying chemicals i.e. mosquito and fly repellents.
3. Soaps, detergents and other cleaning material, disinfectants such as Dettol, Phenyl, Naphthalene balls and other deodorants.
4. Cleaning material and Ultramarine (Neel).
5. Brroms, Bamboos etc.
6. Locks.
7. Hessain Cloth
8. Foot mats

9. Household plastic wares such as bucket
10. Glass tumblers, tea sets, trays etc.
11. Torches and Cells.

The Central Store shall ensure the availability of all these items in abundance. The Depts./ Offices shall borrow/ purchase these items from the Central Store. However, they may purchase these items from the market after obtaining NA from Central Store.

12.30 Inspection of Central Stores and Departmental Stores

The Central store shall be inspected annually by a Committee of two Officers not below the rank of Dy. Superintendent constituted by the Store & Purchase Office with the approval of Finance Officer while the Departmental/ Office stores shall be inspected annually by a Committee of two Officers/ Officials of the Department/ Office to be constituted by the HOD/ Controlling Officer. The inspection reports indicating shortages/ losses, surpluses, thefts, etc. shall be submitted to the Finance Officer for information and necessary action, if any.

12.31 Annual rate contracts for items required by several Depts./ Offices

Annual rate contracts shall be finalized in respect of such items as are frequently needed by the Depts./ Offices. The Central Purchase Committee shall be competent to finalize the Annual Rate Contracts for such items as listed below:

1. Laboratory chemicals and culture media (imported and indigenous).
2. Lab Glass wares including molded item, glass blowing apparatus, glass distillation apparatus, cover slips/ Glass Slides.
3. Lab plastic wares.
4. Batteries (Industrial as well as non- industrial).
5. Filter papers (imported and indigenous).

6. Balances of all types including electronic balances.
7. Computer accessories, computer stationery including re-filling of cartridges.

The Depts./ Offices shall purchase these items from the appointed suppliers on the rates and terms and conditions approved by CPC without reference to the AR (P&S/ CPC).

12.32 Purchase of Non- Centralized Items

All the non-centralized items i.e. the items other than the centrally stored items listed under clause 12.29 shall be purchased by CPC on case to case basis by inviting quotations/ tenders.

12.33 Cycle of Rate Contracts

The cycle of Rate Contract shall, as far as possible, be for a period of one year from first day of October to the last day of September. However this cycle may change depending upon the circumstances. The CPC shall ensure that all rate contracts are in position one month before the expiry date of the existing rate contracts. All the rate contracts, finalized by the CPC, shall be circulated amongst the Depts. after verification by the Audit.

12.34 Transparency, competitiveness, fairness and elimination of arbitrariness in purchases

The following criteria shall be followed to maintain transparency, competitiveness, fairness and eliminate arbitrariness in purchases:

- (a) At least 15 (fifteen) days clear notice excluding the dates of dispatch and receipt shall be given for filing of quotations/ tenders.
- (b) Quotation/ Tender documents shall be self- contained and comprehensive, and full specifications/ details of goods shall be clearly spelt out without any ambiguity.
- (c) All the Quotations/ Tender Notices shall be sent to the prospective suppliers/ for publication in the news papers(s) Under Postal Certificate/ Registered Cover.
- (d) The dates of Opening the Quotations shall be announced in the quotation/ Tender Notices.

(e) The bids should be opened in public, and authorized representative of the bidders shall be permitted to attend the bid opening, if they want to be present.

(f) A Quotation/ Tender Register shall be maintained in the format as per Annexure-12.15. As soon as a quotation/ tender is received, its entry shall be made in the said Register as well as in the Diary Register of the Store Purchase Office/ Department/ other Office. At the time of opening, the date and time of opening of the quotation/ tender should also be recorded by the Quotation/ Tender Opening Committee.

(g) All the rate contracts shall be posted on University's web site after approval of CPC and verification by audit.

12.35 Payments

As far as possible, all purchases shall be made on credit/ bill basis. However, payments may be made against delivery after satisfactory installation and inspection report where the suppliers do not agree to make supply on credit. To ensure that the firm do not hesitate from supplying the material on bill basis, and to enlist their full cooperation and earn good will, the payment of all bills shall be made within the stipulated period failing which interest at Fixed Deposit Rates of State Bank of India shall be realized from the Officer/ Official responsible for delay in payment and paid to the supplier.

12.36 Govt. Levies

The benefit of Concessional Sales Tax, wherever available, may be availed off by issuing necessary Concessional Sales Tax certificate. Purchase shall not be made from any firm/ supplier not possessing Sales Tax Number.

12.37 Exemption from Custom Duty/ Excise Duty/ Octroi

The University is exempted from Custom Duty/ Excise Duty/ Excise Duty/ Octroi. Hence the Department/ Offices shall issue Custom Duty/ Excise Duty/ Octroi Exemption Certificates (Annexure 12.4-12.7) to the supplier duly countersigned by the Registrar, _____University to avail of these benefits. Instructions to this effect shall be given while inviting quotations/ tenders and placing supply order.

12.39 Requirement of three Quotations/ Tenders

(a) Purchase on the basis of three quotations/ tenders.

As a matter of general rule, there should be minimum three quotations/ tenders. Every effort may be made to purchase the item(s) on the basis of lowest quotation. If it is not possible to make the purchase on the basis of lowest quotation, and the purchase is proposed to be made on a single quotation or lower of the two or on higher rates, approval of the Vice- Chancellor shall be obtained by recording reasons in writing.

(b) Purchase on the basis of less than three quotations/ tenders.

The purchase may be effected on the basis of a single quotation/ tender with the approval of the Vice-Chancellor under the following circumstances:

- (i) If there are less than three quotations against the tender floated in the news paper or NIQ floated amongst the perspective suppliers.
- (ii) If the item to be purchased is a proprietary item, and is available from the manufacturer only and not from any other source. A "Proprietary Certificate" and a certificate that "they market the item directly" shall be obtained from the manufacturer.
- (iii) If the item to be purchased is available from the sole distributor across the country, a certificate to that extent shall be obtained from the manufacturer.

