

Through mail

Most Urgent
Out At Once

From

The Director (Stores & Purchase),
CCS Haryana Agricultural University,
Hisar.

To

All Deans/Directors/HODs/Offices/Sections,
(including all Outstations),
CCS Haryana Agril. University, Hisar.

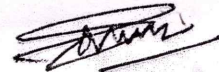
Memo No. SPO/P2/2024/ 1842 -1941

Dated : 28/8/2024

Subject: Purchase of 'A' Twill Bags, 'B' Twill Bags and Jute Canvas Bags for the year 2024-25.

You are requested to please send the **annual demand** of the 'A' Twill Bags, 'B' Twill Bags and Jute Canvas Bags various sizes latest by **05.09.2024** so that case for procurement of these bags may be processed further. The demand received after **05.09.2024** will not be entertained.

This may be treated as Most Urgent.



Asstt. Store Purchase Officer

CC: The Incharge, Computer Section, COBS&H, CCSHAU, Hisar with the request to place the Circular on University Website under link SPO and further under important Circulars - 2024.

From

The Director (Stores & Purchase),
CCS Haryana Agricultural University
Hisar

To

All Deans/Directors/HODs/Offices/Sections
(Including all Outstations)
CCSHAU, Hisar

Memo No. SPO/P1/2024/ 885-984
Dated: 21/6/24

Subject: Rate Contracts for the purchase of various kind of Chemicals, Glasswares, Plasticwares, Scientific Equipment/Instruments, Farm Implements/Machinery, Stationary Items, Misc. Items etc. for the period ending 31-03-2025- **Performance thereof.**

The Central Purchase Committee of this University approved the Rate Contracts for the purchase of various kinds of Chemicals, Glasswares, Plasticwares, Scientific Equipment/Instruments, Farm Implements/Machinery, Stationary Items, Misc. Items etc. for the period ending 31-03-2025.

You are requested to intimate the performance report of the brands selected in respect of Chemicals, Glasswares, Plasticwares, Scientific Equipment/Instruments, Farm Implements/Machinery, Stationary Items, Misc. Items etc. alongwith the services rendered by its manufacturers/authorized stockists/dealers/distributors concerned upto 30.06.2023, latest by 15.07.2024, positively enabling this office to process the cases of rate contracts beyond 31-03-2025 well in time.

If no reply is received within the stipulated period, it shall be presumed that nothing is adverse against the rate contracted firms and rate contract(s) shall be processed accordingly for the period ending 31.03.2026.


Director (Stores & Purchase)

Copy to:

- 1) Chairman, CPC.
- 2) Comptroller-cum-Controlling Officer
- 3) Incharge, Computer Section, COBS&H for placing it on the University Website under the link SPO and sub-link 'Important Circular'
- 4) ASPO (Internal)
- 5-9) P2, P3, P4, SK & Sr. Scale Stenographer (Internal)

CCS HARYANA AGRICULTURAL UNIVERSITY, HISAR

Director (Store & Purchase)

Tel.Nos. : 01662 284317, 255419

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Email : spo@hau.ernet.in
directorspo@gmail.com

Store Purchase Organization,
Old Campus, CCS HAU, Hisar
(HARYANA) INDIA PIN:125 004

To

All Deans/Directors/HODs/Offices/Sections,
(Including all Outstations),
CCS Haryana Agril.University, Hisar.

Memo No. D(S&P)/P2/2024/ 4318-4414

Dated: 13/3/2024

Subject: Rate contract for lifting of Office Raddi, Gatta Raddi, Library Raddi, Old Raddi and Old Magazines for the period ending 31.03.2025.

