

UNIVERSITY OF JAMMU

CIRCULAR

Based on the approval accorded by the 81st University Council at its meeting held on 20th October, 2016 and in pursuance to the notification 01 of 2017 dated: 06-01-2017 issued by the Co-ordination Section, the Vice-Chancellor is pleased to authorize the implementation of the revised regulations "relating to procurement of goods and services and management of stores in the University", as per the General Financial Rules 2005 (as detailed in the enclosed annexure) w.e.f. 1st April, 2017.

No.Fin./2016-17/9142-9202
Dated: 19/01/2017

[Signature]
Assistant Registrar (B&F)
19/1/17
34
19/01/2017

Copy to:-

1. Spl. Secy. to the Vice-Chancellor
2. P.S to Dean Academic Affairs
3. Sr. P.A. to Registrar
4. Sr. P.A. to Joint Registrar
5. Sr. P.A. to Controller of Examinations /Director, Colleges Dev. Council
6. Sr. P.A. to Joint Registrar (Examinations).
7. All Rectors/Project Directors of the Campuses of the University
8. Dean Students, Welfare/Provost Hostels
9. All Head of the Teaching Deptts. of the University
10. All Directors of the University
11. Convener, Campuses Beautification
12. PA's to OSD Exams.
13. Convener, Publication Cell
14. I/C Librarian, Dhanvantri Library
15. Programme Coordinator, NSS
16. Chief Medical Officer, Health Centre
17. All Wardens of the University Hostels
18. All Dy. Registrars/Asstt. Registrars
19. Chief Coordinator, SPRU
20. Executive Engineer, UWD
21. Manager Guest House
22. Content Manager, University Website
23. Security Officer, University of Jammu
24. All Sections
25. G. file

UNIVERSITY OF JAMMU

NOTIFICATION 01 OF 2017

DATE: 06.01.2017

Subject: UNIVERSITY REGULATIONS

It is notified that the **81st meeting of the University Council** held on **20th October, 2016** at Raj Bhavan, Srinagar approved the following Regulations:-

I)

- a) Bifurcation of the 'Board of Sports and Youth Welfare' as 'Board of Sports' and 'Board of Students Welfare'.
- b) Prescription of composition and Regulations governing 'Board of Sports' and 'Board of Students Welfare' as given in **Annexure-I** shall replace the existing in the **Chapter-II** of the University Calendar, **Vol-I (Resolution 81.05)**;

and other modification in University Calendar after bifurcation:

| | Existing | | Amended |
|----------------|-------------------------------------|----------------|-----------------------------------|
| 4.1 (5) | Director, Youth Welfare - Secretary | 4.1 (5) | Dean Students Welfare - Secretary |

shall replace the existing in the **Chapter-XXX** of the University Calendar, Vol-I (Resolution 81.05)

- II)** Adoption of Placement Policy of the University of Jammu as given in **Annexure-II** shall be incorporated in as new **Chapter-XXXVII-F** of the University Calendar, **Vol-I (Resolution 81.06)**.
- III)** Adoption of guidelines for checking of Plagiarism as given in **Annexure-III** shall be incorporated in as new **Chapter-LVIII-A** of the University Calendar, **Vol-II (Resolution 81.09)**.
- IV)** Amendments in the Regulations governing the discipline of Students of the Teaching Departments of the University of Jammu as given in **Annexure-IV** shall be incorporated in the **Chapter-XX** of the University Calendar, **Vol-I (Resolution No. 81.10)**.
- V)** Amendment in raising of funds through the Alumni/Civil Society under the provisions as given in the Regulations governing the Corpus Fund, the **point 3(V)** of these regulations in the **Chapter XXX** of the University Calendar, **Vol-I** shall be read as under (**Resolution No. 81.11**):

3(v) Contributions from alumni associations/Corporate Sector/Civil Society/ NRIs/PIO/Any other source.

