


# UNIVERSITY OF JAMMU

## ORDER

In pursuance to the resolution No. 84.35 passed by the 84<sup>th</sup> University Council at its meeting held on 10.04.2018 and after issuance of notification 01 of 2018 dated 26.07.2018 under endorsement No. Coord./84-UC/Reg/4200-4299 dated 26.07.2018, the Vice-Chancellor is pleased to authorize implementation of General Financial Rules-2017 (GFR-2017) (as amended upto date), available in the Jammu University Website under the link "Finance Wing" during the current financial year 2018-19 and onwards in toto for the procurement of Goods and Services w.e.f. the date of issuance of this order.

No. Fin./2018-19/ 7209 - 69  
Dated: 08.01.2019.

  
Assistant Registrar  
(Budget/Finance)  
8/1/19  
Jy  
8/01/2019

Copy to the:-

- 1/ Special Secy. to the Vice-Chancellor.
- 2/ P.S. to the Dean Academic Affairs.
- 3/ Sr. PA to the Registrar/Controller of Examinations/Director Colleges Development Council.
- 4/ All Heads/Directors of the Departments/Centres/Schools.
- 5/ All Rectors/Directors of the Offsite Campuses.
- 6/ Dean Students Welfare/Provost Hostels.
- 7/ Sr. PA to the Joint Registrar (Fin.).
- 8/ I/C Librarian, Dhanvantri Library.
- 9/ Medical Officer, University Health Centre.
- 10/ All Wardens of the Hostels.
- 11/ Executive Engineer, University Works Department.
- 12/ Manager, University Guest House.
- 13/ Content Manager, University Website with the request to upload this order in the University Website under the link "Finance Wing".
- 14/ All concerned Sections.
- 15/ 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

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 stored 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 equipments 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 Government e-Market place (GeM).**

DGS&D or any other agency authorized by the Government will host an online Government e-Marketplace (GeM) for common use Goods and Services. DGS&D will ensure adequate publicity including periodic advertisement of the items to be procured through GeM for the prospective suppliers. The Procurement of Goods and Services by University or Departments will be mandatory for Goods or Services available on GeM. The credentials of suppliers on GeM shall be certified by DGS&D. The procuring authorities' will certify the reasonability of rates. The GeM portal shall be utilized by the Government buyers for direct on-line purchases as under :-

- (i) Up to Rs.50,000/- through any of the available suppliers on the GeM, meeting the requisite quality, specification and delivery period.
- (ii) Above Rs.50,000/- and up to Rs.30,00,000/- through the GeM Seller having lowest price amongst the available sellers, of at least three different manufacturers, on GeM, meeting the requisite quality, specification and delivery period. The tools for online bidding and online reverse auction available on GeM can be used by the Buyer if decided by the competent authority.
- (iii) Above Rs.30,00,000/- through the supplier having lowest price meeting the requisite quality, specification and delivery period after mandatorily obtaining bids, using online bidding or reverse auction tool provided on GeM.
- (iv) The invitation for the online ebidding/reverse auction will be available to all the existing Sellers or other Sellers registered on the portal and who have offered their goods/services under the particular product/service category, as per terms and conditions of GeM.

- (v) The above mentioned monetary ceiling is applicable only for purchases made through GeM. For purchases, if any, outside GeM, relevant GFR Rules shall apply.
- (vi) The University/Departments shall work out their procurement requirements of Goods and Services on either "OPEX" model or "CAPEX" model as per their requirement/ suitability at the time of preparation of Budget Estimates (BE) and shall project their Annual Procurement Plan of goods and services on GeM portal within 30 days of Budget approval.
- (vii) The Government Buyers may ascertain the reasonableness of prices before placement of order using the Business Analytics (BA) tools available on GeM including the Last Purchase Price on GeM, Department's own Last Purchase Price etc.
- (viii) A demand for goods shall not be divided into small quantities to make piecemeal purchases to avoid procurement through L-1 Buying / bidding / reverse auction on GeM or the necessity of obtaining the sanction of higher authorities required with reference to the estimated value of the total demand.

## **4.2 PROCEDURE FOR PURCHASES OF GOODS**

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

### **4.2.1 Purchase of goods without quotations**

Purchase of goods without quotation Purchase of goods upto the value of Rs. 25,000 (Rupees twenty five thousand) only on each occasion may be made without inviting quotations or bids on the basis of a certificate to be recorded by the competent authority 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."

### **4.2.2 Purchase of goods by Purchase Committee**

Purchase of goods by Purchase Committee. Purchase of goods costing above Rs. 25,000 (Rupees twenty five thousand only) and upto Rs.2,50,000/- (Rupees two lakh and fifty thousand only) on each occasion may be made on the recommendations of a duly constituted Local Purchase Committee consisting of three members of an appropriate level as decided by the Head of the Department. The committee will survey the market to ascertain the reasonableness of rate, 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 are 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, and it is not debarred by the Govt./University.

#### **4.2.3 Purchase of goods directly under rate contract**

In case a Department directly procures Central Purchase Organisation (e.g. DGS&D) rate contracted goods from suppliers, 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 Department shall make its own arrangement for inspection and testing of such goods where ever required.

