



# SHRI VISHWAKARMA SKILL UNIVERSITY

(State University enacted under the Government of Haryana Act 25, 2016)

अधिसूचना संख्या: SVSU/AB/2024/१२०

दिनांक: ०५-०१-२०२४

## अधिसूचना

सभी विभागाध्यक्षों/शाखा प्रमुखों को सूचित किया जाता है कि 28वीं कार्यकारी परिषद की बैठक में विश्वविद्यालय के सुचारु संचालन हेतु नियम को पारित किया गया है। यह नियम निम्नलिखित दिनांक से प्रभावी माने जाएंगे।

Sr. No.	Rules & Regulation	Area specified under section no. of Shri Vishwakarma Skill University Act.	With effect from
1.	Purchase rules	(Under Section 22(a) & (j) of SVSU Act.)	26.09.2023

इन नियम और विनियम की प्रति साथ में संलग्न है।

  
अकादमिक शाखा के प्रमुख

उपरोक्त आदेश की एक प्रतिलिपि निम्नलिखित को अग्रेसित की जाती है।

1. निजी सहायक (कुलसचिव), एस.वी.एस.यू।
2. विशेष कर्तव्य अधिकारी (कुलपति), एस.वी.एस.यू।
3. आई.टी विभाग, एस.वी.एस.यू। (विश्वविद्यालय की वेबसाइट पर अपलोड करने हेतु)

## **ORDINANCE ON**

### **“PURCHASE RULES”**

**(Under Section 22(a) & (j) of SVSU Act.)**

#### **1. Scope:**

These rules may be called the “SHRI VISHAWKARMA SKILL UNIVERSITY PROCUREMENT AND CENTRAL STORE RULES,” herein after called as “Purchase Rules”.

#### **2. Objective:**

To outline the procedure to be adopted for the purchase of various Goods, works and Services by the Departments/Sections and other constituted committees of the University, but excludes the purchases to be made by the Central Library (Books / Journals etc.), Health Centre (Medicines / surgical petty items etc.) and the University Works Department. The purchases are to be made following a uniform, systematic, efficient and cost-effective procedure, in accordance with the relevant rules and regulations of the Government adopted by the University.

#### **3. Definition of Goods/Services**

The definition ‘goods’ includes all articles, material, commodities, livestock, furniture, fixtures, raw material, spares, instruments, machinery, equipment’s, industrial plant etc. purchased or otherwise acquired for the use of University but excludes books, publications, periodicals etc. for a library. Services are classified as consulting services and non-consulting services.

#### **4. Fundamental Principles of Procurement**

Every authority delegated with the financial powers of procuring goods in public interest shall have the responsibility and accountability to bring efficiency, economy, and transparency in matters relating to public procurement and for fair and equitable treatment of suppliers and promotion of competition in public procurement.

The process to be followed in making public procurement must adapt to the following benchmarks: -

- a) Public buying should be conducted in an apparent manner to bring competition, fairness and elimination of uncertainty in the system.
- b) The specifications in terms of quality, nature of items etc., as also quantity of goods to be procured, should be clearly indicated keeping in view the specific purpose/objective and needs of indenter.

- c) Offers should be invited by following a fair, transparent and reasonable procedure, relevant to the objective of the purchase.
- d) The procuring authority should be satisfied that:
- e) The selected offer adequately meets the requirement in all respects.
- f) The price of the selected offer is reasonable and consistent with the quality required.
- g) Purchase should not be split to avoid obtaining approval of the appropriate competent financial authority.

## 5. Purchase Branch:

There will be a “Purchase Branch “to deal with all kinds of central purchases and other related/ allied issues as assigned to it by the Vice –Chancellor from time to time. The Purchase Branch will endeavour to achieve the above objective.

## 6. Purchase Committees

For the smooth functioning of the University purchases, the following purchase committees will be formed with the details of the members and jurisdiction stated below for the reference: -

The competent authority will have to form different committees and will be notified for further action accordingly.

There will be following standing purchase committees: -

- 1.) High Power Standing Purchase Committee (HPSPC)
- 2.) Standing Purchase Committee-I (SPC-I or central purchase committee)
- 3.) Standing Purchase Committee-II (SPC-II)

## 7. Composition of purchase Committees:

### (i) High Power Standing Purchase Committee

S.No	Constitution of the Committee	Remarks
1	Registrar/Dean of faculty/Professor to be nominated by the Vice –Chancellor for a period of two years	Chairperson
2	Two Professors, Two Associate Professors and One Assistant Professor to be nominated by the Vice Chancellor for a period of two years	Members
3	Finance Officer or his nominee not below the level of AR	Member
4	Branch officer, Accounts Branch	Member
5	Head, IDC	Member
6	Deputy Registrar, preferably Purchase	Member
7	Branch officer, Purchase Branch	Member Secretary

Indenter shall invariably be invited to present his/her case before of committee.  
Eight members shall form the quorum.

(Chairman and Member Secretary have to be present)

**(ii) Standing Purchase Committee-I or Central Purchase Committee**

S. No	Constitution of the Committee	Remarks
1	Registrar/Dean of Faculty/Professor to be nominated by the Vice Chancellor for a period of two years	Chairperson
2	Two Professors, one Associate Professor and one Assistant Professor to be nominated by the Vice-Chancellor for a period of two years.	Members
3	Branch Officer, Accounts Branch	Member
4	Finance Officer or his nominee not below the level of AR	Member
5	Branch officer, Purchase Branch	Member Secretary

Indenter shall be invited to present his/her case before the committee.

