

STORE PURCHASE PROCEDURE 2015

(Chapter 35 of University Calendar Vol. III)



(Established by Haryana Act No.7 of 2010)

STORE PURCHASE ORGANIZATION
LALA LAJPAT RAI UNIVERSITY OF VETERINARY AND
ANIMAL SCIENCES, HISAR-125004, HARYANA

PREFACE

Lala Lajpat Rai University of Veterinary and Animal Sciences (LUVAS), Hisar was established on 1st December, 2010 by Haryana Legislative Act No. 7 of 2010. The University was carved out of CCS Haryana Agricultural University, Hisar with College of Veterinary Sciences and College of Animal Sciences as its constituent colleges. Subsequently, both were merged to constitute College of Veterinary Sciences. After its establishment, LUVAS followed CCS HAU Purchase Procedure-2007. Realising the necessity of its own purchase procedure, the University has come up with Purchase Procedure-2015.

The Store Purchase Organization plays a pivotal role in the functioning of an institute in an efficient and effective manner. The rules for the purchase of equipments and/or consumables for the departments have been framed in such a way that these facilitate timely procurement of required equipments/stores without procedural wrangles. This will also facilitate hassle free laboratories and research work.

The objective of the purchase policy is to simplify the purchase of stores in such a way so as to ensure that:

- The purchase is processed transparently.
- The procedure is self contained so as to check and rule out ambiguous purchases automatically.
- There is minimum requirement of centralized decision making.
- Purchases are made in the best interest of the University.
- Best quality products are procured at the most competitive prices.
- The procedure of purchase is simple, affordable and applicable vis-à-vis human resource and administrative structure provided to the indenter.

I appreciate the efforts of Dr. Gurdial Singh, Ex-Chairman, CPC-cum-Dean COVS, Dr. Rishi Tayal, HOD Vety. Surgery & Radiology, Sh. R.N. Garg, Deputy Comptroller (Retd.), Dr. Trilok Nanda, Store Purchase Officer and all other especially Sh. Gaurav Rewri & Sh. Kapil Arora, Assistant, CCS HAU who have contributed in the preparation of the Store Purchase Procedure - 2015.


(Major Gen. Shri Kant SM, VSM (Retd.)
Vice-Chancellor

Date: 05 May 2015
Hisar

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RULE I: CENTRALIZED STORE ARTICLES WITH ITS CLASSIFICATION AND APPLICABILITY TO THE UNIVERSITY DEPARTMENTS AND OFFICES

1. The Store Articles of the following Categories (A, B and C) shall be considered as Centralized Store Items/Articles:

A: The list of Items as elaborated below for which Rate Contracts are approved by the Central Purchase Committee and used by the Departments/Offices:

- General Scientific and Laboratory Equipments and Instruments including Allied Items, Consumables, Culture Media etc.
- All type of Gases and Mixtures (Ordinary as well as High Purity).
- Printing of Brochures, Manuals, Pamphlets, Printing of Office Stationary etc. and related jobs such as Scanning, Planning and Designing.
- Developing and Printing of Photographs.
- Photographic material – Chemicals, Films including X-ray Films etc.
- Fabrication of Rubber Stamps.
- Custom Clearance
- Batteries for UPSs, Auto, Industrial Range etc.
- Audio-Visual Equipments like Overhead Projectors, Multimedia Projectors, LCDs, LEDs, Translight Panels, Automatic Slide Projectors, etc.
- Computers and accessories, Computer Stationary including Refilling/Refurbishing of Cartridges.
- Photocopier Machines, Multifunctional Devices, Fax Machines, Information Kiosks etc.
- All types of Electrical and Electronic Goods/Equipments such as ACs, Refrigerators, Deep Freezers, Water Coolers, Desert Coolers, Telephone Sets, Electric Meters, Heating Elements, Stabilizers, Inverters, Heaters, Electrical Appliances etc.
- Voltage stabilizers, UPSs, inverters, CVTs
- Compressors, Spare Parts of Refrigeration and AC equipment.
- Service contracts for all types of Equipments/Machinery/Implements.
- All types of Furniture
- Bicycles and all type of Tyres & Tubes.
- All type of Electric Motors and their Rewinding.

B: All the items for which Central Storage Policy being adopted by the University time to time as elaborated under:

- All office stationery items including all kind of Papers.
- Household Spraying Chemicals i.e. Mosquito, Fly Repellents, Disinfectants etc.

- Soaps, Detergents, Liquid Hand Wash, Sanitizer and other Cleaning Material.
- Phenyl, Naphthalene Balls, Room Fresheners, Rat Kill and other Deodorants.
- Brooms, Bamboos, Palli Brush, Jala Brush etc.
- Locks.
- Foot Mats, Door Mats.
- Glass Tumblers, Trays, Crockery Items etc.
- Torches, Cells and Calculators.
- All type of cloth, Sutli, Hessian Cloth, Palli Cloth, Dusters, Malasia Cloth, Towels.
- General Plasticware like Plastic Trays, Dustbins, Mugs etc.
- Cotton (absorbent/non-absorbent), Gauge, Bandage, Dispo Syringes etc.
- All electrical goods such as Electric Tube (T-5, CFL, LED), Chokes, Multi-Wires, MCB DP, MCB, MCB Box, Batton Holder, Male Female, Multiplug, Top Shoe, Power Sockets, Switch, Socket, Bulb, Starter, Sodium Lamps, Tape, Tube Starter etc.
- Aluminium foil.
- Paper Carry Bags, Folders, Dak Pads etc.

C All the items covered under the jurisdiction of Brand Selection and other Standing/Ad-hoc Committees.

The Central Purchase Committee (CPC) shall have the power to add or delete any item to the list of Centralized Items.

RULE II: CONSTITUTION AND MONETARY LIMITS OF VARIOUS PURCHASE COMMITTEES FOR THE STORE ARTICLES AND OTHER UNIVERSITY DEPARTMENTS.

The Store Purchase Organization as well as other Departments of the University shall be operated through various committees. The constitution of some of the Standing Committees is given below.

1. Central Purchase Committee (CPC).

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 and the working Chairman of the CPC 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 at least once a month

depending upon the number of agenda items to be considered. This Committee shall function on behalf of the Vice-Chancellor and shall have powers to purchase all types of Items required in the University. The Central Purchase Committee may constitute the Ad-hoc/Standing Sub-committees where ever necessary, and may associate any member (even below Class-II in special circumstances), if the need be, for specific cases.

2. College Level Purchase Committee (CLPC)/Controlling Officer Purchase Committee (COPC)

The constitution of this Committee shall be as under:

- i. Dean of the college concerned or Controlling Officer/Rep. not below Class-II.
- ii. HOD/HOS /Officer (having sanctioning powers) concerned/Rep. not below Class-II.
- iii. Comptroller/Rep. not below Assistant of the College/Office concerned (Office of Dean/Director/Controlling Officer)

The above Committees shall have powers to purchase Non-centralized Items of the cost not exceeding ₹ 1,00,000-00 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. The Dean/Director/Controlling Officer concerned shall coordinate the purchase.

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

3. Departmental Purchase Committee for the Deptts./Sections/Offices.

The constitution of this Committee shall be as under:

- i. HOD/HOS/Officer(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/Office of the University (to be nominated by the Dean/Director/Controlling Officer concerned).

The above Committee shall have the powers to purchase Non-centralized Items of the cost not exceeding ₹ 50,000-00 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. The HOD/HOS Officer/Incharges having sanctioning powers of the attached offices shall coordinate the purchase.

