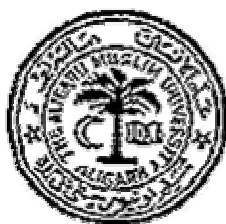


ALIGARH MUSLIM UNIVERSITY

RULES FOR PURCHASE OF EQUIPMENTS & STORE



ALIGARH MUSLIM UNIVERSITY,

ALIGARH – 202 002.

OFFICE OF THE REGISTRAR,
(COUNCIL SECTIONS),
ALIGARH MUSLIM UNIVERSITY,
ALIGARH.

Dated: 19 Nov. 1985

OFFICE MEMO

In supersession of the Office Memo L.D.No.(C)/1997/Reg./E.C. vested in him under section 19(3) of the Aligarh Muslim University (Amendment) Act, 1981 has approved the implementation of the Revised "Rules for Purchase of Equipments & Store" (as appended) with immediate effect.

The above action of the Vice-Chancellor will be reported to the Executive Council at its next meeting.

REGISTRAR

Encl.: As above.
No.C-IV-Rules-7/980

Dated: November 19, 1985

DISTRIBUTION:

1. Deans, of Faculties/Dean Students Welfare,
2. Chairman, of the Departments of Studies/Heads of Sections in Engineering College,
3. Principals of Colleges/University Polytechnic/Schools,
4. Provosts, of Halls of Residence/N.R.S.C.,
5. Heads of Offices/Director of Institutes,
6. Finance Officer (5 Copies)
7. Controller of Examination of Admissions,
8. Development Officer/O.S.D. (Development),
9. Deputy Registrars/Deputy Finance Officers,
10. Internal Audit Officer (5 Copies)
11. Assistant Registrars/Assistant Finance Officers,
12. Property Officer/Estate Officer (5 Copies)
13. Assistant Registrar (Councils) for report to E.C.,
14. Secretary to Vice-Chancellor/Pro-Vice-Chancellor,
15. P.A. to Registrar,
16. Section Officer (Record).

RULES AND PROCEDURE FOR THE PURCHASE OF STORES AND EQUIPMENTS.

NOTE: i). These rules shall supersede all the existing rules and circulars on the subject.

ii). In terms rules the term “Store” applies generally to all articles and materials purchase for the use of the University including articles of dead stock of the nature of Plant, Machinery Instrument, Furniture Fixtures and Live Stock etc.

1. There shall be a Central Purchase Committee consisting of at least 5 persons to be nominated by the Vice-Chancellor for a period of 2 years. The Purchase Committee shall have the power to co-opt any person form relevant field. The Purchase Officer shall be the convenor of the Central Purchase Committee. There shall also be a Chairman to be nominated by the Vice-Chancellor.

The Committee shall ordinarily meet in May, August, November, and February. The functions of the Committee shall be:-

“Save as otherwise provided, all purchase of furniture both wooden, steel and office equipments e.g., Type writer, Duplicators, Accounting Machine, Desert Coolers and Water Coolers, Refrigerators, Air-Conditioners etc.

For all the Faculties, Departments, Offices and Halls of the University shall be made out of pool provisions and Plan Scheme other than laboratory equipment”.

Note: i). In case of urgency, Chairman of the Central Purchase Committee may recommended purchase not exceeding Rs.15,000.00.

ii). In case where funds have been provided out of pool provision to Halls/Schools, the purchase of furniture etc. will be made by the Provosts/Principals on the approved rate of the Central Purchase Committee or directly where the rates have not been approved by the Committee.

2. The Purchase Officer shall be under over all control of the Finance Officer.

3. Beside Central Purchase Committee there shall be Purchase Committee for each Department and Office. The function of the these Committees shall be make direct purchases a article required by them such as Medicines, Chemicals, Instruments, Laboratory Equipments, Electrical Goods (provided Electricity Department is unable to supply) and other articles.