Five members shall form the quorum (Chairperson and Member Secretary have to be present)

**(iii) Standing Purchase Committee-II:** There will be two separate Standing Purchase Committee-II one meant for University Teaching Departments (UTDs) of the University and another Non- Teaching Departments(NTDs).

The composition of these committees for the UTDs and for the other offices will be as under:

**Standing Purchase Committee-II (For University Teaching Departments)**

S. No	Constitution of the Committee	Remarks
1	Director/Chairperson of the Department Concerned	Chairperson
2	Two Professors/Associate Professors and one Assistant Professor from the Department Concerned on rotation basis	Members
3	Nominee of the Dean Academic Affair (for purchase above Rs. 25,000/-) to be nominated on yearly basis.	Member
4	Registrar Nominee	Member Secretary

## Standing Purchase Committee-II (For other Offices/branches)

S. No	Committee	Remarks
1	Dean/Director/Chief Warden/Librarian/COE/SE/Coordinator, law officer/NSS Coordinator/Branch Officer/PRO/PIO/MO/DYW/Warden etc. (Indenting Department/Office)	Chairperson
2	Branch Officer (Accounts) or his/her nominee not below the rank of Supdt.	Member
3	Nominee of the Registrar (for purchase above Rs. 25,000/-)	Member
4	Branch Officer (Purchase) or his/her nominee not below the rank of Supdt.	Member Secretary

Four members shall form the quorum. The purchase falling under the purview of the committee will be processed at the level of Indenting Department/Offices after obtaining administrative approval of the competent authority.

**Note-1.** In case of requirements of special nature, an expert from the field concerned will be associated by the Chairperson as a special invitee.

**Note-2.** The Principal Coordinator/Investigator, Coordinator of the Project concerned, will be included in the committee as a member, if the purchase is to be considered/ effected out of the funds of the research project.

**Note-3.** The proceedings of the committee need to be approved by the Head of the Department/Branch Officer concerned within the limit of his/her financial powers. However, the proceeding of the SPC-II shall be approved by the Registrar, if the purchase is in between Rs. 25,001 to Rs. 2,00,000/- and is recommended by the Standing Purchase Committee with the Indent form.

**Note-4.** The proceedings of the committee for purchase of items beyond Rs. 2,00,000/- need to be approved by Vice-Chancellor.

In addition to the above committees, the Vice-Chancellor may also appoint Ad hoc/ Special Committee(s) as and when considered most necessary or in emergency, consisting of one or more persons for effecting the purchase of articles from local market/other stations for purchase upto Rs.5,00,000/-.

## 8. Limitation of the Committee

S. No	Committees	Limitation
1.	High Power Standing Purchase Committee	Above Rs. 25 Lacs
2.	Standing Purchase Committee-I	From Rs. 2,00,001 to Rs. 25 Lacs
3.	Standing Purchase Committee-II	From Rs.25,001 to 2,00,000

**Note:** File above Rs. 25,000 to Rs. 2,00,000 will be marked to the Standing purchase committee –II for the teaching and non-teaching standing purchase committee-II by the competent authority. The file above Rs. 2,00,000 will be marked to SPC-I and HPSPC as per limitation by the Vice Chancellor. Till up to work will be handled by the Department as per the HOD power. Except the list of items falls under centralized store items and of rate contract, if any, as listed in the Annexure-1 below for reference. Non –availability certificate from store is required, if any items to be purchased by the department falling under centralized store items.

## **9. Functions of Committees:**

- i. The Purchase Committees concerned will examine purchase proposal received after administrative approval of competent authority and scrutinize the requirements presented to it, make suitable recommendations regarding purchase, invitation of quotations and tender floating etc. In case of any variation, the case will be submitted to the Vice Chancellor. The proceedings of the committee are subject to approval of the competent authority.
- ii. In case, the purchase is recommended by the Sub-Committee in favour of the vendor/bidder other than one who has quoted the lowest rates, cogent reasons for recommending the purchase on higher rates should be recorded clearly. Such recommendations may be considered by the respective Purchase Committee.
- iii. The recommendations of the Standing Purchase committee-II will be approved by the Registrar and that the recommendations of the Standing Purchase Committee-I and High-power Standing Purchase Committee will be approved by the Vice Chancellor.

## **10. Frequency of Meetings:**

- i. **HPSPC-** The HPSPC committee shall meet on 10th day of each month. If 10th day happens to be holiday, the meeting shall be on the next working day. AR- purchase will organize the meeting after discussing with the Chairman of the committee and inform all the members to be present for the meeting. If the need be, the committee may meet more than once in a month. The agenda will be discussed in the meeting and minutes of meeting will be prepared and circulated to all the members of the committee within two days of the meeting held. If there is no agenda to discuss, record the same it in the minutes.
- ii. **SPC-I/CPC-** The SPC-I shall meet on every second and fourth thursday of every month. AR- purchase will organize the meeting after discussing with the Chairman of the committee and inform all the members to be present for the meeting. Minutes of meeting will be prepared as per the agenda discussed in meeting and to be circulated to all the members of the committee within two days of meeting held. If there is no agenda record it in minutes. If the need be, the committee may meet more than twice in a month. (\*Day of meeting can be fixed and changed as per the availability of all the members\*)
- iii. **SPC-II-** The SPC-II shall meet as per the requirement of the purchase of the items. The indenter can organise a meeting and inform all the members to be present for the meeting. Day and date may vary according to the agenda received by the committee. Minute of meeting to be prepared and circulated among all the members.