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

4. Departmental Purchase Committee for Outstations:

The constitution of this Committee shall be as under:

- i. Incharge of the Station concerned / Rep. not below Class-II
- ii. One member to be nominated by the Controlling Officer (not below Class-II)
- iii. DDO/Comptroller Rep. Not below Assistant /to be nominated by the Incharge if he himself is DDO (not below Class-II).

5. Quotation Opening Committee (in case of Tenders, Quotation (NIQ) & Rate Contracts)

- i. Director of Research/Rep. not below Class-II : Chairperson
- ii. Comptroller/Rep. not below Assistant : Member
- iii. Store Purchase Officer/ ASPO : Convener

However, in case of specific demand of any department, the HOD/Officer concerned or his representative not below Class-II shall be associated.

6. For the items to be purchased by the Ad-hoc/Standing 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. The senior most member shall chair the Committee.

7. 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:-

Sr. No.	Cost of purchases	Competent Authority/Committee for inspection
1.	Upto ₹ 10,000/-	HOD/HOS/Officer concerned

2.	From ₹ 10,001/- to ₹ 50,000/-	Departmental Purchase Committee
3.	From ₹ 50,001/- to ₹ 1,00,000/-	College Purchase Committee
4.	From ₹ 1,00,001/- to ₹ 3,00,000/-	I. HOD/HOS/Officer or his Rep. not below Class-II II. SPO/ Rep. III. Comptroller/Rep. not below Assistant IV. Technical members as given under (a) to (h) below.
5.	From ₹ 3,00,001/- onwards	I. HOD/HOS/Officer or his Rep. not below Class-II II. SPO/ Rep. III. Comptroller/Rep. not below AAO IV. Technical Members as given under (a) to (h) 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 (h) below.

- a. For the Scientific Equipments, Instruments, Glassware, Plasticwares, Chemicals, Media, Filter Paper etc.**
- i. Incharge Instrumentation Unit/Rep. not below Mechanic (for instruments, equipments, batteries, UPS & allied items).
 - ii. Faculty member not below Class II to be nominated by the Dean COVS in every financial year (For lab chemicals, consumables, plasticwares etc.) having practical knowledge.
- b. For Medicines, Sanitary Goods/Hospital Supplies/Disinfectants, Hessian Cloth, Brooms, Duster Cloth, Towels and all other types of Cloth, Furniture, Drugget, Carpets, Durri, Tarpaulin, Niwar, Ropes, Gumboots etc.**
- i. Director TVCC/Rep. not below Class-II (only for Medicines, Sanitary Goods/Hospital Supplies & Disinfectants)
 - ii. DSW-cum-EO/Rep. Not below Class-II (only for Furniture, Drugget, Carpet, Durri Duster Cloth, all type of Cloth, Niwar, Ropes, Towels, Tarpaulin etc.)
 - iii. Senior most Mate/Sweeper (only for Hessian Cloth & Brooms, Palli Brush etc.)

- c. **For all Types of the Press Material/Bindery Material, Printing Material, Photographic Items, Display Panel Boards, Stationery Items including all Types of Papers, Carry Bags etc .**

DEE/Rep. not below Class-II

- d. **For Sports And Musical Items.**

DSW-cum-EO/Rep. not below Class-II

- e. **For Computers, Peripherals, Software, Computer Stationery (CDs/DVDs, Pen Drives, Cartridges, Hard Discs, Drives etc.).**

Incharge College Computer Laboratory/Rep. not below Class II

- f. **For Electrical and Electronics Goods/Equipment Like Audio-Visual Aids, Cameras, ACs, Refrigerators, Deep-Freezers, Water-Coolers, Telephone Sets, Stabilizers, Inverters, Heaters, Fax Machines, Photocopiers, Calculators, all Electrical Goods such as Electric Tubes, Chokes, CFL, LED, Torch, Wires, Cells, Sockets, Switches etc.**

Incharge Instrumentation Unit/Rep. not below Mechanic

- g. **For Transport Vehicles, Tractors, Petroleum Products, Tyres and Tubes for Vehicles including Tyres and Tubes of Cycles and Rickshaws.**

HOD, Animal Breeding/Rep. not below Class-II

- h. **For Various Kinds of Gases and Mixtures (ordinary as well as high purity).**

HOD, VPHE/Rep. not below Class-II

Note: The above Inspection Committees shall also be competent for inspecting the samples for making recommendations regarding the purchases to the Store Purchase Organization.

- (ii). **For items not covered under above.**

The Store Purchase Officer/Chairman CPC may constitute an appropriate Inspection Committee from time to time which shall be circulated by the SPO

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

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

(iv). For 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 shall be competent to constitute their own inspection committees with the approval of their controlling officer.

8. Brand Selection Committee for items to be stored in the Central Stores.

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

- | | | |
|------|---|---------------|
| i. | Director of Research | : Chairperson |
| ii. | Registrar/Rep. not below Superintendent | : Member |
| iii. | Dean COVS/Rep. not below Class-I | : Member |
| iv. | Store Purchase Officer | : Convenor |

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

9. Collection of requirements.

The Store Purchase Organization shall collect requirements of the items to be stored in the Central Stores from all the Departments/Offices in the month of April/May every year and process the purchases accordingly.

10. Committee for the purchase of items required in Various Functions/ Workshops/ Conferences/ Seminars /Entrance Test/Convocation, Hiring of Tentage Material And Related Services etc.

The following Committee shall be competent to purchase the items upto ₹ 1,00,000/- required for Functions / Workshops / Conferences / Seminars / Entrance test/ Convocation etc. However, the Committee before affecting the purchase shall obtain NA from the Central Stores and if the items available, the same shall be got issued:

- i. Dean/Director concerned/Rep. not below Class-II : Chairperson
- ii. DEE/Rep. not below Class-II : Member
- iii. Comptroller/Rep. not below Superintendent : Member

RULE III: RATE CONTRACTS

The period of the Rate Contracts, as far as possible, shall be one year starting from the 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. The University shall enter into Rate Contracts with the Indian Agent(s)/Distributor(s) for the procurement of the Chemicals, Consumables, Equipment etc. which shall be shortlisted by the Brand Selection Committee referred to in Rule XII. All the new Rate Contracts shall be circulated immediately on 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 immediately.

The Department/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. No item where the custom duty is applicable without its exemption shall be purchased by the Department/Office.

The Scientific Equipments/Instruments and other items for which the Rate Contracts are finalized by the CPC can be purchased by the University Departments/Offices (including outstations) without referring the case to the Store Purchase Organization/CPC upto a limit of ₹ 5.00 lacs only subject to availability of funds and financial sanction of the competent authority. The University is exempted from the payment of Excise Duty and Custom Duty and the benefit of the same be availed as per the set procedure.

However, for the Scientific Equipments, Instruments, Glassware, Plasticwares, Chemicals etc. and other items below ₹ 5.00 lacs which are not available under rate contract, the purchase shall be made through NIQ at the level of Store Purchase Officer. The HOD/Officer (proposer of the purchase) will prepare the specifications complete in all respect. The purchase proposal on approved Proforma (Annexure 1), copy of the financial sanction and administrative approval alongwith addresses of the Manufacturers/Suppliers /Authorized Dealers with a self contained note will be sent to Store Purchase Officer. The SPO shall invite the rates through Registered Post. The NIQ notice shall also be placed on the University Website. All the bids shall be opened by the Quotation Opening Committee

as referred under Rule-II (5) in the presence of all those bidders who wish to be present comparative statement shall be got prepared and ranking shall be made such as L1, L2 and so on. The offer shall be made to L1. The Committee, if desire, may hold negotiations with the L1 only of the offer. Based on comparative statement of technically accepted bids, the Committee shall make final recommendations. The recommendations of the Committee shall be placed before Central Purchase Committee for considerations. After approval of the CPC, the purchase case shall be got pre audited and purchase order shall be placed and deposit of 5% performance security rounded off to nearest Rs. 10.00.

