

D. No. 749 /Gen

Dated: 27.06.2015

OFFICE MEMO.

In pursuance of Office Memo No. 572/LD/Reg/Secc. Dated 17.12.2012, the Vice-Chancellor has approved the Revised Guidelines for processing of purchase requisitions, pertaining to most commonly used items (viz. Desktop-PCs, Laptops, Servers, Peripherals, Projectors, Copier Machines, UPS and Air-Conditioners), with immediate effect, as per following:

- (1) All planned purchases, for the items listed below will now be handled by Central Purchase Office of the University, as per its Purchase Rules. Central Purchase Office will co-opt minimum of two technical experts for each item, as per details specified in following table:

Table-1: Item-wise List of Technical Expert(s)

Item	Technical Expert-1	Technical Expert-2
Desktop-PCs , Laptop-PCs, Peripherals, Servers, Projectors, Copier Machines	Chairman, Dept. of Computer Engineering/Computer Science or their nominee	Director, Computer Centre or his nominee
UPSs	Chairman, Dept. of Electrical/Electronics Engineering, or their nominee	MIC – Electricity or his nominee
Air-conditioners	Chairman, Dept. of Mechanical Engineering or his nominee	MIC – Electricity or his nominee
Specialized (Proprietary) Application Software(s) : <i>Software Licenses</i>	Chairman/Head of Concerned Department/Office or his nominee	Director, Computer Centre or his nominee
Server Operating System Software : <i>Software Licenses</i>	Chairman/Head of Concerned Department/Office or his nominee	Director, Computer Centre or his nominee
Desktop Operating System Software: <i>Software Licenses</i>	Chairman/Head of Concerned Department/Office or his nominee	Director, Computer Centre or his nominee

- (2) For purchases below Rs 15,000/- (for any of the aforesaid items as well), department(s) concerned can process purchase requisitions locally at their end, as per General Financial Rules of Govt. Of India, by selecting and using the pre-approved rates, pre-approved configurations from the concerned pre-approved suppliers.
- (3) For items listed in Table-1 (*other than Air-Conditioners, because specific approval of competent authority, for purchase of ACs is mandatory, irrespective of head of account of purchase*), purchase requisitions (if any) should be forwarded with reference to minutes of CPCC/CPC to Bill Section, (other than those pertaining to Department Grant which are dealt with in the Grants Section) by selecting most suitable item from the pre-recommended list of items, along-with requisite funds, clearly specifying head of account from which the procurement should be made.
- (4) If the specific item required to be procured for Department/Office is not available in pre-approved list, the specifications proposed by the Department/Office/Project will be subjected to review by two Technical Experts (as detailed in Table-1), prior to approval of specifications by CPC. All purchase order(s) for recommended specifications, will be placed by Bill Section, (other than those pertaining to Development Grant which are dealt with in the Grants Section), unless a waiver (after review of justification requiring local purchases) is obtained from Competent Authority, for local purchase of the same.
- (5) CPCC (Central Purchase Committee for Computers) stands revised a technical sub-committee of CPC (Central Purchase Committee) with Finance Officer, as the Convener. This technical sub-committee of CPC (Central Purchase Committee) of the University, will assist with following :
- Annual Standardization of Technical Specifications by item-wise Technical Experts (as per Table-1) for most commonly used items listed in Table-1, for Centralized and/or Departmental procurements of these items, in the University.
 - Review of Technical Specifications document (prior to tender notifications) and assessment of technical bids (as a part of 2-bid tender process) by item-wise Technical Experts (as per Table-1) for most commonly used items as listed in Table-1, for Centralized and/or Departmental procurements of these items, in the University.