4. The construction of these Committees shall be as follows:-

i). J. N. Medical College Hospital:

- a). Superintendent, J. N. Medical College Hospital.
- b). Deputy Superintendent, J. N. Medical College Hospital.
- c). Assistant Finance Officer (Hospital).

ii). A. K. Tibbiya College Hospital:

- a). Principal, A.K. Tibbiya College Hospital.
- b). Incharge Hospital
- c). Assistant Finance Officer to be nominated by the Finance Officer.
(vide circular of the Registrar No.C-IV-Rule-7/40 dated 12.04.1986)

iii). Faculties:

- a). Dean,
- b). One Senior Most Professor, next to the Dean.

iv). Department of Studies:

- a). Chairman,
- b). Two teacher by seniority next to the Chairman for a period of three years or till term of Office of the Chairman expires whichever is earlier, i.e. Co-terminus with the Chairman.

v). Other Offices:

- a). Member-in-Charge (if any),
- b). Head of Office and a senior Officer next to the Head.

vi). Research Scheme/Project:

- a). Chief Investigator,
- b). One teacher of the Department Co-opted by the Chief Investigator.

vii). School Maintained by the School:

- a). Manager of the Schools,
- b). Principal of the School,
- c). One senior most teacher, and
- d). Teacher of the subject concerned (if any).

5. Purchase Committee shall meet as and when required. However it shall meet ordinarily in the month of May, August, November and February.

6. The term of reference of the Committee shall be as follow:

- i). The Committee shall draw specifications and standardization of furniture equipment store normally required.
- ii). The Committee shall scrutinize rate contracts, tenders and quotation of the articles to be purchased.
- iii). The Committee shall approve rates, select the articles for purchases.

Note:- These rules shall not apply to the Building Deptt./Electricity Deptt. as both the Department have their own rules.

7. The purchase shall be made in the most economical manner in accordance with the definite requirement of the Department.

8. The case of requirement of furniture and Office equipments. All Faculties, Halls, Departments and Offices shall estimate the requirements in advance and shall send the same to the Purchase Officer the estimated requirement shall include the following details:

- a). Complete specifications with all the possible details,
- b). Quality, Number and Weight required,
- c). Name of the manufacture,
- d). Where purchase are to be made from other than pool provision availability of funds and budgets head to which the charge is to be debited by specified; and,
- e). Period by which the supply is needed.

9. The Purchase Office shall be responsible for entry of the demands in a Registrars, as per proforma given at “**Annexure-A**”,

10. On receipt of the requirements from the Departments, demand of articles shall be consolidated and the total requirement as a whole shall be worked out by the Purchase Officer.

11. Purchase of stores of stores shall be made in such a way as to encourage development of the industries in the country to the outmost possible extent, consistent with efficiency and economy, Articles, manufactured abroad may be imported by establishing a letter of credit which the State Bank of India, Aligarh in favour of the Foreign Manufacturers direct or through their authorized agents in India. In this connection, the following procedure is to be followed:-

- i). Performa invoice form the principals in quadruplicate be obtained. One copy may be retained, by the Department and the remaining three copies be send with the proposal establishing letter of credit.
- ii). In case the principals have authorized their agents in India for their business, the performa form the authorized agent in quadruplicate of agency of the principals in favour of the agents concerned.

- iii). N.M.I. custom duty exemption certificate be obtained from the Government of India to avoid the payable of custom duty.
- iv). In case of the N.M.I. and custom duty exemption certificate has not been obtained but the departments has applied for them and are likely to received before the release of consignment, the same is to be certified by the department.
- v). Certificate to the effect that the equipment are being imported under open general license policy as per government rules.
- vi). Certificate to the effect that the goods to be imported are not exempted for the demand custom duty and their import is necessary and unavoidable.
- vii). Application form for opening the letter of credit on Non-Judicial stamp paper of the requisite value duly filled in may be submitted.
- viii). The Foreign Exchange rates prevailing at the time of the opening letter of credit be obtained from the State bank of India, Aligarh and enclosed with the proposal.
- ix). The proposal for obtaining letter of credit be sent to Finance Officer with its enclosures to be accompanied with the proforma enclosed at “**Annexure-B**”.