RULE IV: PURCHASE OF MATERIALS UNDER THE DGS&D AND DS&D RATE CONTRACTS.

The indenting Departments/Offices would first find the information of the items required from the Websites of the DGS&D and DS&D. However, it will be the endeavour of the Store Purchase Organization/CPC to make use of such Rate Contracts. It would not be binding for the University to purchase all the goods on the DGS&D/DS&D rates. The user Department shall submit the demand for the material/equipment under DGS&D/DS&D to the Store Purchase Organization and supply order shall be placed for the same by the SPO subject to confirmation by the respective user Departments/Offices. If the competent purchasing authority concerned does not wish to purchase the material/equipment on DGS&D/DS&D rates, on the basis of quality or any other consideration, the purchase case shall be referred to the Central Purchase Committee. While making the purchases on DGS&D/DS&D Rate Contracts, the payment shall be made by the University Departments/Offices against delivery after installation and inspection.

RULE V: PURCHASE FROM THE GOVT. ORGANIZATIONS / PUBLIC UNDERTAKINGS / AUTONOMOUS BODIES.

The Departments/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 other Universities (where such Organizations/Undertakings are Manufacturers) without reference to the Store Purchase Organization/CPC at their rates subject to the condition 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 VI: PURCHASE OF ITEMS WITHOUT CALLING QUOTATIONS.

1. There would a monetary limit of ₹ 6,000/- 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 up to value of ₹ 6,000/- the following certificate is required from the HOD on the case: “ I, (Name of HOD/Section Incharge) is personally satisfied that the item purchased are of the requisite quality and specifications and have been purchased from a reliable source at the lowest market rates”.

Note: The purchase of Centralized Items exceeding ₹ 6,000/- may be effected through the Departmental Purchase Committee/College Purchase Committee within the monetary limit of Rs. ₹ 50,000/- & ₹ 1,00,000/- respectively (as prescribed under Rule-II of this Store Purchase Procedure) after obtaining NA from the Store Purchase Organization or authorized by the CPC.

2. No NA would be necessary for outstations for emergent need of items but it will be mandatory for the Incharge concerned to submit yearly report of the purchases made during the year without quotations or after obtaining NA, to the Store Purchase Organization by the 1st week of April every year, 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 ₹ 6,000/- shall not be necessary. However, the material shall be taken on stock and the HOD shall himself verify the purchase and stock entry and record the certificate under Sr. No. 1 above accordingly.
4. The annual monetary limit for emergent purchases without calling quotations for the Departments at Hisar shall be ₹ 30,000/- and for Deans/Directors shall be ₹ 50,000/- except for Vice-Chancellor's Office which shall be ₹ 1,00,000/-.
5. The annual monetary limit for emergent purchases without calling quotations for outstation shall be ₹ 50,000/-.
6. The annual monetary limit for purchases to be made without calling quotations by the service units such as TVCC, Vety. Surgery, LPT, AGB, LPM & Animal Nutrition shall be ₹ 50,000/-.
7. The annual monetary limit for Store Purchase Organization without calling quotations shall be Rs. ₹ 1,00,000/-.

8. All 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. The SPO/Rep. may check the limit registers at any time.

RULE VII: PURCHASE OF THE BRANDED EQUIPMENT/MACHINERY/OTHER ITEMS ON QUALITY BASIS.

As far as possible, the tendency on the part of user Department to recommend a single brand/make of equipment should be discouraged. In case the department, for the purpose of research, need only a specific make of certain equipment, there should be clear recommendations of the Departmental Purchase Committee chaired by HOD 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, which may result in unwanted expenditure. The cases so received by the SPO shall be entertained only having the recommendations of the Departmental Purchase Committee. The rates shall be obtained at the level of the HOD with standard terms and conditions from the manufacturer/authorized dealer. The firm shall also have to furnish a certificate that the rates, terms and 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 case of items such as 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. Also the quotation of the manufacturer if received without the involvement of a dealer(s) shall also be the final and equivalent to three quotations. If, however, the brand is marketed through more than one agent/dealer/distributor, then the normal purchase procedure shall be followed including the collection of offer as per the procedure laid down.

RULE VIII: 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. Director of Research : Chairperson
- ii. Dean, COVS/Rep. not below Class-I : Member
- iii. Dean, DST/Rep. not below Class-I : Member
- iv. DEE/Rep. not below Class-I : 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 Departments/Offices 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 duly seen by the HOD/Officer concerned.

RULE IX: BRAND SELECTION OF THE COMPUTERS, PERIPHERALS, UPS INCLUDING BATTERIES, SOFTWARES, COMPUTER STATIONERY (CDS/DVDS, PEN DRIVES, CARTRIDGES, HARD DISCS, DRIVES, ETC.).

The following Committee shall recommend the brands, models and configuration etc. of the above materials :

- i. Dean, COVS : Chairperson
- ii. Incharge, College Computer Lab. : Member
- iii. Working Incharge, LUVAS website : Member
- iv. Store Purchase Officer : Convenor

The Store Purchase Organization shall place the Govt. instructions and DGS&D rate contracts etc applicable from time to time before the Committee so as to decide the manner of purchase for relevant financial year. In case the material is not available, the following Standing Computer Purchase Committee shall affect the purchase related to Computer, UPSs including Batteries, Softwares, Computer Stationery & allied products:

- i. Incharge College Computer Lab. : Chairperson
- ii. HOD Concerned/Rep. Not below Class-II : Member
- iii. Comptroller/Rep. Not below Assistant : Member
- iv. Store Purchase Officer/Rep. : Convenor

Note: The above Committee shall also take up Computerization activities. For that the Faculty Member as mentioned under Rule-II 7 (i) (h) for inspections shall act as Convenor and the Store Purchase Officer as Member.

RULE X : 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 AND 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:

- i. DSW-cum-EO : Chairperson
- ii. Dean, PGS/Rep. Not below Class-II : Member
- iii. Incharge Instrumentation Unit/Rep. not below Mechanic: Member
- iv. 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. Moreover, the following Standing Sub-committee shall affect the purchase:

- i. DSW-cum-EO/Rep. not below Class-II
- ii. Incharge Instrumentation Unit/Rep. not below Mechanic
- iii. HOD/Officer Concd. /Rep. not below Class-II ...Convenor
- iv. Comptroller/Rep. not below Assistant

RULE XI: PURCHASE OF SPORTS MATERIALS & MUSICAL INSTRUMENTS

The DSW-cum-EO shall send the requirements for the Sports Material and Musical Instruments 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-cum-EO/Rep. not below Class-I : Chairperson
- ii. ADSW(Sports) : Member
- iii. Comptroller/Rep. not below Assistant : 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 XII: PRINTING OF BOOKS, BROCHURES, PAMPHLETS, BOOKLETS, PRINTING OF OFFICE STATIONARY AND OTHER PRINTING RELATED JOBS SUCH AS SCANNING, PLANNING AND DESIGNING FOR THE PRINTING, PRINTING OF PHOTOGRAPHS, BANNERS, PANEL DISPLAY BOARDS ETC.