12.40 Purchase of Items without Calling quotations (Emergent purchase upto Rs.3000/-)

- (a) The HOD/ Directors of Institutes/ Librarian/ Registrar/ CoE/ Finance Officer/ P.I./ University Engineer (XEN)/ DSW/ Director of Sports/ Sr. Medical Officer/ Director of youth Welfare, Manager (University Press), and other Branch Officers/ Other Officers of equivalent rank shall be competent to purchase any item costing up to Rs.3000/- without calling quotation subject to "Non-Availability Certificate" from the Central Stores for the Centrally Stored items listed under Clause 12.13 only. NO NA would be necessary for non- centralized items.

- (b) Annual monetary limit for all purchases made by the HODs/ Directors of Institutes/ Librarian/ Registrar/ CoE/ Finance Officer/ University Engineer (XEN)/ DSW/ Director of Sports/ other Officers of equivalent rank without calling quotations shall be Rs.50000/-.
- (c) Annual monetary limit for all purchases made by the Sr. Medical Officer/ Director of youths welfare, Manager (University Press) and other Branch Officers/ other Officers of equivalent rank without calling quotations shall be Rs.30000/-.
- (d) Annual monetary limit for all emergent purchases for centrally stored items for the Store purchase Office shall be RS.50000/-.
- (e) All Offices/ Departments shall maintain a Limit Register. All purchases made without calling quotations shall be entered in this Register. The entries shall be verified by the Audit while passing the bills.
- (f) No NA would be necessary for the Out stations (ILMS, Gurgaon & PGRC Rewari) for emergent purchases. However Heads of the Outstations will justify the emergency for purchase. The Outstations will submit monthly report of purchases made without quotations to the Store Purchase Office by the 1st week of every month, after making entry in the Limit Register.

12.41 Purchase of Items upto Rs. 10000/- through the Department/ Office Purchase Committees

- (a) The HODs/Directors of Institutes/Librarian/Registrar/COE/Finance Officer/P.I./University Engineer (Xen)/DSW/Director of Sports/other equivalent Officers shall be competent to purchase any item costing upto Rs. 10,000/- on lowest quotation basis by inviting three quotations through Department/Office Purchase Committees to be constituted by the above Controlling Officers under intimation to the Chairman, CPC for a year (April-March) subject to "Non-Availability Certificate" from the Central Stores for the centrally stored items listed under Clause 12.29 only. No NA would be necessary for non-centralized items.
- (b) Sr. Medical Officer/Director of Youth Welfare, Manager (University Press), and other Branch Officers/other Officers of equivalent rank shall be competent to purchase any item costing upto Rs. 5000/- on lowest quotation basis by inviting three quotations through Department Purchase Committees to be constituted by the above Controlling Officers under intimation to the Chairman, CPC for a year (April-March) subject to "Non-Availability Certificate" from the Central Stores for the centrally stored items listed under Clause 12.13 only. No NA would be necessary for non-centralized items.

- (c) Annual monetary limit for all purchases made by the HoDs/Directors of Institutes/Librarian/Registrar/COE/Finance Officer/University Engineer/DSW/Director of Sports/ other Officers of equivalent rank through the Department Purchase Committees quotations shall be Rs. 50,000/-.
- (d) Annual monetary limit for all purchases made by the Sr. Medical Officer/Director of Youth Welfare, Manager (University Press), and other Branch Officers/other Officers of equivalent rank through the Department Purchase Committees quotations shall be Rs. 30,000/-.
- (e) All Offices/Departments shall maintain a Limit Register. All purchases made through the DPC shall be entered in this Register. The entries shall be verified by the Audit while passing the bills.
- (f) No NA would be necessary for the Outstations (ILMS, Gurgaon & PGRC, and Rewari) for emergent purchases. However, Heads of the Outstations will justify the emergency for purchase. The Outstations will submit monthly report of the purchases mad without quotations to the Store Purchase Office by the 1st week of every month, after making entry in the Limit Register.

12.42 Purchase of items costing more than Rs. 10000/-

All items costing more than Rs. 10000/- shall be purchased through the Central Purchase Committee.

12.43 Brand Selection

- a) Brand Selection of common Laboratory Equipments/ Instruments/ Chemicals/ Glass wares/ Plastic wares.

The following committee shall decide the brands of the above items:

- i) HOD, Chemistry Convener
- ii) HOD, Microbiology/Rep. not below the Reader Member
- iii) HOD, Pharmacy/Rep. not below the Reader Member
- iv) A.R. (P&S)/Rep. not below Dy. Supdt. Member

- b) Brand Selection of Computers, Peripherals, UPSs including batteries, Softwares, Computer Stationery (CSs/DVSs, Pen Drives, cartridges, hard discs, drives, paper stationery for computers etc.), Audio-visual aids, Cameras, etc.

The following committee shall decide the brands of the above items:

- i) Chairman, CPC Convener
- ii) Director, Computer Centre Member
- iii) Head, Computer Science Member
- iv) Xen/Rep. not below the rank of SDE Member
- v) A.R. (P&S)/Rep. not below Dy. Supdt. Member

A.R. (P&S) shall convene the meeting of the Brand Selection Committee in April/May to finalize the brands of items listed above.