The CPC in its 8th Meeting held on 26.02.2024 vide item No. 97 Rate contract was approved in favour of M/s Digga Enterprises, Hisar being rates on the higher side on the rates, terms & conditions as mentioned below:

Sr. No.	Description of items	M/s. Digga Enterprises, Hisar
1.	Office Raddi White Papers	18.50 per kg
2.	Office Raddi Yellow Papers	9.60 per kg
3.	Library Raddi	17.50 per kg
4.	Old Newspapers All Languages	14.40 per kg
5.	Old Magazines All Languages	14.40 per kg
6.	Gatta Raddi/ Cartoon	08.50 per kg
7.	File Cover	05.10 per kg
8.	Loose Papers	08.25 per kg
9.	Hard Board (Zild)	01.75 per kg (katcha gatta)
10.	Answer sheet	20.25 per kg
11.	Kachra Paper/ Gatta	07.95 per kg

As already clarified by the University C.A., 5% GST may be charged on waste paper/office raddi.

2- The Office Raddi will be sold after tearing into 6-8 pieces. Tearing job will be done by the firm and the same will have to be lifted in shape of scraps etc.

Verified
for Joint Director (Audit)

Director (S & P)

Endst.No. D(S&P)/P2/2024/ 4415 - 18

Dated: 13/3/2024

CC : 1- M/s. Digga Enterprises, 600/18, Mohalla Dogran, Hisar Mob. 92156-77200 for information and necessary action.

As per general policy of this University, the rate contract can be terminated at any time without assigning any reason thereof and the firm would be black-listed in case they fail to undertake jobs as per terms and conditions of rate contract.

- 3- The Incharge, Computer Section, COBS&H, CCSHAU for placing it on the University Website under the link SPO and sub-link Important Circular.
- 4-5 ASPO & Stenographer (internal).

Assistant Store Purchase Officer

Urgent

From

The Director (S&P),
CCS Haryana Agricultural University,
Hisar.

To

All Deans/Directors/HODs/Offices/Sections,
(including all Outstations),
CCS Haryana Agril. University, Hisar.

Memo No. (S&P)/P-2/2024/ 106 - 205

Dated: 3/4/2024

Subject: Demand of Stationery, Research Stationery and Miscellaneous items for the year 2024-25 i.e. upto the period ending 31.03.2025.

As per prescribed Purchase Procedure of the University, a minimum period of three months is required for finalizing a purchase case. You are, therefore, requested to please send the demand of the following items required during the year 2024-2025 along with specifications so that cases for procurement of these items are initiated in time.

Office Stationery

- 1- All kinds of Paper.
- 2- All kinds of Envelope of all sizes.
- 3- General Office Stationery viz. All Pins, Thumb Pins, Stamp Pad (Self Inking), Stapler and Stapler Pins, Carbon Paper, Aluminium Foil, U/V clips ordinary & plastic coated, Gum flag, Gum Slips, File covers katcha, Pacca, Pen Plastic Folders in different colours, Pencils, Paper Weight, Tags & Laces, Shorthand notebook, Register different sizes, Writing Pads (big & small), Bod kins etc.

Miscellaneous items

Phenyle (liquid), Spray (Insect-killer), Hand Sanitizer, Sodium Hypo chloride, Plastic wares (domestic type), Detergent, Soap, Liquid Handwash, Naphthelene Ball, Duster Cloth, Malasia cloth, latha, Muslin cloth, Cycle Tyres & Tubes, Locks, Crockery items, Glass Tumbler, Key rings, Big Cups/Mugs, Pen Drive, Power backup, Tie, Badges for coats, Toilet Cleaner, Foot Mats, Brooms, Floor Brush, Wiper, Towel, Cotton absorbent/nonabsorbent, Hessian Cloth (Palli), Sutli (Jute Twine)

Research Stationery

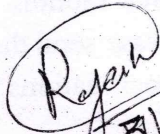
Rubber Bands, Polythene bags (Transparent), Polythene sheets (Transparent and Black), Polythene bags(Transparent) with interlock facility.

Note : The demand for Polythene Bags and Polythene sheets may please be sent in Kilogram only.