- VI)** Adoption of revised norms/guidelines for the election of Students Union in the University of Jammu as given in **Annexure-V** shall be incorporated in as new **Chapter-XXII-A** of the University Calendar, **Vol-I (Resolution No. 81.17)**.
- VII)** Adoption of UGC guidelines on Determination of a Uniform Span within which a students may be allowed to qualify for a Degree as given in **Annexure-VI**. In the following exceptional circumstances, the student shall be allowed to complete the programme in one more year after N+2 years :
1. Serious illness requiring hospitalization.
 2. Death of one of the following members on the day of Examination/one day before Examination (Mother, Father, Mother-in-law, Father-in-Law, Brother, Sister, Son & Daughter).
 3. Serious accident requiring hospitalization.
 4. Prolonged disability requiring medical care.
 5. Curfew, riots, natural disaster causing immobility of the candidate to reach the Examination Hall.

- VIII)** Amendments in the regulations relating to the award of internal Assessment in Theory and Practical papers of B.A./B.Sc./B.Com./BBA/BCA/Honours Course from the session 2016-17 shall be incorporated in the **Chapter-XLII** of the University Calendar, **Vol-II** be reads under (**Resolution No. 81.21**):

| EXISTING | Modified |
|---|--|
| <p><u>Theory papers</u> 1 A) ii) Two written assignments/project reports : 10 marks (05 marks each)</p> | <p><u>Theory papers</u> 1 A) ii) One written Test : 10 marks (test comprising of objective and descriptive of 05 marks each)</p> |
| <p><u>Practical papers</u> 2 (a) i) 1st assessment on the basis of day-to-day performance in the laboratory/field : 06 marks ii) 2nd assessment on the basis of day-to-day performance in the laboratory/field : 06 marks</p> | <p><u>Practical papers</u> 2 (a) i) Assessment on the basis of day to day performance in the laboratory/field : 12 marks ii) deleted</p> |
| <p>2 (b) ii) Two written assignments : 10 marks (05 marks each)</p> | <p>2 (b) ii) One Practical Test : 10 marks</p> |

- IX) Adoption of amended Regulations governing Teacher's Welfare Fund for the Teachers of the University and of all Non-Professional and Non-Technical Govt. Degree Colleges as given in **Annexure-VII** shall be incorporated in the **Chapter-III** of the University Calendar, **Vol-I (Resolution No. 81.37)**.
- X) Adoption of the General Financial Rules-2005 in the University with necessary amendments in the relevant Statutes of the University as given in **Annexure-VIII** shall be incorporated in the **Chapter-XXXV** of the University Calendar, **Vol-I (Resolution No. 81.40)**.

No: Coord/81-UC/Reg/1-99

Baba Saheb Ambedkar Road,
Jammu (Tawi) - 180 006.

Date: 6/1/2017


(Prof. Keshav Sharma)
REGISTRAR

Copy to:

1. Principal Secretary to Hon'ble Governor (Chancellor of the University), Raj Bhavan, Jammu.
2. Deputy Secretary/Under Secretary/Private Secretary to Hon'ble Governor (Chancellor of the University), Raj Bhavan, Jammu.
3. Principal Secretary to the Hon'ble Chief Minister (Pro-Chancellor) Chief Minister's Secretariat, Jammu.
4. Financial Commissioner to Planning and Development Dept., J&K Govt., Civil Secretariat, Jammu.
5. The Private Secretary to the Hon'ble Education Minister, Higher Education Dept., Civil Secretariat, Jammu.
6. Commissioner Secretary to Govt., Higher Education Department, J&K Govt., Civil Secretariat, Jammu.
7. Commissioner Secretary to Govt., Finance Dept. (Financial Advisor Universities), Civil Secretariat, Jammu.
8. All members of the University Council/Syndicate, University of Jammu.
9. Spl. Secretary to Vice-Chancellor, University of Jammu/ Kashmir.
10. Sr. P.A. to Dean Academic Affairs, University of Jammu.
11. Sr. P.A. to Dean Research Studies, University of Jammu.
12. Deans of the Faculties of the University of Jammu.
13. Dean Students Welfare/Placement Cell, University of Jammu.
14. Sr. P.A. Controller of Examinations, University of Jammu/Kashmir.
15. All Rectors/Directors Campuses, University of Jammu.
16. Coordinator Campuses, University of Jammu.
17. Sr. P.A. to Director, CDC/DLL/DDE/DIQA.
18. Sr. P.A. to Joint Registrar (Finance)
19. Principals of all affiliated Colleges of the University.
20. I/c Librarian, Dhanvantri Library, University of Jammu.
21. All Branch Officers of the Registry.
22. Assistant Director, (IT Enabled Services) to upload Notification in University website.
23. Guard file.

