

ORDINANCE

PURCHASE COMMITTEE

(Act Section 28 (j))

1. There shall be a Purchase Committee of the University for the purchase of goods consisting of the following members, namely:

- i. One of the Deans to be nominated by Vice chancellor (Chairman)
- ii. The Registrar
- iii. The Finance Officer
- iv. Head of the Department/Institution concerned;
- v. Officer in charge of Purchase & Procurement- (Secretary).

2. The above Committee shall be responsible for procurement of Goods as defined hereunder:

The term "goods" includes all articles, material, commodities, live stock, furniture, fixtures, raw material, spares, instruments, machineries, equipments etc. purchased or otherwise acquired for the use of the University but excludes books, publications, periodicals etc. for a library

3. The procedure to be followed in making procurement for the university School / Department / Centre / Division / Sections / should conform to the following yardsticks:

- (i) The specifications in terms of quality, type etc., as also quantity of goods to be procured, should be clearly spelt out keeping in view the specific needs of the procuring School/ Department/Centre/Division/Section.
- (ii) The specifications so worked out should meet the basic needs of the Department/Centre/Section without including superfluous and nonessential features, which may result in unwarranted expenditure.'
- (iii) Care should also be taken to avoid purchasing quantities in excess of requirement to avoid inventory carrying costs;
 - a. Offers should be invited following a fair, transparent and reasonable procedure;
 - b. The procuring authority should be satisfied that the selected offer adequately meets the requirement in all respects;
 - c. The procuring authority should satisfy itself that the price of the selected offer is reasonable and consistent with the quality required;
 - d. At each stage of procurement the concerned procuring authority must place on record, in precise terms, the considerations which weighed with it while taking the procurement decision.

e. School/Department/Centre/Division/Section may with the approval of competent authority procure the required goods from firms under DGS&D rates.

(iv) The University may utilize the approved registered suppliers for procurement of goods through Limited Tender Enquiry. A Head of Department may also register suppliers of goods which are specifically required by the Department or Office.

4. Purchase of goods without quotation:

Purchase of goods upto the value of Rs. 15,000/- (Rupees Fifteen Thousand) only on each occasion may be made without inviting quotations or bids on the basis of a certificate to be recorded by the ,competent authority in the following format.

"I, _____, am personally satisfied that these goods purchased are of the requisite quality and specification and have been purchased from a reliable supplier at a reasonable price".

5. Purchase of goods by purchase committee:

Purchase of goods costing above Rs. 15,000/- (Rupees Fifteen Thousand) only and upto Rs.1,00,000/- (Rupees One Lakh) only on e.ach occasion may be made on the recommendations of a duly con titut8fJ Local Purchase Committee consisting of three members of an appropriate level as decided by the competent authority. The committee will survey the market to ascertain the reasonableness of rate, quality and specifications and identify the appropriate supplier. Before recommending placement of the purchase order, the members of the committee will jointly record a certificate as under.

"Certified that weō ō ō ō ō ō ō ō ō ..., members of the purchase committee are jointly and individually satisfied that the goods recommended for purchase are of the requisite specification and quality, priced at the prevailing market rate and the supplier recommended is reliable and competent to supply the goods in question."

6. Purchase of goods directly under rate contract:

The University may directly procure goods under rate contract from DGS&D. The prices to be paid for such goods shall not exceed those stipulated in the rate contract and the other salient terms and conditions of the purchase should be in line with those specified in the rate contract. The Department/Centre/Division/Section shall make its own arrangement for inspection and testing of such goods where required.

A demand for goods should not be divided in to small quantities to make piecemeal purchases to avoid the necessity of obtaining the sanction of competent authority required with reference to the estimated value of the total demand.

7. Purchase of goods through bids:

(i) The University may fallow the following standard method of obtaining bids in:

(i) Advertised Tender Enquiry; (ii) Limited Tender Enquiry; (iii) Single Tender Enquiry.

Advertised Tender Enquiry :

(i) Subject to exceptions incorporated under Rules as above, invitation to tenders by advertisement should be used for procurement of goods of estimated value Rs. 25 lakh

(Rupees Twenty Five Lakh) and above. Advertisement in such case should be given in the Indian Trade Journal (IT J), published by the Director General of Commercial Intelligence and Statistics, Kolkata and at least in one national daily having wide circulation.

(ii) The University should also publish all its advertised tender enquiries on the website and provide a link with NIC website. It should also have its website address in the advertisements in Indian Trade Journal and Newspapers.

(iii) The University should also host the complete bidding document in its website and permit prospective bidders to make use of documents downloaded from the website by payment of the amount specified, if priced.

(iv) Where the University feels that the goods of the required quality, specifications etc., may not be available in the country and it is necessary to also look for suitable competitive offers from abroad, the Department/Centre/Section may send copies of the tender notice to the Indian embassies abroad as well as to the foreign

Limited Tender Enquiry Cases : Two bid system

For purchasing high value goods of a complex and technical nature, bids may be obtained in two parts as under:

(a) Technical bid consisting of all technical details along with commercial terms and conditions; and

(b) Financial bid indicating item-wise price for the items mentioned in the technical bid.