## **11. Nominee(s)/Sub-Committee(s)**

The High-Power Standing Purchase Committee and Standing Purchase Committee-I may constitute Sub-Committee for specific purposes.

## **12. General Procedures and Rules for all Purchases to be followed by the different committee's time to time as the case may be:**

The following procedures shall apply to all purchases after taking administrative cum Financial/budgetary approval in the prescribed format from the Competent Financial **Authority(CFA)**.

(a) Mode of Procurement

(i) Upto Rs. 5,000/- without quotation

(ii)Rs. 5,001/-to Rs.5,00,000/- on quotation basis or through GEM (no EMD will be required for purchases against quotations)

**NOTE:** Quotations upto Rs.2,00,000/- will be collected by hand through a committee or invited through registered/speed post by the Chairperson of the Department/Branch Officer concerned. Quotations from Rs.2,00,001/-to Rs. 5,00,000/- will be invited through registered/speed post on recommendation of SPC-I.

(iii) One thousand above Rs.5,00,000/- through e-Tender or bidding process on GEM as per the requirement and availability.

**NOTE:** e-Tenders shall be invited through newspapers by giving wide publicity in at least two newspapers (English and Hindi). A copy of the tender notice shall also be uploaded on the University Website. e-Tender account may be maintained by the University Works Department. In case of emergency, the condition of inviting e-Tenders may be relaxed by the Vice Chancellor for which cogent reasons will have to be recorded in writing.

(iv) Any amount - In case of rate contracts of the State / Central Govt./ DGS&D, GeM, etc. as per approval of the Vice Chancellor.

(iv)Direct Purchase in case of proprietary items (against single quotation) as per approval of the Vice Chancellor.

The proprietary items may be directly purchased against single quotation/e-tender from the manufacturer and not from any other source. A "Proprietary Certificate" and a certificate that "the firm markets the item directly" shall be obtained from the manufacturer. If the item to be purchased from the sole distributor across the country, a certificate to that extent shall be obtained from the manufacturer.

The proprietary items be directly imported sparingly only when indigenous products/items of suitable quality are not available after necessary approval of Vice-Chancellor. In case the manufacturer insists upon routing supplies through their authorized Stockiest/Dealers etc; the

same may be accepted provided the rates, terms & conditions are not inferior to those being offered to other Govt./Semi Govt. Departments/Institutions etc.

However, in special cases, the Vice-Chancellor on the recommendation of the committee may allow purchase of items/repairs/AMC/CMC on single quotation on quality basis.

(v) As a matter of general rule, there should be minimum three quotations/e-tenders. However, the HSPSC/SPC-I will be competent to recommend the purchase even on the basis of a single quotation/e-tender, if there is a single quotation/e-tender received after floatation in the newspapers at least twice or the circumstances so warrant for making deviation in the event of emergency.

(vi) If any purchase is intended to be made on DGS&D rates contract/rates or from a Govt. Department/Public Sector Undertaking/GeM, there shall be no need to refer such cases to any committee and the purchase/supply order may be placed after seeking administrative approval from the competent authority.

(vii) Samples, wherever required, may be obtained from the firm concerned so as to ensure genuineness of the material before effecting the purchase/accepting supply.

### **13. Classification of Purchases in the University**

The purchases are classified into the following three categories:

- a). Minor
- b). Medium
- c). Major

#### **13.1 Minor purchase falls as follows–**

##### **1. Purchase of Goods/service without Quotations; Value up to Rs.5000**

Purchase of goods upto a value of Rs.5000 (Rupees Five Thousand only) on each occasion can be made directly by the purchaser without inviting quotations/ bids as per the cumulative power of the officers listed below in table must record a certificate duly signed as per specimen given under the purchaser will ensure that the prices are reasonable.

**“I am personally satisfied that the goods purchased are of the requisite quality and specifications and have been purchased from a reliable supplier at a reasonable price.”**

**Name, Designation & Department**



## **2. Purchase of goods/service above Rs.5001 and up to Rs. 25,000 [(Through department Purchase Committee with Quotation(s) recommended by the HOD]**

- i. The composition of the department purchase committee for the purchase of items for a total value above Rs.5001 and up to Rs. 25,000 The Committee shall be approved by the HOD of the Branch or Department.
- ii. These committees will only be responsible for the purchase of that particular item or product as approved by their HODs. They have to follow all the rules related to process, placing of purchase order, stock entry and finalizing for the bill payment as listed below in that clause for the reference.
- iii. The committee will survey the market to ascertain the reasonableness of rates, quality and specifications and identify the appropriate supplier and collect at least three quotation(s). Prepare the comparative and before recommending placement of the purchase order, the Purchase Committee will jointly record a certificate duly signed as under:

**“Certified that we the 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.”**

### **Names, Designations & Departments of all Members**

- i. After completing all formalities, the approval of the HODs is required before placing the work order to the vendor for the supply of items.

