

STORE PURCHASE PROCEDURE 2018

(Chapter 35 of University Calendar Vol. - III)



(Established by Parliament Act No. 16 of 1970)

**STORE PURCHASE ORGANIZATION
CCS HARYANA AGRICULTURAL UNIVERSITY
HISAR - 125 004**

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PREFACE

The Store Purchase Organization plays a pivotal role in the working of any institute in an efficient and effective manner. The rules for the purchase of equipments and/or consumables for the departments should be framed in such a way that these provide a conducive environment for teachers and students to promote excellence expected of institution like CCSHAU, so that the procurement of required equipment/stores is done in time and without procedural wrangles. This will permit laboratories and research works to be pursued with greater vigour.

The Store Purchase Procedure of the University was earlier a part of University Calendar Vol. III under Chapter 35 which is a voluminous compilation of various Rules and Regulations. Subsequently, it was circulated in the shape of a Booklet in July 2007 with the amendments that were implemented from time to time, it was circulated again in 2011 in a Booklet shape with a number of clarifications, modifications and amendments also due to separation of the colleges of Veterinary Sciences and Animal Sciences as LUVAS. The present Booklet Store Purchase Procedure-2018 has been brought out with all the changes, amendments and modifications made from time to time.

The Booklet will be of great help to the Officers and employees of the University. The Rules have been published as a separate Booklet to facilitate day to day reference to ensure purchases strictly as per Rules. This has been done because the University Calendar Volume-III is a voluminous compilation of various Rules and Regulations. The work of updating these Rules has been commandably done by the Review Committee headed by Dr. M. K. Garg, OSD to Vice-Chancellor. I hope this booklet will prove to be an asset in dealing with the purchases.

I place on record my appreciations for the good work done in bringing out this revision in Store Purchase Procedure-2018 by Dr. M. K. Garg, OSD to Vice-Chancellor, Dr. Atul Dhingra, Comptroller, Sh. Naveen Jain, Ex-Comptroller Sh. S.S. Sharma, Dy. Comptroller and Dr. Surjeet Singh, Director (S&P).

(Prof. K.P. Singh)
Vice-Chancellor

Dated :
HISAR

Contents

Rule	Subject	Page
I	List of Centralized Store Articles	1-2
II.	Constitution and Monetary Limits of various Purchase & Inspection Committees for the Store Articles.	3-11
III.	Finalization and Period of Rate Contracts	12
IV	Purchase of Items under Rate Contracts approved by the CPC	12
V	Purchase of Material under the GeM, DGS&D and DS&D Rate Contracts	12-14
VI	Purchase from the Govt. Organizations/Public Undertakings/Autonomous Bodies	14
VII	Purchase of the Scientific Equipment/Instruments on Rate Contract Basis	14
VIII	Purchase of Items without Calling Quotations	14-15
IX	Purchase of Seeds, Fertilizers, Insecticides, Pesticides and other Agro-Chemicals	15-16
X	Purchase of the Branded Equipment/Machinery/other items on Quality Basis	16-17
XI	Brand Selection of the Farm Machinery/Implements/Equipment/Transport Vehicles.	17
XII	Brand Selection of the Laboratory Equipment, Instruments, Chemicals, Glassware and Plasticware	17-18
XIII	Brand Selection of the Computer, Peripherals, UPSs etc.	18
XIV	Brand Selection of the Electrical and Electronic Goods/Equipments etc.	18-19
XV	Purchase of Sports Materials	19
XVI	Printing of Books, Brochures, Pamphlets, Booklets, Display Boards etc.	19-20
XVII	Purchase of the Material for Engg. Unit covered under the purview of CPC	20
XVIII	Spot Purchases through the Sub-Committees	20-21
XIX	Purchase on the basis of Single Quotation	21-22
XX	Emergent Approval by the Chairman, CPC	22
XXI	Repeat Orders	22
XXII	Procedure for the Non-Availability (NA) Certificate for the purchase of Centralized Items those listed under 1 (a) (b)	23
XXIII	Exemption for the Non-Availability (NA) Certificate for emergent needs by Service Units	23
XXIV	Repairs/Maintenance of the Equipment including Softwares	23-26
XXV	Price List of Spare Parts	26
XXVI	Availability of Funds and Financial Sanction	26
XXVII	Purchase from the Manufacturers/Sole Distributors/Authorized Dealers/Stockists	26
XXVIII	Time Limit for the Procurement of Material	27
XXIX	Updation of Mailing Lists of the Firms	27
XXX	Utilization of the Funds provided for the Store Items	27
XXXI	Prior Scrutiny of the Purchase Cases by the Audit	28

XXXII	Procedure for the Evaluation of the Tenders for the purchase of Scientific Instruments/Equipment/Machinery etc. through the Press Tenders	28-29
XXXIII	Submission of Information regarding availing of the Custom Duty/ Goods & Service Tax Exemption by the Deptt./Offices	29
XXXIV	Publication of Tender Notices in the Newspapers & Fixation of cost of Tender Form	29-30
XXXV	Overstocking of Material	30
XXXVI	Quotations received Late	31
XXXVII	Performance Guarantees/other Securities	31
XXXVIII	Payment to Suppliers	31
XXXIX	Purchase of Imported Consumables, Minor Equipment etc.	31
XXXX	Revised Policy and Procedure for procurement, replacement and disposal of old and obsolete Telecommunications & Computing/IT Products Electronics items etc. _	32-39
XXXXI	Procedure regarding the Purchase of Medicines for the Campus Hospital and other Departments	39-40
XXXXII	Seminar on the Purchase Procedure	40

ANNEXURES

1	Proforma for Sending Demand for the purchase of Items to Store Purchase Organization	41
2	Proforma for obtaining Financial Sanction for the purchase of Non-Recurring Items	42-43
3	Format for obtaining Information from the Manufacturers/Dealers/Suppliers before their Registration	44
4	Format for calling Rate Contract Offers from Manufacturers/Dealers	45-47
5	Format for Notice Inviting Quotations	48-49
5-A	Format for Notice Inviting Quotations where the amount involved more than ₹ 5.00 lakhs	50-51
6	Format for purchase of Equipment(s): GST Exemption Certificate	52
7	Format for Issuing the Goods & Service Tax Exemption Certificate	53
8	Format for sending the case of Custom Duty Exemption Certificate	54
9	Format of the Custom Duty Exemption Certificate	55
10	Format for Supply Order	56-57
11	General Instructions/Conditions to be supplied with the NIQ/Press Tender	58-60
12	Terms and Conditions for the Material to be Imported	61-63
13	Format for sending the Half-yearly Information regarding Custom/GST availed by the University Departments.	64

Rule I : List of Centralized Store Articles

- a. The Store Articles of the following Categories (A&B) shall be considered as Centralized Items

A The list of items for which Rate Contracts are approved by the CPC and used by the Departments/Offices

01	General Scientific and Laboratory Equipment and Instruments.
02	Balances of all types including Electronic Balances
03	Meteorological Instruments
04	Microscopes
05	Scientific Items (consumables) - Lab. Glassware (moulded Items), Glass Blowing Apparatus, Glass Distillation Apparatus, Cover Slips/Glass Slides
06	Laboratory Chemicals and Culture Media, Imported Chemicals and other Lab. Products.
07	Filter Papers (imported and indigenous)
08	All type of Gases and Mixtures (ordinary as well as high purity)
09	Printing of Brochures etc. and related jobs such as Scanning, Planning & Designing
10	Custom Clearance/LC etc.
11.	Sprayers and Spray Pumps
12.	Batteries for UPSs, Auto Industrial range etc.
13.	Audio-visual Equipments - Multimedia Projectors, LCDs, LEDs, Translight Panels, Automatic Slide Projectors, etc.
14.	Computers and Accessories, Computer Stationary including Refilling/Refurbishing of Cartridges
15.	Pumps, Monoblocks, Diesel Engines.
16.	Farm Machinery, Farm Implements/Equipment.
17.	Spare Parts of Equipment, Machinery, Vehicles etc. including Tyres and Tubes.
18	All types of Electrical and Electronic Goods/Equipment such as ACs, Refrigerators, Deep Freezers, Water Coolers, Desert Coolers, Telephone Sets, Electric Meters, Heating Elements, Stabilizers, Inverters, Heaters, Electrical Appliances, All Electrical Goods such as Electric Tube (T-5, CFL, LED), Chokes, etc.
19.	Voltage Stabilizers, UPSs, Inverters, CVTs etc.
20	Compressors and Spare Parts of Refrigeration and AC Equipment
21	Service Contracts for all types of Equipment/Machinery/Implements.
22	All types of Furniture (branded as well as non-branded)
23	Drip/Sprinkler Irrigation System and Spare Parts.
24	For SC/ST Training: Sewing Machines, Juicer, Mixers, Grinders, JMG, Honey Bee Boxes and other related items.

B. The list of Items centrally stored and made available from the Central Stores:

01.	Office Stationery: All pin; Carbon - black & blue; Cello tape different size - transparent, coloured, brown; Chalk white (Kores brand); Cliper - big, medium & small; Duster - black board, white board; Envelope - cloth, craft, white, yellow laminated different size; Fevi stick; File cover - Kacha, Pacca; Slip Pad of different sizes and folders of good quality, files of two types with Univ. Logo; File flapper; Gum bottle - big & small; Gum flag; Gum pad slip; Gum tube; Pad ink; Plastic folder; Papers: Computer paper - A4, A6, coloured A4; Art paper different size; Art card sheet different size; ABC coloured paper 18_x22_; Green sheet/noting sheet; Laces big 36.; Ledger paper different size; Pulp board sheet; Register different size; Short hand book
02.	.Research and Field Stationery Items - Seed Packets, Selfing Bags, Labels, Aluminum Labels, Silking Bags, Pollinating Bags, Butter Paper, Paper Bags, Rubber Bands, Jewel Tags etc.
03.	Disinfectants e.g. Dettol, Savlon etc.
04.	Household Spraying Chemicals - Mosquito, Fly Repellents
05.	Soaps, Detergents and other Cleaning Material, Indigo (Neel)
06.	Phenyl - Black, White; Naphthalene Balls and other Deodorants
07.	Brooms - Coconut, Phool; Bamboos, Floor Brush, Wiper, Paucha cotton
08.	Locks
09.	Tyres and Tubes of Rickshaw and Bicycles
10.	Bicycles
11.	Foot Mats
12.	Plastic Sheets - white, black; Polythene bags various size; Polythene bags zip lock
13.	Glass Tumblers, Trays, Crockery Items - Cup & plate, Full plate with HAU logo, Quarter plate with HAU logo, Tea flask
14.	Torches and its Cells, pencil cells
15.	Calculators
16.	Cloth - curtain, malasia, markhin, muslin, Hessian, white apron, white latha, duster cloth Towel with HAU Logo - hand, big white, big coloured, small
17.	Plastic ware - bucket different size, dust bin different size, jug, mug, pedal bin, tray office, water camper
18.	Old Dhoties
19.	<i>Sutli</i> , Gunny Bags, Jute Bags etc.
20.	Cotton (absorbent/non-absorbent), Gauge, Bandage, Dispo Syringes, Rectified spirit etc.

- b. All the items not included in the Categories (A) and (B) above, which have to be purchased in bulk periodically generally on specific demands received from the Departments, the list of such items will be approved by the CPC in the first instance and any addition/deletion therein will also be made by the CPC.
- c. Items the cost of which is more than the monetary jurisdiction of the College Purchase Committees.

- d. The CPC shall have the power to add or delete any item to the list of Centralized Items.

Note: No NA is required to obtain from Store Purchase Organization for Non-Centralized items. These items will be purchased by the Committee within the prescribed monetary limit as specified in Rule II.

Rule II : Constitution and Monetary Limits of various Purchase Committees for the Store Articles.

The Store Purchase Organization shall be operated through various Committees. The constitution of some of the Standing Committees is given below:

1. Central Purchase Committee

The Central Purchase Committee shall be constituted by the Vice-Chancellor for a year in the first week of April every year. The proposal for the constitution of the new CPC shall be submitted by the Store Purchase Officer through the Comptroller, while orders for the constitution of the Committee shall be circulated by the Comptroller. The meetings of this Committee shall normally be convened by the Store Purchase Officer being Member-Secretary twice a month i.e. 10th and 25th depending upon the number of Agenda Items to be considered. This Committee shall function on behalf of Vice-Chancellor, and shall have powers to purchase all types of Items required in the University. The Central Purchase Committee may constitute the Sub-Committees where necessary, and may associate any Member (even below Class-II in special circumstances), if the need be, for specific cases.

2. (a) College Purchase Committee

The constitution of this Committee shall be as under:

- i. Dean of the College concerned/Rep. not below Class-I
- ii. HOD/HOS (having sanctioning powers) concerned/Rep. not below Class-II
- iii. One Member from another College not below Class-I
(to be nominated by the Controlling Officer concerned)
- iv) A&AO/DDO of the College concerned

(b) Directorate/Controlling Office Purchase Committee

The Committee for Directorates/Controlling Offices (DR, DEE, DSW, DHRM, Registrar, Comptroller, Nehru Library, E.O.-cum-S.E. etc.) shall be as under:

- i. Director/Controlling Officer concerned/ Rep. not below Class-I
- ii. One Member from another College/Directorate/Controlling Office not below Class-II (to be nominated by the Controlling Officer concerned).
- iii. A&AO/DDO

The above Committees shall have the powers to purchase non-centralized items of the cost not exceeding ₹ 1,50,000/- at a time subject to the Rules provided in the Store Purchase Procedure. These Committees can also purchase centralized items only after obtaining NA from the Store Purchase Organization or authorized by the CPC subject to prescribed monetary limit. The

Dean/Director/Controlling Officer concerned shall coordinate the purchase.

The Deans/Directors/Controlling Officers shall constitute their respective Purchase Committee in April every year under intimation to the Store Purchase Organization and the Joint Director (Audit).

3. (a) Departmental Purchase Committee for the Deptts./ Sections

The constitution of this Committee shall be as under:

- i. HOD/HOS (having sanctioning powers) concerned/Rep. not below Class-II
- ii. One Faculty Member (to be nominated by the HOD/HOS concerned)
- iii. One Faculty Member from another Deptt. of the College (to be nominated by the Dean concerned)

(b) Departmental Purchase Committee for the Attached Offices

The constitution of this Committee shall be as under:

- i. Officer Incharge concerned/Rep. not below Class-II
- ii. One Member from other Office not below Class-II
(to be nominated by the Controlling Officer concerned)
- iii. Supdt./DDO of the Office concerned not below Class-II

The above Committees shall have the powers to purchase non-centralized items of the cost not exceeding ₹ 50000/- at a time subject to the Rules provided in the Store Purchase Procedure. These Committees can also purchase centralized items only after obtaining NA from the Store Purchase Organization or authorized by the CPC subject to prescribed monetary limit. The HOD/HOS (having sanctioning powers)/Officer Incharges of the attached offices shall coordinate the purchase.

The HOD/HOS (having sanctioning powers)/Officer Incharge shall constitute their respective Departmental Purchase Committee in April every year under intimation to the Store Purchase Organization and the Joint Director (Audit).

(c) Departmental Purchase Committee for outstations

The Constitution of this Committee shall be as under:

- i. Incharge of the KVK/Research Station concerned including the Principal, COA Kaul, Bawal/Rep. not below Class-II
- ii. One Member to be nominated by the Controlling Officer (not below Class-II) from the same station
- iii. DDO concerned/Member to be nominated by the Incharge, if he himself is DDO (not below Class-II)

The above Committee may purchase the items amounting to ₹25,000/- only. For the items

exceeding the limit of ₹ 25,000/- the existing Departmental Purchase Committee provided under Rule-II may work as DPC.

