

UNIVERSITY OF JAMMU

CIRCULAR

Based on the approval accorded by the 81st University Council at its meeting held on 20th October, 2016 and in pursuance to the notification 01 of 2017 dated: 06-01-2017 issued by the Co-ordination Section, the Vice-Chancellor is pleased to authorize the implementation of the revised regulations "relating to procurement of goods and services and management of stores in the University", as per the General Financial Rules 2005 (as detailed in the enclosed annexure) w.e.f. 1st April, 2017.

No.Fin./2016-17/9142-9202
Dated: 19/01/2017

Abubakar
19/1/17
Assistant Registrar (B&F)
19/1/17
19/01/2017

Copy to:-

1. Spl. Secy. to the Vice-Chancellor
2. P.S to Dean Academic Affairs
3. Sr. P.A. to Registrar
4. Sr. P.A. to Joint Registrar
5. Sr. P.A. to Controller of Examinations /Director, Colleges Dev. Council
6. Sr. P.A. to Joint Registrar (Examinations).
7. All Rectors/Project Directors of the Campuses of the University
8. Dean Students, Welfare/Provost Hostels
9. All Head of the Teaching Deptts. of the University
10. All Directors of the University
11. Convener, Campuses Beautification
12. PA's to OSD Exams.
13. Convener, Publication Cell
14. I/C Librarian, Dhanvantri Library
15. Programme Coordinator, NSS
16. Chief Medical Officer, Health Centre
17. All Wardens of the University Hostels
18. All Dy. Registrars/Asstt. Registrars
19. Chief Coordinator, SPRU
20. Executive Engineer, UWD
21. Manager Guest House
22. Content Manager, University Website
23. Security Officer, University of Jammu
24. All Sections
25. G. file

UNIVERSITY OF JAMMU

NOTIFICATION 01 OF 2017

DATE: 06.01.2017

Subject: UNIVERSITY REGULATIONS

It is notified that the **81st meeting of the University Council** held on **20th October, 2016** at Raj Bhavan, Srinagar approved the following Regulations:-

I)

- a) Bifurcation of the 'Board of Sports and Youth Welfare' as 'Board of Sports' and 'Board of Students Welfare'.
- b) Prescription of composition and Regulations governing 'Board of Sports' and 'Board of Students Welfare' as given in **Annexure-I** shall replace the existing in the **Chapter-II** of the University Calendar, **Vol-I (Resolution 81.05)**;

and other modification in University Calendar after bifurcation:

	Existing		Amended
4.1 (5)	Director, Youth Welfare - Secretary	4.1 (5)	Dean Students Welfare - Secretary

shall replace the existing in the **Chapter-XXX** of the University Calendar, Vol-I (Resolution 81.05)

- II) Adoption of Placement Policy of the University of Jammu as given in **Annexure-II** shall be incorporated in as new **Chapter-XXXVII-F** of the University Calendar, **Vol-I (Resolution 81.06)**.
- III) Adoption of guidelines for checking of Plagiarism as given in **Annexure-III** shall be incorporated in as new **Chapter-LVIII-A** of the University Calendar, **Vol-II (Resolution 81.09)**.
- IV) Amendments in the Regulations governing the discipline of Students of the Teaching Departments of the University of Jammu as given in **Annexure-IV** shall be incorporated in the **Chapter-XX** of the University Calendar, **Vol-I (Resolution No. 81.10)**.
- V) Amendment in raising of funds through the Alumni/Civil Society under the provisions as given in the Regulations governing the Corpus Fund, the **point 3(V)** of these regulations in the **Chapter XXX** of the University Calendar, **Vol-I** shall be read as under (**Resolution No. 81.11**):

3(v) Contributions from alumni associations/Corporate Sector/Civil Society/ NRIs/PIO/Any other source.

VI) Adoption of revised norms/guidelines for the election of Students Union in the University of Jammu as given in **Annexure-V** shall be incorporated in as new **Chapter-XXII-A** of the University Calendar, **Vol-I (Resolution No. 81.17)**.

VII) Adoption of UGC guidelines on Determination of a Uniform Span within which a students may be allowed to qualify for a Degree as given in **Annexure-VI**. In the following exceptional circumstances, the student shall be allowed to complete the programme in one more year after N+2 years :

1. Serious illness requiring hospitalization.
2. Death of one of the following members on the day of Examination/one day before Examination (Mother, Father, Mother-in-law, Father-in-Law, Brother, Sister, Son & Daughter).
3. Serious accident requiring hospitalization.
4. Prolonged disability requiring medical care.
5. Curfew, riots, natural disaster causing immobility of the candidate to reach the Examination Hall.

shall be incorporated as in as new regulation in **Chapter-LXXIV** of the University Calendar, **Vol-II** as point 3 (**Resolution No. 81.18**).