## **3. Purchase of goods/service above Rs.25001 and up to Rs.2 Lakh [(Through Standing Purchase Committee-II with Quotation(s)).**

- i. The composition of the standing purchase committee-II(Teaching and Non – teaching ) for the purchase of items for a total value above Rs.25001 and up to Rs.2 Lakh. The Committee will be approved by the subsequent higher authority for a period of one year.
  - (a) The purchase falling under the purview of the committee will be processed at the level of Indenting Department/ offices instead of referring it to the Purchase Branch subject to having obtained administrative and financial approval of the competent authority.
  - (b) In case of requirements of special nature, an expert from the field concerned will be associated by the Chairperson as a special invitee.
  - (c) Proceedings of the committee will be approved by the Head of the Department concerned within the limit of his/her financial powers. Beyond that limit, the proceeding of the SPC-II shall be approved by the Registrar.
  - (d) The committee will survey the market to ascertain the reasonableness of rates, quality and specifications and identify the appropriate supplier and collect at least three quotation(s). A comparative statement will be prepared and before

recommending placement of the purchase order, the Purchase Committee will jointly record a certificate duly signed as under:

**“Certified that we the 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.”**

### **Names, Designations & Departments**

- i. The Committee has to follow all the rules related to process, placing of purchase order, stock entry and finalizing for the bill payment as listed below in that clause for the reference.
- ii. After completing all formalities, the approval of the HODs is required before placing the work order to the vendor for the supply of items.

### **13.2 Medium Purchase falls as under:**

**Purchase of goods/service above Rs.200001 and up to Rs.25 Lac. (Through Standing Purchase Committee-I with Quotation(s)/Tender).**

#### **Submission of proposal for purchase in case of Standing Purchase Committee –I**

- i. The indenting department should work out the requirement and intimate the same along with all information's in the prescribed format to the purchase branch with 10 copies for Standing Purchase Committee-1.
- ii. The Member secretary of the committee will organize the meeting and inform other members to be present in the meeting.
- iii. The indenter shall invariably be invited to present the case before the committee.
- iv. The concerned purchase committee will examine and scrutinize the requirement presented to it.
- v. If required, the committee can constitute a technical sub-committee for further clarification of the proposal. The work of this committee will be to clarify the doubts or observation of the SPC- I. The file will again be submitted after giving the comments to Standing Purchase Committee-1.
- vi. After that standing purchase committee-1 will make suitable recommendations regarding purchase, inviting of quotations, tender floating etc.
  - (a) Quotations upto Rs. 2,00,000/-will be collected by hand through a committee or invited by post/mail by the Chairperson of the department concerned.
  - (b) Quotations from Rs. 2,00,001/-to Rs. 5.00 lacs will be invited through registered post and /or on Internet.
  - (c) Above 5,00,000 – E-tender process to be followed.

- vii. The committee with the help of purchase branch will survey the market to ascertain the reasonableness of rates, quality and specifications and identify the appropriate supplier and collect quotations(s). Minimum of 3 quotations will be required.
- viii. After collecting the quotation from open market, the comparative statement will be prepared. Wherever necessary, the committee may negotiate the rates with L-1. In case of any variation, the case will be submitted to the Vice-Chancellor.
- ix. Before recommending placement of the purchase order, the Standing Purchase Committee-I, as the case may be jointly recording a certificate/comparative statement and quotations duly signed by the standing purchase Committee-I members and the persons who had collected the quotations.

**“Certified that we the 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.”**

### **Names, Designations & Departments**

- i. The proceedings/recommendations of the committee are subject to approval of the Competent Authority. In case, the purchase is recommended by the committee in favour of the vendor/bidder other than one who has quoted the lowest rates, cogent reasons for recommending the purchase on higher rates should be recorded clearly. Such recommendations will be considered by the respective purchase Committee. The recommendations of the Standing Purchase Committee-I will be approved by the Vice-Chancellor.
- ii. After the approval of proceedings/recommendations, the supply/purchase order will be signed by the convenor SPC-I of the committee and given to the vendor for the supply of items. (Follow Purchase order).
- iii. The Committee has to follow all the rules related to process, placing of purchase order, stock entry and finalizing for the bill payment as listed for the reference.
- iv. In case of tender, follow the tender guidelines specified in the tender

### **13.3 Major Purchase falls as under:**

**Purchase of goods/service above Rs.25 Lac. [(Through High power standing purchase committee (HPSPC) through e-tender process**

#### **Submission of proposal for purchase through High Power Standing Purchase Committee**

- i. The indenting department should work out the requirement and intimate the same along with all information in the prescribed format to the purchase branch with 12 copies for High Power Standing Purchase Committee.

