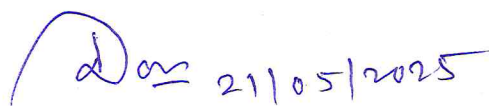


MEMORANDUM

It is notified for all concerned that, as per Purchase and Work Manual of this University, any purchase or renewal of annual maintenance contract or service contract or any work exceeding Rs.10000/- (Rupees Ten Thousand only), in terms of monetary involvement and for pursuing the Tender- process, requires prior approval from Higher Authority of the University, before issuance of work order from both Academic and Administrative Departments. Departments are requested to furnish following papers which are required for verification.

Necessary Documents required for obtaining Purchase Approval:-

- 1) Tender Notice.
- 2) DC/Purchase Committee Resolution.
- 3) Copy of approval letter of formation of Departmental Purchase Committee.
- 4) Name of lowest Bidder, Source of Fund (B.I, Project, Self – Finance, Endowment) and monetary involvement (Inc.GST) should be mentioned on the forwarding letter.
- 5) Current Trade Licence, PAN, GST. of Lowest Bidder.
- 6) Post Facto approval if any, should be obtained by the concerned department itself directly from the competent authority.
- 7) Whether it is 1st time purchase or not, should properly be mentioned in the 'Justification' column of format of purchase. Unless 1st time purchase, photocopy of stock entry is required.
- 8) In case of Single Tender, Sole Proprietary Certificate from the original equipment manufacturer(OEM) is mandatory. In case the equipment is procured through sole distributor/sole authorized agent, then sole authorisation certificate is required from original equipment manufacturer.
- 9) Communication statement with the supplier should have to be furnished in case of single quotation.
- 10) Piecemeal proposal / purchase should not be entertained. If it happens due to any urgency/emergency, then the Head/P.I/Members of Departmental Purchase Committee of the respective department should give proper reason behind this. The PPMT will not be responsible for any such things.
- 11) For AMC, manufacturer of the product or the exclusive service provider should be given priority; otherwise fresh tender process should be initiated. In case of renewal of AMC with the same service provider, satisfactory service report should have to be furnished by the concerned department. Furthermore a declaration stating that "The contract (AMC) is being renewed against the same rate, terms & conditions as of the previous year" should have to be submitted by the HOD/PI/DPC.
- 12) All papers related to purchase approval papers must be verified by the Head/P.I/Members of departmental purchase committee and they have to attach a statement duly signed that reads as below:
"The Purchase/AMC will be made as per the Purchase & Works manual of the University following all the relevant rules. All papers has been verified by me and found to be correct. If any discrepancy is found during an audit or at a later stage, the concerned HOD/P.I. will take full responsibility."



Prof. (Dr.) J. K. Das
Audit & Finance Officer (Actg.),
University of Calcutta