



**UNIVERSITY OF ALLAHABAD**

No.: F-0-91/2018  
Dated: 04-1-2018

**Notification**

In compliance of O.M. No. F.No. 14(3)/2015-EII(A) dated 8<sup>th</sup> March 2017 issued by the Department of Expenditure, Ministry of Finance, GoI, UGC letter No.F.13-2/2017 (CU) dated 27<sup>th</sup> May, 2017 regarding applicability of GFR-2017 to autonomous bodies, existing Purchase Procedure was amended Purchase Procedure – 2017 as per GFR 2017.

The Finance Committee (FC) vide resolution No.7 in its meeting on 17/10/2017 has considered and approved the Purchase Procedure-2017 prepared as per the relevant provisions of GFR-2017.

The resolution of FC was approved by the Executive Council (EC) on 28/10/2017.

The Purchase Procedure-2017 is hereby implemented w.e.f. 28/10/2017. The Purchase Procedure-2017 is available on University website [www.alliduniv.ac.in](http://www.alliduniv.ac.in) for information to all concerned.

NKL  
04/1/18  
(Prof. N. K. Shukla)  
Finance Officer  
University of Allahabad

**Copy to the following for information and necessary action:**

1. Dean of Faculty (Arts/Science/Commerce/Law)
2. Dean, Research & Development
3. Dean, College Development
4. Dean, Student welfare
5. Director of all Institutes / HoD of all Departments/ Coordinator of All Centres
6. Principal of all Constituent Colleges
7. Registrar
8. Controller of Examination
9. Librarian, Central Library
10. Proctor
11. PRO/IAO
12. Professor, in Charge, Academic Programme
13. Superintendent / warden of all Hostels
14. In Charge, Legal cell
15. In Charge, Purchase and Store Department
16. All Joint Registrar / Deputy Registrar / Assistant Registrar
17. University Engineer
18. Senior Medical officer, University Health Centre
19. Security Officer
20. SVC for kind information to Hon'ble VC
21. Committee Section

NKL  
04/1/18  
(Prof. N. K. Shukla)  
Finance Officer  
University of Allahabad

# 2017

## UNIVERSITY OF ALLAHABAD



## [ PROCUREMENT PROCEDURE 2017 ]

*This Manual outlines the procedures to be adopted for the purchase of various kinds of goods and services by Departments/Schools/Centres/Central Facilities/Units/Sections, both from University's main account as well as from the projects funds and constituent colleges.*

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## PROCUREMENT PROCEDURE - 2017

*This Manual outlines the procedures to be adopted for the purchase of various kinds of goods and services by Departments/Schools/Centres/Central Facilities/Units/Sections, both from University's main account as well as from the projects funds and Constituent Colleges.*

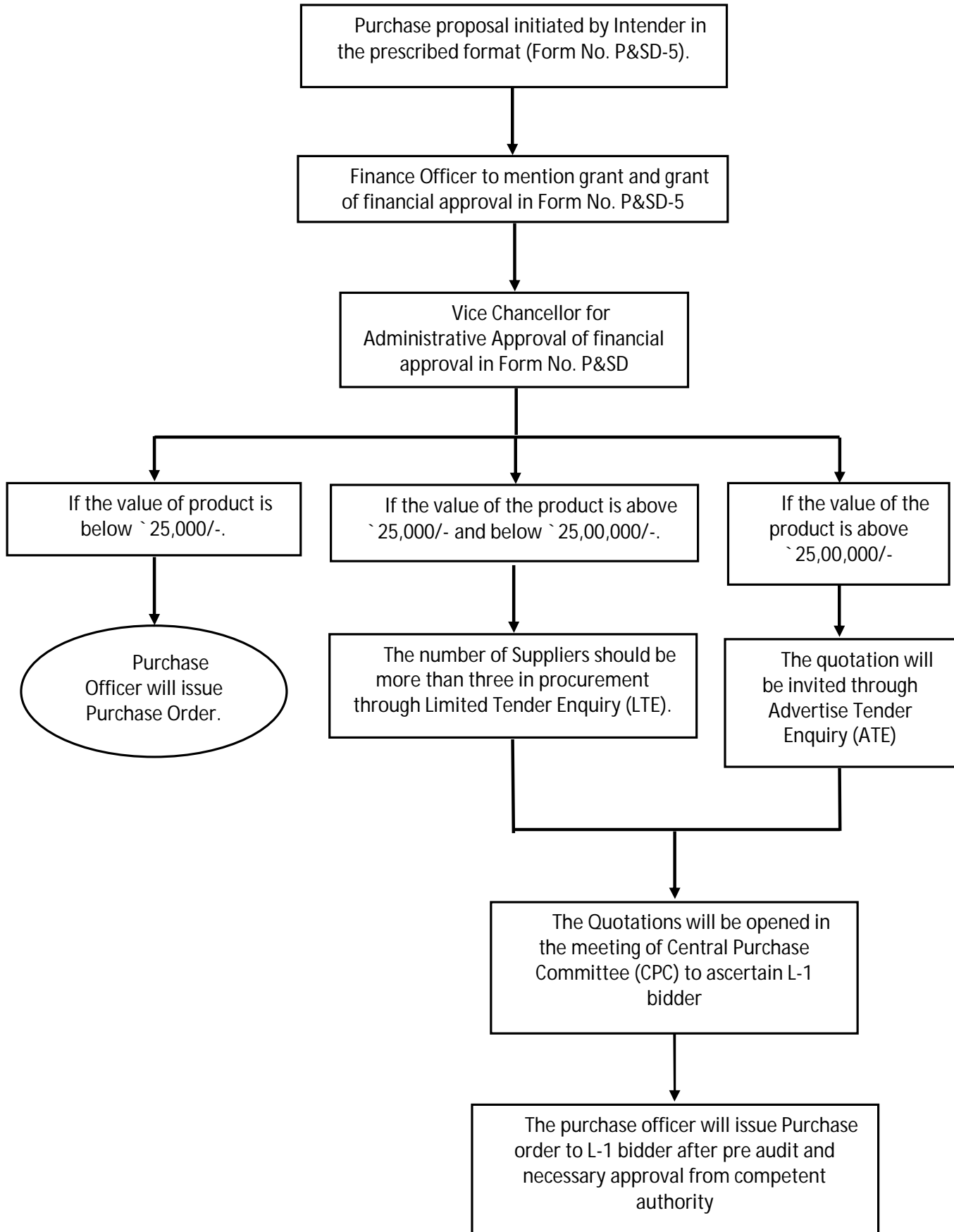
*Every Head of the Department/School/Centre/Project Investigator and Principle of constituent colleges making purchases shall have the responsibility and accountability to bring efficiency, economy, and transparency in matter relating to public procurement and for fair and equitable treatment of suppliers and promotion of competition in public procurement.*

***The procedure to be adopted for the purchase of diverse kind of equipment and stores required by the various users of the University should be in consonance with the wider objective to achieve excellence in all activities of the University be it academic, research or extension. Such procedures, therefore, should address to the needs and aspirations of the actual users and at the same time promote building conducive environment much needed for the furtherance of University activities. The related aspects of accounting, record keeping, inventory stock verification, Asset register etc. will need proper attention so as to make the overall stores and purchase systems efficient and transparent. Emphasis should be laid on the use of office automation to achieve efficiency and responsiveness in functioning.***

