



भोट विद्या संस्थानम्

Central Institute of Higher Tibetan Studies
(Deemed University)
Sarnath, Varanasi-221007

**MANUAL FOR PROCUREMENT
OF
GOODS & SERVICES**

CIHTS/Admn/Reg./Cir/512

October 27, 2007

To

Encl : 20 Sheets

All Heads of Department/Section/Units/Wings at CIHTS.

**Central Institute of Higher Tibetan Studies
VARANASI**

CIHTS/Admn/Reg./Cir/2007

September 27,2007

CIRCULAR

The signing of Office Orders and other official communications/orders by the Administration have been reviewed and it has been decided that the following officers after obtaining approval of the draft communications/orders from the competent authority at CIHTS are hereby authorized to sign and issue the order/communications as shown below:

(a) **DEPUTY REGISTRAR:** Sanction Orders for leave and all other communications relating service matters of the officials in the grade up to & including Rs 12000-13300 whose service books/personal files are controlled and routed / processed upward through him.

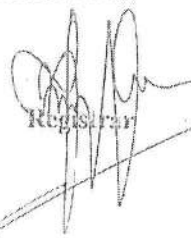
(a) **ASSISTANT REGISTRAR:** Sanction Orders for leave and all other communications relating service matters of the officials in the grade upto & including Rs. 8000-13500 whose service books/personal files are controlled and routed / processed upward through him.

However, the Signing and issue of all Purchase/supply/Works Orders which may be approved by the competent Authority and cleared by the Accounts section after pre-auditing thereof time to time shall be regulated as under:

- | | |
|-----------------------------------------------------------------------|------------------------------------|
| (1) Orders carrying a value upto Rs.15,000/- in each case | -Estate Officer/ OIC Purchase wing |
| (2) Orders carrying a value upto Rs.25,000/- in each case | -Asstt.Registrar |
| (3) Orders carrying a value upto Rs.1,00,000/- in each case | -Dy.Registrar |
| (4) Orders carrying a value upto and above Rs.1,00,000/- in each case | -Registrar |

All concerned are therefore requested to ensure compliance of the above.

This supersedes all previous orders on the subject and is issued with approval of the hon'ble Vice Chancellor.


Registrar

To,

The Deputy Registrar(Academic)
The Asst Registrar
The Estate officer

CC

PS to the VC : for info. of the hon'ble Vice Chancellor
All Heads of Departments/sections

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FOREWORD

In an Institution like CIHTS, the Purchase and Procurement of Goods and Services is a regular activity to ensure regular maintenance, progress of work and future growth of the Institute. This necessitates frequent interaction between the indenter department/division at the Institute with Administration and therefore documenting a manual which while satisfying the requirements of rules of Govt. may serve as a ready reference and guide to all concerned. I hope that following this manual will streamline the procedure and methods of Purchase and Procurement at CIHTS and will bring more transparency & efficiency which has been under consideration for quite some time in the past.

This "MANUAL FOR PURCHASE AND PROCUREMENT OF GOODS & SERVICES" has been carefully drafted for use and compliance by all concerned with immediate effect.

It is hoped that the due compliance of the guidelines and procedures laid down in this manual will not only simplify the purchase and procurement but also be helpful in satisfying the expectations of accounting as also external audit.

Any suggestion for further improvement in this manual will be welcome.


Registrar
27 Oct 2007


Vice Chancellor

MANUAL FOR PROCUREMENT OF GOODS & SERVICES

1. Introduction

The procedure for procurement of goods & services at CIHTS relating general equipment machines, medicines, civil, Electrical, Electronics, Stationary & Other items need to be properly streamlined as the systems, method and procedure followed are required to be in line with norms laid down by Govt. of India.

It is now proposed to document the system, procedure and method in the form of the manual which shall serve as a reference guide for procurement of various goods and services at CIHTS for all concerned.

2. Structure of the Purchase & Procurement Wing

A procurement wing will be organized by the Administration which shall function under the overall control of the Registrar. The wing will operate under the charge & supervision of one officer supported by staff for regular progress of work.

