



STORES AND EQUIPMENTS PURCHASE MANUAL

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STORES AND EQUIPMENTS PURCHASE MANUAL

1.0 INTRODUCTION

This manual outlines the procedures to be adopted for the purchase of various kinds of equipments, stores etc. by Departments/Centres/Faculties/Units/Sections, both from University's main account as well as from the project funds. This will facilitate the procurement of diverse kinds of goods, equipment and stores required by the various users of the University and will be in consonance with the wider objective of excellence in all activities of the university. The manual has been prepared in conformity with the applicable directives contained in the General Financial Rules, 2005. In case any amendments in the Rules are made by the Government of India, this manual may be treated as amended to that extent. This manual is meant for official use and is not therefore intended for the use of non-officials or private parties. Nothing contained in this manual shall be construed as a presentation meant for contractors' or other members of the public having dealings in connection with purchase with any department of the university and shall modify in any way the incidence of any existing or future contracts. The manual also provides basic guidelines of the procedures and documentation in the Annexures.

2.0 DEFINITIONS AND ABBREVIATIONS

Department: Department shall imply various Faculties, Department/Inter Disciplinary Programme/Center/Central Facility/Section or any entity in the university which has a separate allocated budget.

Goods and Services: The term Goods and Services used in these rules include all articles, materials, commodities, office equipment, general furniture, laboratory furniture, fixtures, accessories, raw material, spares, instruments, machinery, equipment and supply for research and training laboratories, general equipment, industrial plants, chemicals, solvents, reagents, gases, glassware, stationery, livestock, other consumable items and any other item meant for academic work, office management, estate management, research & development activities except publications, periodicals and documentation services.

It also include Annual Maintenance Contracts (AMC) of goods and equipment purchased or otherwise acquired for use; custom clearance, cargo handling services, computer and network management, software and web design, communication facilities, outsourcing facilities like security, housekeeping, canteen services & horticulture, etc.

FOB: Free on Board

FOR: Free on Rail

GFR: General Financial Rules, 2005.

HOD: Head of the Department.

PICO: Purchase and Inventory Control Office.

Purchaser: Individual who raise an indent for the purchase shall be referred to as a Purchaser.

Seller/Vender: The seller/vender refers to the company/dealer/agent/individual firm from whom the university may buy goods or services.

Approved format: The approved format means the format referred to in this document at different places and also all such formats may be approved by the Competent Authority from time to time.

Temporary Contingent Advance: An Advance which can be taken to meet contingent expenses on Non Consumable Stores (NCS)/Limited Time Asset Stores (LTAS)/Consumable Stores (CS)/Miscellaneous items, etc.

3.0 CLASSIFICATION OF STORES

All stores to be procured shall be classified into three categories i) Non Consumable Stores (NCS), ii) Limited Time Asset Stores (LTAS) and iii) Consumable Stores (CS).

3.1 NON-CONSUMABLE STORES (NCS)

Non Consumable Stores are the stores which are intended to be used over the prolonged period before becoming unusable or obsolete and the store having a significant disposal value. The stores which are sub-systems or parts of an equipment potentially repaired and reused and stores which are fabricated equipments or assembled equipment bought as a single item will be classified as NCS.

All NCS will be entered into the Non-consumable Stores/Stock Register of the university and the NCS stock register of appropriate department.

For example, these stores are plant and machinery, instruments, motors assembled instruments, fabricated equipments etc.

3.2 LIMITED TIME ASSETS (LTAs)

The stores satisfying one of the following conditions shall be classified as LTAs:

- i. The stores which have significant value when purchased but rapidly lose their value/relevance with the lapse of time and have very little or negligible disposal value.
- ii. The stores which can be upgraded either by replacing components/parts or which can be rendered obsolete by the release of new version or addition.

LTAs shall be entered into the Limited Time Asset Stores (LTAS) register of the university and in a separate LTAS stock register in the appropriate department.

For example, computers, disc and other peripherals, drives which are computer accessories, software, manuals, printers, monitors, curtains, curtain rods, dari, mattresses research equipment and accessories with limited life.

3.3. CONSUMABLE STORES (CS)

Stores satisfying any one of the following conditions shall be classified as Consumable Stores (CS):

- (i) Stores which exhaust with the lapse of time.
- (ii) Stores which do not have significant disposal value.
- (iii) Spares of equipment which do not fall either in the NCS or LTAS category.

For example, chemicals, glass and plastic ware and disposables used in laboratories, medicines, stationery item, printer ribbons and cartridges, pen drives, CD ROMS, magnetic tapes, chips and electronic components like resistors, capacitors, connectors, electrical components like wire, switches, plugs, bulbs, tool bits and hand tool, etc.

CS shall be entered in the CS stock register of the appropriate department. For the projects this shall be entered in the CS stock register of the project.

4.0 PURCHASE OF RATE CONTRACT GOODS AND REGISTRATION OF FIRMS

- 4.1 The goods and items of standard types which are commonly required by the department shall be identified and reported to PICO. Based on requirements identified by PICO, the University may enter into rate contract arrangements with sellers for specified period by a Purchase Committee constituted for the purpose. The registration of firms shall be done after verification of their credential including manufacturing capacity, quality control facility, past performance, financial background, etc. The firms obtaining the registration should have valid registration no. of CST/VAT, Service Tax, TIN, PAN etc. Where number of firms are brought on rate contract for the same items, negotiations as well as counter offer of rates are permitted with the bidder. The suppliers may be registered for a fixed period (between 1 to 3 years) depending on the nature of goods. At the end of this period, the registered suppliers willing to continue with registration are to apply for renewal of registration. New suppliers may also be considered for registration, provided they fulfill all the required conditions.

- 4.2 The registered firms shall be liable to be removed from the list of approved firms, if they failed to abide by the terms and conditions or failed to supply the goods in time or supply sub-standard items/goods or make any false declaration to the university or for any other ground which in the opinion of the university is considered to be against the public interest.
- 4.3 The Central Purchase Organisation (e.g. DGS&D) also conclude rate contracts with the registered suppliers and maintain item-wise lists of eligible and capable suppliers. The relevant details of the rate contracts are available on its website. Items available on valid rate contract of DGS&D can be procured by placing direct order on the firm. The prices to be paid for such items may not exceed those stipulated in the rate contract and terms and conditions of purchase with quality of items may be the same as specified in the rate contract.
- 4.4 Black listing of firm(s) can be done on the recommendation of concerned Department. Officer In-charge of Stores and Purchase Section shall process such cases which shall be examined by a Committee constituted by the Finance Officer or any other officer authorized by him. Based on the recommendation of the Committee, final action will be taken after approval of the Vice-Chancellor. The information of such firms shall be widely circulated by the Officer In-charge of Stores & Purchase Section to all concerned.

5.0 GENERAL RULES FOR PURCHASE

- 5.1 Every authority delegated with the financial powers of procuring goods in public interest shall have the responsibility and accountability to:
- (a) Ensure efficiency, economy and transparency;
 - (b) Provide fair and equitable treatment to bidders;
 - (c) Promote competition;
 - (d) Ensure that the price of the successful bid is reasonable and consistent with quality required; and
 - (e) Evolve mechanism to prevent corrupt practices.

5.2 PURCHASE OF GOODS WITHOUT QUOTATIONS

All purchases upto Rs.15,000/- only on each occasion can be made directly by purchaser (not below the rank of Asst. Professor/Asst. Registrar) from the market after confirming that the price is reasonable or through PICO.

The purchaser shall furnish the following certificate:

“I/we,..... am/are personally satisfied that these goods purchased are of the requisite quality and specifications and have been purchased from a reliable supplier at reasonable price”.

Signature

Ordinarily, the payment for goods to be purchased should be released only after the supplies have been made. However, in exceptional cases:

An advance can be drawn for the purpose by the purchaser. This advance shall be subsequently adjusted by using the contingent advance adjustment form supported by Cash Memo/Bill/Receipt and proof of entry in the appropriate stock register. Intimation must be sent to Stores and Purchase section in case of NCS and LTAS items for entry in Non-Consumable Stores/Stock Register.

5.3 PURCHASE OF GOODS WITH QUOTATIONS

Purchases exceeding value of Rs.15,000/- and upto Rs.1.00 lakh on each occasion can be made by inviting quotations from a minimum of 3 firms by a Purchase Committee. Quotations will be invited as per the procedure at para 5.8.2. Committee will prepare the comparative statement and forward its recommendations to PICO for selected party with the approval of competent authority for placing purchase order.

