

Rules relating to purchases

Extent to Application

Rule – 1.

This rule shall apply to all purchase of stores by the University either centrally through the Finance Department or by any other Department/ Branch/ Office as the case may be out of the University fund, Grant from Govt. or any other source whatsoever. This rule shall apply mutatis mutandis to all Research Project/Scheme also.

Authorities competent to sanction purchase of stores.

Rule -2.

Save as otherwise provided in the Act. Statute Ordinance and Regulation the authority sanction purchase of stores shall be as under.

Name of the Authority	Nature of Stores	Limit
Head of Department/Branch/ Office	All purchase of stores & services out of Revenue/ Capital Budget for the Department.	Upto Rs.20,000/-
Director/ Investigator of any Project/Scheme/ Programme whether Sponsored or otherwise.	All purchase of stores & services (Revenue/ Capital) as per guideline of the Project/ Scheme/ Programme/ funding Agency.	Upto Rs.20,000/-
Supervisors of Research Fellow/ Associates etc. whether Sponsored or otherwise.	All purchase of stores & services (Revenue/ Capital) as per guideline of the Project/ Scheme/Programme/ Funding Agency.	Upto Rs.20,000/-
Departmental Committee	All purchase of stores & services out of Revenue/ Capital Budget for the Deptt. and / or Project/Scheme / Programme as per guideline.	Upto Rs.1,00,000/- subject to prior concurrence by the Finance Branch.
Purchase Committee	All purchase as per the Sanction/ Guideline.	Unlimited

Provided further that the Vice – Chancellor, shall have authority to sanction purchase of stores in all cases without any limit wherever the emergency arises. However, it shall be the duty of the person concerned to report all such sanctions in the subsequent meeting of the Purchase Committee.

Note 1: The above financial power is applicable to purchase of stores only. The financial authority and limit for all other expenditure are to be dealt separately.

Note 2: “Consumable stores” means material which are worn out/ consumed/ exhausted in its day to day use viz. office stationeries, Chemicals, Glasswares etc. However small tools and equipments including Computer accessories and peripherals valued less than Rs.10,000/- but essential for day to day business shall also be considered as consumables.

Note 3: For sponsored personal Research Project/ Schemes/ Programme, the Project Investigator may with the permission of the Vice – Chancellor directly move to the Purchase Committee for sanction of purchase proposal without routing it through the Departmental Committee.

Note 4: The Superintendent of the hostels shall be considered as Head of Office for purchase of stores & services. On the other hand whenever there is any Advisory Committee/ Working Committee/ Sub – Committee etc. in respect of functioning of any Administrative Department /Office the same Committee shall be considered as equivalent to Departmental Committee under Rule – 2 *ibid*.

The Purchase Committee :

Rule – 3.

The Purchase Committee shall consist of the following members:-

- i) The Vice – Chancellor – Chairman.
- ii) The Dean, Faculty Council for P.G. Studies in Science.
- iii) The Dean, Faculty Council for P.G. Studies in Arts, Commerce & Law.
- iv) The Registrar.
- v) The Finance Officer.
- vi) The Proposers viz. Head of the Deptt./ Branch/Office/Director or Investigator of Project/ Scheme/ Programme and such other persons whose proposal is under consideration.
- vii) The Audit & Accounts Officer – Members Secretary.

Provided that the Purchase Committee shall ordinarily meet once in a month.

Powers and Functions of the Purchase Committee

Rule – 4.

Subject to approval of the Executive Council, the Purchase Committee shall exercise the following powers and perform the following functions:-

1. To sanction proposal for purchase of stores beyond the monetary limit prescribed under rule – 2. However, this does not preclude the authority to sanction proposals within the said limit;
2. To make or amend rules for entitlement and specification of furniture & fixture to be provided to University offices, departments and other establishments whatsoever.
3. To call for information on purchase proposal under its consideration from any source;
4. To modify, amend, recind any purchase proposal under it's consideration or consideration of any authority below the line under Rule – 2.
5. To initiate, on its own, purchase of stores required by the University or any department/ branch/ office;
6. To make enlistment of suppliers from time to time and decide the terms and conditions in that regard;
7. To direct Central Purchase of any items, even if, it falls within the financial authority below the line under Rule – 2;
8. To exercise general supervision and control overall the purchase of stores and issue such order or direction as deemed fit.
9. Unless otherwise specified, the residual powers in respect of purchase of stores shall rest with the Purchase Committee;

Purchase procedure

Rule -5

1. Though the limits upto which an authority should exercise power are specified in Rule – 2, such power can be exercise only when there is allotment and availability of fund for the purpose which the purchase is to be made. In cases, where the approval is accorded “subject to availability of fund”, clearance from the Finance Officer must be obtained before the purchase.

