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PURCHASE RULES & PROCEDURE: 2016

INTRODUCTION

These Rules are binding for all procurement of the university. In some specific cases, if it may become necessary to arrange materials by adopting methods not indicated in the manual. In such case, specific approval of the Vice-Chancellor will have to be obtained before initiating such action with proper justification as to why procurement becomes necessary without fulfilling these rules.

The Finance Committee is authorized to frame any financial rules with the approval of the authority of the university.

GENERAL

Every authority delegated with the power of procuring goods and services in interest of Graphic Era Deemed to be University shall have the responsibility and accountability to bring efficiency and transparency, in matters relating to procurement and for fair and equitable treatment of suppliers/service providers and promotion of competition in the Graphic Era Deemed to be University procurement. Every authority is expected to exercise the same vigilance in respect of expenditure incurred for the University as a person of ordinary prudence will display for buying his personal goods and services.

For General Purchase (Other than Purchase under Research Project/Programme/Scheme)

1 Definition:

- 1.1 Office:** The term Office used here includes offices of Department/ School/ Centre/Administrative Department/Central Library/Central Offices/ Coordinator etc.
- 1.2 Head of the Office:** The authority designated as head of the Department/School/Centre /Administration/Faculty Council/ Central Library/ Central Office/ Unit etc.
- 1.3 Committee:** The term Committee means a group of persons authorised hereinafter involve in procurement process of the particular office or centrally.
- 1.4 Fund:** Fund available for utilizations, including University Fund, Testing/Consultancy Funds, Donations, Other collected Funds, Other Receipts etc. except grants from Govt. of Uttarakhand and Grants for Project/Scheme.
- 1.5 Stores:** The term stores used here includes all articles, materials, commodities, spares, machinery, equipment, instruments, software, furniture, fixtures, etc purchased or otherwise acquired. It also includes stores for Maintenance Works, purchase of books, journals and learning materials.
- 1.6 Purchasing Authority:** This term describes as Teacher/officer or any other person or a group of persons having the authority to purchase with in the financial limits of a purchasing authority as mentioned in Section 2.0 here-in-after.
- 1.7 Purchase Committee:** It means a Committee authorized to purchase in these rules.

2. DELEGATION OF PROCUREMENT POWER

The following table gives the financial limits up to which the concerned person/committee is authorized to approve purchases within the allocated budget of the department/project/unit/ etc.

SI	Procurement Authority	Limit(Rs.)
1	Head of the Office (Engineering)	50,000/-
2	Head of the Office (Management & Allied Sciences)	25,000/-
3	Central Purchase Committee/Vice-Chancellor/ Registrar/ Board of Management.	Unlimited
4	Imprest Money	10,000/-

3.0 PURCHASE RULES AND PROCEDURE:

3.1 Purchase Value up to Rs. 50,000

Purchase upto the value of 50,000/- on each occasion may be made directly from the authorized manufacturer/dealers/enlisted vendors of the University out of available fund.

The head of office as mentioned in para 1.2, shall certify the Invoice with Challan and send to the dealing Section for direct payment to the authorized manufacturer/dealers/enlisted vendors after proper entry in Register(s) for stores as classified in Annexure-A. The cash purchase limit is Rs.5,000/-. The Invoice with Challan and Money receipt against cash purchase shall be forwarded to the dealing Section for reimbursement after necessary store entry.

Note: a) Total value of such purchase shall not exceed 50% of the budgetary allocation in each related head in each phase to the Department/School/Office/Centre etc.

a) A purchase over 50,000 shall not be separated into two or more numbers.

b) In case of shortage of fund/allotment in the particular head/phase, purchase may be made with prior approval of the fund sanctioning authority.

e) The head of Office may opt for quotations following rules 3.2 in case of difficulty in price of the store.