#### **4.2.4 Purchase of goods through bids**

Purchase of goods by obtaining bids. Except in cases covered under Rule 4.1.1, 4.1.2, 4.1.3, Departments shall procure goods by following the standard method of obtaining bids in :

- (i) Advertised Tender Enquiry
- (ii) Limited Tender Enquiry
- (iii) Two-Stage Bidding
- (iv) Single Tender Enquiry

#### **4.2.5 E-Publishing**

- (i) It is mandatory for all the departments / campuses / centers of the University to publish their tender enquiries, corrigenda thereon and details of bid awards on the Central Public Procurement Portal (CPPP).
- (ii) Individual cases where confidentiality is required, for reasons of national security, would be exempted from the mandatory e-publishing requirement. The decision to exempt any case on the said grounds should be approved by the Vice-Chancellor with the concurrence of the concerned B&F Section. Statistical information on the number of cases in which exemption was granted and the value of the concerned contract should be intimated on a Quarterly basis to the Budget and Finance Section.
- (iii) The above instructions apply to all Tender Enquiries, Requests for Proposals, Requests for Expressions of Interest, Notice for pre Qualification/ Registration or

any other notice inviting bids or proposals in any form whether they are advertised, issued to limited number of parties or to a single party.

- (iv) In the case of procurements made through DGS&D Rate Contracts or through any other Central Procurement Organizations (CPOs) only award details need to be published.
- (v) These instructions would not apply to procurements made in terms of provisions of Rules 154 (Purchase of goods without quotations) or 155 (Purchase of goods by purchase committee) of General Financial Rules.

#### **4.2.6 E-Procurement**

- (i) It is mandatory for all the departments / campuses / centres to receive all bids through e-procurement portals in respect of all procurements.
- (ii) University departments which do not have a large volume of procurement or carry out procurements required only for day-to-day running of offices and also have not initiated e-procurement through any other solution provided so far may use e-procurement solution developed by NIC. Other Departments may either use e-procurement solution developed by NIC or engage any other service provider following due process.
- (iii) These instructions will not apply to procurements made by Departments through DGS&D Rate Contracts.
- (iv) In individual case where national security and strategic considerations demands confidentiality, the University may exempt such cases from e-procurement after seeking approval of concerned Budget and Finance Section and with concurrence of Joint Registrar (Finance).
- (v) In case of tenders floated by Indian Missions Abroad, Competent Authority to decide the tender may exempt such case from e - procurement.

#### **4.2.7 Advertised tender enquiry**

- (I) Subject to exceptions incorporated under rule 4.1.1, 4.1.2, 4.1.6 & 4.1.7, invitation to tenders by advertisement should be used for procurement of goods of estimated value of Rs. 25 lakhs (Rupees Twenty Five Lakh) and above. Advertisement in such cases should be given on University website. An department having its own website should also publish all its advertised tender enquiries on the website.
- (II) The Department should also post the complete bidding document in its website and on University website to enable prospective bidders to make use of the document by downloading from the web site.

- (III) The advertisements for invitation of tenders should give the complete web address from where the bidding documents can be downloaded.
- (IV) In order to promote wider participation and ease of bidding, no cost of tender document may be charged for the tender documents downloaded by the bidders. (iv) Where the Department feels that the goods of the required quality, specifications etc., may not be available in the country and it is necessary to also look for suitable competitive offers from abroad, the Department may send copies of the tender notice to the Indian Embassies abroad as well as to the foreign Embassies in India. The selection of the embassies will depend on the possibility of availability of the required goods in such countries.
- (V) 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.

#### **4.2.8 Limited tender enquiry**

- (i) This method may be adopted when estimated value of the goods to be procured is up to Rupees Twenty five Lakhs. Copies of the bidding document should be sent directly by speed post/registered post/courier/ email to firms which are borne on the list of registered suppliers for the goods in question 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.
- (ii) 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.
  - (a) The competent authority in the University Department certifies 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 Department should also put on record the nature of the urgency and reasons why the procurement could not be anticipated.
  - (b) 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.
  - (c) The sources of supply are definitely known and possibility of fresh source(s) beyond those being tapped is remote.

- (iv) Sufficient time should be allowed for submission of bids in Limited Tender Enquiry cases.

**4.2.9 Single Tender Enquiry**

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

- (i) It is in the knowledge of the user department that only a particular firm is the manufacturer of the required goods
- (ii) In a 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 competent authority obtained.
- (iii) For standardisation 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 a selected firm

Note : Proprietary Article Certificate in the following form is to be provided by the University/Department before procuring the goods from a single source under the provision of sub Rule 4.1.7 (i) & (ii) as applicable.

- (i) The indented goods are manufactured by M/s.....
- (ii) No other make or model is acceptable for the following reasons :

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 .....

- (iii) Concurrence of finance wing to the proposal vide: .....

- (iv) Approval of the competent authority vide:

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(Signature with date and designation of the indenting officer)

**4.2.10 Two bid system**

Two bid system (simultaneous receipt of separate technical and financial bids) : For purchasing high value plant, machinery etc. of a complex and technical nature, bids may be obtained in two parts as under :

- (i) Technical bid consisting of all technical details along with commercial terms and conditions; and



- (ii) 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 super-scribed and both these sealed covers are to be put in a bigger cover which should also be sealed and duly super-scribed.

The technical bids are to be opened by the purchasing University Department at the first instance and evaluated by a competent committee or authority. At the second stage financial bids of only these technically acceptable offers should be opened after intimating them the date and time of opening the financial bid for further evaluation and ranking before awarding the contract.

#### **4.2.11 Late bids**

In the case of advertised tender enquiry or limited tender enquiry, late bids (i.e. bids received after the specified date and time for receipt of bids) should not be considered.

#### **4.2.12 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.

#### **4.2.13 Bid Security**

- (i) To safeguard against a bidder's withdrawing or altering its bid during the bid validity period in the 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.