UNIVERSITY OF JAMMU

CHAPTER XXXV

"REGULATIONS RELATING TO PROCUREMENT OF GOODS & SERVICES AND
MANAGEMENT OF STORES IN THE UNIVERSITY"INTRODUCTORY

1. With the ever expanding activities of the University, considerable annual expenditure is being incurred by the various departments of the University on stores, which has necessitated to exercise utmost economy and efficiency in their procurement and utilization.

The following guidelines are , therefore, being laid down to enable the University employees entrusted with the function of procurement and accountal of stores to be followed.

GOODS AND SERVICES

2. Goods are tangible products for sale and possession that can be moved from one place to another.

Service is an intangible system that is not store and does not result in ownership.

2. The term "goods and services" includes all articles, material, commodities, live stock, general furniture/laboratory furniture, fixtures, raw materials, spares, instruments, machineries, equipments, industrial plant, chemicals, solvents, gases, glassware, stationery, liveries, and any other item meant for Research & Development, both standard and non standard

It also includes Annual Maintenance Contracts(AMC) of goods and equipment purchased or otherwise acquired for the use of Institute, custom clearance & cargo handling & consolidation services, exporting of goods for warranty replacements/repairs/upgradation, Specific Scientific & Technical Services viz, Professional consultant services, Computer & Network management, Software & Web design Development services, Special Storage, Communication facilities, outsourcing activities relating to Infrastructure, housekeeping, security, horticulture, empanelment of media agency including graphic designer, cartoonist, etc, but excludes books, publications, periodicals etc. purchased for a library, or any other item that is included in the definition from time to time.

DIVISION OF STORES

3. The purchase of stores and machinery will be divided into two categories viz.

- i) Articles of standard pattern/design commonly available in the market or which can be manufactured locally according to given design and specifications.
- ii) Articles of proprietary, special or unusual character.
- iii) It also includes dead Stock such as plant and machinery, instruments, furniture and equipment, fixtures, live stock (if any) and also the 'engineering stores'.

4. PROCEDURE

4.1 PROCEDURE FOR PURCHASES OF GOODS

For procurement of article category (i) above, the following procedures shall be adopted:-

4.1.1 Purchase of goods without quotations

Purchase of goods upto the value of Rs.15,000/- (Rupees fifteen Thousand only) as per Schedule of Delegation of Financial Powers on each occasion may be made without inviting quotations or bids on the basis of a certificate to be recorded in the following format.

"I _____, am personally satisfied that these goods purchased are of the requisite quality and specification and have been purchased from a reliable supplier at a reasonable price".

4.1.2 Purchase of goods by Purchase Committee

Purchase of goods costing above Rs.15,000/- (Rupees Fifteen Thousand only) and upto Rs.1,00,000/- (Rupees One Lakh only) on each occasion may be made on the recommendation of Local Purchase Committee consisting of three members of an appropriate level as decided by the Registrar/Finance Officer/H.O.D/Dean/Rector/Director. The Committee will survey the market to ascertain the reasonableness of rates, quality and specifications and identify the appropriate supplier. Before recommending placement of the purchase order, the members of the Committee will jointly record a certificate as under:-

"Certified that we _____, members of the Purchase Committee re jointly and individually satisfied that the goods recommended for purchase are of the



requisite specification and quality, priced at the prevailing market rate and the supplier recommended is reliable and competent to supply the goods in question".

4.1.3 Purchase of goods directly under rate contract

The University may directly procure goods under rate contract from the DGS&D. The prices to be paid for such goods shall not exceed those stipulated in the rate contract and the other salient terms and conditions of the purchase should be in line with those specified in the rate contract. The ^{University}/School / Department / Centre / division / Section shall make its own arrangement for inspection and testing of such goods wherever required.