The members of the Committee will jointly record the following certificate:

“Certify that we.....members of the purchase committee are jointly and individually satisfied that the goods recommended for purchase are of requisite specification and quality, priced on the prevailing market rate and the supplier recommended is reliable and competent to supply the goods in question.”

Signature 1.....
2.....

- 5.4 For purchase of goods above Rs.1 lakh, the Purchase Committee should include a representative from PICO or Finance Office to ensure the adoption of the correct procedure. Quotations will be invited as per the prescribed procedure.
- 5.5 Irrespective of the amount for purchase which are directly initiated by the Stores and Purchase Section, Registrar shall constitute a Committee, consisting of at least 4 members including one representative each of Registrar and Finance Officer. This procedure is to be followed when bulk purchase of stores is involved and the requirement is by multiple departments.

5.6 The purchase shall be made only from reputed sellers with valid VAT Registration, Shop Act Registration, PAN (Income Tax) and wherever relevant Central Excise Registration and Service Tax Registration.

5.7 For purchase not covered under para 5.2 & 5.3 above, quotations shall be invited by PICO following the prescribed procedure. However, as a special case, purchaser can call quotations following the prescribed procedure supported by full justification for inviting the quotations.

5.8 The indenter will send approved indent with detailed specifications for inviting quotations to PICO. The PICO will invite the quotations, prepare a comparative statement and will send to the concerned indenter for making his/her recommendations for the purchase. The purchase enquiry will be sent to at least 4 firms (except where the source available is less than 4 firms). However, efforts should be made to send the enquiry to more vendors for getting competitive offers.

5.8.1 For goods exceeding estimated value Rs.1.00 lakh the procurement will be by open tender by advertisement. The advertised tender enquiry should be on the website of the university. The university should also post the bidding documents on its website and permit prospective bidders to download the same from the website. If such downloaded bidding document is priced, there should be clear instructions for the bidder to pay the amount by demand draft etc. along with the bid. In case the estimated value of goods to be procured is Rs.25 lakh and above, advertisement should also be given in the Indian Trade Journal (ITJ) published by the Director General of Commercial Intelligence and Statistics, Kolkata and at least in one national daily news paper. The website address should also be given in the advertisement in ITJ and newspapers.

Purchase through limited tender enquiry may be adopted even where the estimated value of the procurement is more than Rs.1.00 lakh in the following circumstances.

- I. The demand is urgent and the dispensing of public tender is justified.
- II. It will not be in public interest to procure the goods through advertised enquiry.
- III. The sources of supply are definitely known and possibility of fresh sources(s) beyond those being tapped is remote.

5.8.2 Quotations should be floated by registered post, courier, fax, speed post, e-mail etc. Every quotation must be received in a sealed cover. The enquiry sent to the firms should have all details especially on the following points:

- I. The text of bidding document should be self-contained comprehensive without any ambiguity of essential information, which a bidder needs for sending responsive bid. The bidding document should contain, inter alia:-
 - a) The criteria for eligibility and qualifications to be met by the bidders such as minimum level of experience, past performance, technical capability, manufacturing facilities and financial position, etc.
 - b) Eligibility criteria for goods indicating any legal ramifications or conditions about origin of goods, etc. which may be required to be met by the successful bidder.
 - c) The procedure as well as date, time and place for sending the quotation.
 - d) Date, time and place of opening of quotation.
 - e) Terms of delivery.
- II. The bidders should be given reasonable time to send their quotations.
- III. The specifications of the required goods should be clearly stated so that the prospective bidders can send meaningful quotations.
- IV. The bidders should not be permitted to alter or modify their quotations after expiry of the deadline of received quotations.
- V. Negotiations with bidder after opening quotations generally need to be discouraged. However, in exceptional circumstances where price negotiation becomes essential it should be resorted to only with the lowest evaluated technically suitable bidder only.
- VI. The purchase order should ordinarily be placed to the lowest evaluated bidder whose quotation has been found to be responsive and technically suitable and qualified to ensure the supply as per the terms and conditions incorporated in the bidding document.
- VII. Quotations must be opened in the presence of AR (PICO), Members of Purchase Committee and representatives of the bidders, if any. The Tender Opening Committee shall read out

the following particulars only for the information of the authorized representatives attending the tender opening:

- (a) Tender number
- (b) Name of the firm
- (c) Description of the item
- (d) Price
- (e) Whether the price is inclusive/exclusive of taxes and duties.
- (f) Discount offered
- (g) Delivery Schedule
- (h) Any other extra charges quoted for packing, transport, etc.
- (i) Terms of delivery.
- (j) Warranty obligations.

VIII Responsibility of the Tender Opening Committee:

- (a) After opening, every tender shall be serially numbered and signed by all members of the committee. Signatures are necessary on the covering envelope, financial part of the bid and the part which contains terms and conditions of quotations received.
- (b) Each page of the price schedule or letter attached to it shall also be signed by them with date, particularly the prices, delivery period etc., which shall also be encircled and signed with date. Blank tenders, if any, should be marked accordingly by the members of tender opening committee. Alterations/corrections in the bids should also be signed legible by them. A similar procedure shall be followed wherever any erasing/cutting is observed.
- (c) Any correction in the price quoted in the tender in words and/or figures shall be encircled in red ink by the representatives of PICO and signed. The members of the tender opening committee shall endorse this. The Tender Opening Committee will prepare a list of the representatives attending the tender opening and obtain their signatures on the same. The list will also contain the representatives' names and the corresponding bidders' names and addresses. The authority letter brought by the representatives will be attached with this list. This list must be signed by the Tender Opening Committee with date and time.

- (d) An on-the-spot report containing the names of the tenders (serial number-wise), salient features of the tenders, as read out during public opening of tenders will be prepared by the tender opening committee members duly signed by them with date and time. The tenders, which have been opened, the list of the representatives attending the tender opening and the on-the-spot report are prepared and kept in file.
- IX. The Purchase Committee for goods exceeding estimated value of Rs.1.00 lakh shall consist of:
- (i) HOD of the Department as Chairperson.
 - (ii) Not less than two senior teachers, one from concerned faculty.
 - (iii) One specialist members (for the category of equipment to be purchased.
 - (iv) One representative of Finance Officer or one representative of Registrar.
- X. The Purchase Committee will prepare a report of opened quotations which will include:
- i. Comparative Statement of all bidders indicating all taxes, freight, forwarding charges, if any, which will give the total cost of the purchase.
 - ii. The bidder from whom the purchase is recommended.
 - iii. In the event of purchase being recommended, other than lowest quotation, the reasons shall be specifically stated.
 - iv. Any other relevant information.
 - v. An explanatory justification in case the lowest quote is not accepted by the Committee.
- XI. The report complete in all respect along with all the documents shall be sent to the Stores and Purchase Section for taking further action.
- XII. The purchase of items of proprietary nature (i.e. items which do not have substitute or which are spare parts of existing equipment for which substitute/replacement are not available) can be done on the basis of single quotation irrespective of the value of the item. In such cases the purchaser must furnish proprietary certificate (Annexure-IV) that they are the only source of supply/manufacturer.
- XIII. All purchase orders exceeding Rs.10 lakh must be pre audited.

5.9 REPEAT ORDER

When a purchase is to be made for an identical stores items and research equipment purchased by National Institutes/Central Universities/Central Research Organizations of repute like IITs/IISERs/CSIR, etc. a repeat order for that item may be placed after ensuring the following conditions:

- a. That date of original purchase order shall be within 180 days.
- b. The indenter/purchaser shall give a certificate that there is no reduction in market price of the item.
- c. The original purchase order is placed against open/advertised tender enquiry.
- d. The Technical Committee consisting of the indenter, a representative of Registrar, and a representative of Finance Officer with the option of opting a technical expert from the Institute/Organization for which the item was originally supplied, shall examine and compare the technical specifications of the intended item with the proposed repeat order and ensure conformity.
- e. Supplier is agreeable to supply the identical item to JMI at the same price or lower price in case of downward market fluctuations and on the same terms and conditions or on the fresh terms and conditions.

5.10 PREFERENTIAL PURCHASE POLICY FOR CERTAIN MEDICINES

The Central Government has approved Preferential Purchase Policy (PPP) for medicines produced by Central Pharma Public Sector Enterprises (CPSEs) and their subsidiaries. The policy has been issued under Department of Chemical and Petrochemical OM No.50013/1/2006-SO(PI-IV) dated 7th August, 2006. Copy attached at Annexure-III.

