BABASAHEB BHIMRAO AMBEDKAR UNIVERSITY
LUCKNOW
प्रज्ञा शील करुणा
ESTABLISHED 1996

बाबासाहेब भीमराव अम्बेडकर विश्वविद्यालय

विद्या विहार, रायबरेली रोड, लखनऊ-226025

BABASAHEB BHIMRAO AMBEDKAR UNIVERSITY

(A CENTRAL UNIVERSITY)

VIDYA VIHAR, RAE BARELI ROAD, LUCKNOW-226025

Letter No. SPS38618-L**/2025** **Date:** 16 / 10 /2025

Notification

In pursuance of recommendation of Committee constituted to frame the Rules & Regulations of "Store & Purchase" to streamline the qualitative procurement of goods/equipment etc. and approval thereof by the Competent Authority, the **"Store & Purchase Regulation-2025"** is hereby notified and annexed as **Annexure- "A"** for the information of all concerned.

16/10/25

Registrar

Copy to:

1. All Dean of School & Head of Department.
2. AR to VCS, BBAU, Lucknow.
3. Finance Officer, BBAU, Lucknow with request to place the Regulation before the Finance Committee.
4. PS to Registrar, BBAU, Lucknow.
5. Internal Audit Officer, BBAU, Lucknow.
6. University Works Department, BBAU, Lucknow.
7. I/c University Website for uploading on University website.

APIC (S&P)

Annexure - "A"

DISCLAIMER

While every care has been taken to ensure that the contents of this manual are accurate and upto date, the procuring officers are advised to check the precise current provision of rules and other applicable instructions from the applicable sources. In case of any conflict between the provisions stipulated in this manual and in the original source such as GFR or the prevailing laws, the provision contained in the extant law and the original instructions shall prevail.

Any aspect not covered in this Manual will be governed by the relevant rule/ provision contained in GFR 2017 as well as Manual of Procurement of Goods and Manual of Procurement of Consultancy & Other services, 2022 issued by Government of India, Ministry of Finance Department of Expenditure; CVC Guidelines and CVO Guidelines of MoE as amended from time to time and any other Orders of Govt. of India issued from time to time in this regard.

BABASAHEB BHIMRAO AMBEDKAR UNIVERSITY
(A Central University)
Vidya Vihar, Raebareli Road, Lucknow, U.P., India
"Store & Purchase Regulations-2025"

The regulations for Store & purchase of Babasaheb Bhimrao Ambedkar University, Lucknow may be called "STORE & PURCHASE REGULATIONS-2025". The regulations are framed by the following committee constituted by the Vice-Chancellor vide Letter no SPS34696-L/2025 dated 25/06/2025:

1.	Prof. S. Victor Babu, Dean of Academic Affairs	:	Chairman
2.	Prof. Manish Kumar Verma, Dean	:	Member
3.	Prof. Sangeeta Saxena, Dean	:	Member
4.	Prof. Surinder Kumar, Dean	:	Member
5.	Prof. K.K. Pande, Dean (Retd.)	:	Member
6.	Registrar, BBAU	:	Member
7.	Finance Officer, BBAU	:	Member
8.	Executive Engineer, BBAU	:	Member
9.	Assistant Registrar (S&P)	:	Convener

The objectives of these regulations are qualitative procurement of goods/ equipment etc. in an economical, efficient and transparent manner. The aim is to create a Standard Operating Procedure to streamline the purchases in line with the Government of India Manual for Procurement of Goods Second Edison 2024, with amendments/ addendums from time to time.

While framing the rules the Committee has taken into consideration the Five 'R's of procurement i.e. Right Quality; Right Quantity; Right Price; Right Time and Place; Right Source.

It has also taken into consideration the need for Value for money; Fundamental Principals of Public Procurement viz; Transparency; Professionalism; Broader Obligations; Extended Legal Responsibilities; Public Accountability.

The procurement process for goods, works and services have to ensure a proper need Assessment, bid invitations, bid evaluation, contract execution and disposal of scrap in a time bound manner including the processing of all approvals from the competent authority in a time bound manner.

Supplier relationship management and code of integrity for public procurement has also to be ensured by all concerned.

These regulations once approved will supersede all such previous rules and regulations previously framed for by the University for procurement of goods for all such purposes.

Definition of Goods: -

"Goods include all items" material, commodities, livestock, furniture, fixtures, raw material, spares, instruments, machinery, equipment, industrial plant, etc. purchased or otherwise acquired for the use of university but excludes books, publications, periodicals. etc. for a library.

Functions of the Store Purchase Office/Central Purchase Committee.

Store Purchase Office/Central Purchase Committee (CPC) shall be responsible for purchasing of store items covered under "Goods" and will perform other duties as may be assigned by the Vice-Chancellor from time to time with respect to stores and allied items.

CENTRALLY STORED ITEMS

Store Items in the following categories shall be considered as Centrally Stored items: -

Category A: All Stationary Items including papers and cartridges. soaps, detergents disinfectants & other cleaning material, calculators, locks, General plastic wares etc..

Category B: Items for which Rate Contracts need to be concluded, if not available in GeM for example Photography, Videography, Mike & Sound System, Canning of chairs, Auction of Raddi, washing of clothes, printing of forms, Lab Chemical & Glassware's, Plastic ware's Computer accessories, repairs & small equipment.

Note: *"Rate Contract is defined as a contract for the supply of stores at specified rates during the period covered by the contract. No quantities are ordinarily mentioned in the rate contract and the contractor is bound to execute any order which may be placed upon him during the currency of the contract at the rates specified therein."*

The store items at category 'A' above will be stored at one place for further issue to the needy department(s)/Sections by the Purchase & Store Section on demand.

Note:

(i) Generally, on specific demand received from the departments/sections, list of such items shall be approved by the CPC. The power as to the addition/ deletion in the list of centralized items would however, rest with CPC with the approval of Vice-Chancellor.

(ii) The Store & Purchase Section shall circulate the list of all the centralized items, to all the departments/sections.

(iii) No Department/Sections shall affect the purchase of such mentioned items without obtaining Non-Availability Certificate (NAC) of GeM.

The store items at category 'B' above shall be purchased directly by the Department/Offices, after approval of the Competent authority, from the supplier appointed under Rate Contract approved by CPC without reference to Purchase Section/CPC.

** NOTE: This manual is only made for Procurement of Goods/Services. It is not applicable in Works

University will create a GeM buyer ID for the following members;

1. Departmental HOD
2. Sectional Head of Sports Section, Health Centre, Guest House and Engineering Section
3. Director (I/c), Satellite Centre, BBAU, Amethi who shall also be given consignee authority.