A demand for goods should not be divided into small quantities to make piecemeal purchases to avoid the necessity of obtaining the sanction of Competent Authority required with reference to the estimated value of the total demand.

4.1.4 Purchase of goods through bids

The University may follow the following standard method of obtaining bids in:

- a. Advertised tender enquiry;
- b. Limited tender enquiry;
- c. Single tender enquiry;
- d. Two bid system.

4.1.5 Advertised tender enquiry

- a. Subject to exceptions incorporated under Rules as above, invitation to tenders by advertisement should be used for procurement of goods and services of estimated value Rs.25 lakh (Rupees Twenty Five Lakh only) and above. Advertisement in such case should be given in one Local as well as one National Newspaper having wide circulation.
- b. The University should also publish all the advertised tender enquiries on the website and provide a link with NIC website. It should also have its website address in the advertisements in one local and one national Newspaper.
- c. The University should also host the complete bidding document on its website and permit prospective bidders to make use of documents downloaded from the website by payment of the amount specified, if priced.
- d. Ordinarily, the minimum time to be allowed for submission of bids should be three weeks from the date of publication of the tender notice or availability of the bidding document for sale, whichever is later. Where the department also contemplates obtaining bids from abroad, the minimum period should be kept as four weeks for both domestic and foreign bidders.



4.1.6 Limited tender enquiry

- a. This method may be adopted when estimated value of the goods and services to be procured is up to Rupees Twenty-five Lakhs only. Copies of the bidding document should be sent directly by speed post/registered post/courier/e-mail to firm which are borne on the list of registered suppliers for the goods and services in question as referred to above. The number of supplier firms in Limited Tender Enquiry should be more than three. Further, web-based publicity should be given for limited tenders. Efforts should be made to identify a higher number of approved suppliers to obtain more responsive bids on competitive basis.
- b. Purchase through Limited Tender enquiry may be adopted even where the estimated value of the procurement is more than Rupees Twenty Five Lakhs; in the following circumstances:-
 - i. The Competent Authority in the University certify that the demand is urgent and any additional expenditure involved by not procuring through advertised tender enquiry is justified in view of urgency. The University should also put on record the nature of the urgency and reasons why the procurement could not be anticipated.
 - ii. There are sufficient reasons, to be recorded in writing by the Competent Authority, indicating that it will not be in public interest to procure the goods through Advertised Tender Enquiry.
 - iii. The source(s) of supply are definitely known and possibility of fresh sources(s) beyond those being tapped is remote.
 - iv. Sufficient time should be allowed for submission of bids.

4.1.7 Single Tender Enquiry

Procurement from a single source may be resorted to in the following circumstances:-

- a. It is in the knowledge of the user department that only a particular firm is the manufacturer of the required goods.
- b. In case of emergency, the required goods are necessarily to be purchased from a particular source and the reason for such decision is to be recorded and approval of the Competent Authority obtained.
- c. For standardization of machinery or spare parts to be compatible to the existing sets of equipment (on the advice of a Competent Technical Expert and approved by the Competent Authority), the required item is to be purchased only from selected firm.



Proprietary Article certificate in the following form is to be provided by the Indenting Officer before procuring the goods from *as single source under the* provision of Para 5.3 (c) as applicable.

I. The indented goods are manufactured by M/s _____

II. No other make or model is acceptable for the following reasons:-

III. Concurrence of the Finance Wing to the proposal vide: _____

IV. Approval of the Competent Authority vide

(Signature with date
and designation of the
procuring officer)

4.1.8 Two bid system

For purchasing high value goods of a complex and technical nature, bids may be obtained in two parts as under:-

- a. Technical bid consisting of all technical details alongwith commercial terms and conditions; and
- b. Financial bid indicating item-wise price for the items mentioned in the technical bid.

The technical bid and the financial bid should be sealed by the bidder in separate covers duly superscribed and both these sealed covers are to be put in a bigger cover which should also be sealed and duly superscribed. The technical bids are to be opened and evaluated by the competent committee or authority. At the second stage, financial bids of only the technically acceptable offers should be opened for further evaluation and ranking before awarding the contract.

