



श्री माता वैष्णो देवी विश्वविद्यालय

Shri Mata Vaishno Devi University  
Sub Post Office, Katra -182320, J&K  
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Ref. No.: SMVDU/S&P/2023-24/ 825-29

Date: 06<sup>th</sup> Nov 2023

**Circular**

**Sub: Purchase of goods/services by Local Purchase Committee as per rule 155 of GFR 2017 by uploading NIQ on the University website-regarding.**

It has been observed that that the Schools/Sections of SMVD University are not following proper Guidelines laid down for purchase of goods/services by Local Purchase Committee as per rule 155 of GFR 2017 rules.

This has been viewed seriously by the Competent Authority. It is, therefore, enjoined upon all the Heads of Schools/Section Heads to direct the concerned officers/officials in their respective School/Section to strictly adhere to the guidelines as provided under GFR 2017 Rules w.r.t. purchase of goods/services by Local Purchase Committees as per rule 155 of GFR 2017 rules.

Rule 155 of GFR 2017 states that;

***Purchase of goods by Purchase Committee.*** [In case a certain item is not available on the GeM portal,] Purchase of goods costing above [Rs.25,000 (Rupees twenty five thousand only) and upto Rs.2,50,000/- (Rupees two lakh and fifty thousand only)] on each occasion may be made on the recommendations of a duly constituted Local Purchase Committee consisting of three members of an appropriate level as decided by the Head of the Department. 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, 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."

All Heads of Schools/Sections/Centers/Offices must forward the indent forms duly filled [with detailed specifications, make, cost involved, justification for purchase, etc.] for the Supply /Supply & Installation / Repair of goods and services, for items/jobs costing more than Rs.25,000/- and upto Rs.2,50,000/-which are not available on GeM. These should be accompanied with the recommendations of the SPC of the School/Section and Non-availability report generated from GeM by the concerned Schools/Sections from their GeM user-id's.

The S&P wing after ascertaining the financial status from the finance wing shall seek approval of the Competent Authority to effect the said purchase as per rule 155 and also propose constitution of a Local Purchase Committee for the purpose. After receiving the approval, LPC shall be notified by the S&P wing.

The Local Purchase Committees constituted under Rule 155 of GFR 2017 regulations, for various Schools/Sections/Centers/Offices in the University, shall invite quotations in sealed cover only, by publishing a Notice Inviting Tender [NIQ], as per the sample format enclosed. The NIQ duly filled and signed by the Head of the School/Section/ Center/Office, shall be emailed to the Faculty In-charge website at the email id: [website@smvdu.ac.in](mailto:website@smvdu.ac.in) for uploading the same on the University website.

All interested vendors shall send their sealed rate quotations to Central Dispatch Section SMVDU so as to reach the indenting School/Section of SMVDU by a particular date and time as notified in the NIQ. The cover of the sealed quotation addressed to the indenting Head of the School/Section should be super-scribed with the Subject of the NIQ, NIQ Issue No., Date of issue and Due date & Time.

The Central Dispatch Section shall forward these quotations to the Head of the indenting School /Section/Center/Office, etc.

The LPC shall open the quotations so received and prepare a comparative statement for its technical/financial evaluation of the items/equipment to be purchase or service/repair job to be executed. After its scrutiny, if the LPC are *jointly and individually satisfied that the goods proposed to be recommended for purchase are of the requisite specification and quality, priced at the prevailing market rate and the supplier which is coming as L1 is reliable and competent to supply the goods in question or execute the service/repair job effectively*; they shall submit their recommendations to the S&P wing through the concerned Head for kind consideration of the Competent Authority.

The S&P wing after scrutiny of the proposal and being satisfied that all codal formalities have been followed and that the LPC has also submitted a certificate as per GFR rules; recommend the purchase from the lowest vendor for kind consideration and approval of the Competent Authority.

After the approval is provided, the file shall be returned back to the indenting School/Section who shall prepare a draft PO/Job Order, get it vetted from the indenter and forward the same to the finance wing for pre-auditing. After the receipt of pre-audited PO/Job Order, the fair copy shall then be sent to the office of the Registrar, for signatures, and then PO/Job Order be issued under proper number and date.

After receipt & installation of material/equipment or completion of service/repair job, the procedure as already notified vide no. SMVDU/S&P/2023-24/454-59 dated:21-08-23 shall be followed for inspection, stock entry and release of payment.

It is again enjoined upon all Deans/Heads of School/Section Heads to ensure strict compliance of the above procedure in future.

This issues with the approval of the Competent Authority.

**Copy to:**

1. All Deans/Heads/I/c Heads/Section Heads, for information and circulation among all Faculty & Staff for ensuring strict compliance.
2. Finance Officer, for information.
3. Faculty I/c Website, for information & with a request to upload the above Circular on the University website and also to upload all NIQs on the University Website in future.
4. AR to VC, for the kind information of the Hon'ble Vice Chancellor.
5. Central Dispatch Section, for information & strict compliance and to ensure timely dispatch of the sealed quotations received to the indenting School/Section.
6. Notification / Order file.
7. Concerned File.