PPP has been extended only to Pharma CPSEs and their subsidiaries (i.e. where Pharma CPSEs own 51% or above shareholding). The policy covers 102 medicines and is applicable to purchases made by Ministries/Departments, PSUs, Autonomous Bodies, etc. of the Central Government. The purchase may be made by inviting limited tenders from Pharma CPSEs and their subsidiaries or purchase directly from them at National Pharmaceuticals Pricing Authority (NPPA) certified/notified price with a discount up to 35 per cent. If the Pharma CPSE is not forthcoming to supply these 102 medicines, the purchasing department would be at liberty to purchase from other manufacturer.

5.11 PURCHASE UNDER BUY BACK SYSTEM

When it is decided with the approval of the competent authority to replace the existing old item(s) with a new and better version, the department may trade the existing old item while purchasing the new one. For this purpose a suitable clause is to be incorporated in the tender document so that the prospective and interested bidders offer their quotations accordingly.

Depending on the value and conditions of the old item to be traded, the items as well as mode of handing over of old item to successful bidder should be decided and relevant details in this regard be suitably incorporated in the tender document. Suitable provisions should also be made in the tender document to enable the purchaser either to trade or not to trade the item while purchasing the new one.

5.12 TWO BID SYSTEM

For purchasing capital equipment, high value plant machinery etc. of complex and technical nature, tender enquiry document, complete in all respects, may be issued as usual. However, the tenderers should be asked to bifurcate their quotation in two parts. The first part is to contain the relevant technical specifications and allied commercial details as required in terms of the tender enquiry documents and the second part should contain the price quotation. The first part is commonly known as “Technical Bid” and the second part “Financial Bid”.

The technical bid and the financial bid should be sealed by the tenderer in separate covers. The technical bids are to be opened in the first instance, at the prescribed time and date and the same will be scrutinized and evaluated by the competent committee/authority with reference to the parameters stipulated in the tender documents and the offer received from the tenderers. Thereafter, in the second stage, the financial bids of the technically acceptable offers only are to be opened for further scrutiny, evaluation, ranking and placement of purchase order.

5.13 In case of advertised/limited tender enquiry, late bids (i.e. bids received after the date and time for receipt of bids) should not be considered. The special instructions are given in Annexure-I.

5.14 Single Tender Enquiry—Procurement from a single source may be resorted to in the following circumstances:-

- (i) It is in the knowledge of the user department that only a particular firm is the manufacturer of the required goods. A certificate to this effect may be procured from the supplier.

- (ii) In case of emergency, the required goods are necessarily to be purchased from a particular source and the reason for such decision is to be recorded and approval of competent authority obtained.
- (iii) For standardization of machinery or spare parts to be compatible to the existing sets of equipment (on the advice of a competent technical expert and approved by the competent authority), the required item is to be purchased only from a selected firm.

NOTE:- Proprietary Article Certificate (Annexure-IV) is to be provided by the department before procuring the goods from a single source based on the certificate provided by the supplier.

5.15 PERFORMANCE SECURITY

- (i) To ensure due performance of the contract, performance security is to be obtained from the successful bidder awarded the contract for which purchase value exceeds Rs.1.00 lakh. Performance security is to be obtained from every successful bidder irrespective of its registration status, etc. Performance security should be for an amount of five to ten per cent of the value of the contract. Performance security may be furnished in the name of Registrar, JMI, New Delhi which will be in the form of an account payee demand draft, fixed deposit receipt from a commercial bank, bank guarantee from a commercial bank in an acceptable form safeguarding university interest in all respect.
- (ii) Performance security should remain valid for a period of sixty days beyond the date of completion of all contractual obligations of the supplier including warranty obligations.
- (iii) Bid security should be refunded to the successful bidder on receipt of performance security.

5.16 The procedure for procurement of stores and equipment has been summarized in Annexure-II.

5.17 The specimen copies of the various forms have been printed at Annexure-IV to XV at the end of this manual. These forms are for guidance only and require to be supplemented with reference to actual need, terms and conditions specific to the goods/articles to be purchased, requirement of the rules etc.

6.0 FOREIGN PURCHASE

The procedure outlined for the indigenous purchase shall be followed for the procurement of items through import. However, the following shall be applicable for the import orders;

- (i) The import of the items should normally be made directly from the foreign principals. In the event of purchase being made through the Indian agent of the foreign supplier, the documentary evidence for the company should be obtained from the Indian agent that they are authorized to sell the item on behalf of the foreign principals, Any agency commission which should be payable to the Indian agent will be paid in Indian rupees.
- (ii) The request for quotation for items to be procured through import may be sent through email in addition to registered post/speed post/courier/fax.
- (iii) Payment for import shall be made as per terms of payment.
- (iv) The terms of shipment shall be FOB price of that country. However, CIF price may be accepted as a special case to case basis depending on the situation. The Stores and Purchase Section will be responsible for placing orders under intimation to the department. The department will arrange for clearance and transportation of goods etc. They will also take remedial action for short supply/damage to the consignment etc.
- (v) Stores Section shall maintain import purchase orders register.

7.0 DEVIATIONS IN PURCHASE PROCEDURE

The Vice Chancellor may on case to case basis permit deviation from any of the provision of purchase procedure, if he is satisfied that such deviations are in the interest of the university.

8.0 ANNUAL MAINTENANCE CONTRACT

Depending on cost and nature of the goods to be purchased, it may also be necessary to enter into maintenance contracts for a suitable period either with the supplier of the goods or with any other competent firm not necessarily the supplier of the subject goods. Such maintenance contracts, which are specially needed for sophisticated and costly equipment or machinery, should commence only after expiry of warranty or extended period of warranty.

The annual maintenance contract, repair contract, repair work from the manufacturer/manufacturer's authorized supplier, in respect of various equipment in the department, may be entered into by the competent authority in the range of 5 to 10% of the equipment cost. In all other cases, quotations will be invited and normal purchase rules shall be adhered to.

In case of renewal of the Annual Maintenance Contract, the following points may be taken care of while sending the proposal for renewal of Annual Maintenance Contract:

- AMC should be from a prospective date. In order to ensure this, action must be initiated for AMC/renewals of AMC at least 90 days before the expiry.
- In case of renewal, the service report/log book should be sent along with the proposal.
- In case of any increase in the AMC cost when compared to previous AMC, necessary justification for increase in price may be obtained from the firm and enclosed along with the indent.

9.0 TERMS OF PAYMENT

9.1 DUTIES AND TAXES ON DOMESTIC GOODS

- (a) As a general policy, the statutory variations in VAT is to be allowed during the period from the date of tender to the date of acceptance of the tender (i.e. placement of contract) and during the original/re-fixed delivery period of the contract so that both the supplier and purchaser are equally compensated or rise or fall in the prices of the goods on account of such variations.
- (b) Sometimes the tenderer, in his tender mentions that his quotations includes current rates of VAT as applicable and statutory variations, if any, at the time of supply will be applicable. This condition may be acceptable. However, correctness of the VAT quoted by a tenderer as applicable during that period is to be verified while considering its tender.

9.2 CUSTOM DUTY ON IMPORTED GOODS

The standard clauses to be utilized for this purpose are to be incorporated in the tender enquiry documents. The Government has allowed exemption from payment of customs duty in respect of goods for use by the university. However, to avail of such exemptions, the university is required to produce 'Custom Duty Exemption' certificate at the appropriate time. Such certificate shall be issued by the Registrar Office after consultation with the Finance & Accounts Office. The relevant contemporary instructions covering these aspects should be incorporated in the tender enquiry document and in the resultant contract.

9.3 TERMS OF PAYMENT FOR DOMESTIC GOODS

Ordinarily, payments for services rendered or supplies made should be released only after the services have been rendered or supplies made. However, it may become necessary to make advance payments in the following types of cases:-

- (i) Advance payment demanded by firms holding maintenance contracts for servicing of Air-conditioners, computers, other costly equipment, etc.
- (ii) Advance payment demanded by firms against fabrication contracts, turnkey contracts etc.

Such advance payments should not exceed the following limits:-

- (i) Thirty per cent of the contract value to private firms;
- (ii) Forty per cent of the contract value to a State or Central Government agency or a Public Sector Undertaking; or
- (iii) in case of maintenance contract, the amount should not exceed the amount payable for six months under the contract.