Ph *(SBP)*

SA

4.1.9 Late bids

In case of Advertised Tender Enquiry or Limited Tender Enquiry, late bids (bids received after specified date and time for receipt of bids) should not be considered.

4.1.10 Contents of bidding document

All the terms, conditions, stipulations and information to be incorporated in the bidding document are to be shown in the following headings:-

- a. Instruction to bidders.
- b. Conditions of contract.
- c. Schedule of requirements.
- d. Specifications and allied technical details.
- e. Price schedule (to be utilized by the bidders for quoting their prices)
- f. Contract form
- g. Other standard forms, if any, to be utilized by the purchaser and bidders.
- h. Warranty and post warranty maintenance, and
- i. Commercial conditions.

4.1.11 Bid Security

- (i) To safeguard against bidder's withdrawing or altering its bid during the bid validity period in case of advertised or limited tender enquiry, Bid Security (also known as Earnest Money) is to be obtained from the bidders. The SSI units, Public sector Undertakings shall also furnish earnest money for the amount as specified in the latest Central/State Government orders amended from time to time.
- (ii) The bidders should be asked to furnish bid security along with their bids. Amount of bid security should ordinarily range between two to five percent of the estimated value of the good to be procured. The bid security may be accepted in the form of Account Payee Demand Draft, Fixed Deposit Receipt, or CDR from any of the Commercial/Scheduled banks. The bid security is normally to remain valid for a period of forty five days beyond the final date validity period.
- (iii) Bid securities of the unsuccessful bidders should be returned to them at the earliest after the expiry of the final bid validity and latest on or before the 30th day of the award of the contract.

Ph (LB) P.

34

4.1.12 Advance payment to supplier

- a. Ordinarily, Payments for services rendered or supplies made should be released only after the services have been rendered or supplies made. However, it may become necessary to make advance payments in the following types of cases:-
- i. Advance payment demanded by firms holding maintenance contracts for servicing of air-conditioners, computers, other costly equipments, etc.
 - ii. Advance payment demanded by firms against fabrication contract, turn-key contracts etc.
- b. Such advance payments should not exceed the following limits:
- i. Thirty percent of the contract value to private firms:
 - ii. Forty percent of the contract value to a State or Central Government agency or a Public Sector Undertaking; or
 - iii. In case of maintenance contract, the amount should not exceed the amount payable for six months under the contract.

The University may relax, in consultation with the Finance Officer, the ceilings (including percentage laid down for advance payment for private firms) mentioned above. While making any advance payments as above, adequate safeguards in the form of bank guarantee etc. should be obtained from the firm.

4.1.13 Part Payment to Suppliers

Depending on the terms of delivery incorporated in a contract, part payment to the supplier may be released after receiving proof of dispatch of goods from its premises in terms of the contract.

4.2 PROCUREMENT OF SERVICES

- 4.2.1. The University may hire external professionals, consultancy firms or consultants (referred to as consultant hereinafter) for a specific job, which is well defined in terms of content and time frame for its completion or outsource certain services.

These rules

4.2.2 This chapter contains the fundamental principles applicable to all Departments of University regarding engagement of consultant(s) and outsourcing of services. Detailed instructions to this effect may be issued by the University. However, the Departments shall ensure that they do not contravene the basic rules contained in this chapter.

4.2.3 Identification of Work/Services required to be performed by Consultants : Engagement of consultants may be resorted to in situations requiring high quality services for which the University / concerned Department does not have requisite expertise. Approval of the competent authority should be obtained before engaging consultant(s).

4.2.4 Preparation of scope of the required work/service: The University /Departments should prepare in simple and concise language the requirement, objectives and the scope of the assignment. The eligibility and prequalification criteria to be met by the consultants should also be clearly identified at this stage.

4.2.5 Estimating reasonable expenditure : The University or Department proposing to engage consultant(s) should estimate reasonable expenditure for the same by ascertaining the prevalent market conditions and consulting other organisations engaged in similar activities.