All cases of procurement whose total cost exceeds Rs.15,000/- will be put up to a Purchase Committee duly constituted by the Director for its recommendations followed by approval of the Director. The members of the Purchase Committee will be drawn from Senior officers of Administration, Accounts and Academic faculty.

3. Raising Indents for Procurement of goods & Services

- 3.1 The departments will be required to send their indents in the prescribed format (Format I) duly completed to the Purchase & Procurement Wing so that action could be initiated for procurement of the item(s). The following aspects have to be taken into account while preparing as also processing the indents.
- 3.2 Indents on the format shall be complete in all respects.
- 3.3 Indents shall be signed by an official not below officers' categories and countersigned by the head of the concerned departments.
- 3.4 The indents are to be numbered serially in the departments for identification as well as control purpose.
- 3.5 The requirements of departments in respect of any single item over a period has to be consolidated as far as possible avoiding piecemeal procurement.
- 3.6 The indents covering the procurement of proprietary items should invariably be accompanied by prescribed certificate (Format II) duly signed by head of department.
- 3.7 The estimated cost indicated in the indents shall be realistic based on latest market price and supported by latest offers as far as possible

3.8 As far as possible, indents shall be raised for procurement of items indigenously. Only in inescapable cases, import should be resorted to.

3.9 Indent shall also contain, wherever possible, alternative specifications in order to give wide choice where trade restriction etc. exists.

4. Processing Indents

1 On receipt of indents the Purchase & procurement wing will check as regards their completeness, budgetary limits, signature of the head of department and countersignature of the Registrar/the Director etc.

4.1 After scrutiny, they are entered in serial order in the register maintained separately for each department. Separate pages in the indent register of each department shall be allotted for the following heads of accounts including Plan & Non-Plan.

- (i) Capital
- (ii) Maintenance
- (iii) Research contingency
- (iv) Sponsored Projects

4.2 Indents will be grouped into two categories, (i) indents whose estimated value is more than Rs.1,00,000/- and (ii) indents whose estimated value is less than Rs.1,00,000/- but more than Rs.15,000/-. The above grouping is done with a view to decide the mode of procurement.

5. Vendor List

In order to obtain competitive rates, it is necessary to maintain a large network of suppliers for a given item giving due weightage to the geographical location, capacity of the supplier, his past performance with regard to reliability etc. Purchase wing shall maintain a vendor's list. The list shall be updated periodically adding new suppliers or deleting the old suppliers whose performance etc. was not satisfactory.

6. Mode of procurement

6.1 Cash purchase

Where the value of single purchase is less than Rs.15,000/-, tendering procedure for obtaining quotations, need not be followed. The fact that a particular item is not available in the Stores of the Institute will however be verified and ensured. Bills duly receipted and duly stamped should be produced to Accounts for passing and adjustment.

6.1.1 When it becomes necessary to procure at one time, several numbers of the same item, the cost of which is less than Rs.15,000/- for each item but the aggregate exceeds Rs.15,000/-, it will be irregular to purchase the required number under separate bills/receipts as cash purchases. Similarly where different items, each costing less than Rs.15,000/- but aggregating to more than Rs.15,000/-, it will be irregular to acquire these by splitting the transaction into a number of cash purchases, each of which is less than Rs.15,000/-. In all such cases, the procedure laid down may be followed.

6.2 Single tender system

- 6.2.1 Where the value of an item/indent is less than Rs.15,000/-, procurement may be done through a single tender/oral enquiry. Purchase wing should choose the supplier from the vendor's list carefully, (evaluating the supplier performance, capacity etc.) and after ascertaining over telephone the rates, may place order.

Single tender system may be followed in respect of the following irrespective of the value of each indent.

- (i) DGS&D approved contract rates
- (ii) Proprietary items
- (iii) Purchase from NCCF Kendriya Bhandar as per limits prescribed by GOI
- (iv) Patented items as per the price list
- (v) Medicines, chemicals, etc. at the price list rates applicable to Government Institutions/Hospitals.
- (vi) Handloom Textiles- only from Khadi & Village Industries Commissions as (KVIC)

Limited tender system

Where the estimated value of an item is above Rs.15000/- and below Rs.1,00,000/-, procurement may be done by inviting limited tenders as per format III from the vendors list maintained in the wing. The following requirements have to be strictly followed/ adhered.