12.44 Purchase of Branded Equipments/Machinery/other Items on Quality basis

As far as possible, the tendency on the part of user Departments/Offices to recommend a single brand/make of equipment should be discouraged. In case, the Departments, for the purpose of research, need only a specific make of certain equipment, there should be clear recommendations of the HOD to this effect. In such cases, quotations should be invited from the manufacturers as well as authorized distributors/dealers/stockists. If the manufacturers insist upon supplying the material directly or through specific authorized dealer, the matter may be dealt with accordingly. In all such cases, a certificate must be obtained from the supplier that “the rates charged and other terms and conditions are not inferior to those offered to other Govt./Semi-Govt. Institutions/Organizations/Departments”. In other cases, the quotations should be floated amongst manufacturers and authorized distributors/dealers on the basis of quotations should be floated amongst manufacturers and authorized distributors/dealers on the basis of complete specifications to be given by the HOD/Office concerned. Even after the receipt of quotations, if the concerned HOD/Office finds, on going through the catalogue, that a certain device/technology already in use in the University or elsewhere or some other feature of certain brand of equipment is preferred on the basis of use or any other reasons to be recorded in writing, it would be permissible to purchase such equipment on quality basis after recording the reasons in black and white. The Purchase Committee concerned may decide such cases on merits when, for reasons to be recorded in writing, the quotations are not to be invited again. If the brand decided by the committee is available from a particular manufacturer, and is not marketed through Agents/dealers/distributors, then the single quotation submitted by the manufacturer shall be treated as final and equivalent to three quotations. In case of items such as vehicles (tractors, cars, buses etc.) which are available from a single authorized dealer, the single quotation shall be treated as final and equivalent to three quotations. If, however, the brand is marketed through more than one agent/dealer/distributor, then the normal purchase procedure shall be followed.

12.45 Purchase of items under DGS&D (Central Govt.) and DS&D (Haryana Govt.) Rate Contracts.

The A.R. (P&S)/Departments/Offices shall collect information regarding the items available on DGS&D/DS&D (Haryana) rates and circulate the same among the Depts./Offices. While it will be the endeavour of the Store Purchase Office to make use of such rate contracts, it would not be necessary for the University to purchase all the goods on DGS&D/DS&D rates. Only such items as approved by CPC for purchase on DGS&D/DS&D rates will be purchased on DGS&D/DS&D rates. The use Depts. Shall forward their demands for the items- under DGS&D/DS&D rates- to the A.R. (P&S), who will place orders for the same subject to confirmation by the respective user Departments/Offices. The Outstations (ILMS, Gurgaon and PGRC, Rewari) shall be competent to purchase goods under DGS&D/DS&D rate contract at their own without referring the cases to the Store Purchase

Office/Central Purchase Committee. A copy of the supply order, placed by the Outstations for the items purchased under DGS&D/DS&D rate contract, shall be endorsed to the Store Purchase Office.

12.46 Purchase from Govt. Organizations/Public Sector Undertakings/Autonomous Bodies

The Depts./Offices shall be competent to purchase equipments and other items from various Govt./Semi-Govt./Public Sector Undertakings/Autonomous Bodies such as Cooperative Stores, Khandi Bhandar, HAFED, etc. without reference to the Store Purchase Office/CPC at their rates subject to the condition that such Organizations/Undertakings would give a certificate to the effect that "lower rates and better terms and conditions have not been offered to any other Govt./Semi-Govt./Public Sector Undertakings/Autonomous Bodies. There shall be no need to invite quotations for purchases from Govt./Public Sector Undertakings/Autonomous Bodies manufacturers/suppliers. If the items are not available with these manufacturers/suppliers, then the purchase shall be made by following normal purchase procedure.

12.47 Purchase of Engineering Materials

All Eng.. material such as electrical items, public health materials, civil works materials etc. except the provision of Clause 12.23 shall be purchased by the Engg. Cell/Unit of the University.

12.48 Purchase of Sports Materials

The Directorate of Sports shall send the requirements for the sports material alongwith quantity, specifications, address of the manufacturers/authorized dealers and other necessary information to the Asstt. Registrar (P&S). The Asstt. Registrar (P&S) shall invite quotations, prepare the comparative statement of rates and other terms and conditions, and place the same before the following Sports Materials Purchase Committee for further action:

- | | | |
|------|--|----------|
| i) | Director (Sports) | Convener |
| ii) | Finance Officer/Rep. not below Supdt. | Member |
| iii) | Dean, Students Welfare/Rep. not below Class-II | Member |
| iv) | A.R. (P&S)/Rep. not below Dy. Supdt. | Member |

The Sports Materials Purchase Committee may recommend the purchase on the basis of quotations or may ask the manufacturers/dealers to display the material and then recommend the purchase. This Committee will also be competent to negotiate the rates received against the quotations. The AR (P&S) shall obtain the approval of CPC and place the order for supply of material directly to the Director, Sports who will responsible for receipt of material, inspection of material, stock entry of material, audit before payment, final payment, etc.

12.49 Purchase of Medicines

The Sr. Medical Officer/Resident Medical Officer shall decide the brands of medicines and submit the requirements to AR (P&S), who will place the Agenda before CPC for further necessary action such as constitution of a Committee for purchase of items or approval of CPC for rates already invited by the AR (P&S). Normally the following Committee shall purchase the medicines:

- i) Sr. Medical Officer
- ii) Rep. of HOD, Dept. of Pharma Sciences
- iii) Finance Officer/Rep. not below Dy. Supdt.
- iv) A.R. (P&S)/ Rep. not below Dy. Supdt.

The SMO will coordinate the purchase subject to store purchase procedure/regulations.

