



GURU JAMBHESHWAR UNIVERSITY OF SCIENCE & TECHNOLOGY, HISAR

(Established by State Legislature Act 17 of 1995)

‘A’ GRADE NAAC Re-Accredited

HOUSE ALLOTMENT RULES & REGULATIONS

1. That rules may be called G.J.U. Allotment of houses on University Campus rule 2000:-
 2. They shall come into force from the date of notification after being approved by the Executive Council.
 3. DEFINITIONS:-
 - a) “Vice-Chancellor“means the Vice-Chancellor of Guru Jambheshwar University, Hisar.
 - b) “Allotment” means the grant of a house to a University employee to occupy a house or a portion thereof owned, leased or requisitioned by the University, for use by him residence.
 - c) “Committee” means the Chairman of the House Allotment Committee.
 - d) “Committee” means the House Allotment Committee.
 - e) “Family” means an employee an employee’s wife or husband as the case may be residing with him / her and dependent legitimate children, step children, parents and other legal dependents legally residing with him / her.
 - f) “University” means the Guru Jambheshwar University, Hisar.
 - g) “House / Residence” means a building or part thereof used for residential purposes and situated within the University Campus and its outstation.
 - h) “License Fee” means the sum of money payable monthly in respect of a residence allotted under these rules. The same will be charged at the rates prescribed by the competent authority.
 - i) “Penal License Fee” 60% of the basic pay.
 - j) Pay for purposes of determining /eligibility for a class of residence shall mean pay of an employee as defined in rule 2.44 of CSR vol. 1 part-1.
 - K) “Emoluments” for purpose: of recovery or rent shall mean pay.
 - l) “Market Rent: shall mean the rent for a house of equivalent floor area obtaining in the best locality in the city to be assessed by Committee constituted by the Vice-Chancellor from time to time at intervals not exceeding one year.
 - m) “Subletting” means letting out and includes sharing of the whole or any part of the residence by an allottee with another person(s) and without permission of House Allotment Committee Competent Authority.
 - n) “Temporary Transfer” means a transfer which involves absence from his place of posting for a period not exceeding six months.
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4. a) For purpose of allotment of different categories or residential accommodation the University employees shall be divided into the following categories on the basis of their pay as defined in 3(i).

Sr. No.	Category of House	Pay Block (**)	Rent (*)	Revised rent (****)
1.	A-Type	2550-3999	Rs.100/-P.M.	125/-
2.	C-Type	4000-7999	Rs.300/- P.M.	400/-
3.	D-Type	8000 to 11999	Rs. 400/-P.M.	500/-
4.	E-Type	12000 to 16399	Rs. 600/-P.M.	800/-
5.	F-Type	16400 to 22400	Rs. 800/- P.M	1000/-

Note:

- i) The BTH/MTH categories existing now are abolished.
ii) The existing F. Type houses are designated as E Type houses
iii) (***) Provision of one step lower may be made as under:- (*****)

If a house in the category to which an employee is entitled is not available he may be allotted a house in the lower category i.e. one step below the one to which he is eligible. For this purpose the date of joining the University shall determine his seniority viz-a-viz others entitled to that category provided this will not debar him subsequently for the allotment of a house to which he is entitled.

- b) The rate of Water Charges of various categories of University house shall be as under:-

Type of House	Water Charges
F-Type	Rs. 50/- P.M.
E-Type	Rs. 40/- P. M.
D-Type	Rs. 30/- P. M.
C-Type	Rs. 20/- P.M.
H-Type	Rs. 05/- P.M.
Servants Qtrs with Rest House	Rs. 05/- P.M.

- 5 (a) The allotment of houses will be made on the recommendations of the House Allotment Committee. The members of the Committee shall be appointed by the Vice-Chancellor for such period as may be decided by him.

- (*) Amendment vide resolution No. 10 in its meeting, held on 19.03.2005.
(**) Amendment vide resolution No. 5 in its meeting held on 12.07.2005.
(***) Amendment vide resolution No. 3 in its meeting held on 28.07.2005 and the same be reserved in its meeting held on 11.10.2005 and the provision existing before 28.07.2005 be made operative.
(****) Amendment vide resolution No. 07 in its meeting held on 15.01.2013.
(*****) Deleted vide resolution No.12 in its meeting held on 14.11.2010.

