

PANJAB UNIVERSITY, CHANDIGARH
OFFICE OF THE FINANCE AND DEVELOPMENT OFFICER

Circular No. 454-653/FDOI

Dated: 27.2.2012

Dear Sir/Madam,

This is in partial modification to earlier circulars No. 1745-1944/FDO dated 25.4.2011 and 3769-3978/FDOI dated 14.10.2011 regarding procedure to be followed by the deptts, for purchase cases.

The committee constituted by the Vice Chancellor reviewed certain points and made following recommendation which have been approved by the Vice-Chancellor.

- 1) That the technical committee of the Deptts should actually be referred as purchase cum technical committees.
- 2) That the technical committee of the Deptt is competent to finalize the specifications of the required equipment/instrument or any other item and if the members of the Committee feel they can co-opt any other officials from any department of the University to assist them in the relevant cases.
- 3) That a check list as per appendix A, B & C with respect to press tender, limited tender or single tender/quotation respectively as the case may be must be submitted along with the purchase case.

It is therefore requested that meticulous compliance of the above instruction be ensured while processing the purchase cases.

Yours faithfully,

Sulhask Chandra

Deputy Registrar (Accounts)

Encl Appendix -A, B & C

Issued to:-

1. All Directors/Chairpersons/Principal of teaching & non-teaching departments of University, Chandigarh, Hoshiarpur, Muktsar, Kauni & Ludhiana
2. Secretary to V.C.
3. R.A.O.
4. P.A. to Registrar/COE
5. All A.R.(Accounts)
6. Guard File

Appendix - A

CHECKLIST FOR PURCHASE CASE IN CASE OF LIMITED TENDERS/QUOTATIONS

1. Name of the Department
2. Total Value of the Purchase
3. *Budget Head*

Sr. No.		Yes/ No	Indicate page No. of Noting/ Correspondence
1.	Whether the purchase requirement has been approved by the Departmental Purchase-cum-Technical Committee?		
2.	If the items being procured is not manufactured in India, then the NMIC (not manufactured in India), certificate of D.U.I is attached or not.		
3.	Whether Purchase Committee constituted have the approval of the competent authority.		
4.	Whether the notice inviting quotation has been issued to the vendors through registered post and uploaded on the website of the Panjab University.		
5.	A certificate to the effect that "the tender document has been uploaded in the website of Panjab University and remained open till the closing date and time" is attached.		
6.	Mention number of tender/quotation received. Whether these were received well before the closing date and time and also diarized?		
7.	Whether the tenders received have been entered in the tender/quotation register (attach tender register).		
8.	Whether envelop containing EMD, technical bid and financial bid as applicable has been signed by all the members and Chairman of the Committee?		
9.	Whether separate envelopes have been received for earnest money deposit, technical bid and financial bid? If applicable.		
10.	Whether technical bids have been opened only of the firms who has furnished the EMD, where EMD was required?		
11.	Whether tenders/bids have been opened on the due date and time of opening?		
12.	Whether the envelope containing the technical bid and the supporting document of the technical bid have been signed by all the members and Chairman of the Committee.		
13.	If the tenders/bids received of the item being manufactured outside India and tender has been submitted by the Agent of the foreign manufacturer in India, then whether the rates quoted by the Agent in India in the tender have been verified from the manufacturer outside India confidentially?		

14.	Whether samples have been called along with the technical bid, if yes, whether the same have been evaluated by the technical committee. And if any demonstration required then, whether the same was finalized by the Purchase-cum-Technical Committee before opening of financial bid?		
15.	Whether Comparative statement, evaluating the technical aspects by the Purchase-cum-Technical Committee duly signed by all the members and Chairman of the Purchase-cum-Technical Committee is attached?		
16.	Whether any firm has been disqualified on technical grounds, if so, the reasons justifying the rejection of the firm have been recorded or not.		
17.	Whether proceedings/recommendations of the Purchase-cum-Technical Committee duly signed by all the members and Chairman of the Committee are attached?		
18.	Number of qualified bidders on the basis of technical evaluation considered for opening of financial bid.		
19.	Whether the envelope containing the financial bid and the supporting document of the financial bid have been signed by all the members and Chairman of the Committee?		
20.	Whether the comparative statement of the financial bid duly signed by the members and Chairman of the Purchase-cum-Technical Committee is attached?		
21.	Whether an undertaking from the members/Chairman of the Purchase-cum-Technical Committee that he/she has not any personal interest in the companies/agencies participating in the tender/bid process is recorded in the recommendations?		
22.	Whether the recommendations/proceedings of the Purchase-cum-Technical Committee are attached?		
23.	The competent authority to accord the financial approval.		
24.	Whether the financial sanction of the competent authority is obtained & attached.		

(Signature of Head of the concerned Deptt.)

NOTE: The file containing the purchase case must be properly numbered.