12.50 Printing of books, brochures, pamphlets, booklets, and other printing related jobs (scanning, planning and designing)

The University has its own Press for printing of books, brochures, pamphlets, booklets, calendars etc. As far as possible, the printing work shall be got done from the University Press irrespective of whether the funds for printing have been made available out of University budget or the funds received from any outside Agency. This Rule will, however, not be applicable in respect of Examination Question Papers and similar work, being of emergent and secret nature. However, if the University Press is not in a position to execute any requisite job due to any reason to be recorded in writing, the said printing job may be got executed from the open market after following the procedure of quotations etc. with specific prior administrative approval of the Registrar/Vice-Chancellor through the following Committee;

- i) Prof. I/C. University Press/Rep. not below Dy. Supdt.
- ii) Finance Officer/Rep. not below Dy. Supdt.
- iii) Press Manager

The HOD/Rep. not below Associate Professor concerned may be associated if the printing job pertains to any Dept./Office. The above Committee may also decide the rate contract for scanning, planning and designing for coloured printing as these are highly specialized jobs for which facilities do not normally exist in University Presses.

The Press Manager will coordinate the work of the Committee.

12.51 Hiring of Specialized Services

The Depts./Offices, after obtaining financial sanction from the competent authority, shall send their demands for the hiring of specialized/professional services like computer training, photography, coaching for civil services, communication skills development for the university employees/students etc. to the AR (P&S). While sending the demand, the Dept./Office shall offer comments regarding services of the firm provided during the last service contract period, if any. The AR (P&S) shall place the Agenda before CPC for further necessary action such as constitution of a Sub-Committee, obtain recommendations of a Sub-Committee, place the recommendations before for Central Purchase Committee for approval, and convey the same to the Dept./Office concerned.

12.52 Purchase through Spot Purchase Committees (Ad hoc Committees)

The CPC shall be competent to constitute Spot Purchase Committees for making spot purchases from local or outside markets for Centralized (centrally stored items) as well as Non-Centralized items.

a) Circumstances for forming Spot Purchase Committees

Spot Purchase Committees shall be constituted under the following circumstances:

- i) When the purchase is so urgent that regular purchase procedure cannot be followed.
- ii) When the purchase has not been made earlier through regular purchase procedure and the addresses of the firms are not available.
- iii) When the specifications of the items needed, are such that these have to be explained personally to the firms concerned and the quality of the material is to be inspected on the spot.
- iv) When the response to NIQ floated by Store purchase Organization is poor.

b) Constitution of the Spot Purchase Committees

The constitution of the Spot Purchase Committees shall normally be as under:

- i) HOD concerned/rep. not below Class-I
- ii) Finance Officer/Rep. not below Dy. Supdt.
- iii) One Member to be nominated by the CPC

c) Requirement of Quotations Needed for Spot Purchase

As a matter of general rule, there should be minimum three quotations before a spot purchase is made. However, subject to a maximum limit of Rs. 5000/- for each item at a time, the Spot Purchase Committee would be competent to make purchases even when the requisite number of quotations cannot be obtained. This power would be exercised by the Spot Purchase Committee when the material is needed urgently and the Committee is satisfied that the rates are reasonable. When any firm offers the lowest rates, but does not want to give quotations, the Spot Purchase Committees would be competent to make purchases, without insisting for written quotation, from the firm, and the Committee would record a certificate that the purchase has been made at the lowest market rates.

12.53 Repeat Orders

The following rules shall govern the placement of repeat orders.

- a) Repeat Order would mean the order by the same Dept./Office, who made the purchase initially.
- b) Repeat order, if required, shall be placed within a period of three months from the date of order of first purchase.
- c) The quantity of the repeat order shall not exceed the quantity equal to the quantity of the initial order. CPC, after ensuring the reasonableness of the of the rates, shall be competent to relax the provisions of this Clause.
- d) Repeat orders shall be placed by the AR (P&S).
- e) Reasonableness of rates shall be ensured by the purchasing Dept./Office, and a certificate: "The price (s) of the good (s) has/have not reduced after the initial Order", shall be obtained from the supplier.
- f) No repeat order shall be placed on the basis of spot purchase.

12.54 Constitution of Spot Purchase Committees by the Chairman, CPC for Emergent Purchases.

The Chairman, CPC shall be competent to constitute a Committee to effect the purchase for any emergent purchase in anticipation of the approval of CPC. All such cases shall be placed before CPC for ratification in the meeting scheduled immediately after the receipt of case, complete in all respects, in the Office of AR (P&S) from the Dept./Office concerned. Such emergent purchases shall be made within 15 days from the date of constitution of the Committee.

12.55 Maintenance of the Equipments Including Computer Hardware and Softwares

It is desirable to cover the costly equipment under service contracts. Whenever a Dept./Office sends demand to the AR (P&S) for the purchase of equipment, it must indicate specifically whether extra accessories, spare parts and after-sale service contract would be required.

a) Service Contract with Govt./Semi-Govt./Public Sector Undertakings/Institutions

Where service contracts are to be made with Govt./Semi-Govt. /Public Sector Undertakings/ Autonomous Bodies, the Dept./Office concerned shall be competent to enter into service contracts with such Undertakings/Bodies without referring the matter to the AR (P&S)/CPC. However, the Dept./Office shall obtain a certificate from such Undertakings/Bodies that service contract rates and other terms and conditions offered to MDU are not inferior to those offered to any other Govt./Semi-Govt./Public Sector Undertaking/Body.

b) Service contract with Private Sector Undertakings/Institutions/other firms.

The Dept./Office shall send their demands to the AR (P&S)/CPC for service contracts with Private Sector Undertakings/Institutions/other firms after ensuring that funds are available for this purchase. The Dept./Office will record a certificate of availability of funds and offer comments regarding services of the firm provided during the last service contract period on the demand proforma. The AR (P&S) will process the case, obtain the approval of the Central Purchase Committee, and convey the same to the Dept./Office concerned. Order for AMC and payment thereof shall be made/placed by the Dept./Office concerned.

c) Period of Service Contract

Ordinarily, the service contract shall be for a period of one year. If longer period, subject to a maximum of five year, brings substantial monetary benefits, then CPC shall be competent to enter into AMC for longer period. The AMC charges shall be paid on six monthly basis either as advance or post-service payment shall be made.