(d) Fabrication of Machinery/Equipments etc.

Following Committee has been constituted for Fabrication of Machinery/equipment etc.:

<u>S. No.</u>	<u>Cost of Purchases</u>	<u>Committee</u>
1.	Upto Rs. 50,000/-	Departmental Purchase Committee and HOD, FMPE/Rep. not below Class-II
2.	From Rs. 50,001 to 1,50,000/-	College Purchase Committee and HOD, FMPE/Rep. not below Class-II
3.	Above Rs. 1,50,000/-	i) Dean, COAE&T/Rep. ii) HOD, FMPE/Rep. not below Class-II iii) HOD concerned/Rep. iv) Comptroller/Rep. not below Dy. Supdt. v) Director (S&P)/ASPO

4. Quotation Opening Committee

The quotations shall be opened by the following Committees:

A.1 For the items to be stored by the Store Purchase Organization

The following Committee shall open the quotations:

- i. Store Purchase Officer/ASPO
- ii. Comptroller/Rep. not below Dy. Supdt.
- iii. Dean COA/Rep. not below Class-II

The Store Purchase Officer/ASPO shall coordinate.

A.2 For the items to be purchased by the Store Purchase Organization for other Departments through NIQ and Press/E-tender

The following Committee shall open the quotations/tenders:

- i. Store Purchase Officer/ASPO
- ii. Comptroller/Rep. not below Dy. Supdt.
- iii. Dean COA/Rep. not below Class-II

- iv. HOD concerned/Rep. not below Class-II
The Store Purchase Officer/ASPO shall coordinate.

B. For the items to be purchased by the Committees constituted by the CPC

Wherever the standing Committees or ad hoc Committees are constituted by the Central Purchase Committee, quotations shall be opened by all the Members.

As a matter of general principle, dates of opening the quotations should be mentioned in the NIQs/Tender Notices, and the Quotees, if they wish, would be allowed to be present at the time of opening of quotations to know the rates, terms and conditions etc. quoted by their competitors to maintain the transparency.

5. Inspection Committees:

- (i) The following Authority/Committees will carry out inspections and give the certificate on account thereof in respect of the purchases upto the amount mentioned against each:

S. No.	Cost of Purchases	Competent Authority/Committee for Inspection
1	Upto ₹ 6000/-	HOD/HOS (having sanctioning powers) concerned
2	From ₹ 6001 to 50,000/-	Departmental Purchase Committee
3	From ₹ 50,001 to 1,50,000	College/Directorate/Controlling Office Purchase Committee
4	From ₹ 1,50,001/- onwards	HOD/HOS (having sanctioning powers) or his Rep. not below Class-II by associating the Rep. of SPO, Rep. of Comptroller (not below Dy. Supdt. and Technical Members as given under (a) to (x) below

It may be kept in view by the HOD/Officer concerned that the supply orders to the Rate Contracted firms may not be placed in piecemeal to avoid the inspection and the Technical Member(s) may be associated wherever required as referred under (a) to (x) below.

- a. For the Agricultural Implements, Machinery, Irrigation System, Food Processing Equipment etc.**

Dean, COAE&T/Rep. not below Class-II

- b. For the Scientific Equipment, Instruments, Glassware, Plasticwares, Chemicals, Media, Filter Paper etc.**

Incharge Instrumentation Cell/Rep. not below Class-II (For Scientific Equipment and Instruments, HOD, Chemistry & Physics/ Rep. not below Class-II (for Chemicals), HOD, Soil Science/ Rep. not below Class-II (For Lab. Glassware), HOD, MBB&B/ Rep. not below Class-II (for Plasticwares, Media Filter Paper and

rest of the Lab. Products)

c. For the Typewriter and Duplicators

1. PS/PA to Registrar
2. PS/PA to Comptroller

d. For the Sanitary Goods/Hospital Supplies/Disinfectant etc.

1. Sr. Medical Officer/Rep. not below Class-II
2. Dy. Estate Officer

e. For all Types of Press Material/Bindery Material

1. Assoc. Director (Publications)/Rep. not below Class-II
2. Press Manager/University Librarian/Rep. not below Class-II (for their respective Bindery Section items)

f. For the Photographic Items

1. Assoc. Director (Publications)/Rep. not below Class-II

g. For the Sports Items

1. DSW/Rep. not below Class-II
2. ADSW (Sports)

h. For the Stationery Items (including all types of Papers etc.)

1. Assoc. Director (Publications)/Rep. not below Class-II
(for all types of papers only)
2. Registrar/Rep. not below Class-II (for remaining Office Stationery Items).

i. For the Furniture. Drugget. Carpets, Durri Tripauline, Niwar, Ropes etc.

1. HOD, TAD/Rep. not below Class-II (for Textile Items only)
2. SDE, (Workshop) for Furniture Items only).

j. For the Petroleum Products

1. Controlling Officer (T)/ Transport Officer

k. For the Computers, Peripherals, UPSs, Softwares, Batteries (Industrial Range), Computer Stationery (CDs/DVDs, Pen Drives, Cartridges, Hard Discs, Drives, Paper Stationery, etc.)

1. Dean, COBS&H/Rep. not below Class-II

l. For the Electrical and Electronics Goods/Equipment (Audio-Visual Aids, Cameras, ACs, Refrigerators, Deep Freezers, Water-coolers, Desert-coolers, Telephone Sets, Stabilizers, Inverters, Heaters, other Electrical Appliances, Fax Machines, Telephone Handsets, Photocopiers, Calculators, all Electrical Goods such as Electric Tubes, Chokes, CFL, Batteries for Ivertor etc.)

1. Executive Engineer (E)/Rep. not below Class-II

m. For the Jute bags, Gunny bags, Sutli etc.

1. Director of Farms/Rep. not below Class-II
2. Head, RDS Seed Farm/Rep. not below Class-II
3. HOD, SST/Rep. not below Class-II

n. For the Polythene Sheets etc.

1. HOD, Horticulture/Rep. not below Class-II
2. HOD, Soil Sc./ Rep. not below Class-II

o. For the Transport Vehicles, Tractors, Combine (including Spare Parts) and Automobile Batteries

1. Dean, COAE&T./ Rep. not below Class-II
2. Controlling Officer (T)/Transport Officer

p. For the Spare Parts required for repair by the Instrumentation Cell

1. Dean, COAE&T./ Rep. not below Class-II

q. For the Gases

1. HOD, Chem. & Physics/Rep. not below Class-II

r. For the Duster Cloth, Towels and all other types of Cloth

1. HOD, TAD./ Rep. not below Class-I

s. For the Tyres & Tubes for Vehicles including Tyres and Tubes of Cycles and Rickshaws

1. Head, FM&PE/ Rep. not below Class-II
2. CO (T)/TO (for transport vehicles only)

t. For the Hessian Cloth, Brooms etc.

1. HOD, TAD/ Rep. not below Class-II (except for brooms etc.)
2. Dy. Estate Officer
3. President, Sweeper Union

u. For the Torch & Cells

1. Executive Engineer (E)/Rep. not below Class-II

v. For the Research Stationery (including Seed Packets, Pollinating Bags, Luggage Labels etc.)

1. HOD, Genetics & Plant Breeding/ Rep. not below Class-II
2. HOD, SST/ Rep. not below Class-II

w. For the Display Panel Boards, Translites etc.

1. Director Extn. Edu./Rep. not below Class-II

x. For the Medicines

1. Director Students ~ Welfare/Rep. not below Class-II

Note: The above Inspection Committees shall also be competent for inspecting the samples for making recommendations regarding the purchases where necessary.

(ii) For the items not covered under i (a) to i (x) above.

The Chairman, CPC may constitute an appropriate Inspection Committee.
(Inspection Committees constituted by the Chairman, CPC)

For Glass Tumbler, Plastic Item (Domestic ware), Crockery items etc.

- i) Dean, COHS/Rep. not below Class-II
- ii) CAU/Rep. not below Dy. Supdt.
- iii) SPO/Rep. not below Dy. Supdt.

For Gum Boots

- i) Director Farms/ Rep. not below Class-II
- ii) CAU/Rep. not below Dy. Supdt.
- iii) SPO/Rep. not below Dy. Supdt.

For Fire Extinguishers

- i) Director (S&P)/ASPO
- ii) CAU/Rep. not below Dy. Supdt.
- iii) Executive Engineer (PH)/Rep. not below Class-II

For Public Health Items

- i) Comptroller/ Rep. not below Dy. Supdt.
- ii) Director (S&P)/ASPO.
- iii) Executive Engineer (PH)/Rep. not below Class-II (S.D.E.)

(iii) For the items purchased through the College/Directorate/Office as well as Departmental Purchase Committee

The Committee shall inspect the items of their own without associating the Comptroller and Store Purchase Officer or their representatives

(iv) For the items to be purchased through the Sub-Committees

The Sub-Committees shall themselves be the Inspection Committees for the items purchased by them

(v) For Outstations

The Incharges/Heads at the Outstations (COA Kaul, COA Bawal, KVKs and Research Stations) shall be competent to constitute their own Inspection Committees with the approval of their Controlling Officers (Dean, COA/DEE/DR) without associating the Comptroller, Store Purchase Officer, Technical Member or their representatives. However, the Technical Member as given at (a) to (x) shall be associated if the cost of the item is exceeding ₹ 100000/-. In case, the cost of the item is exceeding ₹ 200000/-, the Rep. of Comptroller and SPO may also be associated with the Inspection Committees.

6. Brand Selection Committee for the Items to be stored in the Central Stores

The following Committee shall decide the brands of the items to be stored in the Central Stores and the items not covered under any other Clause of the Store Purchase Procedure:

- | | | | |
|------|-----------------------------------|---|-------------|
| i. | Director, HRM | : | Chairperson |
| ii. | Dean, COA | : | Member |
| iii. | Dean, COHS | : | Member |
| iv. | Registrar/Rep. not below Class-II | : | Member |
| v. | Store Purchase Officer | : | Convenor |

This Committee shall meet in the month of April-May every year to decide the brands.

7. Collection of requirement:

The Store Purchase Organization shall collect the requirement of the items to be stored in the Central Stores from all the Departments/Offices, and process the purchases accordingly.

8. Hiring of Tentage Material and related services:

The following Committee shall hire such services:

Sr. No	Amount Involved	Competent Authority/Committee.
1.	Upto ₹ 6,000/-	HOD/HOS (having sanctioning powers) concerned
2.	From ₹ 6,001/- to ₹ 25,000/-	Departmental Purchase Committee
3.	Above ₹ 25000/-	A Committee consisting of : i) Dean/Director/HOD concerned/Rep. not below Class-II ii) CAU/Rep. not below Dy. Supdt. iii) Joint Director (Extn.) (in case of hiring of material for DEE/Joint Director (Extn.), the JD (E) shall be replaced with SPO/Rep. for hiring by other offices
4.	For outstations	Respective DPC shall be competent to hire the material upto ₹ 50000/- and beyond the amount a representative of the Comptroller shall be associated.

9. Committee for the purchase of items required in various Functions/ Workshops/Conferences/Seminars/ Entrance Test/Convocation etc.

The following Committee shall be competent to purchase the items required for Functions/Workshops/Conferences /Seminars/Entrance Test/Convocation etc. upto the monetary limit of ₹ 150000/-.

- i) Dean/Director/HOD/Officer concerned/Rep. not below Class-II
- ii) Registrar/Rep. not below Class-II (for Entrance Test, Recruitment Test, Convocation only)
- iii) Comptroller/Rep. not below Dy. Supdt./Assistant (HS passed)
- iv) Store Purchase Officer/ASPO/ Assistant (HS passed)

In case the cost of items required exceeds ₹ 150000/-, the case shall be submitted to the CPC through the Store Purchase Organization for consideration.

No NA will be required from the SPO for these items.

Rule III: Finalization and Period of Rate Contracts

The complete catalogue/price lists of the firms shall not be accepted but the rate contracts will be finalized item-wise. As far as possible, the rate contract will be entered into with the manufacturers preferably with companies of national and multinational standings.

The period of Rate Contracts, as far as possible, shall be one year starting from first day of October of a year to the last day of September next year. However, the CPC shall be competent to reduce or extend this period if the exigencies/economics demand. All the Rate Contracts shall be circulated immediately on the expiry of the existing Rate Contracts. All the Rate Contracts finalized by the CPC and adopted by the University for the procurement of various items shall also be placed on University's Website through the Incharge, Computer Section, COBS&H.

Rule IV: Purchase of Items under Rate Contracts approved by the CPC

The Deptt./Offices located at Hisar Campus shall be competent to purchase items from the Authorized Dealers at the terms and conditions approved by the CPC without reference to the Store Purchase Organization. The COA Kaul/COA Bawal/KVKs/Research Stations at outstations shall be competent to purchase items from the Authorized Dealers located at the respective local markets at the terms and conditions approved by CPC for Hisar Campus without reference to the Store Purchase Organization. They can also purchase items from the Authorized Dealers at Hisar, if economical and convenient to them.

Rule V: Purchase of Material under the GeM, DGS&D and DS&D Rate Contracts-- Adoption of Government e-Marketplace (GeM) by the University.

1. DGS&D New Delhi has launched integrated portal (Gem.gov.in) having end to end procurement system for procurement of common goods/stores and services by Government buyers. The procuring authorities of University will satisfy themselves that the price of the selected offer is reasonable. GeM will be used by University (at their option) for direct online purchases as under:-
 - a) Upto Rs.50,000/- (without any splitting of orders) through any of the available suppliers on the GeM, meeting the requisite quality, specifications and delivery period.
 - b) Above Rs.50,000/- but upto Rs.1 Crore through the Supplier having lowest price amongst the available suppliers on the GeM, meeting the requisite quality, specification and delivery period. GeM will also provide tools for online bidding and online reverse auction which can be used by the purchaser.

The above monetary ceiling is applicable only on the purchase made through GeM and further, the above value may be revised by the University from time to time.

Contract and sanction order generated by GeM with the expected date of delivery, specifications, quantity and price of item at the time of placing of supply order will be considered as Proforma Invoice for the purpose of drawl of temporary advance.

2. The Indenting Deptts./Offices would first find the information of the items required from the website of the GeM. The user Department shall submit the demand for the items which are available on GeM alongwith administrative and financial approval to the Director (Store & Purchase)/SPO. The supply order shall be placed for the same by the Director (S&P) as a Buyer, and Consignee will be indenting Deptts./Offices subject to confirmation by the respective user Departments/Offices. In case the item(s) available on GeM do not meet requisite quality, specifications, delivery period etc., the competent purchasing authority concerned shall effect the purchase as per Store Purchase Procedure-2018. For the purchases effected on GeM, inspection of material, bill preparation and audit/verification will be got done by the concerned HOD/DDO. The payment will be disbursed through RTGS/NEFT by the Comptroller.
3. **The time schedule for GeM purchase will be as under:**
 - a) On receipt of demand, supply order will be executed on GeM by the SPO within a week.
 - b) On receipt of material(s)/item(s), inspection of material/item, processing of bill and audit/verification will be done by the concerned Department, and HOD/DDO will submit complete case to the comptroller for payment within 6 days from the date of receipt of material.
 - c) Payment will be disbursed within 2 days by the Comptroller Office.
4. Items which are not available on GeM, purchase may be effected as per existing purchase procedure of SPP-2018.
5. The University has adopted the purchases through GeM circulated vide No. SPO/2017/3987-4107 dated 11.09.2017. The GeM has a provision to purchase a particular Brand/Model of any product upto Rs. 30 lacs except automobiles and there is no monetary ceiling on the automobiles.