While making any advance payment as above, adequate safeguards in the form of bank guarantee etc. should be obtained from the firm.

9.4 TERMS OF PAYMENT FOR IMPORTED GOODS

The terms should be on credit basis and in case credit terms are not acceptable in that case scanned copy of the DD up to 90% of the value is to be sent at the time of dispatch of goods and 10% on receipt of goods and installation, failing both, the following terms may be resort to:

- (a) Cases where installation, erection and commissioning (if applicable) are not the responsibility of the supplier—100% net FOB/FAS price is to be paid against invoice, shipping documents, inspection certificate (where applicable), manufacturers test certificate, etc.
- (b) Cases of installation, erection and commissioning are the responsibility of the supplier- 80%-90% net FOB-FAS price will be paid against invoice, inspection certificate (where applicable), shipping documents etc. and balance within 30 days of successful installation and commissioning at the consignee's premises and acceptance by the consignee.

9.5 DOCUMENT FOR PAYMENT

The documents, which are needed from the supplier for release of payment, are to be clearly specified in the contract. The paying authority is also to verify the documents received from the supplier with corresponding stipulations made in the contract before releasing payment. The important documents, which the supplier is to furnish while claiming payment, are: (a) original invoice, (b) packing list, (c) certificate of country of origin of the goods to be given by the seller or a recognized Chamber of Commerce or other agency designated by the local government for this purpose, (d) certificate of pre-dispatch inspection by purchaser's representative, (e) manufacturer's test certificate, (f) certificate of insurance and (g) bill of lading/airway bill/rail receipt or any other dispatch document issued by a government agency (like the Department of Posts) or an agency duly authorized by the government. While claiming payment, the supplier is also to certify in the bill that the payment being claimed is strictly in terms of the contract and the obligation on the part of the supplier for claiming this payment has been fulfilled as required under the contract.

9.6 MODES OF PAYMENT

- (a) Payment to domestic suppliers is usually made by wire transfer/cheque/demand draft drawn on a bank transacting university business. Such payment can also be made to the supplier's bank, if the bills are enclosed in favour of the bank with a pre-receipt embossed on the bills with the words, "Received Payment" and both the endorsement and pre-receipt are authenticated by the supplier. In addition, an irrevocable power of attorney is to be granted by the supplier in favour of the bank. In such case of global tendering, if domestic suppliers, specially against high value contracts for sophisticated equipment/machinery, desire payment through Letter of Credit, the same, depending on the merits of the case may be agreed to in order to have uniform payment clauses.
- (b) Payment to foreign suppliers is ordinarily made by Letters of Credit (LC) opened by authorized bank. If Letter of Credit is not opened, payment can also be made to the seller through direct bank transfer for which buyer has to ensure that payment is released only after the receipt of prescribed documents.

9.7 E-PAYMENTS

- (a) E-Banking and E-payments are now used by various banks by adopting electronic clearing system and electronic fund transfer procedure. The payment to suppliers may be made through such mechanism where such facility is possible.

- (b) The e-payments to the contractors/suppliers should be made in cases where the bills are endorsed in favour of the Bank or a pre-receipt is embossed on the bills with the words “Received Payment” and is authenticated by the contractor/supplier under his own signatures or under the signatures of an authorized signatory.

10.1 WRITE OFF, CONDEMNATION AND DISPOSAL

An item may be declared surplus or obsolete or unserviceable, damaged or lost, if the same is of no use to the university or when the item is beyond economical repair. An item may be rendered surplus, obsolete or unserviceable in the process of upgrading or replacing university property or when university property or equipment no longer serves a functional use due to programme, procedure or other changes. Under such circumstances the property and equipment be disposed of in the best interest of the university as per the following guidelines with prior approval of the Registrar.

- a) Wherever possible, the stores/equipment is traded under buyback scheme, so as to reduce the cost impact on the new stores/equipment.
- b) If the above option is not available, the property and equipment be sold out rightly with due procedures.
- c) Obsolete, unusable materials beyond economic repair be disposed off as per procedure.

10.2 GENERAL PROCEDURE FOR WRITING OFF THE UNSERVICEABLE MATERIALS/ITEMS

10.2.1 The items to be declared obsolete/surplus/unserviceable/ damaged or lost, should be examined by a committee at appropriate level to be appointed by the Registrar to declare an item of stores as obsolete, surplus or unserviceable and order their disposal. The committee should take into account the prescribed/stipulated or it is not over, the committee should examine the conditions of stores and record suitable reasons. If an item has become obsolete/surplus/serviceable on account of negligence, fraud or mischief on the part of employee, the same should be brought out clearly.

10.2.2 Where the ‘life period’ has been prescribed on any item and the same is already over, it should normally be taken as enough ground for declaring the item obsolete and unserviceable. However, the condition of the item should still be thoroughly examined to see whether the item could be put to further use.

- 10.2.3 In other cases, where the life period is not over or no life period has been prescribed or stipulated, the reason for declaring the item unserviceable should be clearly recorded such as, may be normal wear and tear, excessive use in public interest, accidental fire, flood and other natural causes, damage due to insect, rats, etc.
- 10.2.4 An item may be declared obsolete/surplus if it is no longer required by a department. Reasons for the same should be recorded.
- 10.2.5 In case of loss due to negligence/fraud or mischief on the part of any employee responsibility should be fixed and losses made good.
- 10.2.6 Authority competent to purchase a store shall be competent to declare the store as obsolete/surplus/unserviceable.
- 10.2.7 After approval of the Registrar on the recommendation of Condemnation Committee, Head of the Department/Section shall forward a copy of the Registrar's approval to the Convener of the Auction Committee with copy to Store Purchase Section.
- 10.2.8 Actual physical disposal of items which have been written-off will be done only after the Registrar has approved the recommendations of the Condemnation Committee.
- 10.2.9 Label the items/materials for write off.

10.3 PROCEDURE FOR AUCTION

- 10.3.1 After approval of the Registrar on the recommendations of Condemnation Committee, Head of the Department/Section shall forward a copy of the Registrar's approval to the Chairman, Auction Committee.
- 10.3.2 The concerned Department/Section/Centre shall make arrangement to remove the condemned articles/materials from the Department/Section concerned to the place earmarked for their temporary storage, within two weeks from the date of receipt of the copy of the condemnation report. Items to be disposed off shall be under the custody of Chairman, Auction Committee until their disposal.
- 10.3.3 The unserviceable materials shall be disposed of periodically through open/sealed tendering.
- 10.3.4 The Auction Committee shall decide the mode of auction. As far as possible, the disposal would be through university tender notice/press tender notice where interested parties would be issued tender forms to quote the rates under sealed cover.

- 10.3.5 The tenders in a sealed cover super scribed “Tenders for Unserviceable Materials”, should be submitted and will be opened in the presence of committee members and tenderer who may wish to be present.
- 10.3.6 The tenders shall be accompanied with earnest money deposit for items/stores, by way of demand draft drawn in favour of the Registrar, JMI.
- 10.3.7 Tender received without earnest money deposit would be straight away rejected and shall not be entertained.
- 10.3.8 The tender forms along with the terms and conditions may be obtained from the office of the Asst. Registrar (PICO) on payment as stipulated in NIT or downloaded from JMI website: <http://www.jmi.ac.in>.
- 10.3.9 The party whose tender is accepted will be required to deposit the balance amount (after adjustment of earnest money deposit) within a period of five days of the receipt of the order/notification. If the amount is not deposited within the aforesaid period, the acceptance of offer shall stand cancelled and the earnest money shall be forfeited.
- 10.3.10 After depositing the balance amount the party should lift the goods within a period of seven days. If the goods are not removed within the said period, the tenderer shall have no right or claim to the goods and whatever money has been deposited shall be deemed to have been forfeited. The university shall be free to dispose of the goods in any manner as it may deem fit.
- 10.3.11 The sale account of auction shall be prepared (in triplicate) in the prescribed form (GFR-18) and shall be submitted to the Registrar duly signed by the Chairman of Auction Committee.
- 10.3.12 The university shall reserve the right to reject all or any tender without assigning any reason. The decision of the Registrar in this behalf on all matters relating to the disposal shall be final and binding.
- 10.3.13 On receipt of the sale account the department/section/store purchase section will write off the auctioned items from the inventory/stock register.
- 10.3.14 The PICO shall arrange for the handling over of unserviceable materials to the successful tenderer after the deposit of the auction money in the Cash Section of the university.
- 10.3.15 In case of any dispute, the decision of the Arbitrator, to be appointed by the Registrar shall be final.
- 10.3.16 The tender should be complete in all respect and should be duly signed. Late and delayed tenders due to any reason including postal delays shall not be considered. Incomplete and unsigned tenders shall not be considered at all. Offers through fax/email/telegram will not be accepted.