Appendix - B

CHECKLIST FOR PURCHASE CASE IN CASE OF PRESS TENDER ENQUIRY

1. Name of the Department
2. Total Value of the Purchase
3. *Budget Head*

Sr. No.		Yes/ No	Indicate page No. of Noting/ Correspondence
1.	Whether the purchase requirement has been approved by the Departmental Purchase-cum-Technical Committee?		
2.	If the items being procured is not manufactured in India, then the NMIC (not manufactured in India), certificate of D.U.I is attached or not.		
3.	Whether Purchase Committee constituted have the approval of the competent authority.		
4.	Whether notice inviting tender/quotation has been published in newspapers and uploaded on the website of the Panjab University?		
5.	Whether copy of uploaded tender document is attached?		
6.	A certificate to the effect that "the tender document has been uploaded in the website of Panjab University and remained open till the closing date and time" is attached.		
7.	Mention number of tender/quotation received. Whether these were received well before the closing date and time and also diarized?		
8.	Whether the tenders received have been entered in the tender/quotaion register (attach tender register).		
9.	Whether envelop containing EMD, technical bid and financial bid as applicable has been signed by all the members and Chairman of the Committee?		
10.	Whether separate envelopes have been received for earnest money deposit, technical bid and financial bid? If applicable.		
11.	Whether technical bids have been opened only of the firms who has furnished the EMD, where EMD was required?		
12.	Whether tenders/bids have been opened on the due date and time of opening?		
13.	Whether the envelope containing the technical bid and the supporting document of the technical bid have been signed by all the members and Chairman of the Committee.		
14.	If the tenders/bids received of the item being manufactured outside India and tender has been submitted by the Agent of the foreign manufacturer in India, then whether the rates quoted by the Agent in India in the tender have been verified from the manufacturer outside India confidentially?		

15.	Whether samples have been called along with the technical bid, if yes, whether the same have been evaluated by the Purchase-cum-Technical Committee. And if any demonstration required then, whether the same was finalized by the Purchase-cum-Technical Committee before opening of financial bid?		
16.	Whether Comparative statement, evaluating the technical aspects by the Purchase-cum-Technical Committee duly signed by all the members and Chairman of the Purchase-cum-Technical Committee is attached?		
17.	Whether any firm has been disqualified on technical grounds, if so, the reasons justifying the rejection of the firm have been recorded or not.		
18.	Whether proceedings/recommendations of the Purchase-cum-Technical Committee duly signed by all the members and Chairman of the Committee are attached?		
19.	Number of qualified bidders on the basis of technical evaluation considered for opening of financial bid.		
20.	Whether the envelope containing the financial bid and the supporting document of the financial bid have been signed by all the members and Chairman of the Committee?		
21.	Whether the comparative statement of the financial bid duly signed by the members and Chairman of the Purchase-cum-Technical Committee is attached?		
22.	Whether an undertaking from the members/Chairman of the Purchase-cum-Technical Committee that he/she has not any personal interest in the companies/agencies participating in the tender/bid process is recorded in the recommendations?		
23.	Whether the recommendations/proceedings of the Purchase-cum-Technical Committee are attached?		
24.	The competent authority to accord the financial approval.		
25.	Whether the financial sanction of the competent authority is obtained & attached.		

(Signature of Head of the concerned Deptt.)

NOTE: The file containing the purchase case must be properly numbered.

Appendix - C.

CHECKLIST FOR PURCHASE CASE IN CASE OF SINGLE TENDER

1. Name of the Department
2. Total Value of the Purchase
- 3 *Budget Head.*

Sr. No.		Yes/ No	Indicate page No. of Noting/ Correspondence
1.	Whether the purchase requirement has been approved by the Departmental Purchase-cum-Technical Committee?		
2.	If the items being procured is not manufactured in India, then the NMIC (not manufactured in India), certificate of D.U.I is attached or not.		
3.	Whether Purchase Committee constituted have the approval of the competent authority.		
4.	Whether the committee has justified the purchase on the basis of single tender by giving proper reason under certificate as per University rules?		
5.	Whether the committee has justified the reasonability of the rates on the basis of any purchase order executed by the same firm to any other government institution/organization?		
6.	Whether the certificate from the vendor has been obtained to the effect that the rates being charged to the University are reasonable and not more than what is being charged from other government institution/organization?		
7.	Whether the tenders/quotations received have been entered in the tender/quotation register (attach tender register).		
8.	Whether envelop containing EMD, technical bid and financial bid as applicable has been signed by all the members and Chairman of the Committee?		
9.	Whether separate envelopes have been received for earnest money deposit, technical bid and financial bid? If applicable.		
10.	Whether technical bids have been opened only of the firms who have furnished the EMD, where EMD was required?		
11.	Whether samples have been called along with the technical bid, if yes, whether the same have been evaluated by the technical committee. And if any demonstration required then, whether the same was finalized by the technical committee before opening of financial bid?		

12.	Whether proceedings/recommendations of the Purchase-cum-Technical Committee duly signed by all the members and Chairman of the Committee are attached?		
13.	Whether an undertaking from the members/Chairman of the Technical Committee/Purchase Committee that he/she has not any personal interest in the companies/agencies participating in the tender/bid process is recorded in the recommendations?		
14.	Whether the recommendations/proceedings of the Purchase Committee are attached?		
15.	The competent authority to accord the financial approval.		
16.	Whether the financial sanction of the competent authority is obtained & attached.		

(Signature of Head of the concerned Deptt.)

NOTE: The file containing the purchase case must be properly numbered.