12. There are certain article for which the Director of Industries, U.P. and Director General of supply, disposal have list of approved manufacturers and dealers of have entered into rate contract with them. In the case of purchase of these articles, tenders/quotations shall be called from these manufacturers and dealers, for this purpose, the list of approved manufacturers, dealers etc. shall be furnished by the purchase officer for references by the Departments/Purchase Committee.

13. QUOTATIONS / TENDERS

- i). Advertisement (open tenders),
- ii). Direct invitation to a limited number of firms (Limited Tenders).

Note:- i). The open tenders system i.e. invitation to tender by public advertisement in Local/National dealing shall be used in all cases in which the estimated value of the store is above Rs.50,000.00 limit.

ii). The tender system may however, be adopted instead of open tender system even when the estimated value of the demand exceed Rs.50,000.00 in the following circumstances.

a). When sufficient reason exist to indicate that it is not likely to be advantageous to call for tenders by advertisement, sealed quotations may be called for. In every such case the reason must be recorded by the Central Committee/Purchase Committee.

- b). When the Purchase Committee certifies that the demand is urgent, the calling of competitive rates be dispensed with in all such cases the Central Purchase Committee/Purchase Committee must place on record the nature of urgency.
- c). If in the opinion of competent authority it is not possible to follow prescribed procedure of purchase, tenders need not be invited for the purchase of article/group of articles costing Rs.1000.00 on each occasion.

14. The single tender may be accepted in case of articles which are specifically certified as of property nature by the Chairman/Head of the Office/Central Purchase Committee/Purchase Committee or where only a particular firm is the manufacturer of the stores demanded. In making purchase otherwise than through quotations/tenders, it will be ensured that necessary discount/rebate admissible under the rules of business is allowed by the firm.

15. For the issue of limited tender or single tender the Purchase Office/Head of the Office will maintain a list of firms:

- i). Registered with Sale Tax Department,
- ii). Registered and approved on the list of the Director General of Supplies and Disposals,
- iii). Approved with Director of Industries and of known reliability who have been able to satisfy that they possess the necessary equipment and facilities for the supply of stores which they offer. In order to help development of indigenous production, tender enquiries can also be issued to firms whose names are not borne in the list of approved suppliers but which are registered or hold a licence under the Industries (Development and Regulations) Act.

16. When the tenders are invited by an advertisement the issue of tender from need not be restricted to firms whose names are on the list of approved contractors. Where the offer from the firm not in the approved list is considered suitable, steps shall be taken to ascertain its capacity and financial standing. If the enquiring prove satisfactory, the order or a portion of it, may be placed with the firm.

17. Ordinarily late tenders i.e. tenders received after the specified time of opening should not be considered by the Central Purchase Committee/Purchase Committee in the Department/Office. In case of acceptance reasons be recorded.

18. The availability of budget provision shall invariably be ascertained before initiating action for the purchase.

19. The place of delivery shall be specified in the notice calling for tender/quotations.

20. The article required shall be fully described giving design and specifications whenever necessary or sample kept to ensure fair supply.

21. Where tender are invited for plant and machinery of which the erection at site is to under taken by the successful supplier, appropriate terms in regard to delivery and inspection at site shall be included in the notice inviting tender.
22. In the notice calling for Quotations/Tenders as per Annexure-C the date and the time by which they shall be submitted will be clearly specified. Quotation/Tenders received after the specified time will not ordinarily be considered.
23. The date by which stores are required be indicated in the notice calling for Quotations/Tenders.
24. The Quotations/Tenders be invited sufficiently in advance of the actual date of receipt except in emergent cases.
25. The Quotations/Tenders shall be submitted in sealed cover.
26. Quotations shall not be received form tenders in person but may be delivered by the tendered in the office. When not sent through post quotation shall be signed by the Chairman/Head of the Office/Purchase Officer on the cover and put before the Purchase Committee.
27. All quotations received shall be stamped on each its serial number and total number of quotations received shall be written. Any alternation/over writing in the Quotations/Tenders notice at the time of their opening should be specified on each Quotations/ Tenders and initialed by the Officer opening time. The number of tenders received shall also be recorded immediately on the relevant file.
28. In the notice calling Quotations/Tenders it should be specifically stated that the accepting officer has the right to accept the rates of same or all the articles required as considered necessary by him. For this purpose, contractors/suppliers shall be careful in quoting the rates for each article quite independent of the rates for other articles.
29. The Quotation/Tenders shall normally be opened by the Dean, Chairman of the Department of Head of the Office/Purchase Officer as the case may be after opening Quotations/Tenders a comparative statement of tenders shall be made and it is to be signed by the officer opening the tenders. The accepting Officer/Authority will record on the comparative statement of tenders the rates accepted which will be specified in the supply order, the comparative statement of tenders along with rejected tenders will be kept on record for audit purposes.
30. Normally lowest rate will be accepted , if for any reason, the lowest rates are considered to be unsuitable or unreasonable the purchase may be effected on other than the lowest rates but reason thereof will be recorded on the comparative statement of Quotations/Tenders.