2. The demand of the overleaf items mentioned in this circular may please be sent to this office latest by **26.4.2024**, positively. The demand received after stipulated time will not be entertained in any case.

3. A certificate to the effect that necessary funds and financial sanction of the competent authority exist with your office/department may also be recorded.

4. It is also worthwhile to mention here that without submission of requisite demand, material/N.A. will not be issued.


3/4/24
Director (S&P)

CC :
1. Store-Keeper (Central Store internal).
2. Incharge, Computer Centre, COBS&H with the request to place the circular on the University Website under link SPO and sub link 'Imp Circular'

From

The Director (Stores & Purchase),
CCS Haryana Agril. University,
Hisar.

To

All Deans/Directors/HODs/Offices/Sections
(Including all Outstations),
CCS Haryana Agril. University, Hisar.

Memo No. SPO/P2/2024/ 215 - 314

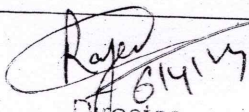
Dated: 6/4/2024

Subject: Purchase of Stationery Items and Miscellaneous Items to be stored in the Central Stores for the period ending 31.03.2025.

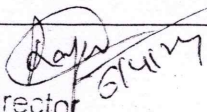
On the recommendations of the Brand Selection Committee as provided under Rule II (6) of the Store Purchase Procedure – 2011, The Central Purchase Committee in its 8th Meeting held on 26.02.2024 vide Agenda Item No. 96 has approved the brands & procedure/Standing Committee Items for the period ending 31.03.2025:

A. "Stationery Items"

Sr. No.	Name of Items	Brands selected /Procedure recommended
1.	Scholar Sheets	The purchase of Scholar Sheets may be effected any brand available in the market of good quality by the Departments at their own level.
2.	All Pins, Thumb Pins & different types of paper clips	Purchase may be effected of the brands Bell, Zebra, Kores by the Store Purchase Organization.
3.	Stamp Pad (Self Inking) & Ink	The purchase may be effected of the brands Khoday/Kores/Ashoka/Camel/BCR by the Store Purchase Organization.
4. (a) (b) (c)	Gum Bottles (Big & Small) Gum Stick Gum Tube	The purchase may be effected by the Departments at their own level.
5.	Stappler and Stappler Pins	Purchase may be effected by the Store Purchase Organization of the following brands: Max (Kangaroo) ii) Kores
6.	Adhesive Tapes of different types	The purchase may be effected of the brands Premier/Tixo/Cello by the Store Purchase Organization.
7.	Correcting Pen/Correction Tape	The purchase may be effected any brand available in the market of good quality by the Departments at their own level.

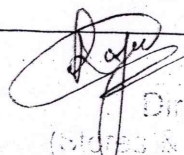

Director
(Stores & Purchases)
CCS HAU, HISAR

8.	Carbon Paper	Purchase of Kores Brand Carbon Paper may be effected by the departments at their own level.
9.	Aluminum Foil	The purchase may be finalized by the Store Purchase Organization of the brands Hinda!co-freshwrap, Silver Fold, Ezee Silver, Freshwrap Home Foil.
10.	Fax Paper Rolls	The purchase may be effected any brand available in the market of good quality by the Departments at their own level.
11.	Acetate Sheets POS Machine Roll	The purchase may be effected any brand available in the market of good quality by the Departments at their own level.
12.	Tracing Paper Rolls	The purchase may be effected any brand available in the market of good quality by the Departments at their own level.
13.	Ammonia Paper Rolls	The purchase may be effected any brand available in the market of good quality by the Departments at their own level.
14.	Marker Pen/Hi-Lighter	The purchase may be effected any brand available in the market of good quality by the Departments at their own level.
15.	Gum flag, Gum Slips	Purchase may be effected of the brands Oddy, Flag, Neelgagan, SAPSS by the Store Purchase Organization
16.	Paper Clips in different sizes	The purchase may be effected any brand available in the market of good quality by the Departments at their own level
17.	File Covers & Folders in different colors	The purchase may be effected through GeM/Sub-Committee to be constituted by the CPC, which may examine the quality of the material on the Spot with insignia and name of CCS HAU duly printed thereon may be purchased.
18.	Pencils & Eraser	Purchase may be effected by the Store Purchase Organization of the following brands: i) Natraj ii) Camlin iii) Apsara iv) HB
19.	Paper Weight	The purchase of Paper Weight with University Trade Mark inside paper weight may be effected by the Store Purchase Organization.
20.	All kinds of Paper	The purchase may be finalized by the Store Purchase Organization of the brands Ballarpur/ Image/Bilt/Century/J.K/Spectra/Roster/B2B/Bindal.
21.	Ball Pen/Gel Pen	Purchase may be effected by the Store Purchase Organization of the brands Cello, Montex, Classmate, Add Gel, Luxor, Fair, Reyno'd.