VIII) Amendments in the regulations relating to the award of internal Assessment in Theory and Practical papers of B.A./B.Sc./B.Com./BBA/BCA/Honours Course from the session 2016-17 shall be incorporated in the **Chapter-XLII** of the University Calendar, **Vol-II** be reads under (**Resolution No. 81.21**):

EXISTING	Modified
<p><u>Theory papers</u> 1 A) ii) Two written assignments/project reports : 10 marks (05 marks each)</p> <p><u>Practical papers</u> 2 (a) i) 1st assessment on the basis of day-to-day performance in the laboratory/field : 06 marks ii) 2nd assessment on the basis of day-to-day performance in the laboratory/field : 06 marks 2 (b) ii) Two written assignments : 10 marks (05 marks each)</p>	<p><u>Theory papers</u> 1 A) ii) One written Test : 10 marks (test comprising of objective and descriptive of 05 marks each)</p> <p><u>Practical papers</u> 2 (a) i) Assessment on the basis of day to day performance in the laboratory/field : 12 marks ii) deleted 2 (b) ii) One Practical Test : 10 marks</p>

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- IX) Adoption of amended Regulations governing Teacher's Welfare Fund for the Teachers of the University and of all Non-Professional and Non-Technical Govt. Degree Colleges as given in **Annexure-VII** shall be incorporated in the **Chapter-III** of the University Calendar, **Vol-I (Resolution No. 81.37)**.
- X) Adoption of the General Financial Rules-2005 in the University with necessary amendments in the relevant Statutes of the University as given in **Annexure-VIII** shall be incorporated in the **Chapter-XXXV** of the University Calendar, **Vol-I (Resolution No. 81.40)**.

No: Coord/81-UC/Reg/1-99

Baba Saheb Ambedkar Road,
Jammu (Tawi) - 180 006.

Date: 6/1/2017



(Prof. Keshav Sharma)

REGISTRAR



Copy to:

1. Principal Secretary to Hon'ble Governor (Chancellor of the University), Raj Bhavan, Jammu.
2. Deputy Secretary/Under Secretary/Private Secretary to Hon'ble Governor (Chancellor of the University), Raj Bhavan, Jammu.
3. Principal Secretary to the Hon'ble Chief Minister (Pro-Chancellor) Chief Minister's Secretariat, Jammu.
4. Financial Commissioner to Planning and Development Dept., J&K Govt., Civil Secretariat, Jammu.
5. The Private Secretary to the Hon'ble Education Minister, Higher Education Dept., Civil Secretariat, Jammu.
6. Commissioner Secretary to Govt., Higher Education Department, J&K Govt., Civil Secretariat, Jammu.
7. Commissioner Secretary to Govt., Finance Dept. (Financial Advisor Universities), Civil Secretariat, Jammu.
8. All members of the University Council/Syndicate, University of Jammu.
9. Spl. Secretary to Vice-Chancellor, University of Jammu/ Kashmir.
10. Sr. P.A. to Dean Academic Affairs, University of Jammu.
11. Sr. P.A. to Dean Research Studies, University of Jammu.
12. Deans of the Faculties of the University of Jammu.
13. Dean Students Welfare/Placement Cell, University of Jammu.
14. Sr. P.A. Controller of Examinations, University of Jammu/Kashmir.
15. All Rectors/Directors Campuses, University of Jammu.
16. Coordinator Campuses, University of Jammu.
17. Sr. P.A. to Director, CDC/DLL/DDE/DIQA.
18. Sr. P.A. to Joint Registrar (Finance)
19. Principals of all affiliated Colleges of the University.
20. I/c Librarian, Dhanvantri Library, University of Jammu.
21. All Branch Officers of the Registry.
22. Assistant Director, (IT Enabled Services) to upload Notification in University website.
23. Guard file.

UNIVERSITY OF JAMMU

CHAPTER XXXV

"REGULATIONS RELATING TO PROCUREMENT OF GOODS & SERVICES AND
MANAGEMENT OF STORES IN THE UNIVERSITY"INTRODUCTORY

1. With the ever expanding activities of the University, considerable annual expenditure is being incurred by the various departments of the University on stores, which has necessitated to exercise utmost economy and efficiency in their procurement and utilization.