4.2.6 Identification of likely sources :

(i) Where the estimated cost of the work or service is upto Rupees twenty-five lakhs, preparation of a long list of potential consultants may be done on the basis of formal or informal enquiries from other University or Departments.

(ii) Where the estimated cost of the work or service is above Rupees twenty-five lakhs, in addition to (i) above, an enquiry for seeking 'Expression of Interest' from consultants should be published in at least one national daily and the University's web site. The web site address should also be given in the advertisements. Enquiry for seeking Expression of Interest should include in brief, the broad scope of work or service, inputs to be provided by the University or Department, eligibility and the pre-qualification criteria to be met by the consultant(s) and consultant's past experience in similar work or service. The consultants may also be asked to send their comments on the objectives and scope of the work or service projected in the enquiry. Adequate time should be allowed for getting responses from interested consultants.

4.2.7 Short listing of consultants :

On the basis of responses received from the interested parties as per **4.2.6**, consultants meeting the requirements should be short listed for further consideration. The number of short listed consultants should not be less than three.

4.2.8. Preparation of Terms of Reference (TOR) : The TOR should include

- (i) Precise statement of objectives;
- (ii) Outline of the tasks to be carried out;
- (iii) Schedule for completion of tasks;

- (iv) The support or inputs to be provided by the University or Department to facilitate the consultancy.
- (iv) The final outputs that will be required of the Consultant;

4.2.9. Preparation and Issue of Request for Proposal (RFP) : RFP is the document to be used by the University/Department for obtaining offers from the consultants for the required work/service. The RFP should be issued to the shortlisted consultants to seek their technical and financial proposals. The RFP should contain:

- (i) A letter of Invitation
- (ii) Information to Consultants regarding the procedure for submission of proposal
- (iii) Terms of Reference (TOR).
- (iv) Eligibility and pre-qualification criteria incase the same has not been ascertained through Enquiry for Expression of Interest.
- (v) List of key position whose CV and experience would be evaluated.
- (vi) Bid evaluation criteria and selection procedure.
- (vii) Standard formats for technical and financial proposal.
- (viii) Proposed contract terms.
- (ix) Procedure proposed to be followed for midterm review of the progress of the work and review of the final draft report.

4.2.10 Receipt and opening of proposals : Proposals should ordinarily be asked for from consultants in 'Two bid' system with technical and financial bids sealed separately. The bidder should put these two sealed envelopes in a bigger envelop duly sealed and submit the same to the University or Department by the specified date and time at the specified place. On receipt, the technical proposals should be opened first by the University or Department at the specified date, time and place.

4.2.11 Late bids i.e. bids received after the specified date and time of receipt should not be considered.

4.2.12 Evaluation of Technical Bids : Technical bids should be analyzed and evaluated by a Consultancy Evaluation Committee (CEC) constituted by the University or Department. The CEC shall record in detail the reasons for acceptance or rejection of the technical proposals analyzed and evaluated by it.

4.2.13 Evaluation of Financial Bids of the technically qualified bidders : The University or Department shall open the financial bids of only those bidders who have been declared technically qualified by the Consultancy Evaluation Committee as per 4.2.12 above for further analysis or evaluation and ranking and selecting the successful bidder for placement of the consultancy contract.

4.2.14 Consultancy by nomination: Under some special circumstances, it may become necessary to select a particular consultant where adequate justification is available for such single-source selection in the context of the overall interest of the University or Department. Full justification for single source selection should be recorded in the file and approval of the competent authority obtained before resorting to such single-source selection.

4.2.15 Monitoring the Contract: The University /Department should be involved throughout in the conduct of consultancy, preferably by taking a task force approach and continuously monitoring the performance of the consultant(s) so that the output of the consultancy is in line with the University /Department's objectives.

OUTSOURCING OF SERVICES

4.2.16 Outsourcing of Services: A University or Department may outsource certain services in the interest of economy and efficiency and it may prescribe detailed instructions and procedures for this purpose without, however, contravening the following basic guidelines.

4.2.17 Identification of likely contractors: The University or Department should prepare a list of likely and potential contractors on the basis of formal or informal enquiries from other University or Departments.