  
Registrar  
4  
Deputy Registrar  
SMVD University



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Ph: 01991-285524, 096228-85588, Fax: 01991- 285687

Email: purchase@smvdu.ac.in

NIQ. No: SMVDU/...../ 2023-24/

Date: , 2023

**Notice Inviting Quotation**

**Sub:- Supply /Supply & Installation / Service / Repair of /Catering Service for.....**

Quotations in sealed cover are invited for the Supply /Supply & Installation / Service / Repair of /Catering Service for..... on behalf of Registrar SMVDU for the Head of the ..... School/Section/Centre/Wing; from reputed registered firms / Co-operative stores / Suppliers or Manufacturers having a valid GST Number and PAN Number, and for supplying rates for the bellow mentioned items/jobs;

Sr. No.	Details of the Item / job	Qty
1		
2		
3		

The sealed rate quotations should reach the Central Dispatch Section SMVDU latest by ..... [date:- dd/mm/yyyy], .....[name of the day], ..... A.M./P.M. [time]. Any quotation received after the due date and time shall be summarily rejected. The sealed bids shall be opened on the next working day at 2:30 P.M. in the presence of authorized representatives, should they wish to attend the same.

**Terms & Conditions**

1. Rates should be written in figures as well as words. Delivery duration, GST rates, Delivery charges, or any other rates/charges, as applicable, and discount if any, should be clearly mentioned in the **Schedule of Quantities [Format enclosed at Annexure 'A']**.
2. The last date for receipt of sealed quotations in the Central Dispatch Section SMVDU is latest by ..... [date:- dd/mm/yyyy], ..... [name of the day], upto ..... A.M. / P.M. [time].
3. The quotation / **Schedule of Quantities** should be on the letter head of the Company with reference no. and date on it, duly signed and stamped.
4. The quotations should be submitted in sealed cover, addressed to the Head of School/Section, super-scribing the NIQ issue number & date and due date & time failing which the quotation is liable to be rejected.
5. Price quoted for the material / equipment shall be final and valid for 3 months.
6. Quotation without the authorization from the Company will not be accepted.
7. Delivery of material /equipment / stores mentioned in this quotation will be supplied by the supplier at SMVDU Stores at Kakryal, Katra-182320 (J&K).

8. Rate offered must be for metric system of unit lengths or volume or weight.
9. Documents in support of valid GST and PAN Number also need to be enclosed with the quotation.
10. SMVDU reserves the right to increase the quantity mentioned in this NIQ or to split this quotation and place order on one or more suppliers/ bidders; as well as, the right to reject partly or completely, the quotations without assigning any reasons thereof.
11. The quotation should be complete in all respects and the firms shall give the Make/ Brand name offered for the items in the quotations. Wherever applicable, technical literature may please be enclosed along with quotation.
12. The payment will be released after the receipt of all and complete material/equipment with complete accessories in good working condition and its inspection by a duly constituted Inspection Committee.
13. Material/ equipment shall be guaranteed for the minimum period of 01 / 02 / 03 [strike off whichever is not applicable] years on site for satisfactory performance, workmanship and for the quality of material/ equipment supplied by the firm from the date of delivery/ installation.
14. Quotation received after DUE DATE & TIME will not be considered. SMVDU shall not be responsible for delays in postal transit.
15. All taxes / duties should be clearly mentioned in the Quotation.
16. PACKING: The equipments shall be packed suitably for dispatch directly to SMVDU at Suppliers expenses and supplier shall be responsible for any damage during transit.
17. AFTER SALES SERVICE: The offer shall clearly state full details of the after sales service facility available for the equipment.
18. JURISDICTIONS FOR DISPUTES: In all disputes, the decision of the Registrar, SMVDU, shall be final, conclusive and binding on the supplier. All disputes shall be subject to the jurisdiction of the courts in the District, Jammu.
19. DEVIATIONS: Deviations, if any from the specifications given which provide for improvement in the functioning of the equipments will be accepted. Such deviations and their advantages shall be clearly brought out in the tender / quotation.

The NIQ shall be available on the University Website: [www.smvdu.ac.in](http://www.smvdu.ac.in) For any query contact Head of the ..... School/Section/Centre/Wing at the following email id: .....@smvdu.ac.in

**Signatures:**.....

**Head of** .....

**Date:** .....

**Annexure "A"**

[To be provided on Firm/Company Letter Head]

**Schedule of Quantities****Name of the Job: Supply / Supply & Installation / Service / Repair of /Catering Service for .....****Ref: NIQ Number :..... Date: .....**

Sr. No.	Details of the Item	Qty	Rate per item	Amount in Rs.	GST rate	GST Amount in Rs.	Total Amount inclusive of GST in Rs.
1							
2							
3							
4							
	Less: Discount if any						
	Add: Delivery Charges if any						
	Net Amount to be paid in Rs.						
	Deliver Period						

**Additional Terms and Conditions [if any]:**.....  
.....**Bank details for RTGS Transfer**

Name of the Account:

Account No.:

Account Type:

Bank Name:

Branch name and Address:

IFSC Code:

**Signature & Stamp of the Supplier**