- 5 (a) The allotment of houses will be made on the recommendations of the House Allotment Committee. The members of the Committee shall be appointed by the Vice-Chancellor for such period as may be decided by him.
- 5 (b) Allotment of houses be made on the basis of a seniority list of all staff members (Teaching and Non-Teaching) which will be prepared for allotment of houses according to their date of joining and date of entitlement for a particular type of house. Spouses living with their partners and of persons living with their parents need not be included in the list.
Provided that where two or more persons have the same seniority, allotment will be made on the basis of one or more of the following factors:
- i) Seniority in the respective cadre.
 - ii) Seniority in age.
 - iii) Higher salary.
 - iv) Any other factors as may be determined by the Vice-Chancellor.
- 5 (c) Allotment to husband and wife. Eligibility in case of employee who are married to each other.
- (i) No University employee shall be allotted a residence under these rules unless the wife or the husband, as the case may be, of the University who has already been allotted a residence surrenders it:

Provided that this rule shall not apply where the husband and wife are residing separately in pursuance of an order for judicial separation made by any competent court.
 - (ii) Where two University employees in occupation of separate residence allotted under these rules, marry each other, they shall, within one month of the marriage, surrender one of the residences.
 - (iii) Where a residence is not surrendered as required by sub-rule (i) & (ii) the allotment of the residence of the lower type shall be deemed to have been cancelled on the expiry of such period and if the residence are of the same type. The allotment of either of them, shall be deemed to have been cancelled on the expiry such period.
 - (iv) When both husband an wife are employees in the University the title of each of them to the allotment of residence and these rules shall be considered independently.

(v) Notwithstanding anything contained in sub-rules (i) to (iv) above:-

- a) If a wife or husband, as the case may be, who is an allottee or a residence under these rules, if subsequently allotted a residential accommodation at the same station she or he as the case may be, shall surrender any one of the residences within one month or such allotment:

Provided that this clause shall not apply where the husband/wife are residing separately in pursuance of an order of judicial separation made by any court.

- b) Where two officers, in occupation of separate residences at the same station, one allotted under these rules and another from a pool to which these rules do not apply, marry each other, the shall surrender any one of the residences within one month of such marriage.
- c) If a residence is not surrendered as required under clause (a) or (b) above, the allotment of the residence in the University, shall be deemed to have been cancelled on the expiry or such period.

(vi) Eligibility for allotment to employees owing houses.

The employee who owns house within the municipal limits of place of duty will not be entitled to the allotment of the house in the Campus.

If an employee or his/her wife/ husband or his/her dependent does not have own house within the municipal limits of place of duty at the time of allotment of accommodation to him/her but constructs owns a house subsequently he/she shall intimate this fact in writing to the Registrar after acquiring such property and or completion of the construction of house, as the case may be, and shall have to vacate the University accommodation within one month of the date of acquiring property construction of a house.

- 5 (d) In exceptional cases in the Academic and Administrative interest of the University, the Vice-Chancellor may allot a house without a reference to the House Allotment Committee. Any shifting from one house to another in the same category of houses shall be allowed by the Vice-Chancellor.

(*) All such persons who are allotted accommodation on priority basis under essential services, shall be required to vacate the house as soon as they cease to hold the office/post coming under „Essential Service“.

(*) Amendment vide resolution No. 30 in its meeting held on 28.12.2009.

Rooms in the Hostels may be allotted by the Chief Warden to provide accommodation to University employees on payment of rent of Rs. 100/- per month.

6. The allotment once made, shall not, ordinarily be disturbed except for the following reasons:-

- a) The University employee occupying University accommodation retires or is transferred to any institution maintained by the University or his services are terminated.
- b) The University employee becomes entitled to a higher category of accommodation and when such accommodation is available.
- c) Non-acceptance of offer allotment or failure to occupy the house by an allottee.

7. Non acceptance of offer of allotment or failure to occupy the house by an allottee.

Where a University employee fails to accept the allotment of a residence or fails to take possession of that residence within 14 days of the date of issued of the letter of allotment, he shall not be eligible for another allotment for a period of six months from the date of issue of the allotment letter. On the expiry of this period of six months, his name will automatically be included in the seniority list at appropriate place. If an employee does not accept the allotment second time also, he shall be debarred for further allotment of house of that category for one year and if the employee does not accept allotment even third time he will be debarred for three years. The next refusal to accept the allotment will render him ineligible for allotment of that category of house for good.