2. Purchase must be made in most economical manner in accordance with the definite requirement of the concerned deptt./branch/office.
3. Purchase orders should not be split up to avoid the necessity for obtaining the sanction of higher authority required with reference to the total amount of the order.
4. All stores received should be examined, counted, measured or weighed as the case may be, when delivery is taken and see that the quantities are correct and their quality good and/ or installed satisfactorily. A certificate as to the actual receipt of stores and their entry in the appropriate stock register should be recorded on the body of the bill/invoice/cash memo as the case may be.
5. Whenever practicable and advantageous, purchase orders should be placed only after open tenders or quotations have been invited and in cases where the lowest tender or quotation is not accepted reasons should be recorded.
6. All proposals for purchase of stores of any type shall be processed by the Heads of Departments Centres (with approval of the Departmental Committee, wherever applicable) in terms of Clause 1 of Rule – 5 and other provisions of these Rules. The proposals with supporting documents shall be forwarded to the Finance Officer for consideration of the Purchase Committee.

Note – 1:

Subject to special circumstance as directed by the Executive Council or the Purchase Committee or the Vice – Chancellor and except in cases of ‘Sole manufacturer basis’ or ‘quality preference basis’ or ‘Purchase from abroad’, open quotations should invariably be invited for purchase of stores worth Rs.5,00,000/- or more by advertisement in a suitable newspaper and worth Rs.10,000/- or more by calling for quotation from the enlisted suppliers, if there exist such enlistment, otherwise from three or more number of known and reliable suppliers having current WBST, CST and IT numbers in any individual cases.

Provided that in case of “purchase of consumable stores viz. Chemicals, Glass goods etc. required for teaching and research by departments” inviting open tender is not necessary and purchase by calling quotation as stated hereinabove will suffice.

Provided further that a panel of suppliers/ vendors having proven credibility and track record shall be enlisted by public notification in the month of February. The enlistment shall remain valid the next financial year. The suppliers/ Vendors shall hold Trade License, VAT registration certificate, PAN, proof of experience in the trade/business and financial capacity.

Note – 2 :

Head of the Deptt./Branch/Office or Director / Investigator/ Supervisor of Research Projects/Fellows can purchase stores worth upto Rs.10,000/- in any individual cases without calling for quotations but after proper verification.

Note – 3:

The limit mentioned above may be reviewed from time to time and amended by the Executive Council for upward revision.

Note – 4:

Only in cases of emergencies when it is not possible to effect the purchases after calling and any tenders or quotations, purchases can be made from the open market subject to the approval of the Vice – Chancellor. However, a certificate stating the reason should always be recorded on each occasion.

Note – 5:

Foodstaff for the Guest House/Hostels/Deptt. may be purchased from the open market if it is proved advantageous having regard to the price and quality of the articles.

Note – 6:

Inviting Tender or calling competitive quotation is not mandatory in the following cases if it is not to the advantage of the University.

- a) Purchase of books/journals/newsletter and the like.
- b) Purchase of spare parts from the manufacturer or authorized agent of an instrument or article originally supplied by them.
- c) Purchase from Central or State Govt. organizations.

Note – 7:

Payment of advance against purchase of stores should generally be avoided, however, where it is essential, utmost care should be taken for speedy supply/delivery of stores as per the agreed terms and conditions.

Note – 8:

All furniture & fixture of the departments/Centres (academic/administrative) shall be purchased by the Heads of the Departments/Centres subject to approval of the Purchase Committee provided, however, that all furniture & fixture of new Departments/Centres (academic/administrative) shall be purchased only in the first instance by the Finance Officer subject to approval of the Purchase Committee. The Estate Officer shall assist the Finance Officer in this respect

Tender Committee

Rule – 6:

Notwithstanding anything contained anywhere in these rules.

- a) There shall have a Tender Committee for purchase of stores & services by the University, other than Examination related confidential work, with estimated value exceeding Rs.5,00,000.

The Tender Committee shall consists of the following members:

- i) The Registrar – Chairman.
 - ii) The Dean, Faculty Council for P.G. Studies in Science.
 - iii) The Dean, Faculty Council for P.G. Studies in Arts, Commerce & Law.
 - iv) The Proposers viz. Head of the Department/ Branch/ Office/ Director or Investigator of Project/ Scheme/ Programme and such other persons whose proposal is under consideration.
 - v) The Audit & Accounts Officer – Member Secretary.
- b) For purchases exceeding estimated value of Rs.10,000 upto Rs.5,00,000 the Departmental Committee in case of academic departments , and HOD along with two Officers of the University for administrative departments shall constitute the Departmental Tender Committee.
 - c) The Tender Committee and / or the Departmental Tender Committee shall open the tenders and record their observations and/ or recommendations for consideration of the Authority empowered to sanction the purchase under these rules. Purchase orders shall be placed by the Proposer only after obtaining sanction of the Authority concerned.