As per GeM rules, if any buyer wants to purchase a Particular Brand/Model of any product, then the buyer has to obtain a 'Proprietary Article Certificate' from the competent authority of his organization and make procurement through 'PAC Buying' option available on GeM Portal.

Director, Store and Purchase is nominated for issuing 'Proprietary Article Certificate' for effecting the purchase of particular Brand/Model through GeM.
6. The University has adopted the purchases through GeM circulated vide No. SPO/2017/3987-4107 dated 11.09.2017. Only one buyer Director (S&P) was nominated for all the purchases to be made by the University and time limit for one buyer is only Rs. 50,000/- per week for purchasing items through GeM.
7. All the Deans/Directors/Officers of the University/Controlling Officers/HODs/HOSs including RDs, KVK Coordinators & Principals have been authorized upto the amount of their power for financial sanction as per statutory provision for effecting the purchases on GeM by following the prescribed purchase procedure/rules/regulations of University. All the buyers will be responsible for making payment to supplier/sellers within the stipulated period.

Purchase exceeding the financial power of the Buyers on GeM will be effected by the Store Purchase Organization.

Rule VI: Purchase from the Govt. Organizations / Public Undertaking/ Autonomous Bodies

The Deptts./Offices shall be competent to purchase equipments and other items from the various Govt./Semi-Govt./Public Sector Undertakings/Autonomous Bodies including ICAR Institutes and SAUs (where such Organizations/Undertakings are manufacturers) without reference to the Store Purchase Organization/CPC at their rates subject to the conditions that such Organizations/Undertakings would give a certificate to the effect that lower rates and better terms & conditions have not been offered to any other Govt./Semi-Govt./Private Sector Organization/Institution.

Rule VII: Purchase of the Scientific Equipment/Instruments on Rate Contract Basis

The scientific equipment/instruments for which the rate contracts are finalized by the CPC can be purchased by the University Departments/Offices (including outstations) without reference the cases to the Store Purchase Organization/CPC upto a limit of ₹ 1.00 lakhs only subject to availability of funds and financial sanction of the competent authority. The University is exempted from the payment of Custom Duty and the benefit of the same be availed as per the set procedure. GST will be paid as per University Rules.

Rule VIII: Purchase of Items without Calling Quotations

1. There would be a monetary limit of ₹ 6000/- at a time for emergent purchase without calling quotations subject to NA of centralized items from the Store Purchase Organization. Where the purchase is made on the basis of without quotation upto value of ₹ 6000/- the following certificate is required from the HOD/Rep. on the case: 'Items purchased are of the requisite quality and specifications and have been purchased at the lowest market rates'.

Note: The purchase of centralized items exceeding ₹ 6000/- may be effected through the Departmental Purchase Committee/College/Directorate/Controlling Office Purchase Committee within the monetary limit of ₹ 50,000/- & Rs. 1,50,000/- respectively (as prescribed under Rule-II (2) & (3) of this Store Purchase Procedure) after obtaining NA from the Store Purchase Organization or authorized by the CPC.

- 1A For purchase of Emergent items without calling quotations upto monetary limit of ₹ 6000/- at a time on cash payment may be purchased from the Flipkart/Snapdeal/Amazon. The HOD concerned will give a certificate 'I _____ (Name of HOD) is personally satisfied that the items purchased are of the requisite quality and specifications and have been purchased from a reliable source at the lowest market rate.
2. No NA would be necessary for outstations for emergent need of items but it will be mandatory for the Incharge concerned to submit monthly report of the purchases made during the month without quotations or after obtaining NA, to the Store Purchase Organization by the 1st

week of every month, after making entry in the Limit Register. The Incharge concerned shall be personally held responsible for non-compliance.

3. The inspection of the material costing upto ₹ 6000/- shall not be necessary. However, the material shall be taken on stock and the HOD/Rep. shall himself verify the purchase and stock entry accordingly.
4. The annual monetary limit for emergent purchases without calling quotations for the Departments/Offices at Hisar shall be ₹ 60,000/-
5. The annual monetary limit for emergent purchases without calling quotations for COA Kaul & Bawal/KVKs/RRSs shall be ₹ 1,00,000/-.
6. The annual monetary limit without calling quotations by the Service Units such as Director of Farm, RDS Seed Farm, Instrumentation Cell, Farm Workshop, CFST, Transport Workshop, Landscape Unit, Campus Hospital, SST and for all Officers of the Univ. shall be ₹ 1,00,000/-.
7. The annual monetary limit for Store Purchase Organization without calling quotations shall be ₹ 200000/-
8. All the Departments/Offices (including outstations and Service Units) shall maintain a record of purchases made without calling quotations in the Limit Register and Audit shall not entertain the bills without verifying the Limit Register.

Rule IX : Purchase of Seeds, Fertilizers, Insecticides, Pesticides and other Agro- Chemicals.

- (a) The above items needed both at the headquarters and outstations shall be purchased, without calling quotations, by the user Departments/Research Stations/KVKs. from the HAFED, IFFCO, NAFED, KRIBHCO, NFL, ICAR Institutes, SAUs or any other Govt./Semi-Govt. Agency at their rates. No reference to the Store Purchase Organization shall be necessary. Some of these Govt./Semi-Govt. Manufacturers/Agencies have their Authorized Dealers. If these Manufacturers/Agencies do not agree to supply the items, but their Authorized Dealers do, the Departments/Research Stations/KVKs shall be competent to purchase these items from their Authorized Dealers at the terms and conditions of the respective appointed Agencies. If these items are not available with the above Manufacturers/Agencies, the brands approved by the Committee under (b) below only may be purchased from the open market after obtaining Non-Availability Certificate from the above local Govt./Semi-Govt. Agencies, through the following Committee:
 - i. HOD/Director Farms/Head, RDS Seed Farm/RD, Research Station/Sr. Coordinator, KVK/ I/C concerned or his Rep. not below Class-II
 - ii. HOD (Soil Sc.)/Rep. not below Class-I for the purchase of fertilizers, HOD (Entomology)/Rep. not below Class-I for the purchase of pesticides, HOD (Agronomy)/Rep. not below Class-I for the purchase of Herbicides, HOD (Nematology)/Rep. not below Class-I for the purchase of Nematicides, HOD (Plant

- Pathology)/Rep. not below Class-I for the purchase of Fungicides, HOD (SST) /Rep. not below Class-I for the purchase of Seeds.
- iii. CAU/Rep. not below Dy. Supdt.
 - iv. SPO/ASPO

The Officer concerned at Sr. No. (i) shall be responsible for processing the purchase.

- (b) The following Committee shall decide the brands of Fertilizers, Insecticides, Pesticides, Herbicides Nematicides, Fungicides and other Agro-chemicals in the month of April-May every year which are required to be purchased from the open market after obtaining NA from the Govt./Semi-Govt. Agencies:

i.	Director of Research	:	Chairperson
ii	DEE	:	Member
iii.	Director Farm	:	Member
iv.	Head, RDS Seed Farm	:	Member
v.	HOD, Soil Science	:	Member
vi.	HOD, Entomology	:	Member
vii.	HOD, Agronomy	:	Member
viii.	HOD, Nematology	:	Member
ix.	HOD, Pl. Pathology	:	Member
x.	HOD, SST	:	Member
xi.	Store Purchase Officer	:	Convenor

The recommendations of the Committee shall be placed before the CPC.

Rule X : Purchase of the Branded Equipment/ Machinery/ other Items on Quality Basis.

As far as possible, the tendency on the part of user Departments to recommend a single brand/make of equipment should be discouraged. In case the Departments, for the purpose of research, need only a specific make of certain equipment, there should be clear recommendations of the Departmental Purchase Committee to this effect. In such cases, the Department should also certify that the features available with the Brand/Model of item is not available with any other firm and for furnishing such certificate, the responsibility solely lies on the Department. It should also be the responsibility of the Department to furnish a certificate that the specifications demanded are basic need of the Department without including superfluous and non-essential features, user may result in unwanted expenditure. The cases so received by the SPO shall be entertained only having the recommendations of the DPC and Controlling Officer concerned. The rates shall be obtained at the level of the SPO with standard terms & conditions and from the manufacturer or its authorized dealer. The firm shall also have to furnish a certificate that the rates, terms & conditions quoted to the University are no way inferior to those being offered to other Govt./Semi-Govt. Departments and the specifications of the item is their proprietary. In all such cases where the amount involved is more than 5.00 lacs, the matter shall be referred to the TEC as provided under Rule XXXII by the SPO before placing it before the CPC. For purchase of Vehicles such as tractors, cars buses etc. supply orders be placed on GeM. If the vehicles are not available on GeM,

then the vehicles (Tractors, Cars, Buses etc.), which are available from a single Authorized Dealer in a district, the single quotation shall be treated as final and equivalent to three quotations. If, however, the brand is marketed through more than one Agents/Dealers/Distributors, then the normal purchase procedure shall be followed.

Rule XI: Brand Selection of the Farm Machinery/Implements/ Equipment/Transport Vehicles.

The following Committee shall recommend the brand of the Farm Machinery/ Implants/ Equipment/ Transport Vehicles etc.:

i.	Dean, COAE&T	:	Chairperson
ii.	Director of Research	:	Member
iii.	Director Extn. Edu.	:	Member
iv.	Chief Scientist & Head, RDS Seed Farm	:	Member
v.	Director Farms	:	Member
vi.	HOD, FM&PE	:	Member
vii.	Store Purchase Officer	:	Convenor

The above Committee shall recommend the brands in the month of April-May every year. The Store Purchase Officer shall put up the recommendations for consideration and approval of the CPC. However, the demand with complete specifications shall be sent by the Dept./Office concerned to the Store Purchase Organization. The Store Purchase Organization shall process the purchase as per prescribed procedure or process the rate contracts where necessary which shall be finalized with the approval of the CPC.

Rule XII: Brand Selection of the Laboratory Equipment, Instruments, Chemicals, Glassware and Plasticware.

The following Committee shall recommend the brands of the Laboratory Equipment, Instruments, Chemicals, Glassware, Plasticware and Complete Range of Products for Laboratory Items:

i.	Dean, COA	:	Chairperson
ii.	Dean, COBS&H	:	Member
iii.	Dean, COHS	:	Member
iv.	Dean, COAE&T	:	Member
v.	Store Purchase Officer	:	Convenor

The above Committee shall recommend the brands in the month of April-May every year. The

Store Purchase Officer shall put up the recommendations for consideration and approval of the CPC. Thereafter, the Store Purchase Organization shall invite the offers from the Manufacturers and Authorized Dealers for the brands decided and the rate contracts shall be finalized with the approval of the CPC. The Store Purchase Organization shall circulate the rate contracts. The Departments/Offices shall be competent to make the purchases of the above items directly from the appointed Suppliers subject to the condition that the Dept./Office will certify that the item has been purchased at the lowest rates. However they will be competent to purchase any item on quality basis by giving full justification.

Rule XIII: Brand Selection of the Computers, Peripherals, UPSs including Batteries, Softwares, Computer Stationery (CDs/DVDs, Pen Drives, Cartridges, Hard Discs, Drives, Paper Stationery, etc.).

The following Committee shall recommend the Brands of the above materials :

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|------|------------------------|---|-------------|
| i. | Dean, COBS&H | : | Chairperson |
| ii | Dean, COA | : | Member |
| iii. | University Librarian | : | Member |
| iv | Director, HRM | : | Member |
| v. | Store Purchase Officer | : | Convenor |

The Store Purchase Organization shall place the requirements received from all the Departments/Offices to the above Committee for further necessary action such as recommendations regarding the brands, models, rate contracts for computer stationery/consumables, purchases at DGS&D rates/GeM etc. The recommendations of the Committee shall be placed before the CPC by the Store Purchase Organization.

Note: The above Committee shall also take up Computerization activities. For that the Incharge, Computer Section, COBS&H shall act as Convenor and the Store Purchase Officer as Member.

Rule XIV : Brand Selection of the Electrical and Electronic Goods/Equipments (Audio-Visual Aids, Cameras, ACs, Refrigerators, Deep freezers, Water Coolers, Desert Coolers, Telephone Sets, Stabilizers, Inverters, Heaters, Electrical Appliances, all Electrical Goods such as Electric Tubes, Chokes, CFL etc.).

The following Committee shall recommend the brand of above items in the month of April-May every year:

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|------|------------------------|---|-------------|
| i. | Director, HRM | : | Chairperson |
| ii. | Dean, COAE&T | : | Member |
| iii. | XEN (Electrical) | : | Member |
| iv. | Incharge I/Cell | : | Member |
| v. | Store Purchase Officer | : | Convenor |

The Store Purchase Officer shall put the recommendations for consideration and approval of

the CPC. Thereafter, the concerned Departments/Offices shall submit the requisition with complete specification of approved brands to the Store Purchase Organization and the items shall be procured as per prescribed procedure laid down. The Engineering Unit shall maintain stock of the stockable items. The Departments/Offices shall purchase these items from the stores of the Engg. unit against proper indents.

Rule XV: Purchase of Sports Materials

The DSW or any other Department/Unit including Campus School shall send the requirements for the sports material along with the quantity, specifications, addresses of the Manufacturers/Authorized Dealers and other necessary information to the Store Purchase Organization. The Store Purchase Organization shall invite the quotations and place the same before the following Sports Materials Purchase Committee for further action:

i.	DSW	:	Chairperson
ii.	ADSW (Sports)	:	Member
iii.	Comptroller/Rep. not below Class-II	:	Member
iv.	Store Purchase Officer	:	Convenor

The Sports Materials Purchase Committee may recommend the purchase on the basis of the quotations or may ask the Manufacturers/Dealers to display the material and then recommend the purchase. This Committee will also be competent to negotiate the rates received against the quotations. The Store Purchase Officer shall place the recommendations of the Sports Materials Purchase Committee before the CPC for consideration and approval. In case of urgency, the purchase may be made through the Sub-Committee to be constituted by the CPC on the recommendations of the above Committee.

Rule XVI: Printing of Books, Brochures, Pamphlets, Booklets and other printing related jobs such as Scanning, Planning and Designing for the Printing, Printing of Photographs, Banners, Panel Display Boards etc.

The University has its own Publication Division for the printing of Books, Brochures, Pamphlets, Booklets, Calendars etc. As far as possible, the printing work shall be got done from the Publication Division. However, some times, the Departments/Offices may have to go to the market for the above jobs for one or the other reasons. In that case the permission from the Vice-Chancellor shall be required after having obtained NA for multi colour from the Assoc. Director (Pub.). The following Committee shall call rates by visiting local/viable market after taking into consideration of size of publication, quality of printing, quality of paper, binding and other aspects:

- i. Assoc. Director (P)/ Rep. not below Class-II
- ii. HOD concerned/Rep. not below Class-II
- iii. SPO/Rep. not below Dy. Supdt.

The above Committee shall be competent to decide case upto ₹ 100000/-. All the cases above ₹ 100000/- shall be placed before the CPC through the Store Purchase Organization. Further, the following Committee shall recommend the brands and procedure to be adopted for all other jobs except

printing in the month of April-May every year.:

i.	Director Extension Education	:	Chairperson
ii.	Director, HRM	:	Member
iii.	HOD, HSEECM	:	Member
iv.	Assoc. Director (Pub.)	:	Member
v	Store Purchase Officer	:	Convenor

The recommendations of the above Committee shall be placed before the Central Purchase Committee for consideration and approval.