PURCHASE COMMITTEES

The different purchase committees are: -

A) Central Purchase Committee (CPC)
B) Departmental Standing Purchase Committee (For Teaching Department)
C) Section Standing Purchase Committee (For Offices/Sections)

COMPOSITION OF PURCHASE COMMITTEES:

(a) **Central Purchase Committee (CPC)**

1	Dean of School/Professor/any other Officer Equivalent rank to be nominated by the Vice-Chancellor for a period of one year	Chairperson

2	One Professor, One Associate Professor and One Assistant Professor to be nominated by the Vice-Chancellor for a period of one year (at least one Member from Science/ Engineering Faculty)	Members
3	Registrar or his nominee not below the rank of Assistant Registrar	Members
4	Finance Officer or his nominee (Accounts Section) not below the rank of Assistant Registrar	Members
5	Internal Audit Officer (IAO)	Members
6	Executive Engineer, University Works Department	Members
7	Assistant Registrar (P&S).	Member Secretary

NOTE: (i) The Vice Chancellor shall be competent authority to nominate the Chairman, and the Members.

(ii) Indenter may be invited to present his case before the CPC.

(b) Departmental Purchase Committee (for University Teaching Departments)

a. Head of the Indenting Department: Chairman
b. One Professor/Associate Professor/Assistant Professor of the Department Concerned.
c. One faculty member from other Department to be nominated by the Dean of School for one year, from amongst the teachers of the Department of the concerned faculty.
d. Section officer (Finance Section) or his nominee not below the rank of Supdt.
e. One Member to be Nominated by the Registrar (for purchase above Rs. 10,000/-)

(c) Section Standing Purchase Committee (for other Offices/Sections)

a. Sectional Head (Indenting office): Chairman
b. Section officer (Accounts) or his nominee not below the rank of Supdt.
c. Section officer (Purchase) or his nominee not below the rank of Supdt.
d. One member to be Nominated by Registrar (for purchase above Rs. 10,000/-)

NOTE: (i) The Vice Chancellor shall be competent authority to nominate the members.

Note-1: CPC can Constitute Sub-Committee.

Note-2: The tenure of all above Committees will be of one year.

Note-3: The Vice-Chancellor, if not satisfied with the performance of the existing purchase committees, may reduce its tenure, change or add members and if satisfied and may extend the tenure year by year.

Note-4: The Member Secretary shall submit the proposal in the first week of April every year to the Vice- Chancellor for constitution of the new committee or retention of the existing committee.

Note-5: Minimum 50% of total members shall form the quorum (Chairperson/Convener and member secretary have to be present for CPC). The purchase falling under the purview of the Committee will be processed at the level of Indenting Dept. / offices instead of referring it to the Purchase Section subject to having obtained administrative approval of the competent authority

Note-6: In case of requirements of special nature items, an expert from the field concerned will be associated by the Chairperson/HOD/Section Officer, as a special invitee with the approval of Vice-Chancellor.

Note-7: The Principal Coordinator/ Investigator of the Project concerned, Coordinator of the project will be included in the committee as a member, if the purchase is to be considered/ affected out of the funds of the project.

Note-8: Proceedings of the CPC will be approved by the Vice Chancellor and Proceedings Departmental Standing Purchase Committee/Section Standing Purchase Committees shall be approved by the Registrar.

Note-9: Vice-Chancellor may also appoint Ad-hoc/Special committee(s) as and when considered necessary, for effecting the purchase of Items from the local market/other cities on spot quotation basis for purchase upto Rs. 50,000/-.

Note-10: The CPC/SPC will meet at least once in every month.

JURISDICTION OF THE COMMITTEES

S. No.	Name of Committee	Jurisdiction
1	Central Purchase Committee	Any Value
2	Departmental Standing Purchase Committee & Section Standing Purchase Committee	upto Rs. 50,000

Functions of Committees:

The Purchase Committee concerned will examine and scrutinize the requirements presented to it, make suitable recommendations regarding purchase, invitation of quotations and tender floating etc. In case of any variation, the case will be referred to the competent authority. The proceedings of the committee are subject to approval by the competent authority. In case, the purchase is recommended by the Sub-Committee in favor of the vendor/bidder other than one who has quoted the lowest rates, then decision will be taken strictly following the CVC guidelines and manual of procurement of goods/works.

Purchase Procedure/Inspection/Mode of Procurement etc.:

(i) Submission of Proposal

The indenter should work out the requirement of non-perishable items on half yearly basis and intimate the same along with the following information to the purchase Section on the prescribed format as Annexure A of the proposal in case of Central Purchase Committee.

1. Name of the item along with complete specifications without any ambiguity.
2. Make of the item to be purchased (at least three).
3. Quantity required
4. Budget Head of the Department/Office from which expenditure is to be met out.
5. Available balance in the respective budget head after excluding the actual expenditure incurred and committed liability.
6. Justification for the purchase of the item.
7. Complete address of the firms/suppliers dealing in the said items along with GSTIN No., e-mail Id and Telephone Nos. available with department.
8. Actual /estimated cost of the items to be purchased including all taxes/freight/ excise duty etc.
9. Stock Position.
10. Whether the item already in stock are being utilized fully.

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 latest price list of the manufacturers. Such certificate by the supplier shall be attested by the indenting Department and the Internal Audit Section will accept the same as authentic and shall not insist further for showing the price list. If such a certificate given by the supplier is found inconsistent 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.

(ii) Scrutiny of Purchase Proposal:

The proposal for various items beyond Rs. 50,000/- containing the above details will be submitted for administrative approval in the prescribed Performa along with other required documents including Staff Council resolution (except sponsored projects/schemes) as per the purchase procedure and guidelines by the indenter to the competent authority. After approval, case may be submitted to the Purchase Section for placing to CPC.

(iii) Proposal to place before the respective CPC/SPC:

The approved purchase proposal will be placed before the respective Purchase Committee by the Purchase& Store Section. The respective Purchase Committee will examine the proposal vis-à-vis the requirement, the stock position, budget position and the justification given by the department/office and will decide the genuineness and mode of purchase. The recommendations of the Purchase Committee concerned will be sent to the department concerned by the Purchase Section after approval by the competent authority.