4.2.18 Preparation of Tender enquiry : University or Department should prepare a tender enquiry containing, inter alia :

- (i) The details of the work or service to be performed by the contractor;
- (ii) The facilities and the inputs which will be provided to the contractor by the University or Department;
- (iii) Eligibility and qualification criteria to be met by the contractor for performing the required work/service; and
- (iv) The statutory and contractual obligations to be complied with by the contractor.

4.2.19 Invitation of Bids:

- (a) For estimated value of the work or service upto Rupees ten lakhs or less : The ^{University} Ministry or Department should scrutinise the preliminary list of likely contractors as identified as per 4.2.17 above, decide the prima facie eligible and capable contractors and issue limited tender enquiry to them asking for their offers by a specified date and time etc. as per standard practice. The number of the contractors so identified for issuing limited tender enquiry should not be less than six.
- (b) For estimated value of the work or service above Rupees ten lakhs: The University or Department should issue advertised tender enquiry asking for the offers by a specified date and time etc. in at least one popular largely circulated national newspaper and web site of the University or Department.

4.2.20 Late Bids : Late bids i.e. bids received after the specified date and time of receipt, should not be considered.

4.2.21 Evaluation of Bids Received : The University or Department should evaluate, segregate, rank the responsive bids and select the successful bidder for placement of the contract.

4.2.22. Outsourcing by Choice : Should it become necessary, in an exceptional situation to outsource a job to a specifically chosen contractor, the Competent

Authority in the University may do so in consultation with the Financial Adviser. In such cases the detailed justification, the circumstances leading to the outsourcing by choice and the special interest or purpose it shall serve shall form an integral part of the proposal.

- 4.2.23 Monitoring the Contract:** The University or Department should be involved throughout in the conduct of the contract and continuously monitor the performance of the contractor.

INVITATION OF TENDERS/QUOTATIONS

5.1 Tenders may not be invited for purchase to be made from:-

- a) Kashmir Govt. Arts Emporium
- b) National textile Corporation of India
- c) All Central/State Govt. Undertakings
- d) Licensed items
- e) Government Stationery Depot
- f) Autonomous Bodies established by the Government
- g) Any other agency approved by the Vice-Chancellor in consultation with the Financial Adviser.
- h) Articles imported by the Departments concerned from other countries directly or through the Sole agents of foreign firms in the country.

5.2 The following points shall be kept in view while inviting tenders/quotations:-

- i) The tender notice shall always be sent under Certificate of posting or through a messenger against a proper receipt which should be maintained in record.
- ii) The place of delivery should invariably be specified in the notice calling for tenders/quotations.
- iii) In the notice calling for quotations/tenders, the date and time by which they will be required to be received should be clearly specified. Tenders/quotations received after the specified time should not normally be considered.
- iv) The tenders/quotations should be invited sufficiently ahead of the actual date of receipt except in emergent cases to enable tenderers to quote rates after due consideration.
- v) The articles required should be fully described giving designs and specifications wherever necessary or samples kept to ensure fair competition.
- vi) In the case of purchases by open tender/quotations of engineering stores, furniture, equipment exceeding Rs.5000/- earnest money in cash/Bank Draft should invariable be demanded, which should amount to 5% to 10% of the estimated cost of stores. In the event of failure to comply with the supply order, the earnest money should stand forfeited or utilized to meet expenditure by purchasing from other sources. The earnest money should be refunded after

three months from the date of satisfactory completion of the supply. In the case of defective supply received or defects noticed within a specified period (say three months) the suppliers should be required to repair/replace the materials, furniture, equipment etc. at their cost failing which the material may be repaired/purchased from another agency and the difference in cost, if any, adjusted from the earnest money.


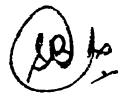
Note: The condition of furnishing call deposit may be relaxed by the Vice-Chancellor on the recommendations of Purchase Committee in genuine cases where he feels satisfied that the supplier shall not back out.

