



Guru Gobind Singh Indraprastha University
Sector-16C, Dwarka, New Delhi-110078

No. GGSIPU/ACCTS/2016-17/MISC. /4773

Dated: 8th March 2017

OFFICE ORDER

In order to speedily process and consideration of various purchase proposals at the level of recommending and sanctioning authorities, standard guidelines alongwith applicable provisions of GFR and other standard checks have been compiled for general information of all the department / schools in the University. It will be appreciated if all the purchases must be prepared taking into account the suggestive guidelines.

It may be noted that the enclosed guidelines are suggestive only and for detailed and specific quote, may be referred to the full text of GFR 2005.


(S K TANWAR)

Controller of Finance

No. GGSIPU/ACCTS/2016-17/MISC. /

Dated: 8th March 2017

Copy forwarded to the followings for information and circulation among the concerned staff members:

1. All Deans, Directors of the University
2. Controller of Exam
3. In-charge, Library
4. All Joint Registrar / Deputy Registrar & Department / Branch heads
5. Executive Engineer (UWD)
6. AR to Hon'ble VC for kind information of Hon'ble Vice Chancellor
7. SO to Pro VC for kind information of Pro Vice Chancellor
8. AR to Registrar
9. Guard File
10. In-charge (Server Room) for uploading the same on the University website for circulation


(Shailesh Gupta)
Finance Officer-II

Subject: Standard guidelines for procurement of goods and hiring of service

Before finalization of any purchase proposal, following aspects may be ensured

1. Requirement of the item of purchase must be justified taking into account its available stock position, technical knowhow of its operation, available space for its functional installation and relevancy with the working of the unit / dept.
2. In case of purchase against existing stock in the dept., working condition of the same alongwith condemnation status must be referred in the proposal. Buy Back option must be explored in all feasible cases wherever possible along with cost of item and its condemnation value approved by the competent authority.
3. Estimated cost and basis for arriving at the estimated cost must be worked out by the indenting dept. while initiating any purchase proposal.
4. Approval of specifications by the technical members / technical committee and its final approval by the competent while approval of the purchase committee.
5. Availability of the funds with the dept. must be reflected in the purchase proposal
6. Applicable purchase procedure as per GFR
7. Administrative Approval & Expenditure sanction of the competent authority can be proposed after providing the above details.

General Financial Rules

(For detailed instructions, please refer to the GFR with its time to time amendments)

GFR - 141(1)

GeM

Goods up to what value can be purchased on GeM?

Upto Rs. 50000/- through any of the available suppliers on the GeM, meeting the requisite quality, specification and delivery period;

Above Rs. 50000/-, through the supplier having lowest price amongst the available suppliers on the GeM, meeting the requisite quality, specification and delivery period. GeM will also provide tools for online bidding and online reverse auction which can be used by the purchaser.

Whether the purchase made on GeM is as per GFR?

Yes, the purchases made on GeM have approval of GFR vide Rule 141A (inserted on 03 May 2016) of GFR 2005.

Whether the prices on GeM for any item are fixed or dynamic?

The prices on GeM are dynamic.

Whether there is any objection if price of the product fall after the same has been purchase at higher rate trough GeM?

No.

Whether approval of competent authority is required for procuring goods from GeM?

Yes, the approvals of competent authority of University in accordance with GFR and other University instructions applicable to them.

What is the safeguard, if the prices change during the process of approval?

Items selected for purchase will remain on hold and price will not change for 5 days during which the purchase officers can take necessary approval. If the prices fall, the purchase officer is at liberty to buy at lower rate.

GFR - 144

The Central Government has reserved all items of handspun and handwoven textiles (khadi goods) for exclusive purchase from KVIC. And items of handloom textiles from KVIC and/or the notified handloom units of ACASH (Association of Corporations and Apex Societies of Handlooms). The purchases for such reserved goods and items from such units as per the instructions issued by the Central Government in this regard.

GFR - 145

Purchase of Goods upto the value of Rs.15000/- only on each occasion without inviting any quotation subject to a certificate to be recorded by the competent authority in the format provided in the GFR

GFR - 146

Purchase of Goods costing above Rs.15000 and upto Rs.100000/- on each occasion may be made on the recommendation of a constituted purchase committee of three members of appropriate level as decided by HOD by market survey, spot quotation etc. Before recommending placement of the purchase order, the member of the committee will jointly record a certificate as per GFR.

