

Incharge, UNS, CSKHPKV, Palampur

Say Yes to Life/ Say No to Drugs



CSK HIMACHAL PRADESH KRISHI VISHVAVIDYALYA, PALAMPUR
OFFICE OF THE COMPTROLLER
"Central Purchase and Disposal Unit"

No.QSD./CPDU-1/CSKHPKV/22/-

Dated: Palampur, the, 12/9/2022-1308/

14 FEB 2022

To

All the Statutory Officers, CSK HPKV, Palampur.
All the Heads of Departments/Offices/Units, CSK HPKV, Palampur.
All the Associate Directors/ Scientists Incharge/ Programme Coordinators,
HAREC/SAREC/MAREC/RSS/KVKs
The Joint Controller (State Audit), CSK HPKV, Palampur.

Subject:- Setting up of Central Purchase & Disposal Unit- issuance of detailed procedure and guidelines- amendments thereof.

Sir/Madam,

In order to minimize the delay and to expedite the purchases to meet urgent requirements of research/teaching/adhoc projects etc., and in pursuance of decision taken in the meeting of Statutory Officers, Programme Coordinators & others held on 18.01.2022, the Vice-Chancellor CSK HPKV has been pleased to approve the following amendments in the procedure and guidelines of CPDU as circulated vide this office letter No.QSD/Store/CPDU/ CSKHPKV/ 14/17388-482 dated 31.03.2014 and No.QSD/CPDU-1/CSKHPKV/ 17/- 66564-647 dated 13.12.2017 with immediate effect in the interest of University work:-

1. All the purchase cases above Rs.1.00 lakh and below Rs.5.00 lakh will also be processed by the concerned Head of Department/office/Unit/Station/KVK as per provision contained in the CSKHPKV Accounts Manual/ Chapter-16 of H.P.F.R.-2009/ Guidelines for the purchases on GeM and the instructions issued by the Government/ University in this regard from time to time.
2. After obtaining the sanction of the competent authority in such cases as per delegation of financial powers, the procuring department/office/unit/station/KVK will invite the quotations from different firms in the name of the Comptroller, CSK HPKV, Palampur with the stipulation that the address on the envelope containing quotation(s) will be that of the quotation inviting department/office/unit/station/KVK. The terms and conditions to be incorporated in the NIQ shall be as per Annexure-A. The copy of NIQ will also be endorsed to the Comptroller/CPDU and the Dean/Director concerned and sent through official email Id together with hard copy as well besides uploading the same in the University Website for wide publicity. The Quotation Opening Committee will consist of the following:-
 - i) Concerned Dean/Director/Statutory Officer or his nominee
 - ii) Head/Incharge of procuring Department/office/Unit/Station/ KVK
 - iii) Principal Investigator of the Project (in case of purchase under projects)
 - iv) Assistant Registrar/Section Officer, o/o the Comptroller as Comptroller's nominee

Contd.....2/-


3. In case the concerned Dean/Director/Statutory Officer deposes his nominee as member of Quotation Opening Committee, he will intimate the name of such nominee to the department/office/unit/station/KVK concerned and the Comptroller through official email together with hard copy immediately after receipt of copy of NIQ.
4. After receipt of the sealed quotations by the concerned procuring department/office/ unit/ station/ KVK, the sealed quotations shall be brought by the respective Head of department/office/ unit/ station/ KVK to the CPDU immediately and hand over the same to the Incharge, CPDU for initiating further process of opening the quotation in the CPDU on the date mentioned in the NIQ. Thereafter the Deputy Registrar/Assistant Registrar/Incharge, CPDU will coordinate the entire process as per existing practice/procedure with partial modification that the Quotation Opening Committee will also scrutinise and evaluate the quotations, prepare comparative statement and recommend the rates on the comparative statement by putting signatures by all the committee members. The CPDU shall further submit the rates recommended by the quotation opening committee for approval of the competent authority as per existing procedure. The supply order shall be issued by the CPDU to the approved firm/supplier **within two working days** of the opening of the quotations with copy to the procuring department/office/ unit/ station/ KVK through official email and hard copy.
5. The CPDU/procuring department/office/ unit/ station/ KVK, as the case may be, shall constitute the inspection committee immediately after issue of supply order by CPDU, for inspection of material and submitting the inspection report as per the rules/guidelines.
6. Further process will continue to be followed as per existing practice by the CPDU but it shall be ensured by the CPDU/Comptroller/Joint Controller (State Audit) and concerned Head of Department/office/unit/ station/ KVK that the payment of the firm/supplier shall be made within 15 days of the receipt/inspection of material.
7. Each purchase case must accompany the checklist in duplicate as per Annexure-B.

The other terms and conditions/guidelines will continue to be operated as contained in letter No.QSD/Store/CPDU/ CSKHPKV/ 14/17383-482 dated 31.03.2014 and No.QSD/ CPDU-1/ CSKHKV/ 17/- 66564-647 dated 13.12.2017.

NOTE: INCOMPLETE PURCHASE CASE(S) WILL NOT BE ENTERTAINED IN THE CPDU/OFFICE OF THE COMPTROLLER, CSK HPKV, PALAMPUR.

It is, therefore, requested to take further action in the matter accordingly.


Yours faithfully,


Comptroller,
CSK HPKV, Palampur.

Dated: Even

Endst.No.Even
Copy to:-

1. The Secretary to Vice-Chancellor, CSK HPKV, Palampur for kind information of the latter.
2. The Assistant Registrar-I and II, o/o the Comptroller, CSK HPKV, Palampur.
3. Section Officer (CPDU), CSK HPKV, Palampur.
4. All the Section Officers/Superintendents, o/o the Comptroller, CSK HPKV, Palampur.
5. P.A. to Comptroller, CSK HPKV, Palampur.
6. All Dealing Assistants, CPDU, CSK HPKV, Palampur.
7. Guard File.
8. *Incharge, UNS, CSKHPKV, Palampur with the request to upload the same in the Union Website, please.*


Comptroller,
CSK HPKV, Palampur.