The following guidelines are, therefore, being laid down to enable the University employees entrusted with the function of procurement and accountal of stores to be followed.

GOODS AND SERVICES

2. Goods are tangible products for sale and possession that can be moved from one place to another.

Service is an intangible system that is not store and does not result in ownership.

2. The term "goods and services" includes all articles, material, commodities, live stock, general furniture/laboratory furniture, fixtures, raw materials, spares, instruments, machineries, equipments, industrial plant, chemicals, solvents, gases, glassware, stationery, liveries, and any other item meant for Research & Development, both standard and non standard

It also includes Annual Maintenance Contracts(AMC) of goods and equipment purchased or otherwise acquired for the use of Institute, custom clearance & cargo handling & consolidation services, exporting of goods for warranty replacements/repairs/upgradation, Specific Scientific & Technical Services viz, Professional consultant services, Computer & Network management, Software & Web design Development services, Special Storage, Communication facilities, outsourcing activities relating to Infrastructure, housekeeping, security, horticulture, empanelment of media agency including graphic designer, cartoonist, etc, but excludes books, publications, periodicals etc. purchased for a library, or any other item that is included in the definition from time to time.

DIVISION OF STORES

3. The purchase of stores and machinery will be divided into two categories viz.

- i) Articles of standard pattern/design commonly available in the market or which can be manufactured locally according to given design and specifications.
- ii) Articles of proprietary, special or unusual character.
- iii) It also includes dead Stock such as plant and machinery, instruments, furniture and equipment, fixtures, live stock (if any) and also the 'engineering stores'.

4. PROCEDURE

4.1 PROCEDURE FOR PURCHASES OF GOODS

For procurement of article category (i) above, the following procedures shall be adopted:-

4.1.1 Purchase of goods without quotations

Purchase of goods upto the value of Rs.15,000/- (Rupees fifteen Thousand only) as per Schedule of Delegation of Financial Powers on each occasion may be made without inviting quotations or bids on the basis of a certificate to be recorded in the following format.

"I _____, am personally satisfied that these goods purchased are of the requisite quality and specification and have been purchased from a reliable supplier at a reasonable price".

4.1.2 Purchase of goods by Purchase Committee

Purchase of goods costing above Rs.15,000/- (Rupees Fifteen Thousand only) and upto Rs.1,00,000/- (Rupees One Lakh only) on each occasion may be made on the recommendation of Local Purchase Committee consisting of three members of an appropriate level as decided by the Registrar/Finance Officer/H.O.D/Dean/Rector/Director. The Committee will survey the market to ascertain the reasonableness of rates, quality and specifications and identify the appropriate supplier. Before recommending placement of the purchase order, the members of the Committee will jointly record a certificate as under:-

"Certified that we _____, members of the Purchase Committee re jointly and individually satisfied that the goods recommended for purchase are of the



requisite specification and quality, priced at the prevailing market rate and the supplier recommended is reliable and competent to supply the goods in question".

4.1.3 Purchase of goods directly under rate contract

The University may directly procure goods under rate contract from the DGS&D. The prices to be paid for such goods shall not exceed those stipulated in the rate contract and the other salient terms and conditions of the purchase should be in line with those specified in the rate contract. The ^{University} School / Department / Centre / division / Section shall make its own arrangement for inspection and testing of such goods wherever required.

A demand for goods should not be divided into small quantities to make piecemeal purchases to avoid the necessity of obtaining the sanction of Competent Authority required with reference to the estimated value of the total demand.


4.1.4 Purchase of goods through bids

The University may follow the following standard method of obtaining bids in:

- a. Advertised tender enquiry;
- b. Limited tender enquiry;
- c. Single tender enquiry;
- d. Two bid system.

4.1.5 Advertised tender enquiry

- a. Subject to exceptions incorporated under Rules as above, invitation to tenders by advertisement should be used for procurement of goods and services of estimated value Rs.25 lakh (Rupees Twenty Five Lakh only) and above. Advertisement in such case should be given in one Local as well as one National Newspaper having wide circulation.
- b. The University should also publish all the advertised tender enquiries on the website and provide a link with NIC website. It should also have its website address in the advertisements in one local and one national Newspaper.
- c. The University should also host the complete bidding document on its website and permit prospective bidders to make use of documents downloaded from the website by payment of the amount specified, if priced.
- d. Ordinarily, the minimum time to be allowed for submission of bids should be three weeks from the date of publication of the tender notice or availability of the bidding document for sale, whichever is later. Where the department also contemplates obtaining bids from abroad, the minimum period should be kept as four weeks for both domestic and foreign bidders.