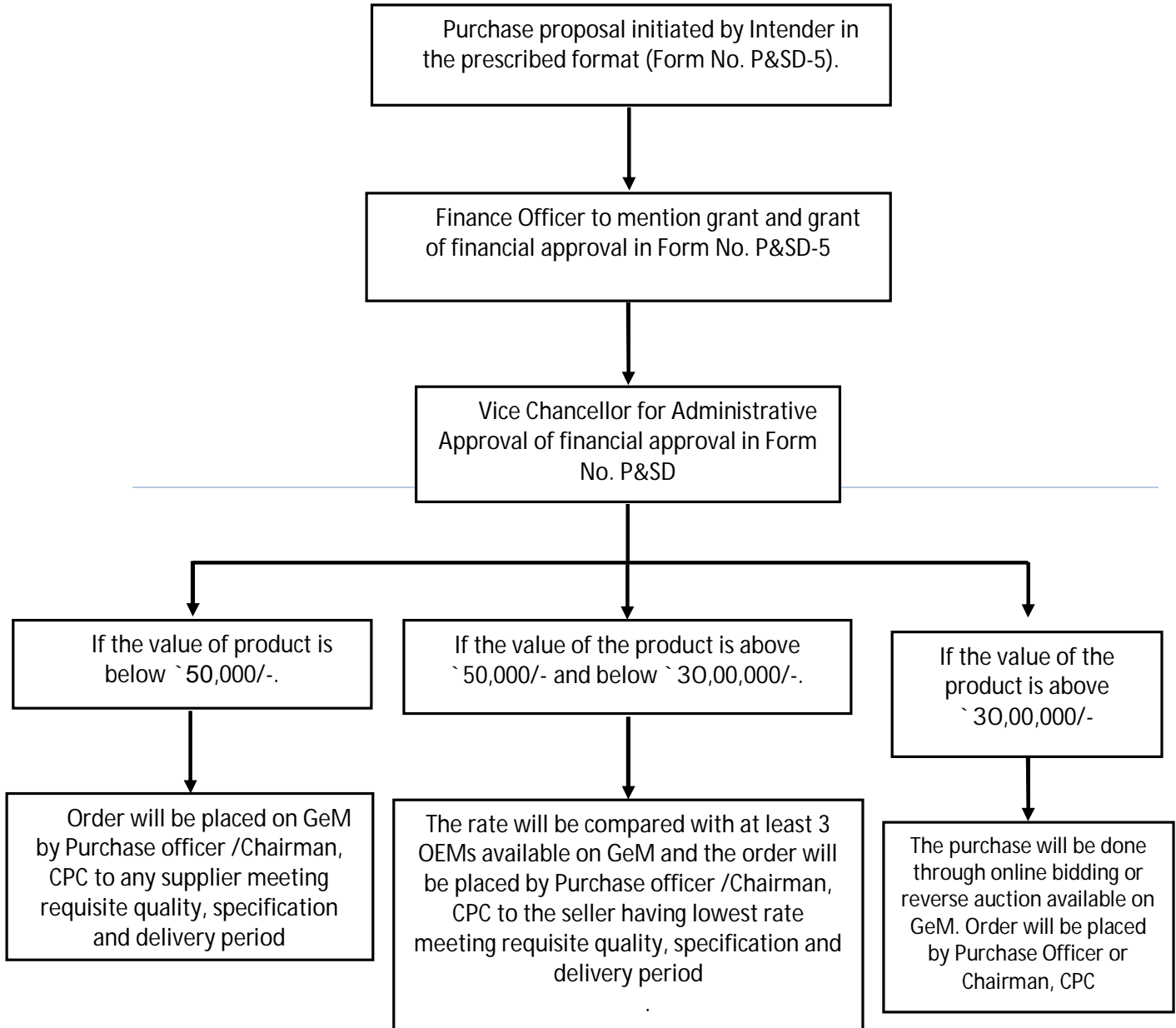
*The procedure to be followed in making public procurement must conform to the following yardsticks:*

- i. The specifications in terms of quality, type etc., as also quantity of goods to be procured, should be clearly spelt out keeping in view of the specific needs of the University. Quantity of items / services to be procured should be clearly indicated in the quotation enquiry so as to get more competitive rates. The specifications so worked out should meet the basic needs of the University without including superfluous and non-essential features, which may result in unwarranted expenditure.*
- ii. Care should also be taken to avoid purchasing quantities in excess of requirement to avoid inventory carrying costs.*
- iii. Offers should be invited following a fair, transparent and reasonable procedure.*
- iv. A demand for goods should not be divided into small quantities to make piecemeal purchases so as to avoid necessity of obtaining sanction of higher authority required with reference to the estimated value of the total demand;*
- v. The procuring authority should be satisfied that the selected offer adequately meets the requirement in all respects.*
- vi. The procuring authority should satisfy itself that the price of the selected offer is reasonable and consistent with the quality required.*
- vii. At each stage of procurement the concerned procuring authority must place on record, in precise terms, the considerations which weighed with it while taking the procurement decision.*
- viii. All major procurement proposals should be included in the annual budget of the University.*
- ix. It must be ensured that funds are available for purchase of goods and no liability incurred in anticipation of funds/grants.*
- x. It must be ensured by the University that suppliers of goods and services are paid their dues within the time specified in the purchase order/contracts.*
- xi. The Officers and Staff of the University responsible for procurement should process all papers in a speedy and transparent manner, answering queries from indenting departments as well as from suppliers with courtesy and accuracy.*
- xii. The purchase procedure should be simple, transparent, unambiguous and should be implemented by spending a reasonable quantity of administrative time and effort.*

# AT-A-GLANCE



## Purchase of items through Government E-Market Place (GeM)



## Introduction

General Financial Rules of the Central Government provide that all Government purchases should be made in a transparent, competitive and fair manner to secure best value for money. Public procurement procedure is also to ensure efficiency, economy and accountability in the system.

In pursuance of the above provisions, the university decides to adopt a procedure to procure goods and services as detailed in the succeeding paragraphs.

### **2. Goods & Services**

**2.1.** Goods and Services include all the articles, material, commodities and consumables, whether, indigenous or imported, services and manpower, commonly required for university use, namely:

#### **Goods:**

- I.** Furniture for classrooms, Laboratories, Hostels, Libraries, and Offices etc.
- ii.** Electrical Goods & Equipments including Fans, Gen-sets, Invertors, Batteries etc.
- iii.** Electronic Gadgets, including water coolers, Refridgerators, Air Conditioners etc.
- iv.** Sanitary & Plumbing items,
- v.** Computers & accessories,
- vi.** Office Equipments including Almirahs, Photocopiers, Printers, Scanners, Projectors etc.
- vii.** Paper, Stationery Items & Office Consumables,
- viii.** Printing of Forms and Stationery,
- ix.** Computer Software,
- x.** Laboratory Equipments/Major Scientific Equipments,
- xi.** Laboratory Chemicals, consumables, Glass Ware etc.
- xii.** Live Stock,
- xiii.** Uniform and liveries,
- xiv.** Medical Equipments, medicines & allied goods
- xv.** Motor Vehicles etc.

#### **Services:**

- xvi.** Security Services,
- xvii.** Sanitation & other Labour Contract Services,
- xviii.** Advertisement Services,
- xix.** Computerization, Net-working and Automation Services.
- xx.** Hiring of Transport etc.

**2.2.** Goods exclude Books, Publications, Periodicals etc. for library and for procurement of these items, terms of supplies as decided by the Good Offices Committee, constituted under orders of the Government of India, shall prevail. Details in this regard are at Para 7.

Books related to official rules, regulations, methods and Dictionaries etc. for office use may, however, be purchased as goods.



### **3. Purchase & Stores Department**

**3.1** There shall be a Purchase Officer who shall be in-charge of Purchase and Stores Department (P&SD) headed by a Deputy Registrar or an Assistant Registrar or an faculty member as nominated by the Hon'ble Vice-Chancellor.

**3.2** P&SD will be responsible for procurement, storage & issue of the goods & hiring of services for all the units of the university namely teaching departments of the university, various projects running in the university, university Institutes, Constituent Colleges, University Centers, University Guest House, University Hostels, various offices of the university & various committees constituted from time to time for specific purpose like conducting entrance tests etc.

**3.3** P&SD shall not be responsible for following type of procurements:

- i.** Specific items to be procured for "Confidential Work" relating to Examinations, Tests & issue of Degrees.
- ii.** Civil Works including construction, renovation, repair, maintenance etc.
- iii.** Petty items of daily use procured by the HoDs from imprest, subject to provisions at Para of 5.1 & 5.2 of this Procurement Procedure.
- iv.** Purchases made by the Co-ordinators of Seminars/Conferences etc., subject to the provisions of Para 5.1 & 5.2 of this Procurement Procedure.
- v.** Kitchen consumables & food items procured by Hostels, Guest House etc.
- vi.** Any purchases as provided under Para 5.1.