- ii. The Member secretary of the committee will organize a meeting and inform other members to be present in the meeting.
- iii. Indenter shall invariably be invited to present the case before the committee.
- iv. The concern purchase committee will examine and scrutinize the requirement presented to it.
- v. If required committee can constitute a technical sub-committee for further clarification of the proposal. The work of this committee will clarify the doubts or observation of the high-power standing purchase committee. The file will be re-submitted after giving the comments to High Power Standing Purchase Committee.
- vi. After approval of the proposal by the HPSPC, the convenor of the committee will mark the file to the Indenter/Department for preparing of the complete tender documents.
- vii. After fulfilment of all formalities as per clauses, the file will again be submitted to HPSPC for further tender process.
  - i. Further tender process may be followed.
- viii. The proceedings of the committee are subject to approval of the competent authority. In case, the purchase is recommended by the committee in favour of the vendor/bidder other than one who has quoted the lowest rates, cogent reasons for recommending the purchase on higher rates should be recorded clearly. Such recommendations will be considered by the respective purchase Committee. The recommendations of the High Power Standing Purchase Committee will be submitted to the Vice- Chancellor for Constitution and approval.
- ix. The Purchase Committee has to follow all the rules related to process, placing of purchase order, stock entry and finalizing for the bill payment.

**Note: GEM purchase can be considered as per the availability and requirement**

#### **13.4 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:**

- |  |   |
|--|---|
| <ol style="list-style-type: none"> <li>(i) Co-operative Store, in the city/town</li> <li>(ii) Khadi Bhandar, Kendirya Bandhar in the city/town</li> <li>(iii) DCM Store, in the city/town</li> <li>(iv) Co-operative Marketing-cum-Processing Societies, in the city/town</li> <li>(v) Haryana Co-operative Supplies &amp; Marketing Federation, in the city/town</li> <li>(vi) Firms on DGS &amp; D Rate Contract</li> <li>(vii) Firms on Controller of Stores Rate Contract</li> <li>(viii) Govt. of India Departments/Govt. of Haryana and</li> </ol> | <p>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.</p> |
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other States Department, Central/State Govt.  
Undertakings and Corporations

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

#### 14. Administrative and Financial power for approval:

The administrative and financial approval upto Rs. 25,000/- for purchase of items /repair /AMC may be accorded by the Dean Academic Affairs/COE/Proctor/Chief Warden/ DSW/Dean of Colleges/Director/ Chairperson of the Department Concerned /Librarian / Director, CIL/ Director, IQAC/Director, Distance Education/Director, Sports /Director, HRDC, Principal Coordinator/Investigator, SE/Dy. Registrar/ MO/Director, UCIC/XEN and Coordinator, NSS.

The administrative and financial approval upto Rs. 15,000/- for purchase of items/repair may be accorded by the System Manager/SDO/Network Administrator/Website Administrator/ /Asstt. Registrar, Law Officer/PRO/PIO/DYW/Hostel Warden. The Registrar may accord the administrative and financial powers of the functionary concerned up to Rs.2,00,000/-. Administrative and Financial approval above Rs.2,00,000/- shall vest with the Vice-Chancellor.

However, the cumulative power will be as under: Functionary	Financial Power	Cumulative power in a Year
1) Dean Academic Affairs/COE/Proctor/Chief Warden/ DSW/Dean of Colleges/Director/ Chairperson of the Department Concerned /Librarian / Director, CIL/ Director, IQAC/Director, Distance Education/Director, Sports /Director, HRDC/ Principal Coordinator/ Investigator, SE/Dy. Registrar/ MO/Director, Hospitality/Director, UCIC/XEN and Coordinator, NSS.	25,000/-	5,00,000/- (cumulative power of Chief Warden in a year will be Rs.1,50,000/- for each hostel)
2) System Manager/SDO/Network Administrator/website Administrator/Asstt. Registrar/ Law Officer /PRO/ PIO/DYW/Hostel Warden.	15000/-	2,00,000/-

**Note 1-** 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 Library committee with the approval of the Vice-Chairman on the recommendation of the Library Committee.

**Note 2-** The items under rate contract will not be taken into account while calculating the amount spent in a year on effecting purchases as per the above powers.

**Note 3-** All offices/Departments shall maintain a Limit Register. All purchases made through their financial limits and Department Purchase Committee will be entered in this register. The entries shall be verified by the accounts while passing the bills.

#### **15. (i) Submission of purchase proposal**

The indenting department should work out the requirement of non-perishable items on quarterly basis and intimate the same along with the following information to the purchase branch on the prescribed format with 08 copies of the proposal in case of High Power Standing Purchase Committee and Standing Purchase Committee-1 (Annexure-A):

1. Name of the item along with complete specifications without any ambiguity.
2. Make of the item to be purchased (at least two).
3. Quantity required
4. Budget Head of the Department/Office where from expenditure is to be met out.
5. Available balance in the respective budget head after excluding the actual expenditure incurred and committed liability.
6. Justification for the purchase of the item.
7. Complete address of the firms/suppliers dealing in the said items along with GST No., e-mail Id and telephone Nos. available with department.
8. Actual /estimated cost of the item to be purchased including all taxes/freight/excise duty etc.
9. Stock Position.
10. Whether the item already in stock are being utilized fully.

#### **(ii) Scrutiny of Purchase Proposal:**

The proposal for various items beyond Rs.2,00,000/- containing the above details will be submitted for administrative approval in the prescribed proforma along with other required documents including Staff Council resolution except sponsored projects/schemes as per the purchase procedure and guidelines by the indenter to the Competent Authority through Purchase Branch.