The University does not have its own Publication Division for the printing of Books, Brochures, Pamphlets, Booklets, Calendars etc., therefore, the facility is to be availed from the local market. Keeping in view of the same, the following Committee shall call rates and affect the purchase by visiting local/viable market after taking into consideration of size of publication, quality of printing, quality of paper, binding and other aspects:

- | | | |
|------|---|------------|
| i. | Director Extension Education/Rep. Not below Class I | : Chairman |
| ii. | HOD/Officer concerned/Rep. not below Class-II | : Member |
| iii. | Comptroller/Rep. not below Assistant | : Member |
| iv. | Editor, Haryana Veterinarian/ Rep. Not below Class II | : Convener |

RULE XIII: PURCHASE OF THE MATERIAL FOR MAINTENANCE OF BUILDINGS, FURNITURE, FIXTURES ETC.

The material shall be purchased at level of the indenting Departments/Officers (only in those cases where the material is required for specific purpose) through their respective College Level Purchase Committee/Departmental Purchase Committee up to a monetary limit of ₹ 30,000/- at a time.

RULE XIV: 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 and there is lack of specifications/other information at the level of the Department

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 floated by the Store Purchase Organization is poor, however, while affecting the purchase the Sub-committee shall not entertain the firms to whom the NIQ was floated but in case of the limited numbers of firms available at station the Chairperson of the Committee shall be empowered to decide the purchase.
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 Assistant
 - iii. To be nominated by the CPC not below the rank of Dy. Supdt.

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 ____ (date) _____ 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 a minimum three quotations before a purchase is made. However, the Sub-committee would be authorized to make purchases even when the requisite number of quotations cannot be obtained subject to a maximum limit of ₹ 10,000/- for each item at a time. 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 case of urgent purchases to be made at 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 XV: 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 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 manufacturer.
 - ii) No other make or model is acceptable for the following reason(s) (to be recorded by the Indenter).

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 through the SPO/ CPC.

RULE XVI: 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. However, the record shall also be maintained at the level of the SPO for the purpose so as to track the cases.

RULE XVII: REPEAT ORDERS.

The following policy shall govern the placing of repeat orders:

- a. Repeat order would mean the order by the same Department, which purchased the goods initially or by the other Department/Office of the University.
- b. Repeat order, if required, shall be placed once only within a period of six months from the date of first purchase order.
- c. The quantity of the repeat order shall not exceed the quantity of the initial order, and provided that the total purchase does not exceed the financial sanctioning power of the officer concerned. In case of the exceeding of powers, the matter shall be referred to the next Officer having the powers.
- d. Repeat orders for all the items including the Centralized Items shall be placed by the officer concerned (Dean/HOD/Other Head of Office). The repeat order for the Centralized Items shall only be placed by the SPO where the financial powers of the Officer exceeds to indent and matter placed before the CPC.
- e. Reasonableness of rates shall be ensured by the purchasing Department/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 which shall be countersigned by the HOD/Officer Incharge.
- f. Repeat order can also be placed, if required, in respect of purchases made through the Spot/Sub-committees for the items not exceeding ₹ 1,00,000/-.

- g. 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 (to be supplied by the Department concerned).

RULE XVIII: PROCEDURE FOR THE NON-AVAILABILITY (NA) CERTIFICATE FOR THE PURCHASE OF CENTRALIZED ITEMS AS WELL AS NON-CENTRALIZED ITEMS.

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 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 15 days only, and the Department concerned shall affect the purchase within the validity period as per approved Purchase Procedure. After affecting the purchase, it will be the responsibility of the Department concerned to enter the purchase in a register with its title "Purchases made after obtaining the NA from SPO" and the yearly report in this regard in the month of April/May every year is to be submitted to the SPO through the DDO concerned. However, for the items not available with the SPO, the Dean/Director/Officer shall be competent to decide the cases at his/her own level keeping in view of his/her financial powers delegated.

RULE XIX: EXEMPTION FOR THE NON-AVAILABILITY (NA) CERTIFICATE FOR EMERGENT NEEDS BY SERVICE UNITS.

The following category of purchases are exempted for obtaining "NA Certificate" from the Store Purchase Organization subject to annual limit of ₹ 50,000/- only,:

- i. For the items required for the maintenance and repair of Vehicles.
- ii. Spares and other accessories for the repair of the equipment/machinery in field.
- iii. Items required by Outstations (for items not being stored by the SPO and for the emergent need by using the electronic media NA with the listing of items and quantity shall be obtained).
- iv. All the petty items such as Spices, Salt, Sugar, Refined Oils, and other consumables required by the Department/Unit for preparing various products for research/training and sale purposes.

RULE XX: REPAIR & MAINTENANCE OF THE EQUIPMENT INCLUDING UPDATING OF SOFTWARE.

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 – 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 LUVAS 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 and on the very recommendations of the Indenter.

b. Hiring of services

Whenever a Department/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 Equipments/Instruments/Implements/Machinery/Vehicle Tractors/Computers etc.

a. Repair of Scientific Equipments/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 Manufacturers/Authorized Dealers without referring the case to the Central Purchase Committee/Store Purchase Organization after having obtained estimate and NA from the Instrumentation Unit:

i.	Departmental Purchase Committee	= Upto ₹ 50,000/- at a time
ii.	College Level Purchase Committee/Controlling Officer Purchase Committee	= Upto ₹ 1,00,000/- at a time
iii.	Central Purchase Committee	= Above ₹ 100000/- at a time

Note: The cost of repair shall not exceed 30% of the original cost. If the cost exceeds 30%, the approval of CPC is required.

The expenditure on repair will also include the cost of labour, spare parts, accessories etc. A certificate indicating the life, original cost and year-wise expenditure already incurred on repair of equipment must be recorded by HOD in each case in accordance to the repair register, log book and stock register (for spares etc. only). 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.

b. Repair of the Vehicles/Tractors/Diesel Engines etc. including purchase of spare parts

It would be necessary that the repair of vehicles (Buses, Cars, Jeeps, Tractors etc.) should be carried out 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 manufacturer/authorized dealer (keeping in view of urgency, availability of spares, time period etc.):

i.	HOD Concerned	= Upto ₹ 5,000/- at a time from respective manufacturers/authorized Dealers or from local market
ii	Departmental Purchase Committee	Upto ₹ 50,000/-
iii	College Level Purchase Committee/ Controlling Officer Purchase Committee	Upto ₹ 1,00,000/-
iv	Central Purchase Committee	Above ₹ 1,00,000/-

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

i.	HOD	Upto ₹ 5000/- of the each equipment in a year for Computers, Laptops & Off-Line UPSs etc.
ii	HOD	Upto 20% of the total cost of each equipment in a year For Printer, Scanner, On-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 parts is to be made in repair register. Also the indication of addition or add on 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".

RULE XXI: 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 authorized 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 XXII: AVAILABILITY OF FUNDS AND FINANCIAL SANCTION.

The purchase cases shall be processed by the SPO on the administrative approval of the competent authority concerned but the finalization of the purchase shall only be made including the placing of the supply orders 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 XXIII: PURCHASE FROM THE MANUFACTURERS/SOLE DISTRIBUTORS/AUTHORIZED DEALERS / STOCKISTS.

The purchase, as far as possible, shall be made from the manufacturers itself or from its distributors/authorized dealers/stockists as per the intimation of the manufacturer to the SPO/Department concerned. Endeavour should be to maintain the list of the manufacturers/sole Distributors/Dealers/Stockists by the Store Purchase Organization so as to deal with the cases. The authorized dealership certificate must be issued by the manufacturer duly dated and its validity period. Such certification and lists shall be taken care whenever the rates are called.

RULE XXIV: TIME LIMIT FOR THE PROCUREMENT OF MATERIALS.

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 XXV: MAILING/UPDATION OF LISTS OF THE FIRMS.