### **4. Purchase Committees**

There shall be a Central Purchase Committee constituted by Honorable Vice Chancellor.

#### **4.1. (i) Central Purchase Committee (CPC)**

There shall be a Central Purchase Committee, consisting of five members as detailed below:

- |  |                  |
|--|------------------|
| <b>a.</b> A Faculty member not below the rank of Professor<br>(Nominated by Hon'ble Vice Chancellor) | Chairman         |
| <b>b.</b> Registrar or his nominee:  | Member           |
| <b>c.</b> Finance Officer or his nominee:  | Member           |
| <b>d.</b> Two Faculty members nominated by Honorable VC  | Member           |
| <b>e.</b> HoD* of the indenting department:  | Special Invitee  |
| <b>f.</b> Indenter (Project Investigator for project purchases)                                      | Special Invitee  |
| <b>g.</b> Purchase Officer:  | Member Secretary |

**NOTE: (I)** HoD as mentioned at para 4.1 (i),(e) above, means Head of a teaching department of the University, Director of an Institute, Project Investigator for project purchases, Principal of a College, Coordinator of a Centre, Head of an office of the university, Librarian of central Library, DSW in case of Hostels, University Engineer in case of a purchases relating to Electrical Goods, Electrical Gadgets, Sanitary and Plumbing items, Controller of Examination for purchases relating to his department including Hiring of Vehicles for examination, Coordinators of the Entrance Test Committees for related purchases, Proctor for Security Services, SMO of the University Dispensary for Medicines etc., Chairman, ICT Cell for purchase of Computer, Software and Networking etc. and Registrar for office equipment, office consumable and for various services.

**NOTE: (II)** Quorum will be of four members with mandatory presence of the officials mentioned at Sl. No. **a** and **c** above.

**NOTE: (III)** Chairman, if considers necessary, may invite any person as special invitee in a meeting for a particular purchase.

**NOTE: (IV)** CPC shall be responsible for procurement of goods or services of value above ₹ 25,000/- as per procedure prescribe in para 5.2 to 5.10 below.

#### **5. Mode of Procurement:**

The administrative approval of Hon'ble Vice-Chancellor is mandatory for the all the purchase except Petty items of daily use procured by the HoDs from their imprest grant. The indenter will request the Hon'ble Vice-Chancellor for administrative approval giving complete description of items and approximate cost. The intender will mention the appropriate grant from which purchase has to be made along with copy of proof of allocation of the grant to their Unit. If the grant allocation is not known to the intender, he will route the file for grant of administrative approval through Finance Officer. The Finance Officer will mention the appropriate grant through which purchase has to be made before sending the request to Hon'ble Vice-Chancellor. The Finance Officer may send the file back to intender, if the appropriate grant is not available to intender or his Unit.

#### **5.1 Purchase of goods without quotation (GFR-154)**

Purchase of goods upto the value of ₹ 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."

**\*Note:** Competent authority for this Para means the HoD as mentioned in **Note I** of Para 4.1(i).

#### **5.2 Purchase of goods by Central Purchase Committee**

Purchase of goods costing above ₹ 25,000/- (Rupees Fifteen Thousand) only and up to ₹ 2,50,000/- (Rupees One Lakh) only on each occasion may be made on the recommendations of the CPC. 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 the members of the CPC of \_\_\_\_\_, 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."

**Note:** CPC, if considers convenient, may invite more than three quotations from authorized/registered venders, for purchases up to ₹ 2,50,000/- also.

#### **5.3 E-Publishing**

- i. It is mandatory to publish their tender enquiries, corrigenda thereon and details of bid awards on the Central Public Procurement Portal (CPPP) of Government of India.
- ii. The Specified items to be procured for "Confidential Work" relating to Examinations, Entrance Tests & issue of Degrees where confidentiality is required may be exempted from the mandatory e-publishing requirement subject to approval of Honorable Vice Chancellor.
- 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. These instructions would not apply to procurements made in terms of provisions of Para 5.1 (Purchase of goods without quotations) and 5.2 (Purchase of goods by purchase committee) of General Financial Rules.

#### **5.4 E-Procurement**

- i. The University will prefer to receive all bids through e-procurement portals in respect of all procurements. The university will use e-procurement solution developed by NIC till the development of its own solution.
- ii. The above is not applicable to the procurements made by University DGS&D Rate Contracts or Government e-Market place (GeM)
- iii. The Specified items to be procured for "Confidential Work" relating to Examinations, Entrance Tests & issue of Degrees where confidentiality is required may be exempted from the mandatory e-publishing requirement subject to approval of Honorable Vice Chancellor.
- iv. These instructions would not apply to procurements made in terms of provisions of Para 5.1 (Purchase of goods without quotations) and 5.2 (Purchase of goods by purchase committee) of General Financial Rules.
- v. In case of tenders floated by Indian Missions Abroad, the Vice Chancellor may exempt such case from e-procurement.

#### **5.5 Limited Tender Enquiry (LTE)**

- i. This method may be adopted when estimated value of the goods to be procured is above ₹ 2,50,000/- and up to ₹ 25,00,000/- Copies of the bidding document (Form No. P&SD I & II) should be sent directly by speed post/registered post/courier/e-mail to firms which are borne on the list of registered suppliers for the goods in question as referred to above. The number of suppliers 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. Sufficient time should be given for submission of quotations.

In all such cases, the invitation to bids must be sent to parties of comparable reputation and market share. For instance, if the requirement is for the installation of air-conditioning system and the intention is to get it done from major firms, such notices must be sent only to reputed national or multinational firms and not to local manufactures/agencies. On the other hand, if the intention is to encourage local manufactures/agencies, queries should be sent to local manufactures/agencies only and not to major firms. This is necessary to ensure proper competition.

- ii. Purchase through LTE 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 certifies that the demand is urgent and any additional expenditure involved by not procuring through advertised tender enquiry is justified in view of urgency. He 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.

#### **5.6 Advertise Tender Enquiry (ATE)**

- i. Subject to exceptions incorporated under Para 5.3(ii) above, invitation to tenders by advertisement should be used for procurement of goods of estimated value ₹ 25,00,000/- (Rupees Twenty Five lakh) and above.

Advertisement in such cases should be given on Central Public Procurement Portal (CPPP) at [www.eprocure.gov.in](http://www.eprocure.gov.in) and on GeM. An organization having its own website should also publish all its advertised tender enquiries on the website.

- ii. The University should also publish all its ATE on the website and provide a link with NIC website. It should also have its website address in the advertisements in Indian Trade Journal and Newspapers.
- iii. The University should also host the complete bidding document in its website and permit perspective bidders to make use of documents downloaded from the website by payment of the amount specified, if priced.
- iii. Where the university 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, Copies of the tender notice may be send 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.
- iv. 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 user unit also contemplates obtaining bids from abroad, the minimum period should be kept as four weeks for both domestic and foreign bidders.
- v. 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 the bidders.

**Note:** A model tender document is annexed.

### 5.7 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 along with 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 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 first and evaluated by a competent committee/person authorized by the CPC for the purpose. At the second stage financial bids of only the technically acceptable offers should be opened by the CPC for further evaluation and ranking before awarding the contract.

- c. Pre-Bid opening meeting may be arranged, if considers necessary.

#### **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) will not be considered.

### 5.8 Single Tender Enquiry:

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

- i. It is in knowledge of the user unit that only a particular firm is the manufacture 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 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 items is to be purchased only from a selected firm.

#### **5.9 Purchase of goods directly under DGSD rate contract/GeM:**

The University may directly procure goods under rate contract from DGS&D OR Government e-Market place (GeM) on-line with following conditions:

- 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 e-bidding/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 Rules of Purchase Procedure 2017 shall apply.
- vi. The user unit shall make its own arrangement for inspection and testing of such goods where required.

#### **5.10 Rate contract with Registered Vendors**

- i. A Rate Contract is an agreement between the purchaser and the suppliers for supply of specific goods and allied services, if any, at specified price and terms and conditions during the period covered by the Rate Contract.

Based on requirements identified by the CPC the University may enter into rate contract arrangements for specified items from one or more sellers for a specified length of time. The details of such arrangements shall be negotiated by the CPC. The recommendations of the committee shall be approved by the Competent Authority before they are formally adopted. The period for which the Rate contract is valid will be counted from the day the rate contract is formally adopted.