#### **(iii) Proposal to place before the respective Purchase Committee:**

The approved purchase proposal will be placed before the respective Purchase Committee by the Purchase Branch. The respective Purchase Committee will examine the proposal vis-à-vis the requirement, the stock position, budget position and the justification given by the

department/office and will decide the genuineness and mode of purchase and for according administrative approval for the purchase of item. The recommendations of the Purchase Committee concerned will be sent to the department concerned by the Purchase Branch after approval by the competent authority.

**16. Centralized Store Articles:** Store Articles in the following categories (category A & category B) shall be considered as centralized items: -

**Category A:** - Items for which Rate Contracts need to be concluded by the Purchase branch of the university and after that all proposal to be approved by the Standing Purchase Committee-I. After approval of all the rate contract, the list of vendors details will be circulated to all departments of the University for the smooth functioning of work.

**Category-A**

The items for which rate contracts need to be concluded by University are as under:

1. General Scientific and Laboratory Equipment and Instruments.
2. Scientific Items (consumables) – Lab. Glassware (moulded Items),
3. Glass Blowing Apparatus, Glass Distillation Apparatus, Cover
4. Laboratory Chemicals and Culture Media, Imported Chemicals and other Lab. Products.
5. Filter Papers (imported and indigenous)
6. Printing of Brochures etc. and related jobs such as Scanning, Planning & Designing
7. Audio-visual Equipment's – Multimedia Projectors, LCDs, LEDs, Trans-light Panels, Automatic Slide Projectors, Photography, Videography, Mike, Sound System etc.
8. Computers and Accessories, Computer Stationary including
9. Refilling/Refurbishing of Cartridges
10. Canning of chairs
11. Auction of Raddi
12. Washing of clothes

**Category-B**

The items for which periodical bulk purchase shall be made by the university through purchase branch are as under:

1. All Stationary articles including papers
2. Glass Tumblers, Trays, Crockery Items – Cup & plate, Full plate,
3. Quarter plate, Tea flask
4. Printer Cartridges
5. Housekeeping/Consumables, Soaps, Detergents disinfectants & other cleaning material
6. Calculators, Locks, Torches

7. Official Stamps
8. General plastic wares – bucket different size, dust bin different size, jug, mug, pedal bin, tray
9. Water Camper etc.

**Note: -**

- i. Generally, on specific demand received from the departments, list of such items shall be approved by the SPC-I/HPSPC. The power as to the addition /deletion in the list of centralized items would, however, rest with SPC-I/HPSPC.
- ii. The Purchase Branch shall circulate the list of all the centralized items, to all the departments/offices of this university.
- iii. No department shall affect the purchase of above-mentioned items, without obtaining non-availability certificate (NAC) from Purchase Branch.

**17. Financial Powers of passing the bills exercised by the Registrar**

**The detail of financial powers to be exercised by the Registrar is as under: -**

The Registrar shall be competent to incur expenditure within the provision included in the budget estimates, pass bills and make payments relating thereto. They 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.

(1)	Purchase on lowest quotation basis	Full Powers
(2)	Lower of two/higher quotation basis	Rs.50,000/-
(3)	Single quotation basis	Rs.50,000/-
(4)	Purchased through Approved sources	Full Powers
(5)	Constitution of Adhoc Purchase Committee	Rs. 50,000/-
(6)	Writing off of losses in case of un-serviceable articles	Rs.10,000/-
(7)	Writing off of losses	Rs.10,000/-
(8)	Supply of material	Rs.50,000/-(However up to Rs.2.00 lac in case of purchases on DGS & D rates or Govt. Departments Undertakings)
(9)	Refreshment in authorized	Full power to Vice- chancellor



	meetings	and periodic increases to be reported to the Executive Council from time to time.
(10)	Journey by Taxi	Full powers on approved rates against entitlement in respect of journey for attending meetings of the Statutory Bodies of other University and authorized meetings.
(11)	Drawl of Advances	Rs.10,000/-
(12)	Journeys out of Project Funds	Full powers to the Principal Investigator of the project under intimation to the Head of Department. In case of Head of Department and Professors intimation may also be sent to the Vice-Chancellor.

**18. Purchase Order:**

- i. The purchase order shall be placed in writing strictly as per terms and conditions of the quotation/tenders.
- ii. All purchase order should be F.O.R. Shri Vishwakarma Skill University. A copy of the purchase order should be endorsed invariably to the concerned storekeeper also.
- iii. The purchase order memo number will be placed centrally by the Purchase Branch (for all the committees i.e HPSPC, Standing Purchase Committee-1 and Standing Purchase Committee- II) or any other committee formed by the competent authority for any other work.
  - a. After completing all the procedure, the committee will send the file to purchase branch for the allocation of the memo number on purchase order.
  - b. After getting the memo number from the Purchase Branch the purchase order is to be signed by the convenor/chairperson of the respective committee as the case may be and may be forwarded it to the vendor for the supply of the items as per the requirement.
  - c. In no case, the purchase order be split up to avoid the authority/necessity of obtaining sanction of the higher authority.

