



Chhatrapati Shahu Ji Maharaj University Kanpur

(FORMERLY KANPUR UNIVERSITY, KANPUR)

Policy

for

Purchase

Purchase Policy of CSJMU

The University is committed to do all the procurement through GeM portal as per the instructions of Government of Uttar Pradesh. However, the items/services which are not available on GeM portal may be procured through other modes like 3 quotations (under 1 lacs) or e-Tendering as per GFR.

The CSJMU spends a sizeable amount of public money through its budget for purchasing various types of goods, research equipments and hiring services for providing and improving higher education facilities in the region. It is imperative that expenditure incurred for procuring goods and services in the University must be made through a uniform, systematic, efficient and cost-effective procedure, in accordance with the relevant rules and regulations of the State Government.

Fundamental Principles of Purchase

Every authority delegated with the financial powers of procuring goods in public interest shall have the responsibility and accountability to bring efficiency, economy and transparency in matters relating to procurement of goods and services and for fair and equitable treatment of suppliers and promotion of competition in public procurement.

The procedure to be followed in making public procurement must conform to the following yardsticks:

1. The specifications in terms of quality, quantity and type etc. should be clearly spelt out keeping in view the specific needs of the different departments of the University;
2. Care should also be taken to avoid purchasing quantities in excess of requirement to avoid inventory carrying costs;
3. Offers should be invited following a fair, transparent and reasonable procedure;

4. The procuring authority should be satisfied that the selected offer adequately meets the requirement in all respects;
5. The procuring authority should satisfy itself that the price of the selected offer is reasonable and consistent with the quality required;
6. Provision of adequate and timely supply of material to the University is of prime importance for carrying out meaningful and uninterrupted operation of the academic and administrative departments of the University;
7. Procedure for procurement should be devoted to purchase of goods and services in a fair and transparent manner following five R's i.e. Right Quality, Right Quantity, Right Price, Right Time and Place and Right Source;
8. Every executive should exercise the same vigilance in respect of expenditure incurred on any account as a person of ordinary prudence would exercise in respect of expenditure of his own money;
9. No one should exercise its powers of sanctioning expenditure which will be directly or indirectly to its own advantage;
10. No finance executive should concur any expenditure, which is likely to involve at later date expenditure beyond its own power of concurrence;
11. The amount of allowances (such as traveling allowances) granted to meet the expenditure of a particular type, should be regulated in such a manner that the allowance on the whole does not become a source of profit to the recipient;
12. The expenditure should not be prima facie more than the occasion demands.

These rules will be known as "CSJMU GEM PURCHASE RULES" and have been framed with an objective to ease the process of purchase in the University.

1. These purchase rules shall be uniformly applicable to all the purchases of University, which are to be executed through GeM portal.
2. Up to purchase of Rs. 5.0 lac (single instrument/equipment), Indenter shall be authorized to ensure specifications of the items to be procured along with estimated cost.
3. In case of purchases out of project grant the Principal investigator (PI) or Co- Principal investigator (Co-PI) as the case may be shall be authorized to originate the proposal and decide the specifications, where as in case of the departmental purchases the Heads shall be authorized to originate the proposal and decide the specifications. The Purchases related to administrative sections/Examinations section and other sectors of University shall be originated by the concerned section and the specifications shall be decided by Registrar/Examination Controller/DSW/Chief Proctor/Chief Warden/Director research etc. as the case may be.
4. There shall be a technical specification committee constituted by Vice-Chancellor for all the purchases costing above Rs. 5.0 lac.
5. All the items procured shall be verified by indenter (PI/Co-PI/ Head/ concerned administrative section etc.) as the case may be, who will certify that the particular item/items have been supplied, installed and working satisfactorily.
6. All the consumable items e.g. chemicals, glass wares, plastic wares etc. are to be stamped by the stores of the concerned department of the University.
7. The whole purchase procedure from initiation of proposal to payment shall be done in a single file and once the payment is released, the finance section will retain a copy of all documents along with original bills and original pay order sanctioning and send a copy of all documents (administrative approval, purchase order, bills(copy), pay order note,

financial sanctioning etc.) to Coordinator, stores whereas original file with photocopy of bills and pay order sanctioning shall be sent to indenter at the end for future reference. The stores will execute all the purchase related work on the behalf of CSJM University, Kanpur.

8. Whole proposal (as single document) starting from initiation of proposal to release of payment has to be made in triplicate, so that at the end the documents may be retained by each concerned as mentioned at point no.7.

Various Stages for Purchase of Goods & Equipments

Step 1: Allocation of Budget

In starting of Financial Year, Budget will be allocated for each Department as per their requirement.

Step 2: Purchase request from Faculty/HOD

For purchase of any goods or equipment, request shall be made by faculty/Head of Department to Director of School. The specifications in terms of quality, quantity and price should be clearly mentioned in the application.

Step 3: Forwarding of request to Estate Officer

If the Director finds that demand for purchase of good or equipment of specific quality and quantity is reasonable, he/she shall forward the request to Estate Officer for further action. According to allocated Budget, Director has a power to modify the quality and quantity of goods & equipment. If the director finds that if the demand is not reasonable, he may reject the request.

Step 4: Forwarding of request by Estate Officer to Finance Officer

After receiving the request from Director, Estate officer shall check the stock register entry to identify the list of goods/equipment issued to department. If he/she is satisfied that demand is genuine one and the similar demand has not been made previously and the goods or equipment is available in Stock, he will direct the staff to satisfy the

demand out of that. If the goods or equipment is not available in stock, he will forward the request to finance officer for purchase of goods and equipments.

Step 5: Forwarding of request by Finance Officer to Purchase Officer

After receiving the request from Estate Officer, the Finance Officer shall ensure that department has sufficient budget allocated to purchase the goods or equipment. If the budget is sufficient, he/she may forward the application to Purchase officer for further action. If budget is not sufficient, request may be postponed for next Financial Year.

Step 6: Procedure to be followed by Purchase Officer

According to the price of goods/equipment, the procedure of purchase may be adopted by Purchase Officer-

Serial No.	Amount	Method of Purchase
1.	upto 20000	Self-Purchase by faculty/HODor Through GeM
2.	20,000 to 1,00,000	By Quotationor Through GeM (L1 for >25K)
3.	1,00,000- 5,00,000	Through GeM L1
4.	Above 5,00,000	Open Bid through GeM




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