The format for sending demand, inviting quotation/tender, placing supply order and comparative statement are annexed at various **Annexures "A" to "G".**

(iv) Approval of rate contract:

The Store & Purchase Section will forward the proposal of Rate Contracts only if that rate contract is not available in GeM for photography, videography, mike & sound system, canning of chairs, auction of raddi, washing of clothes, printing of forms, stationery and cartridges, vehicles hiring charges etc., to the Central Purchase Committee after administrative approval of competent authority. The Central Purchase Committee will decide the Rate Contracts for one year. All the Rate Contract(s) shall be circulated in the university after verification by the Internal Audit Section and approved by the Competent Authority. Further, the S&P Section/Rate Contract Committee shall ensure that all the new Rate Contracts are be finalized one month before the expiry date of the existing Rate Contracts.

(v) Maintenance/ Repair of University Vehicles:

Repair of Vehicles (Cars, Buses, Jeeps, Tractor etc.) including spare parts, as far as possible, should be carried out from the manufacturer/authorized dealer without referring the case to any committee. In case, the repair is to be got done from the source other than the manufacturer/authorized dealer, the same may be got done through the office of Registrar, by constituting the following committee:

a.	Section Officer/In-Charge	-	General Section
b.	F.O. or his nominee	-	Accounts Section
c.	Technical Officer from Mechanical Department	-	Engg. Section
d.	Assistant Registrar (Vehicle Section)	-	Transport

PURCHASE ORDER:

The purchase order shall be placed in writing strictly as per terms and conditions of the quotation/tenders chargeable from the budget head of different departments/Sections. The purchase order will be placed by the Section/Department concerned mentioning there in name of the item, brief specifications, rate per item, quantity of the items, taxes etc. along with main terms and conditions, etc.

The department/Section concerned will arrange the payment/advance payment if required. All purchase order should be F.O.R. Babasaheb Bhimrao Ambedkar University, Lucknow or BBAU Satellite Centre, Amethi as the case may be. A copy of the purchase order should be endorsed invariably to the concerned storekeeper also. The time limit within which supplies should be spelt out in the purchase order along with the provision of penalty.

INSPECTION OF THE MATERIAL:

The inspection Committee will be different from the Purchase Committee. It will consist of one member from amongst the Purchase Committee and two members other than Purchase Committee (from the department within the same faculty in case of teaching department OR other section in case of the section). The Inspection Committee will be constituted by the Central Purchase Committee concerned on case-to-case basis at the time of considering the purchase cases. On receipt of the delivery of consignment, the department concerned will notify it to the Inspection Committee for inspection of the material at a given date and time. The inspection must be carried out within seven days of the receipt of the consignment. The consignment be opened in the presence of the Inspection Committee and the representative of the supplier, if he wants to be present. In case, at the time of opening of the consignment any deficiency in quality/quantity or any damage to the goods is noticed, video recording of the same shall be ensured, and it shall be immediately notified to the supplier for necessary action. If there is a deficiency in quantity of the item, the firm may be informed that the partial delivery is being accepted subject to completion of the order and final payment will be released only after executing 100% delivery/installation etc.

The Inspection Committee shall record the following certificates on the invoice:

Certificate to be recorded if installation is not required

"Certified that the material has been inspected and found in good conditions as per specifications in purchase order".

Or

Certificate to be recorded if installation is required

"Certified that the material has been inspected and installed successfully. The specifications and the quality/quantity of the material are as per order."

MODE OF PROCUREMENT:

If the items are available in GeM, the same shall be purchased from GeM Portal only. If the items are not available in GeM, the following rules shall be adopted after obtaining NAC (Non-Availability Certificate) except for the items permitted under OM no. F.20/42/2021-PPD dated 05.06.2025 (Attached at ANNEXURE H).

(i) Upto Rs. 50,000/- without quotation as per GFR Rule no 154.

(ii) Rs. 50,000/-to Rs.5,00,000/- on quotation basis (no EMD will be required for purchases against quotations) as per GFR Rule no 155

(iii) Quotations will be invited through CPP Portal which will be uploaded in the University Website also by the concerned Chairperson of the CPC /Section Officer. Emergency Spot Quotations (with justified reasons) upto Rs. 5,00,000 may be invited by duly constituted committee approved by competent authority. Vice-Chancellor may also appoint ad-hoc/special committee (s) as and when considered most necessary/in case of emergency, for affecting the purchase of Items with recorded justified reasons from the local market, other cities on spot quotation basis beyond Rs. 50,000/- limit.

(iv) Above Rs.5,00,000/- through e-tender
Tenders shall be invited through CPP Portal by giving wide publicity. A copy of the tender notice &/or tender document shall also be loaded on the University Website.

(v) The proprietary items can be directly purchased against single quotation/tender if available from the manufacturer and not from any other source. A "Proprietary Certificate" and a certificate that "they market the item directly" shall be obtained from the manufacturer as per GFR Rule no 166

(vi) If any purchase is intended to be affected from a Govt. Department, there shall be no need to float tender/quotation.

(vii) Samples, wherever required, may be obtained from the firm concerned so as to ensure genuineness of the material before effecting the purchase/accepting supply.

REQUIREMENT OF ATLEAST THREE QUOTATIONS/ TENDERS.

a. Purchase on the basis of atleast three quotations/tenders.

As a matter of general rule, there should be atleast three quotations/tenders. Every effort may be made to purchase the item (s) on the basis of lowest quotation.

b. Purchase on the basis of less than three quotations/tenders.

The purchase may be effected on the basis of a single quotation/tender with the approval of the Vice-Chancellor under the following circumstances:

i) The procurement was satisfactorily advertised and sufficient time was given for submission of bids.

ii) The qualification criteria were not unduly restrictive; and

iii) Prices are reasonable in comparison to market values.

The purchasing Dept./Office/Sub Committee/ CPC shall satisfy itself in this connection, and shall record a certificate to that extent.

EARNEST MONEY DEPOSIT:

For the purchase above Rs. 5,00,000/- the bid security/earnest money in the form of bank draft payable at Lucknow and drawn in favour of Finance Officer, Babasaheb Bhimrao Ambedkar University, Lucknow shall be furnished by the tenderer/bidder. In case of unsuccessful bidders, the bid security/EMD draft may be returned immediately on finalization of the order. However, in case of the successful bidder, it shall be retained by the University and sent to the Finance Section along with the purchase order, and will be refundable only after successful execution of the contract or will be returned back after submission of Performance Guarantee as per the terms and condition of NIT. No earnest money will be charged for the purchases up to Rs. 5,00,000/- on quotation basis.

