



**DIBRUGARH UNIVERSITY
DIBRUGARH**

**GUIDELINES FOR PROCESSING THE PROPOSALS FOR PURCHASE OF LABORATORY
EQUIPMENTS, CHEMICALS AND MATERIALS ETC.**

1. The respective Departments / Centres shall assess their requirements from time to time taking into consideration their fund position.
2. **The Heads of the Departments/Director/Chairperson of the Centres shall initiate the proposals and obtain quotations from the dealers and the firms and make a comparative statement of the quotations. The proposals for the purchase, along with the supporting documents (which shall include the Comparative statement prepared from the quotations in duplicate, all the quotations received and the letter inviting quotations) shall be sent to the Registrar/Joint Registrar(Admin) for placing it before the purchase committee. A certificate stating that the entries made in the Comparative statements are correct, shall have to be given by the Heads/Director/Chairpersons of the Departments/Centres on the body of the Comparative Statement.**
3. **All purchase proposals shall come through the concerned DMC/BOM/Advisory Committee with its Resolution.**
4. To examine the actual price of an item, latest printed company price list shall be furnished giving flyleaves for easy location. In case of single quotation, dealership certificate along with printed company price list is mandatory. If the dealers are available locally, preference shall be given to such dealers for early supply of a particular item following same guidelines as mentioned above.
5. The matter for preparing the Comparative statement shall be applicable when more than one quotations are invited for a particular item. In that case, there must be minimum of three quotations from the three different firms out of which only one firm giving the lowest price of the required item shall normally be selected by the DMC/BOM/Advisory Committee concerned for order. In case item quoted at the lowest price by a firm (out of three) is not as per requirement or not acceptable from the quality point of view, DMC/BOM/Advisory Committee can select the firm other than the lowest quoted firm. In that case, the proposal shall accompany the resolution of the DMC/BOM/Advisory Committee stating the reason(s) of not selecting the lowest quoted firm.

6. If it is intended to purchase particular equipment, it shall always be attempted to obtain the supply directly from the manufacturer or their authorized agents in India. In such case, inviting quotations from other dealers may not be necessary.
7. For articles each unit not costing more than Rs. 5,000/- like consumables, glassware, laboratory chemicals, museum materials etc, the Registrar/Joint Registrar (Admin.) on the recommendation of the HOD/Director/Chairpersons of the Centre for Studies may directly place order in the prescribed forms to the suppliers to a maximum limit of Rs. 10,000/- at a time provided that whole amount of such a purchase order shall be within the available budget limit of the Department/Centres and provided that such rate incorporated in the Comparative statement has the approval of the DMC/BOM/Advisory Committee. Such purchase should be reported to the CPC in the due course of time.
8. For articles costing more than Rs. 5,000/- (Rupees Five Thousand) only per unit and for purchase exceeding Rs. 10,000/- at a time, the Registrar/Joint Registrar (Admin.) shall place the order after the rates are approved by the Purchase Committee.
9. **It shall be the responsibility of the HOD/Director/Chairpersons of the Centre for Studies to keep the track of the up-to-date fund position and ensure that the proposal shall be within the fund available. He/she shall also certify to that effect on the body of the proposal forwarded to the Registrar/Joint Registrar (Admin.).**
10. Proposal shall be submitted to the Registrar/Joint Registrar (Admin.) well in advance to enable him to place it in the CPC for approval.
11. **For repairing of the instruments, same procedure of inviting quotations, preparing comparative statement, approval by the DMC/BOM/Advisory Committee etc. as done in purchasing new equipments shall be followed. When only one form is available for repairing, HOD/Director/Chairpersons of the Centre for Studies shall take approval from the Vice Chancellor/Registrar after processing through respective DMC/BOM/Advisory Committee. If the estimated cost of repair is within Rs.500/-, the HOD/Director/Chairperson shall place the order directly after taking approval from the Registrar.**
12. In case of a funded project, Project Coordinator may purchase consumable items like Chemicals, Stationery, Glassware etc. directly through their Departmental Purchase Committee or through purchase committee duly constituted for the project by the authority.

Role of the Purchase Committee:

The Purchase Committee shall -

- Examine the justification of the proposed purchase

- Examine the quotations, other relevant documents (dealership certificate, original printed price list etc.) terms and conditions of firms and approved the rates and the firm where the order to be placed.
- Approve the quantities of the various items to be purchased, keeping in view and possibility of existing additional stock in order departments/centres.
- Normally meet once in two months.

Role of the Registrar/Joint Registrar (Admn.)

The Registrar/Joint Registrar (Admn.) shall -

- Ensure timely placement of purchase order as well as timely payment of the supplier's bills
- Place the order in the prescribed forms as approved by the Purchase Committee, where necessary, specifying therein the delivery period, the mode of supply, the terms agreed to etc. and monitoring that all interim correspondence shall be made directly with the Head/Director/Chairperson concerned, but the consignment shall be sent to the Registrar.
- Ensure that the related documents are retired in time and consignment notes/RR are given to the Department/Centre concerned for taking the delivery.
- In the cases where the documents are delivered through Bank against part payment, the firms shall be advised to send their bill for remaining amount directly to the HOD/Director/Chairperson of the Centre concerned, who shall forward it with the requisites to the Registrar for payment.
- Check from time to time that item(s) received are properly entered in stock-book.
- Keep records of the proceedings of Purchase Committee and action taken reports.