Rule XVII: Purchase of the Material for Engg. Unit Covered under the purview of CPC.

The material for Engg. Unit shall be purchased by operating the DGS&D/DS&D/GeM rate contract and in case the material is not available, the Engg. Unit may send the demand to the Store Purchase Organization alongwith addresses of the Manufacturers/ Suppliers/ Dealers/ Stockists for inviting rates etc. and placing it before the CPC.

Rule XVIII: Spot Purchases through the Sub-Committees.

The Central Purchase Committee shall be competent to constitute Sub-Committees, where necessary, for making purchases from the local or outside markets. The Sub-Committees shall be constituted under the following circumstances: -

1. When the purchase is so urgent that the regular purchase procedure cannot be followed.
2. When the purchase has not been made earlier through the regular purchase procedure.
3. When the specifications of the items needed, are such that these have to be explained personally to the firms concerned and the quality of the material is to be inspected on the spot.
4. When the response to the NIQ/e-tender floated by the Store Purchase Organization is poor.
5. Constitution of the Sub-Committee shall normally consist of:
 - i. HOD/Office concerned/Rep. not below the Class-II
 - ii. Comptroller/Rep. not below Dy. Supdt.
 - iii. To be nominated by the CPC.

The Sub-Committee shall certify that the market has been explored satisfactorily. The Sub-Committee visiting market shall also try to get the validity of the rates for a minimum period of one month as far as possible. However, the following certificate shall be recorded:

The Sub-Committee visited the market on ____ (dated) ____ and the market has been explored satisfactorily. ____ (No. of) ____ quotations have been collected as per comparative statement and purchase has been approved/recommended on (lowest or quality) basis from M/s. ____ (Name of firm) ____ . Further, it is certified that all the Members of the Committee are jointly and individually satisfied that the purchase has been recommended/made of the requisite specifications and quality, priced at the prevailing market rate and the source recommended/approved is reliable and competent to supply the goods/items in question_.

6. Number of Quotations needed for the Spot purchases through the Sub-Committee:

As a matter of general rule, there should be minimum three quotations before a purchase is made. However, subject to a maximum limit of ₹ 5000/- for each item at a time, the Sub-Committee would be authorized to make purchases even when the requisite number of quotations cannot be obtained. This power would be exercised by the Sub-Committee when the material is needed urgently and the Committee is satisfied that the rates are reasonable.

7. Spot Purchases at the Outstations:

In the case of urgent purchases to be made at the outstations, the Sub-Committee shall be competent to make purchase from the adjoining places/stations/ districts also. But before doing so, the economics of making purchase locally even at slightly higher rates vis-à-vis sending Committee to other stations, involving expenditure on TA/DA, should be worked out before hand. While constituting the Sub-Committees, specific reasons for doing so must be recorded by the CPC in the Proceedings of the Meeting (s). The CPC shall ordinarily nominate its Reps. (not below Class-II) from amongst the staff of the respective KVK/Research Station or nearby stations.

Rule XIX: Purchase on the basis of single Quotation.

As a matter of general Rule, there should be minimum three quotations. However, the CPC will be competent to approve the purchase on the basis of a single quotation under the following circumstances:

1. If there is a single quotation against a Tender floated in the Newspapers.
2. If the item to be purchased is a proprietary item, and is available from the Manufacturer or their Sole Distributor across the country only and not from any other source, the Indenting Department/Office/Committee will certify that the item required is not available from any other source and the prices are competitive.

3. If there are less than 3 quotations against the NIQs/tender etc., then the CPC will be competent to decide the case on merit.
4. Spare Parts/Accessories required of Equipment/Machinery for compatibility of the existing set of equipment, the purchase can be made from single selected firm. However, following certificates shall be forwarded by the Indenting Department to the SPO alongwith the demand;
 - i) The Indented goods are manufactured by M/s. _____ from whom the equipment/machinery was purchased initially or the firm is only authorized for the supply of items by the manufacturers.
 - ii) No other make or model is acceptable for the following reason(s) (to be recorded by the Indentor)
5. If the item is necessary to be purchased from a particular source and there is emergency, the approval of the Vice-Chancellor shall be obtained by mentioning the cogent reasons.

Rule XX: Emergent Approval by the Chairman, CPC.

The Chairman, CPC shall be competent to accord approval for any emergent purchase. All such cases shall be placed before the CPC for ratification within a month. It will be the sole responsibility of the HOD/Office concerned to get the case ratified within the prescribed period.

Rule XXI: Repeat Orders.

The following policy shall govern the placing of Repeat Orders:

1. Repeat Order would mean the order by the same Department, which purchased the goods initially or any other Deptt./Office of the University.
2. Repeat Order, if required, shall be placed once only within a period of three months from the date of first purchase.
3. The quantity of the Repeat Order shall not exceed equal to the quantity of the initial order, and provided that the total purchase does not exceed the financial sanctioning power of the officer concerned.
4. Repeat Order for items other than those listed under 1 (a) (B) shall be placed by the Officer concerned (Dean/HOD/Other Head of Office).
5. Repeat Order, for items listed under 1 (a) (b), shall be placed by the Store Purchase Organization.

6. Reasonableness of rates shall be ensured by the purchasing Deptt./Office, and a certificate to the effect that :The Price(s) of the good (s) has/have not reduced after the initial order_ , shall be obtained from the Supplier.
7. Repeat Order can also be placed, if required, in support of purchases made through the Spot Sub-Committees for the items not exceeding ₹ 25000/-.
8. All the cases, necessitating relaxation of these rules, shall be referred to the CPC, which will be competent to relax the provisions of these rules by recording cogent reasons.

Rule XXII: Procedure for the Non-Availability (NA) Certificate for the purchase of Centralized Items those listed under 1 (a) & (b).

The Store Purchase Organization will make all out efforts to replenish the Central Stores and NA Certificates should be reduced to the minimum. `NA Certificate_ of any centralized item shall be issued only when the item is neither immediately available in the Central Stores nor on Rate Contracts. The Certificate shall be valid for 10 days only, and the Department concerned shall effect the purchase within the validity period as per approved purchase procedure. After effecting the purchase, it will be the responsibility of the Department concerned to supply the details of purchases so made to the Store Purchase Organization so that the complete record could be maintained by the Store Purchase Organization. However, for the items available from the Stores of Engg. Unit, the NA shall be obtained from their Unit by the Department concerned.

Rule XXIII: Exemption for the Non-Availability (NA) Certificate for emergent needs by Service Units

The following Deptts./Offices/Units are exempted for obtaining `NA Certificate_ from the Store Purchase Organization subject to annual limit of ₹ 60,000/- only:

1. Transport Workshop (for the items required for the maintenance & repair of Vehicles only)
2. Farm Workshop (DF)/RDS Seed Farm/FM&PE Workshop (for the items required for the maintenance & repair of Vehicles).
3. Instrumentation Cell and Univ. Press (for the Spare Parts for repair work only)
4. Items required by Outstations (for emergent need only).
5. All the petty items such as spices, salt sugar, refined oils and other consumables required by the Deptt./Unit for preparing various products

Rule XXIV: Repair & Maintenance of the Equipment including Softwares

1. a. Service Contracts/Annual Maintenance Contract (AMC)

Whenever a Department/Office sends requirement to the Store Purchase Organization for the AMC of equipment, it would indicate specifically - either on the advice of the Instrumentation Cell or on the advice of some technically competent staff of the Department/Office - whether any extra accessories, spare parts and after sale service contract would be required. The Central Purchase Committee would take final decision in the matter. Where service contracts are to be made with

Govt./Semi Govt. Institution/Organization/ Public Sector Undertakings, the Departments /Offices concerned would be competent to enter into service contracts with such Organizations/Undertakings without referring the matter to the Central Purchase Committee/Store Purchase Organization. However a certificate must be obtained by the Departments/Offices from such Organizations/Undertakings that service contract rates and other terms & conditions offered to CCSHAU are not inferior to those offered to any other Govt./Semi Govt. Institution/Organization. Further, as and when, the Departments/Offices send proposals to the Store Purchase Organization for entering into AMC, they should give a certificate of availability of funds for the AMC and offer comments regarding services of the firm provided during the warranty and last service contract period. The Store Purchase Organization will obtain the approval of the Central Purchase Committee, and convey the same to the Department/Office concerned. It is desirable to cover the costly equipment under service contracts. The AMC shall usually be finalized for one year only. However, the period of AMC can be extended by the CPC on performance basis.

b. Hiring of Services

Whenever a Deptt./Office sends requirement to the Store Purchase Organization for the hiring of services for specialized job like Computer Training/Coaching etc. to the employees, students, other persons etc., the matter will be placed by the Store Purchase Organization before the CPC for consideration and taking a decision.

2. Repair of the Equipment/Instrument/Implements/Machinery/Vehicles/Tractors/ Computers etc

a. Repair of Scientific Equipment/ Instruments/Implements

Within the following monetary limits, the repairs of the scientific or other equipment shall be got done by the Departments/Offices concerned from the respective Manufacturers/Authorized Dealers *or from the source other than the Manufacturer/Authorized Dealer* without referring the case to the Central Purchase Committee/Store Purchase Organization after having obtained estimate and NA from the Instrumentation Cell:

i.	HOD/Scientist concerned	= Upto ₹ 10,000 at a time
ii.	Departmental Purchase Committee	= Upto ₹ 30,000 at a time
iii.	College Purchase Committee/ Directorate/ Controlling Officer	= Upto ₹ 50,000 at a time
iv.	Central Purchase Committee	= Above ₹ 50,000 at a time

The expenditure on repair will also include the cost of labour, spare parts, accessories etc. A certificate indicating the life, original cost and yearwise expenditure already incurred on repair of equipment must be recorded by HOD in each case. However, the HOD on each and every case shall certify that the cost of repair is justified and economical. Moreover the expenditure incurred on the repair is in the interest of the University.

For outstations the repair upto ₹ 10,000/-, no NA shall be required to be obtained from the Instrumentation Cell.

b. Repair of the Vehicles/Tractors/Diesel Engine etc. including purchase of Spare Parts

It would be necessary that the repair of Vehicles (Buses, Cars, Jeeps, Tractors etc.) should be carried out in the Transport/Farm Workshop (if vehicle are not covered under warranty). In case of repairs being got done from outside after obtaining NA from the Transport/Farm Workshop, the same may be got done from the Manufacturer or their Authorized Dealer subject to annual monetary limit of 10% of original cost of vehicle without referring the cases to the CPC. If the cost exceeds 10% , the approval of the CPC is required. In case the repair is got done from the source other than the Manufacturer/Authorized Dealer, the same shall be got done through the following limits after obtaining NA from the Transport/Tractor Workshop and Manufacturer/Authorized Dealer:

i	HOD/Scientist concerned	=Upto ₹ 10000/- at a time
ii	Departmental Purchase Committee	=Upto ₹ 30,000/-
iii	College/Directorate/Controlling Office Purchase Committee	=Upto ₹ 50,000/-
iv	Central Purchase Committee	= Above ₹ 50000/-

For outstations the vehicle shall not be required to be got checked in the Transport/Farm Workshop. Also no NA from Tractor/Farm Workshop shall be required.

c. Repair of Farm Machinery/Equipment etc.

It would be necessary that the repair of Farm Machinery/Equipment etc. should be carried out in Tractor Workshop in case not covered under warranty. For the purpose, the NA from the Head, FM&PE is necessary and the repair can be got done by the Deptts. from the Manufacturer or Authorized Dealer, in case of major repair. In case no response is received from the Manufacturer/Authorized Dealer, the repair may be carried out from the local market or appropriate source. The repair by the Deptt. may be got done subject to following monetary limits. However, no NA shall be required for the repair where the amount involved is less than or ₹ 3000/-

i	HOD	=Upto ₹ 10000/-
ii	Departmental Purchase Committee	=Upto ₹ 30,000/-
iii	College/Directorate/Controlling Office Purchase Committee	=Upto ₹ 50,000/-
iv	Central Purchase Committee	=Above ₹ 50,000/-

For outstations, no NA from Head, FM&PE shall be required.

d. Repair of Computer/IT Products/Electronic Items etc.

- | | | |
|-----|-----------------------------|---|
| i. | HOD | Upto ₹ 5000/- of the each equipment in a year for Computers, Laptops & on-line UPSs etc. |
| ii | HOD | Upto 20% of the total cost of each equipment in a year for Printer, Scanner, Off-line UPSs etc. |
| iii | Computer Purchase Committee | Above the limits of HOD |

The following instructions are to be kept in view while getting the repair/maintenance:

1. The expenditure on repair will also include the cost of Labour, Spare Parts, Accessories etc. and entry of repair with its spare is to be made under Repair Register. Also the indication of addition or add an item is to be made in Stock Register
2. The items covered under the warranty/AMC shall be got repaired from the supplier of the equipment.
3. The expenditure for additional items such as Extra Hard Disk etc. shall be permitted but replacement shall be treated as expenditure under `Repair head_.
4. The Instructions issued by the Financial Commissioner and Principal Secretary to Govt. Haryana vide Notification No.3/20/2000/3SIT/2243 dated 28.04.2011 has been adopted under Rule XXXX of SPP-2011

Rule XXV: Price List of Spare Parts

Whenever rate contract of spare parts is based on the price lists of the Manufacturers, it is imperative to obtain the printed price list and verify the payment with reference to the same. However, in individual cases, the CPC may make an exception to this general principle. Where there are practical difficulties in obtaining price list along with up-to-date amendments thereto, from the Manufacturer/their Authorised Dealer, a certificate shall be given by the Supplier on the bill that the rates charged are according to the up-to-date price list of the Manufacturers. Such certificate by the supplier shall be attested by the purchasing Department and the Audit will accept the same as authentic and will not insist further for showing the price list. If such a certificate given by the supplier is found inconsistent upto 5 year period with the price list of the Manufacturer, the firm shall be liable to make the loss good and blacklisting or/and any other suitable action decided by the CPC.

Rule XXVI: Availability of Funds and Financial Sanction

Supply orders shall be placed by the Store Purchase Organization/Departments/Offices only after obtaining a certificate from the requisitioning Department/Office//Officer concerned to the effect that :the funds are available and financial sanction has been obtained from the competent

authority_.

Rule XXVII: Purchase from the Manufacturers/Sole Distributors/ Authorized Dealers/ Stockists

The purchase, as far as possible, shall be made from the Manufacturers/Sole (exclusive) Distributors/Authorized Distributors/ Authorized Dealers/Stockists. It will be endeavour to maintain the list of the Manufacturers/Sole Distributors/Dealers/ Stockists by the Store Purchase Organization. The authorized dealership certificate must be issued by the Manufacturer.

Rule XXVIII: Time Limit for the Procurement of Material

Whenever a demand is received by the Store Purchase Organization for a special item which is required to be purchased with the approval of the CPC, the Store Purchase Organization shall process the purchase expeditiously in such a manner that the order of the same is placed within two months of the receipt of the demand with complete information. However, in case, where requirement is of time bound nature, the Store Purchase Organization shall deal with the case in such a manner that the procurement is made within the time limit with the approval of the CPC.