11.0 UPDATION OF MANUAL

Cases not covered under this Manual will be decided by the Vice-Chancellor in the interest of university. The AR (PICO) will update this manual annually and issue correction slip in the month of January each year after approval of the Competent Authority.

12.0 LIST OF RECORDS TO BE MAINTAINED BY PURCHASE & INVENTORY CONTROLL OFFICE

1. Indigenous purchase order in serial order in a prescribed format.
2. Import purchase orders in serial order in a prescribed format.
3. Non Consumable Store/Stock Register
4. Limited Time Store/Stock Register
5. Record Register for items issued to individual officers to be maintained at both department and PICO.

13.0 THE DEPARTMENTS WILL MAINTAIN THE FOLLOWING RECORDS

1. Register of indent
2. Non Consumable Store/Stock Register
3. Limited Time Asset Store/Stock Register
4. Consumable Stock Register

Where the rules are silent on the subject, the guidance from General Financial Rules of the Government of India may be taken.

ANNEXURE – I

Special Instructions for Two Part Tenders

1.1 MANNER AND METHOD FOR SUBMISSION OF TENDERS

1.1.1 All tenders in response to this invitation shall be submitted in Two Parts as under in the separate sealed envelopes. ;On top of the envelop containing respective part, it will be clearly indicated in bold letters:-

- (i) Part I (Technical)
- (ii) Part II (Price)

1.1.2 A. Part-I (Technical) This part of the tender shall include/contain all technical details, technical specifications, drawings and also the commercial terms and conditions of contract for the supplies to be made and the services to be rendered but excludes any price details thereof.

B. PART-II (Price) This part should contain only the prices of the stores offered for supply and the charges for these services to be rendered.

1.1.3 Part – I (Technical) should contain/include only technical specifications, technical details, literature, reference to earlier supplies of similar equipment without enclosing the purchase order copies, drawings, quantity, time required for submission and approval of drawings, manufacturing and delivery schedule, inspection/testing procedure, itemized list of spares and quantity (without price) recommended by the tenderer for purchase term of price mode and terms of payment, mode of dispatch, the quantum/percentage of statutory levies payable by the Purchaser as extra and all related commercial terms and conditions for the supplies and for the services like erection and commissioning to be rendered by the tenderer. The tenderer shall take special care **NOT TO MIX UP** the price of the stores in this part of the tender.

1.1.4 Part – II (Price) shall include/contain only price, price break-up, freight/safe delivery charges, charges for training of the Purchaser's engineers wherever applicable, lump sum charges for erection and commissioning work as is envisaged in the Purchaser's tender document, testing charges, their party inspection charges etc. This part of the tender i.e. Part-II (Price) shall be enclosed separately in the sealed envelope.

1.2 TECHNICAL CLARIFICATION

- 1.2.1 After opening the Part-I (Technical) of the tender, if it becomes necessary for the technical authorities/user department seeks clarification from the tenderers, the same will be sought for from the tenderers by the Technical authorities/user department, in such an even, the tenderer shall:
- (i) Furnish all technical information/clarification to the concerned technical authority directly in the sealed envelope to reach on or before the due date, and time fixed by the technical authorities in an ordinary envelope indicating the Purchaser's tender reference. If the technical clarification/details sought for by the technical authorities from the tenders do not reach them on or before the due date and time fixed for its receipt, such tenders will be liable for rejection at the discretion of purchaser.
 - (ii) Have an option to modify the price based on the technical clarifications or discussion the tenderers had with the user department. In case they wish to make any revision in the price, they should communicate such a revision in price in sealed cover within due date.

1.3 OPENING OF TENDERS

- 1.3.1 Part-I (Technical) of the tender will be opened at the first stage on the due date and time indicated for opening in the tender notice. While the Part-II (Price) will be opened at the second stage on the date and time as intimated after scrutiny of Part-I (Technical).
- 1.3.2 While all the tenderers who submit tenders within the due date and time specified for its receipt will be permitted to participate in the opening of Part-I (Technical) of the tender on the due date and time indicated in the tender inquiry, the opening of the Part-II (Price) of the tender can be attended to only by such of those tenderers whose tenders are found to be technically suitable/acceptable to the purchaser and to whom intimation thereof is given by the purchaser by fax/telegram, letter, etc.
- 1.3.3 The tenders whose Technical Part (Part-I) are found suitable/acceptable to the purchaser, will be given advance intimation by the purchaser to enable such tenderers to depute their representative for participation in the opening of the Part-II (Price) of the tender. The technically unqualified tenderers will neither be given any intimation about the due date and time for opening Part-II (Price) of the tender nor will they be permitted to participate in the opening of the same. **Part-II (Price) of the technically disqualified tenders will not be opened.**

- Note:-
1. *Part-I (Technical) and Part-II (Price) should be submitted in separate sealed covers, super scribed with the purchasers tender number and the part number say Part-I (Technical) or Part-II (Price).*
 2. *Both the part envelopes will be sealed in a cover envelope super scribed with the tender number and date and time of submission and opening of tender.*

Tender not submitted in the manner specified above will be summarily rejected.

ANNEXURE – II

PROCEDURE FOR PROCUREMENT OF STORES AND EQUIPMENT

- a) The limits of purchase laid down in rules refer to single article or number of similar articles to be purchased at a time.
- b) The availability of budget provision shall invariable be ascertained before initiating action for the purchase.
- c) The place of delivery shall be specified in the notice calling for tenders/quotations.
- d) The articles required shall be fully described, giving design and specifications wherever necessary or samples kept to ensure fair competitions.
- e) Where tenders are invited for plants and machinery of which the erection at site is to be undertaken by the successful tenderer, appropriate terms with regard to delivery and inspection at site shall be included in invitation to tender.
- f) In the notice calling the quotations/tenders the date and time by which they shall be submitted will be clearly specified. Quotations/tenders received after the specified date will not normally be considered. Such tenders shall, however, be submitted to the competent authority for orders.
- g) The date by which stores are required will be indicated in the notice calling for tenders/quotations.
- h) The tenders/quotations will be invited sufficiently in advance of the actual date of receipt, except in emergency cases, to enable tenderers to quote rates after due consideration.
- i) Quotations may be received from tenderers by hand. When not sent through post, quotations shall be put in the tender box by the representative of the firm. Quotations received by post shall be signed by Assistant Registrar (PICO) in the cover put in to the tender box unopened.
- j) The tender box shall be opened personally by the authorized officer date the appointed date and time in the presence of tenderers or their representatives who may be present and the rate quoted in each tender announced to such representatives immediately on opening.

- k) The quotations/tenders shall normally be opened by Assistant Registrar (PICO). All quotations received shall be stamped and on each its serial number and the total number of quotations received shall be written. Any alteration over writings in the tenders/quotations noticed at the time of their opening will be specified on each tender/quotation and initiated by the officer opening them. The number of tenders received shall also be recorded immediately on the relevant file.
- l) In the case of purchases exceeding Rs. 1.0 lakh earnest money in cash/bank draft will be demanded, which will amount to 5% of the estimated cost of stores. When a tender is accepted, the earnest money will be treated as the security deposit for proper and timely performance of the order. The earnest money will be refunded after 30 days from the date of completion of the supply. In the case of defective supplies or defects noticed within the specified period, the supplier will be required to repair/replace the materials, furniture equipment etc. failing which the material will be got repaired/purchased from another agency and the difference in cost, if any, adjusted from the earnest money.
- m) In the notice calling for quotations/tenders it will be specifically stated that the accepting officer has the right to accept the rates of some or all the articles require as considered necessary by him. For this purpose, contractors, suppliers will be careful in quoting the rates for other articles.
- n) After opening the tenders, a comparative statement of tenders will be made out and signed by the officer opening the tenders. The accepting officer/authority will record on the comparative statement of tenders, the rates accepted which will be specified in the supply orders. The comparative statement of tenders along with the rejected tenders will be kept on record for audit purpose.
- o) Normally lowest rates will be accepted. If for any reason the lowest rates are considered to be unsuitable or unreasonable, the purchase may be effected at other than the lowest rates but reasons thereof will be recorded on the comparative statement of tenders.
- p) In response to any invitation or tender/quotation indicates that owing to inadequate publicity or to other reasons, favorable rates have not been received, fresh tenders/quotations will be invited and measures taken to

bring the invitation to tender to the notice of all possible tenderers. Also if the minimum number of quotations is not received, the tender may be reissued/re-advertised unless the competent authority is satisfied that the rates received are reasonable and that no other firms are likely to quote even if the tender is reissued/re-advertised.