**19. Delivery:**

The delivery of the goods will be taken by the storekeeper concerned. In case of packed cartoons, such packing should be opened in the presence of the representative of the supplier and indenter from the office. The deficiency in quality or the quantity of the damaged/ broken items should be immediately recorded and notified to the supplier with a request to remove such stock from the University premises within 7 days failing which

University will not be held responsible for its safe custody. The packing of the hazardous/inflammable articles should invariably be opened in the presence of the experts of the suppliers and indenting departments(s) concerned.

**20. Stock entry:**

Item purchased along with verified bill by the indenter will be first entered by the Purchase Branch in the stock register of the central store and the indenting Department may get it issued by transfer entry in their department(s) stock registers.

**21. Mode of payment:**

- i. As far as possible, advance payment may be discouraged. It should be given only in very exceptional cases.
- ii. The payment may be made against delivery after satisfactory installation and inspection report should be released within 15 days of the inspection & Installation.
- iii. The payment process will be initiated by the member secretary of purchase committee. After completing all the formalities, the case will be sent to accounts branch for the payment.

**22. Reference to Audit/Accounts:**

All cases for purchases worth Rs.5 lacs or above may be got pre-vetted from Audit Branch through Accounts branch before finalization of the Purchase Orders. The Registrar/ Vice- Chancellor may, however, refer any other case to the Audit apart from the above.

**23. Panel of suppliers:**

Panels of reputed suppliers/firms having sound financial position for the purchase of equipment etc. shall be prepared by Purchase Branch and then got approved by the Vice Chancellor and thereafter registered. The panel will be valid for one year. The General Branch will be the common indenter for purchase of furniture and stationery, etc. and for rate contracts of caning of chairs, auction of raddi, washing of cloths, printing of forms, etc. likewise University Works Department will be common indenter for purchase of ACs and Coolers etc. Panels for these purposes will be drawn and got approved by the General Branch and University Works Department respectively. Panel for purchase of computers and computer peripherals will be got prepared and approved by the University Computer and Informatics Centre (UCIC)/ IT Cell for use of various Departments /Offices.

**24. Repeat Purchase Orders:**

The following policy shall govern the placing of repeat purchase orders:

- i. Repeat purchase order would mean the order on the same rates, terms & conditions on which items/equipment's were purchased initially by any Department/Branch. The

- indenter will ensure that repeat order, if taken together, does not exceed the original purchase value.
- ii. Repeat purchase order, if required, shall be placed within a period of six months from the date of the first purchase order and after successful delivery and inspection of the item.
  - iii. Reasonableness of rates shall be ensured by the purchasing Department/Office, and a certificate: “The price(s) of the goods has/have not decreased/gone down after the initial order”, shall have to be obtained from the supplier.

Provided that no repeat order shall be placed in the following cases: -

- i) In cases, where the original purchase was made on the basis of short-term quotation or on the basis of spot purchase.
- ii) In cases where the original order was placed after ignoring lowest offer on account of long delivery period or for want of test samples.
- iii) In cases where the original quantity of indent was subsequently reduced without recording any reason & the purchased quantity was reduced so as to bring the purchase within the purview of the standing purchase committee.
- iv) All repeat purchase order will be with the prior recommendation of the Purchase Committee and with the approval of Vice-Chancellor.

## **25. STORES**

### **25.1 Role of SPS**

The role of the SPS envisaged is as follows:

- i) Processing and clearance of all purchases.
- ii) Maintaining approved panel of suppliers, for purchases through quotations/press tenders
- iii) Processing of all items such as stationery and their subsequent issue through requisition/material issue and keep proper records for the same.
- iv) Maintenance of Central Registers for items under PA, LTA and Consumables category of items.
- vi) Conducting physical stock verification.

**25.2 CLASSIFICATION OF STORES:** All stores to be procured shall be classified into the following categories:

- Non-Consumables Stores:
  - i) Permanent Assets (PA)
  - Ii) Limited Time Assets (LTA)
- (b) Consumable Stores (CS)

**Permanent Assets (PA):** Stores satisfying any one of the following conditions shall be classified as non-consumable stores:

- (a) Items which are intended to be used over prolonged periods (five years or more) before becoming unusable, or obsolete,
- (b) Having a disposable value
- (c) Stores which are sub-systems, or parts of an equipment, which can be potentially repaired and reused, and
- (d) Stores which are either fabricated, or assembled equipment, and which if bought as a single item would have been classified Non-Consumable Stores.

All Permanent Assets have to be entered into the Assets Register of the University centrally and the Non-Consumable Store (NCS) Stock Register of the appropriate Department.

Examples: plant machinery, equipment, fabricated equipment, instruments, assembled instruments, motors, gas cylinder, workshop machines and furniture etc. Entries in the Fixed Assets (FA) Register shall be made only after the inspection of the stores by the authorised Inspection committee/Indenter as the case may be. Once the Inspection Report is signed by the inspecting authority, the material will be entered in the FA register and issued to the concerned indenter against proper issue slip. Wherever possible, serial no. of the equipment must be entered in the FA register. Location of the asset must be mentioned in both the registers i.e the FA registers maintained by the Central Stores/ Department. Each and every asset must be properly numbered at the time of issue and that number must be recorded in the relevant registers

**Limited Time Asset Stores (LTAS):**

Stores satisfying any one of the following conditions shall be classified as LTAS.