Rule XXIX: Updation of Mailing Lists of the Firms

The following would be the procedure for up-dating the list:

1. The new firms/dealers, who make applications to the Store Purchase Organization for enlistment, would be asked to give their complete particulars such as postal address, e-mail address, telephone number, shop registration number, GST number, income tax number etc. The firms/dealers that have obtained sales tax number and income tax, clearance certificate would be included in the mailing list for the items for which they are genuine suppliers. Before posting the firm on the mailing list, the Store Purchase Officer shall satisfy himself that the firm is the genuine supplier of the goods in question.
2. The suppliers who do not respond to the NIQ for one year continuously, they may be deleted from the mailing list until they make fresh request in this regard.

Rule XXX: Utilization of Funds provided for the Store Items

The Budget Estimates in majority of the Schemes are circulated by the Comptroller's Office in the first week of April every year. It should, therefore, be the endeavour of all the Controlling Officers/HODs/Offices (including outstations) to initiate the purchase cases immediately after the verification of budget by the Audit. In any case, order for all the store articles to be purchased out of funds earmarked in the Budget should go by 31st December. However, following shall be exception to this general rule:

1. Goods available in the Central Stores/Engg. Unit Stores/any other University stores.
 2. Goods on rate contract
 3. Goods available from the Govt./Semi-Govt./Public Sector Undertakings/ICAR Institutes/SAUs
 4. Goods for which the budget is received late
- Relaxation to this rule shall be granted by the Vice-Chancellor.

Rule XXXI: Prior Scrutiny of the Purchase Cases by the Audit

The following procedure shall be followed for prior scrutiny of the purchase cases by the Audit Department:

1. All contracts approved by the Central Purchase Committee shall be submitted to the Audit Department for prior verification.
2. Rate contract circulars shall be issued after audit verification.
3. All individual purchase cases costing more than ₹ 50,000/- will require prior Audit verification/scrutiny.
4. Prior scrutiny/verification by the Audit shall not be required in cases of purchases made through the Sub-Committees for the items costing less than ₹ 1.50 lacs for SPO and 50000/- for Departments.
5. Attested copy of rates verified/seen by the Audit shall be circulated by the Store Purchase Organization. This attested copy shall be accepted by the Audit for payment of bills/adjustment of advances etc.
6. The CPC shall be competent to relax the condition of the prior scrutiny of case by audit if the purchase is of urgent nature or time bound.
7. The audit shall verify the cases of purchases on priority due to fluctuation of rates in the market or the validity of the rates may not expire.

Rule XXXII: Procedure for the evaluation of the Tenders for the purchase of Scientific Instruments/Equipment/Machinery etc. through the Press Tenders

All the purchase cases of the items costing more than 5.00 lacs where the rates have been called by the SPO by inviting the rates through the Press Tender/NIQ etc. shall be evaluated by the Tender Evaluation Committee.

The following procedure shall be followed:

- i) The Technical bids shall be opened by the Quotation Opening Committee as referred under Rule II (4). All the financial bids shall be kept with the SPO and shall not be opened

ii) The Technical bids shall be referred to the HOD/Indentor Deptt. for evaluation and selection of the technical responsive bids . However bids received should be evaluated in terms of the condition already incorporated in the tender document, no new condition which was not incorporated should be brought in for evaluation of the bids. Determination of a bid's responsiveness should be based on the contents of the bid itself without recourse to extrinsic evidence. It would be necessary for the Indentor to prepare a comparative on technical grounds and availability or shortcomings should be brought on record. On the receipt of recommendations from the Indenting Department the case shall be placed before the following Tender Evaluation Committee alongwith financial bids:

- | | | |
|---|---|-------------|
| a) Dean,COAE&T | : | Chairperson |
| b) Dean,COA/Rep. not below Class-II | : | Member |
| c) Comptroller/Rep. not below Dy. Supdt. | : | Member |
| d) HOD concerned/Rep .not below Class- II | : | Member |
| e) Store Purchase Officer: | : | Convenor |

iii) After going through the selected technical bids, the financial bids of only selected bids shall be opened by the Committee and ranking shall be made such as L1, L2 and so on.

iv) Non-responsive bids (financial) shall be returned back to the firm without opening.

v) Negotiations, if required shall also be made by the TEC only with the lowest (L1) bidder

vi) After final recommendations of the TEC the matter shall be placed by the SPO before the CPC.

Rule XXXIII: Submission of Information regarding availing of the Custom Duty/Goods & Service Tax Exemption by the Deptts./Offices

The Deptts./Offices shall submit the half yearly report to the Store Purchase Organization strictly as per the format appended at Annexure-13 failing which the Deptts./Offices shall be responsible for any delay for further transmission of the report to the Department of Science and Technology, Govt. of India.

Rule XXXIV: Publication of Tender Notices in the Newspapers and Fixation of Cost of Tender Form.

The Tenders shall be invited through the Newspapers if the cost of the material exceeds Rs. 10.00 lakhs. The Press Tender Notice shall also be displayed on University's Website. The cost of Tender Documents shall be as under:

From ₹ 10.0 lacs to ₹ 20.0 lac	= ₹ 1000/-
Above ₹ 20.0 lacs to ₹ 50.0 lacs	= ₹ 2000/-

Above ₹ 50.0 lacs to ₹ 1.0 crore = ₹ 3000/-
Above ₹ 1.00 crore = ₹ 5000/-

However, the CPC shall be competent to relax the rules of Press Tender Notices depending upon the difficulties of purchase to be recorded in black and white.

The tenders shall be invited by the SPO in all the purchase cases by adopting the following procedure:

- i) The specifications complete in all respects with certification that 'The specifications are meeting the basic need of the Department/Office without including superfluous and non essential features which may result in unwanted expenditures. Also the specifications are generic in nature and do not favour any particular brand/manufacturers/Co. _ shall be obtained from the HOD/Officer concerned by the SPO alongwith demand.
- ii) On the complete demand in all respect the SPO shall draft a Tender Notice for publication in at least one National Daily with the approval of the Registrar. The newspaper, however, shall be proposed by the Indentor and in case of clubbed tender notice the same shall be proposed by the SPO itself. On the receipt of approval from the Registrar the tender notice shall be published through the PRO.
- iii) While publishing the tender notice two bids shall be invited (two bid system) one Technical and second Financial bid separately by giving 21 days notice i.e. period from the date of publication of tender notice and date of sale of tender documents to the date of accepting the tenders. However, the time limit of 21 days can be relaxed to minimum of 10 days by publishing 'Emergent Tender Notice _ with the approval of the Chairman, CPC at the level of the SPO. It shall be the responsibility of the SPO to see the nature of the purchase and to make proposal for publication and to deal with the case depending upon the merits of the case. The tender notice shall also be placed on the University website. There should be clear instructions for the bidder to pay the amount by demand draft etc. alongwith bid in case of downloading of tender document.
- iv) Pre bid conference shall be fixed by the SPO in case of turn-key projects/contracts or special nature of procurement, if required and the request shall be sent by the Indentor to the SPO alongwith demand. The date of conference should be indicated in the bidding document and it should be sufficiently ahead of bid opening date.
- v) In the tender document criteria for determining responsiveness of bids alongwith factors should be clearly mentioned by the SPO.
- vi) The tender document should be prepared/floated in simple and concise language.

Rule: XXXV Overstocking of Material

To check the overstocking of materials, proforma for submitting demand to the Store Purchase Organization for the materials/goods (other than available in the Central Stores) has been devised. A copy of the same is appended as Annexure-1. Similarly a Proforma for obtaining financial sanction has also been devised. A copy of this Proforma is appended as Annexure-2. These proformae shall be used by the Incharge (Stores)/Storekeepers for purchasing material locally as well as through the Store Purchase Organization. The Head of the Department/Office shall ensure that the quantity of materials/goods being purchased is as per actual and minimum requirement and there is no overstocking of material. To check it, all the Deptts./Offices shall submit a certificate half yearly i.e. on 30th Sept. and 31st of March each year to the Comptroller to the effect that there is no overstocking of material in their Deptt./Office. The surprise checking shall be done by the SPO/SVO from time to time.

XXXVI Quotations received Late

Quotations received after the last date and time of receipt published in the Tender Notice/Quotation Notice shall not be accepted and returned without opening even if the quotations have been posted well before the last date.

XXXVII Performance Guarantees/other Securities

The period of Performance Guarantees/other similar Securities shall match the warranty period along with a grace period of two months. The Deptt./Office concerned for whom the item is purchased will inform the Office of the PG/BG holder (in most of the cases the Store Purchase Officer) of these documents with regard to any complaint during the period of the Performance Guarantee and the holder of the Performance Guarantee will release the security documents after the completion of the warranty period. However, these documents shall not be released if there is any objection. No 'NOC' except rate contract cases, will be obtained by the holder of the Performance Security from the user Department. It would be the responsibility of the Department for intimating the complaints to the holder of the Performance Security. The Bank/Other Agency shall be informed well in time to withhold the amount of Guarantee/Security giving the reason. If any defect in the equipment/goods come to the notice of the holder of these documents after their release, the Deptt./Office shall be responsible for the loss and make good the loss from the pocket of the employee responsible for the loss.

XXXVIII Payment to Suppliers

Delay in payment to the Suppliers breeds corruption. It is, therefore, necessary to ensure

that the payments are made within the period agreed to in the terms and conditions. The Department/Office concerned shall, therefore, ensure that the payment are made within the period agreed to in the terms and conditions, if there is no fault/shortcoming on the part of the Supplier such as shortcoming in the invoice, short supply of goods, non-installation of equipment, defect in equipment etc. As per supply order of the University, some penalty is imposed on the Suppliers if they fail to supply the goods within the period stipulated in the terms and conditions of the purchase. The University shall also pay interest at the Bank Rate on FDs for the period of delay (SBI). The amount of interest shall be paid by the official/officer responsible for the delay without any valid reason. Leave shall not be a valid reason

XXXIX Purchase of Imported Consumables, Minor Equipment etc.

The University shall enter into Rate Contracts with the Indian Agents(s)/Distributors(s) for the procurement of the chemicals, consumables, minor equipment etc. which shall be shortlisted by the Brand Selection Committee referred to in Rule XII.

XXXX Revised Policy and Procedure for procurement, replacement and disposal of old and obsolete Telecommunications & Computing/IT Products Electronics items etc.”

Circular of Government of Haryana, Secretariat for Information Technology No. 3/20/2000/3SIT/2242 dated 28.04.2011 has been adopted with some changes in CCSHAU which is as under:

- i) `Part A (Procurement entitlements is not applicable on HAU employees/Officers/teachers and all other parts of the guidelines/instructions of the above said circular are approved. The Rules of the CCSHAU regarding purchase and repair will remain same.
- ii) Reg. Rule XXXX of SPP-2011, the instructions issued by the Govt. of Haryana vide Notification No. 3/20/2000/3SIT/2242 dated 28.04.2011 is implemented (except Part A. Procurement entitlements, the same is not applicable on HAU employees/Officers/teachers) in place of Notification No. 3/20/2000/3SIT/4375 dated 05.10.2007 and the Committee for the purpose will remain the same.
- iii) The title of Rule XXXX of SPP-2011 has named as `Revised Policy and Procedure for procurement, replacement and disposal of old and obsolete Telecommunications & Computing/IT Products Electronics items etc. _

B. Useful life of various items and replacement

1. Depending upon the nature, usage, maintenance cost, obsolescence in terms of technology, up gradation of technology etc., the related items are classified in following categories for the purpose of disposal of these items:-

Category	Nature	Items	Useful/Productive Life
I	Immediate obsolescence/ use and throw products	Printing Consumables (Ink Toners), CDs, DVDs, Digital Audio Tapes (DAT), Linear Tape Open (LTA), UPS Batteries	As per usage. No residual value determined. However, Proper inventories of purchase, issue and final use/ disposal etc. would be maintained in order to keep an accounting system.
II	Low life/Fast obsolescence Products	Mobile Phones	Two years
		Laptops, Pen Drive, External Hard Disk Drive (HDD) etc.	Three years in case of Laptops, Pen Drive, HDD etc. for replacement. Residual values determined separately.
III	Medium obsolescence/ Medium life products	Desktops, Printers, Multi functional Devices (MFDs), Scanners, Multi-media Projectors, UPS Systems etc.	Five years for replacement.

IV	Slow obsolescence/ long life products	Fax, EPABX, Electronic items such as cameras, TVs, DVD Players, Public Address Systems, Electronic Calorie Meter, Electronic Thaw Unit, Sterilizers etc.	Seven years
V	Software	Software like MS office, Oracle, MS-SQL, MS-Windows, Antivirus etc.	Please refer to the explanation given under para 2(v) below.
Note:	The above mentioned items can be used beyond the mentioned/ specified life till such time these items continue to serve the purpose.		

2. Explanatory Notes on the items, as mentioned in the table, are given below:

- i) **Category-I: Use and throw products:** These products have no fixed life and can be used till these are consumed or are under replacement warranty (like SMF batteries are covered under 1 year replacement warranty from the manufacturer). However, the user departments must maintain proper inventory of purchase, issue and disposal thereof so as to ensure prudent official use of these items.
- ii) **Low life products:** The general useful/ productive life in the case of products/ items in this category would be two years in the case of a Mobile Phone Instrument and three years in the case of laptops and other items mentioned therein for replacement purposes. However, one may use the same for longer period so long as the item/ equipment serves the purpose.
- iii) **Medium life products:** The useful/ productive life of products in this category is fixed at 5 years even though the products can be continued to be used for longer period in an organization/ department, being a multiple level of usage in terms of level of works to be done like Software development/ testing, Data Processing, Information searching, Word processing etc. Accordingly, the life of these products is fixed as five years for replacement purposes. However, one can use the equipment for longer period so long as it fulfills the user requirements.
- iv) **Long life products:** It has been observed that these products can be used for more than 5 years due to comparative stability in specifications/ services. Accordingly, the replacement life of these products is fixed as 7 years. However, one can use the same for longer periods so long as these products serve the user requirements.
- v) **Software:** Purchase of software can be booked as a one-time office expenditure. The old software can be upgraded into latest version by taking the benefit of old purchase in case scheme is available from the developer/ principal Company. In the alternative, latest software can be purchased and in that case the residual value of the old software can be treated as NIL. The old software can be donated to the State/ Central recognized service Organizations.

C. Rates of Depreciation and the Residual Value:

1. The rates of depreciation and the method of working out the residual value of these store-items is explained in the following sub-paras:

i) No residual value is being assigned for **Category-I** items. However, the non-consumable items can be transferred to HARTRON at zero value for electronic waste management purposes.

ii) Category-II Items

a) The Bill Values and the illustrative depreciation rates/ amount for Mobile Phones, and Laptops & other items in this category are given in the following table:

Sr. No.	Items	On completion of				
		Year-1	Year-2	Year-3	Year-4	Year-5
II	Mobile Phones	60%	60%	75%	100%	
	Bill Value	Illustrative Residual value				
	Rs. 25,000/-	10,000/-	4,000/-	1,000/-	Nil	
	Rs. 20,000/-	8,000/-	3,200/-	800/-	Nil	
	Rs. 12,000/-	4,800/-	1,920/-	480/-	Nil	
	Rs. 8,000/-	3,200/-	1,280/-	320/-	Nil	
	Laptops/ Note-books/ HDD/ Pen-drives	40%	50%	70%	80%	100%
	Bill Value	Illustrative Residual value				
	Rs. 70,000/-	42,000/-	21,000/-	6,300/-	1,260/-	Nil
	Rs. 50,000/-	30,000/-	15,000/-	4,500/-	900/-	Nil

b) The Government policy permits the entitled class of users to purchase the equipments in the above categories at prices higher than the permissible limits subject to the re-imbursement restricted to the prescribed limits. While calculating the residual value of the equipment, only the amount of permissible limits shall be taken into account and the amount spent by an user in excess thereof at the time of purchase shall not be considered.

