

From

The Comptroller  
Lala Lajpat Rai University of Veterinary and Animal Sciences  
Hisar.

To

All Deans/Directors/Heads of Departments/Offices (Including outstations)  
Lala Lajpat Rai University of Veterinary and Animal Sciences  
Hisar

Memo No. CVU/LUVAS/IF/2026/16-60

Dated: 02/4/26

**Sub: Purchase procedure of feed & fodder and chemicals for mineral mixture.**

The Worthy Vice-Chancellor, on the recommendations of Central Feed & Fodder purchase committee, has approved the following procedure for the purchase of feed & fodder and chemicals for mineral mixture by various departments of this University. These instructions supersede all earlier instructions on the above subject.

**1. Constitution of the Committee:**

There shall be a separate Committee for the purchase of feed and fodder known as Central Feed and Fodder Purchase Committee. It shall consist of the following:

I)	Dean, College of Vety. Science	Chairman
II)	Comptroller/Rep. not below class-II	Member
III)	SPO/Rep. not below class-II	Member
IV)	Deputy Registrar/ Assistant registrar/ AAO O/o Dean, COVS	Member
V)	HOD, AGB	Member
VI)	HOD, LPM	Member
VII)	HOD, VPB	Member
VIII)	HOD, LFC	Member
IX)	Incharge, Disease Free Small Animal House	Member
X)	HOD, AN	Member-Secretary

**2. Powers of the Committee:**

The Committee shall have full powers:

- i) To prescribe specifications of various feed and fodders for quality control on the recommendations of concerned HOD.
- ii) To approve the purchase of feed and fodders by inviting tenders/quotations.
- iii) To constitute Sub-Committee to make spot purchases.
- iv) To prescribe specifications of various feed grade chemicals for the mineral mixture on the recommendations of concerned HOD.
- v) To take decisions to settle the Audit objections pertaining to purchase of feed & fodders and chemicals. The decision taken by the Committee shall be final.

### 3. Mode of Purchase:

- i) All items of feed except green fodder/Dry fodder required by various departments of the University shall be purchased by the SPO on recommendation of concerned HOD when the market rates of these commodities are supposed to be lowest.
- ii) Dry fodder required by various departments of the University shall be purchased/ procured by the Department of Animal Nutrition during the peak season when the market rates of these commodities are supposed to be lowest.
- iii) Supply of Green fodder according to demand of user department will be procured/purchased by Department of Animal Nutrition at lowest market price available.
- iv) Preparation of compound feed as per the requirement of various departments will be done by Department of Animal Nutrition. Grinding and mixing charges will be fixed by Department of Animal Nutrition.
- v) Off season purchase shall, as far as possible, be avoided. All purchases shall be made by inviting tenders/quotations. However, in case there is no response to the tenders/NIQ or the same is poor or the rates received are considered to be higher than the prevailing market rates or the CF&FPC feels that the purchase of a particular item through tender is not possible, that item of feed and fodder may be purchased without recourse to tenders as per procedure laid down in Rule-4 infra. However, before making the purchase of feed and fodder, particularly dry/green fodder and grains like barley/wheat/maize etc. from the open market, preference should be given to purchase the same from the Directorate of Farms, CCS HAU, Hisar and G.L.F., Hisar in quantities available with them at competitive rates.

### 4. Purchase through Sub-Committee:

In case there is an emergency and it is not possible to meet the urgent requirement by purchasing feed and fodder through tenders or the rates received are not competitive and are higher than the prevailing market rates, the following procedure will be followed.

- a) Spot purchases valuing up to Rs. 10.00 (Ten lakhs only) per year to each department (AN, AGB, LPM, LFC and DFSAH) shall be made from the local/outside market after following the proper procedure of the spot purchases and through the following Sub-Committee, however, single purchase shall not exceed Rs. 5 lakhs (Five lakhs only).

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|------|-----------------|--------|
| i)   | HOD, AN         | Member |
| ii)  | HOD, AGB        | Member |
| iii) | HOD, LPM        | Member |
| iv)  | SPO/Rep         | Member |
| v)   | Incharge, DFSAH | Member |

\*Chairman: Senior most Faculty member in the above committee shall act as chairman.

### **Instructions for spot purchases:**

- i) The Spot Purchase Committee shall record a certificate to the effect that the market has been explored and the rates, at which the purchase has been affected, are the lowest prevailing market rates.
- ii) The comparative statement shall invariably be prepared and signed by all the members of the Spot Purchase Committee.
- iii) Obtaining of three quotations is the minimum requirement of a local purchase. But efforts shall be made to explore the market as much as possible by the Spot Purchase Committee.

