



Guidelines for Purchasing of items/ Undertaking Engineering works

Yogi Vemana University

Kadapa-516 005, Andhra Pradesh, INDIA

1. DELEGATION OF POWERS:

- 1.1 Principasl of Yogi Vemana University Campus College and YSR Engineering College of YVU shall sanction for Payment / Reimbursement up to Rs.5000/- **for all grants except Block Grant**. For all sanctions under Block Grant, the indents shall be sent to the Registrar for its approval and sanction orders.
- 1.2 The Registrar shall sanction up to Rs.20,000/-.
- 1.3 The Hon'ble Vice-Chancellor shall sanction up to Rs.5.00 lakhs.
- 1.4 Beyond Rs. 5.00 lakhs, the Executive Council of the University needs to be approached for approval. Depending upon the urgency, the Hon'ble Vice-Chancellor may sanction beyond Rs 5.00 lakhs and later on it may be placed before the EC for its ratification.
- 1.5 Any advance shall be sanctioned only by the Hon'ble Vice-Chancellor / Registrar.
- 1.6 There shall be a designated committee called as '**Central Purchase Committee (CPC)**' at the University level comprising members nominated by the Honourable Vice-Chancellor to approve the purchase of items beyond the value of Rs.20,000/- at the University level.
- 1.7 Indenter of the item shall verify the equipment, chemicals, consumables, computers, furniture and books purchased and certify that the items received are in accordance with the purchase order before sending the bill for payment.
- 1.8 Notwithstanding anything contained in this, the decision of the Hon'ble Vice-Chancellor is final in all these matters.

2. NECESSITY FOR INVITING QUOTATIONS:

- 2.1 No quotation is required for purchase of item(s) worth up to Rs.5,000/- .
- 2.2 If the amount of an item exceeds Rs. 5,000/-, quotations need to be obtained as per the procedure indicated.
- 2.3 A minimum of **THREE** quotations are necessary for purchase of any item worth above Rs.5,000/-. However, single quotation is sufficient if the purchase of an item is from Government Firms/Sole Manufacturers of the product.

3. ENGINEERING RELATED WORKS:

- 3.1 For all the Engineering related works, permission shall be obtained from the Hon'ble Vice- Chancellor/Registrar only.
- 3.2 For all the Engineering works necessary estimation shall be obtained from the Engineering Department before submitting the proposals.
- 3.3 For works above Rs. 20,000/-, technical as well as administrative sanction shall be accorded to take up the work by Hon'ble Vice- Chancellor/Registrar only after obtaining approval from the **Works and Buildings Committee (WBC)**.

3.4 For the works approved by the **Works and Buildings Committee (WBC)** worth above Rs.5.00 lakhs shall be placed before the Executive Council for consideration and approval.

4. PURCHASE OF EQUIPMENT, FURNITURE AND CONSUMABLE ITEMS:

For purchase of Equipment (including Computers and its related peripheral devices), **Furniture and Consumable items such as** Glassware, Chemicals, Contingencies, Stationery, Postage, Xerox, Printing, Binding, Miscellaneous, Hospitality, Computer Stationery & Consumables, Animals, Animal Feed etc., the following procedure shall be adopted:

4.1 Faculty or Head of the Departments or Principals of the colleges or In-charges of Health Centre, Computer Centre, Central Library, Engineering Department and University Offices shall send all the indents by mentioning the Budget provision to the Registrar.

4.2 Registrar shall forward the indents received to the Development Section for processing i.e., preparing note for approval:

i) If the value of the item(s) is below Rs.20,000/-, note file shall be approved by Registrar.

ii) If the value of the item(s) is above Rs.20,000/-, note file shall be approved by Hon'ble Vice-Chancellor.

4.3 After obtaining the approval from the University authorities, indenter shall place the Enquiry letter to the firms (inviting quotations) in the University Website under "Tenders" section. All the quotations from the firms shall be received at the O/o Registrar through Tapal Section. Received quotations shall be sent to the indenter for the technical evaluation and preparation of comparative statement.

4.4 Indenter shall send all the documents like Original quotations, technical evaluation report, comparative statement etc., with all enclosures (vide Annexure – A) to the Registrar.