- q) In making purchases otherwise than through quotations/tenders, it will be ensured that necessary discount/rebate admissible under the rules of business is allowed by the firm.
- r) After the purchase rate has been determined, a written supply order shall be issued. (in the form that may be prescribed) indicating the requirement of the various articles, rates accepted, time by which supply is required to be completed and other conditions connected with the purchase. The details in the supply order shall not be different from those earlier mentioned in the relevant tender documents. Supply orders shall be prepared in quadruplicate two copies sent to the firm, one being retained as the Office copy and the fourth sent to Finance Branch for budget purposes. The firms shall be asked to return the original supply orders along with the bill which will be sent to Finance and Accounts Office with the necessary certificate regarding receipt of material etc., for payment.
- s) Except in special case, which shall be decided on the merits of each case in consultation with the Finance Officer, full payment for the stores shall not be made until the delivery of stores has been taken by the receiving officer and they are found to be a satisfactory in every respect. The supplier shall be asked to submit the bill in duplicate duly supported by the accepting officer and the original bill should be pre-receipted. In case where the firms fail to supply the stores within the stipulated time, compensation may be recovered at the rate of 1% of the cost of order for every week's delay (subject to a maximum of 10% of the cost of supplies) for the purchase effected at the risk and expense of the firm after giving it due notice and the difference in price paid for purchase from other source recovered from the firm. Such recovery may be made out of security deposit.
- t) Each Faculty/Centre/Department shall maintain register to watch the progress of supply against orders placed. The register shall give the following details and the entries therein shall be duly attested by the AR (PICO):

- i. Date and number of the supply order.
 - ii. The firm on which order is placed.
 - iii. Items ordered quantity and rate.
 - iv. Date on which supplies are late.
 - v. Date on which supply was actually made.
 - vi. Details as to discrepancies/deficiencies in the supply and how they were finally made good by the firm.
 - vii. Date on which the invoice of the firm was sent to Finance Office for payment.
- u) When bids are received in different currencies, the comparative statement shall clearly state the exchange rate as notified by the RBI on the date of opening of the financial bid.

ANNEXURE – III

1. Purchase Preference Policy (PPP) for products of Pharma Central Public Sector Enterprises (CPSEs) and their subsidiaries—The undersigned is directed to say that Government has decided to grant purchase preference exclusively to Pharma CPSEs and their subsidiaries in respect of 102 medicines manufactured by them. The list of 102 medicines is enclosed. The salient features of PPP are as under:-
 - (i) Purchase Preference Policy (PPP) in respect of a maximum of 102 medicines would be applicable to purchases made by Ministries/Departments, PSUs, Autonomous Bodies, etc., of the Central Government. It would be valid for a period of five years.
 - (ii) This would also be applicable to purchase of 102 drugs made by State Governments under health programmes which are funded by Government of India. (e.g., purchases under National Rural Health Mission, etc.)
 - (iii) PPP will extend only to Pharma CPSEs and their subsidiaries (i.e., where Pharma CPSEs own 51% or above shareholding).
 - (iv) It would be applicable to a maximum of 102 medicines. The list of 102 medicines would be reviewed and revised by Department of Chemicals and Petrochemicals as and when required taking care not to include any item reserved for SSI units.
 - (v) The Purchasing Departments/PSUs/Autonomous Bodies, etc., of the Central Government may invite limited tenders from Pharma CPSEs and their subsidiaries or purchase directly from them at NPPA certified/notified price with a discount up to 35%.
 - (vi) The purchasing departments would purchase from Pharma CPSEs and their subsidiaries subject to their meeting Good Manufacturing Practices (GMP) norms as per Schedule 'M' of the Drugs and Cosmetic Rules. If no Pharma CPSE is forthcoming to supply these 102 medicines, the purchasing departments would be at liberty to purchase from other manufacturers.
 - (vii) If the Pharma CPSEs or their subsidiaries which have the benefit of PPP, fail to perform as per the purchase order, they would be subject payment of liquidated damages or any other penalty included in the contract.
 - (viii) The medicines covered under Drug and Price Control Order (DPCO) would be supplied at the rates fixed by National Pharmaceuticals Pricing Authority (NPPA) rates minus discount up to 35 per cent.

- (ix) In case of medicines not covered under DPCO, prices would be got certified from NPPA, only for the limited purpose of supply to Central Government Departments and their Public Sector Undertakings, Autonomous Bodies, etc. On the certified price, Pharma CPSEs and their subsidiaries would provide discount up to 35%.
 - (x) The Purchase Preference Policy (PPP) as contained in Department of Public Enterprises O.M. No.DPE. 13 (12)/2002-Fin.Vol.II, dated 18-7-2005 would not be applicable to Pharma CPSEs.
2. Pharma CPSEs and their subsidiaries would strengthen their marketing capabilities for a larger market share in the open market during the currency of Purchase Preference Policy.
 3. All Ministries/Departments are requested to immediately bring the contents of this O.M. to the notice of all concerned officers in the Ministries/Departments, States, CPSES, Autonomous Bodies and other organizations under their administrative control for strictly following the PPP in respect of products of Pharma CPSEs and their subsidiaries.

**LIST OF MEDICINES MANUFACTURED BY CPSUs AND PROPOSED FOR
PURCHASE PREFERENCE**

S.No.	Products Name	S. No.	Products Name
CAPSULES			
1.	Tetracycline IP	7.	Amoxycillin+Cloxacillin
2.	Ampicillin IP	8.	Cebexin-Z(B-Comp.+Zinc)
3.	Amoxycillin IP	9.	Indomethacin
4.	Doxycycline IP	10.	Cefadoxil
5.	Cephalexin IP	11.	Omeprazole IP
6.	Rifampicin IP	12.	Fluconazole
TABLETS			
13.	Co-trimoxazole IP	33.	Ofloxacin+Omidazole
14.	Metronidazole IP	34.	Sparfloxacin
15.	Ciprofloxacin IP	35.	Ciprofloxacin+Tinidazole
16.	Diclofenac Sodium	36.	Nimesulide
17.	Domperidone	37.	Furazolidone IP
18.	Cetirizine Hydrochloride BP	38.	Ornidazole
19.	Alebendazole IP	39.	Azithromycin
20.	Paracetamol IP	40.	Roxithromycin
21.	Erythromycin Stearate IP	41.	Paracetamol IP+Ibuprofen IP
22.	Tinidazole IP	42.	Cefuroxime Axetil
23.	Ethambutol IP	43.	Paracetamol IP+Diclofenac Sodium IP
24.	Isoniazid IP	44.	Livofloxacin
25.	Pyrazinamide IP	45.	Famotidine
26.	Chloroquine Phosphate IP	46.	Polyvitamin (Prophylactic)NFI
27.	Ranitidine IP Hcl.IP+Paracetamol	47.	Vitamin B-Complex (Prophylactic) NFI
28.	Dicyclomine Hcl.IP+Paracetamol	48.	Ascorbic Acid IP
29.	Ibuprofen IP	49.	Frusemide IP
30.	Norfloxacin	50.	Nishchint-Emergence Contraceptive Pills Livonorgestrel
31.	Norfloxacin+Tinidazole	51.	Diclofenac Sodium+Serratiopeptidase
32.	Ofloxacin	52.	Penicillin V