### **5. Weightment:**

- i) All the supplies of feed ingredients shall be weighed in the presence of concerned HOD/Rep. from the department, Dean COVS/Rep. and SPO/Rep. In case of supply direct to user department, the Store-keeper/Rep. of that department shall also be present. They shall sign the bills of such supplies and record a certificate that the material has been found correct in quantity as mentioned in the bill.
- ii) The vehicle shall be got weighed where the supply is not made in bags/packages at the weighing machine of the Department of Animal Nutrition both before and after unloading. Where the supply is made in the form of packages or bags, some packages/bags shall be weighed at random. If the weightment is found in order, there shall be no necessity of weighing each and every bags/packages. However, in case of variation in weight, all the bags/packages shall be weighed.

### **6. Receipt of supply:**

The supply shall always be expected during the office hours and these conditions shall invariably be mentioned in the supply order.

### **7. Quality Control:**

- i) All the items of feed and fodder purchased after inviting tenders/NIQ shall be inspected by a committee consisting of HOD AN, HOD AGB and HOD LPM. However, in case of purchases made by Spot Purchase Committee, inspection shall be carried out by the members of Spot Purchase Committee. The members of Inspection Committee in token of having carried out the inspection of the material shall sign the bills of the firms indicating that the material has been found good in quality.
- ii) If the inspection committee after visual inspection is satisfied about the the supply of each item shall be taken and sealed by the Committee. Two samples will be kept in the O/o SPO and one sample will be got analysed in the laboratory of Animal Nutrition (for proximate analysis) and one in VPHE (for mycotoxin etc. analysis). Further samples of raw ingredient/compound feed may got be analysed from accredited labs if considered necessary by the Central Feed and Fodder Purchase Committee.

- iii) If the Inspection Committee on visual inspection is not satisfied about the quality of the material and feels that the material is inferior and unfit for animal consumption, the supply will not be accepted till the material is chemically tested/analysed. If the analysis report shows that the material is below the minimum standard, the supply may be rejected or accepted subject to the percentage cut to be imposed by the SPO. No extra payment will be admissible if the material supplied is superior.

#### 8. Availability of funds:

Since all the items of feed and fodder required by the various departments of the university are to be purchased by the SPO, it shall be the responsibility of concerned departments to ensure the availability of funds for the required purchase and intimate the same to SPO. Permission for the purchase (administrative approval) and financial sanction shall be obtained by the SPO, before the orders are placed. The office of the SPO shall supply to the concerned Department a copy of the Purchase Order to be confirmed to the supplier for receipt of supply of the material. It shall be the sole responsibility of the concerned department to make payment to the supplier in time.

#### 9. Guidelines for inviting tenders/quotations:

- i) After the receipt of the requirements of feed and fodder items from the user departments, the office of the SPO/ AN shall prepare a consolidated tender/NIQ. The tender/NIQ shall be brief and shall contain the following information.
  - a) Name of the material with full specifications.
  - b) Quantity required.
  - c) Date of receipt and opening of the tenders/quotations.
  - d) Amount of earnest money and shape thereof required to be furnished along with the tenders.
  - e) Name of the officer with whom the tender forms will be available and to whom it shall be submitted.
- ii) The NIQ letters shall also be addressed to the dealers on the approved mailing list as maintained by the SPO / AN.
- iii) The tender shall be sent to the Officer nominated by the Vice-Chancellor for sending notices/advertisements to the Press at least a week in advance and it shall be published in two national dailies to be selected from the list already approved by the Vice-Chancellor. There shall be clear cut notice of two weeks.

Copy of tender shall be as per details given below:

<u>Tentative cost of feed items</u>	<u>Cost of tender</u>
Rs.5.0 Lakhs	Rs. 500/-
Rs. 5-20 Lakhs	Rs. 1000/-
Rs.20-50 Lakhs	Rs. 2000/-
Rs.50 Lakhs –One Crore	Rs. 5000/-
Rs. Above One Crore	Rs. 10,000/-

iv) Only sealed tenders/quotations below one lakh shall be accepted and it shall be kept in the custody of the SPO. Tenders above one lakh shall be invited through e-tender portal and will be opened in the presence of the Central Feed

& Fodder Purchase Committee. The quotations received after due date and time shall be rejected. If desired the representatives of the firms may be present at the time of opening of tenders.

#### 10. Terms and conditions to be imprinted on tender/NIQ

- i) The firms having sale tax No./TIN No. are eligible to purchase the tender form.
- ii) The tender/quotations must be valid at least for a period of 90 days to be counted from the date of opening of tenders.
- iii) The security/earnest money equivalent to 5% of the total cost (rounded off to nearest 10 rupees) shall have to be deposited in the shape of "DEPOSIT AT CALL" which shall be in the name of Comptroller, LUVAS, Hisar, payable at PNB, LUVAS or at any branch of nationalized bank. It shall be sent along with the tenders/quotations otherwise the tender/quotation shall not be considered.
- iv) If the L-1 fails to supply the required quantity and quality of material within stipulated period, after forfeiting the security of L-1, L-2 may be negotiated to supply the required material on the same rates to that of L-1 or a difference of 2% of that of L-1 may be permissible. L-2 may be given supply order after approval of Worthy Vice-Chancellor.