- c) The entitled users can seek the replacement of a Mobile Phone on completion of two years period from the date of purchase of the equipment and on completion of three years period after the date of purchase in the case of a laptop/ note-book.
- d) Whenever an entitled user seeks to replace his item in this category on completion of the prescribed period, he has the option to either return the used/ old equipment to the Department or retain the same for his personal use at the residual value calculated in accordance with the above matrix. This option would also be available in the case of retiring officers/ entitled users.
- e) In cases where the entitled users in the category of retiring officers opt to retain the said equipment for their personal use before completion of the prescribed period, the residual value of the equipment would be worked out as per the following table:

Sr. No.	Bill Value in Rs.	Period	Method of working out the Residual Value
a)	Rs. 25,000/- (Mobile Phone)	09 months from the date of purchase	Depreciation amount for the first year is Rs. 15,000/-. The depreciation amount of the Mobile Phone will be Rs. $15000/9 = \text{Rs. } 11,250/-$. Hence the residual values after 09 months will be taken as Rs. 13,750/- on completion of 9 months period.
		15 months	Residual value at the end of 12 months is Rs. 10,000/- Hence, on completion of 15 months period, the residual value of the equipment will be Rs. 7,500/-
b)	Rs. 70,000/- in case of a laptop	One year and six months	The calculation for the period after completion of the year will be equal to the amount derived on monthly basis by dividing the amount of depreciation during the corresponding year. For instance, the depreciated value of a laptop at the end of year-1 is Rs. 42,000/-. The depreciation in this case after completion of six months in year-2 will be Rs. 10,500/-. Hence, the depreciated value of the laptop on completion of 18 months will be Rs. 31,500/-.

- f) In case a laptop is used for 4 years by an entitled user without seeking a replacement with a new laptop, there would be no need to return/ deposit the same in the store and it would be written off from the books as the value of the said item would be negligible. However, in case the laptop is replaced with a new laptop after 3 years but before completion of 4 years, the residual value of the old laptop will be calculated as per the depreciation rates given in the matrix.

iii) Category-III (Medium life products):

a) The depreciation rates for IT products in this category of items would be as under:

Sr. No	Items	Rate of Depreciation on completion of Year					
		1	2	3	4	5	6
i)	Desktops, Printers, Multi-functional Devices (MFDs), Scanners, Multi-media Projectors, UPS Systems etc.	40%	45%	50%	60%	70%	90%

b) To illustrate, year wise Depreciated Value of the products in this category under WDV method is as follows:

Sr. No.	Description	Bill Amt. (in Rs.)	Depreciated Value on completion of Year					
			1	2	3	4	5	6
i)	Desk-top	60000	36000	19800	9900	3960	1188	119
		35000	21000	11550	5775	2310	693	69
ii)	Laser Printer	10000	6000	3300	1750	580	174	17
iii)	UPS System	5000	3000	1650	825	330	99	10

c) In case an item in this category has been used for a period of 5 years, it may be allowed to be retained by the officers/ officials at the residual value of the products for their personal use or transferred to the HARTRON at zero value. On completion of 6 years life of the product, ***it may be allowed by the Controlling Officer/HOD to be given to the officers/officials at 'zero' price or transferred to Computer Section, COBS&H at 'nil' value for electronics waste management as the residual value at the end of 6 years period is negligible. However, a proper inventory would be maintained for the purpose.***

iv) Category-IV (Long life products):

- d) These products can be disposed of after 7 years or more as per the table given below. The depreciation rate for these products with WDV method is as under:

Sr. No	Items	Rate of Depreciation on completion of number of years						
		1	2	3	4	5	6	7
i)	FAX/ EPABX/ Electronics items etc.	15%	20%	30%	40%	50%	65%	80%
	Illustrative depreciated value							
ii)	Invoice Amt. Rs. 20,000/-	17000	13600	9520	5712	2856	1000	200

- e) The items in this category on completion of 7 years will be disposed off by the following Committee:
- Dean, COAE&T/Rep. not below Class-II
 - SPO/ASPO
 - Estate Officer/Rep. not below Dy Supdt.

Department concerned shall coordinate the Committee. (changed part)

v) Category-V-Software:

Purchase of software can be booked as one time office expense. The old software can be upgraded into latest version by taking the benefit of old purchase in case scheme is available from the developer/ principal Company, otherwise latest software can be purchased and the value of the old software can be treated as NIL. The old software can be donated to the State/ Central recognized service Organizations.

D. Method of condemnation:

- All the Telecommunication/ IT/ Electronics equipments covered under these instructions are procured with a prescribed warranty/ replacement period and the AMC period, Where the purchase order is so designed. No replacement of any of the IT Products/ equipments would be permissible so long as it is within the stipulated replacement or repair warranty period or the AMC period built in upfront at the time of purchase order.
- The minimum life for condemnation of the equipment would be followed as defined for each category separately. However, in case any product gives frequent problems before attaining its minimum recommended life or goes badly out of order and repair/ Maintenance cost is not economically viable (i.e. where the repair costs exceed the

depreciated residual/ value of the item), such items can be condemned with the recommendation of a Technical Committee to be constituted for the purpose;

- iii) A Technical Committee for condemnation of these store items shall be constituted by the respective Department of the University with one technical expert from Computer Section, COBS&H and Dean, COAE&T/Rep. not below Class-II.
- iv) Further, Laser printers are now available with better speed at lower price having less running cost with 1 year/ 3 years warranty. The old laser printer can be replaced with new laser printers in case repair cost plus cost of toner, drum and estimated AMC cost are equivalent or even 80% of the cost of new laser printers of the equivalent or better specifications. The approach suggested for replacement of laser printers can also be adopted for other items of similar nature like Scanner, Photocopier and Fax etc.
- v) In addition to the above, all the Departments/ Organizations would have the discretion to purchase new products in lieu of old/ obsolete items under buy-back options.

E. Disposal of condemned items:

- 1. The items covered under these instructions, once condemned, may be disposed off in the following manner:
 - i) Wherever the items have completed their minimum prescribed replacement period, or the retention period in case of retiring officers, the same may be allowed by the concerned Officer as the case be to be retained by the concerned officers at the depreciated value.
 - ii) The items, once declared fit for condemnation or declared unfit for continued use in the CCSHAU offices, may be offered to the employees working in the CCSHAU offices at the depreciated value or 'zero' price as applicable in each category. In case more than one persons are interested for the same item, it may be allotted by holding a draw of lots;
- 2. Wherever no CCSHAU employees come forward to purchase/ take such items, these would be disposed off as under:
 - i) A Central Store would be set up by CCSHAU for the disposal of condemned/old stores and the Incharge, Computer Section, COBS&H would dispose off the items on yearly basis at the rates to be invited through Press Tenders or from empanelled as the Reserve Price, unless fixed lower by the Technical Committee for reasons to be recorded in writing under the Chairmanship of Dean, COBS&H.
 - ii) Dean, COBS&H, as the case may be, would be entitled to retain the proceeds from disposal of such items in lieu of their handling and storage charges in respect of all the items transferred to Computer Section, COBS&H after condemnation or otherwise at 'nil' price;
 - iii) The concerned departments/ organizations, in any case, would maintain the inventory of all purchases and disposal of all these items;

- iv) The concerned Departments/Organizations shall be required to submit the details of its condemned stores to Computer Section, COBS&H in the prescribed proforma.

Sr. No.	Description of the Item	Invoice date	Invoice value (in Rs.)	Qty.	No. of years from the date of invoice	Depreciated Value (in Rs.)

- v) In cases where bids are not received for disposal of the items at reserve price, the old items, which may still be usable, can also be considered for donation to State/ Central Govt. recognized services organizations/ NGOs and a certificate shall be issued in this behalf.

3. Treatment of Sales Tax:

Wherever any item is allowed to be retained by an entitled officer/ official or so allotted to them gratis on completion of the useful life or transferred to Computer Section, COBS&H gratis in terms of these guidelines, it does not amount to sale and no sales tax would be payable thereon. In cases where an item is sold/ transferred to an officer/ official/ at the depreciated value, it amounts to 'sale' and attracts payment of sales tax by the concerned department. The depreciated amount payable by officer/ official in such cases in accordance with these instructions would be inclusive of the sales tax and the concerned owner department would be required to deposit the applicable amount of sales tax with the Department of Commercial Taxes.

Rule XXXXI Procedure regarding the Purchase of Medicines for the Campus Hospital and other Departments

1. The following procedure for the purchase of medicines shall be adopted for the Campus Hospital:
 - (i) The SMO may first place the order with the concerned Manufacturer of Govt. Undertakings like HAL, IDPL, Smith Samstreet, Bengal Immunity, Karnataka Antibiotics, Rajasthan Pharmaceutical etc. on the Hospital/Institutional price list, whose rates are the lowest. In case the supply is not received within the period, a reminder be sent to supply the medicines within 15 days, failing which it shall be presumed that the ordered medicines are not available. Thus after waiting for 15 days, the SMO may proceed further for procurement of medicines as per the next line of procurement presuming that the ordered medicines are not available with the concerned Manufacturers.
 - (ii) The next line of procurement of medicines shall be from the Reputed Generic Drug Manufacturers on the lowest basis. The procurement of medicines be made on the lowest basis. The procurement of medicines be made on the lowest basis by comparing the rates of at least three Manufacturers.
 - (iii) Any other such item not covered under (i) to (ii) above may be purchased by calling quotations.

(iv) Petty purchases, if any, may be made as per prescribed rules.

2. The following instructions shall also be followed:

- (a) The Medicines and supplies required in bulk and not having short expiry period will be purchased.
- (b) A certificate will be obtained on each bill that no scheme/special discount is allowed on the medicines mentioned in the bill by the Manufacturer/Dealer (from whom the supply is to be obtained).
- (c) When the supplies are received from the approved Distributor, hospital rates shall be paid, where hospital rates are not laid down, rates for `retailers_ shall be paid. Clarification whether any item falls under the category of bulk items or not shall, where required, be furnished by the SMO. On each bill a certificate from the firm will be obtained that the rates charged from the University are same as being charged from the other Govt./Semi Govt. Department.

Rule XXXXII Seminar on the Purchase Procedure

A copy of the Purchase Procedure shall be circulated by the Store Purchase Organization amongst all the Deans/ Directors/ HODs/ Outstations/Offices for ready reference. The Store Purchase Officer shall give a Seminar on Purchase Procedure in the month of May every year to the HODs and office staff at Hisar and Outstations through the Directorate of HRM.

ANNEXURE-I**Proforma for Sending Demand for the Purchase of Items to Store Purchase Organization**

S. No.	Subject	
1.	Name of the Office	.
2.	Date of receipt of funds	
3.	Date of submission of proposal for financial sanction	
4.	Date of receipt of financial sanction	
5.	Name of the item required to be purchased	
6.	a. Quantity required. b. Balance in hand. c. Justification for increase.	
7.	Approximate Cost per unit.	
8.	Detailed specifications.	
9.	Preference for any particular make/brand if any, along with reasons.	
10.	Is the Item in use in other Dept./Office of the CCSHAU and if so, what is the performance of the item?	
11.	Name and address of the reputed Manufacturers/Authorized Stockists/Dealers of the item, if known.	
12.	Date by which the Dept./Office would want the items.	
13	It is certified that the funds are available in the budget of the Dept. for the year -----and Financial Sanction has been obtained to meet the expenditure on purchase of the items(s)	

Head of the Department

Endst. No. _____

Dated: _____

Forwarded to the Director(S&P), CCSHAU, Hisar for placing orders of the items given in the above proforma.

Head of the Department

Proforma for Obtaining Financial Sanction for the Purchase of Non-Recurring Items

1.	Name of the Department/Office.	
2.	No. & Title of the Scheme.	
3.	Details of items for which Financial Sanction is applied for : Particulars of items	Quantity Cost
4.	For purchase of Machinery & Equipments: i. Whether above articles are already available in the Department or not ? ii. If no, whether any other arrangement can be made in coordination with Other Department to carry on the work ? iii. If similar equipment is already available. Justification for additional purchase iv. In case of replacement or requirement, whether the equipment already in stock is beyond economical repairs ? v. Whether the purchase would involve additional recurring, installation charges ? If so, details thereof and how it is proposed to be met. vi. Information about the existing Farm Machinery & Equipment and their usage.	
5.	For change of equipment: i. Details of Equipment/item presently approved for purchase. ii. Details of Equipment/items now required to be purchased in place of earlier demand. iii. Complete justification for the purchase of the proposed Equipment. Also elucidate how the work is being carried on in the absence of the proposed equipment?	
6.	For proposals initiated during the last quarter of the financial year (i.e. January, February & March) i. Reasons due to which sanction obtained earlier could not be used. ii. Whether the funds can be got declared as non-lapsable?	
7.	Reference to the delegation of powers under which Vice-Chancellor's approval is needed.	
8.	CERTIFICATES: i. Certified that the funds for the above purchase exist in the current	

	<p>year's budget under the above Scheme and no additional allotment of funds is needed.</p> <p>ii. Certified that the purchase shall be made as per procedure prescribed by the University</p> <p>iii. In case of ICAR/Other Agency Scheme</p> <p>Certified that items proposed to be purchased are as approved by the Funding Agency and as per the terms and conditions laid down for the said Scheme.</p> <p>iv. In case of purchase against Non-lapsable Funds</p> <p>Certified that the items proposed to be purchased are the same as were got approved at the time of getting Funds declared Non-lapsable (in case of any variation, detailed justification there of)</p>	
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Head of the Department

Controlling Officer

ANNEXURE-3.

Format for obtaining information from the Manufacturers/Dealers/ Suppliers before their Registration with the Store Purchase Organization/University Departments.

1. Name, Address, Telephone Numbers and e-Mail Address of the Firm.
2. Constitution of the Firm (Whether Partnership/Private or Public Limited Concern and Telegraphic Address).
3. If Manufacturer, please supply the following information:
 - a. Articles manufactured.
 - b. Location of works, Factory or Factories.
 - c. Brief details of Factories and number of Workers.
 - d. Quality Control Methods.
 - e. Availability of Testing Facilities at Site.
4. Whether Sole Manufacturer in India of any item? If so, give details.
5. Whether currently holding any contract with DGS&D, Central Govt., New Delhi or Director, Supplies & Disposal, Haryana, Chandigarh or any other Govt. Institute or University or Research/Educational Institute for supply of any goods? If so, give details.
6. Do you specialize in any Item and claim special expertise? If so, give details.
7. If an Agent, Distributor or Authorized Stockist, please supply the following information:
 - a. Name and Address of Principal(s).
 - b. Whether Sole Exclusive Distributor/Authorized Stockist/Authorized Dealer.
 - c. Details of stocks maintained, if any.
 - d. Whether any After Sales Services arrangements are available? If available, give details.
8. If stockist only, please supply the following information:
 - a. Articles and their Brands.
 - b. Approximate Stocks.
 - c. Location of Warehouse.
9. Name and Address of the Bankers.
10. Whether approved as a Supplier by any other important authority like DGS&D/DS&D (Haryana) /Educational Institute/Research Institute etc. If so, give details.
11. GST No.
12. Any other information.

Note : The above information must be supplied on the letterhead of the firm duly signed by Authorized Signatory

by enclosing necessary documents.

ANNEXURE-4.