The following would be the procedure:

1. The SPO shall maintain the list of firms dealing with the cases category-wise which shall be updated time to time by the SPO itself keeping in view of dealing with the university purchases. 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, email address, telephone number, shop registration number, sale tax number, income tax number/TIN, etc. The firms/dealers that have obtained sales tax number and

income tax/TIN 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, may be deleted from the mailing list until they make fresh request in this regard.
3. The list shall be updated at least once a year in the month of April/May every year and shall be provided to the committees visiting the market, if need be.

RULE XXVI: 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, orders for all the store articles to be purchased out of funds earmarked in the budget should normally be placed by 15th February. However following shall be exception to this general rule:

1. Goods available in the central stores/of the University.
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.
5. Relaxation to this rule shall be granted by the Vice-Chancellor for which the case shall be initiated at the level of the Comptroller's office.

RULE XXVII: 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 Standing/Sub-committees for the items costing less than ₹ 1.50 lacs for SPO and ₹ 50,000/- for departments.

5. Prior scrutiny/verification by the audit shall not be required in cases of purchases made through the Spot Purchase Committee.
6. 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.
7. The CPC/Chairman, 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.
8. 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 XXVIII. PROCEDURE FOR THE PURCHASE OF SCIENTIFIC INSTRUMENTS/EQUIPMENTS/MACHINERY/MATERIAL 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 shall be evaluated by the Tender Technical Evaluation Committee (TTEC).

The following procedure shall be followed:

1. The HOD/Officer (proposer of the purchase) will prepare the specifications complete in all respect in consultation with the Tender Technical Evaluation Committee. The Comptroller/Rep. and Store Purchase Officer will not be associated while preparing the specifications and technical evaluation. The purchase proposal on approved proforma alongwith copy of the financial sanction and administrative approval with a self contained note will be sent to SPO. The approved specifications duly signed by all the members must carry a certificate 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/manufactures/company.”

The Tender Technical Evaluation Committee consists of:

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| i. | Director of Research | : Chairperson |
| ii. | Incharge Central Lab./Rep. not below Class-I | : Member |
| iii. | Comptroller/Rep. not below AAO | : Member |
| iv. | HOD concerned/Rep. not below Class-II | : Member |

- v. Principal Investigator concerned : Member
 - vi. Store Purchase Officer : Convenor
2. On the complete demand in all requests, the SPO shall draft a tender notice for the publication in at least one national daily with the approval of the Registrar. The newspaper, however, shall be proposed by the SPO itself. On the receipt of approval from the Registrar the tender notice shall be published through the Public Relation Officer. The charges for individual cases will be paid by the indenter & in case of clubbed the same will be paid by the Store Purchase Office.
 3. 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 the bid in case of downloading of tender document.
 4. 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 Indenter to the SPO alongwith demand. The date of conference should be indicated in the bidding document and it should sufficiently ahead of bid opening date.
 5. Technical bids of all the bids shall be opened in the presence of all those bidders who wish to be present by the Quotation Opening Committee as referred under Rule-II (5). All the financial bids shall be kept with the SPO and shall not be opened. All technical bids along with technical literature shall be sent to the concerned indenter. Seven working days post opening of bids, technical bids shall be examined by the Tender Technical Evaluation Committee for matching the specifications of the material. The committee shall put on record the reasons for accepting or rejecting the bids.

6. Names of the bidders of all technically accepted and rejected bids shall be put on the University Website. Representations/clarifications, if any, may be made, in writing, by the bidders within four working days after uploading on the website and no objection/representation will be accepted thereafter. The committee may examine the representations/clarifications submitted by the bidder(s) and will record its decision. Having considered the representations/clarifications, the committee shall recommend the technically accepted bids. The financial bids of all technically accepted bids shall be opened in the presence of the Tender/Technical Evaluation committee members and comparative statement shall be got prepared and ranking shall be made such as L1, L2 and so on.
7. The offer shall be made to L1. The Tender Technical Evaluation Committee, feels that the price quoted are on higher side or the funds available are limited then the negotiation may be hold with the L1 & L2 only. Based on comparative statement of technically accepted bids, Tender Technical Evaluation Committee shall make final recommendations. The recommendations of the Tender Technical Evaluation Committee shall be placed before the Central Purchase Committee for considerations. After approval of the CPC, the purchase case shall be got pre-audited and purchase order shall be placed by Store Purchase Officer with the conditions of confirmation of the order by the indenter and deposit of 5% performance security round off to nearest Rs. 10.00. The concerned firm must obtain the confirmation from the indenter before taking any action regarding supply of the material.
8. Financial bids of technically disqualified bids shall not be opened and be returned to bidders by registered post.
9. Single bid either received in response to the press tender or only one technically qualified bid, the purchase will be made only after approval of the Vice Chancellor.

RULE XXIX: 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. 5.00 lakhs. The press tender notice shall also be displayed on University's Website. The cost of tender documents shall be as under:

From ₹ 5.0 lacs to ₹ 20.0 lacs	₹ 1000/-
Above ₹ 20.0 lacs to ₹ 50.0 lacs	₹ 2000/-
Above ₹ 50.0 lacs to ₹ 1.0 crore	₹ 3000/-
Above ₹ 1.00 crore	₹ 5000/-

In the tender document criteria for determining responsiveness of bids alongwith factors should be clearly mentioned by the SPO. The tender document should be prepared/floated in simple and concise language.

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.

RULE XXX: PROCEDURE REGARDING THE PURCHASE OF MEDICINES FOR TVCC AND OTHER DEPARTMENTS.

The following procedure for the purchase of Medicines shall be adopted for the TVCC and other Departments where arise:

- 1 The Director may first place the order with the original manufacturer of the Vety. Medicines, however, supplies may be obtained through the nearest authorized stockist/dealers on the Hospital price list on the terms and conditions of the original manufacturer.
- 2 The next line of procurement of Medicines shall be by calling NIQ from the reputed drug manufacturers on the lowest basis with the permission to obtain the same from the nearer authorized agency with certification. The procurement of medicines be made on the lowest basis by comparing the rates of at least three manufacturer(s).
- 3 Any other such item not covered under (1) to (2) above may be purchased by calling quotations.

The following instructions shall also be followed:

- i. The Medicines and supplies required in bulk and not having short expiry period will be purchased.
- ii. 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).
- iii. When the supplies are received from the approved distributor, hospital rates shall be paid, where hospital rates are not laid down,

rates offered to “retailers” shall be paid. Clarification whether any item falls under the category of bulk items or not shall, where required, be furnished by the Director or indenter. On each bill a certificate from the firm will be obtained that the rates charged from the University are the same as being charged from the other Govt./Semi Govt. Department.

RULE XXXI: 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 at 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 Comptroller and SPO from time to time.

RULE XXXII: ACCEPTANCE OF 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. Record shall be maintained by the Department/Office concerned.

RULE XXXIII: 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 Department/Office concerned for whom the item is purchased will inform the Office of the performance guarantees/bank guarantees 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 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 department/office shall be responsible for the loss and make good the loss from the pocket of the employee responsible for the loss. The Store Purchase Officer with the approval of Chairman CPC can waive off the condition of deposition of Performance Guarantees/other Securities keeping in view the quantity and nature of material except material purchased through press tender.

RULE XXXIV: 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 payments 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 may pay interest at the bank rate on FDs for the period of delay (SBI/IDBI). 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.

RULE XXXV: PROCEDURE/POLICY FOR THE DISPOSAL OF OLD OBSOLETE I.T. PRODUCTS/ELECTRONICS ITEMS COMPUTER MEDIA ETC.

