



# VIDYASAGAR UNIVERSITY

P.O.: Vidyasagar University, MIDNAPORE – 721 102, Dist.: Paschim Medinipur,  
WEST BENGAL, INDIA

Ref. No- VU/FO/Noti./853/24

Dated- 02/01/2024

## NOTIFICATION

It is hereby notified for the general information that as per resolution of the Central Purchase Committee meeting dated 22/12/2023, the following purchase guidelines will be effective for Departmental Purchase Committee and Central Purchase Committee.

### Departmental Purchase Committee

1. Purchase by floating tender [(amount more than Rs. 10000 to Rs. 5 lakhs for state govt. and university funding) and (amount more than Rs. 25000 to Rs. 5 lakhs for central govt. and others funding)] for academic department will be decided in the Departmental Purchase Committee.
2. Head of the Department/ PI / Coordinator should take the financial approval before initiation of floating tender.
3. Such tender for inviting quotations will be initiated by the PI/ Co-ordinator through Head of the Department as Chairman and convener. The quotations for such tender will be collected by the HOD for which a designated sealed box will be kept in a secured place within the department/ centre, preferably in the chamber of the HOD. After the deadline, the envelopes will be opened by the HOD in presence of all other members of the committee and will sign on the quotations.
4. The comparative statement will be prepared by the PI/ Co-ordinator/ HOD and to be placed before the Departmental Purchase Committee.
5. The Departmental Purchase Committee resolution along with comparative statement and all other supporting documents to be forwarded to the Finance Officer by the Chairman with his recommendation to the selected vendor for issuing the Purchase Order. The same to be forwarded to the Hon'ble Vice-chancellor for his approval before issuing purchase order from the Finance Department.

### Central Purchase Committee

1. Purchase by floating tender (amount more than Rs. 5 lakhs) for academic department will be decided in the Central Purchase Committee.
2. Purchase by floating tender (amount more than Rs. 10000) for administrative department will be decided in the Central Purchase Committee.
3. Head of the Administrative Department should take the financial approval before initiation of floating tender.
4. Such tender for inviting quotations will be initiated by the Head of the Administrative Department. The quotations for such tender to be submitted to the Finance Officer for which a designated sealed box will be kept in a secured place within the department. After the deadline, the envelopes will be opened in the Finance department. Audit Officer, Development Officer and Finance officer will sign on the quotations.
5. Based on the quotations submitted vide such tender, the comparative statement will be prepared by the respective Head of the department and to be placed before the Central Purchase Committee through Finance Officer.
6. The approved resolution of the Central Purchase Committee along with comparative statement and all other supporting documents to be forwarded to the Finance Officer by the Convener of the Central Purchase Committee for issuing the Purchase Order.



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All Heads of the Academic and Administrative Departments of the University are requested to follow the above mentioned guidelines for purchase.

This has the approval of the competent authority.

Sd/-

Finance Officer

*Copy forwarded for information and necessary action to:*

- 1) *All Academic & Administrative Heads.*
- 2) *Dean, Faculty of Arts & Commerce.*
- 3) *Dean, Faculty of Science.*
- 4) *Director, CDOE.*
- 5) *Senior Information Scientist – to upload in the University website.*
- 6) *Secy to the Vice-Chancellor for kind information of Hon'ble Vice-Chancellor.*
- 7) *Guard file.*

*G. J.*  
04/01/24  
Finance Officer  
Vidyasagar University

Finance Officer  
VIDYASAGAR UNIVERSITY  
Midnapore - 721102, W.B.