8. (1) An allotment shall be treated as cancelled, in the circumstances, mentioned below and may be cancelled by the Vice-Chancellor in the circumstances hereinafter specified.

- a) When an allottee has ceased to be in the service of the University.
- b) When an allottee accepts allotment but fails to take possession and do not start living in the allotted accommodation within a period of one month.
- c) After taking possession if allottee does not actually reside in the house (which is to be decided by the Vice-Chancellor).
- d) If he uses the premises allottee to him in a manner so as to be a source of annoyance or nuisance to the neighbourhood.

8. (II) without the permission in writing, of the University, an employee shall not:-

- a) Sublet or part with the possession, for or without consideration or rent, the whole or part of the allotted premises or any of the out-houses attached there-to.

- b) Construct temporary or unauthorized structures in any part of the allotted premises.
- c) Use the allotted premises or part thereof for purposes other than for which they were meant.
- d) Make unauthorized extensions from electric or water connections or tamper with them.
- e) Make any structural alteration in any part of the residence without the permission of the authorities which is likely to impair its value & utility.
- f) Ceases to occupy the premises continuously for more than 4 months without any sufficient cause.

Provided that an accommodation may be permitted to be retained in the following cases subject to the maximum period noted against each on payment of rent which the employee was paying previously:

- (i) Resignation and Termination of Service : One month
- (ii) Retirement from Service : Four Months

- An employee on retirement from service of the University may be allowed to retain the house on normal rent for a period of four months. Fifty times of the normal rent shall be charged from the employees after the prescribed time limit of four months.

- (iii) In case of death of an employee : Six months (Special cases could be looked into by the Vice-Chancellor where necessary and permission granted for the period as desired by the Vice-Chancellor.
- (iv) Leave for any purpose (EOL)/Deputation within India: Three months on normal rent and one year on market rent.

Provided that if the accommodation is not vacated on the expiry of the above specified period the employee will be charged fifty times of the normal rent failing which eviction proceedings shall be initiated against the employees.

Provided further that an employee who proceeds on leave to join a post on regular basis elsewhere and takes this family alongwith him shall not be allowed to retain the University house during the permissible period of his leave. However, on his return he will be allotted accommodation on the campus on priority basis as early as possible. If such an employee fails to vacate the University House, his leave will be liable to cancellation. This will not apply to the employee on long leave on account of illness or invalidation.

Provided further that an employee who proceeds abroad on deputation shall not be allowed to retain the University beyond a period of one year on normal rent. However, on his return he will be allotted accommodation on the campus on priority basis as early as possible. If such an employee fails to vacate the University house on the expiry of one year period he will be charged fifty times of the normal rent.

Amendment vide resolution No. 9 in its meeting held on 20.11.2003.

- (v) Teachers may be allowed to retain the house for the duration of study leave on payment of normal rent upto 12 months.

Provided that member of the staff, who goes on study leave, for a period of exceeding 12 months. may be permitted by the Vice-Chancellor on merit of the case to retain the residence for the use of his/her wife/husband, children, parents, brothers or sisters residing with him/her and wholly dependent upon him/her.

Where an allottee has been asked by the Vice-Chancellor to vacate the house and he fails to do it, the Vice-Chancellor will be competent to levy penal licence fee after one month of the date of the order asking the occupant to vacate the house.

- 9) Every person, to who accommodation has been allotted shall maintain the allotted premises in clean and sanitary conditions to the satisfaction of the University, Municipal and Health authorities.

- 10) The allottee shall be responsible for any damage beyond fair wear and tear of all fitting and fixtures provided in the allotted premises. During the period for which the residence remains allotted to him.

- 11) In the event of an allottee violating any of the conditions mentioned in the foregoing clauses, the Vice-Chancellor would be competent to take action against the allottee including levy of penal licence fee or cancellation of allotment as the circumstances of the case may warrant.

- 12) Every allottee, shall, at all reasonable times, permit any Officer of the University or employees of the maintenance, Engineering or Medical Health Department to enter the allotted premises for inspection etc.