31. The Central Purchase Committee/Purchase Committee shall have the right:-

- a). To reject any or all the tenders without assigning any reason.
- b). To allot full or a part of the supply to one ore more tenders.

32. If response to any invitation to Quotations/Tenders indicates that owing to inadequate publicity or other reason, favourable rates have not been received fresh Quotations/Tenders will be invited and measures taking to bring the invitation to tender to the notice of all possible tenders, also if minimum number of three quotations are not received, the tender may be re-issued/re-advertised unless the competent authority is satisfied that the rates quoted are reasonable and that no other firms are likely to quote even if the tenders is re-issued/re-advertised.

33. PURCHASE ORDER/QUOTATION INVITING LETTERS:-

*a). The order receipt to Rs.20000.00 in case to store and Rs.50000.00 in case of equipment shall be placed directly to the Department. The order exceeding above limit shall be routed through Central Accounts Office and accompanied with the performa at Annexure-D.(\$)

**b). The order for Drugs and Medicine if purchased through manufacturers be placed by the Head of Departments/Offices directly without routing it through the Finance Officer.

In case where the purchase of Drugs and Medicine are made form other than manufacturers, the order beyond Rs.3000.00 be placed through Finance Officer.

34.Purchase order/Quotation inviting latter shall be issued in which following terms be mentioned to avoid future complication:

- i). The place of delivery should be mentioned clearly,
- ii). The period within which supply is to be made should be mentioned in the Purchase order.
- iii). The suppliers may be told that article which are not found to be according to the specifications given by the University or are damaged will not be accepted and that the supplier will be liable to remove the same form the University campus within 14 days from the date of the rejection after which the University will not be responsible for safe custody thereof.

* Vide O.M. No.1409/Adv. Dated 14.12.1996.

(\$) E.C. dated 06.10.2007 item no.14 Vide O.M. No.425/PAS/FO dated 01.12.2007

- iv). Liability for payment of incidental Charges including insurance of goods in transit connected with the supply may be clearly specified. If supply of articles is insured through the University the Department/Office will be responsible for recovery of the loss, if any, from the insurance agency.
- v). The supplier shall not change price for the duration of validity period of rates quoted.

NOTE:- Specimen of Purchase order is given at “**Annexure-E**”

35. In the case of articles frequently required throughout the year such as stationery and other consumable article it will be desirable to enter into running contracts for a year of such smaller period as may be considered necessary to avoid calling for Quotation/Tenders every now and then.

However, this will be applicable to those which are not available in Students Stationery Mart.

36. Every Department/Office shall maintain a suppliers Register wherein all bills for supplies received from the suppliers will be entered to their credit and all payments will be entered as soon as are made. This register will be closed monthly and balance will be worked out to enable Purchase Officer to see whether the payments or adjustment of advance are being delayed and if so far what reason. A page be allotted to each supplier and advance paid shall be entered in **red ink**.

37. The suppliers bill for stores supplied shall on receipt to subjected to the rough check with reference to the records and correspondence on the subject. The bill in proper form duly numbered and entered in a bill register alongwith **Form “C”** shall then be processed by the concerned Department/Office and transmitted to the Central Accounts Office alongwith the name of the Department and the Head of Account to debited. The Central Accounts Office shall then issue a cheque in the name of supplier.