- ii. The period of currency shall normally be one year which may be extended for succeeding years. The contract shall remain alive for supply of stores ordered during the currency of the contract.
- iii. Registration/Enlisting of Venders may be done through LTE /ATE method.
- iv. Rate contract should be placed only on registered and or reputed manufacturers or their authorized distributors who are capable of supplying the stores as required.
- v. In addition to all the usual terms & conditions, the following clauses should be included in all rate contracts:
  - a. Fall Clause: The price charged for the stores supplied under the rate contract should in no event exceed the lowest price at which the party sells the stores of identical description to any other person during the period of the contract.

- b. The stores shall be supplied within a period of fortnight for supplies against ex-stock deliveries. In case the firm does not supplied the item within the stipulated time schedule, the cancellation of the purchase order can be considered.
- c. Parallel rate contracts for similar items can be placed at any time during the period of rate contract with one or more parties.
- d. The rate contract can be terminated at any time by giving one-month notice.

#### **5.11 Maintenance Contract**

Depending on the cost and nature of goods to be purchased, it may also be necessary to enter into maintenance contract(s) for suitable period either with the supplier of the goods or with any other competent firm, not necessarily the supplier of the subject goods. Such maintenance contracts are especially needed for sophisticated and costly equipment and machinery. It may however be kept in mind that the equipment or machinery is maintained free of charge by the supplier during its warranty period or such other extended periods as the contract terms may provide and the paid maintenance should commence only thereafter.

#### **5.12 Imports:**

- i. Any Goods can be purchased from foreign suppliers subject to restrictions on imports as imposed by the Government of India from time to time.
- ii. Provision of exemption in customs duty must be availed.
- iii. Import should normally be made directly from the principal manufacturers. In the event a purchase is made through an Indian agent of the foreign company, proof that the Indian agent is an authorized agent of the foreign company must be obtained and must be part of the documents pertaining to the purchases. Any commission of the agency which may be payable to the Indian agent can be paid only in Indian Rupees (unless there is a change in Government of India rules which may necessitate payment in foreign currency).
- iv. In a foreign company has opened an office in India then it can authorize any Indian agent to deal with the University.
- v. Request for quotation for items to be procured through import may be sent through email, in addition to registered post/speed post/courier/fax.
- vi. Payment for import shall normally be made through a letter of credit. However, payment can also be made by a draft, subject to the restrictions placed by the Reserve Bank of India. In such a case FDD towards 100% payment can be kept ready and released on receipt of the goods in good working condition and after testing & acceptance. If the supplier desired a photocopy of the FDD, it may be sent to him to enable him to ship the goods.
- vii. Advance/part payment to a supplier shall be as per GFR rule 172. However, PI/HoD/coordinator may take advance for incidental expenses.
- viii. Term of shipment should be on FOB/CIF price of that country depending on the situation.
- ix. The Indenter (user) will be responsible for placing orders, opening/amending extending letters of credit, insurance, clearance and transportation of goods, processing for short shipped/damaged goods.
- x. Services of clearing/consolidation agents may be availed for foreign consignments arriving by air/sea. Such clearing agents shall be hired on the basis of agreed terms or single consignment basis; whichever may be advantageous to the University.
- xi. Acknowledgement of receipt of the goods in good condition, or rejection report, must be sent to P&SD, within three days, failing which it will not be possible to lodge the claim of damage to the Insurance Company and it will be presumed that materials supplied are accepted to the indenter.

**6. Stages of procurement**

**6.1. Annual Requirement Report (ARR)**

- i. Every unit of the university shall submit its ARR in the prescribed format (P&SD-III), to the P&SD, latest by 20<sup>th</sup> January of each calendar year, projecting their requirement for the ensuing financial year in respect of all the Commodities, mentioned at Para 2.1 above. This may help the P&SD to frame its annual procurement programme.
- ii. Similarly concerned units may submit their ARR (P&SD-IV) in respect of the services required during the ensuing financial year.
- iii. Departments which regularly consume Lab chemicals, Lab consumables and Lab Glassware and offices using paper including computer paper & photocopy paper, stationary, office consumables, printed form & stationary etc. shall submit their ARR with full details, as required for an Indent.

**6.2. Indents**

- i. An indent shall have all the details relating to the goods or Services required, Justification for such requirement, quantity required, estimated cost, source of procurement i.e. details of manufacturer and Suppliers/Venders & budgetary provision. (P&SD-V)
- iii. Administrative approval of the competent authority shall be obtained before Submitting the Indent to P&SD.
- iv. In case of proprietary items, the Indent shall accompany a "Proprietary Article Certificate" in following format; duly signed by all the members of the UPC:
  - a. .... is a proprietary item.
  - b. It is manufactured/marketed by M/s. ....
  - c. No other make or model is acceptable for following reasons:  
.....  
.....  
.....

**Note:** Certificate from the manufacture/vendor may also be attached along with above Certificate.

**6.3. Processing of ARR/Indent by P&SD**

- i. P&SD shall examine each ARR and Commodity wise total requirement may be consolidated. Commodities for which total requirement for the entire university is up to or less than `2,50,0000/- P&SD shall intimate the concerned units to peruse the procurement of that commodity through CPC as per Para 5.1 & 5.2.
- ii. In respect of the commodities for which estimated annual requirement exceeds `2,50,0000/- P&SD shall submit its proposal before the CPC, suggesting the mode of procurement as mentioned at Para 5.4 to 5.11 above.
- iii. After obtaining recommendation of the CPC regarding genuineness of requirement & mode of procurement, P&SD shall obtain administrative approval of the competent authority, before initiating further procurement process.
- iv. Similarly, Indents received by the P&SD shall be submitted before the CPC for vetting the mode of procurement. P&SD shall also ascertain the stock position from the central stores wherever applicable.
- vi. As per recommendations of the CPC, P&SD shall initiate procurement procedure as detailed in Para 5.3 to 5.10 above.

#### **6.4. 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 bidders should be asked to furnish bid security along with their bids. Amount of bid security should ordinarily range between two percent of five percent of the estimated value of the goods to be procured. The exact amount of bid security should be determined accordingly and indicated in the bidding documents. The bid security may be accepted in the form of Account Payee Demand Draft, Fixed Deposit Receipt, Banker's Cheque or Bank Guarantee from any of the commercial banks in an acceptable form (P&SD-VII), safeguarding the purchaser's interest in all respects. The bid security is normally to remain valid for a period of forty-five days beyond the final bid validity period.
- ii. Bid securities of the unsuccessful bidders should be returned to them at the earliest after expiry of the final bid validity and latest on or before the 30<sup>th</sup> day after the award of the contract.

#### **6.5. Performance Security**

- i. To ensure due performance of the contract, Performance Security is to be obtained from the successful bidder awarded the contract. Performance Security is to be obtained from every successful bidder irrespective of its registration status etc. Performance Security should be for an amount of five to ten per cent of the value of the contract. Performance Security may be furnished in the form of an Account payee Demand Draft, Fixed Deposit Receipt from a Commercial bank, Bank Guarantee from a Commercial bank in an acceptable form (P&SD-VIII) safeguarding the purchaser's interest in all respects.
- ii. Performance Security should remain valid for a period of sixty days beyond the date of completion of all contractual obligations of the supplier including warranty obligations.
- iii. Bid security should be refunded to the successful bidder on receipt of Performance Security.

#### **6.6. Opening of Quotations/Tenders**

- i. Quotation must be opened in the presence of CPC. All quotations/tenders must be signed by all members of the committee (along with date). Signatures are necessary on the covering envelop, financial part of the bid and the part which contains the terms and conditions. Negotiations may be done only with L-1 bidder, if required, on the approval of competent Authority.
- ii. In all purchases with multiple quotations, the report of the CPC should include the following:
  - a. A comparative statement of all dealers/sellers indicating all taxes, freight, forwarding etc. up to the point of delivery (i.e. the total cost of the purchase).
  - b. The dealers from who purchases are recommended (L1 vendor).
  - c. In the event purchase is recommended not on the basis of lowest quotation, the reason thereof shall be explicitly stated.
  - d. Any other relevant information.
- iii. All the purchases exceeding ` 50,000/= must be pre-audited by the Internal Audit. This will be applicable for purchases through CPC.