- 13) If any person to whom a residence has been allotted, commits breach of any of these rules or uses or permits the residence or premises to be used for any purposes, which the Vice-Chancellor considers to be improper, the Vice-Chancellor may:

- a) require him/her to vacate the premises and
- b) declare him/her ineligible for University recommendation for a period as may be specified in each case.

- 14) An allottee shall on occupation or vacation of the residence, sign an inventory of fittings and or furniture in the residence. Such, an inventory shall be prepared by and signed by the University Engineer or an Officer of the University authorized by the Vice-Chancellor to do so.

Further while giving/taking over possession of the houses, the handling/taking over certificate (s) will be signed by both the parties showing the date and time of the transaction to that the houses are allotted strictly to seniority and in order of vacation.

- 15) The houses for the following categories of the officers shall be earmarked and these categories of officers shall have to vacate the house as and then they cease to be on the post for which the house has been earmarked.

- i) Vice-Chancellor Vice-Chancellor Residence
- ii) Pro Vice-Chancellor
Pro Vice-Chancellor residence or one F Type house. Till such time the F-Type houses are constructed the Pro Vice-Chancellor would continue to occupy present E-Type house earmarked for the Pro Vice-Chancellor.
- iii) Registrar
Registrar residence or F-Type house. Till such time the F-Type houses are constructed the Registrar will continue to use E-Type house presently earmarked for the Registrar.
- iv) Wardens Gird Hostel
The house constructed for the wardens in the premises of University Girls Hostel.
- v) For other Officers.
- vi) XEN/SE House No. E-5 earmarked for the XEN/SE of this University

16) Allotment of houses to the dependents of deceased employees.

The dependent of the deceased employee who is taken into University service in the wake of demise of the employee occupying a University House may be allotted house on exgratia basis and the type of house to be allotted will be as per entitlement of the category of house that the family was occupying at the time of the death of the employee but maximum of D-type house.

17) Change of Residence

One change of house in the same category may be allowed on the following grounds:

- i) On the death of any member of an employee's family provided he applied for such change within six months of such occurrence.
- ii) On medical ground of a family member on the recommendations of the Medical Board comprising, (M.Q, Medical Officer (male) and Medical Officer (Female).
- iii) Any other reason to the satisfaction of the Vice-Chancellor.

Deleted Vide F.C. Resolution No. 9 in its meeting held on 20.11.2013.

18) Mutual exchange of residence.

Employees whom residence of the same type have been allotted under these rules may apply for permission to mutually exchange their residence. Permission for mutual exchange may be granted by the Vice-Chancellor if both the employees are reasonably expected to reside in their exchanged residences for at least one year from the date of approval of such exchange.

- 19) The University will maintain the lawns and hedges and the following charges shall be recovered from the occupants:

E & F Type Houses	:	Rs. 20/- per month
D type houses	:	Rs. 15/- per month
C & H type houses	:	Rs. 10/- per month

* Clause-20

- 21) The ratio between allotment of seniority basis and under discretionary quota of the Vice-Chancellor would be 90% and 10% respectively of the Houses available in each category. The houses under discretionary quota will be allotted by the Vice-Chancellor in each category of houses to eligible employee for that particular category of house. Fraction upto .5 shall ignored and above .5 it will be considered as one.

- 20) The Vice-Chancellor shall be final authority for interpretation of these rules.

- 21) The existing house allotment rules if any are hereby repealed. _____ Withstanding such repeal anything done or any action taken under purported to have been done or taken under or in pursuance of the rules shall be deemed to have been done or taken under or pursuance of these rules by the Vice-Chancellor or House Allotment Committee as the case may be.

* Deleted Vide E.C. Resolution No. 9 in its meeting held on 20.11.2013.

Assistant Registrar (General Branch)

Endst. No. Gen./G-2/2000/662 to 664

Dated 27.04.2000

Copy of the House Allotment Rules duly approved by the Executive Council in its meeting held on 27.03.2000 is forwarded to the following information and necessary action:

- 1) D.R.(A/Cs). Guru Jambheshwar University, Hisar.
- 2) Superintendent Engineer, Guru Jambheshwar University, Hisar.
- 3) J.D. (Audit), Guru Jambheshwar University, Hisar.