38. Except in special case which shall be decided on merit of each case in consultation with the Finance Officer, full payment of stores shall not be made except the delivery of the stores where the specified time have been taken by the Purchase Officer/Department and they found to be satisfactory in every respect.

**CENTRAL PURCHASE COMMITTEE PROFORMA OF
DEMAND REGISTER**

(Separate page for each category of articles allotted)

Sl. No.	Demand received form	Number & Date of letter	Specification of the articles	Number required	Date of supplied required

ANNEXURE - B

**PROFORMA OF LETTER TO BE ACCOMPANIED WITH THE PROPOSAL FOR
OPENING LETTER OF CREDIT.**

The Finance Officer, A.M.U.

1. It is requested that a letter of credit for _____
equivalent to Indian Rupees of Rs. _____ (CIF/FOB) in favour of the
Principals M/s _____ of their authorized agent in
Indian M/s _____ be established with the State Bank
of India, Aligarh.

The amount of the latter of credit is to be debited to the Head of Account/ Grant
_____.

2. It is certified that:

- i). The Purchase Committee of the Department/Office held on _____ has recommended for the establishment of letter of credit in favour of the aforesaid firm. (copy of the Minutes of Purchase Committee enclosed.)
- ii). The equipment/apparatus as ordered for is neither manufactured in India, nor held in stock in India by the manufacturer and therefore its import is necessary.
- iii). The Department/Office has already obtained the required N.M.I. and Custom Duty Exemption Certificate for the import of the equipment/apparatus and have been retained in the Department for producing the same time of clearance of the consignment.
- iv). The Department/Office has applied for the required N.M.I. and Custom Duty Exemption Certificate and will be obtained in due course to avoid the payment of Custom Duty un-necessarily.
- v). The good ordered for is not exempted from Custom Duty and import is unavoidable in the interest of work.
- vi). The equipment in being imported under O.G.L. as provided.

3. The following document are therefore enclosed for the establishment of letter of credit.

- i). Application form for opening of letter of credit duly filled in on Non-Judicial Stamp of Rs.100/- (Rupees One Hundred Only).
- ii). Proforma invoice in triplicate of the principal firm of their authorized agent, in the agent has furnished case the proforma invoice.
- iii). Order Form to be placed with the Firm in triplicate.
- iv). Letter bring the certificate of the State Bank of India, Aligarh for the prevailing Foreign Exchange Rate for the currency of the Export Country from where the equipment is to be imported.

Head of the Department/Office
(With Seal)

Encl.: As above.

NOTICE CALLING FOR QUOTATION/TENDER

OFFICE OF THE _____
ALIGARH MUSLIM UNIVERSITY,
ALIGARH.

Dated:

M/s _____

Dear Sirs,

Sealed Quotations/Tenders are invited for the following articles on the terms and conditions printed over lead. Quotations should reach this office on _____ by _____ AM./PM.

Sl. No.	Particulars/Specifications	Approximate quantity needed

Contd...13

TERMS & CONDITIONS:

01. Goods are received to be dispatched F.D.R. Aliragh/Ex-godown at site by passenger Train/Goods, Train/Parcel Post.
02. Goods will be supplied in the name of the Chairman/Head of the Office/Department _____ Aligarh Muslim University, Aligarh.
03. The Department has the right to accept the rates of some or all the articles required.
04. The Department reserves the right to reject any or all the quotations without assigning any reason or to allot full or part of the supply to one or more Firm.
05. Payment shall be made against bill.
06. In case goods are not according to specification, the cost of returning them shall be borne by the supplier.
07. The goods have to be supplied within _____ .
08. The period of validity of the rates offered may be specified.
09. The quotations containing uncalled for remarks are likely to rejection.
10. The Firms registered with the Sale Tax Authority should mention Sales Tax Registration No. wherever applicable.
11. The discount/rebate admissible if any, may be quoted.
12. The rate of Sale Tax including surcharge along with concession admissible to Educational Institution maybe specified.
13. Other incidental charges such packing, forwarding Insurance etc.
14. In case of out station supplies the documents be sent through Bank.
15. Please send the printed price list of the manufacturer to verify in the rates quoted by you/authority letter of manufacturer in case you are the authorized dealer of the manufacturer (authority proof) along with your Quotation/Tender otherwise the Quotation/Tender will not be considered and will be rejected for the with.