Format for Calling Rate Contract Offers from Manufacturers/Dealers

Registered

From

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

To

M/S _____

Memo No:

Dated:

**Subject: Rate contract for the purchase of _____ for the
period ending _____.**

Dear Sirs,

1. It is understood that you are Manufacturer/Authorized Dealer/Stockist for the above item. The University is interested to enter into Rate Contract with you for the purchase of this Item for the period ending _____. You are, therefore, requested to quote your rates, and other terms and conditions for the same by the specified date.
2. In case, the above mentioned item(s) is/are on Rate contract with DGS&D/DS&D (Haryana), an authenticated copy of the same may be supplied along with your offer. In case, no Rate Contract has been finalized till date with these authorities, a copy of such Rate Contract, as and when finalized, may be supplied to this office during the currency of the University's Rate Contract.
3. The following terms may please be spelt out in your offer clearly:
 - i. Rates (Enclose authenticated Price List).
 - ii. Discount.
 - iii. F.O.R
 - iv. Taxes (in percent). Please note that we do not issue Form 'C' or 'D'

- v. Other levies viz., Excise Duty etc.
 - vi. Payment terms
 - vii. Delivery period
 - viii. Guarantee/Warranty
 - ix. After Sales Service
 - x. Installation Charges.
 - xi. Any other Charges, if any.
4. In case, packing, forwarding, freight and insurance charges etc. are required to be paid by the University, you will have to supply Actual Payee Receipts thereof. **The charges, not mentioned in your quotation, shall not be paid by the University in any case.**
 5. As a general policy, the University tries to make 100% payment within 15 days of receipt of material subject to proper installation, wherever applicable and satisfaction of the Inspection Committee. No advance payment or payment against documents through Bank shall be made.
 6. As per University norms, security of Rs. _____ the shape of Fixed Deposit Receipt/ Deposit at Call/B.G. in favour of undersigned valid upto _____ may be furnished with the offer. The security by other means except FDR/DAC/B.G. is not acceptable. In case, the Rate Contract is not executed as per the settled terms and conditions, security can be forfeited, besides taking other action as deemed proper by the University. No firm with whom Rate Contract is approved by the University is exempted from depositing the security.
 7. The articles of fragile nature, particularly Glasswares etc. shall be accepted through personal delivery or else the transit risk shall be to your account. The samples can be asked for, wherever required.
 8. The following certificates may please be recorded in your offer:
 - i. That we are maintaining only one countrywide Price List applicable to all the customers on which the present rates contract is based.
 - ii. That the rates, and other terms and conditions offered to CCS HAU are in no way inferior to those being offered to other Govt./Semi Govt. Departments/Institutions including DGS&D/DS&D (Haryana).
 - iii. That in case, the rates are reduced/or more discount including any special incentive for sales promotion is offered by you during the currency of rate contract, the University shall be informed promptly.

- iv) That the discount offer to the CCSHAU is the same as is being offered by you to other institutions throughout India including other SAU's/ICAR Institutes/ Govt. Deptts./ Research Institutes and in case any discrepancy is found you are liable to bear penalty alongwith action such as blacklisting, debarring etc. **(To be got furnished from the Manufacturer/Principal firm)**

That the discount offer to the CCSHAU is the same as is being offered by you to other institutes/ Govt. Deptts./ Research Institutes throughout Haryana and in case any discrepancy is found you are liable to bear penalty alongwith action such as blacklisting, debarring etc. **(To be got furnished from the Local Authorized Dealer)**

- v. That you have not been debarred/blacklisted by DGS&D/DS&D (Haryana) or any State Govt., University etc.
9. Copy of proof of your being Manufacturer/Authorized Dealer/Distributors must accompany your offer.
10. It may please be certified that no Family Member of your Concern is serving in this University. In case it is found that any Member belonging to the Family of your Concern is a University Employee, the quotations/tenders sent by you will be rejected outrightly.
11. The sealed quotations, complete in all respects, must reach the Office of the undersigned latest by _____. The quotations shall be opened on _____ at _____ in this Office. "Rate Contract Offer FOR THE SUPPLY OF _____ DUE ON _____" may please be superscribed on the envelope.
12. In case, any other information/clarification is required, please contact the Undersigned at Tele No. 01662-284317 & 255419 on any working day (Monday to Saturday except 2nd Saturday) during office hours (9.00 a.m. to 4.30 p.m. during August to April and 7 a.m. to 1.30 p.m. during May to July).
13. The offer received late/or incomplete will be rejected. The dispute, if any, shall be subject to the jurisdiction of Courts at Hisar. Any other jurisdiction mentioned in the quotations or invoices of the Manufacturers/Dealers etc. shall be invalid and shall have no legal sanctity.

Director(S&P)

ANNEXURE-5.

Format for Notice Inviting Quotations.

REGISTERED/THROUGH MESSENGER

CH. CHARAN SINGH HARYANA AGRICULTURAL UNIVERSITY, HISAR

QUOTATION NOTICE

Memo No. _____ **Dated :** _____

1. Sealed quotations are hereby invited from the Manufacturers/Authorized Dealers/Suppliers/Stationers for the items detailed below:

S.No.	Name & specifications of the Item	Quantity

2. Quantity may increase or decrease.
3. Sample wherever applicable may be sent alongwith the quotation so that the genuineness of the material could be judged.
4. Quotations will be received by latest by _____ up to _____ which shall be opened on _____ at _____ in the Office of the undersigned. The quotees or their authorized representatives are welcome to attend the meeting held for opening of quotations.

5. In case, the material is received through goods Transport Company by road, the transport companies charge delivery charges and labour charges charges etc. . It may be mentioned specifically as to whether the material will be sent by rail or by road through Goods Transport Company.
6. Please mention specifically :(i) Rates; (ii) Discount; (iii) Delivery Period; (iv) FOR; (v) Validity Period of the Quotation; (vi) Rate of GST Tax to be charged, if any (vii) Bank Draft charges, if any (viii) Payment Term (ix) Guarantee/Warranty (x) After Sales Service (xi) Installation Charges (xii) Misc. charges such as Packing, Forwarding, Insurance Charges, etc.
7. Charges not mentioned in the quotation shall not be paid by the University.
8. In case the quotation is approved, it will be required to submit 5% security of the total amount involved in the shape of FDR/Bank Guarantee in favour of Store Purchase Officer, CCSHAU, Hisar. The security in other shapes viz. DD/Pay Order/Cheque will not be accepted. It is also mentioned here that the order will only be placed on the receipt of security within 7 days from the date of intimation for the award of contract/acceptance of quotation
9. Quotation received late or incomplete shall not be entertained, The quotation received late shall be returned to the firm concerned without opening of the same.. The University shall not be responsible for any postal/transit delay.
10. The University/its Offices at Hisar and Outstations do not make payment in advance or against documents supplied through Bank. However, as a matter of general policy, the University tries to make payment within 15 days of the delivery of the material subject to proper installation, wherever applicable and satisfaction of the Inspection Committee.
11. The family members of the University Employee are not allowed to send quotations/tenders. Such quotations/tenders, if received, will outrightly be rejected.
12. The detailed instructions attached with the NIQ must be read carefully and meticulously complied with.

Store Purchase Officer

Encl: As above

- CC:
1. Stenographer (Internal)
 2. Master file
 3. Incharge, Computer Section, COBS&H for placing it on University website.

The following Annexure shall be applicable only where the amount of item (individual or turnkey project work) involved is more than ₹ 5.00 lac. and below the amount of ₹ 5.00 the existing Annexure as appended at Sr. No. 5 (Annexure 5) shall be applicable.

Annexure – 5A

CH. CHARAN SINGH HARYANA AGRICULTURAL UNIVERSITY, HISAR

QUOTATION NOTICE

Memo No. _____

Dated : _____

Sealed quotations (in two bid system i.e. Technical and financial bid) are hereby invited from the manufacturers/ authorized dealers/suppliers/stationers for the items detailed below:

S.No.	Name & specifications of the Item	Quantity

2. Quantity may increase or decrease.
3. Sample wherever applicable may be sent alongwith the quotation so that the genuineness of the material could be judged.
4. Quotation will be received latest by _____ upto _____ Technical bid shall be opened on _____ at _____ in the Office of the Undersigned. The quotees or their authorized representatives are welcome to attend the meeting held for opening of quotations. Only the financial quotations of responsive bidders shall be opened and non-responsive financial bids shall be rejected and returned unopened.
5. In case, the material is received through goods Transport Company by road, the transport companies charge delivery charges, labour charges etc.. It may be mentioned specifically as to whether the material will be sent by rail or by road through goods Transport Company.
6. Please mention specifically: (i) Delivery period; (ii) FOR; (iii) Validity period of the quotation; (iv) Rate of GST Tax to be charged, if any (v) Bank Draft charges, if any (vi) Misc. charges such as Packing & Forwarding charges, Insurance charges, etc.
7. Charges not mentioned in the quotation shall not be paid by the University.

8. In case the quotation is approved, it will be required to submit 5% security of the total amount involved in the shape of FDR/Bank Guarantee in favour of Store Purchase Officer, CCSHAU, Hisar. The security in other shapes viz. DD/Pay Order/Cheque will not be accepted. It is also mentioned here that the order will only be placed on the receipt of security within 7 days from the date of intimation for the award of contract/acceptance of quotation
9. Quotation received late or incomplete shall not be entertained, and shall be returned to the firm concerned without opening of the same. University shall not be responsible for any postal/transit delay.
10. The University/its Offices at Hisar and Outstations do not make payment in advance or against documents supplied through Bank. However, as a matter of general policy, the University tries to make payment within 30 days of the delivery of the material subject to proper installation, wherever applicable and satisfaction of the Inspection Committee.
11. The family members of the University employee are not allowed to send quotations/tenders. Such quotations/tenders, if received, will outrightly be rejected.
12. The detailed instructions attached with the NIQ must be read carefully and meticulously complied with.

Encl: As above

Store Purchase Officer

- CC:
1. Stenographer (Internal)
 2. Master file
 3. Incharge, Computer Section, COBS&H for placing it on University website.
 4. Deptt. /Office concerned

ANNEXURE-6

Format for sending the GST Exemption Certificate to the Store Purchase Organization for countersignature of the Registrar, CCS HAU, Hisar

Subject: Purchase of Equipment(s): GST Exemption Certificate.

To meet the requirement of above item(s), a Supply Order was placed by _____ vide No. _____ dated _____ with M/s _____ (copy enclosed). The item (s) to be purchased are covered under Haryana Govt. Notification No. 125/ST-2 sub-section (1) of section 11 of the Haryana Goods & Service Tax Act, 2017 (19 of 2017) dated 14th November, 2017 for availing GST exemption from 18% to 5% on all kinds of scientific and technical instruments purchased by Public Funded Research Institute used for Research purpose. The Manufacturer has submitted Proforma Invoice No. _____ dated _____, which is in order (photocopy enclosed). Four copies of GST Exemption Certificate duly signed by the Undersigned with seal are placed below. These Certificates may please be returned after countersignature of the Registrar, CCS HAU, Hisar so that the same could be furnished supplied to the Supplier.

I undertake to furnish the details of the GST Exemption availed of while submitting Half Yearly Report for the period ending June/December by the specified date.

An immediate action is requested.

Signature of the HOD

(Office Seal)

Encl: As above

No. _____

Dated: _____

Store Purchase Officer

ANNEXURE-7.

Format for the Goods & Service Tax Exemption Certificate

To

Subject: Purchase of _____ - Request for Issuing Goods & Service Tax Exemption Certificate.

This is certified that Chaudhary Charan Singh Haryana Agricultural University, Hisar is:

1. A University established by a Central Act;
2. An Institution declared by Parliament by law to be an Institution of National Importance.
3. Registered with the Department of Scientific & Industrial Research (DSIR) No. TU/V/RG-CDE(74)/2015 dated 08.03.2018 for purposes of availing Goods & Service Tax Exemption in terms of Govt. Notification No. 125/ST-2 sub-section (1) of section 11 of the Haryana Goods & Service Tax Act, 2017 (19 of 2017) dated 14th November, 2017 for availing GST exemption from 18% to 5% on all kinds of scientific and technical instruments purchased by Public Funded Research Institute used for Research purpose. .
4. It is further certified that the item to be purchased viz., _____ as per Supply Order No. _____ dated _____ is required for research purpose only.

Signature of the HOD

(Office Seal)

Dated:

Countersigned

Registrar, CCSHAU, Hisar

ANNEXURE-8.

Format for sending the Custom Duty Exemption Certificate to the Store Purchase Organization for countersignature of the Registrar, CCS HAU, Hisar

Subject: Purchase of Equipment(s): Custom Duty Exemption Certificate.

To meet the requirement of above item(s), a Supply Order was placed by _____ vide No. _____ dated _____ with M/s _____ (copy enclosed). The item (s) to be purchased are covered under Govt. Notification No. 51/96- Customs dated 23.7.1996 for availing of Custom Duty Exemption. The Manufacturer has submitted Proforma Invoice No. _____ dated _____, which is in order (photocopy enclosed). Four copies of Custom Duty Exemption Certificate duly signed by the Undersigned with seal are placed below. These Certificates may please be returned after countersignature of the Registrar, CCS HAU, Hisar so that the same could be furnished supplied to the Supplier.

I undertake to furnish the details of the Custom Duty Exemption availed of while submitting Half Yearly Report for the period ending June/December by the specified date.

An immediate action is requested.

Signature of the HOD

(Office Seal)

Encl: As above

No. _____

Dated: _____

Store Purchase Officer

ANNEXURE-9.

Format of the Custom Duty Exemption Certificate

To

Subject: Purchase of _____ - Request for Issuing Custom Duty Exemption Certificate.

This is certified that Chaudhary Charan Singh Haryana Agricultural University, Hisar is:

1. A University established by Central Act.
2. An Institution declared by Parliament by law to be an Institution of National Importance
3. Registered with the Department of Scientific & Industrial Research (DSIR) No. TU/V/RG-CDE(74)/2015 dated 08.03.2018 for purposes of availing Customs Duty Exemption in terms of Notfn. No. 51/96-Customs dated 23.07.1996. Notfn. No. 28/2003-Customs dated 01.03.2003, Notfn. No.43/2017-Customs dt.30.06.2017 & Notfn. No.47/2017-Integrated Tax (Rate) dated 14.11.2017. Notfn. No. 10/2018-Integrated Tax (Rate) dated 25.01.2018 and Notfn. No. 45/2017-Central Tax (Rate) dated 14.11.17, Notfn. No. 45/2017-Union Territory Tax (Rate) dated 14.11.2017 and Notfn.No. 9/2018 Central Tax (Rate) dt. 25.01.2018, Notfn. No. 9/2018- Union Territory Tax (Rate) dated 25.01.2018 as amended from time to time for Research purposes only. This Registration is subject to terms & conditions. This is issued in-lieu of DSIR letter No. TU/V/RG-CDE (74)/2015 dated 5th November, 2015 which is cancelled.
This Registration is valid upto 31.08.2020.
4. It is further certified that the Item to be purchased viz., _____ as per Supply Order No. _____ dated _____ is required for research purpose only.

Signature of the HOD
(Office Seal)

Dated:

Countersigned

Registrar,CCSHAU, Hisar
(Office Seal)

ANNEXURE-10.

Format for Supply Order

ORDER FORM No.: (Set of four)

REGISTERED

CH. CHARAN SINGH HARYANA AGRICULTURAL UNIVERSITY, HISAR

No.CCShAU/
Dated:

From

The _____

CCS Haryana Agricultural University,
Hisar - 125.004 (Haryana), India.