In light of the Circular of Government of Haryana, Secretariat for Information Technology No. 3/20/2000/3SIT/2242 dated 28.4.2011, the same is adopted with the following incorporated minor changes, however, the instructions if any revised by the Govt. shall automatically be adopted in the University and if any changes shall be required shall be considered by the SPO/Computer Purchase Committee for making recommendations to the CPC :

- i) "Part A (Procurement entitlements are not applicable to LUVAS Employees/Officers/Teachers and all other parts of the guidelines/instructions of Govt. of Haryana Circular No. 3/20/2000/3SIT/2242 dated 28.4.2011 are recommended by the Committee. The rules of the LUVAS regarding purchase and repair will remain the same.

B. Useful life of various items and replacement

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), Floppies, 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.	As per the norms set time to time and to be adopted at the level of the SPO
Note:	The above mentioned items can be used beyond the mentioned/ specified life till such time these items continue to serve the purpose for which HOD/Officer himself shall be competent to decide		

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 fulfils 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 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 and the adoption of revised rules shall be taken care by the SPO

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 (Eg.)	Illustrative Residual value (Eg.)				
	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 and any other category to be decided by the Vice-Chancellor time to time.

- 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 (powers of applicability vest with the Vice-chancellor):

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. $15000/9 =$ 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 a cell under the establishment of Comptroller 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):**

- i.) 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

ii.) The items in this category on completion of 7 years will be disposed off by the following Committee:

a) Incharge, College Computer Laboratory

b) Comptroller/Rep. not below Class-II

c) SPO/ASPO

(Department concerned shall coordinate the Committee.)

iii.) 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. (Changes with SPO as mentioned above)

D. Method of condemnation:

i) 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.

ii) 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 got constituted by the respective Department of the University from the Comptroller with Incharge College Computer Lab as technical expert.**
- 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 to be got offered with the approval of the committee as spelled out above.**

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 LUVAS offices, may be offered to the employees working in the LUVAS 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 LUVAS employees come forward to purchase/ take such items, these would be disposed off as under:
 - i) A Central Store within the establishment of Comptroller shall operate the activities for the disposal of condemned/old stores and 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, COVS.
 - ii) HARTRON/ District IT Society, 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 HARTRON/ District IT Society 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 Cell of the Comptroller as mentioned above 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/ Pvt. Public welfare organizations and a certificate shall be issued in this behalf with the approval of the competent authority.

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 HARTRON 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.

Annexures

Thirteen Proformae/formats/terms and conditions (instructions) have been developed for the convenience of the Store Purchase Organization and the Depts. /Offices. These are added as Annexures-1-13. These may be used for sending demand to SPO (Annexure-1), obtaining financial sanction for non-recurring Items (Annexure-2), registration of suppliers with the Store Purchase Organization (Anexure-3), calling offers for rate contract (Annexure-4), inviting quotations (Annexure-5), format for sending the Excise Duty Exemption Certificate to the Store Purchase Organization (Annexure-6), format of Excise Duty Exemption Certificate (Annexure-7), format for sending the Custom Duty Exemption Certificate to the Store Purchase Organization (Annexure-8), format of Excise Duty Exemption Certificate (Annexure-9), format for supply order (Annexure-10), detailed general instructions for the benefit of the purchasers (Annexure-11), terms and conditions for import of items (Annexure-12), format for sending the half yearly information regarding Custom & Excise Duty (Annexure-13). These formats can be downloaded from the University Website, if need be or can be stored in the computers for future use.

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 LUVAS 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 sanction has been obtained to meet the expenditure on purchase of the items(s) and the copy of the financial sanction enclosed	

Head of the Department

Endst. No. _____

Dated: _____

Forwarded to the Store Purchase Officer, LUVAS, 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	Name and No. of 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 on 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 year's budget under the above scheme and no additional allotment of funds is needed.	
	ii. Certified that the purchase shall be made as per procedure prescribed by the University	
	iii. In case of ICAR/Other Agency scheme 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.	
	iv. In case of purchase against non-lapsable funds 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)	

Head of the Department

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

1. Name, address, telephone numbers, Fax No. 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 give 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) /CCS HAU/ Educational Institute/research Institute etc. If so, give details.
11. Sales Tax Nos.
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.

(Signature with seal)

Format for Calling Rate Contract Offers from Manufacturers/Dealers

Registered

From

The Store Purchase Officer
Lala Lajpat Rai University of Veterinary and Animal Sciences
Hisar-125004, Haryana

To

M/s. _____

Memo No: LUVAS/SPO/

Dated:

Subject: Rate Contract for the purchase of _____ for the period ending _____.

Dear Sirs,

1. It is understood that you are an 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, Custom 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. The University Campus is situated outside Municipal Limits, and as such no Octroi is payable, if the material is supplied by Rail at the University directly. 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. A security of Rs. 25000.00 in the shape of Fixed Deposit Receipt/ Deposit at Call/B.G. in favour of Comptroller, LUVAS 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 LUVAS 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 offered to LUVAS is the same as is being offered by you to your Distributors.**
 - 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 _____ by 10.00 a.m. The quotations shall be opened on _____ at _____. in this Office. "QUOTATIONS 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. 01662-289457 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 7.30 a.m. to 2.00 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.

Yours faithfully,

Store Purchase Officer



ANNEXURE-5

REGISTERED/THROUGH MESSENGER

**LALA LAJPAT RAI UNIVERSITY OF VETERINARY AND ANIMAL SCIENCES
HISAR-125004, HARYANA (INDIA)**

Format for Notice Inviting Quotations.

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

(Note: Quantity may increase or decrease.)

2. **Please mention specifically:**
 - (i) Rate of Sales Tax/VAT to be charged, if any:
 - (ii) Payment:
 - (iii) FOR:
 - (iv) Validity period of the quotation:
 - (v) Delivery period:
 - (vi) Warranty/Guarantee:
 - (vii) Misc. charges such as Packing & Forwarding charges, Insurance charges, etc.:
 - (viii) Installation charges, if applicable:
3. Sample and specification is attached.
4. Sample wherever applicable may be sent alongwith the quotation so that the genuineness of the material could be judged.
5. Quotations will be received 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.
6. The University is situated outside the Municipal Limits, and as such, no Octroi is payable if the material is received by Rail. In case, the material is received through goods Transport Company by road, the transport companies charge delivery charges, labour charges and octroi charges. It may be mentioned specifically as to whether the material will be sent by rail or by road through goods Transport Company.
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/DAC/Bank Guarantee in favour of Comptroller, LUVAS, 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. The Store Purchase Officer/CPC can waive off the condition of deposition of 5% security if the firm is the genuine supplier of the goods in question/either on university rate contract.
9. **Performance security in case of equipment/instrument (s) only:** The responsive bidder shall be required to deposit Performance security in favour of Comptroller, LUVAS, Hisar. equivalent to five per cent (5%) of the cost of material ordered valid for guarantee/warranty period plus 75 days. The security in other shapes viz. DD/Pay Order/Cheque will not be accepted. The Store Purchase Officer/CPC can waive off the condition of deposition of Performance Guarantees/other Securities keeping in view the quantity & nature of material.
10. Quotation received late or incomplete shall not be entertained, and shall be returned to the firm concerned without opening of the same. The University shall not be responsible for any postal/transit delay.
11. 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.
12. The family members of the University employee are not allowed to send quotations/tenders. Such quotations/tenders, if received, will outrightly be rejected.
13. The detailed instructions attached with the NIQ must be read carefully and meticulously complied with.

Store Purchase Officer

Encl: As above

- CC:
1. Master file
 2. Working Incharge, University Website for placing it on University website.