#### **6.7. Purchase Sanction**

- I. As provided in preceding paragraphs, all the indents received in P&SD must accompany administrative approval of the competent authority for procurement of the indented goods or Services.
- II. Similarly, it is provided that in case of ARR, the P&SD shall consolidate the requirement and obtain administrative approval before initiating procurement procedure.



- III. After rates are finalized by the CPC, the P&SD shall submit the recommendation of CPC to the Competent Authority, along with relevant documents, for approval of rates, vendors & also for financial sanction for the one time purchase.
- IV. In case of rate contract, however, only approval of rate (including rate of allowable discount, if any, and vendor (including brand & manufacturer, if any) may be obtained. In such a case, Indents received subsequently shall also accompany the financial sanction of the competent authority.

**6.8. Purchase Order & receipt of goods**

- i. All purchases, except as mentioned at para 5.1 & 5.2, shall be made through a purchase order P&SD IV placed on the seller by the P & SD, who shall be responsible for receipt of goods and the subsequent dispatch of the receipted goods to the user unit.
- ii. In Case of bulk supplies and for costly items competent authority, on the recommendation of the CPC, may appoint a Committee to inspect that the goods supplied by the vendor are as per specifications given in the tender.
- iii. User unit must acknowledge the receipt of goods in good condition and as per specification and acceptable, within 7 days of its receipt to the P & SD.
- iv. Normally delivery of items purchased shall be done at the Central Stores. However, CPC may ask the suppliers to deliver the items directly to the user unit in which case that unit shall be responsible to inform the P&SD about such delivery, within seven days of receipt of the items.
- v. In the event of any shortage/damage/wrong supply, prompt action will be initiated by CPC to rectify the same. In case the supplier fails to rectify it in a reasonable time, the matter shall be referred to the legal cell to recover the full cost paid. CPC shall lodge Insurance claims, and pursue them vigorously to realize the sum insured.
- vi. Once the purchase has materialized satisfactorily, the items must be entered in the appropriate stock register of the Central Stores and also that of the unit/project and in the Asset Register of the university, where ever relevant.
- vii. The payment order, signing of bills, signing of cheques for the processing of payments and adjustment shall be in accordance with the university rules.
- viii. Any increase in the price of item(s) ordered which is directly an entirely attributable to fresh imposition or increase in Government levies and taxes may be allowed subject to furnishing of sufficient valid written proof by the supplier.
- ix. The Vice Chancellor may at his discretion permit deviations from any of the above provision if he is satisfied that such deviations will be in the interest of the University and that the insistence on the above provisions can cause inconvenience and delay.
- x. All purchases/Rate Contract Arrangements will be audited by the Internal Audit (IA) of the university except in the following circumstances for administrative approval:
  - a. Individual purchases done as per an existing Rate Contract arrangement,
  - b. A repeat order if there is no change in price.
- xi. The rates should preferably be quoted both in words and figures. All cuttings, overwriting should be duly initialed failing which the quotation/tender/bid shall be liable to be rejected.

**6.9. Terms of Payment**

- i. The normal mode of payment is 100% on bill basis after receipt and acceptance of material in good condition and In case of equipments & gadgets after its satisfactory installation and commissioning.
- ii. 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:

- a. Advance payment demanded by firms holding maintenance contracts for servicing of Air-conditioners, computers, other costly equipment, etc.
- b. Advance payment demanded by firms against fabrication contracts, turn-key contracts etc.
- c. Such advance payments should not exceed the following limits:
  1. Thirty percent, of the contract value to private firms.
  2. Forty percent, of the contract value to a State or Central Government agency or a Public Sector Undertaking; **or**
  3. In case of maintenance contract, the amount should not exceed the amount payable for six months under the contract.
- iii. While making any advance payment as above, adequate safeguards in the form of bank guarantees in P&SO-IX etc. should be obtained from the firm.
- iv. Depending on the terms of delivery incorporated in a contract, part payment to the supplier may be released after it dispatches the goods from its premises in terms of the contract.
- v. Advance payment may, however, be allowed in other cases also, only if absolutely necessary, up to an amount not exceeding 90% of the price against bank guarantee of entire value of tender, subject to approval of the Finance Officer and Vice Chancellor.

## **7. Purchase of Books, Publications, Periodicals & Journals for Library**

### **7.1. Book & Journals Purchase Committee**

There shall be a Committee for Purchase of Books, publications, periodicals & journals etc. consisting of Dean Research as Chairman, Concerned Dean Faculty, Concerned HoD, Coordinators and Finance Officer or his nominee as members and the Librarian as Member Secretary. Committee shall consider the purchase of Books, Journals etc. as per list of books & journals received from various Teaching Departments or purchase.

In the case of Constituent colleges, there shall be a Committee for Purchase of Books, publications, periodicals & journals etc. consisting of the Principal as Chairman, Librarian of Central Library of AU, two faculty Members nominated by the Principal and Finance Officer or his nominee as members and the College Librarian / Incharge, Library as Member Secretary. Committee shall consider the purchase of Books, Journals etc. as per list of books & journals received from various Teaching Departments or purchase.

### **7.2. Good Offices Committee (GOC)**

Purchases shall be made as per terms and conditions prescribed by the GOOD OFFICES COMMITTEE (GOC), a voluntary organization, recognized by the Government of India to: (i). establish uniform terms for supply of books and journals to libraries, (ii). to ensure a fair working margin to booksellers and (iii). to provide an efficient service to the libraries. The terms of supply for Books and journals etc. as recommended by the GOC are given, with suitable amendments, in Paras 7.3. & 7.4. below:

### **7.3. Terms of supply: Books**

- i. The price of book/ document will be as fixed by the publishers.
- ii. The order shall remain valid for a period of eight weeks for foreign publication(s) and four weeks for Indian publications. The supply period may be extended by the Librarian in genuine cases; otherwise the order shall stand cancelled.
- iii. The supplier shall append the following declaration on the bills:
  - a) Only latest editions/ reprints have been supplied and these are not remainder titles/ damaged books with missing pages.
  - b) The prices have been correctly charged in accordance with the Publisher's/ Importer's/ Distributor's Invoices without any handling/ postage charges.
  - c) The supplier must provide the Income Tax Permanent Account No. (PAN).
  - iv. The minimum discount accepted by the Library System of University of Allahabad will be-

| <u>SN</u> | <u>Type of Publication</u>  | <u>Minimum discount</u> |
|-----------|---|-------------------------|
| 01        | Books/ Multi volume set of all categories except Government publications with price upto Rs. 25000/-      | 15%                     |
| 02        | Books/ Multi volume set of all categories except Government publications with price exceeding Rs. 25000/- | 20%                     |
| 03        | Government Publications*  | 10%                     |

(\*There shall be no discount on such Government publications on which the supplier(s) do not get any discount, on production of documentary evidence)

- v. Foreign publication, if available at special Indian/ Asian price, must be supplied at Indian Price.
- vi. Foreign Book(s) published/ reprinted more than three years ago shall not be supplied to the Library in the subjects of Science.
- vii. Conversion rate of foreign publications would be calculated as per Bank conversion rate on the date of billing/ GOC Conversion rate, whichever is less.
- viii. No postage/ freight charges will be paid.
- ix. Only paperback editions should be supplied, except in the case where the book is published only in hardbound.
- x. Invoice in triplicate shall be submitted in the name of The Librarian, University of Allahabad or Indenter i.e., HoD; Director; Coordinator and the Principal, as the case may be, mentioning the order no. and date, giving ISBN, author, title, edition, name of publishers, year of publication and price.
- xi. Price quoted in invoice for all publications should be supported by purchase invoice along with Publisher's price proof.
- xii. Price shown on Internet or website of the Publishers/ Suppliers shall not be accepted by the Library as support of price verification.
- xiii. In case of foreign publication, price in the currency of the country of publication may be mentioned.
- xiv. If a book supplied is a defective one, it will be returned even after books have been stamped by the Library, at the cost of supplier(s).
- xv. Any firm found having cheated the Library by supplying old, remaindered and damaged books or having charged more than the actual publisher's price, shall be **punished by blacklisting and EMD shall be forfeited.**
- xvi. In case of unsupplied book(s), a certificate of non-availability of that book(s) in the market from Publisher/ distributor/ stockist of the publisher should be produced to the Library.
- xvii. The University reserves the rights to change any or all of the above terms and conditions.
- xviii. Disputes are subject to jurisdiction of Allahabad Court only.
- xix. Books be subscribed from empanelled suppliers of the University only.