- 1.1 For Items, the estimated cost of which is more than Rs.15000/- and upto Rs.1,00,000/- quotations should be invited from at least seven suppliers and parties. Efforts should be made to get at least three quotations/offers, failing which the cases be processed on the basis of whatever number of quotations/offers received. For urgent cases, Procurement of Goods & services on each occasion may also be made on recommendations of a duly constituted *Local Purchase Committee* consisting three members of appropriate level as decided by competent Authority. The Committee will survey the market to as-certain the reasonableness of rate, quality & specifications & identify the appropriate supplier. Before recommendation placement of order, the members of the Committee will jointly record following certification:-

"Certified that we the undersigned members of *Local Purchase Committee* are jointly & individually satisfied that good/services recommended for procurement are of required specifications & quality & priced at prevailing market rate & the supplier recommended is reliable & competent to supply goods/services in question".

- 1.2 For items, the estimated cost of which is more than Rs.1,00,000/- and upto Rs.25,00,000/- quotations should be invited from at least 15 suppliers and parties. Efforts should be made to get at least five quotations/offers, failing which the cases be processed on the basis of whatever number of quotations/offers received. The following steps may be observed:-

- (a) Tender Enquiry letter/bidding document should be sent directly by speed post/registered post/Courier/e-mail to firms empanelled for goods/services at CIHTS.
- (b) Sufficient time (not less than 21 days) should be allowed for submission of quotes/bids.

- 1.3 Purchase & Procurement wing may consider extension of due date for opening of the tender to facilitate sending further enquiries to few more suppliers of the said item etc., to ensure the minimum number of quotations.

Open tender system

1. Where the estimated value of item/indent is more than Rs.25,00,000/- advertisement through press in the form of open tender/public tender is to be arranged. This is to attract large number of suppliers who may or may not find a place in the vendors list of the Institute. In addition to the advertisement in the newspaper, a copy of the enquiry will also be posted to all the firms/companies (prospective suppliers) on the vendors list. Copies of the enquiries may also be sent to Indian Trade Journal and other Trade Journals and put up website of the Institute.

- 6.4.2 In all cases of Press Advertisements(s) supply of tender forms is necessary Tender forms may be priced Rs.500/- per set. The forms may be issued on payment of Rs. 500/- either in the form of a Demand Draft or in cash. In certain cases, it may be necessary to waive the supply of tender forms. In such cases, the same could be done by obtaining the approval of the Director.

6.5. Running contract- Rate contract

Where the items are required over a period of time in small quantity or required periodically, the rates may be finalized after following the tender formalities. The rates so finalized may be kept valid for a period of time, say one year or more with the concurrence of the supplier with deferred delivery schedule. There, it will not be possible to indicate the exact quantity of requirement, approximate quantity may be indicated stating that actual requirements will be intimated well in time to enable the supplier to adhere to his delivery schedule(s). Where it is necessary a stipulation could also be made that the supplier should get in touch with a specified officer at CIHTS before effecting the supplies etc. This sort of arrangement will be made with a view to ensure prompt supply at the existing rate for sufficiently long time protecting from the inflationary trends and also vary the requirements depending on the actual requirement based on consumption. This will also help dispensing with the normal purchase procedure and the resultant administrative delays

- 6.6 The rate contract procedure given in Para 6.5 may also be adopted for obtaining service and maintenance contract. Service contract shall generally include maintenance and servicing of machines, computers, typewriters, air conditioners, photocopying machines, etc. Some of the firms will offer cash discount if the service contract is entered into for a certain period, i.e. 2 years or 3 years. Considering the market borrowing rates/bank rates, economy of taking longer contracts could be worked out and decided as such.

7. Receipt and processing of Tender

- 7.1 Opening of tender: Tenders received shall be opened by a duly constituted committee comprising of one representative each from Accounts, Purchase and the user division. A register will be maintained to record such details as signature of the committee members, time and date of opening of the tender, number of tenders, signature of authorized representatives if any present, etc. The members will also initial the quotations with date and time. Any overwriting or correction or alteration in the tendered amount shall be attested by the members of the committee.