The technical bid and the financial bid should be sealed by the bidder in separate covers duly superscribed and both these sealed covers are to be put in a bigger cover which should also be sealed and duly superscribed. The technical bids are to be opened and evaluated by the competent committee or authority. At the second stage financial bids of only the technically acceptable offers should be opened for further evaluation and ranking before awarding the contract.

Late Bids:

In case of advertised tender enquiry or limited tender enquiry, late bids (bids received after specified date and time for receipt of bids) should not be considered.

Single Tender Enquiry :

Procurement from a single source may be resorted to in the following circumstances:

(i) It is in the knowledge of the user department that only a particular firm is the manufacturer of the required goods.

(ii) In a case of emergency, the required goods are necessarily to be purchased from a particular source and the reason for such decision is to be recorded and approval of competent authority obtained.

(iii) For standardization of machinery or spare parts to be compatible to the existing sets of equipment (on the advice of a competent technical expert and approved by the competent authority), the required item is to be purchased only from a selected firm.

Contents of Bidding Document: All the terms, conditions, stipulations and information to be incorporated in the bidding document are to be shown in the following headings:

- 1: Instruction to Bidders.
- 2: Conditions of Contract.
- 3: Schedule of Requirements.
- 4: Specifications and allied Technical Details
- 5: Price Schedule (to be utilized by the bidders for quoting their prices)
- 6: Contract Form.
- 7: Other Standard Forms, if any, to be utilized by the purchaser and the bidders.

Bid Security :

(i) To safeguard against bidder's withdrawing or altering its bid during the bid validity period -in case of advertised or limited tender enquiry, Bid Security (also known as Earnest Money) is to be obtained from the bidders except those who are registered with the Central Purchase Organization, National Small Industries Corporation(NSIC). The bidders should be asked to furnish bid security along with their bids. Amount of bid security should ordinarily range between two to five percent of the estimated value of the good to be procured. The bid security may be accepted in the form of Account Payee Demand Draft, Fixed Deposit Receipt, Banker's Cheque or Bank Guarantee from any of the commercial banks in an acceptable form, safeguarding to purchaser's interest in all respects. The bid security is normally to remain valid for a period of forty-five days beyond the final date validity period.

(ii) Bids Securities of the unsuccessful bidders should be returned to them at the earliest after the expiry of the final bid validity and latest on or before the 30th day of the award of the contract.

Advance payment to supplier:

Ordinarily, payments for services rendered or supplies made should be released only after the services have been rendered or supplies made. However, it may become necessary to make advance payments in the following types of cases:

- (i) Advances payment demanded by firms holding maintenance contracts for servicing of Air-conditioners, computers, other costly equipment, etc.
- (ii) Advance payment demanded by firms against fabrication contracts, turn-key contracts etc.

Such advance payments should not exceed the following limits:

- (i) Thirty per cent of the contract value to private firms:
- (ii) Forty per cent of the contract value to a State or Central Government agency or a Public Sector undertaking; or
- (iii) In case of maintenance contract, the amount should not exceed the amount payable for six months under the contract.

University may relax, in consultation with the Finance Officer, the ceilings (including percentage laid down for advance payment for private firms) mentioned above. While making any advance payments as above, adequate safeguards in the form of bank guarantee etc. should be obtained from the firm.

Part Payment to suppliers:

Depending on the terms of delivery incorporated in a contract, part payment to the supplier may be released after it despatches the goods from its premises in terms of the contract.

Transparency, competition, fairness and elimination of arbitrariness in the procurement process:

All conditions stipulated under Rule 160 of General Financial Rules, 2005 of Government of India issued by the Ministry of Finance Department of Expenditure shall be applicable.

1. The Officer in charge of Purchase & Procurement shall convene the meeting of the Purchase Committee within 4 weeks from the date of receipt of indent or as and when necessary.
2. The purchase committee shall approve the tenders of rates of the firms in different item requirements and the orders for the items approved by the aforesaid Committee shall be placed with these firms by university as and when necessary.
3. In case the rates of the approved firms go up / down subsequently, the Purchase Committee meeting shall be convened again to approve of the rates before purchase are made.
4. If the purchase of any item the rate which has not already been approved by the Committee should become necessary in exceptional circumstances and time does not permit the convening of a meeting of the Purchase Committee, the purchase of the item shall be approved by the competent authority and the same shall be placed before the next meeting of the Purchase Committee.
5. Similarly, in the event of a change in the rate already approved by the Purchase Committee and time when does not permit the convening of a meeting of the Purchase Committee, the purchase of the revised rates shall be approved by the competent authority and the same shall be placed before the next meeting of the Purchase Committee.
6. The Purchase Committee may appoint a Sub Committee consisting of at least three members, as and when required.
7. One third of the members shall form the quorum.
8. Anything not covered in the above rules will be governed by the GOI (GFR Rules 2005) as issued and amended from time to time.