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NAGALAND UNIVERSITY
(A Central University Estd. By the Act of Parliament No.35 of 1989)
Headquarters : Lumami - 798627

No: NU/ADMN/B-23/05 (Pt-I) 2658

Dated: 26th July 2019

Sub: Forwarding of Purchase Guidelines - Regarding

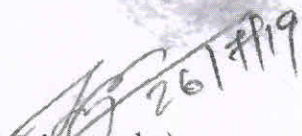
Madam/Sir,

Please find enclosed herewith copy of "Purchase Guidelines for Departmental Allocation/ Teaching Aids along with necessary formats" approved by 48th Executive Council Meeting vide Resolution No.EC:48:6:2.

Henceforth, i.e. from the Financial Year 2019-20, all Departmental purchases are to be made by following proper guidelines as enclosed.

This is for favour of kind information and necessary action, please.

Yours faithfully,


(Temjenmenba)
Section Officer (ADMN)

Copy to:

1. PRO, NU, for information of the Vice-Chancellor, NU.
2. PA to Registrar, NU, for information of the Registrar.
3. The Pro-Vice Chancellor, NU, Kohima campus, Meriema for information and necessary action.
4. The Pro-Vice Chancellor, NU, SASRD, Medziphema, for information and necessary action.
5. The Dean, NU-SET, Dimapur, for information and necessary action.
6. The Deans, Social Sciences/RDC, NU, Lumami for information.
7. All Heads, Academic Departments, NU, Lumami, for information and necessary action.
8. The Deputy Registrar (Finance), NU, Lumami, for information.
9. Office file.

10. The Dean Sciences

PURCHASE GUIDELINES FOR DEPARTMENTAL ALLOCATION/ AIDS

(Approved vide 48th Executive Council Resolution No.EC:48:6:2)

These guidelines will be called purchase guidelines for departmental allocation/ aid and shall apply to all the departments/Centres under Nagaland University. For purchase of any item, GFR-2017 guidelines and as admissible from time to time will be strictly followed.

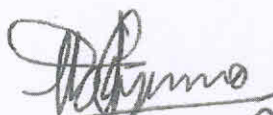
- Each Department/Centre will have a Departmental Purchase Committee (DPC) consisting of a minimum of 3 members. Head of the Department/Centre will be the Chairperson of the DPC. If any Department is having less than 3 faculty members, the committee may be formed by including some faculties from some other allied department and for that an official notification has to be made in advance with a copy marked to university administration.
- Under departmental allocation, the following items may be purchased/ expenditure may be made : (i) Chemicals, (ii) Glassware, (iii) minor equipments, (iv) sample analysis, (v) purchase and repairing of any laboratory requirements or instruments, (vi) computer, (v) laptops, (vi) printers, (vii) cartridge, (viii) projector, (ix) blackboard, (x) projector screen , (xi) instrument maintenance, (xii) computer maintenance/repairing etc. or any other items Department feels appropriate, which is directly related to teaching/ research activities.
- Books, furniture, construction, furnishing etc. are not permissible under departmental allocation/ aid.
- Department can start the process of purchase at the beginning of the financial year and purchases need to be spread through the year on quarterly basis so that last minute purchases are avoided.
- Replication of the items purchased in previous/ preceding sessions need to be avoided, unless justified.

THE GFR-2017 RULES ARE TO BE STRICTLY FOLLOWED. The necessary rules are described below:

A. RULES FOR PURCHASE OF GOODS WITHOUT QUOTATION

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


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B. RULES FOR PURCHASE OF GOODS BY DEPARTMENTAL PURCHASE COMMITTEE

Purchase of goods costing above Rs. 25,000 (Rupees twenty five thousand only) and up to Rs.2,50,000/- (Rupees two lakh and fifty thousand only) on each occasion may be made on the recommendations of a duly constituted Departmental Purchase Committee consisting of at least three members as decided by the Head of the Department as per GFR 2017 Rule 155. The committee will survey the market to ascertain the reasonable rate, quality and specifications and identify the appropriate supplier before recommending placement of the purchase order, the members of the committee will jointly record a certificate as under.

“Certified that we, members of the purchase committee are jointly and individually satisfied that the goods recommended for purchase are of the requisite specification and quality, priced at the prevailing market rate and the supplier recommended is reliable and competent to supply the goods in question, and it is not debarred by Department of Commerce or Ministry/ Department concerned.”