DELIVERY:

The delivery of the goods will be taken by the consignee concerned. In case of packed cartoons, such packing should be opened in the presence of the representative of the supplier, if it is so required by the supplier. The deficiency in quality or the quantity of the damaged/ broken items should be immediately recorded and notified to the supplier with a request to remove such stock from the University premises within 7 days failing which University will not be held responsible for its safe custody. The packing of the hazardous/ inflammable Items should invariably be opened in the presence of the experts of the suppliers and indenting departments(s) concerned.

STOCK ENTRY:

Item purchased in the general pool by the Purchase Section will first be entered in the stock register of the Purchase Section and the indenting department may get it issued by transfer entry in their stock registers invariably. Incase wherein the supply is directly received by the indenting department(s) or received in gratis, the stock entry will be made in the department's stock-register. The consumable items shall be entered in the Consumable Stock Register while Items of permanent nature shall be entered in permanent Stock Register. The details such as name of the Items, quantity, specifications,

serial no. of the equipment, cost, bill no., date of purchase etc. shall be entered in the Stock Register.

REFERENCE TO INTERNAL AUDIT SECTION:

All cases for purchases may be got pre-vetted from Internal Audit Section before finalization of the purchase orders or as per the instruction / directions of the Government of India issued from time to time by the concerned Department/Offices without reference to Accounts Section.

MODE OF PAYMENT: As per GFR

PANEL OF SUPPLIERS:

List of reputed suppliers/firms having sound financial position for the purchase of Lab Equipment, Chemical, Glassware, Plastic ware, etc. shall be prepared by Purchase Section and then got approved from the Vice Chancellor and thereafter registered. The panel will be valid for one year.

REPEAT PURCHASE ORDERS:

Repeat purchase order would mean the order on the same rates terms & conditions on which items/equipment were purchased initially by any Department/Section. The indenter will ensure the compliance of GFR as applicable from time to time.

ADMINISTRATIVE POWER FOR APPROVAL:

The administrative approval upto Rs. 10,000/- for purchase of items may be accorded by the Executive Engineer/SMO and equivalent. The administrative and financial approval upto Rs. 15,000/- for purchase of items for labs/library, repair of equipment/teaching aids etc. may be accorded by the Dean/Director/ COE/Proctor/Chief Warden/ DSW/Chairperson of the Department Concerned /Librarian/Director, Sports /Principal Coordinator/Investigator of project, Dy. Registrar and equivalent.

Name of Authority	**Administrative Power (Rs.)**	**Cumulative Power in Year including purchase without quotation**
Executive Engineer, and equivalent/ Asstt. Registrar, Law Officer/ SMO and equivalent	10,000/-	1,00,000/-
Dean /COE/Proctor/Chief Warden/ Chairperson of the Department Concerned/Librarian/ Principal Investigator, Dy. Registrar and equivalent	15,000/-	1,50,000/- (Cumulative power of the Chief warden in the year will be Rs. 1,50,000 for each hostel)
Registrar	1,00,000/-	NA
Vice-Chancellor	Above 1,00,000/-	NA

The Registrar may accord the administrative powers of the functionary concerned up to Rs.1,00,000/-. Administrative approval above Rs.1,00,000/- shall vest in the Vice Chancellor.

Note: 1. All the Departments/Offices shall maintain a Limit Register. All purchases made during the year shall be entered in this register.

2. The Clause of **Administrative power for approval** is applicable after the approval of Finance Committee only.

EVALUATION OF BIDS:

i) The Committee/Sub-Committee that evaluated the technical bids will open the financial bids in respect of those suppliers who are found technically suitable. The same committee will also prepare comparative statement of financial bids soon after evaluation of technical bids and its recommendations will be placed before the competent authority. The purchase/supply order will be placed by the Indenter concerned after ascertaining the fund position from finance section.

ii) In the case of purchases related to projects, the Principal Coordinator/Investigator concerned will be the Indenter.

NEGOTIATION:

No negotiation will normally be held with any supplier including lowest rate quote. However, in exceptional cases negotiation can only be made by the competent authority following CVC guidelines. Necessary technical and commercial discussion may be held with the supplier/dealer as per the need noted by the Committee /Sub-Committee referred to under Clause "Evaluation of Bids" so that there remain no elements of ambiguity.

PENALTY FOR NON-EXECUTION OF ORDERS:

The Supplier/Contractor shall supply the material/execute the work within the time limit specified in the supply/contract order. The Assistant Registrar (Purchase & Store)/HOD with the approval of Vice-Chancellor may extend supply/work execution period, only in exceptional circumstances on written request of the Supplier/Contractor giving reasons/explaining circumstances due to which supply/work execution period could not be adhered to. In case, the material/work is not supplied/executed within the supply/work execution period, Supplier/Contractor shall be liable to pay the University the compensation amounts equal to one percent (1%) of the cost of material/contract per day. The entire amount of penalty shall not exceed 10% of the total amount of purchase order. The supply of material/execution of the work will be deemed to be complete, when 100% material is handed over to the indenter (in case of supply in installments) and its installation is done and work also executed fully. After the lapse of 15 days, behind the stipulated/extended period, it will be the discretion of the University to cancel the supply/work execution order at the risk and cost of the supplier and contractor. The University may forfeit the earnest money deposited and shall be at liberty to take action such as recovery of compensation to the extent of 10% of the amount of supply/contract order, blacklisting etc.

PERFORMANCE SECURITIES:

The successful bidders will be required to submit a performance warranty in the form of bank guarantee as DD/FDR in favour of Finance Officer Babasaheb Bhimrao Ambedkar University, Lucknow equal to 5% of the purchase order for the warranty period of the equipment/goods costing above Rs.5,00,000/- from the date of successful installation. After receiving the PBG, it should be submitted to finance section within 07 days alongwith order for the release of Bank Guarantee to the firm which should be released/returned to the firm by the finance section within 07 days of receipt of PBG. The Performance warranty shall remain valid for a period of sixty days beyond the date of completion of contractual obligations of the supplier including security obligations. The Intending Dept./Office on completion of the performance warranty will inform the finance section regarding the successful operation of the items during the warranty period alongwith request for release of PBG. On receipt of the request, the finance section will ensure the release of PBG at the earliest after following codal formalities. In case of defects

during the warranty period, timely action for repair/ extension of PBG as per the contract clause shall be ensured by the Indenting Department by informing the Finance Section on or before the expiry date of warranty. Finance Section will ensure timely action of withholding/ extension of Bank Guarantee as the case may be well in time to avoid any legal implication.

