

I.K. GUJRAL PUNJAB TECHNICAL UNIVERSITY

Estd. Under Punjab Technical University Act, 1996
(Punjab Act No. 1 of 1997)

Dated : 31.05.2019

Ref. No. : IKGPTU/Reg/NF/ 2184

NOTIFICATION

Sub: **Purchase Procedure.**

In pursuance of the recommendation of the Finance Committee in the 32nd meeting, I. K. Gujral Punjab Technical University hereby approve the following purchase procedure for the University.

1. All purchases shall be made within the provision of the budget for the respective departments only. Applicable purchase rules of the university should be strictly followed while making any purchase of material.
2. Delegated powers shall be exercised personally by the respective officers and shall, in no circumstances, be further delegated to any subordinate.
3. For all recurring and non recurring items above the delegated power, requisition duly approved shall be sent to Store & Purchase Department and accordingly procurement will be made with the approval of Registrar/CPC as per the procedure.
4. All Departments shall nominate one official as Store Incharge who will maintain proper stock register of both Consumable and Non consumable received/issued items and shall be responsible for receiving and issuance of items.
5. If purchase is made through GEM then GEM regulations as adopted by the University from time to time shall be followed.
6. If purchase made other than GEM the following procedure should be adopted for purchase.
 - a. Purchase of items costing above Rs. 5000/- to Rs. 100000 shall be made by collection of quotation. Minimum three quotations from local market by the committee.
 - b. Purchase of items costing above Rs. 100000/- to 500000/- shall be made by calling of quotation through registered post/ speed post (letter to be sent to at least six firms and minimum three quotation are required).
 - c. Purchase of items costing above Rs. 500000/- shall be made through E-tendering/tender process.



7. Purchase is to be made as per University rules and regulations notified time to time.
8. Orders can be placed at rate contract wherever applicable.
9. Computerized Department stock register shall also be maintained in each department and shall keep a regular record of purchases and consumption to avoid expenditure over the budget provision.
10. The officer concerned is responsible for timely processing the file of payment of the bill. He shall ensure completion of all department level activities along with verification/installation/satisfactory reports and processing of files to the accounts department for release of payment.
11. All non recurring items cost below Rs.1000 shall be considered as recurring items like pen drive, CD/DVD, locks etc. Repairing of vehicles shall be considered as recurring expense.
12. All the departments shall assess their demand in time and piece meal purchase shall be avoided. Repeat orders may be given within 180 days of issuance of original supply order with the approval of Vice Chancellor.
13. In case of any urgency, the approval of Vice-Chancellor is necessary for any deviation from purchase procedure.

The structure of purchase committee at various levels and competency to approve these committee is as under:

I) Committee for the purchase up to one lakh

A committee of three members from the concerned department may be constituted for the purchase of goods up to amount of Rs. 1 lakh. The committee will consist of three members not below the level of Senior Assistant. The concerned department has to take administrative and financial approval for the purchase from competent authority. All Departmental heads shall ensure that all purchases have to be made as per purchase and finance rules of the University as notified from time to time.

II) Committee for the purchase from above one lakh to Five Lakh

- a) Nominee of the (Purchase dept.) (Sr. Assistant or above)
- b) Nominee of the (Finance and Account) (Sr. Assistant or above)
- c) Assistant Registrar/Assistant Professor equivalent (concerned branch) as a Convener



III) Committee for the purchase above Five Lakh

- a) HoD concerned branch (Chairman)
- b) Deputy Registrar (Finance and Account)/nominee
- c) Assistant Registrar (Store & Purchase)/ nominee
- d) Deputy Registrar/ Associate professor or equivalent (concerned branch) as a convener

The committee may co-opt other members keeping in view the expertise of the members in concerned area.

Note: Competency to approve the committees is as per the delegation of powers notified by the University from time to time.

The procedure for the movement of file for the purchase of any item will be as under:

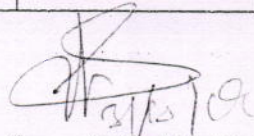
Upto 1 Lacs (For I)

Particular	Competent Authority
1. Administration & Financial approval	Competent authority as per delegated power
2. Constitution of Committee	Competent authority as per delegated power
3. Acceptance of bids	Competent authority as per delegated power
4. Recommendation for the placing of purchase order	Head of the Department
5. Placing of orders	Registrar office (Non-Consumable only)



Above 1 Lac (For II & III)

Particular	Competent Authority
1. Financial and Administrative approval	Vice Chancellor
2. Constitution of Committee	CPC
3. Recommendations of committee CPC for acceptance of technical bid	Chairman CPC
4. Recommendations of committee for acceptance of financial bids and approval for placement of order	Vice Chancellor

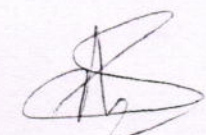

(Dr. S.S. Walia)
Registrar

Endst. No. IKGPTU/REG/NF/2185-2187

Dated: 31.05.2019

A copy is forwarded to the following officers for information please.

1. I/c Secretariat, O/o Vice Chancellor: For information of Vice Chancellor
2. All HODs (Non-Teaching)
3. Director (Main and Constituent Campuses): To inform the All HODs (Teaching) and Incharge, Constituent Campuses.


(Dr. S. S. Walia)
Registrar