 Director
 (Stores & Purchases)

B. Miscellaneous Items

1.	Phenyle (Liquid) (White/Black)	Bengal Chemicals (being Govt. Agency)/GeM. In case the material is not available with Govt. Agency/its dealer, the purchase of following brand by the Store Purchase Organization i.e. Gaiinda White Phenyl Jet Lyzole, Harpic.
2.	Spray (Insect-Killer)/Repellant	Hit/Mortein/ Good Knight/Allout Purchase may be effected by the Store Purchase Organization of the above said brands.
3.	Torches, Cells (all sizes)	The purchase may be effected any brand available in the market of good quality by the Departments at their own level.
4.	Plasticwares (Domestic Type)	The purchase may be effected by the Store Purchase Organization of the following brands Cello/Milton/Polyset.
5.	Detergent Powder	Purchase may be effected by the Store Purchase Organization of the following brands: i) Nirma ii) Ghari iii) Wheel
6.	Soap	Purchase may be effected by the Store Purchase Organization of the following brands: i) Lifebuoy ii) Dettol iii) Savlon
7.	Liquid Handwash/Hand Sanitizer/Handanticeptic	Purchase may be effected by the Store Purchase Organization of the following brands: Lifebuoy/Dettol/Savlon/Genellium/Johnson & Johnson
8.	Napthelene Ball	Purchase may be effected either from Bengal Chemicals (Being Govt. Agency) or GeM by the Store Purchase Organization.
9.	Rain Coats	The Purchase may be effected any brand available in the market of good quality by the Departments at their own level.
10.	Scrubber	Purchase may be effected by the departments at their own level.
11.	Dusters Cloth	Dusters of Khadi Ashram will be purchased by the Store Purchase Organization.


Director
(Stores & Purchases)
CCS H-41, KIBAK

12.	Air Freshener (Room/Toilet)	The Purchase may be effected any brand available in the market of good quality by the Departments at their own level.
13.	Damper	The Purchase may be effected from the market/GeM of good quality by the Store Purchase Organization.
14.	All Kinds of Cloth	The purchase may be effected of the following types of cloth through GeM by the Store Purchase Organisation :- 1. Malasia Cloth 2. Latha 3. Muslin Cloth 4. Markin Cloth Purchase of Apron Cloth, Curtain Cloth, Readymade Apron be made by the Departments at their own level.
15.	Gum Boots	The Purchase may be effected any brand available in the market of good quality by the Departments at their own level.
16.	Cycles	The purchase may be effected of the brands Atlas/Hero/Hercules by the Departments at their own level.
17.	Cycle Tyres & Tubes	Purchase may be effected through GeM of the following brands by the departments at their own level: i) Radhu ii) Ralson iii) Metro iv) National
18.	Locks	Purchase may be effected by the Store Purchase Organization through GeM of the following brands: i) Godrej ii) Harrison iii) Link
19.	Fire Extinguisher	Rate Contract will be finalized by the Store Purchase Organization amongst following brands after the recommendation of E.O.-cum-CE: i) Omex ii) Life Guard iii) Fire Cut iv) Attack Fire All should be based on ABC Powder.
20.	Calculator	The purchase may be effected of the brands Orpat/citizen/Casio by the Departments at their own level.
21.	Furniture (branded) Other Furniture	A. Office Furniture: Godrej/Delite/Geeken B. Plastic Furniture: Supreme/Cello/Neelkamal The purchase of fabricated/local furniture required, if any, may be effected through a Sub-Committee to be got constituted from the CPC/competent authority.