GENERAL NOTES

i) The requirement of non-perishable items shall be worked out every half yearly and a single proposal be submitted to the Purchase Section on a half yearly basis for referring to CPC.

ii) The specifications of the items should be general and be finalized by the Chairperson/Section officer concerned in consultation with the other members. Quotation/Tender document including technical specifications will be prepared by Committee/Sub-Committee constituted by CPC.

iii) The power to relax/interpret/amend clause of Purchase Guidelines lies with the Vice-Chancellor subject to GFR provisions and CVC guidelines.

iv) Time period of inviting quotations from the dealers will be minimum 10 days from the date of issuance of Notice Inviting Quotations.

v) Quotations must be received in sealed cover within stipulated time.

DELIVERY PERIOD EXTENSION:

The supply order(s) shall be executed within the time specified in purchase order. However, in case of force majeure reasons beyond control of the supplier, he may make a written request within the stipulated period with full justification to the Vice Chancellor for grant of extension in delivery period.

PHYSICAL VERIFICATION OF CENTRAL STORES AND DEPARTMENT/ OFFICE'S STORES

The Central Stores/Department/Offices' Store shall be inspected annually by a Committee of two Officers not below the rank of Dy. Superintendent constituted by the Store & Purchase Office with the approval of Registrar while the Departmental/ Office Stores shall be inspected annually by a Committee of two Officers/Officials of the Department/Office to be constituted by the HOD/Controlling Officer. The inspection reports indicating shortages/losses, surpluses, thefts, etc. shall be submitted to the Registrar for information and necessary action, if any.

TAXATION:

Taxes/Excise duty/Custom duty etc. should be quoted independent of the ex-works price of the item and it will be paid as applicable under Government rules, if so quoted by the Supplier in the quotation, subject to the certificate in the bill of costs as follows:

"Certified that the taxes/duties charged in this bill is leviable under Government Rules".

However, wherever exemption from duty (excise/custom duty) is applicable, the university will provide the exemption certificate; alongwith supply/purchase order itself. In case of imported goods, the custom clearance is to be arranged by the supplier at his own level. Charges, if any, in this regard, however, need to be mentioned accordingly in the quotation itself. University will provide necessary documents for this purpose. In case the quotation is silent with regard to taxation and clearance charges etc., no such charges will be paid by the university.

SUBMISSION OF INFORMATION REGARDING CUSTOM/ EXCISE DUTY EXEMPTION BY THE DEPT./OFFICES

Custom/Excise Duty Exemption reports are required to be submitted to the Dept. of Science and Technology, Govt. of India every six months failing which this facility is liable to be withdrawn. As such, the Dept./Office concerned shall submit the half-yearly Custom/Excise Duty Exemption reports to the Section Officer (P & S) strictly as per **Annexure-F and Annexure-G** failing which the Dept./Office shall be responsible for any delay for further transmission of the reports to quarter concerned. The Section Officer (P &S) shall pass on the reports to the Dept. of Science and Technology, Govt. of India.

PRIOR SCRUTINY OF THE PURCHASE CASES BY THE INTERNAL AUDIT SECTION

The following purchase cases shall be submitted to the Internal Audit Section for prior scrutiny:

i. All rate contracts approved by the Central Purchase Committee shall require prior Audit verification/scrutiny by the Internal Audit Officer. Rate contract circulars shall be issued afterwards.

ii. All cases for purchases may be got pre-vetted from Internal Audit Section before finalization of the purchase orders as per instruction of Government of India, issued from time to time by the concerned Department/Offices.

iii. Attested copy of Rates Verified/Seen by the Internal Audit Section shall be circulated by the In- Charges (P & S). This attested copy shall be accepted by the Internal Audit Section for payment of bills/adjustment of advances etc.

DRAWAL OF TEMPORARY ADVANCES FOR PURCHASE OF STORE ITEMS

i) The Vice- Chancellor shall be competent to sanction temporary advances.

ii) The advance shall be drawn after obtaining administrative approval and financial sanction of the competent authority for the purchase of the item (s). It shall be utilized within a month from the date of its drawal. In case the advance is not utilized within the stipulated period, it shall be deposited in the University account unless the sanction of the competent authority has been obtained to retain it beyond this period.

iii) The advance will be utilized only for the purpose for which it is drawn.

iv) The unspent amount of advance shall be deposited in the University account immediately after the transaction has been completed, but in no case later than seven days from the date of the last payment made.

v) The accounts of the advance drawn shall be submitted for adjustment soon after the date of the last payment and will be got adjusted within 15 days from the date of last payment. The Officer/Official who has drawn the advance shall be personally responsible for its timely adjustment. An advance drawn for the purpose of opening of Letter of Credit in the Bank for making advance payment for import of material shall be got adjusted within one month from the date of receipt of such material in the University.

vi) Ordinarily, not more than one temporary advance will be sanctioned for the same purpose until the advances already drawn have been got adjusted. The Vice Chancellor may, however, sanction two additional temporary advance (s) for different purposes considering the special circumstances of the given case. The limit of advances in the case of Purchase Section/Store Purchase Office shall not exceed three. The approval of V.C. may be obtained if the number of advances exceeds the prescribed limits.

STATUTORY DEDUCTION OF TAX AT SOURCE

Statutory deduction on account of Tax shall be made at source as per taxation Act/Rules.

DISPOSAL OF OLD OBSOLETE I.T. PRODUCTS (Computers and its Peripherals)/ ELECTRONICS ITEMS ETC.

The old obsolete IT Products (Computers and its Peripherals)/ Electronics items etc. may be disposed off according to the Policy and procedure for procurement, replacement and disposal of old and obsolete Telecommunication and computing/IT products, Electronics items etc. as issued by the Central or State Government from time to time.

Note: The Vice-Chancellor will be the competent authority to modify any clause on case to case basis or pertinently in the interest of University governance.

ANNEXURE- "A"

Submission of Proposal for Purchase

The..... (department/office) requires following equipment/items which may kindly be arranged.

Sr. No.	Description	Details
1	Specification of the item Proposed to be purchased	
2	Preferred Make of the item to be purchased	
3	Quantity required	
4	Budget Head of the Dept./office from where expenditure is to be met out	
5	Available balance in the respective budget head after excluding the actual expenditure incurred & Committed liability	
6	Actual/estimated cost of the item to be purchased	
7	Stock position	
8	Certified that the items already in stock are being utilized fully	
9	Justification for the purchase of the item	
10	Complete address of the firms/suppliers dealing in the said items alongwith email id and telephone Nos, available with Dept for proprietary items /limited quotations	

Signature of the Indenter

ANNEXURE "B"

BABASAHEB BHIMRAO AMBEDKAR UNIVERISTY

To,

M/s_____

_____

Subject: Notice for Inviting quotation for supply of ----------

Dear Sir (s)

You are invited to submit your most competitive rates for the following item(s): -

Sr. No.	Brief description of the items	Specifications	Quantity

The terms and conditions are as under:

1. QUOTATION SIGNING:
The quotations must be signed by authorized signatory of the bidding firm/company on each page, alongwith seal of the firm/company, as the case may be.

