



श्री माता वैष्णो देवी विश्वविद्यालय

Shri Mata Vaishno Devi University
Kakryal, Katra -182320, J&K

Dated: 22nd Jan 2016

No: SMVDU/Adm./16/24th EC/ATR/ 1579-83

NOTIFICATION

Sub: Change in the Regulations Governing Purchase and Management of Stores at SMVDU

In pursuance of the decisions taken in meeting of the 24th Executive Council held on 23rd November 2015, minutes of which were issued vide no: SMVDU/A&R/15/24-EC/Min/1545, dated: 31st December, 2015, sanction is hereby accorded for the following modifications in the Regulations Governing "Purchase and Management of Stores" at SMVDU:

Existing		Approved	
Clause	Regulations	Clause	Regulations
3.2 (a)	Items costing upto ₹. 5,000/- Cash Purchase can be allowed. The total amount of cash memo should not exceed ₹. 5,000/-. However, prior approval will be required.	3.2 (a)	Purchase of Goods upto ₹. 15,000/- Purchase of goods upto the value of ₹. 15,000/- (Rupees Fifteen Thousand only) on each occasion may be made without inviting quotations or bids subject to overall capping of ₹.3 lacs or the budget provision whichever is less during the year, of that particular School/Section, on the basis of a certificate to be recorded by the Deans/Directors/PI, in the following format. "I, certify that the above listed goods purchased are of the requisite quality and specification and have been purchased. to meet immediate and inescapable need, from a reliable supplier at competitive market price." However, in case of Section Heads, the power will be exercised with prior approval of the Purchase By the Registrar.
3.2 (b)	Items aggregating ₹. 1,00,000/- Quotations should be obtained from at least three parties. The Purchase Committee can make recommendations if the lowest quotation is not accepted. Purchase committee will examine and give recommendations.	3.2 (b)	Purchase of Goods upto ₹.100,000/- Purchase of goods/services upto ₹. 100,000/- may be made by the respective designated Purchase Committee, after survey of the market, from the authorized dealers of original manufacturers as far as possible, and from reputed vendors, in case of services where quality is a major issue as for the services, for which there is no MRP. The Committee will survey the market to ascertain the reasonableness of rate, quality and specifications and identify the appropriate supplier. 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 purchased are of the requisite specification and quality and have been purchased from a reliable supplier at a competitive market price."

Existing Regulations		Approved Regulations	
Clause	Regulations	Clause	Regulations
Clause 3.2 (c) & 3.2 (d) of the earlier Regulations stands deleted to be replaced by new Clause 3.2 (c).			
3.2 (c)	Items aggregating ₹. 1,00,001/- to ₹.1,50,000/-. Minimum five quotations should be obtained. The Purchase Committee will examine and make recommendations.	3.2 (c)	Purchase Aggregating ₹. 100,001/- to ₹. 5,00,000/- Minimum four quotations are required to be obtained from authorized dealers / manufacturers / genuine suppliers. The enquiry letter shall also be uploaded on the University Website. The duly constituted Purchase Committee as per Clause 5 of the regulations, shall ascertain the reasonableness of price, quality and specifications & recommend its purchase. However, in case of proprietary item or special scientific item, or inadequate response in other cases, the concerned Purchase Committee will have to make a special recommendation to the Vice-Chancellor for approving purchase through a single quotation / less than 04 quotations, as the case may be.
3.2 (d)	Items aggregating ₹. 1,50,001/- to ₹. 2,00,000/-. Minimum six quotations should be obtained. The Purchase Committee will examine and make recommendations. For items "b"- "d", if it is proprietary item or special scientific items, then Purchase Committee will have to make a special recommendations to the vice-Chancellor for accepting single quotation.	Clause 3.2 (e) of the earlier Regulations stands deleted to be replaced by new Clause 3.2 (d)	
3.2 (e)	Items aggregating more than ₹. 2,00,000/-. Open tenders in newspaper may be generally required. However, for special Scientific equipment, Vice-Chancellor may form an Experts Committee to advise the Purchase Committee to process the cases without newspaper tendering.	3.2 (d)	Purchase aggregating more than ₹. 5,00,000/- Such purchase should be done through Open tender and be also uploaded on the University Website. However, for special Scientific equipment and for ensuring quality, limited tender approach may be adopted with the approval of the Vice-chancellor who may form an Experts Committee to advise him on the Purchase process, if so desired.
3.4	Emergent Requirements. For emergent requirements of the Centre e.g., hardware, electronic components, etc. Purchase committee, may authorize a group to survey the market and make the purchases upto ₹. 20,000/-	3.4	Emergent Requirements: The clause 3.4 stands deleted.

A copy of the revised Regulations as above is enclosed.

Chaitanya

Registrar

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Copy to:

1. All Deans/Directors/Section Heads, for information.
2. Finance Officer, for information.
3. AR (S&P), for information & compliance.
4. PS to VC for the information of the Hon'ble Vice Chancellor.
5. I/c Website, for uploading on University Website.
6. Order File.