ANNEXURE-B

**CHECK LIST TO BE SUBMITTED ALONG WITH THE PURCHASE CASES
(TO BE PREPARED IN DUPLICATE)**

PART-I			
1.	Name of Department/office/unit/station/KVK	FOR USE BY PROCURING Department/office/unit/station/ KVK	
2.	Brief description of equipment/material/item proposed to be purchased with complete specification(s)		
3.	Total cost of the proposed equipment/ material/ item		
4.	Scheme name and number in which funds exist and expenditure to be incurred.		
5.	Letter No. & date vide which allocation of funds made by the Comptroller, CSK HPKV		
6.	Letter No. & date vide which sanction accorded by the competent authority		
7.	Date on which NIQ issued		
8.	Date by which sealed quotations were to be received as per NIQ		
9.	Date on which the sealed quotations were handed over in the CPDU		
10.	Proposed Date of opening the quotations		
	Sign of D.A.(Procuring Deptt./office)	Sign.of HOD/Incharge (Procuring Deptt./office)	
PART-II			
11.	Date on which the quotations were opened in CPDU	FOR USE BY CPDU O/O THE COMPTROLLER	
12.	Name of members of quotation opening committee as per composition		1. 2. 3. 4.
13.	Whether the quotation opening committee recommended the rate(s) of any firm/supplier fulfilling the specification(s)/conditions as per NIQ or not (Yes/No)		
14.	If 13) above is affirmative, date on which recommendations of quotation opening committee submitted for approval of competent authority. If negated, what further course of action taken by CPDU.		
15.	Date on which approval for recommended rates accorded by competent authority		
16.	Letter No. & date vide which supply order placed to the approved firm/supplier as per recommendations/approval		
17.	Date by which the supply of material was to be made the firm/supplier as per supply order		
18.	Destination(F.O.R) for supply of material as per NIQ/supply order		
19.	Date on which supply/material received at the mentioned destination		

20.	Date on which material inspected by the inspection committee	FOR USE BY CPDU O/O THE COMPTROLLER	
21.	Whether the supply/ material was found in order as per specification/supply order or not		
22.	Names of members of Inspection Committee (as per constitution)		1.
			2.
			3.
23.	Whether the Bill received from the firm/supplier is in order and fulfils all the requirements/documents as per rules/guidelines		
24.	Date on which the bill submitted by CPDU to the Audit alongwith classification sheet		
25.	Date on which the bill passed for payment by the Audit		
26.	Date on which the payment made to the firm/supplier by CPDU/Procuring Deptt./office, as the case may be		
27.	Date on which delivery challan issued by CPDU to concerned deptt./office		
28.	Date on which 10% handling charges of CPDU credited to RF of CPDU:- i) Date: ii) Amount:		

The purchase has been completed on _____ as per detail given above and a copy of this filled in check list has been handed over to procuring department/office/unit/station/KVK on _____

Note: No column of the check list should be left blank.

D.A.(CPDU)

S.O.(CPDU)

Dy.Regr./Asstt.Regr.(CPDU)

Countersigned

Comptroller

Terms & Conditions of NIQ

1. The quotations should reach in the O/O undersigned in sealed cover and super-scribed "**quotation for purchase of _____**" on _____ by _____ in the name of Comptroller, CSK HPKV, Palampur. The quotations will be opened on _____ in the presence of quotee or their authorized representative, if present. In case the date of opening is happened to be a holiday, the quotation will be opened on next working day on same time. The Head of Procuring Unit will intimate the same to all the members of quotation opening committee well in time.
2. The rates should be quoted F.O.R. destination i.e. _____ including of all charges. **Nothing will be paid extra.**
3. Concessional GST @ 5% will be applicable against GST exemption certificate issued by the University.
4. Price list should be attached.
5. The quantity of materials can be increased or decreased.
6. The University reserves the rights to consider or reject any of the quotations without assigning any reason.
7. The supply of the material is to be made by the supplier immediately.
8. The quotation received after due date will not be considered.
9. The condition of advance payment or through cash etc. will not be considered.
10. The quotation should be submitted only if the items can be supplied promptly on demand.
11. The price quoted should be strictly according to the specifications stated in the NIQ.
12. The payment will be made after satisfactorily Inspection Report of the Inspection Committee so constituted for the purpose by the University.
13. Each quotation should be accompanied with a refundable earnest money @ 2%, if the total amount for the supply of the material exceeds Rs. 1.00 lakh in the shape of fixed deposit receipts/TDR/DD in favour of the Comptroller, CSK HPKV, Palampur. **Without EMD the quotations will not be considered.**
14. The supplier will adhere to the provision of Motor Vehicle Act for transportation of material.
15. Performance security will be obtained from successful bidder @ 5% of the awarded material.
16. GST may be shown separately, copy of GST registration be enclosed with quotation and GST No. may be mentioned in the quotation.
17. The E-way bill is to be required alongwith actual bill.
18. Authorization Dealer Certificate and warranty certificate duly attested by the firm must be attached with quotation.
19. The quotation should accompany the satisfactory user report/certificate from the Institutions to whom the said equipment earlier supplied by the firm.
20. The conditional quotation will not be entertained.
21. The firms/suppliers shall observe all the guidelines/SOPs for COVIDI-2019 prescribed by the H.P. State Govt/Central Govt. from time to time.
22. All disputes shall be within the jurisdiction of Palampur Court.