2. CONDITIONAL QUOTATION:
Conditional quotations are not acceptable. Hence the supplier is advised neither to alter the specifications nor to mention anything on the quotation form, except cost, signature with seal, otherwise quotation will not be considered.

3. DELIVERY DESTINATION:
The quotations should be quoted as for BBAU, Lucknow and/or BBAU Satellite Centre Amethi. The transit insurance and freight charges etc. if any, needs to be mentioned separately of the basic/ex-works price of the quoted item.

4. DELIVERY ACCEPTANCE:
The delivery of the material will be handed over to the authorized official of the concerned indenting department/office. However, the goods will be deemed accepted subject to the approval by the inspection committee of BBAU, Lucknow. In case of rejection of the consignment, the supplier should immediately remove the consignment from the university premises, failing which it will be, at own risk and responsibility of the supplier and the University will not be responsible for any kind of liability in this regard.

5. DELIVERY PERIOD:
The supply is to be made within _____days of the date of dispatch of the supply order.

6. DELIVERY PERIOD EXTENSION:
The supply order(s) shall be executed within the time specified in this regard. However, in case of fierce major reasons beyond control of the supplier, he may make a written request to the Vice Chancellor for grant of extension for delivery period. The written request in this regard should clearly spell out such reason.

7. PENALTY FOR NON-EXECUTION OF ORDER:

The Supplier/Contractor shall supply the material/execute the work within the time limit specified in the supply/contract order. The Section Officer (Purchase & Store)/HOD with the approval of Vice-Chancellor may extended supply/work execution period, only in exceptional circumstances on written request of the Supplier/Contractor giving reasons/explaining circumstances due to which supply/work execution period could not be adhered to. In case, the material/work is not supplied/executed within the supply/work execution period, Supplier/Contractor shall be liable to pay the University the compensation amount equal to one percent of the cost of material/contract per day. The entire amount of penalty shall not exceed 10% of the total amount of purchase order. The supply of material/execution of the work will be deemed to be complete, when 100% material is handed over to the indenter (in case of supply in installments) and its installation is done and work also executed fully. After lapse of 15 days, behind the stipulated/extended period, it will be the discretion of the University to cancel the supply/work execution order at the risk and cost of the supplier and contractor. The University may forfeit the earnest money deposited and shall be at liberty to take action such as recovery of compensation to the extent of 10% of the amount of supply/contract order, blacklisting etc.

8. REJECTION OF INCOMPLETE QUOTATIONS:

Incomplete quotations such as unsigned, late submitted, conditional, not confirming to the eligibility criteria and technical specification or with any vague term such as 'Extra as applicable', will be considered as rejected.

9. QUANTITY VARIATION:

The quantity shall be subject to increase or decrease as the case may be.

10. MANUAL/LITERATURE:

The detailed literature/catalogue of the quoted instrument and its accessories should also be attached with the quotation. The specifications claimed by the firm should be clearly mentioned in the literature/catalogue also. Its manual should also be supplied with the equipment.

11. TAXATION:

Taxes/Excise duty/Custom duty etc. should be quoted independent of the ex-works price of the item and it will be paid as applicable under Government rules, if so quoted by the Supplier, subject to the certificate in the bill of costs as follows.

"Certified that the taxes/duties charged in this bill is leviable under Government Rules". However, wherever exemption from duty (excise/custom duty) is applicable, the university will provide the exemption certificate; along with supply/purchase order itself. In case of imported goods, the custom clearance is to be arranged by the supplier at his own level. Charges, if any, in this regard, however, need to be mentioned accordingly in the quotation itself. University will provide necessary documents for this purpose. In case the quotation is silent with regard to taxation and clearance charges etc, no such charges will be paid by the university.

12. RIGHT TO BID REJECTION:

The University reserves the right to reject any or all offers without assigning any reason.

13. PACKAGING OF CONSIGNMENT:

The material should be packed in a strong case so as to avoid any damage, theft or pilferage in the transit, the responsibility shall rest with the supplier.

14. WARRANTY:

The warranty would start from the date of successful installation of the equipment.

15. PERFORMANCE WARRANTY:

The successful bidders will be required to submit a performance warranty in the form of bank guarantee as DD/FD in favour of Finance Officer Babasaheb Bhimrao Ambedkar University, Lucknow equal to 5% of the purchase order for the warranty period of equipment/goods above Rs.5,00,000/-. After receiving the 5% PBG, the EMD, if any, will be released/returned to the firm by the indenting department/office of the University.

16. PAYMENT:

The payment will be made on successful installation, its inspection and further after the on-site training imparted, if it is the requirement of the quotation.

17. CURRENCY:

The rates be quoted in Indian Rupee (INR). However, in case of imported item, it may be quoted in foreign currency, where in the date of opening of quotation will be taken as the conversion date for bid evaluation and comparison purpose. For the purpose of payment, exchange rates will be calculated as applicable on the date of billing.

18. SCHEDULE:

The quotation floating date is _. The sealed quotation should reach in the office of ___on or before _____upto_____. The quotation will be opened on _____(if not otherwise communicated) in the office of the_____. Quotation received after will not be considered.

19. ARBITRATION:

In case of any dispute both the parties will be bound by the decision of the Vice Chancellor, BBAU, Lucknow.

20. Quotations should invariably be accompanied by the following certificate:

"The terms & conditions of quotation have been read and I/We certify that I/We clearly understand the same and undertake for its compliance".

21. Jurisdiction:

All disputes shall be subject to Lucknow jurisdiction.

Chairperson/Intender

Place: _____
Dated: _____

Signature of authorized representative of bidding firm/company with seal. (Affix Rubber Stamp of the firm)

ANNEXURE-'C'

BABASAHEB BHIMRAO AMBEDKAR UNIVERSITY, LUCKNOW

To

M/s_____

_____

_____

Subject: Notice for Inviting Tender for supply of equipment.

Dear Sir (s)

You are invited to submit your most competitive rates for the following item (s):-

A. SCHEDULE OF EVENTS:

1.	TENDER NO.*	:	_____
2.	TENDER FLOATING DATE	:	_____
3.	TENDER SUBMISSION CLOSING DATE & TIME:		_____
4.	TENDER OPENING DATE &TIME	:	_____
5.	VENUE FOR TENDER SUBMISSION & OPENING:		_____
			_____
6.	PRE-BID CONFERENCE (IF ANY) DATE, TIME AND VENUE	:	_____
7.	TENDER DOCUMENT COST	:	Rs. _____

*Tender number must be mentioned in all correspondence.