Chairman of the Department/Head of Office

***Vide Office Memo No.C-IV-Rule-7/579 date 28.08.1980.**

ANNEXURE – D

**PROFORMA OF THE LETTER TO ACCOMPANY WITH THE ORDER TO BE
PLACE THROUGH THE FINANCE OFFICER.**

The Finance Officer,
A.M.U., Aligarh.

1. It is requested that attached order may kindly be forwarded to the Firm M/s. _____ out of the head/grant.
2. The order is being placed with the Firm in accordance with the procedure as laid in the Store Purchase Rules made effective from _____.
3. It is further certificate that:-
 - i). The Purchase Committee of the Department/Office duly constituted under the rules has finalized the rates, selected the articles as indicated in the order and recommended for their purchase (copy of the Minutes of the Purchase Committee held on _____ enclosed).
 - ii). Public advertisement were made for the open tenders whose estimated value exceeds the amount of Rs.50,000.00.
 - iii). For the issue of Quotations/Tenders a list of firms of known reliability who have been able to satisfy us that they possess the necessary equipments and facilities for the supply of stores which they offered or are registered as approved contracts in the list of the G.D.S. & D.
 - iv). Quotations/Tenders were invited form the following Firms, Printed Price List of the manufacturer were also obtained with the Quotations/Tenders.
 - 1.
 - 2.
 - 3.
 - v). The Firm with which the order is being placed has offered lowest rates (Comparative Statement of Quotations/Tenders attached).

vi). Quotations/Tenders were invited form the only firms with which the order is being placed for the reasons that:-

1. The firm with which the order is being placed it's the manufacturer of the goods/equipments/apparatus ordered for,
2. The firm with which the order is being placed is sole agent of M/S _____ who are the manufacturer of goods ordered for.
3. The equipments/apparatus is chosen of technical grounds as such no other apparatus will serve our purpose.
4. No Custom/Excise duty is to be paid on the goods orders for.
5. The terms and conditions have been settled which are as follows:-
 - i). Price is FOR destination _____ FOB/CIF _____
 - ii). Dated of delivery. Immediate _____
 - iii). Incidental charges detailed below are pay able by the Department/Office according the term and conditions.
 - iv). _____
 - v). _____
 - iv). _____

Chairman of the Department/Head of Office

Enclosures.

1. Order Form in duplicate.
2. Copy of the Minutes of the Purchase Committee held on _____.
3. Comparative Statement of quotation.

TERMS & CONDITIONS:

01. Goods should be dispatched for Ex-Godown Aligarh at site by Passenger Trains/Goods Train/Parcel Post.
02. Goods should be dispatched in the name of the _____.
03. The articles which are not found according to the specifications given to the supplier or are damaged will not be accepted and the supplier will be liable to remove the same from the University Campus within 14 days from the date of rejections after which the University will not be responsible for safe custody thereof. The cost of returning shall be borne by the supplier.
04. goods must be supplied within _____ days otherwise the order shall be treated as cancelled. For goods supplied after the stipulated period must be supported with Regular sanction of extension of the period by the component authority.
05. Any increase in the rates during the course of supply shall not be accepted un-less confirmed by this office.
06. The incidental expenses such as package, Carriage, Railway Freight, Forwarding and Insurance etc. will be paid by the Firm/Department.
07. In case of outstations supplier, the documents be sent through bank.
08. Payment shall be made against bill which should be forwarded in triplicate.
09. **Certificate “D”** of Central Sales Tax Duly filled in is enclosed for obtaining necessary concession in the Central Sales Tax.

Chairman of the Department/Head of Office