#### **7.4. Terms of supply: Journals**

- i. The Subscription Agent(s) will acquire the Journals by AIR MAIL and supply them to us by Registered post at regular intervals, preferably every week, at no additional cost to us for air lifting/ air mail.
- ii. Conversion rates as per Bank Exchange rates/ latest GOC circular (whichever is less).
- iii. No Discount.
- iv. The subscription Agent(s) will remit the full subscription to the publisher on behalf of the University of Allahabad before submitting bills of Journals for advance payment and will submit documentary evidence for such remittance and supply orders.
- v. Full advance payment shall be made against all the bills of Journals. Bills should accompany the Price-proof of Journals.
- vi. The subscription Agent(s) shall submit bank guarantee equivalent to ten percent of the amount of advance for two years along with the bills of Journals.
- vii. Before allowing advance payment, there shall be an agreement between the University and the subscription Agent(s) with provisions to ensure timely supply of Journals. There shall be a penalty clause to pay back @ 1.25 times of the subscription of missing Journals.
- viii. Claims for missing issues of Journals shall be made within 90 days of the publication of issue, in case it is supplied directly by the publisher. In case of delivery by Subscription Agent(s) the supply will be reviewed every quarter by the Library and the Agent(s).

- ix. Claims for missing issues of Journals should be settled within two years from the date of payment.
- x. Order must be processed immediately without delay. Advance payment must be made by the Subscription Agent(s) to the publisher on behalf of University of Allahabad or College, as the case may be, (as Subscriber) and invoice/ bill of subscription amount should be submitted for payment along with the remittance proof, publisher's price-proof and order placed to publishers. The University shall pay the invoice/ bill within two months from the date of receipt of the invoice/ bill.
- xi. Supplementary bills shall not be submitted, except when subscription rate is changed by the publisher and revised rate is paid by the supplier. Such a revised rate shall be paid by the University on production of documentary evidence.
- xii. No handling/ service charges will be paid even if there is no agency discount or short discount allowed to the Subscription Agent(s) from the publisher.
- xiii. If there is any discrepancy or inability to process our orders on time, the same should be intimated immediately to this office.
- xiv. If the publication of the Journal is behind the schedule, the same should be informed accordingly along with the expected date of availability.
- xv. The Subscription Agent(s) should ask the publisher of the journal to provide the online access of the journals which are subscribed in print with online by the university or are free with print subscription.
- xvi. The Subscription Agent(s) should provide the URL of the Journals which are subscribed print with online by the university or are free with print subscription on the University IP ranges.
- xvii. The Subscription Agent(s) would send a signed agreement on a non-judicial stamp paper of Rs 100/- mentioning all the above terms and conditions in it.
- xviii. The Subscription Agent(s) should submit the invoice in triplicate in the name of Librarian, Central Library, University of Allahabad or Indenter i.e., HoD ; Director ; Coordinator and the Principal, as the case may be, for the Journals of each subject separately along with price-proof for the same.
- xix. Journals be subscribed from empanelled suppliers of the University only.

7.5 Any amendment in Purchase Procedure-2017 shall be made only after the approval of Finance Committee and Executive Council.

**Note: In case of dispute, any contradiction in Purchase Procedure-2017 and GFR-2017, the provisions of GFR-2017 will prevail.**

**(Model Tender Document)**

**UNIVERSITY OF ALLAHABAD  
(A Central University)**

**TENDER NOTICE No. :  
Advertised Tender Enquiry (ATE)**

Sealed tenders are invited from reputed manufactures or authorized dealers for supply of ..... for class room & hostels of the University. Estimated cost of the goods is Rs..... (Rs.....only).

The tender document consists of two parts:

**Part A:**

Technical Bid with terms and conditions

**Part B:** Financial Bid

Detailed specifications and term and conditions are given in Annexure – I. to V

Bidders may submit the tender document in two separate sealed envelopes super scribed "Technical Bid "and Financial Bid" respectively. The two sealed envelopes should reach the office of the Dean Students Welfare on or before ..... **up to** ..... **p.m.** Technical Bid should accompany a D.D. amounting to Rs ...../- (non-refundable) as cost of the document payable to the Finance Officer, University of Allahabad, and also a D.D. of Rs. .... as Earnest Money Deposit (E.M.D.) payable to the Finance Officer, University of Allahabad. E.M.D. will be refunded to the unsuccessful bidders within 10 days of finalization of the tender. In case of successful bidders E.M.D. may be adjusted against Security Deposit without E.M.D. the technical-bid will not be considered.

Envelopes containing Technical Bid will be opened on ..... **at** ..... **p.m.** Only two representatives of the desired bidders may participate at the time of opening of Technical Bid.

Financial Bid of the technically qualified bidders may be opened on the same date or on a date to be intimated after the finalization of the technical bid.

**Proforma for submitting the Technical Bid**

1. Name of the Bidder :
2. Postal Address :
3. Address of the factory Site :  
(if original manufacturer)
4. Telephone/Mobile No. :
5. Owner/Authorized representative's name, address and phone number :
6. Year from which the bidder is in this business :  
(Must have at least five years experience)
7. Turnover during last three years:
  - i. Financial Year .....-..... :
  - ii) Financial Year .....-..... :
  - iii) Financial Year .....-..... :
 (Documentary evidence must be attached)
8. PAN Number :
9. TAN Number :
10. CST Number :
11. Sales Tax Number :
12. Service Tax Number :
13. Whether ISO certified (please give number) :
14. Whether DGS&D registered :  
(submit documentary evidence)
15. Whether Registered with the University in past :  
(Give Details)
16. List of Government organizations to whom supplies worth Rs.10 lakh and more have been successfully made during last three years with certificates issued by the competent authority.
17. Name of the issuing Bank along with No. & Date :  
of the D.D. of Rs. ....../- as cost of tender document attached.
18. Name of the issuing Bank along with No. & Date :  
of the D.D. of Rs. .... as E.M.D. attached.
19. Whether the bidder has been black-listed by any Government Organization.
20. GST NO. :

**Declaration**

I \_\_\_\_\_, hereby, certify that information given above are true to the best of my knowledge, and in any case/time, it is found to be incorrect, I will be debarred by the University.

Dated :

**Signature of the bidder**

**Specification of the goods**

| <b>S.No.</b> | <b>Description of the Items</b> | <b>Requirement (in Units)</b> |
|--------------|---------------------------------|-------------------------------|
| 1.           |                                 |                               |
| 2.           |                                 |                               |
| 3.           |                                 |                               |
| 4.           |                                 |                               |
| 5.           |                                 |                               |

**Note : Quantity is subject to change.**

**Signature of the bidder**

**Technical Terms and Conditions of the Tender**

1. The bidders should give full details of being the manufacturer or sole distributor or reseller of the items with documentary evidence/authorization letter.
2. The bidders should have at least five years experience in the field.
3. Annual turnover for the preceding financial year should not be less than Rs. ....
4. Company's/Firm's profile, legal registrations and income tax clearance certificate should be submitted with the tender documents.
5. The bidders must not have a criminal record.
6. Certificates/documents showing the satisfactory performance of the orders and after sale service status.
7. Along with tender documents, list of major clients with value of orders and actual date of completion may also be submitted. This is specifically be mentioned that how many single orders of more than Rs. 10 lakh have been completed satisfactorily.
8. Bidders will affix monogram of the firm on each item of the furniture at the time of supply.