12.56 Repair of Air-conditioning/Refrigeration Equipments/Electrical Motors

The repair of air-conditioning/refrigeration equipments and electrical motors shall be got done through the University Engineer (SE/XEN)/Construction Branch. The Departments shall inform the Executive Engineer (Electrical) about the repairs to be got done who will depute his Rep. for the inspection of the equipment and arrange the repair Departmentally, wherever possible. If Departmental repair is not possible, the Executive Engineer (E) will get the equipment repaired from the market. If however,

the University Engineer (SE/XEN)/Construction Branch issues NA, the Department concerned will get it done from the market. Repair to be got done by the XEM (E) or Department concerned shall be subject to monetary limits, repair from manufacturer/authorized dealer and repair from sources other than manufacturer/authorized dealer as provided under Clause 12.41. The expenditure on repairs will, however, be borne by the Department concerned.

12.57 Repair of the Scientific Instruments/Equipments/Apparatus/Machinery/Vehicles (Excluding IT Products)

a) Repair of scientific instruments/equipments/apparatus/machinery from the Manufacturers/Authorized Dealers

Within the following monetary limits, the repairs of the scientific instruments/equipments/apparatus/machinery shall be got done by the Departments / Offices concerned from the respective manufacturers/authorized dealers without referring the case to the AR (P&S)/CPC subject to financial sanction of the competent authority.

Transport Officer	=	upto Rs. 10,000/-
Dean/Director/HOD/Controlling Officer concerned	=	upto Rs. 10,000/-
CPC	=	above Rs. 10,000/-

The above monetary limit shall include the cost of labour, spare parts, accessories etc.

b) Repair of scientific instruments/equipments/apparatus/machinery from sources other than the Manufacturers/Authorized Dealers

Where the repair of scientific instruments/equipments/apparatus is required to be got done from source other than manufacturer/authorized dealer, it shall be got done through the following Sub-Committee:-

- i) Dean/Director/HOD/controlling Officer concerned/Rep. not below Class-I
- ii) Finance Officer/Rep. not below Dy. Supdt.
- iii) AR (P&S)/Rep. not below Dy. Supdt.

The Dept./Office concerned shall coordinate the work.

c) Repair of Vehicles (Cars, Buses, Jeeps, Tractors, etc.) including Spare Parts.

As far as possible, the Vehicles should be repaired in the transport Workshop, in case, it is not possible to get the vehicles repaired in the Transport Workshop, the same may be got done, after obtaining NA from the Transport Officer, from the manufacturer/authorized dealer without referring the case to AR (P&S)/CPC. In case, the repair is to be got done from the source other than the manufacturer/authorized dealer, the same may be got done through the following Sub-Committee subject to monetary limits prescribed under Sub Clause (a) above, justification by the Transport Officer for not doing the repair in the Workshop and justification by the Committee for not getting the repair done from the manufacturer/authorized dealer:

- i) Dean/Director/HOD/Controlling Officer/Rep. not below Class-I

- ii) Transport Officer
- iii) Finance Officer/Rep. not below Dy. Supdt.

The Dept./Office concerned shall coordinate the work.

12.58 Price List of Spare Parts

Whenever rate contract of spare parts is based on the price lists of the manufacturers, it is imperative to obtain the price list and verify the payment with reference to the same. However, in individual cases, the CPC may make an exception to this general principle. Where there are practical difficulties in obtaining price list along with up-to-date amendments thereto, from the manufacturer/their authorized dealer; a certificate shall be given by the supplier on the bill that the rates charged are according to the latest price list of the manufacturers. Such certificate by the supplier shall be attested by the purchasing Department and the Audit will accept the same as authentic and will not insist further for showing the price list. If such a certificate given by the supplier is found inconsistent with the price list of the manufacturer, the firm shall be liable to make the loss and blacklisting or/and any other suitable action.

12.59 Purchase from Manufacturers/Sole Distributors/Authorized Dealers/Stockists

The purchase, as far as possible, shall be made from the manufacturers/sole (exclusive) distributors/authorized dealers/stockists. The AR (P&S) shall maintain a list of the manufacturers/sole distributors/authorized dealers/stockists. The exclusive/authorized distributorship/dealership certificate, wherever required, shall be issued by the manufacturer, and not by the sole distributors/authorized dealers/stockists.

12.60 Updation of Mailing Lists of the Firms

The following procedure shall be adopted for up-dating the list:

- a) All the firms on DGS&D (Central Govt.) and DS&D (Haryana) rate contract would automatically be included in the mailing list for the items concerned. AR (P&S) shall update the mailing lists from their websites from time to time.
- b) All the firms, which have been granted BIS (earlier ISI) Standard would be included in the mailing list for the relevant items.
- c) The new manufacturers/distributors/dealers, who make applications to the AR (P&S) for enlistment, shall be asked to give their complete particulars as per Annexure-II. The manufacturers/distributors/dealers that have obtained sales tax number and income tax clearance certificate would be included in the mailing list for the items for which they are genuine suppliers. Before posting the firms on the mailing list, the AR (P&S) shall satisfy himself that the firm is the genuine supplier of the goods in question. The addition of new firm and deletion of the existing firms to/from the mailing list shall be made with the approval of the Central Purchase Committee.
- d) The suppliers who do not respond to the NIQ for three times continuously may be brought to the notice of the Central Purchase Committee for deleting their names from the mailing lists until they make fresh request in this regard.

12.61 Utilization of Funds Provided for Store Items

The Budget Estimates in majority of the Schemes are circulated by the Finance Officer in the first week of April every year. It should, therefore, be the endeavour of all the Controlling Officers/HODs/Heads of Outstations to initiate the purchase cases immediately after the ticking of budget by the Audit. In any case, orders for all the store articles to be purchased out of funds earmarked in the Budget should be placed by 31st December. However following shall be exception to this general rule:

- i) Goods available in the Central Store/Engg. Unit Store/any other University Store
- ii) Goods on rate contract
- iii) Goods available from the Govt./Semi-Govt./Public Sector Undertakings
- iv) Goods for which budget is received in Dec. or later.