Assistant Registrar (General Branch)
for Registrar

From pre-page

I agree with the recommendations of the House Allotment Committee except observations made under item No. 7 (i). In my view, there is no ambiguity in the provision under clause 5(d) which is existing from the very beginning. The Vice-Chancellor can allot houses under discretionary quota upto 10%. However, when situation demands for allotment of a house on the campus on priority basis in the Academic and Administrative interest of the University and the discretionary quota of 10% has been exhausted, the Vice-Chancellor may allot a house under Clause 5(d) of the rules on priority basis over and above the discretionary quota of 10% which may be adjusted against the discretionary quota in due course.

The recommendations

**GURU JAMBHEHWAR UNIVERSITY OF SCIENCE & TECHNOLOGY,
HISAR**

“PURCHASE GUIDELINES-2009”

Centralized Store Articles

Store Articles in the following categories (Category A & Category B) shall be considered as Centralized items:-

A:- Items for which Rate Contracts need t be concluded.

Annexure-F

Photography, Video Graphy, Mike, Sound System, Canning of chairs, Auction of Raddi, Washing of clothes, printing of forms, Chemical & Glasswares.

Annexure-G

All Stationary articles including papers, cartridges. All Scientific items (consumables), soaps, detergents disinfectants & other cleaning material, calculators, locks, General plastic wares etc. be included in category ‘B’, so as to make their periodical bulk purchase.

These would be stored at one place for further issue to the needy department(s), by the purchase Branch.

Note:- (i) Generally on specific demand received from the departments, list of such items shall be approved by the HPSPC. The power as to the addition /deletion in the list of centralized items would however, rest with HPSPC.

ii) The Purchase Branch shall circulate the list of all the centralized items, to all the departments/offices of this university.

iii) No department shall effect the purchase of above mentioned items, without obtaining NAC from Purchase Branch.

1. **Scope:**

These guidelines may be called the “Guru Jambheshwar University of Science & technology, Hisar purchase guidelines” hereinafter called as “Purchase Guidelines-2009”.

2. **Object:**

The object of these guidelines is qualitative procurement of goods/ equipments etc. in an economical, efficient and transparent manner.

3. **Purchase Branch:**

There will be a “Purchase Branch “to deal with all kinds of purchases and other related/ allied issues as assigned to it by the Vice –Chancellor from time to time. The Purchase Branch will endeavor to achieve the above object.

4. **Purchase Committees**

There will be following standing purchase committees:-

- 1.) High Power Standing Purchase Committee
- 2.) Standing Purchase Committee-I
- 3.) Standing Purchase Committee-II

5. **Composition of purchase Committees:**

High Power Standing Purchase Committee

1. Registrar/ Dean of Faculty / Professor to be nominated by the Vice Chancellor for a period of one year-Chairman
2. One Professor, Two Readers and One Lecturer to be nominated by the Vice Chancellor for a period of one year-Member (atleast one Reader from Science Faculty)
3. Branch Officer, Account Branch-Mamber
4. Superintending Engineer (XEN in case of non availability of SE)-Member/Technical person of the concerned field.
5. Branch Officer, purchase Branch-Member Secretary

Indenter shall invariably be invited to present his case before of committee

NOTE: Five members shall form the quorum. (Chairman and Member Secretary have to be present)

Standing Purchase Committee-I

1. Registrar/Dean of Faculty/Professor to be nominated by the Vice-Chancellor for a period of one year ---Chairman
2. One Professor, two Readers and one Lecturer to be nominated by the Vice-Chancellor for a period of one year---Member.
3. Branch Officer, Accounts Branch----Member.
4. Branch Officer, Purchase Branch----Member Secretary.

Indenter may be invited to present his case before the committee.

NOTE:- Four members shall form the quorum (Chairman and Member Secretary have to be present).