- 7.2 Late tender: Tenders received after the specified date and time may be rejected as a matter of routine. The responsibility for submitting the tender in time rests with the tenderers and the Institute will in no way be responsible for delays. However in very exceptional cases late tenders may be considered each on merits.
- 7.3 Evaluation of the tender: After the tenders are opened, the same may be kept in the purchase & Procurement wing for evaluation. The wing will prepare a price comparative statement in the prescribed format (Format-IV). The comparative statement along with quotations will be sent to the Indentor alongwith Format V for technical evaluation and recommendations. The division will make their recommendations in the prescribed format (Format V). While technically evaluating the tenders, if the indentor department requires any clarifications-er the presence of the tenderer, they may do so in consultation with and in the presence of officer or his representative of the purchase & Procurement wing. The wing will coordinate in getting the required details or ensuring the presence of the representative of the firm(s)/company(jes) for providing required clarifications. The officer of the Purchase & Procurement wing shall maintain record of such discussions with the supplier/tenderer.
- 7.4 Confidentiality of the tender: During the processing of the tender, strict confidentiality/secretcy shall be maintained. No individual other than the Officer of the Purchase & Procurement wing shall discuss/communicate in any way with the tenderer or connected persons. Scrutiny has to be completed in as short a time as possible. Negotiations of any sort with the tenderer shall by done only be the purchase committee and/or an officer authorized by it and all proceeding shall be recorded and minuted.
- 7.5 Preparation of comparative statement: Despite detailed instructions to the tenderers to quote in suggested patterns, the quotations tendered by the suppliers may not necessarily follow the suggested pattern. It will be necessary to bring all the quotations to a common datum level so that meaningful comparison becomes possible. The comparative statement will include all elements as detailed below:

- Basic price. (Ex-Works)
- Discount
- Excise Duty
- Special excise duty
- Sales tax
- Turnover tax/Surcharge (if any)
- Freight charges
- Packing and forwarding charges
- Insurance charges
- Loading and unloading charges (if any)
- Clearance charges (if any)
- Erection, commissioning/installation charges (if any)
- Total landed cost.

Commercial terms such as Terms of Payment, discounts (cash & quantity), delivery schedule, penalty clause, advance payment, etc. are also incorporated in the comparative statement so as to have a total view of the offers. The divisions while making their techno-economic recommendation will also take the commercial terms into consideration.

7.6 Techno-economic recommendation: The techno-economic recommendations of the divisions are to be crisp, straight forward and decisive. Phrases like 'not conforming to our requirement', 'not as per our enquiry', 'not as per our purchase specifications', 'not suitable', 'not to our specification', 'service facility is not available locally', 'though ISI brand not suitable for us', etc. etc. are to be avoided. The rejection of any tender should be supported by factual justifications. Where the lowest quotations are rejected, the reasons for the rejection should be convincing. Further the examination of the tender should be strictly vis-à-vis the requirement and specifications indicated in the indent/tender documents as the case may be and no new elements or extraneous factors may be introduced at the consideration stage. In short, the recommendation of the divisions should be thoroughly exhaustive and unbiased. The techno-economic analysis is required to be sent along with the recommendation.

7.7 Delivery schedule: Delivery schedule of an item has to be determined after consulting the indenting divisions and the supplier taking into account various aspects in a realistic way. All things being equal, the supplier who sticks to early delivery schedule shall generally be preferred.

8. Terms of Payment

Each firm/company follow their own terms depending upon their size, credit facility available from their bankers, their marketing strategies and policies. These may at times vary with the terms offered in the tender enquiry. When the terms of the firm are different from what are laid down in the tender enquiry, a balance has to be struck to obtain favourable terms. The terms agreed upon should fall in line with one of the four terms given below.