4.1.6 Limited tender enquiry

- a. This method may be adopted when estimated value of the goods and services to be procured is up to Rupees Twenty-five Lakhs only. Copies of the bidding document should be sent directly by speed post/registered post/courier/e-mail to firm which are borne on the list of registered suppliers for the goods and services in question as referred to above. The number of supplier firms in Limited Tender Enquiry should be more than three. Further, web-based publicity should be given for limited tenders. Efforts should be made to identify a higher number of approved suppliers to obtain more responsive bids on competitive basis.
- b. Purchase through Limited Tender enquiry may be adopted even where the estimated value of the procurement is more than Rupees Twenty Five Lakhs; in the following circumstances:-
 - i. The Competent Authority in the University certify that the demand is urgent and any additional expenditure involved by not procuring through advertised tender enquiry is justified in view of urgency. The University should also put on record the nature of the urgency and reasons why the procurement could not be anticipated.
 - ii. There are sufficient reasons, to be recorded in writing by the Competent Authority, indicating that it will not be in public interest to procure the goods through Advertised Tender Enquiry.
 - iii. The source(s) of supply are definitely known and possibility of fresh sources(s) beyond those being tapped is remote.
 - iv. Sufficient time should be allowed for submission of bids.

4.1.7 Single Tender Enquiry

Procurement from a single source may be resorted to in the following circumstances:-

- a. It is in the knowledge of the user department that only a particular firm is the manufacturer of the required goods.
- b. In case of emergency, the required goods are necessarily to be purchased from a particular source and the reason for such decision is to be recorded and approval of the Competent Authority obtained.
- c. For standardization of machinery or spare parts to be compatible to the existing sets of equipment (on the advice of a Competent Technical Expert and approved by the Competent Authority), the required item is to be purchased only from selected firm.



Proprietary Article certificate in the following form is to be provided by the Indenting Officer before procuring the goods from *as single source under the* provision of Para 5.3 (c) as applicable.

I. The indented goods are manufactured by M/s _____

II. No other make or model is acceptable for the following reasons:-

III. Concurrence of the Finance Wing to the proposal vide: _____

IV. Approval of the Competent Authority vide


(Signature with date
and designation of the
procuring officer)

4.1.8 Two bid system

For purchasing high value goods of a complex and technical nature, bids may be obtained in two parts as under:-

- a. Technical bid consisting of all technical details alongwith commercial terms and conditions; and
- b. Financial bid indicating item-wise price for the items mentioned in the technical bid.

The technical bid and the financial bid should be sealed by the bidder in separate covers duly superscribed and both these sealed covers are to be put in a bigger cover which should also be sealed and duly superscribed. The technical bids are to be opened and evaluated by the competent committee or authority. At the second stage, financial bids of only the technically acceptable offers should be opened for further evaluation and ranking before awarding the contract.

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4.1.9 Late bids

In case of Advertised Tender Enquiry or Limited Tender Enquiry, late bids (bids received after specified date and time for receipt of bids) should not be considered.

4.1.10 Contents of bidding document

All the terms, conditions, stipulations and information to be incorporated in the bidding document are to be shown in the following headings:-

- a. Instruction to bidders.
- b. Conditions of contract.
- c. Schedule of requirements.
- d. Specifications and allied technical details.
- e. Price schedule (to be utilized by the bidders for quoting their prices)
- f. Contract form
- g. Other standard forms, if any, to be utilized by the purchaser and bidders.
- h. Warranty and post warranty maintenance, and
- i. Commercial conditions.

4.1.11 Bid Security

- (i) To safeguard against bidder's withdrawing or altering its bid during the bid validity period in case of advertised or limited tender enquiry, Bid Security (also known as Earnest Money) is to be obtained from the bidders. The SSI units, Public sector Undertakings shall also furnish earnest money for the amount as specified in the latest Central/State Government orders amended from time to time.
- (ii) The bidders should be asked to furnish bid security along with their bids. Amount of bid security should ordinarily range between two to five percent of the estimated value of the good to be procured. The bid security may be accepted in the form of Account Payee Demand Draft, Fixed Deposit Receipt, or CDR from any of the Commercial/Scheduled banks. The bid security is normally to remain valid for a period of forty five days beyond the final date validity period.
- (iii) Bid securities of the unsuccessful bidders should be returned to them at the earliest after the expiry of the final bid validity and latest on or before the 30th day of the award of the contract.