3.2 Purchase Value above 50,000 and up to 20,00,000

Any purchase involving value more than 50,000/- and up to 20,00,000/- on each occasion shall come under this rule:

i) In order to ensure reasonability of the prices and quality, the Purchase Committee authorized shall obtain quotations from at least four reliable firms/ dealers/ resellers/ vendors/ suppliers/manufacturers etc.

ii) Tender Notice for such purchase shall be well circulated and shall be displayed in the University Website for at least 10 days under the signature of head of office as mentioned in para 1.2.

iii) Quotations shall be opened in the Committee meeting in presence of willing firms/ dealers/ resellers/ vendors/ suppliers/manufacturers etc. or their authorized agents. The quotation which is technically matched and having the lowest price quote shall normally be selected. If it is necessary to select other than lowest quotation, sufficient justification shall be given after taking decision in the meeting.

iv) If number of quotations is less than four, the purchasing authority shall go for re-tender. If the number of quotations after re-tender is less than four, the purchasing authority shall finalized purchase among available quotations.

C.

v) The Purchase Section/Head of the Office shall issue the purchase order under the signature of Registrar

Note:

- a) A purchase value over 20,00,000/- shall not be separated into two or more numbers in order to bring it outside the ambit of open tender.
- b) In Purchase over budgetary provision/allotment of the Department/School/ Office/Centre etc. in the particular phase/ event shall be avoided. The head of office will issue tender notice after satisfying availing fund. In case of shortage of fund/allotment, the process of purchase may be made with prior approval of the fund sanctioning authority.
- c) The purchasing authority shall recommend such purchase and head of office shall issue Requisition along with all papers after fulfilling the rules and procedure.
- d) The purchasing authority may opt for open tender following rules 3.3 in case of difficulty in collecting quotations.

3.3 Purchase Value above 20,00,000 and above

Open tender shall be invited for purchase above 20 lakhs. Splitting of requisitions, in order to bring it outside the ambit of Central Purchase Committee is strictly prohibited.

The Purchase Section shall publish open tender in University website as well as all notice board. A brief tender shall also be published in one Hindi/English daily Newspaper.

- i) The Departmental Purchase Committee shall fix the technical specifications in details of the stores with an estimated amount for purchase of the same.
- ii) The Purchase Section shall publish the open tender in University website as well as all notice boards with the signature of Registrar. A brief tender shall also be published in one Hindi daily Newspaper for at least 14 days. Sealed Tenders with all documents shall be forwarded by head of office for placing before the Central Purchase Committee.
- iii) Quotations shall be opened in the Committee meeting in presence of the willing firms/ resellers/ vendors/ suppliers or their authorized agents. The quotation which is technically matched and having the lowest price quote shall normally be selected. If it is necessary to select other than lowest quotation, sufficient justification shall be given at the time of recommendation.
- iv) **If number of quotations is less than four, the purchasing authority shall go for re-tender. If the number of quotations after re-tender is less than four, the authority shall finalized purchase among available quotations in second tender.**
- v) The decision in the Central Purchase Committee shall be approved by Vice Chancellor/Chancellor/Board of Management.
- vi) The Purchase Section shall issue the order under the signature of controlling officer(s)/Registrar.

3.4 Single Tender Enquiry for Proprietary Items:

3.4.1 Procurement of goods from a single source may be followed in case of proprietary items. The purchasing authority may approach to a particular firm, where the firm is the manufacturer of the required stores or a particular supplier has OEM authorization as the sole and exclusive rights in respect of these items and no reasonable alternative exist.

3.4.2 The procurement of this proprietary items over Rs.1,00,000 value, the technical specifications and choice of brand shall be vetted by expert committee under the DPC or CPC Committee as the case may be. There must be one expert in the body who is not belonging to the concerned department/school/ project etc.

3.4.3 There will be no repeat order facility in this purchase as mentioned in para 3.6 but process of rate contract may be followed as mentioned in section 3.7.2 here-in-after.