B. BRIEF DISCRIPTION OF TENDER DOCUMENT:

This tender document consists of four parts namely:

i) Description of the item;
ii) Technical data sheet (technical specifications of the equipment);
iii) Commercial Data Sheet
iv) General standard Terms and conditions; and
v) Special Terms and conditions (If any).

i) DESCRIPTION OF THE ITEM (S):

It mentions the name of the equipment required and its quantity. The quantity is subject to increase or decrease, at the discretion of the indenter.

ii) TECHNICAL DATA SHEET (TECHNICAL SPECIFICATION OF THE ITEM):

It contains the technical details /specification of the equipment. It should be submitted in a separate sealed envelope marked as "Technical Bid". Bids having deviation in technical specification will be declared as "technically non-r e s p o n s i v e " and it will not be considered for commercial evaluation.

iii) COMMERCIAL DATA SHEET:

This format deals with the commercial aspect of the tender. The bidder should quote the basic/ex-works rate of goods and other overhead charges only in format.

iv) GENERAL /STANDARD TERMS AND CONDITIONS:

This portion contains the general/standard terms and conditions of the tender and its compliance is essential, failing which the contract may be cancelled and bidder may be liable for penal action.

v) SPECIAL TERMS AND CONDITIONS:

It contains special terms and condition which may be in addition to /in super-session of the referred "General /Standard Terms and conditions" and its compliance is also compulsory in the same manner, as in the case of the General /Standard Terms and conditions.

C. EQUIPMENT DETAILS:

i) Description of the equipment name:-

Sr. No.	Name of Equipment(s)	Qty. Required
1		
2		

ii) Technical data sheet (Technical specifications of the equipment):

Sr. No.	Description of the Equipment(s)	Technical Specifications
1		ANNEXURE-I
2		ANNEXURE-II
3		ANNEXURE-III
4		ANNEXURE-IV

D. GENERAL/ STANDARD TERMS AND CONDITIONS OF THE TENDER:

1. TWO BID SYSTEM:

The tender is to be submitted on two envelope bid pattern i.e. "Technical bid and "Price/commercial bid" in sealed envelopes separately. Both of these envelopes should be put in and sealed in another envelope addressed to the undersigned and **super-scribed in bold "TENDER FOR SUPPLY OF _____ EQUIPMENT"**. The "Technical bid" should mention only the technical details of the items/equipment. Price per unit be mentioned only in the **"Price/commercial bid format"**.

2. BID SIGNING:

The Tender must be signed by authorized signatory of the bidding firm/company on each page, along with seal of the firm/company, as the case may be.

3. CONDITIONAL BID:

Conditional Bid is not acceptable. Hence, the supplier is advised neither to alter the specification nor to mention anything on the Tender form, except cost, signature with seal, otherwise his Tender will not be considered.

4. DELIVERY DESTINATION:

The quotations should be quoted as FOR BBAU, Lucknow. The transit insurance and freight charges etc., if any, needs to be mentioned separately of the basic/ex-works price of the quoted item.

5. **DELIVERY ACCEPTANCE:**
The delivery of the material will be handed over to the authorized official of the concerned indenting department/office. However, the goods will be deemed accepted subject to the approval by the inspection committee of BBAU, Lucknow. In case of rejection of the consignment, the supplier should immediately remove the consignment from the university premises, failing which it will remain at own risk and responsibility of the supplier. The University will not be responsible for any kind of liability in this regard.

6. **DELIVERY PERIOD:**
The supply is to be made within ____days of the date of dispatch of the supply order.

7. **DELIVERY PERIOD EXTENSION:**
The supply order(s) shall be executed within the specified time. However, in case of fierce major reasons beyond control of the supplier, he may make a written request to the Vice Chancellor for grant of extension for delivery period. The written request in this regard should clearly spell out such reason(s).

8. **PENALTY FOR NON-EXECUTION OF ORDER:**
The Supplier/Contractor shall supply the material/execute the work within the time limit specified in the supply/contract order. The Section Officer (Purchase & Store)/HOD with the approval of Vice-Chancellor may extended supply/work execution period, only in exceptional circumstances on written request of the Supplier/Contractor giving reasons/explaining circumstances due to which supply/work execution period could not be adhered to. In case, the material/work is not supplied/executed within the supply/work execution period, Supplier/Contractor shall be liable to pay the University the compensation amount equal to one percent of the cost of material/contract per day. The entire amount of penalty shall not exceed 10% of the total amount of purchase order. The supply of material/execution of the work will be deemed to be complete, when 100% material is handed over to the indenter (in case of supply in installments) and its installation is satisfactory /work fully executed. After the lapse of 15 days, behind the stipulated/extended period, it will be the discretion of the University to cancel the supply/work execution order at the risk and cost of the supplier/ contractor. The University may forfeit the earnest money deposited and shall be at liberty to take action such as recovery of compensation to the extent of 10% of the amount of supply/contract order, blacklisting etc.

9. **REJECTION OF INCOMPLETE QUOTATIONS:**
Incomplete quotations such as unsigned, late submitted, c o n d i t i o n a l , not confirming to the eligibility criteria and T e c h n i c a l specification or with any vague term such as 'Extra as applicable', will be considered as rejected.

10. **QUANTITY VARIATION:**
The quantity shall be subject to increase or decrease as the case may be.

11. **MANUAL/LITERATURE:**
The detailed literature/catalogue of the quoted instrument and its accessories should also be attached with the quotation. The specifications claimed by the firm should be clearly mentioned in the literature/catalogue. Its manual should also be supplied with the equipment.

12. **TAXATION:**
Taxes/Excise duty/Custom duty etc. should be quoted independent of the ex-works price

of the item and it will be paid as applicable under Government rules, if so quoted by the Supplier in the quotation, subject to the following certificate in the bill of costs.

"Certified that the taxes/duties charged in this bill is leviable under Government Rules".

However, wherever exemption from duty (excise/custom duty) is applicable, the university will provide the exemption certificate; along with supply/purchase order itself. In case of imported goods, the custom clearance is to be arranged by the supplier at his own level. Charges, if any, in this regard, however, need to be mentioned accordingly in the quotation itself. University will provide necessary documents for this purpose. In case the quotation is silent with regard to taxation and clearance charges etc, no such charges will be paid by the university.