**Signature of the bidder**



**Annexure – IV**  
**(Forming part of the technical bid)**

**General Terms and Conditions of the Tender**

1. The tender is to be submitted in two part viz. "Technical Bid" and "Financial Bid" in two separate sealed envelopes in the prescribed tender proforma separately. The financial bid will be opened only after acceptance of "Technical Bid".
2. Based on the evaluation of the technical bid submitted by the bidder, the Committee would shortlist them. The shortlisted bidders may be asked to make a presentation after opening of the technical bid before the committee.
3. All the items in the tender document are independent and will be considered separately. A bidder may quote for one or all the items. Detailed specifications, catalogue/literature of all the items quoted should be supplied with the technical bid.
4. All items should be with onsite comprehensive warranty for minimum period of three years.
5. Goods found not to be as per specification will be required to be replaced at the cost of the bidder.
6. The supply period shall commence from the date of issue of confirm supply order and completion period may be strictly 30 days.
7. Samples of furniture are to be shown/submitted at the time of final discussion/negotiation by shortlisted firms.
8. If the specification will not be found as per given specification, consignment may be refused at the discretion of the University.
9. For the delayed supplies, liquidated damages @ 0.5% on entire cost of the order will be levied to the maximum of 10%. Incomplete or defective supply shall be viewed seriously and E.M.D. shall be forbidden for liquidated damages of the University.
10. The unit rates should be quoted inclusive of all taxes, duties, levies, freight, insurance, loading and unloading charges etc.
11. Rates should be quoted F.O.R. destination at the unit of the University as mentioned in the supply order.
12. Payment will be made on receipt and acceptance of the goods.
13. Income Tax and other statutory deductions will be made as per rules.
14. Security deposit will be deducted @ 5% to 10% of the bill amount after adjusting the E.M.D. against it.
15. The quantities included in the tender can be increased or decreased at the discretion of the University.
16. Rates approved will remain valid for one year, except due to change in the rate of statutory taxes, duties and other Government levies.
17. The blacklisted firms/companies at any stage need not to apply.
18. The lowest rate will not be claimed as claim of taking the order.
19. Purchase Officer, Purchase & Stores Department, University of Allahabad reserves the right to reject or accept any tender without assigning any reason.
20. Purchase Officer, Purchase & Stores Department, University of Allahabad reserves the right to alter/modify any or all conditions of this tender document.
21. Each bidder should clearly specify that the bidder agrees to abide by the conditions of this tender document on their printed letter head indicating thereon Sales Tax Registration, FAX, Email, Telephone No. etc.
22. All pages of the tender document are to be signed and stamped by the bidder.
23. All disputes are subject to Jurisdiction of Allahabad only.

**Certified that I/We agree to the contents of terms and conditions of the tender.**

**Signature of the bidder**

## Proforma for submitting the Financial Bid

| Sl. No. | Specifications | Quantity Required Units | in | Rates per Unit Inclusive of all taxes, duties, levies, freight, insurance, loading & unloading charges. (Rs.) |
|---------|----------------|-------------------------|----|---|
| 1.      |                |                         |    |   |
| 2.      |                |                         |    |   |
| 3.      |                |                         |    |   |
| 4.      |                |                         |    |   |
| 5.      |                |                         |    |   |

Signature of the bidder

**UNIVERSITY OF ALLAHABAD**  
**Limited Tender Enquiry (LTE)**

No. :

Dated:

Dear Sir/s,

We intend to purchase following materials/items for ..... Kindly arrange to send your QUOTATION giving lowest rates per unit alongwith terms and conditions in Sealed Cover addressed to Purchase Officer, Purchase & Stores Department, University of Allahabad, Allahabad so as to reach this office on or before .....

THE WORD "QUOTATION", OUR REFERENCE NUMBER AND DATE SHOULD BE MENTIONED ON THE COVER IN BOLD LETTERS.

| Sl. No. | Description of the Goods | Quantity Required | Rate per Unit | Total Cost |
|---------|--------------------------|-------------------|---------------|------------|
| 1.      |                          |                   |               |            |
| 2.      |                          |                   |               |            |

1. While submitting the quotation following should invariably be mentioned:
  - a) Name of the manufacturer of the item quoted alongwith brand name, if any.
  - b) Details of specification.
  - c) Lowest rate (F.O.R. destination).
  - d) Discount, if any.
  - e) Sales Tax /VAT at concessional rates as applicable to the Educational Institutions.
  - f) Period of validity – (minimum six months).
  - g) Firm delivery time from the date of receipt of confirmed order, condition of supply and terms of payment.
2. If you are manufacturer of the items or if you have proprietary distribution/sales authorization, please mention it in the quotation.
3. For items of equipment nature, the Instruction Manual, Diagram of the circuit drawing must be supplied along with supply without which the delivery shall be incomplete.
4. Please fill in and return the Suppliers Profile Form.
5. Terms & Conditions as applicable are attached.

**N.B.**

1. Under no circumstances, unsealed quotation will be entertained in the office.
2. Quotations received after the due date shall not be considered.

**Purchase Officer**  
**Purchase & Stores Departments**

### Terms & Conditions

1. Quotation received after due date and time shall be summarily ignored.
2. Unsolicited / conditional / unsigned tenders shall not be considered.
3. Complete specification with model and manufacturer name and address should be given while quoting. Literature / Pamphlets should also be enclosed wherever applicable.
4. Rates must clearly indicate all taxes and discounts offered, if any.
5. No price negotiation will be entertained in normal course of action.
6. In case the products are available on DGS&D rate contract, may quote DGS&D rate contract rates enclosing a copy of the rate Contract.
7. Delivery shall be given in 30 days of receipt of purchase order at the University Campus. The offered delivery period shall have to be strictly adhered to, in case an order is placed.
8. IT, TT would be recovered as per rules. Kindly furnish your CST, UPTT and TIN Number in your quotation for our records.
9. Payment shall be made on delivery and satisfactory installation of the equipment.
10. After sale & service will be provided free of cost up to warranty period. Charges after warranty period may be quoted.
11. Tender conditions, if any, or otherwise sent with the tender shall not be binding on us.
12. The acceptance of the quotation will rest with the competent authority of Allahabad University, who does not bind himself to accept the lowest quotation and reserves the right to himself to reject, or partially accept any or all the quotation & received without assigning any reasons.
13. All the above instructions and our standard terms and conditions must be complied with, failing which your offer may be liable for rejection.
14. All suits shall be in the courts of **Allahabad Jurisdiction** only.
15. Terms & conditions of purchase as per University rules shall be applicable.
16. Tender should be addressed to the Purchase Officer, Purchase & Stores Department, University of Allahabad, Allahabad.
17. Vendor should have annual turnover of Rs. .... lakh in supply related goods during last three years.
18. **Vendor must enclose an authorization certificate of the company with tender document.**
19. Successful bidder shall furnish an unconditional PBG / SD valid till 60 days after the warranty period from any nationalized / scheduled bank for 10% of the total amount.
20. Liquidated damages (LD) rate for delay in delivery is 0.5% per week & max. 5% of the total amount.



## UNIVERSITY OF ALLAHABD

## ANNUAL REQUIREMENT REPORT FOR THE YEAR .....FOR GOODS

NAME OF THE UNIT .....

| Sl.No. | Description of the Goods Required | Quantity (Item wise) | Estimated cost including taxes Rs. | Name & Address of the Prospective Vendors |
|--------|-----------------------------------|----------------------|------------------------------------|---|
|        |                                   |                      |                                    |   |

**Note:**

1. Separate seats may be attached wherever required.
2. Full justification for the requirement may be given
3. In respect of consumables it may be certified that the requirement have been estimated on the basis of consumption during last financial year and that of this financial year upto the month of December.

Signature of the HoD\*.

\*HoD as mentioned above, means Head of a teaching department of the University, Director of an Institute, Project Coordinator for project purchases, Principal of a College, In-charge of a Center, Head of an office of the university, Librarian for Central Library, DSW in case of Hostels, University Engineer in case of a purchases relating to Electrical Goods, Electrical Gadgets, Sanitary and Plumbing items, Controller of Examination for purchases relating to his department including Hiring of Vehicles, Coordinators of the Entrance Test Committees for related purchases, Proctor for Security Services, SMO of the University Dispensary for Medicines etc., In charge Computer Center for purchase of Computer, Software and Networking etc. and Registrar for office equipment, office consumable and for various services.