GFR - 147(1) & (2)

Direct procurement through rate contracted goods from suppliers listed by DGS &D on the specified terms and conditions and other provisions of GFR.

GFR - 149

Except in cases covered under GFR 145, 146 & 147(1), the Goods shall be procured by following the standard method of obtaining the bid in:-

- (i) Advertised Tender Enquiry
- (ii) Limited Tender Enquiry
- (iii) Single Tender Enquiry

GFR - 150

Advertised Tender Enquiry is adopted in case of procurement of goods of estimated value of Rs.25 Lakh and above wherein the advertisement is given in Indian Trade Journal and at least in one national daily having wide circulation. However tender enquiry must be published on e. tender mode and all the bids must be invited on e. modes.

GFR - 151

This method may be adopted in case of cost of acquisition is less than Rs.25 Lakh. Copies of bidding documents should be sent by speed post / courier / e-mail to the firms born on the list of regd. suppliers or the intending suppliers. In case of cost of acquisition between Rs. 2 Lakh upto Rs. 25 Lakh e. tendering process has to be adopted. However purchase of goods costing above Rs. 1 Lakh and less than Rs. 2 Lakh limited tender process can be opted but copy of the tender notice must be placed on the University website by giving at least 15 days notice.

In case of limited tender process, the indenting department / branch should supply the list of atleast eligible and reputed three or more tentative manufacturers or suppliers etc. of the item going to be purchased.

E Tender for costing more than Rs. 2 Lakhs upto 25 Lakhs by giving at least 21 days notice'

E Tender for costing more 25 Lakhs by giving atleast 21 days notice plus publication in the leading two news papers.

In all cases of procurement in which foreign suppliers may participate, give atleast 4 week's notice.

GFR - 154

Single Tender enquiry is opted in case of procurement from a single source or proprietary items. In case of procurement of Proprietary item as per GFR and intention of the dept. is for procurement of such item from a particular firm or source, full detail of the item, specification and name of the firm or source of acquisition may be ensured to notified on the University website for a period of 15 days inviting objection, if any. If there is no objection, then the same may be

recorded on the purchase proposal giving full details of the provisions and fulfilled formalities.

Whether any prohibitory items is going to be acquired which needs license for its acquisition or storage by the competent govt. agencies like Spirit, Nuclear, Radioactive, Drug etc.

Suggestive standard checks

1. Opening date for technical bid and financial bid, time and venue must be clearly specified in all the tender documents and there should not be gap of more than seven days between opening of technical bid and financial bid. All the required documents, certificates, balance sheets etc. may be requisitioned in the e. formats in place of physical copies and print out has to be taken while assessing the technical bids in cases of e. tender. Only the EMD is required in physical format along with technical bid, in separately sealed envelope.
2. In all cases of sealed quotations, ensure the availability of sealable tender box and its location must be referred in the tender documents.
3. The estimated delivery period should be decided taking into account the local, Indian or foreign supplier. It should generally be in the range of 2 weeks to 8 weeks as the case may be.
4. The successful bidder shall be bound to honor the supply / purchase order within the specified period mentioned therein else there will be a provision for penalty @ 0.5 % of the quoted price per day subject to maximum penalty of 10 % of the tender cost excluding taxes. In case of any unforeseen or situation beyond control of the bidder considered justified by the University, penalty can be relaxed or waived.
5. Practical warranty clause taking into account the life span of the item and prevailing market conditions. It may be from two years to five years.
6. Genuineness of the Bank Guarantee must be confirmed before its acceptance.
7. The bidder may be ideally registered for D.VAT with GNCT of Delhi while participating in this tender however, it is not a mandatory condition but the successful bidder shall be mandatorily required to get regd. with the VAT Dept., GNCT of Delhi as soon as the firm receives the supply / purchase order and the bidder is bound for delivery of goods from Delhi against a sale invoice issued from Delhi Office. In case of supply of item / equipment by any firm or agency billing for or from outside India and the payment against the supply / installation is required in foreign currency against LC or after completion of the supply / installation, it has to be certified in the technical bid itself by the bidder that the

item to be supplied has to be imported and there is no involvement of any VAT and in case of even partially involvement of payment in Indian rupees which attracts applicability of VAT, the bidding firm shall get themselves registered with the VAT dept. of GNCT of Delhi within reasonable time in the format already circulated (copy enclosed). Failure to comply with the above provision at any stage entails forfeiture of the EMD of the bidders.