Director
(Stores & Purchases)
CCS (H) B-10

22.	Crockery items	The purchase may be finalized by the Store Purchase Organization of the brands Clay Craft, , Yera, Bharat, Unique Potterie
23.	Glass Tumbler	<ul style="list-style-type: none"> BOROSIL/TREO (Borosil Tumbler may be issued only to the Deans'/Directors/Officers/ HODs of the University and for VIP visits etc.) YERA
24.	Jala Brush/Toilet Brush	Purchase may be effected by the Store Purchase Organization
25.	Toilet Cleaner/Freshner	Purchase may be effected by the Store Purchase Organization of the brands Harpic, Sani Fresh, Lizole, Odonil, Godrej.
26.	Foot Mats (Coir)	Purchase may be effected by the Store Purchase Organization from M/s. Coir Board (A Govt. of India enterprise), Chandigarh or on GeM
27.	Selfing Bags, Seed Packets, Luggage Label, Jewel Tags, Aluminium Label, Breeder seed tags, Sorghum Pollinating Bag	The Purchase may be effected any brand available in the market by the SPO only on requirement basis from different Departments.

For other items such as research stationery & items not listed above, it was decided that the Store Purchase Organization may effect the purchases by inviting rates, as per Prescribed Purchase Procedure.

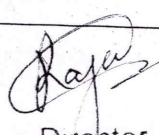
Hand Sanitizer and Sodium Hypo Chloride for Central Store the CPC in its 1st meeting held on 3.7.2020 vide Agenda Item No. 9 has constituted the following committee approved for purchase of Hand Sanitizer and Sodium Hypo Chloride for Central Store (upto the cost of Rs. One Lakh in each case):-

1. Director (S&P)/ASPO
2. Comptroller/Rep. not below Class-II
3. SMO/Rep. not below Class-II
4. HOD, Chemistry/Rep. not below Class-II

Director (S&P) shall coordinate the purchase

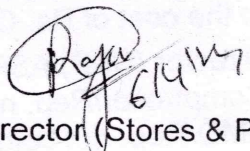
The purchase of following items may be effected at the level of the Departments/ Offices as per their requirement by the prescribed Purchase Procedure. No N.A. from this Organization shall be required:

Sr. No.	Stationery Items
1.	Scholar Sheets
4. (a) (b) (c)	Gum Bottles (Big & Small) Gum Stick Gum Tube


Director
(Stores & Purchases)
COS HALL HISSAR

7.	Correcting Pen/ Correction Tape
8.	Carbon Paper
10.	Fax Paper Rolls
11.	Acetate Sheets
12.	Tracing Paper Rolls
13.	Ammonia Paper Rolls
14.	Marker Pen/Hi-Lighter
16.	Paper Clips in different sizes
B. Miscellaneous Items	
3.	Torches, Cells (all sizes)
9.	Rain Coats
10.	Scrubber
12.	Air Freshener (Room/Toilet)
14.	Apron Cloth, Curtain Cloth and Readymade Apron
15.	Gum Boots
16.	Cycles
17.	Cycle Tyres & Tubes
20.	Calculators

The Departments/Offices may take necessary action accordingly.


Director (Stores & Purchase)

Copy to:

1. Incharge, Computer Section, (COBS&H), CCSHAU, Hisar with the request to place the Circular on University Website under link SPO and further under Important Circulars.
2. P-4, Store-Keeper (internal) may take further necessary action accordingly.