- 1.1 100% payment within 30 days after the receipt and acceptance of the item at the Institute in good/working condition or after installation as the case may be.
 - 1.2 90% payment against documents through bank and the balance 10% after the acceptance and installation of the item, as the case may be, at the Institute provided the item has undergone pre-despatch inspection at the supplier's works.
 - 1.3 In exceptional cases, 100% payment against document through bank after acceptance of the item at the supplier's premises (after pre-despatch inspection by the concerned departmental representative) provided the firm agrees to provide bank guarantee for 10% of the amount towards performance guarantee.
 - 1.4 Advance payment not exceeding 10% against bank guarantee for the item ordered and the balance 90% after acceptance and installation as the case may be, at the premises of the Institute. The guarantee should be irrevocable and from any of the Nationalized Banks.
- 8.2 It may be noted that the suppliers from private sector normally offer credit terms ranging from 30 days to 90/180 days. The credit terms when offered could be fully made use of. Alternatively, since such terms always include element of interest, it would be prudent to strike a discount/rate commensurate with the credit terms offered by the firm/company for payment against delivery or any of the terms normally acceptable to the Institute.
- 8.3 The procurement wing will specifically bring to the notice of the purchase committee any variation in the terms recommended for acceptance with reasonable justifications.

9. Recommendation by Purchase & Procurement Committee (P&PC)

- 9.1 Every purchase exceeding Rs.15,000/- is required to be recommended by the Purchase & Procurement Committee constituted for the purpose.
- 9.2 The P&PC wing must objectively evaluate the recommendation of the indentor/department to ensure that the recommendations made by the departments are not biased or prejudiced, technically sound and commercially acceptable.
- 9.3 Once the procurement wing is satisfied with all aspects relating to a purchase, the same is required to be placed before the P&P Committee for recommendation in the prescribed format (Format-VI whichever is applicable).
- 9.4 The P&PC may make recommendation by circulation of file among its members. In special cases depending upon expediency, the committee members may meet to consider the case. Where it is expedient to have the presence of the prospective supplier(s) for negotiations, the committee may do so.
- 9.5 The recommendations of the committee shall be submitted to the Registrar who will obtain approval of the Director.
- 9.6 Editing of the purchase order: Based on the recommendation of the P&PC approval of Vice-Chancellor, the purchase wing will edit the purchase order in the prescribed format (Format VII) incorporating all the terms and conditions, delivery schedule, payment terms etc., and send it for pre-auditing at account department.

10. Pre-audit by Account

- 1 Before issue, all the purchase orders may be subjected to pre-audit by accounts department to ensure that the purchase order is correct in all respects. The following checks are exercised generally by the account department:
 - 1.1.1 Whether the purchase order is complete in all respects and is free from errors in calculations.
 - 1.1.2 Whether funds are available for appropriation under the head of account/budget.
 - 1.1.3 Whether the purchase order incorporates all the terms approved by the purchase committee.
 - 1.1.4 Whether the order is free from any arithmetical inaccuracies.
 - 1.1.5 Where the item proposed to be procured is a proprietary item, whether a certificate of the HOD is given in this connection and the said certificate is reasonably acceptable.
 - 1.1.6 Whether the rules governing the type of tender has been followed. If there are any deviations, whether the reasons/justifications given for such deviation is reasonable and acceptable.
 - 1.1.7 Whether the subject purchase is violative of any known statutory laws.
 - 1.1.8 Whether the clauses relating to EMD/Security deposit etc. has been carefully drawn

11. Issue of Purchase Procurement/Supply Order

Purchase/Procurement/Supply order will be signed by authorized Signatory. Two copies of the order may be sent to the supplier with instructions to return one copy duly signed as token of acceptance of the order within a reasonable time, say not more than 15 days. The orders are to be sent by Registered Post/Speed Post.

12. Follow up action

12.1 The Purchase orders are to be closely followed up to ensure delivery of items on time. Day to day monitoring by the Procurement wing is essential. Periodical reminders in writing and by phone (wherever applicable) and personal contact with the supplier at regular interval is necessary to achieve the objective of obtaining and supplying the material at right time.