13. RIGHT TO BID REJECTION:
The University reserves the right to reject any or all offers without assigning any reason.

14. PACKAGING OF CONSIGNMENT:
The material should be packed in a strong case so as to avoid any damage, theft or pilferage in the transit, the responsibility shall rest with the supplier.

15. WARRANTY:
The warranty would start from the date of successful installation of the equipment.

16. PERFORMANCE WARRANTY:
The successful bidders will be required to submit a performance warranty in the form of bank guarantee as DD/FD in favour of Finance Officer Babasaheb Bhimrao Ambedkar University, Lucknow equal to 5% of the purchase order for the warranty period for equipments/goods above Rs.5,00,000/-. After receiving the 5% PBG, the EMD, if any, will be released/returned to the firm by the indenting department/office of the university.

17. PAYMENT:
The payment will be made on successful installation, its inspection and further after the on-site training imparted, if it is the requirement of the quotation.

18. CURRENCY:
The rates be quoted in Indian Rupee (INR). However, in case of imported item, it may be quoted in foreign currency, where in the date of opening of quotation will be taken as the conversion date for bid evaluation and comparison purpose. For the purpose of payment, exchange rates will be calculated as applicable on the date of billing.

19. SCHEDULE:
The quotation floating date is _. The sealed quotation should reach in the office of ___on or before _____upto_____. The quotation will be opened on _____(if not otherwise communicated) in the office of the_____. Quotation received after will not be considered.

20. ARBITRATION:
In case of any dispute both the parties will be bound by the decision of the Vice Chancellor, BBAU, Lucknow.

21. Quotations should invariably be accompanied by the following certificate:

"The terms & conditions of quotation have been read and I/We certify that I/We clearly understand the same and undertake for its compliance".

22. JURISDICTION:
All disputes shall be subject to Lucknow jurisdiction.

Place: _____
Dated: _____

Signature of authorized representative of bidding firm/company with seal. (Affix Rubber Stamp of the firm)

ANNEXURE-'D'

BABASAHEB BHIMRAO AMBEDKAR UNIVERSITY, LUCKNOW

Letter No.: _____
Dated: _____

To

M/s_____

_____

Subject: Supply of Order.

Dear Sir,

Please refer to your quotation/tender/rate contract No._____dated_____ and further negotiation with the committee on_____. You are requested to supply the following items on or before_____.

Sr.No.	Description/Specification	Quantity	Rate	F.O.R.
1.	2.	3.	4.	5.

TERMS & CONDITIONS

1. The material may be supplied to the _____ BBAU, Lucknow by _____. All correspondence regarding the order should be addressed to the consignee.

2. The payment will be made when the material/goods have been received in good condition and have been inspected & accepted by the inspection committee.

3. The goods, which are not according to the specifications and are, thus, not accepted, shall be lifted by the supplier at his cost.

4. In case supplier backs out of his contract, his earnest money shall be forfeited, and such other action will be taken as deemed fit by the University.

5. The bill in duplicate may be sent to the _____BBAU, Lucknow for payment.

6. Other terms and conditions are as specified in the notice inviting Tenders/Quotations.

Endst No.: _____ Dated:_____

Copy of the above is forwarded to the following for information: -

1. The Store Keeper

2. _____

ANNEXURE-E

BABASAHEB BHIMRAO AMBEDKAR UNIVERSITY, LUCKNOW

(if tender is done on quotation basis)

COMPARATIVE STATEMENT FOR _____

S. No.	Description of Goods	Rate by M/s 1	Rate by M/s 2	Rate by M/s 3
1				
2				
3				
4				
5				
Terms and Conditions				

The rates quoted by M/s ___are lowest and recommended for purchase

Signature Member 1 Signature Member 2 Signature Member 3

"ANNEXURE-F"

BABASAHEB BHIMRAO AMBEDKAR UNIVERSITY, LUCKNOW

FORMAT FOR HALF-YEARLY INFORMATION REGARDING EXCISE DUTY EXEMPTION AVAILED BY THE UNIVERSITY

Subject: **Information regarding goods on which Excise Duty Exemption has been availed for the half-yearly period ending June/December_____**

.

Sr. No.	Name of Item	Cost of Item*	Amount of Excise Duty	Name & address of the supplier	Bill No. & Date	Remarks
1.						
2.						
3.						

*The cost of material/item under column No. 3 should be given after deducting discount, if any, and before adding taxes etc.

Certified that the information given above is correct

Dated:

Signature of HOD
(Office Seal)

"ANNEXURE-G"

BABASAHEB BHIMRAO AMBEDKAR UNIVERSITY, LUCKNOW

FORMAT FOR HALF-YEARLY INFORMATION REGARDING CUSTOM DUTY EXEMPTION AVAILED BY THE UNIVERSITY

Subject: Information regarding goods on which Custom Duty Exemption has been availed for the half-yearly period ending June/December _____

Sr. No.	Description of the Item	Cost of Item (Rs.)*	Name & address of the Supplier	Bill No. & Date	Actual date of release of consignment
1.					
2.					
3.					
4.					

*The cost of material/item under column No. 3 should be given after deducting discount, if any.

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

Certified that the information given above is correct.

Dated:

Signature of HOD

Supplier Relationship Management

Supplier Relationship Management comprises the following functions:

1. Ensuring compliance of suppliers to the Code of Integrity for Public Procurement and Integrity Pact (CIPP) if stipulated in Tender Documents;
2. Removal from the list of registered suppliers and debarment of firms;
3. Development of new sources and registration of suppliers.

Code of Integrity for Public Procurement (CIPP), Public procurement is perceived to be prone to corruption and ethical risks. To mitigate this, all the officials of Procuring Entities involved in procurement and the bidders/ suppliers must abide by the Code of Integrity for Public Procurement (CIPP). All Procuring officials should sign declarations to this effect periodically, on nomination to a committee and/or during the extension of their tenure in the committee, and in various Procurement decisions (including Need Assessment).
The bidders/ suppliers should be asked to sign a declaration about abiding by a Code of Integrity for Public Procurement in registration applications and in tender documents, with a warning that, in case of any transgression of this code, it would be liable for punitive actions as detailed in sub-para 3). (Rule 175 of GFR 2017).

As part of the efforts for transparency each person involved with the purchase and procurement in the University and each organization bidding for the tender and/or working in the University will sign an Integrity Pledge in the Government of India website of the Central Vigilance Commission. While signed pledge by the officials of the University will be maintained in the records in the office of the Registrar, the pledge signed by the bidder will form part of the tender document/ quotation as the case may be.