- (i) Stores costing any amount and having useful life of less than five years which rapidly lose their value/relevance with the lapse of time or have very little or negligible disposal value.
- (ii) Stores which can be upgraded either by replacing components/parts or which can be rendered obsolete by the release of new versions or editions.

All LTAS shall be entered into the Limited Time Asset Stores register of the University centrally and in a separate Limited Time Asset Stock register in the appropriate Department.

Examples of Limited Time Asset Store: Computers, laptops and other peripherals like computer accessories, software, printers, monitors, UPS, telephones, mobiles etc. Entries in the Limited Time Assets Register shall be made only after the inspection of the stores by the authorised Inspection committee/Indenter as the case may be. Once the Inspection Report is signed by the inspecting authority, the material will be entered in the Limited Time Assets register and issued to the concerned indenter against proper issue slip. Wherever possible, serial no. of the equipment must be entered in the Limited Time Assets Register. Location of the asset must be mentioned in both the registers i.e the Limited Time Assets Registers maintained by the Central Stores/ Department. Each and every asset must be properly numbered at the time of issue and that number must be recorded in the relevant registers.

### **Consumable Stores (CS):**

Stores satisfying any one of the following conditions shall be classified as CS:

- (i) Stores which exhaust with lapse of time,
- (ii) Stores which are rendered unusable due to normal wear and tear,
- (iii) Stores which do not have significant disposal value, and
- (iv) Spares of equipment which do not fall either in the NCS or LTAS category.

The CS shall be entered in the CS Stock register of the appropriate department.

Examples of Consumable Store: Chemicals, Glassware, plastic wares, Hardware, stationery items, printer ribbons and cartridges, External Hard drive, Pen drive, RAM, CD ROMs, chips and electronic components like resistors, capacitors, connectors, electrical components like wire, switches, plugs, bulbs, cells, tool-bits and hand tools, housekeeping material etc.

All CS items purchased shall be entered in this Consumable Stores Register. For all the consumable stores received against the formal purchase orders, Inspection Report shall be prepared and signed by the inspecting authority. All the items of consumable nature purchased directly must be entered in the CSR within 15 days from the date of receipt of material. Stores will maintain the Consumable Stores Register for the general items like Stationery/other consumable items issued centrally to different departments and after issuing the material from the store department will maintain the records

Normally printed registers provided by the SPS should be used. Every register shall be numbered and have the following certificate on the first page;

**“Certified that this register contains a total of ----- pages and each page has been consecutively numbered on both sides from ----to----”.**

**Date:**

**Signature of HOD**

25.3

### **Maintenance of Record**

This section describes the records pertaining to stores that must be maintained by the Institute, departments, sections, units so as to facilitate proper stock verification, write-off and revaluation of stores, besides the transfer of stores from one department to another.

### **Maintenance of Daily Receipt Register**

Every Item (NCS/LTAS/Consumable Stores) received in the university shall be first entered in the Daily Receipt Register (DRR). The Daily Receipt Register shall be maintained both in the departments as well as Central Stores. The material received through central stores and the department shall be entered both in the DRR (Central Store) and the DRR (Department) immediately after receipt of material.

### **Maintenance of Day Book**

Every bill received in the store must be entered in the Day book for records.

The SPO shall be the custodian of all Stores, purchase records pertaining to NCS and LTAS items of the institute (including those for projects). All original documents related to any such purchase (including inquiries, report of purchase committee, sanction sheet, purchase order, invoice/bill, delivery challan and inspection reports etc) shall remain with SPS after purchase is complete for a stipulated time period. After the stipulated period, the record / documents may be destroyed with the specific approval of the Competent Authority.

### **Physical Verification**

All HODs/In-charges shall constitute a Physical Stock Verification committee of not less than three members. SPO shall issue notice for Physical verification of NCS and LTAS. This committee shall physically verify all the NCS and LTAS stores and recommend for writing-off of NCS and LTAS, items which are not useable and have become obsolete. For NCS and LTAS, the committee shall record the reasons for recommending for writing-off. HODs/Incharge shall forward the report to the Competent Authority for approval. This report subsequently shall be sent to SPS for necessary action. SPS shall forward the list to the Accounts Section for necessary entries in the Account Books.

26. The power to relax/interpret/amend clause of Purchase Rules lies with the Vice-Chancellor.

## **Annexure – 1**

### **Format for submitting the proposal by the indenter to Purchase Branch for the discussion in HPSPC and Standing Purchase Committee-I –**

The proposal for various items beyond Rs. 1,00,000/- containing all details will be submitted in the prescribed format by the indenter to the Purchase Branch along with administrative approval and budget/financial approval of the competent authority as per the rules with other required documents, if any.

- i. Complete specifications of the item.
- ii. Preferable Make of the item to be purchased. (Optional)
- iii. Quantity required
- iv. Budget Head of the Department/Office from where expenditure is to be met out.
- v. Available balance in the respective budget head after excluding the actual expenditure incurred and committed liability.
- vi. Justification for the purchase of the item.
- vii. Complete address of the firms/suppliers dealing in the said items along with email, FAX and telephone/mobile Nos. available with Department. (Optional)
- viii. Actual /estimated cost of the item to be purchased including all taxes/GST/freight/excise duty etc.
- ix. Stock Position.
- x. Whether the item already in stock are being utilized fully.
- xi. Space availability for the equipment's/machinery etc.