ANNEXURE-6

Format for sending the Excise Duty Exemption Certificates to the Office of the Store Purchase Officer for counter signature of the Registrar, Lala Lajpat Rai University of Veterinary and Animal Sciences, Hisar

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

To meet the requirement of above item(s), a supply order was placed by _____ vide No. LUVAS/_____ dated _____ (Photocopy enclosed) with M/s _____

For the following item (s):

Sr. No.	Name of item	Qty.	Cost

The item (s) to be purchased is/are covered under Govt. Notification No.10/97-Central Excise dated 1.3.1997 for availing of Excise Duty exemption. The manufacturer has submitted Proforma Invoice No. _____ dated _____ which is in order. (Original/ Photocopy enclosed).

Two copies of Excise Duty Exemption Certificate duly signed by the undersigned with seal are placed below. These Certificates are returned after countersignature of the Registrar, Lala Lajpat Rai University of Veterinary and Animal Sciences, Hisar for furnishing the same to the supplier.

I undertake to furnish the details of Excise Duty Exemption availed of while submitting Half Yearly Report for the period ending June/December by the specified date. An immediate action is requested.

Encl: As above

Signature of the HOD
(Office Seal)

No.LUVAS/_____ Dated: _____

Store Purchase Officer



ANNEXURE-7

**LALA LAJPAT RAI UNIVERSITY OF VETERINARY AND ANIMAL SCIENCES
HISAR-125004, HARYANA (INDIA)**

Format for the Central Excise Duty Exemption Certificate

To

M/s. _____

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

It is certified that Lala Lajpat Rai University of Veterinary and Animal Sciences, Hisar is:

1. A University established by an Act No. 7 of the Legislature of the State of Haryana.
2. An institution declared by Haryana State Legislative Assembly by law to be an institution of national importance.
3. Registered with the Department of Scientific & Industrial Research, Ministry of Science and Technology, New Delhi for the purpose of availing Central Excise/Custom duty exemption in terms of Govt. Notification No. **10/97-Central Excise dated 1.3. 1997** as amended from time to time vide Registration No. TU/V/RG-CDE(1160)/2015 dated 27.01.2015 upto 31.08.2018.
4. It is further certified that the item to be purchased viz., _____
_____ (Name of Item) _____ (cost of Item) as per supply order No. _____ dated _____ is required for research purpose only.

Signature of the HOD
(Office Seal)

Dated:

Countersigned

Registrar
Lala Lajpat Rai University of Veterinary and Animal Sciences
Hisar-125004 (Haryana)
(Office Seal)

ANNEXURE-8

Format for sending the Custom Duty Exemption Certificate to the Office of the Store Purchase Officer for countersignature of the Registrar, Lala Lajpat Rai University of Veterinary and Animal Sciences, 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. LUVAS/_____ dated _____ (Photocopy enclosed) with M/s _____ for the following item(s):

Sr. No.	Name of item	Qty.	Cost

The items (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 (Original/Photocopy enclosed).

Two copies of Custom Duty Exemption Certificate duly signed by the undersigned with seal are placed below. These Certificates are returned after countersignature of the Registrar, Lala Lajpat Rai University of Veterinary and Animal Sciences, Hisar for the supply of the same 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.

Encl: As above

Signature of the HOD
(Office Seal)

No. LUVAS/_____ Dated: _____

Store Purchase Officer



ANNEXURE-9

**LALA LAJPAT RAI UNIVERSITY OF VETERINARY AND ANIMAL SCIENCES
HISAR-125004, HARYANA (INDIA)**

Format for the Custom Duty Exemption Certificate

To

M/s. _____

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

It is certified that Lala Lajpat Rai University of Veterinary and Animal Sciences,
Hisar is:

1. A University established by an Act No. 7 of the Legislature of the State of Haryana.
2. An institution declared by Haryana State Legislative Assembly by law to be an institution of national importance.
3. Registered with the Department of Scientific & Industrial Research, Ministry of Science and Technology, New Delhi for the purpose of availing Central Excise/Custom duty exemption in terms of Govt. Notification No. **51/96- Customs dated 23.7. 1996 as amended from time to time** vide Registration No. TU/V/RG-CDE(1160)/2015 dated 27.01.2015 upto 31.08.2018.
4. It is further certified that the item to be purchased viz., _____
_____ (Name of Item) _____ (cost of Item) as per supply order No. _____ dated _____ is required for research purpose only.

Signature of the HOD
(Office Seal)

Dated:

Countersigned

Registrar
Lala Lajpat Rai University of Veterinary and Animal Sciences
Hisar-125004 (Haryana)
(Office Seal)

Format for Supply Order

ORDER FORM No.: (Set of four)

REGISTERED

LALA LAJPAT RAI UNIVERSITY OF VETERINARY AND ANIMAL SCIENCES
HISAR-125004, HARYANA (INDIA)

No. LUVAS/

Dated:

From

The _____
Lala Lajpat Rai University Of Veterinary and Animal Sciences
Hisar-125004, Haryana

To

M/s. _____

Subject: Supply of _____ .

Dear Sir,

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

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

- You are requested to supply your Proforma Invoice/Bill in duplicate and material direct to the _____ LUVAS, Hisar.

2. The order may be executed within _____.
3. The bank charges, if any, shall be to your account.
4. The University is situated outside the Municipal Limits, and as such, no Octroi is payable if the goods are received by Rail. In case, the material is received through road Transport Company, the transport companies charge delivery charges, labour charges and octroi charges.
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 CPC/SPO, 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, LUVAS, Hisar whose decision shall be final.
7. Our bankers are: State Bank of India, HAU Branch, CCS HAU, Hisar & IDBI, Hisar.
8. Bill No. should be duly printed/machine numbered.
9. 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.
10. Goods shall be accepted subject to installation, wherever necessary, and satisfactory report of our Inspection Committee/Committee of Experts.
11. 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.
12. Damage to the goods or any other loss (theft/pilferage) during transit shall be the responsibility of the supplier.
13. 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.

CC:

- 1.
2. The Store Purchase Officer, LUVAS, Hisar
3. Store Keeper (Internal)

LALA LAJPAT RAI UNIVERSITY OF VETERINARY AND ANIMAL SCIENCES, HISAR-125004

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

Terms and Conditions/Instructions Governing Notice Inviting
Quotations/ Tenders for the Supply of Goods