Relaxation to this rule shall be granted by the Vice-Chancellor.

12.62 Prior Scrutiny of the Purchase Cases by the Audit

The following purchase cases shall be submitted to the Audit for prior scrutiny:

- i) All rate contracts approved by the Central Purchase Committee shall require prior Audit verification/scrutiny. Rate contract circulars shall be issued afterwards.
- ii) All individual purchase cases costing more than Rs. 20,000/- shall require prior Audit verification/scrutiny.
- iii) Prior scrutiny/verification by Audit shall not be required in cases of purchases made through Spot Purchase Committees or goods of value less than Rs. 20,000/-
- iv) Prior scrutiny/verification by Audit shall not be required in cases of purchases, not covered under (i) to (iii) above.
- v) Attested copy of Rates Verified/Seen by the Audit shall be circulated by the AR (P&S). This attested copy shall be accepted by the Audit for payment of bills/adjustment of advances.

12.63 Import of Scientific Instruments/Equipments and Chemicals

a) Import of Equipments/Instruments:

The Dept./Office concerned shall submit the demand for the equipment/instrument to be imported to the AR (P&S)/CPC after ensuring that the instrument/equipment is not manufactures/assembled in India. The AR (P&S)/Sub-Committee/CPC shall invite rates and other terms and conditions by floating Quotations/Tenders. The Quotation/Tender shall be evaluated by a Sub-Committee of CPC. As far as possible, payment shall be made by Letter of Credit, if advance payment is required to be made. Other modes such as Sight Draft may be used only if it is found economical and more convenient.

b) Terms and conditions

The terms and conditions given in Annexure-14 shall be observed while inviting quotations/tenders for import of scientific instruments/equipments.

c) Exemption from Custom Duty

The University is exempted from Custom Duty. Hence the Depts./Offices shall place the orders directly to the manufacturers and issue the Custom Duty Exemption Certificate to the firm duly countersigned by the Registrar, MD University on the prescribed Proforma available as Annexures- 7 & 8 to avail of exemption from Custom Duty.

d) Custom Clearance

Consignments of foreign goods shall be got cleared from the Airport by the Dept./Office concerned immediately after the receipt of documents to avoid any demurrage

e) Import of Chemicals/Lab Products

The University shall enter into rate contract with Indian Agent(s) for the imported chemicals/lab products.

12.64 Inviting Quotations/Tenders and Cost of Tender Document

- a) All the purchase of material and services (except in Clause 12.28 & 12.29) will be made through the normal purchase procedure.
- b) Quotations/limited quotations would be invited for purchases upto Rs. 5.00 lakhs from reputed manufacturers/dealers.
- c) Open tenders shall be invited by giving wide publicity in at least two Newspapers if the cost of the material exceeds Rs. 5.00 lakhs. The Press Tender Notice shall also be displayed on University's Website.

- d) The cost of Tender Documents shall be as under:-

Rs. 5 lacs to less than 10 lacs	=	Rs. 500/-
Rs. 10 lacs to less than Rs. 20 lacs	=	Rs. 1000/-
Rs. 20 lacs to less than Rs. 50 lacs	=	Rs. 2000/-
Rs. 50 lacs to less than 100 lacs	=	Rs. 3000/-
Rs. 1 crore and above	=	Rs. 4000/-

However, CPC shall be competent to relax the rules of Tender Notices depending upon the problems of purchase or emergency with the approval of Vice-Chancellor.

12.65 Acceptance of Quotations

Quotations/Tenders should preferably be accepted by Registered Post/Courier Agency under sealed cover. The suppliers should send quotations/tenders sufficiently well in time to ensure that the same reach the destination on or before the due date and time. The quotations/tenders received after the due date and time will be rejected irrespective of the postal delay or any other reason.

12.66 Earnest Money

Earnest money @ 2% (two percent) of the total cost of material/work at the quoted rates shall be insisted, which shall be refunded/released after satisfactory execution of supply order. However, in the interest of the

University, the tenderers may be given an opportunity to deposit the Earnest Money even after the opening of tenders/quotations by the competent Authority in the following cases, namely:

- a) The offer is technically valid and otherwise acceptable but for this or other minor deficiencies such tender fee or signing of schedule.
- b) The tenderer has referred to old deposit with relevant detail which is, however, not available as having been released in the meanwhile or is not free and the offer is otherwise technically valid and acceptable.
- c) The difference in rates between the two technically valid offers is considered to be substantial.

12.67 Penalty for Non-execution of Order

The Supplier/Contractor shall supply the material/execute the work within the time limit specified in the supply/contract order. The Asstt. Registrar (P&S), with the approval of CPC, may extend supply/work execution period, only in exceptional circumstances on written request of the Supplier/Contractor giving reasons/explaining circumstances due to which supply /work execution period could not be adhered to. In case, the material/work is not supplied/executed within the supply/work execution period, the Supplier/Contractor shall be liable to pay the University the compensation amount equal to 1% (one percent) of the cost of material/contract per day or such other amount as the CPC/Asstt. Registrar (P&S) may decide till the supply/work remains incomplete, provided that the total amount of compensation shall not exceed 10% (ten percent) of the total cost of material/contract. After the lapse of 15 days beyond the stipulated/extended period, it will be the discretion of the University to cancel the supply/work execution order at the risk and cost of the supplier/Contractor. Besides, forfeiture of the Earnest Money, the University shall be at liberty to take such action as recovery of compensation to the extent of 10% of the amount of the supply/contract order, blacklisting, etc. An appeal against this penalty shall, however, lie with the Vice-Chancellor _____ University, _____ whose decision shall be final.