SUSPENSION/SYRUP			
53.	Sulphamethoxazole and Trimethoprim Mixture IP (Paediatric)	59.	Albendazole Suspension
54.	Cetirizine Hydrochloride Syrup	60.	Cough Syrup: Each 5 ml contains: Diphenhydramine Hydrochloride IP-14 mg. Ammonium Chloride IP-135 mg. Sodium Citrate IP-57 mg Menthol IP-0.9 mg.
55.	Domperidone Suspension	61.	Cough Syrup: each 5 ml contains Chlorpheniramine Maleate IP-3 mg. Ammonium Chloride IP-110 mg. Sodium Citrate IP – 46 mg. Menthol IP – 0.9 m.g.
56.	Amoxycillin Oral Suspension	62.	Promethazine Syrum
57.	Paracetamol Syrup	63.	Furazolidone Suspension
58.	Ampicillin Oral Suspension	64.	Hamycin Suspension
ORAL POWDER			
65.	Oral Rehydration Salts Citrate IP (WHO Formula)		
EXTERNAL LOTION/SOLUTION			
66.	Application Benzyl Benzoate IP.	67.	Chlorethidine Gluconate Solution BP
68.	Glutaraldehyde.		
EYE/EAR DROPS			
69.	Sulphacetamide Eye Drop IP	70.	Ciprofloxacin Eye/Ear Drop
OINTMENT			
71.	Silver Sulphadiazine		
I.V. FLUIDS (INFUSIONS)			
72.	Plasma Volume Expander	74.	Metronidazole
73.	Mannitol	75.	Ciprofloxacin
DRY POWDER/LIQUID INJECTABLES			
76.	Sodium Antimony Gluconate	89.	Gentamycin IP
77.	Benzyl Penicillin IP	90.	Ranitidine IP
78.	Fortified Procaine Penicillin IP	91.	Amikacin IP
79.	Ampicillin IP	92.	Diclofenac Sodium
80.	Streptomycin IP	93.	Dexamethasone
81.	Cefotaxime Sodium USP	94.	Lignocaine
82.	Ceftriaxone	95.	Cefotaxime Sodium+Sulbactam
83.	Ceftriaxone+Sulbactam	96.	Rabies Vaccine
84.	Ceftazadime	97.	Atropine Sulphate
85.	Cefoparazone	98.	Aminophylline
86.	Benzathene Penicillin	99.	Fruzemide
87.	Cefoperazone+Sulbactam	100.	Eto-theophylline
88.	Amoxycillin Sodium+Clavulanate Potassium	101.	Pentazocin
		102.	Avs Liquid/Lypholsid

(G.I. Dept. of Chemi & Petro, OM No.50013/1/2006-50 (Pt.iv) dated 7 August, 2006).

ANNEXURE – IV

Proprietary Certificate

I hereby certify to the best of my knowledge and belief that indented item/s _____ is/are proprietary product of M/s _____ and M/s _____ is authorized and exclusive agent/distributor in India for products for M/s _____

The requirement of the department will not be met by any substitute stores due to the following reasons:

- 1.
 - 2.
- a) This is against purchase indent No. /201 - 201 , dated / / 20
- b) Quoted Price of indented item/s _____ is also reasonable and commensurate with market price.

Signature of indenter (HOD)
Office seal

Technical Committee

Signature			
Name & Designation			

Signature of the (HOD)

Office seal with date

ANNEXURE – V

Supplier Registration Form

Firm's Name : _____

Owner's Name : _____

Full Postal Address : 1. _____
_____ PIN _____

2. _____
_____ PIN _____

E-mail address : : _____

Website Address : _____

Contact Person Name : _____

Contact No. : Phone No. _____ Mobile No. _____
Fax No. _____ City : _____ State : _____

Sale Tax Registration No. : TIN _____
(Enclose Xerox copy)

PAN : _____
(Enclose Xerox Copy)

Shop Act Registration No. : _____
(Enclose Xerox copy)

Central Excise Registration No. : _____
(Enclose Xerox copy)

Current Bank Account No. : _____ (Statement of last twelve months should be
Enclosed)

Manufacturer or Supplier : _____

(In case of supplier please enclose authorization of your Principal)

List of organisations to which the materials have been supplied

Item(s) Name you want to supply : (Major category)

Computer Furniture Chemicals Glassware Electronic Liveries

Médecine Scientific Equip. Stationery etc. _____

Signature with Seal

ANNEXURE – VI

Renewal Registration Form

Firm's Name : _____

Owner's Name : _____

Full Postal Address : _____

_____ PIN _____

E-mail address : : _____

Website Address : _____

Contact Person's Name : _____

Contact No. : Phone No. Mobile No.
Fax No. City : State :

TIN No. : _____

PAN : _____

(Enclosed Xerox Copy)

Shop Act Registration No. : _____

(Enclosed Xerox copy)

Current Bank Account No. : _____

Manufacturer or Supplier : _____

(In case of supplier please enclose authorization of your Principal)

List of organizations to which the materials have been supplied

Item(s) name you want to supply : (Major category)

Computer Furniture Chemicals Glassware Electronic Liveries

Médecine Scientific Equip. Stationery etc. _____

Signature with Seal

ANNEXURE–VII

JAMIA MILLIA ISLAMIA (CENTRAL UNIVERSITY) NEW DELHI

TENDER NOTICE

Tender Number/_____ (Year)

Sealed tenders are invited for the supply of articles as mentioned below for the period from _____ to _____.

S.No.	Name of Articles	Specification	Quantity	Earnest Money (Rs)
				Validity Delivery period

- I. (1) Items at Sl.No. _____ are exclusively reserved to be purchased from SSI Units. Tenders received from tenderers other than Cottage and SSI will not be considered.
- (2) Tenders will not be considered without earnest money.

- II. Tenders are to be submitted on prescribed tender form which can be obtained from the Office of _____ Jamia Millia Islamia on payment of Rs. _____ through Demand Draft drawn in favour of Registrar, Jamia Millia Islamia, New Delhi or through Demand Draft may be down loaded from the university website: <http://jmi.ac.in> latest by _____. Tenders not submitted on prescribed form or not accompanied with Demand Draft of Rs. will be rejected.

Terms and conditions of tender are available in the office of the/Website..... which may be seen/obtained by each tenderer before giving their tender.

- III. Tenders in a sealed envelope marked conspicuously “tender for _____” should reach on or before _____ (date at _____ (time). The

tender should be handed over personally at the above office and a receipt obtained or be sent per registered post. The tenders will be opened on(date) at _____(time) before purchase committee or by an officer duly authorized in the presence of intending tenderer or their authorize representative who may be present.

IV. University is not bound to accept the lowest tender and may reject any tender or any part of the tender without assigning any reason therefore.

V. Tenders received after the prescribed time and date shall be rejected.

VI. The tenderers will have to submit invariably an “Income Tax Clearance Certificate” from the Income Tax Officer of the circle concerned, Sales Tax registration number and “Sales Tax Clearance Certificate” from the Commercial Taxes Officer concerned without which the tenders will not be considered.

ANNEXURE – VIII

TENDER FORM

- I. Tender for.....(name of the articles for which the tender is submitted)
- II. Name and postal address of the firm submitting the tender.
- III. Addressed to:
- IV. Reference:
- V. The tender fee amounting to Rs.....has been deposited vide Demand Draft/Bankers Cheque No.....and date.....
- VI. We agree to abide by all the terms & conditions mentioned in Tender Notice Number.....dated.....Issued by.....and also the further condition of the said Tender Notice given in the attached sheets (all the pages of which have been signed by us in token of our acceptance of the terms mentioned therein).
- VII. The rates for the supply of following items are as under and the quantity to be supplied noted against each:

S.No.	Name of article with specification	Rate	Net Price (Foreign bidders should quote price in US \$ only)	Quantity
1	2	3	4	5
		Only basic price. (All other taxes may be shown separately. Any discount e.g. quantitative discounts and others may also be mentioned in details.		

- VIII. Goods will be delivered within a period offrom the date of receipt of firm order/goods will be delivered as under.

Quantity

Period/Date if any.

.....

IX. The rates quoted above are valid uptoThe period can be extended with mutual agreement.

X. Bank Draft/Bankers Cheque No.....drawn on (Name of the Bank) and datefor Rs.....to cover earnest money is enclosed.

XI. The Income Tax Clearance Certificate, Sales Tax Registration Number and Sales Tax Clearance Certificate are submitted herewith.

XII. Declaration (Annexure-XI) of manufacturer/dealer etc. is also enclosed.

Encl.