- vii) In the notice calling for quotations/tenders it should be specifically stated that the accepting officer has the right to accept the rates of some or all the articles required as considered necessary by him. For this purpose contractors/supplies shall be careful in quoting "the rates for each article quite independent of the rates for other articles. The tenders/quotations received should be serially numbered by the opening officer who should also indicate the last tender/quotation as final under his initials.
- viii) The quotations/tenders should be opened by the concerned Purchase Committee who will also sign on the tenders and comparative statement.
- ix) Comparative Statement of tenders should be made out and signed by the manufacturers should be specified therein. The purchase Committee should record on the comparative statement of tenders the rates accepted which will be specified in the supply order. The Comparative Statement of tenders alongwith the rejected tenders should be kept on record for audit purposes.
- x) The alterations/over-writings in the tenders/quotation under the initials of the officers opening them.
- xi) If response to any invitation to tender/quotations indicates that owing to inadequate publicity or any other reasons, favorable rates have not been received or no satisfactory tender is response to invitation of tenders, fresh tenders/.quotations will be invited and measures taken to bring the invitation to tender to the notice of all possible tenders.
- xii) Where the other conditions are equal normally lowest rates will be accepted. If for any reasons, the lowest rates are considered to be unsuitable or unreasonable or the quality of material to be purchased is found to be inferior, as ascertained by the Purchase Committee the purchase may be effected at the rates other than the lowest with the permission of the Vice-Chancellor but reasons therefore must be recorded on the comparative statement of tenders.
- xiii) While accepting tenders the competent authority shall take into consideration the financial status of the tenderer and his capacity to carry out the contract or order.

- xiv) After the purchase rate has been determined, a written supply order shall invariably be issued indicating the requirements of the various articles, rates accepted, time by which supply is required to be completed and other conditions connected with the purchase. The original supply order should be sent in support of the bill after the purchase has been completed. For this purpose, two copies of the supply order should be sent to the supplier.
- xv) In the case of articles frequently required throughout the year viz. stationery etc; efforts should be made for entering into a running contract for a year or such smaller period as may be considered necessary to avoid calling for tenders / quotations every now and then.
- xvi) As far as possible it should be ensured that the requirements of various kinds of stores required in each department are foreseen sufficiently in advance with a view to ensure economical purchase by following normal rules of making the purchase and thus avoiding the necessity of making emergency purchases which comparatively cost more.
- xvii) Articles which are likely to depreciate or deteriorate during storage should not be purchased long in advance to more than what are actually required.
- xvii) As far as may be considered feasible for purchase of such equipment or articles which are usually purchased by the institutions or Department of the State Government which may be in close touch with the market, their assistance in procurement of such stores may also be obtained.

5.3 GENERAL INSTRUCTIONS

- a. The officer in charge of Purchase & Procurement shall convene meeting of the Purchase Committee within 4 weeks from the date of receipt of indent or as and when necessary.
- b. The Purchase Committee shall approve the tendered rates of the firms in different items required and orders for the items approved by the aforesaid Committee shall be placed with these firms by University as and when necessary.
- c. If the purchase of any item, the rate which has not already been approved by the Committee should become necessary in exceptional circumstances and when time does not permit the convening of a meeting of the Purchase Committee, the purchase of the item shall be approved by the Competent Authority and the same be placed before the next meeting of the Purchase Committee.



d. In the event of a change in the rates already approved by the Purchase Committee and when time does not permit the convening of a meeting of the Purchase Committee, the purchase at the revised rates shall be approved by the Competent Authority and the same shall be placed before the next meeting of the Purchase Committee.

- e. The Purchase Committee may appoint a Sub Committee consisting of at least three members for market survey and technical evaluation, as and when required.

5.4 Notwithstanding anything contained in these Regulations the Vice- Chancellor may constitute Special Purchase Committees for purchase of such articles/equipment the procurement of which is urgently required to be made in the interest of the University Work/Administration.

5.5 Transparency, Competition, Fairness and Elimination of arbitrariness in the procurement process:-

All conditions stipulated under Rule 160 of General Financial Rules, 2005 of Government of India issued by the Department of Expenditure, Ministry of Finance shall be applicable.

Anything not covered in the above rules will be governed by GFR Rules 2005 issued by the Department of Expenditure, Ministry of Finance.