8. Rates of Comprehensive Maintenance Contract for the required period of AMC after expiry of the desirable warranty period must be asked and taken into account for finalising the lowest bidder. However this is just to evaluate the overall lowest bidder from all prospects and payment for the AMC will be considered as per terms and conditions of AMC after expiry of the warranty period.
9. In case of comparison of rate situation arise wherein one firm has quoted for CIF-Delhi airport for some product to be imported and some firm has quoted for the same in Indian rupees for supply, commissioning, installation etc. upto University, then the additional expenditure like duties, insurance, freight, commissioning, installation charges etc. be added on the CIF-Delhi to assess the lowest rates.
10. All the required documents / certificates etc. are mandatorily required to be uploaded on the e. tender site only and physically the EMD is required to be submitted. No need for submission of hard copy of any documents which is otherwise required as annexure to the bid.
11. EMD is applicable in all the tenders of value more than 2 lakhs or mentioned in tender documents in the form of Demand Draft, Fixed Deposit Receipt, Bank Guarantee, Banker's Cheques in the name of Registrar, GGSIPU, New Delhi payable at Delhi / New Delhi. EMD should remain valid for a period of 45 days beyond the final bid validity. The rate of EMD should be between 2 % to 5% of the estimated cost of the procurement or the services.
12. Performance Security should be 5% to 10% of the cost of the procurement or services and should be paid in the shape of Bank Guarantee / FDR in the name of Registrar, GGSIPU, New Delhi payable at Delhi / New Delhi and should remain valid for a period of 60 days beyond the final validity of the contract or the services. **(GFR - 158)**
13. Quoted rates must be clear whether it is inclusive of any taxes or additional charges or all inclusive.

14. Installation charges included or excluded.

15. Average Annual financial turnover during the last 3 years, ending 31st March of the previous financial year, should be at least 30% of the estimated cost. This condition may be placed generally to assess the capability of the bidding firms. In the University these condition have been often used in case of tenders of man power, sanitation, tentage for events like anugooj, convocation and in case of procurement of scientific equipments etc.

ii) Experience of having successfully completed similar works during last 3 years ending last day of month previous to the one in which applications are invited should be either of the following: -

a. Three similar completed works costing not less than the amount equal to 40% of the estimated cost. Or

b. Two similar completed works costing not less than the amount equal to 50% of the estimated cost. Or

(iv) One similar completed work costing not less than the amount equal to 80% of the estimated cost.

16. Validity of rates must be for a period of one year with further condition to extend the rate contract for another year/s on mutual consent. However while considering for the extending the contract it may be observed that overall expenditure involved may not create conflict with the GFR provision of the original principal rate contract.

17. To assess the viability of supplying the same item or similar kind of job as mentioned in the tender document, the following conditions must be satisfied alongwith documentary evidence in its support.

18. (i) As post tender negotiations could often be a source of corruption, it is directed that there should be no post-tender negotiations with L-1, except in certain exceptional situations. Such exceptional situations would include procurement of proprietary items, items with limited sources of supply and items where there is suspicion of a cartel formation. The justification and details of such negotiations should be duly recorded and documented without any loss of time.

(ii) In cases where a decision is taken to go for re-tendering due to the unreasonableness of the quoted rates, but the requirements are urgent and a re-tender for the entire requirement would delay the availability of the item, thus jeopardizing the essential operations, maintenance and safety, negotiations would be permitted with L-1 bidder(s) for the supply of a bare minimum quantity. The balance quantity should, however, be procured expeditiously through a re-tender, following the normal tendering process.