12.2 Maintenance of Purchase & Procurement Control Register

Procurement control register with required columns is required to be maintained in the procurement wing with a view to initiate necessary follow up action after the issue of the order. The register will be reviewed by the Officer Incharge of wing once in a week so that proper follow up action is ensured. Close co-ordination with the supplier will ensure supply of all required information from the Institute as and when required and also the problems faced by the supplier if any, so that the supplier adhere to his schedule of delivery. In case it is felt that the supplier cannot met his obligations, alternative action could be initiated in addition to resorting to penal action in terms of the purchase order. It may help in properly co-ordinating with the user divisions for the receipt, inspection and installation wherever required.

12.3 Receipt of goods and role of Purchase & Procurement wing

As soon as the materials/good are ready at the suppliers premises or have been despatched from the works of the supplier, the Purchase wing is required to inform the Central Stores and the user divisions about the readiness of the item/dispatch of the item so that the stores can organize to get the items from the supplier or the carrier as the case may be and intimate to user divisions for final inspection and completing other formalities. While receiving the items, the Central Stores is required to exercise the following checks by way preliminary examination.

1. Whether there is any damage to the package outwardly. If so immediate action to inform the purchase may be taken. Purchase in turn will inform the supplier and the insurance company (if it is insured by the Institute) for assessing the damage. The package is to be opened only in the presence of the supplier and the representative of the insurance company.
2. After opening, it may be checked whether the items available in the package conform to what has been stated in the packing/delivery note of the supplier.
3. To see whether the item received is generally as per purchase order.
4. Inform the concerned divisions to arrange for final inspection and completing further formalities and making final inspection report.
5. Inform the purchase department about any rejections so that purchase section can initiate further action as called for.

13.5 Short listing of consultants

On the basis of responses received from the interested parties, consultants meeting the requirements should be short listed for further consideration. The number of short listed consultants should not be less than three

13.6 Issue of Request for Proposal (RFP)

The short listed consultants should be issued the Request for Proposal (RFP) to seek their technical and financial proposals. It should contain the following:

- (a) A letter of invitation
- (b) Information to consultants regarding the procedure for submission of proposal
- (c) Terms of Reference (TOR)
- (d) Eligibility and pre-qualification criteria in case the same has not been ascertained through enquiry for Expression of Interest.
- (e) List of key position where CV and experience would be evaluated.
- (f) Bid evaluation criteria and selection procedure.
- (g) Standard formats for technical and financial proposal.
- (h) Proposed contract terms.
- (i) Procedure proposed to be followed for midterm review of the progress of the work and review of the final draft report.

13.7 Receipt and opening of proposals

Proposals should be asked for from consultants in 'two-bid' system with technical and financial bids sealed separately and both the envelopes kept in a bigger envelop duly sealed. The bid should be submitted by the specified date and time at the specified place. The bids received after the specified date and time of receipt should not be considered.

On receipt, the technical proposals should be opened first.

13.8 Evaluation of bids

The technical bids should be evaluated by a duly constituted technical committee. The committee shall record in detail the reasons for acceptance or rejection of the technical proposals.

The common committee or the separate financial committee shall open the financial bids of only those bidders who have been declared technically qualified by the technical committee. This committee would further analyse or evaluate the financial bids for ranking/selecting the successful bidder for placement of the consultancy contract.

13.9 Selection of a particular consultant by nomination

In special circumstances where it becomes necessary to select a particular consultant in the interest of the CIHTS, full justification for such single-source selection should be recorded in the file and approval of the competent authority obtained before resorting to such single-source selection.

13.10 Monitoring the contract

The performance of the consultant(s) should be continuously monitored so that the output of the consultancy is in line with the objectives of the concerned department/unit

14. OUTSOURCING OF SERVICES

The following basic guidelines should be adhered to while outsourcing services:

14.1 Identification of likely contractors

The Purchase & Procurement wing shall prepare a list of likely and potential contractors on the basis of formal or informal enquiries from other organization involved in similar activities, 'Yellow Pages', trade journals, web site etc.

14.2 Preparation of tender enquiry

The tender enquiry should contain the following:

- (i) The details of the work or service to be performed by the contractor
- (ii) The facilities and the inputs which will be provided to the contractor by the University.
- (iii) Eligibility and qualification criteria to be met by the contractor for performing the required work/service.
- (iv) The statutory and contractual obligations to be complied with by the contractor.