4.5 The Registrar shall place the item(s) before the Central Purchase Committee (CPC) for its recommendations. Based on the CPC resolution, necessary purchase orders will be issued with the approval of the Registrar /Vice-Chancellor/Executive Council.

4.6 In CPC meetings, the person concerned who submitted the indent shall be invited to that meeting for providing clarifications, if any.

4.7 Rate contract may be followed with the firms finalized by the University for the purchase of chemicals, glassware etc., for their research work to avoid delay while purchasing these items.

4.8 In case of foreign equipment advance may be drawn for opening "Letter of Credit/FDD".

4.9 The Principal Investigator may also utilize the Contingent Grant of his/her Project for Annual Maintenance Charges (AMC)/Servicing Charges of Equipment and Internet charges with land line facility etc., subject to the availability of Grants.

5 PURCHASE OF BOOKS:

5.1 **Obtain quotations** for purchase of Books listed from the Publisher / Book seller offering overall discount in the form of percentage.

5.2 **Quotations received** (minimum of three) shall send with all enclosures (vide Annexure – A) to the Registrar for further processing as mentioned in para 2.5.

Note:

5.3 All the items purchased (Equipment/Furniture/Books) shall be entered in the Departmental Tools & Plants Register/Books Register. However any purchases made under individual projects shall be entered in the Project Stock Register concerned maintained by the Principal Investigator and also in the Departmental Tools & Plants Register/Library Register.

5.4 Indenter should certify that the items (Equipment/Furniture/Books) have been received, installed and are in good working condition, necessary stock entries are made in the departmental stock register. Without such a certificate from the indenter concerned, no bill shall be entertained for payment.

5.5 All the bills (as per Annexure – B) shall be sent to the Registrar for effecting payment.

5.6 All Equipment / Furniture / Books purchased under individual projects shall be handed over to the department concerned immediately after the project is completed and a certificate to that effect shall be obtained from the department concerned. The equipment/books so purchased under a project shall be re-issued to the Principal Investigator concerned after making necessary entries in the 'Issue Register' of the Department.

6 PROCEDURE FOR INVITING QUOTATIONS:

6.1 **To invite Quotations prior permission from the Registrar is required subject to the availability/allocation of funds from the University/Funding Agency.**

6.2 All the indenters including The Head of the Departments / Principal Investigators / Co-ordinators of various schemes and Self Supporting Courses / Emeritus Professors / Directors / Administrative Heads should obtain the quotations in the name of "The Registrar, Yogi Vemana University, Kadapa-516005".

6.3 The Enquiry letter containing the detailed specifications, quantity required along with terms and conditions shall be placed in the University Website and obtain sealed quotations from reputed firms / dealers / selling agents that have got **APGST/TIN** number by **Registered Post / Speed Post / Courier Post** by giving at least 14 days time.

- 6.4 **Customs/Central Excise Duty Exemption:** It should be clearly mentioned in the call letter that this University is exempted from payment of Customs/Central Excise Duty (vide letter No. TU/V/RG-CDE (1043)/2017 dated 17th October 2017 of the Ministry of Science and Technology, Govt. of India) (Copy of the letter enclosed Annexure–C). Hence the firms should be requested to quote clearly: 1. The Basic Price of the Item and 2. Customs/Central Excise Duty component separately.
- 6.5 The sealed quotations can be obtained only by *Post / Courier*.
- 6.6 The envelope of the sealed quotation should invariably be super scribed with the *Quotation Number, Name of the Department/Project and Last Date*.

7 OPENING OF QUOTATIONS:

- 7.1 The quotations received shall be entered in a separate Register called “Quotations Register” maintained by office of the Registrar (Tapal Section) and then opened in the presence of Registrar. The Registrar shall affix his/her signature on each and every sheet of the quotation opened along with date stamp (including cover) to the effect that the quotation has been opened in his/her presence.
- 7.2 The quotations opened shall be forwarded to the Indenter along with a letter indicating the names of the firms / dealers / sellers who submitted the quotations for further process.