Note: The survey of the market to ascertain the reasonableness of rate, quality and specification is to be done by comparing at least three quotations from three different firms. The requirements of three quotations for a single items is must only when the price of the single item is 25,000 or above. However for items like Chemicals, glassware, solvents etc., the requirements of three quotations might be relaxed provided the supplier is an authorized dealer of the items and certifies that the price quoted are company quoted prices.


C. PURCHASE OF GOODS DIRECTLY UNDER RATE CONTRACT

In case any Department directly procures Central Purchase Organization (e.g. DGS&D) rate contracted goods from suppliers, the prices to be paid for such goods shall not exceed those stipulated in the rate contract and the other salient terms and conditions of the purchase should be in line with those specified in the Rate Contract. The Department shall make its own arrangement for inspection and testing of such goods where ever required.

D. PURCHASE OF GOODS BY OBTAINING BIDS

Purchase above Rs.2,50,000/- (Rupees two lakh and fifty thousand only) on each occasion may be made through Central Purchase committee as per rules.

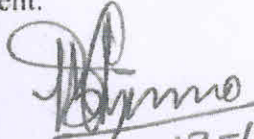
For that, departments will need to write to university administration about the items to be purchased with proper specifications after duly approving by the Departmental Purchase Committee.


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PURCHASE PROCEDURE TO BE FOLLOWED BY THE DEPARTMENT

- A. The Chairman of the DPC after approving the items in the Departmental purchase committee may place the order to the supplier with a copy marked to university administration and finance section. All the departments under Nagaland University must follow a standard format of purchase order (to be provided by university administration).
- B. Once the items are supplied, HOD may submit the bills in duplicate to finance section after entering the item details in the departmental stock register, for necessary payment.
- C. It is the primary responsibility of the Department to keep a record of the budget available with the Department while purchasing the items. In case, it happens that any department places an order exceeding the budget allocation, university will pay only the amount available against the Department. University will not be responsible for the excess purchase/ payment.
- D. Any items to be purchased exceeding the budget need to be first approved by the university authority, failing which university will not be responsible for payment of any purchase made by the department.


12-12-12

नागालैण्ड
NAGALAND



विश्वविद्यालय
UNIVERSITY

(संसद द्वारा पारित अधिनियम 1989, क्रमांक 35 के अंतर्गत स्थापित केंद्रीय विश्वविद्यालय)
(A Central University established by an Act of Parliament No.35 of 1989)
मुख्यालय : लुमामी, जुन्हेबोटा (नागालैण्ड), पिन कोड - 798627
Headquarters: Lumami, Dist: Zunheboto, (Nagaland), Pin Code-798 627

ANNEXURE-I : PURCHASE WITHOUT QUOTATION FORMAT
(Refer Nagaland University Purchase Guidelines Clause A)

Name of Department:
Date:

								(in Rupees)
Sl. No	Name of Firm	Bill No.	Item	Qty (Nos)	Unit Rate	Tax	Other Charges if any	Total Amount

(Attach additional sheet if required)

"I am personally satisfied that the goods purchased are of the requisite quality and specification and have been purchased from a reliable supplier at a reasonable price"

(Signature with seal)
Name of Head:

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NAGALAND,



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(संसद द्वारा पारित अधिनियम 1989, क्रमांक 35 के अंतर्गत स्थापित केंद्रीय विश्वविद्यालय)
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ANNEXURE-II : PURCHASE COMMITTEE CERTIFICATE FORMAT
(Refer Nagaland University Purchase Guidelines Clause B)

Name of Department:

Date:

(in Rupees)

Sl. No	Name of Firm/Bidder	Item	Qty (Nos)	Unit Rate	Tax	Other Charges if any	Total Amount	Recommendations & Comments

“Certified that we, members of the purchase committee, are jointly and individually satisfied that the goods recommended for purchase are of the requisite specification and quality, priced at the prevailing market rate and the supplier recommended is reliable and competent to supply the goods in question, and it is not debarred by Department concerned (Nagaland University)”

(Signature)
Name of Member 1

(Signature)
Name of Member 2

(Signature)
Name of Member 3

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