14.3 Invitation of bids

Sl. No.	Estimated value of the work/service	Procedure of invitation of bids
(i)	Up to Rs.ten lakhs	<ul style="list-style-type: none">- scrutiny of preliminary list of identified contractors- to decide the prima facie eligible and capable contractors- to issue limited tender enquiry to them asking for their offers by a specified date and time (the number of such identified contractors should not be less than six).
(ii)	Above Rs.ten lakhs	The concerned department/centre/unit should issue advertised tender enquiry asking for the offers by a specified date and time in at least one popular largely circulated national newspaper and web site of CIHTS.

14.4 Receipt and evaluation of bids

Bids received after the specified date and time of receipt should not be considered.

The responsive bids should be evaluated, segregated, ranked for selecting the successful bidder for placement of the contract.

14.5 Outsourcing by choice

Should it become necessary in an exceptional situation to outsource a job to a specifically chosen contractor the competent authority at CIHTS may approve the same in consultation with Registrar of the detailed justification, as to the circumstances leading to the outsourcing by choice and the special interest or purpose it shall serve shall form integral part of the proposal.

14.6 Monitoring the contract

The conduct and performance of the contract should be monitored continuously.



भोट विद्या संस्थानम्

CENTRAL INSTITUTE OF HIGHER TIBETAN STUDIES
(Deemed University)
SARNATH, VARANASI

PROFORMA FOR PROPRIETARY/SPECIFIC BRAND GOODS

1. Description of item type, Model No. including general specification
2. Name of the manufacturers/suppliers of the item suggested by the Indentor
3. Is there any other manufacturer/ supplier of this item in the market?
4. If answer is 'yes' for item 3 above, why same is not considered? (Indentor must bring out comparative mandatory advantages of the item selected from the types offered by others)
5. If in the knowledge of the indentor, there is no other manufacturers/suppliers of this item, why public/limited tender cannot be issued to locate possibly more supplies.

The information given is correct to the best of my knowledge and belief.

Signature of Indentor

HEAD OF DEPARTMENT

Where indentor recommends that public / limited tender (as per the item value) is to be dispensed with, this statement is to be countersigned by the Head of Department in the space provided below:

CERTIFICATE

I certify that the public / limited tendering required in this case as per the procedure, be dispensed with, as the source of supply is fairly known for this item and hence no useful purpose will be served by this effort.

Date:

Head of Department

Name of Department: _____



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Central Institute of Higher Tibetan Studies
Sarnath, Varanasi (U.P) India 221007

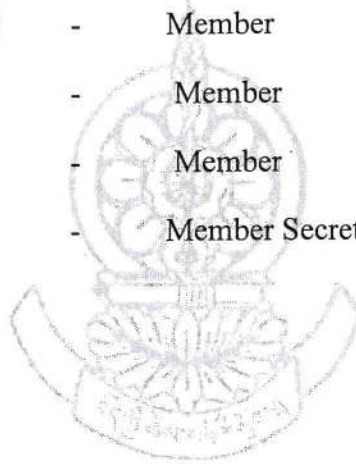
CUTS/PPC/Notice/2019-01

November 16, 2019

Notification

In Continuation of earlier notification no. as CUTS/PPC/Notice/2017-01 dated April 28, 2017 and approval of competent authority the purchase and procurement cell has been reconstituted which is given as under:-

- | | | |
|-------------------------------|---|------------------|
| 1. Dr. R.K. Upadhyay | - | Chairman |
| 2. Prof. Wangchuk Dorjee Negi | - | Member |
| 3. Prof. Jampa Samten | - | Member |
| 4. Prof. Penpa Dorjee | - | Member |
| 5. PPC in-charge | - | Member Secretary |




16/11/19
Assistant Registrar

C.C:

1. PS to V.C. for kind information of Hon'ble V.C.
2. All the Deans/Heads/Units
3. All members of PPC
4. Deputy Registrar
5. Prof-in-Charge, Library
6. S.O., Accounts
7. Prof-in-Charge, Publication
8. Incharge, Maintenance Wing
9. Concerned File
10. Web Maintenance Committee


16/11/19
Assistant Registrar