1. The quotations received after due date/or time will be summarily rejected. The University shall not be responsible for postal/transit delay.
2. The security/earnest money equivalent to five per cent of the cost of material i.e. an amount of Rs. 5% of the total cost of the offered material (rounded off to nearest Rs.10/-) in the shape of Deposit at Call or fixed Deposit Receipt or Bank Guarantee in the name of Comptroller, LUVAS, Hisar should accompany the tender quotation failing which the tender/quotation will not be considered, except with the approval of the Central Purchase Committee. The security/earnest money in other shapes viz. Drafts/pay orders/cheques etc. is not acceptable.
Please note: The security/earnest money should not be placed in the sealed envelope for *Financial bid*. It should be placed in envelope for *Technical Bid* or in a separate envelope.
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 Central Purchase Committee/or Store Purchase Officer only in exceptional cases on written request of the supplier explaining reasons/circumstances due to which the 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 us compensation amount equivalent to one percent each day or such amount as the CPC/Store Purchase Officer may decide that the quantity remains incomplete including installation, provided that entire amount of compensation shall not exceed 10% of the total amount of the cost of the material supplied. An appeal against these orders shall, however, lie with the Vice-Chancellor, LUVAS, Hisar whose decision shall be final.
4. In case the supplier/contractor fails to execute the supply order/contract on the rates, terms & 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 considered necessary by the CPC.
5. ***The university follows two bid system. Technical and financial bids sealed separately and clearly marked as Technical Bid or Financial bid must be submitted. The quotation/tender shall be sent in double envelope. The inner envelope containing sealed Technical Bid and Financial bid should again be sealed and super subscribed "quotation/Tender in response to Enquiry No. & date due on _____". The offer may be sent in the name of Store Purchase Officer, LUVAS, Hisar-125004. The quotation where the date of opening is not written on the envelope will not be entertained.***
6. The rates should be quoted on price list less discount, FOR University Campus or offices situated at outstations as the case may be. The rates quoted Ex-Godown may be rejected. All charges payable by the University such as Sales Tax, Packing & Forwarding and other levies like Excise duty. Custom Duty, Octroi Etc. should be mentioned in the quotations/tender. The charges not mentioned in the quotation/tender shall not be paid by the University. **The University does not issue Form 'C' or 'D'.**
7. The supplies should be offered from ready stock. All supplies will have to be executed within 30 days of the issue of supply order failing which the order is likely to be withdrawn.
8. The validity period of the quotation tender and Guarantee/Warranty period of the material, if any, should be mentioned specifically. The material be quoted with Warranty/Guarantee period of 12 months after the date of delivery and acceptance. The offer must be valid for a period of at least 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 through Bank. However, as a matter of general policy we try to make the payment within 30 days of the delivery subject to proper installation, wherever applicable and satisfaction of the Inspection Committee.
10. The quantity can be increased/decreased by the University.

11. The current price list duly authenticated by the manufacturer with date, signature and seal along with 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, Controller of Stores, this may be mentioned specifically in your offer and a photocopy of the same duly attested may also be enclosed.
13. The University is situated outside the municipal limits and as such no octroi is payable by us if the material is sent by rail/full truck load. In case the material is received through goods transport company by road, the transport companies charges delivery charges, labor charges and octroi charges. 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 catalogue if any be sent. (make/specification will be given by the LUVAS).
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 dispatched by goods carrier on your risk, freight to pay basis. Samples below Rs. 100/- will not be returned to the firm. However, if you wish to take the same back, you can take the same at your own cost after a period of two months of finalization of purchase and after that the samples will be disposed off.
16. The acceptance of the material is subject to approval of our Inspection Committee/Technical Committee or Experts.
17. The acceptance of the quotation/tender will rest with the CPC which 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 therefore. The CPC 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 our policy to make all purchases from the manufacturers or through their authorized dealers. If you are manufacturer/authorized dealer, proof thereof may kindly be given alongwith the quotation/tender failing which the same is likely to be rejected without assigning any reason. A copy of the letter from the manufacturers may kindly be attached being authorized dealer/stockist/distributor or agent etc.***
19. The University is exempted from payment of Custom Duty and Excise Duty in terms of Govt. notification and we are registered with the Ministry of Science & Technology in the department of Scientific & Industrial Research, New Delhi vide Registration No. TU/V/RG-CDE(1160)/2015 dated 27.01.2015 upto 31.08.2018. Thus the University is exempted from the payment of Custom Duty and Excise Duty. The consignee will issue necessary certificate duly countersigned by the Registrar, LUVAS, Hisar.
20. It may be certified that you have not been debarred/black listed for any reason period by DGS&D, DS&D Haryana or any State Govt./University/PSU etc. If so particulars of the same be furnished. Concealing of facts will not only lead to cancellation of the supply order but may also warrant legal action.
21. For any enquiry, the undersigned can be contacted at Phone No. **01662-289547** during working days only (Monday to Saturday except 2nd Saturday) during office hours 9.00 AM to 4.30 PM during August to April and 7.30 AM to 2.00 PM during May to July.
22. The family members of the university employees are not allowed to send their quotations/tenders. Such quotations/tenders, if received, will out-rightly be rejected.
23. The disputes, if any, shall be subject to Hisar Courts jurisdiction. Any other jurisdiction mentioned in the quotation or invoices of the manufacturers/ dealers etc. shall be invalid and shall not have any legal sanctity.

Store Purchase Officer

Terms & 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 5% (**five per cent**) of the cost of material ordered valid for guarantee/warranty period plus 75 days in the name of Comptroller, LUVAS, Hisar. 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:**
 - i. By Demand Draft
 - ii. By Letter of Credit
 - iii. By Sight Draft

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.

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.

7. **Conversion Rates:** The conversion rates of foreign currency shall be taken into consideration as applicable on the date of opening of the tenders/Financial bid for all transactions.
8. **Bid Security:** Bid security equivalent to five percent of the quoted price in the name of Comptroller, LUVAS, Hisar 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) A cashier's or certified Check.
9. **Validity :** The tender should be valid at least 45 days from the date of opening of tender
10. **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.

11. **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.
12. **Taxes & Duties:** It will be the responsibility of the supplier for the payment of all taxes and duties to their respective Govt.
13. **Custom Duty:** Lala Lajpat Rai University of Veterinary and Animal Sciences, 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.
14. **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.
15. **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 and
 - 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.

Evaluation of Tenders:

The tenders shall be evaluated by the Tender/Technical Evaluation Committee (TEC). The committee consist of Director of Research as Chairperson, Incharge Central Lab./Rep. not below Class-I, HOD Concerned/Rep., Principal investigator, Comptroller/rep and SPO/rep as members. Technical bids of all the bids shall be opened by the Quotation Opening Committee as referred under Rule-II (5) in the presence of all those bidders who wish to be present. All technical bids along with technical literature shall be sent to concerned indenter. Seven working days post opening of bids, technical bids shall be examined by the Tender/Technical Evaluation Committee for matching the specifications of the material. The committee shall put on record the reasons for accepting or rejecting the bids. Names of the bidders of all technically accepted and rejected bids shall be put on university website. Representations/ clarifications, if any, may be made, in writing, by the bidders within four working days after uploading on website. The committee may examine the representations/clarifications submitted by the bidder(s) and record their decision. Having considered the representations/clarifications, the committee shall recommend the technically accepted bids. The financial bids of all technically accepted bids shall be opened in the presence of the Tender/Technical Evaluation committee members and comparative statement shall be got prepared. Financial bids of technically disqualified bids shall not be opened and be returned to bidders by Registered Post. The offer shall be made to L1. The Tender/Technical Evaluation committee, if desire, may hold negotiations with the L1 of the offer. Based on comparative statement of technically accepted bids, Tender/Technical Evaluation Committee shall make final recommendations. The recommendations of the Tender/Technical Evaluation Committee shall be placed before Central Purchase Committee for considerations. After approval of the CPC, the purchase case shall be got pre audited and purchase order shall be placed by Store Purchase Officer with the conditions of confirmation of the order by indenter. The concerned firm must obtain the confirmation from the indenter before taking any action regarding supply of the material. The financial bids of technically rejected bids shall not be opened and returned as such.

Store Purchase Officer

ANNEXURE-13

Format for sending the Half-yearly Information regarding the Custom/ Excise Duty availed by the University Departments/Offices

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. _____

INFORMATION REGARDING EXCISE DUTY EXEMPTION FOR THE HALF YEAR ENDING JUNE/ DECEMBER-_____

<u>Sr No.</u>	<u>Name of Item</u>	<u>Cost of Item</u>	<u>Amount of Excise Duty</u>	<u>Name of Firm</u>	<u>Bill No. & Date</u>	<u>Remarks</u>
---------------	---------------------	---------------------	------------------------------	---------------------	----------------------------	----------------

1

2

Certified that the information given above is correct

Signature of HOD with Seal

Dated:

Note: The Amount of material under column No 3 should be given after deducting discount if any and before adding CST/ VAT etc.