8 SANCTION OF ADVANCE:

- 8.1 Any advance shall be sanctioned by the Registrar/Vice-Chancellor only.
- 8.2 The requisition for sanction of advance should invariably accompany with a detailed estimation.
- 8.3 Second advance will not be sanctioned unless the first advance is settled. However, depending on the urgency/justification, the Hon’ble Vice-Chancellor/Registrar may sanction the second advance.
- 8.4 Any advance sanctioned shall be settled with in a period of **THREE MONTHS** from the date of advance taken.
- 8.5 It is the responsibility of the concerned Assistant who is maintaining the “Advance Registers” to send the notices to the concerned with the approval of the concerned branch Head well in Advance (after 60 days of payment of advance) with a request to settle the advances immediately (specify the date), failing which the advance amount along with penal interest @12% will be recovered from his/her salary in six (6) equal monthly instalments starting from the fourth month without any further notice. A copy of the notice shall also be sent to the section concerned that has sanctioned the advance.
- 8.6 Advance Settlement Acknowledgement shall be given by the concerned Branch for all the advance settlements by way of submitting the Bills/Recovery within a week.

9 REPEAT ORDERS:

- 9.1 Repeat orders can be processed only for those items approved by CPC.
- 9.2 The repeat order may be made **within 3 month period from the date of the original order** provided the prices remain at the same level at which the original order was placed.
- 9.3 If the value of the item is below Rs.20,000/-, the Registrar may process the repeat order.
- 9.4 If the value of the item is above Rs.20,000/-, approval should sought from the Hon'ble Vice-Chancellor for processing the repeat order.

ANNEXURE – A

ENCLOSURES TO BE SENT ALONG WITH THE INDENT

- (a) Copy of the Administrative sanction obtained from the Registrar for obtaining quotations from the firms.
- (b) Copy of the Enquiry letter placed on University Website (inviting quotations).
- (c) Photocopy of the letter received from the office of the Registrar showing the names of the firms from whom quotations have been received.
- (d) All original quotations received along with postal envelopes.
- (e) Comparative statement with specific Recommendations of the Indenter.

ANNEXURE – B

GUIDELINES FOR SUBMITTING THE BILLS FOR VARIOUS PAYMENTS

The fully vouchered bills for payment should contain the correct Head of Account, necessary certification and enclosures as detailed below:

- (a) The claim bill duly filled in by giving the details of budget provision.
- (b) The original bill/invoice (bills without APGST/TIN number, Bill No., Date will be rejected)
- (c) Advance Stamped Receipt from the party (only in case of payment to the party).
- (d) Original (ink signed) copy of the Sanction / Purchase order issued by the Principal / Registrar/Principal Investigator/Any other Officer.
- (e) Xerox copy of the Comparative statement.
- (f) Xerox copy of the CPC Resolution.
- (g) Certification with regard to stock entry in the relevant Stock Register maintained by the Head of the Department/Principal Investigator/ Any other Indenter on the reverse side of the Original Bill with Page No., Item No., Year.
- (h) Indenter certificate to the effect that the items have been received, installed and are in good working condition, necessary stock entries are made in the stock register.



सूचना का
अधिकार
RIGHT TO
INFORMATION

दूरभाष/TEL : 26962819, 26567373
(EPABX) : 26565694, 26562133
: 26565687, 26562144
: 26562134, 26562122
फैक्स/FAX : 26960629, 26529745
Website : <http://www.dsir.gov.in>
(आईएसओ 9001:2008 प्रमाणित विभाग)
(AN ISO 9001:2008 CERTIFICATED DEPARTMENT)



सत्यमेव जयते

भारत सरकार
विज्ञान और प्रौद्योगिकी मंत्रालय
वैज्ञानिक और औद्योगिक अनुसंधान विभाग
टेक्नोलॉजी भवन, नया महरौली मार्ग,
नई दिल्ली - 110016
GOVERNMENT OF INDIA
MINISTRY OF SCIENCE AND TECHNOLOGY
Department of Scientific and Industrial Research
Technology Bhavan, New Mehrauli Road,
New Delhi - 110016



No. TU/V/RG-CDE (1043)/2017

Dated: 17/10/2017

To,
The Registrar
Yogi Vemana University
Vemana Puram,
Kadapa – 516 003
Andhra Pradesh

Subject: Renewal of Registration of Public Funded Research Institutions or a University or an Indian Institute of Technology or Indian Institute of Science, Bangalore or a Regional Engg. College, other than a Hospital*, for purposes of availing Customs Duty exemption in terms of Government Notification No. 51/96 - Customs dated 23.07.1996 (as amended by Notfn. No. 28/2003 dated 01.03.2003 & Notfn. No. 43/2017 dated 30.06.2017) and as amended from time to time.

