



VISVA-BHARATI  
SANTINIKETAN  
FINANCE OFFICE

Ref. No. AS /N-14/2019-20/628

Date : 17/02/2020

**NOTIFICATION**

In terms of the resolution adopted by the Planning Board at its meeting dated 17/11/2019, this is for information of all concerned that the competent authority has been pleased to accept the modalities / activities to be followed chronologically for bulk purchase of common Capital items (i.e. computer & air-conditioner in particular) as shown at **Annexure** for immediate implementation of the same. This modalities will also be applicable for other bulk Capital items to be procured from next financial year i.e. 2020-2021. Capital items /articles / equipments / instrument other than computer & air conditioner may be procured as per Memo No.AS/N-14/2018-19/652 dated 02/02/2019.

Composition & terms of reference of the Central Purchase Committee for bulk purchase is as under.

**Composition**

1. All Principals of Bhavanas
2. Dr. Sanjoy Ghosh, Joint Registrar, Accounts
3. University Engineer or his representative
4. Sri Santo Shankar Dasgupta, In-charge, Computer Centre
5. In-Charge, Central Purchase & Store, Non-member Secretary

Senior Principal may be delegated to act as Chairman / Chair person

**Terms of Reference**

1. To identify standard specification for capital items of common use with respect to justification received from indenting departments & finalise with certain minor modification if necessary.
2. To finalise the NIT terms & conditions as per guide lines referred above.
3. To evaluate technical & financial bid & recommendation of eligible supplier & value as per provisions under GFR.
4. To consolidate & endorse all inspection report for final settlement of bills.
5. To take up the matter with supplier in case of any rejection and replacement thereof.

This is issued with the approval of the competent authority.

  
17.02.2020  
Finance Officer (Offg.)

Visva-Bharati

Copy forwarded for information & necessary action to

1. Director/Principals of all Bhavana
2. Heads of all academic & administrative Department/Centre/office
3. All Joint Registrar/Deputy Registrar
4. Internal Audit Officer
5. Joint Registrar (Accounts)
6. CS to Vice-Chancellor
- ✓ 7. In-charge, Computer Centre with a request to upload in the University Web site
8. P.A. to Registrar
9. File (N-14)

*Sisla*  
17.02.2020  
**Finance Officer (Offg.)**

**Visva-Bharati**

## Annexure

### Activities/modalities to be followed chronologically for bulk purchase of common Capital items

Sl. No.	Action	Procedure	Authority	Remarks
1.	Preparation of Indent.	Requirement has to be fixed after taking into consideration of the existing stock and allocation of available fund.	Authorised Indenter through DPC	Industry friendly generic specification would facilitate the purpose.
2.	Evaluation of Indent	The entire indent will be collected and processed consolidated by CPS and to be placed to CPC for further processing. Identification and listing of Items of purchase.	CPS	
3.	Evaluation of specification & setting Technical & Commercial criteria of vendors	CPC will check and verify the Consolidated Indent for selection of specification of items & Technical & Commercial criteria of tendering as per requirement and set all technical criteria in line with GFR-144.	CPS/ CPC	Minor modification in specification in order to standardized bulk procurement for greater economy is to adopted
4.	NIT Preparation	i) NIT has to be prepared in terms of GFR (2017) [especially mentionable - 168 & 173]. Inclusion of all other important Techno-commercial essential terms including pre-bid criteria e.g. Web address of bidder, Credential & Turnover of Firm, Earnest Money, Performance Security, Delivery Schedule, Payment, Liquidated damage / Penalty for delayed supply, Risk Purchase Clause, Arbitration etc.	CPS / CPC	Relevant GFR-149,159 & 160 etc.may also be considered.
5.	E-Tendering ( GeM / e-wizard Portal as the case may be)	i) Uploading NIT and evaluation of tender documents	CPS /CPC	GFR-149,159 & 160 etc.
6	Evaluation of Technical and Financial Bid	CPC would evaluate technical bid submitted in terms of NIT and GFR. Financial bid would be opened for technically qualified tenders only. Recommendation be made for procurement accordingly.	CPS	
				Contd....(2)

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7	Obtaining Audit Clearance and Financial sanction as per delegation of financial power.	With due processing and recommendation, CPS would submit the proposal for obtaining Audit clearance and financial sanction against respective allocation of fund.	Internal Audit and Finance	
8	Placement of Purchase Order	On getting Financial sanction Order would be placed for supply of capital goods under the signature of Registrar	CPS	
9	Despatch of goods	CPS shall arrange to dispatch received goods to indenting departments along with copy of bills and challans.	CPS	
10	Inspection	Indenters /HODs of indenting department shall inspect and certify that goods are received in good condition. Inspection report duly filled in formats along with respective GFR for capitalization of goods should reach CPS within seven (7) days.	Indenter	Inspection may be carried out in terms of Purchase Order.
11	Payment	Based on certification in prescribed format towards acceptance and recommendation of indenters CPC shall endorse the total procurement for honoring respective bills. JR(Accts) may process payment in terms of Purchase order terms.	CPS	CPS may ensure that all formalities are taken care off prior to payment.

Note : For procurement of Air conditioner Indenting department shall obtain load bearing certificate from Engineering Department and enclose the same with formal indent. Please comply GFR-173(xvii) for procurement of electrical appliances.

CPS : Central Purchase Stores, DPC : Departmental Purchase Committee CPC: Central Purchase Committee