UNIVERSITY OF ALLAHABD

ANNUAL REQUIREMENT REPORT FOR THE YEAR .....FOR SERVICES  
NAME OF THE UNIT .....

| Sl.No. | Description of the Services Required | Requirement | Estimated cost including taxes if any (Rs.) | Name & Address of the Prospective Vendors |
|--------|--------------------------------------|-------------|---|---|
|        |                                      |             |   |   |

**Note:**

1. Separate seats may be attached wherever required.
2. Full justification for the requirement may be given.

Signature of the Chairman and Members of UPC.

**UNIVERSITY OF ALLAHABAD**  
Form of Indent

To,

**Purchase Officer**

Purchase &amp; Store Department,

University of Allahabad,

**Allahabad.**

Name of the Indenting Unit : \_\_\_\_\_

(All of the columns are required to filled)

Details of Required Items:

| S. N.                       | Complete Description of Items Use separate Sheet, if Required ( <i>Do not mention make and model unless it is a proprietary item</i> ) | Stock Held on Date (Wherever applicable) | Quantity Required | Purpose | Approx Units Price ( ) | Approx Total Cost ( ) |
|-----------------------------|--|--|-------------------|---------|------------------------|-----------------------|
|                             |  |  |                   |         |                        |                       |
|                             |  |  |                   |         |                        |                       |
|                             |  |  |                   |         |                        |                       |
| <b>Total Cost (in Rs.):</b> |  |  |                   |         |                        |                       |

**Budget Details:**

| S. N. | Unit Name/Project No. | Budget Head | Amount Sanctioned | Amount Spent | Amount Available |
|-------|-----------------------|-------------|-------------------|--------------|------------------|
|       |                       |             |                   |              |                  |
|       |                       |             |                   |              |                  |

**Suggested Suppliers, if any:**

| S. No. | Name | Address |
|--------|------|---------|
|        |      |         |
|        |      |         |
|        |      |         |

|   |                                 |
|---|---------------------------------|
| Certified that Allocation exists for the above Amount | Administrative Approval Granted |
| Finance Officer/HoD                                   | Vice Chancellor                 |

Whether items are available in Central Stores: Y/N

**In-charge Stores**



**UNIVERSITY OF ALLAHABAD  
( Purchase Order )**

No. :  
Dated :

M/s. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Sub : Supply of ..... for .....**

**Ref. : ATE/LTE No. .... dated .....**

Your tender for supply of ..... for University ..... has been accepted by the University.  
Please arrange to supply following items of ..... to the Central Stores of the University:

| Sl. No. | Item | Quantity | Rate per Unit (Rs.) | Total Amount (Rs.) |
|---------|------|----------|---------------------|--------------------|
|         |      |          |                     |                    |
|         |      |          |                     |                    |
|         |      |          |                     |                    |

**Terms & Conditions :-**

1. Supply is to be made within 30 days of receipt of this letter.
2. Goods are to be supplied as per specifications mentioned in the ATE/LTE.
3. Goods found not to be as per the specifications will be required to be replaced at the cost of the vendor.
4. Rates include all taxes, duties, freight, insurance and transportation including loading / unloading charges up to the destination.
5. Income Tax and other taxes will be deducted from the bill as per rules.
6. Security deposit @ .... of the bill amount will be adjusted from your EMD and amount in excess of EMD, if any, will be deducted from the bill before making payment. This amount will be retained till warranty period.
7. Warranty period for the supplied goods will be ..... years.
8. The Vendor will fix their respective monogram on the ..... they will supply (for manufacturers only).
9. In case supplies are not made within the stipulated period and time is not extended (considering the circumstances beyond control of the vender etc.), penalty @ 0.5% of the value of supply order will be imposed for each day/week of delay and the amount will be deducted from the bill.

**PURCHASE OFFICER  
(PURCHASE & STORES DEPTT.)**

**BID SECURITY FORM**

Whereas .....(hereinafter called "the Bidder") has submitted its bid dated ..... (date of submission of bid) for the supply of ..... (name and/or description of the goods) (here in after called "the Bid").

KNOW ALL PEOPLE by these presents that WE ..... (name of bank) of ..... (name of country), having our registered office at ..... (address of bank) (here in after called "the Bank"), are bound unto ..... (name of Purchaser) (here in after called "the Purchaser") in the sum of ..... For which payment well and truly to be made to the said Purchaser, the Bank binds itself, its successors, and assigns by these presents. Sealed with the Common Seal of the said Bank this ..... day of .....

THE CONDITIONS of this obligation are:

1. If the Bidder withdraws its Bid during the period of bid validity specified by the Bidder on the Bid Form; **or**
2. If the Bidder, having been notified of the acceptance of its bid by the Purchaser during the period of bid validity:
  - a) fails or refuses to execute the Contract Form if required; or
  - b) fails or refuses to furnish the performance security, in accordance with the Instruction to Bidders.

We undertake to pay the Purchaser up to the above amount upon receipt of its first written demand, without the Purchaser having to substantiate its demand, provided that in its demand the Purchaser will note that the amount claimed by it is due to it, owing to the occurrence of one or both of the two conditions, specifying the occurred condition or conditions.

This guarantee shall remain in force upto and including forty five (45) days after the period of the bid validity, and any demand in respect thereof should reach the Bank not later than the above date.

..... (Signature with Seal of the Bank)

Date : \_\_\_\_\_  
Address: \_\_\_\_\_

\_\_\_\_\_  
(Name & Address of Bidder)

**PERFORMANCE SECURITY FORM**

To : \_\_\_\_\_ (Name of Purchaser)

WHEREAS \_\_\_\_\_ (Name of Supplier) hereinafter called "the Supplier" has undertaken, in pursuance of Contract No..... dated ..... to supply ..... (Description of Goods and Services).

AND WHEREAS it has been stipulated by you in the said order that the Supplier shall furnish you with a Bank Guarantee by a recognized bank for the sum specified therein as security for compliance with the Supplier's performance obligations in accordance with the order.

AND WHEREAS we have agreed to give the Supplier a Guarantee:

THEREFORE WE hereby affirm that we are Guarantors and responsible to you, on behalf of the Supplier, up to a total of ..... (Amount of the Guarantee in Words and Figures) and we undertake to pay you, upon your first written demand declaring the Supplier to be in default under the order and without cavil or argument, any sum or sums within the limit of ..... (Amount of Guarantee) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

This guarantee is valid until the ..... day of .....

**Signature and Seal of Guarantors (Bank)**

.....  
.....  
.....

Date .....

Address .....  
.....  
.....

All correspondence with reference to this guarantee shall be made at the following address:

\_\_\_\_\_

(Name & address of the Bidder)

**BANK GUARANTEE FORM FOR ADVANCE PAYMENT**

To: \_\_\_\_\_ (Name of Purchaser)  
\_\_\_\_\_ (Address of Purchaser)  
\_\_\_\_\_ (Name of Contract)

Gentlemen,

In accordance with the provisions of the Purchase Order No. .... dated ..... M/s. .... (Name and address of Supplier) (here in after called "the supplier") shall deposit with (name of purchaser) a bank guarantee to guarantee his proper and faithful performance under the said Clause of the Contract in an amount of (amount of guarantee \* ..... in words).

We, the ..... (bank or financial institution), as instructed by the Supplier, agree unconditionally and irrevocably to guarantee (name of Purchaser) on his first demand without whatsoever right of objection on our part and without his first claim to the Supplier, in the amount not exceeding

\_\_\_\_\_ (amount of guarantee)\*  
(in words).

We further agree that no change or addition to or other modification of the terms of the Contract to be performed there under or of any of the Contract documents which may be made between ..... (Name of Purchaser) and the Supplier, shall in any way release us from any liability under this guarantee, and we hereby waive notice of any such change, addition or modification.

This guarantee shall remain valid and in full effect from the date of the advance payment received by the Supplier under the contract until

Yours truly,

Signature and seal :

Name of Bank/ :

Financial Institution :

Address :

Date :

\* Amount is to be inserted by the bank or financial institution representing the amount of the Advance Payment