Signature of tenderer

ANNEXURE-IX

TECHNICAL BID FORM

TENDER FOR_____

1. (a) Name of the Company/Agency :
(b) Postal Address
 - (i) Telephone No. of the Company/Agency:
 - (ii) Fax No. of the Agency
 - (iii) Email of the Agency
2. (a) Details of authorized person(s)*
 - (i) Name
 - (ii) Designation
 - (iii) Telephone No.
 - (iv) Fax No.
 - (v) Mobile No.
(b) Address

* Authorized to sign on behalf of bidding agency (hereinafter referred to as bidder):

- (C) Specimen Signature of the Bidder
3. Date of its Establishment
4. Number & Date of registration/incorporation of the Agency with Government:
 - (a) PAN/BIN/TIN Card No. (Attach copy)
 - (b) Service Tax Registration Certificate (Attach copy)
5. Profile of the Agency (Attach brochure etc. of the company)
6. List of equipment with specification:

S.No.	Name of equipment/Item	Specifications
1.	2	3

I.....(designation).....of (Name of the Company).....hereby declare to accept the Terms & Conditions of the above tender

Date: _____

Signature_____

Name_____

Place:_____

COMPANY SEAL

Please supply the information along with documentary evidence wherever possible only in this form **(each page should be signed)**. However, if the

space provided for any entry is insufficient, give information on additional sheets as appendices, and give the number of appendices at the appropriate place. All appendices **must be signed**.

ANNEXURE – X

PRICE (FINANCIAL) BID FORM

Tender for_____

Tender Notice No._____ **date**_____

Name of the Tenderer & Address:

S.No.	Description of items	Quantity	Unit Price	Total Price
1		3	4	5
Taxes, octroi, & other duties if any				
Total				

(Rupees.....)

1. L1 bidder will be evaluated on basis of total cost quoted inclusive of all charges.
2. The bidder shall be responsible for all taxes, duties, octroi, license fees, etc. incurred for the supply.
3. The rates should be quoted in Indian rupees. Price to be quoted both in figures and in words.
4. For imported goods, price should be quoted in US \$ only.

Signature & Seal of the Bidder

Date:

Place:

ANNEXURE – XI

DECLARATION

We declare and conform that (i) we have not been blacklisted or deregistered by any Central/State Government Department or Public Sector Undertaking or Autonomous Body and none of our order had ever been cancelled by client after award of the order during last three years. We acknowledge the right of the Employer, if he finds to the contrary, to declare our Tender to be non-compliant and if the awarded order has been declared the **null and void, our security deposit will be forfeited.**

ANNEXURE–XII

EMD FORWARDING LETTER

To

The Registrar
Jamia Millia Islamia
New Delhi-110025.

Sub:- Earnest Money Deposit for bid No. _____ dated _____.

Ref: Tender Notice No. for supply ofdated.....

Dear Sir,

We, M/s _____, having read and examined in detail the bid document and amendments for _____.

We, M/s _____ hereby submit EMD of Rs. _____ (Rupees _____ only) in the form of Demand/Banker's Cheque. The details are as under:

- a. Name of Issuing Bank:
- b. Demand Draft/Banker's Cheque:
- c. Amount:
- d. Dated:

We, M/s. _____ having read and understand the clause No..... towards forfeit of EMD.

Yours sincerely,

Authorized signatory:
Name and title of Signatory:
Name of Firm:
Postal Address:

ANNEXURE – XIII

AGREEMENT FORM

(to be filled by the successful bidder)

THIS AGREEMENT made theday of20.....between the Registrar, Jamia Millia Islamia, New Delhi (hereinafter called “the Purchaser”) of the one part and(Name of Supplier of.....(City and Country of Supplier) (hereinafter called “the Supplier”) of other part:

WHEREAS the approved supplier has agreed with the Purchaser to supply of all those articles/equipment/instrument and after sales services set forth in the schedule for the sum of..... (Contract Price in Words and Figures) (hereinafter called “the Contract Price”).

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this agreement words and expressions shall have the same meanings as are respectively assigned to them in the conditions of contract referred to.
2. In consideration of the payments to be made by the Purchaser to the Supplier as hereinafter mentioned, the Supplier hereby covenants with the Purchaser to provide the equipment/instrument and after sales services and to remedy defects therein in conformity with the provisions of the contract in all respect.
3. The Purchaser hereby covenants to pay the Supplier in consideration of the supply of the equipment/instrument and after sales services and the remedying of defects therein, the contract price or such other sum as may become payable under the provisions of the contract at the times and in the manner prescribed by the contract.

4. Brief particulars of the goods/equipment/instrument and after sales services which shall be supplied/provided by the Supplier are as under:

S.No.	Brief Description of Equipment/Instrument and After Sales Services.	Quantity to be supplied	Unit Price	Total Price	Delivery Terms

TOTAL VALUE:

5. **DELIVERY SCHEDULE:** The delivery shall be effected and completed in the period noted below from the date of supply order:-

S.No.	<u>Items & quantity</u>	<u>Delivery period</u>
-------	-----------------------------	------------------------

6. If the goods/equipments/machine are not delivered within the stipulated time, the supplier shall be liable to pay a penalty of one per cent of the total order value for each delay of ten days or part thereof and the amount will be deducted from the payment on account of purchase.
7. The supplier will undertake warranty of equipments/machines for ____years from the date of installation.

In case replacement of a part becomes necessary during warranty period, the supplier shall use the parts of the same make as were originally there in the equipments. The cost of the parts will be beard by the suppliers.

8. The supplier will submit a bank guarantee equivalent to five per cent of the total value of purchase order which will remain valid during currency of warranty period.

9. All disputes arising out of this agreement and all question relating to the interpretation of this agreement shall be decided by the Jamia Millia Islamia and the decision of the Jamia Millia Islamia shall be final.

In witness whereof the parties hereto have set their hands on the.....day
of20.....

SIGNATURE
REGISTRAR, JMI,

NAME:

SEAL:

PLACE:

SIGNATURE OF AUTHORISED SIGNATORY
NAME:

DESIGNATION:

NAME OF THE FIRM:

SEAL:

Witness No.1_____

Witness No.2_____

ANNEXURE – XIV

JAMIA MILLIA ISLAMIA, CENTRAL UNIVERSITY

MAULANA MOHD. ALI JOHAR MARG, NEW DELHI

PURCHASE/SUPPLY ORDER

Ref.No._____

Date.....

To

M/s _____

Sub:- Purchase Order for _____

Ref: Your Tender/Quotation No. _____ dated _____.

Sir/Madam,

Your tender/quotations datedis sanctioned by.....

You are requested to supply the following articles on the terms and conditions mentioned herein which you have accepted in the Agreement.

S.No.	Material/Equipment.	Description & Specifications	Quantity	Rate per Unit	Amount Rs.
				Total	

Terms & Conditions:

- 1) Delivery period: Within ____ weeks from the date of issue of supply order.
- 2) Place of delivery: The material/equipment shall be delivered at _____ Department/Section.

- 3) Price – Inclusive of all taxes, installation and delivery/supply on the above mentioned address.
- 4) Discount if any:_____
- 5) Warranty/Guarantee.
- 6) Terms of payment: after the inspection of material/equipment regarding quality, quantity, condition.
- 7) Penalty Clause – On failure to supply/deliver the ordered material/equipment within the stipulated time (as mentioned above), the concerned vendor shall be liable for penalty. The University reserves the right to cancel the order in such cases as mentioned in the agreement.
- 8) Other – (Please see overleaf)
- 9) Special Instruction if any _____.

Receipt of this order may please be acknowledged.

Yours faithfully,

(Signature & Designation)

ANNEXURE – XV

BIDDERS ELIGIBILITY CRITERIA

S.No.	Qualification of Bidder (attach relevant documents as specified)	Attached Documents with Pg. No.
1.	Bidder should be registered company authorized distributor-Certificate to be furnished.	
2.	The bidder should have annual turnover of Rs.25 lakh minimum for the last three financial years. CA certified balance sheet for last three financial years to be furnished.	
3.	Bidder should have executed/completed at least 10 orders (Not less than Rs.2 lakh each) during the last three years. Copies of orders with the contact persons and validity to be furnished alongwith the bid.	
4.	Bidder should not have been black listed by Central/State Govt./Autonomous body/PSU. Declaration to be furnished.	
5.	Bidder should have office/presence in Delhi or adjacent places. Office addresses declaration with phone number to be furnished.	
6.	The bidder should have statutory Registrations with following (Please attach copy).	
7.	Valid registration Certificate.	
8.	Service Tax.	
9.	PAN/TIN/BIN.	