12.68 Performance Guarantee/other Securities

The Performance Security shall be obtained from the successful bidder i.e. the bidder who has been awarded contract/supply order. The Security shall remain valid for a period of sixty days beyond date of completion of contractual obligations of the supplier including warranty obligations. The Dept./Office holding Performance Security [in most of the cases AR (P&S)] shall invite comments from the user Dept./Office within the grace period of sixty days (referred to above) for releasing the Security. If no comments are received, Security Holder shall release the Security immediately, assuming that the user Dept./Office does not have any objection to its release. If any breach of contract or defect in the equipment/goods is brought to the notice of the Security Holder after the release of Security, the user Dept./Office shall be responsible for the loss which shall be made good from the pocket of the employee responsible for the loss. In case, the Security is required to be withheld, the supplier and the Bank in case of Bank Guarantee shall be informed well in time to avoid any legal implications/complications.

12.69 Cancellation of Orders

The orders placed by the AR (P&S) on behalf of Indenting Depts./Offices shall be cancelled by the former on the recommendation of the latter. The orders placed by the Depts./Offices/Committees without reference to the AR (P&S) shall be cancelled by the order placing authority.

12.70 Seminar on Purchase Procedure

A copy of Purchase Procedure shall be circulated by the AR (P&S) amongst all the Deans/Directors/HODs/Outstations/Offices for ready reference. The AR (P&S)/Charman, CPC shall give a seminar on purchase procedure in the month of May every year to the Deans/Directors/Officers/HODs/Officer I/C Store/Store Keepers/Asstt. Registrars & equivalents/Supdts./Dy. Supdts./XENs/SDEs/Jes etc. to educate them about store purchase procedure.

12.71 Disposal of Old Obsolete I.T. Products/Electronics Items/Computer Media etc.

The old obsolete IT products/electronics items, computer media etc. may be disposed off according to the following guidelines (framed in compliance to the instructions circulated vide letter no. 3/20/2000/3SIT/4375 dated 5.10.2007 of the Electronics and Information Technology Department, UO No. 11/59/2007-5FDIII/1425 dated 30.7.2007 of the Finance Department and UO No. 11/59/2007-5FDIII/1425 dated 15.3.2007 of the Supplies and Disposal Department).

1. As per Companies Act, there is a provision of 40% depreciation on IT products, 15.62% depreciation on Electronics items and 13.91% depreciation on Telecommunication and Electrical items. As per Income Tax Act (IT Act), there is a provision of 60% depreciation on IT products and 25% depreciation on Electronics items as well as Telecommunication & Electrical items. Accordingly, the depreciation details of various items are as under:

Category of items	Depreciation per year as per Companies Act	Depreciation per year as per IT Act
IT products like Computers, Printers, Scanners, CD Writers, Networking components etc.	40%	60%
Electronics Equipment Like Electronic watches, TVs, VCR, Electronic Training kits, Testing & Measuring Instruments etc.	15.62%	25%
Telecommunication products like Fax, CPABX, phones etc.	13.91%	25%
Electrical items CVT, Stabilizers, UPS (excluding SMF batteries as batteries	13.91%	25%

are consumables) etc.		
-----------------------	--	--

The reserve price of old stores shall be calculated as per companies act.

2. The IT products, which are lying in the stores of various University Departments/Offices as junk, may be disposed off on highest offer by following the procedure mentioned at S.No. 4 even without calculating depreciated value, if these items were procured more than 8 years back. These items are as under:

S.No	Item	Approx. Reserve Price (Rs.)
1.	PC with 8088 chipset with FDD (S) only with CGA monitor	30.00
2.	PC-XT with CGA monitor	50.00
3.	PC-AT 286 with CGA monitor	50.00
4.	PC-AT 286 with VGA monitor	200.00
5.	PC-AT 386 with CGA monitor	50.00
6.	PC-AT 386 with VGA mono monitor	200.00
7.	PC-AT 386 with VGA colour monitor	300.00
8.	PC-AT 486 (PC & Server) with VGA with mono monitor	300.00
9.	PC-AT 486 (PC & Server) with VGA colour monitor	300.00
10.	Pentium MMX/Pentium (excluding P-II, P-III & P-IV) with VGA Mono Monitor	300.00
11.	Pentium MMX/Pentium (excluding P-II, P-III & P-IV) with VGA colour monitor	400.00
12.	Magnetic Tape Drive	100.00
13.	VGA colour Monitor	100.00
14.	VGA Mono Monitor	50.00
15.	CGA Colour/Mono Monitor	25.00
16.	Computer media like defective Floppies & Tape media and used Toner & Ink Cartridges etc.	0.00

The reserve price of old stores shall be calculated as per companies act.

3. The approximate life of IT products has been decided to be 5 years, while that of electronics items, telecommunication products, training kit etc. approximately 7 years. The approximate life for CVT & stabilizers is fixed as 10 years. The approximate life for UPS systems is fixed as 6 years. Further, Laser Printers are now available with better speed having less running cost with 1 year/3 years warranty. The old laser printers may be replaced, in case price of the toner, drum to be

replaced/repairs & estimated AMC cost are equivalent to a new laser printer of equivalent or better specification or even upto the 80% cost than new laser printer. The rule for laser printer may also be adopted for other items of similar nature like scanner, photocopier, fax etc. In case, any product gives frequent problem before attaining its minimum recommended life or goes badly out of order and repair/maintenance cost is not economically viable or exceeds depreciated price) in both the cases, items may be disposed off at its depreciated value with the recommendation of Technical Committee constituted/to be constituted by the respective Department/Office having one technical expert from the University. Further, in case, any product is not used due to technological change, that product can also be disposed off or replaced by availing its depreciated value with the new product that can fulfill the requirement with the recommendation of Technical Committee constituted/to be constituted by the respective Department/Office having at least one expert from the University.