OR

The CF&FPC may constitute a standing committee to explore the prevailing market whole sale rates and placed supply order to L-2, if agreed on negotiation. The terms and conditions mentioned in tender may also be kept in view. L-2 may be given supply order after approval of Worthy Vice-Chancellor.

- v) The supply of the material should be completed within one month from the date of placing the supply order. However, Chairman, CF&FPC may give extension under special circumstances. The quantity can be increased or decreased upto 25% by the user departments depending upon the circumstances. No claim on this account will be entertained from the supplier. The acceptance of the material is subject to the approval of the Inspection Committee. In the event of supplier failing to supply the material within the scheduled time, he shall be liable to pay as compensation an amount equal to one percent or such amount as the CF&FPC may decide on the said amount of the tender/contract, for each day that the quantity remains incomplete. Provided that the entire amount of compensation shall not exceed 10% of the total amount of the contract. An appeal against these orders shall however, lie with the Vice-Chancellor whose decision shall be final.
- vi) The acceptance of the material shall be subject to the approval by the Inspection Committee. If the Inspection Committee after visual inspection is satisfied about the quality of material the supply will be accepted provisionally and four samples of the supply of each items shall be taken and sealed by the Committee. Two samples will be kept in the O/o SPO, one sample will be analysed in the laboratory of Animal Nutrition (for proximate analysis) and one in VPHE (for mycotoxin, etc. analysis). In case of dispute the second sample shall be got analysed from other standard (NABL Accredited) laboratory for which the payment shall be made by the

supplier. No extra payment will be admissible if the material supplied is superior. Rejected supplies shall be removed by the Contractor/supplier within 10 days after notice has been issued to him of such rejection failing which LUVAS may charge rent from the Contractor for the space occupied by such rejected goods/supply. The material in poor quality bags shall not be accepted.

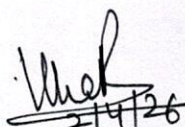
- vii) The acceptance of the tender/quotation will rest with the CF&FPC which shall not bind itself to accept the lowest quotation and reserves the right to reject any or all quotations, without assigning any reason thereof.
- viii) The tenders/quotes shall offer the rates for delivery of materials in godowns/stores of the Department of Animal Nutrition including stacking and all other expenses. In case, the Committee feels that the rates quoted by the firms are much higher than the prevailing market rates, the committee shall have power to negotiate with the firms concerned.
- ix) The 100% payment shall be released after the analysis report is received establishing the quality of materials by the laboratory of LUVAS, Hisar. The report of the sample analysis at LUVAS, Hisar will be binding in the contract for both parties. The payment shall be made through crossed check drawn on the PNB, LUVAS, Hisar or through RTGS. In case of dispute only the sample of material shall be got analysed from any NABL accredited laboratory for which the payment shall be made by the supplier.
- x) In the tenders/quotations it shall also be specified that the University is situated outside municipal limits of Hisar and as such no payment on account of octroi shall be made by the University if the material is sent by road transport.
- xi) Dispute, if any, shall be subject to Hisar jurisdiction only.

#### **11. Maintenance of Records**

All the supplies of feed and fodder items purchased from various firms/received from Director of Farms, CCSHAU, Hisar and other Govt. organizations shall be entered in the Stock Register of Feed and Fodder in the O/o of SPO. Separate folio will be used for each feed item of the entire feed user Departments. The user Deptt. shall draw feed ingredients on indent basis from Dept. of AN keeping in view the requirements already sent by them to Office of the SPO.

#### **12. Storage of the material:**

All the supplies of feed and fodder items will be kept in the stores of AN. The storekeeper of the Animal Nutrition, Department shall keep proper record of the various items received from time to time. The material should be properly stacked in wooden crates keeping in view the distance between the rows and from the walls of the godown. Also proper bin cards should be displayed on the material depicting its date of purchase and expiry date.

  
Comptroller

A copy of the instructions is forwarded to the followings for kind information:

1. SPS to Vice-Chancellor, LUVAS, Hisar
2. Joint Director (Audit), LUVAS, Hisar
3. Dr. Dinesh Mittal, Incharge, University Website, LUVAS, Hisar for uploading the above instructions on the University website
4. Dr. Neelesh Sindhu, Assistant Professor, Social Media Champion, LUVAS, Hisar
5. P.A. to Comptroller, LUVAS, Hisar.