

From

The Director (S&P),  
CCS Haryana Agricultural University  
Hisar-125 004

To

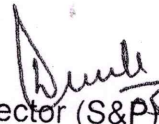
All Deans/Directors/HODs/Offices /Sections  
(Including all outstations)  
CCSHAU, Hisar

Memo.No.SPO/P3/2025/ 3139-3238  
Dated: 5/8/2025

**Subject: Opening of Foreign Letter of Credit (FLC's) for the purchase of Goods from foreign**

It is intimated that the CPC in its 2<sup>nd</sup> Meeting held on 24.07.2025 vide Agenda Item No. 30 has approved for opening of Foreign Letter of Credit (FLC's) by the concerned department at his own level with the State Bank of India, Delhi Road, Hisar (Main Branch) on case to case basis with the approval of the competent authority.

This is for your kind information and taking further necessary action, please.

  
Director (S&P) 05/08/2025

CC:

1. ✓ Incharge, Computer Centre, COBS&H, CCS HAU, Hisar for placing it on University Website under link important circular
2. State Bank of India, Delhi Road, Hisar (Main Branch)

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/P2/2025/ 1565 - 1665

Dated: 20/6/2025

**Subject: Purchase of Stationery Items and Miscellaneous Items to be stored in the Central Stores for the period ending 31.03.2026.**

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 1<sup>st</sup> Meeting held on 04.06.2025 vide Agenda Item No. 11 has approved the brands & procedure/Standing Committee Items for the period ending 31.03.2026:

**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.
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 Hindalco-freshwrap, Silver Fold, Ezee Silver, Freshwrap Home Foil.
10.	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.
11.	Tracing Paper Rolls	The purchase may be effected any brand available in the market of good quality by the Departments at their own level.
12.	Ammonia Paper Rolls	The purchase may be effected any brand available in the market of good quality by the Departments at their own level.
13.	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.
14.	Gum flag, Gum Slips	Purchase may be effected of the brands Oddy, Flag, Neelgagan, SAPSS by the Store Purchase Organization
15.	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
16.	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.
17.	Pencils & Eraser	Purchase may be effected by the Store Purchase Organization of the following brands: i) Natraj                      ii) Camlin iii) Apsara                    iv) HB
18.	Paper Weight	The purchase of Paper Weight with University Trade Mark inside paper weight may be effected by the Store Purchase Organization.
19.	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
20.	Ball Pen/Gel Pen	Purchase may be effected by the Store Purchase Organization of the brands Cello, Montex, Classmate, Add Gel, Luxor, Fair, Reynold.



## 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: Lifebupy/Dettol/Savlon/Genellium/Johnson & Johnson
8.	Napthelene Ball	Purchase may be effected either from Bengal Chemicals (Being Govt. Agency)/its authorized dealer 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 or GeM.
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 Hero/Hercules/Tata 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	<b>A. Office Furniture:</b> Godrej/Delite/Geeken/Methodex <b>B. Plastic Furniture:</b> 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.
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	BOROSIL/TREO/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 (Cair)	Purchase may be effected by the Store Purchase Organization from M/s. Cair 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 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
7.	Correcting Pen/Correction Tape
8.	Carbon Paper
10.	Acetate Sheets POS Machine Roll
11.	Tracing Paper Rolls

12.	Ammonia Paper Rolls
13.	Marker Pen/Hi-Lighter
15.	Paper Clips in different sizes
<b>B. Miscellaneous Items</b>	
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.

*Anil*  
20/06/2015  
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.



# CCS HARYANA AGRICULTURAL UNIVERSITY, HISAR

Director (Store & Purchase)

Tel.Nos. : 01662 284317, 255419

Fax No. : 01662 284317

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[directorspo@gmail.com](mailto: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)/P2/2025/ 138-233

Dated: 7/4/2025

Subject: Rate contract for lifting of Office Raddi, Gatta Raddi, Library Raddi, Old Raddi and Old Magazines for the period ending 31.03.2026.

The CPC in its 7<sup>th</sup> Meeting held on 20.03.2025 vide Agenda item No. 131 has approved of M/s Bedi Trading Company, Hisar for Sr. No. 1, 2 and 4 to 10 and M/s. Digga Enterprises, Hisar for Sr. No. 3 and 11 being rates on the higher side is as under:

Sr. No.	Description of items	Rate approved	Name of firms
1.	Office Raddi (White Papers)	19.00 per kg ✓	M/s Bedi Trading Company, Hisar
2.	Office Raddi (Yellow Papers)	11.00 per kg ✓	M/s Bedi Trading Company, Hisar
3.	Library Raddi	15.25 per kg ✓	<b>M/s. Digga Enterprises, Hisar</b>
	Library (book)		
4.	Old Newspapers (All Languages)	17.00 per kg ✓	M/s Bedi Trading Company, Hisar
5.	Old Magazines (All Languages)	17.00 per kg ✓	M/s Bedi Trading Company, Hisar
6.	Gatta / Cartoon	14.15 per kg ✓	M/s Bedi Trading Company, Hisar
7.	File Covers	07.50 per kg ✓	M/s Bedi Trading Company, Hisar
8.	Loose Papers	11.00 per kg ✓	M/s Bedi Trading Company, Hisar
9.	Hard Board (Zild)	03.00 per kg ✓	M/s Bedi Trading Company, Hisar
10.	Answer sheet (old)	22.00 per kg ✓	M/s Bedi Trading Company, Hisar
11.	Kachra Paper/ Gatta	7.95 per kg ✓	<b>M/s. Digga Enterprises, Hisar</b>
	<b>GST</b>	<b>5%</b>	

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.

  
5/4/25  
Verified

  
Director (S & P) 03/04/2025

for Joint Director (Audit)



Endst.No. D(S&P)/P2/2025/ 234-38

Dated: 7/4/2025

- CC : 1- M/s Digga Enterprises, 600/18, Dogran Mohalla, Hisar Mob. 92156-77200 for information and necessary action.
- 2- M/s Bedi Trading, Badwali Dhani, Oil Depot Road, Hisar Mob. 98960-24965, 9802241785. E-mail: btc2151@gmail.com 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

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/ 21-121

Dated : 3/4/2025

Subject: Demand of Stationery, Research Stationery and Miscellaneous items for the year 2025-26 i.e. upto the period ending 31.03.2026.

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 2025-2026 alongwith 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 **15.4.2025**, 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.

  
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'