(v) Negotiations should not be allowed to be misused as a tool for bargaining with L-1 with dubious intentions or lead to delays in decision-making. Convincing reasons must be recorded by the authority recommending negotiations. Competent authority should exercise due diligence while accepting a tender or ordering negotiations or calling for a re-tender and a definite timeframe should be indicated so that the time taken for according requisite approvals for the entire process of award of tenders does not exceed one month from the date of submission of recommendations. In cases where the proposal is to be approved at higher levels, a maximum of 15 days should be assigned for clearance at each level

19. The copy of award of contract / purchase / supply order may be placed on the University web site alongwith approved rates.

20. In the cases of **revenue tenders** like License Fee/Rent etc. for shops and other properties specifically mention that service tax and any other tax or charges applicable on the day of payment shall be additionally payable alongwith License Fee or Rent etc. by the licensee.

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GURU GOBIND SINGH
INDRAPRASTHA
UNIVERSITY

Guru Gobind Singh Indraprastha University Sector-16C, Dwarka, New Delhi-110075

GGSIPI/COF/2015/494

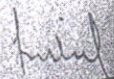
Dated: 31st December 2015

CIRCULAR

Please refer to the instructions contained in letter no. No.F.3 (11)/Fin (Rev-I)/2012-2013/DSVI/483 dated 01.07.13 issued by Dy. Secretary-VI (Fin), GNCT of Delhi whereby copy of instructions dated 17.01.13 issued by Principal Secretary (Finance), GNCT of Delhi has been endorsed to all the autonomous bodies of GNCT of Delhi for compliance in letter and spirit with the aim to avoid net loss of revenue to the Delhi Government in form of VAT (Value Added Tax), a form of Sales Tax.


The matter has been examined in consultation with tax consultant and other stakeholders and this office has reached to the conclusion that prior regd. of the vendors, contractors or suppliers should not be insisted as a mandatory eligibility condition in the tender document rather it may be made compulsory that the successful bidder will be mandatory required to get regd. with the VAT Dept. GNCT of Delhi as soon as the firm receives the supply / purchase order if the firm doesn't hold the prior regd. and inform the same to the University. The intending bidders shall be required to furnish an undertaking in the Proforma placed opposite which binds the bidder to mandatorily regd. with Delhi VAT Department and provide the TIN. On getting the supply / purchase order the bidder is bound for delivery of goods from Delhi against a sale invoice issued from Delhi office.

A copy of the undertaking is also enclosed for addition to all the relevant tender documents.


(S.K. TANWAR)
Controller of Finance

Copy to :-

1. Dean – USAP, USBT, USBAS, USCT, USE, USEM, USHSS, USICT, USLLS, USMS, USMC, USMPMBS
2. Director – Academic Affairs, Coordination, CDMs, International Affairs, Legal Aid Cell, Organization & Development, Project Monitoring Cell, Research & Consultancy, Student Welfare.
3. Controller of Examination, GGSIPU
4. In Charge- Library, GGSIPU
5. Chief Warden, GGSIPU
6. Executive Engineer, UWD
7. Head, UITS – with request to upload the circular on the University website.
8. Joint Registrar/Deputy Registrar/In-charge – Academic, Affiliation, Coordination, General Administration, Personnel, Planning (RTI and Legal), Purchase, Store, Estate and Security
9. Dy. Chief Warden, Warden (Boys Hostel & Girls Hostel)
10. AR to VC Secretariat – for kind information of Hon'ble Vice Chancellor
11. AR to Registrar Secretariat – for kind information of Worthy Registrar
12. All FO/AAO/DDO.
13. SO to Pro-VC Secretaria – for kind information of Pro Vice Chancellor
14. Guard File


(Shaflesh Gupta)
Finance Officer

UNDERTAKING

I, _____ S/O _____ Prop
M/s _____ R/o _____
having business at _____ hereby
indemnifies the university and undertakes that in case of receipt of
purchase / supply order by M/s _____ undersigned
shall be bound to get regd. with VAT Department, GNCT of Delhi and
provide the TIN to the University. I further undertake to raise the bills and
fulfill the supply / purchase order from my Delhi office. I understand that
non compliance of these mandatory conditions entails non release of any
payment against bills raised and also there will be no interest liability on
the part of University on related payments.

Besides, non acceptance of the supply / purchase order entails forfeiture
of EMD without further notice.

Name & Signature _____
(Prop/Authorised signatory)
Address: _____

Tel. No. (O) _____ Tel. No. (M) _____