To

M/S _____

Subject: Supply of _____

Dear Sir,

Please refer to your Quotation/Letter/Rate Contract No.
_____ dated _____. Please arrange to supply
the following material as per conditions mentioned below and printed overleaf:

S.No.	Description of Items	Qty.	Rate	Total Cost	Terms & Conditions
1	2	3	4	5	6

1. You are requested to supply your Proforma Invoice/Bill in duplicate and material direct to the _____.
2. The order may be executed within _____.
3. The bank charges, if any, shall be to your account.
4. In case, the material is received through road Transport Company, the transport companies charge delivery charges, labour charges etc. .
5. The disputes, if any, shall be subject to jurisdiction of Hisar Courts. Any other jurisdiction mentioned in your quotations or invoices shall be invalid and shall have no legal sanctity.
6. The goods shall be supplied by the supplier within the time limit specified in the supply order. The delivery period can be extended by the SPO/CPC, only in exceptional cases on written request of the supplier giving reasons/explaining circumstances due to which delivery period could not be adhered to. **In case, the material is not supplied within the delivery period, the supplier shall be liable to pay the University the compensation amount equivalent to 1% (one percent) of the cost of material each day or such other amount as the CPC/SPO may decide till the supply remains incomplete, provided that entire amount of compensation shall not exceed 10% (ten percent) of the total amount of the cost of material supplied.** An appeal against these orders shall, however, lie with the competent authority/Committee, CCS HAU, Hisar whose decision shall be final
7. Bill No. should be duly printed/machine numbered.
8. In case of your failure to supply the goods, your firm shall be liable to such action as blacklisting, debarring from having any business with this University, forfeiture of earnest money/security, besides any other action as may be deemed proper by the University.
9. Goods shall be accepted subject to installation, wherever necessary, and satisfactory report of our Inspection Committee/Committee of Experts.
10. The goods, which are not found according to our specifications/approved samples etc., and are thus not accepted, shall be lifted back by the supplier at his own risk and cost.
11. Damage to the goods or any other loss (theft/pilferage) during transit shall be the responsibility of the supplier.
12. Conditions printed on quotation/Invoice of the firm, if any, shall not be binding on us, except those mentioned overleaf (column no. 6), and your acceptance of this order shall be construed as your agreement to all the terms and conditions contained in this order, and other terms and conditions specified in the NIQ/Tender Notice, unless otherwise agreed upon mutually.

Store Purchase Officer/Head of Dept.

ANNEXURE-11.

General Instructions /Conditions to be supplied with the NIQ/ Press Tender by the Store Purchase Organization/Departments/Offices for Inviting Quotations etc.

Ch. CHARAN SINGH HARYANA AGRICULTURAL UNIVERSITY, HISAR

Terms and Conditions/Instructions Governing Notice Inviting

Quotations/ Tenders for the Supply of Goods

1. The Quotation received after due date/or time shall be rejected.
2. The security/earnest money equivalent to 5% (five percent) of the total cost of the material (upto 50.00 lakhs.) whereas the Security/Earnest Money equivalent to minimum 2.50 lakhs or 1% (two percent)of the total cost of the material whichever is higher for the material/equipments above Rs. 50.00 lakhs for tenders/e-tenders. The security will be rounded off to nearest Rs. 10.00 (Rs.ten) in the shape of Deposit at Call or Fixed Deposit Receipt in the name of Store Purchase Officer, CCSHAU, Hisar should accompany the Quotation/Tender failing which the Quotation/Tender will not be considered, except with the approval of Central Purchase Committee (CPC). The Security/Earnest Money in other shapes viz., Demand Draft/Pay Order/Cheque will not be accepted. Security for e-tender will be deposited on-line by the respective firm
3. The material shall be supplied by the supplier within the time limit specified in the supply order. The delivery period can be extended by the SPO/CPC, only in exceptional cases on written request of the supplier giving reasons/explaining circumstances due to which delivery period could not be adhered to. **In case, the material is not supplied within the delivery period, the supplier shall be liable to pay the University the compensation amount equivalent to 1% (one percent) of the cost of material each day or such other amount as the CPC/SPO may decide till the supply remains incomplete, provided that entire amount of compensation shall not exceed 10% (ten percent) of the total amount of the cost of material supplied.** An appeal against these orders shall, however, lie with the Vice- Chancellor, CCS HAU, Hisar whose decision shall be final.
4. In case, the supplier/contractor fails to execute the supply order/contract on the rates, and terms and conditions as contained in the supply order within the stipulated period, the security/earnest money shall be forfeited. Besides, any other action as may be deemed necessary by the CPC may be taken against the supplier/contractor.
5. The quotation/tender shall be submitted in double envelope. The inner envelope shall be sealed and shall have the superscription "QUOTATION/TENDER IN RESPONSE TO ENQUIRY NO. _____ DATED _____, AND DUE ON _____". The offer may be sent to **Store Purchase Officer, CCS HAU, Hisar- 125 004.** The

quotation/tender, where the date of opening is not mentioned on the envelope by the Quotee, shall not be entertained.

6. The rates should be quoted on price list less discount. FOR should be CCSHAU Campus at Hisar or Offices situated at outstations as the case may be. The rates quoted Ex-godown can be rejected. All charges payable by the purchaser such as GST, Packing & Forwarding and other levies like GST, Custom Duty, etc. should be mentioned in the quotation/tender. **The charges not mentioned in the quotation/tender shall not be paid by the University. Please note that the University does not issue Form 'C' or 'D'.**
7. The supplies should be offered from ready stock.
8. The validity period of the quotation/tender and Guarantee/Warranty period of the material, if any, should be mentioned specifically. The offer must be valid for a period of atleast three months from the date of opening of quotation/tender.
9. The University/its Offices at Hisar and Outstations do not make payment in advance or against documents supplied through Bank. However, as a matter of general policy, the University tries to make payment within 30 days of the delivery of the material subject to proper installation, wherever applicable and satisfaction of the Inspection Committee.
10. The quantity can be increased/decreased.
11. The current price list duly authenticated by the Principals with dated signature and seal alongwith literature/pamphlets may also be supplied along with the offer.
12. If you or your Principals are on rate contract with DGS&D, DS&D (Haryana) or Controller of Stores, this may be mentioned specifically in your offer and a photocopy of the same, duly attested, may be enclosed.
13. In case, the material is received through goods Transport Company by road, the transport companies charge delivery charges, labour charges etc. x It may be mentioned specifically as to whether the material will be sent by rail or by road through goods Transport Company.
14. The make and complete specifications of the material should be clearly mentioned and enclosures, if any, be sent. (make/specifications shall be provided by the University)
15. The samples of the material, when asked for must be sent with the quotation. The unapproved samples may be collected on receipt of information failing which these shall be despatched by Goods Carrier on your risk on freight to pay basis. Samples below Rs.100.00 will not be returned to the firm. However, if the firm wishes to take the same back, the same can be collected at your own cost within a period of one month, failing which the samples will be disposed off. **The quotation received without sample when asked shall be rejected outrightly.**
16. The acceptance of the material is subject to approval of this Office Inspection

Committee/Technical Committee/ Experts Committee.

17. The acceptance of the quotation/tender shall rest with the undersigned who does not bind himself to accept the lowest quotation and reserves the right to reject any or all items of quotation/tender without assigning any reason therefor. The undersigned also reserves the right to accept quotation/tender in part i.e. any item or any quantity and to reject it for the rest
18. It is the University's policy to make all purchases from the manufacturers or their authorized dealers. If you are manufacturer/authorized dealer, proof thereof should be supplied along with the quotation/tender failing which the same is likely to be rejected without assigning any reason. A copy of the letter of proof from the manufacturer (s) may be attached. if you are an authorized dealer/stockist/distributor/agent etc.
19. The University is Registered with the Department of Scientific & Industrial Research (DSIR), No. TU/V/RG-CDE(74)/2015 dated 08.03.2018 for purposes of availing Customs Duty Exemption in terms of Notfn. No. 51/96-Customs dated 23.07.1996. Notfn. No. 28/2003-Customs dated 01.03.2003, Notfn. No.43/2017-Customs dt.30.06.2017 & Notfn. No.47/2017-Integrated Tax (Rate) dated 14.11.2017. Notfn. No. 10/2018-Integrated Tax (Rate) dated 25.01.2018 and Notfn. No. 45/2017-Central Tax (Rate) dated 14.11.17, Notfn. No. 45/2017-Union Territory Tax (Rate) dated 14.11.2017 and Notfn.No. 9/2018 Central Tax (Rate) dt. 25.01.2018, Notfn. No. 9/2018- Union Territory Tax (Rate) dated 25.01.2018 as amended from time to time for Research purposes only. This Registration is subject to terms & conditions (attached). This is issued in-lieu of DSIR letter No. TU/V/RG-CDE (74)/2015 dated 5th November, 2015 which is cancelled. This Registration is valid upto 31.08.2020. Thus the University is exempted from payment of Custom Duty and Excise Duty. The consignee will issue necessary certificate duly countersigned by the Registrar, CCS HAU, Hisar.
20. It may be certified that you have not been debarred/ blacklisted for any reason/period by DGS&D, DS&D (Haryana) or any other Central/State Govt. Dept./University/PSU etc. If so, particulars of the same may be furnished. Concealment of facts will not only lead to cancellation of the supply order, but may also warrant legal action.
21. In case, any other information/clarification is required, please contact the undersigned at Tel. No. 01662-284317 & 255419 on working days (Monday to Saturday except 2nd Saturday) during office hours.
22. Family members of the University Employees are not allowed to have business with the University. Quotations/tenders submitted by them shall be rejected outrightly.
23. The disputes, if any, shall be subject to jurisdiction of Hisar Courts. Any other jurisdiction mentioned in the quotations or invoices of the manufacturers/dealers etc. shall be invalid and shall have no legal sanctity.

Store Purchase Officer/HOD
CCS HAU, Hisar-125004

Terms and conditions for the material to be imported

1. Country of origin should be mentioned.
2. Goods supplied should conform to the standards mentioned in the technical specifications or as latest standards issued by the concerned institution.
3. **Performance security:** The responsive bidder shall be required to deposit Performance security equivalent to five percentage of the cost of material ordered valid for guarantee/warranty period plus 75 days. The performance security shall be denominated in the currency as mentioned in the supply order/contract or in a freely convertible currency acceptable to the purchaser which shall be in the following forms:
 - a) Bank Guarantee
 - b) Fixed Deposit Receipt
 - c) Deposit at Call.
4. The material supplied shall be fully insured in a freely convertible currency against loss or damage Incidental to manufacture or acquisition, transportation, storage and delivery of material. The insurance shall be in an amount equal to 110 percent of CIF or CIP value of goods.
5. **Warranty/Guarantee:** the material be quoted with Warranty/Guarantee period of 12 months after the date of delivery and acceptance at final destination or 18 months after the date of shipment from the port or place of loading whichever is earlier.
6. **Payment:** On shipment 90% of the cost of material shall be paid through Letter of Credit established in a Bank of its country and upon submission of the documents as specified below. Letter of credit shall be established in a bank of its country and the standard conditions as per Reserve Bank of India Policy shall be applicable.
7. **Balance Payment:** Balance 10 percent payment shall be paid within 30 days of receipt of claim supported by the acceptance certificate issued by the Purchaser's representative.

Payment of local currency portion including Agency commission, if any, including AMC shall be made in Indian currency within 30 days of presentation of claim supported by a Certificate from the purchaser declaring that the goods have been delivered and all other contract services have been performed.

- 8 **Conversion Rates:** The conversion rates of foreign currency shall be taken into consideration as applicable on the date of opening of the tenders viz. _____ for all transactions.
- 9 **Bid Security :** Bid security equivalent to five percent of the quoted price should accompany the tender which should be valid for 45 days beyond the validity of the bids and should be in either of the following forms:
 a) Bank Guarantee b) Fixed Deposit Receipt c) Deposit at Call
- 10 **Validity:** The tender should be valid at least 45 days from the date of opening of tenders.
11. **Clarifications on tenders:** During evaluation of the tenders, the purchaser may, at its discretion , ask the bidder for clarification of bids. The request for clarification and the response shall be in writing and no change in prices or substance of the tender will be sought, offered or permitted.
- 12 **Purchaser's right to accept/or reject any or all the tenders:** The purchaser reserves the right to accept/or reject any or all the bids and to annul the bidding process and reject all the bids at any time prior of placing the supply order without assigning any reasons therefore without any obligations to inform the affected bidders.
13. **Taxes & Duties:** It will be the responsibility of the supplier for the payment of all taxes and duties to their respective Govt.
14. **Custom Duty :** Chaudhary Charan Singh Haryana Agricultural University, Hisar is exempted from payment of Custom Duty as per notification issued by the Govt. of India. Hence no custom duty shall be paid except to the extent payable. However, necessary documents, certificate in this regard shall be supplied by the Purchaser well in time only on receipt of information /documents regarding shipment of material.
15. **Liquidated damages:** The applicable rate of liquidated damages is 0.5% per week or part thereof and a maximum deduction/recovery is 10% of the contract price. This will be applicable when the material is not supplied during delivery period mentioned in the supply order and/or not installed within the stipulated period.
16. **Right to cancel the execution of supply order/contract:** When the required material is not supplied by the supplier within the delivery period as per contract/supply order and the liquid damages cross the limit of 10% the purchaser reserves the right to cancel the execution of supply order/contract and reserves the right to recover the Liquid damages out of the EMD/or Performance security besides other action as deemed proper.
17. **Delivery Documents** Within 24 hours of shipment, the supplier shall notify The purchaser and the Insurance Company by cable or telex or Fax the full of the shipment including contract number, Description of Goods, quantity, the vessel, the bill of landing number and date, port of loading, date of Shipment, port of discharge etc. The supplier shall mail the following documents to the purchaser, with a copy to the Insurance Company:
 - i) 4 copies of Supplier's Invoice showing Goods description, quantity, unit price and total amount.
 - ii) Original and 4 copies of the negotiable clean, on band bill of landing marked freight prepaid and 4 copies of non-negotiable bill o landing:
 - iii) 4 copies of packing list identifying contents of each package.
 - iv) Insurance Certificate.

- v) Manufacturer's/Supplier's Certificate.
- vi) Inspection certificate issued by the nominated Inspection Agency and the Supplier's Factory Inspection Report
- vii) Certificate of Origin.
- viii) Excise Gate Pass (octroi receipts wherever applicable) duly sealed indicating payment made; and
- ix) Any of the documents evidencing payments of statutory taxes.

The above documents shall be received by the Purchaser at least one week before arrival of Goods at the port or place of arrival and, if not received, the Supplier will be responsible for any consequent expenses.

ANNEXURE-13

Format for sending the Half-yearly Information regarding the Custom/ GST availed by the University Departments.

INFORMATION FOR THE HALF YEAR ENDING JUNE/ DECEMBER-_____

Goods imported for Research availing Custom Duty Exemption

<u>Sr. No</u>	<u>Name of item</u>	<u>Cost of Item</u>	<u>Name of Firm</u>	<u>Bill No & Date</u>	<u>Actual date of Release of consignment.</u>
1					
2.					

. Certified that the information given above is correct.

Signature of HOD with Seal

Dated:

The following information / particulars may also be supplied:

- A Total value (FOB/ CIF) of consumables imported (annex details separately):
Rs. _____
- B Total value (FOB/ CIF) of Equipments imported (annex details separately):
Rs. _____
- C Total imports availing Custom Duty Exemption (A+B):
Rs. _____