3.5 Repeat Orders:

For procurement of same items, repeat orders may be placed upon, subject to the following conditions: -

- i) The process of repeat order should be avoided in general except in case of urgency.
- ii) No repeat order is acceptable for a purchase value over Rs.5,00,000.
- iii) It will be applicable only in case of vendors/manufacturer willing to accept the Repeat Order.
- iv) No repeat order shall be given after expiry of six months from the date of last order of same store.
- v) Requisition shall be raised with the approval of procurement authority.

3.6 Online Purchase: Online purchase of stores may be processed up to Rs. 1,00,000/- or equivalent foreign currency through Debit Card or Credit Card or any other online transactions mode. This purchase under cash on delivery payment mode is limited to Rs.15,000/-. However other necessary steps shall be followed as mentioned in Rule 3.1 before claiming reimbursement for the expenses with a certificate as in Annexure-B. However the limit of online purchase may be increased (except cash on delivery) in case of exigency with the approval of appropriate procurement authority.

Note: Documents for the reimbursement are: a) Copy of quotation with technical specifications wherever applicable, b) Copy of Invoice, c) Copy of Credit card/ Bank statement or other as a proof of actual payment by the claimant or cash receipt acknowledge in case of Cash on delivery.

3.7 Purchase of Stores in Foreign Currency:

The authorized Committee shall take the decision of the import of any stores involving payment of Foreign Currency. The stores shall be procured directly from the manufacturer. In other cases the committee will decide the merit of import from Dealers/ Venders and others after deciding the specifications of stores and its availability in international market. The import order shall be issued by the Registrar or other designated officer following procedure of purchase with the opening Letter of Credit (LC). However, payment of advance may be considered in case of unavoidable situation with proper bank guarantee (BG).

3.8 Purchase of Books, Journals for Library:

- i) The Library Committee or any authorized committee shall finalize a list of suppliers/vendors after open tender through a daily News paper with brief reference in University Website for a period of four years for the books except directly purchase from publishers. A separate tender shall be published for finalization of list of Journals providers for except directly purchase from publishers, which will also valid for four years.
- ii) The Academic Council with inputs from departments shall take the decision of purchase of books/Journals for the department/ school etc. out of available fund. However the head of office is authorized to purchase book value upto Rs.15,000/- in case of any exigency out of that fund.
- iii) The Requisition for books or journals shall be forwarded to the Chief Librarian for placing the purchase order. The Chief Librarian shall place the purchase order for books or journals.

3.9 Purchases under Buy-Back offer:

The procurement authority may take decision of procurement under any category as mentioned above to replace an old existing store with new and better version. But expert opinion shall be taken in writing on the functioning of the old store vis-à-vis the reasonable exchange price of the old store. A suitable clause is to be incorporated in the tender document so that the prospective and interested bidders submit their bids accordingly. On receiving the items in this scheme necessary entry shall be made in the Stores Register for new as well as old stores.

COMPOSITION OF COMMITTEES

4.0 The Purchase Committee at departmental Level:

The Committees shall be formed for a period of four years for each department/school/offices:

4.1.1. Academic Department/School/Centres:

1. Head of office -Chairman
2. At least two Faculty members of the University nominated by the BOS -Member
3. Finance Officer or his nominee -Member
4. One Faculty member nominated by the Chairman -Member & Convenor

4.1.2. Administrative Departments (Deans/Registrar/Finance/Examination/Library/Students Hostel etc.)

1. Head of office -Chairman
2. Two officers nominated by the Vice-Chancellor out of which one from the Finance Department -Member
3. One Officer/Suptd/Staff of the concerned department nominated by the VC -Member & Convenor

Central Purchase Committee:

The Central Purchase Committee shall be formed for a period of four years

Central Purchase Committee There shall be a Central Purchase Committee with the following members:

- i) Pro-Vice Chancellor Chairman
- ii) The Registrar -Member
- iii) Dean Engineering Member
- iv) Head of office -Member
(for which the procurement shall be made)
- v) The Deputy Finance Officer -Member
- vi) Accounts Officer -Member
- vii) Finance Officer -Member Secretary


Registrar

CC:-

PRO: for kind information of Hon'ble President

1. The Chancellor
2. Vice Chancellor