With Reference: Your application dated 1st September, 2017 on the above subject, this is the certificate of registration.

CERTIFICATE OF REGISTRATION

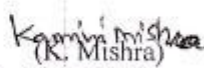
This is to certify that, **Yogi Vemana University, Kadapa, Andhra Pradesh** is registered with the Department of Scientific and Industrial Research (DSIR) for purposes of availing customs duty exemptions in terms of Government Notification No. 51/96 Customs dated 23.07.1996 (as amended by Notfn. No. 28/2003 dated 01.03.2003 & Notfn. No. 43/2017 dated 30.06.2017) and as amended from time to time, for research purposes only. The Registration is subject to terms and conditions mentioned overleaf.

This Registration is valid upto **31.08.2021**.

Please acknowledge the receipt.


REGISTRAR
YOGI VEMANA UNIVERSITY
KADAPA-516003.

Yours faithfully,


Scientist - 'F' / Director

* Certificate of registration is not valid for activities falling within the definition of "hospital" as per notification no. 51/96 – Customs dated 23-07-1996 issued by the Department of Revenue. The institutions are cautioned to go through the notification before availing duty exemptions under this notification.

Annexure – C (Page -2)

Terms and conditions for registration of public funded research institutions, etc., other than a hospital for the purposes of availing customs duty exemption in terms of Govt. notifications no.51/96-customs dt.23.7.1996 (as amended by Notfn. No. 28/2003 dated 01.03.2003 & Notfn. No. 43/2017 dated 30.06.2017) and as amended from time to time.

01. The institution should acknowledge receipt of the registration letter by stating that they will abide by the terms and conditions of registration.
02. The registration would be valid for the period specified in the registration letter**. Request for renewal of registration shall be made in the prescribed proforma, at least 3 months before the expiry of the valid registration. Applications received late may not be considered.

*** However, certificate of registration is not valid for activities falling within the definition of 'hospital' as per notification no. 51/96-Customs dated 23.07.1996 issued by the Department of Revenue. The institutions are cautioned to go through the notification before availing duty exemptions under this notification.*
03. Brief summary of the R&D activities, status of on-going projects and achievements of the institution shall be submitted to the DSIR at the end of 5(five) years, in case of institution where validity of registration is 10(ten) years. This should include details related to papers published, patents obtained and processes developed, new products introduced, awards & prizes received and copy of the latest Annual Report.
04. The institution should have a broad based research advisory committee (RAC), which should meet at regular intervals for approving, guiding and monitoring the ongoing and future research projects.
05. The institution should have separate budget for research. The institution should utilise the duty exemption facility as per the above-mentioned notification, for research purposes only. Non-research requirement such as the one for service activities, teaching, training, patient care, etc. should not be procured availing the facility.
06. DSIR will not be responsible for any misuse of the duty exemption facility using this certificate. The onus that duty exemption has been availed for research purpose only lies with the institution
07. The institutions should introduce a chapter in its Annual Report dealing with the research & development work. This could contain the on-going research projects, achievements during the year, publications, patents if any, etc. The R&D income & expenditure should be separately shown in an annexure/schedule in the statement of accounts in the Annual Report.
08. The registration will entitle the institutions to avail custom duty exemption on purchase of equipment, instruments, spares thereof, consumables etc. used for research & development subject to relevant Government policies in force from time to time. Such exemption will have to be separately applied for in the prescribed formats. The institutions should also abide by the terms & conditions of the customs notifications issued/amended from time to time.
09. In case of disposal/sale of R&D equipment, clearance from customs authorities will also be required in view of the applicable notification under which the equipment was imported in India.
10. The institution should submit details of the imports at the time of renewal in the proforma issued by DSIR.
11. Any violation of the terms & conditions mentioned above and/or provisions of taxation in force will make the institution liable to de-registration.
12. The institution will also conform to such other conditions for registration stipulated in the Guidelines, as may be specifically provided in the registration letter and notices placed on department official website (<http://www.dsir.gov.in>) from time to time.

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REGISTRAR
YOGI VEMANA UNIVERSITY
KADAPA-516003.