4. The disposal of old items having reserve price upto Rs. 10,000/- may be done by inviting sealed quotations through official letters from at least 5 vendors of the field directly by the concerned Department/Office. For this purpose, at least three quotations should be obtained and sales order shall be awarded to the highest bidder. The disposal of old items having reserve price more than Rs. 10,000/- may be done by floating press tender notice in any national newspaper on the following terms & conditions:-
 - a) The concerned Department/Office must ask for Earnest Money Deposit of Rs. 2000/- in form of Demand Draft payable in favour of the concerned HO, Department/Office. The EMD is refundable after expiry of empanelment period of one year.
 - b) To dispose off the store, quotations/officers may be invited from the vendors empanelled by HATRON/University from time to time. Fresh earnest money will be required @ 10% of the rates quoted by the tenderers (rounded off to Rs. 100/- or Rs. 500/- whichever is higher) in the shape of Demand Draft on any scheduled bank drawn in favour of the Registrar, _____ University with each offer separately. The offer without Earnest Money may not be considered under any circumstances and offer may be rejected as being an invalid offer. No opportunity shall be given after opening of tenders to deposit Earnest Money under any circumstances.
 - c) The rates shall be quoted exclusive of Sales Tax & Surcharge on Sales Tax, if any. The Sales Tax & Surcharge as applicable will be paid extra by the vendor on the offered price of store to be lifted.
 - d) The rates, in each case, shall be quoted separately, itemwise unless otherwise specified.
 - e) Separate rates shall be quoted for each store/item. Tenders received for whole lot in lumpsum shall be straightway rejected, unless otherwise specified. In case, the tenderers want to offer amount over and above for the whole lot, they should divide extra amount proportionately against each store and specific rates for store should be quoted separately. These conditions are applicable only when item of stores are more than one.
 - f) Conditional tenders shall not be considered.

- g) Offers shall be neatly typed or handwritten. There shall be no overwriting. Addition/alternation, if any, shall be attested by the tenderers.
 - h) Ten per cent Earnest Money deposited by the tenderers shall be adjusted towards security, and the successful tenderers shall have to deposit balance 90% payment alongwith Sales Tax and Surcharge, if any, within 15 days from the date of issue of acceptance/before receipt of store, failing which the Earnest Money deposited alongwith the offer shall stand forfeited.
 - i) Store charge @ 2% per week of the value of stores (Sales Order) shall be charged in the form of penalty, if the purchaser, fails to lift the material within the stipulated time, subject to the extension granted by concerned Department/Office on the merit of the case. After 3 weeks delay, concerned Department/Office shall be competent to dispose of the store by inviting fresh offers from the empanelled vendors.
 - j) The offer shall remain valid for acceptance for a period of 90 days from the date of opening of tenders.
 - k) The rates should be quoted both in words as well as in figures.
 - l) The tenderers shall have to lift the stores on "as it is where is" basis.
 - m) The HOD concerned reserves the right to reject or accept any offer without assigning any reasons.
5. The old IT products/electronics items etc. may be offered to the staff of the Department/Offices on the highest offer amongst the staff which should not be less than the reserve prices, only after completing minimum recommended life without going through the process of inviting offers from the empanelled vendors/press tender/limited quotations. The old items can also be donated to State/Central Govt. recognized Organization after obtaining approval from the Head of the Department/Office. One employee shall be entitled to bid only for one complete computer system.
6. Purchase of software can be booked as one time office expenses. The old software can be upgraded into latest version by taking the benefit of old purchase, in case, scheme is available from the developer/principal party, otherwise latest software can be purchased and the value of the old software can be treated as Nil. The old software can be donated to the State/Central recognized Organizations.

12.72 Statutory Deduction of Income Tax at Source

Statutory deduction on account of income Tax shall be made at source on the following payments and on other payments as required under Income Tax Act from time to time. The payments which are liable for deduction of Income Tax are as under:

- a) Any payment by way of rent under any lease, sub-lease, tenancy or any land or building exceeding Rs. 1,20,000/- in a financial year.
- b) All types of contracts for carrying out work such as transport contract, service contract, labour contract, material contract etc.

- c) On payments made for service rendered by Lawyers, Physicians, Surgeons, Engineers, Accountants, Consultants etc. Income Tax shall be deducted at the rate prescribed by Govt. and approved by the Vice-Chancellor, if the payment exceeds Rs. 20,000/- in a financial year from time to time.

12.73 Annexures (UAC)

Fifteen proforma. formats, developed for the convenience of the Store Purchase Office/Depts./Offices., are added as Annexures- 1-15. These may be used for obtaining administrative and financial sanction of the competent authority (Annexure-12/1), for stock entry of non-consumable (Permanent)/consumable items for Departmental Store (Annexure-12/2), for stock entry of non-consumable (Permanent)/consumable items for Central Stores (Annexure-12/3), for sending the Excise Duty Exemption Certificate to the A.R. (P&S) after countersignatures of Registrar (Annexure-12/4), format for issuing Excise Duty Exemption Certificate (Annexure-12/5), for sending the half-yearly information regarding Central Excise Duty (Annexure-12/6), for sending the Custom Duty Exemption Certificate to the AR (P&S) after obtaining countersignatures of Registrar (Annexure-12/7), for issuing Custom Duty Exemption Certificate (Annexure-12/8), for sending the half-yearly information regarding Custom Duty (Annexure-12/9), for registration of suppliers with the Store Purchase Office (Annexure-12/10), for inviting offers/quotations for rate contract (Annexure-12/11), for inviting quotations/tenders (Annexure-12/12), for issuing supply order (Annexure-12/13), for inviting quotations for importing items from abroad (Annexure-12/14), and for recording of bids received from Bidders in the Quotation/Tender Register (Annexure-12/15). These formats can be downloaded from the University Website, if the need be, or can be stored in the computers for future use.