There will be to separate Standing Purchase Committee-II one meant for University Teaching Departments (UTDs) and the other for Offices/Branches of the University. The composition of these committees for the UTDs and for the other offices will be as under:

Standing Purchase Committee-II (for UTDs)

1. Head of the Deptt. i.e. Director, HSB/Chairperson of the Deptt. Concerned/Coordinator, CIL
2. Senior most Professor/Reader of the Deptt. Concerned.
3. One Lecturer from other Deptt. to be nominated by the Dean of Faculty for one year, from amongst the teachers of the Deptts. of the concerned faculty.
4. A technical nominee of the Registrar (for purchase above Rs. 10,000/-)

Standing Purchase Committee-II (for other Offices/branches)

1. Branch officer (Indenting office)
2. Branch officer (Accounts) or his nominee not below the rank of Supdt./Dy. Supdt.
3. Branch officer (Purchase) or his nominee not below the rank of Supdt./Supdt.
4. Nominee of the Registrar (for purchase above Rs. 10,000/-)

Note1. Three members shall form the quorum. The purchase falling under the purview of the committee will be processed at the level of Indenting Deptt./offices Instead of referring it to the Purchase Branch subject to having obtained administrative approval of the competent authority

Note 2. In case of requirements of special nature, an expert from the field concerned will be associated by the Chairperson/Branch Officer, as a special invitee.

Note 3. The Principle Investigator concerned will be included in the committee as a member, if the purchase is to be considered/ effected out of the funds of the project.

Note 4. Proceedings of the committee will be approved by the Head of the Deptt. /Branch Officer concerned within the limit of his/her financial powers. Beyond that limit, the proceeding of the SPC-II shall be approved by the Registrar.

6. Jurisdiction of the Committees:

S. No.	Committees	Jurisdiction
1.	High Power Standing Purchase Committee	Above Rs. 10 Lacs
2.	Standing Purchase Committee -I	From Rs. 100,001 to Rs. 10 Lacs
3.	Purchase Committee-II	From Rs. 2,001 to Rs. 01 lac

7 Functions of Committees:

The concerned purchase committee will examine and scrutinize the requirements presented to it, make suitable recommendations regarding purchase, invitation of quotations and tender floating etc. wherever necessary the committee may negotiate the rates with L-1 only. In case of any variation the case will be sent to the Vice-Chancellor. The proceedings of the committee are subject to approval by the competent authority. In case, the purchase is recommended by the sub committee in favour of the vendor/bidder other than one who has quoted the lowest rates, cogent reasons for recommending the purchase on higher rates should be recorded clearly. Such recommendations will be considered by the respective purchase Committee. The recommendations of the Standing Purchase committee-II will be approved by the Registrar and that the recommendations of the Standing purchase committee-I and High power Standing purchase committee will be approved by the Vice-Chancellor. The purchases recommended by the sub-committee/purchase committee on lowest rate basis, will be approved by the competent authority.

8. Nominee(s):

The High Power Standing Purchase Committee and Standing Purchase Committee-I may constitute sub committee for specific purposes.

9 (i). Indent/Requirement/Purchase Procedure/Inspection/Mode of Procurement etc.:

i) Submission of proposal for purchase

The indenting department should work out the requirement of non perishable items on quarterly bases and intimate the same along with the following information to the purchase branch on the prescribed format with 12 copies of the proposal in case of High Power Standing Purchase Committee, 10 copies for Standing Purchase Committee-I (Annexure-A):

1. Complete specifications of the item.
2. Make of the item to be purchased.
3. Quantity required
4. Budget Head of the Deptt. / Office form where expenditure is to be met out.
5. Available balance in the respective budget head after excluding the actual expenditure incurred and committed liability.
6. Justification for the purchase of the item.
7. Complete address of the firms/suppliers dealing in the said items along with FAX and telephone Nos. available with department.
8. Actual /estimated cost of the item to be purchased including all taxes/freight/excise duty etc.
9. Stock Position.
10. Whether the item already in stock are being utilized fully.

9 (ii).Scrutiny of Purchase Proposal:

The proposal for various items beyond Rs. 1,00,000/- containing the above details will be submitted in the prescribed proforma by the indenter to the purchase Branch along with administrative approval and other required documents including staff council resolution as per the purchase procedure and guidelines.

9 (iii). Proposal to place before the respective Purchase Committee:

The purchase proposal will be placed before the respective purchase committee by the purchase branch. The respective purchase committee will examine the proposal vis-à-vis the requirement, the stock position, budget position and the justification given by the department/office and will decide the genuineness and mode of purchase and for according administrative approval for the purchase of item. The recommendations of the purchase committee concerned will be sent to the department concerned by the purchase branch after approval by the competent authority. The format for sending demand, inviting quotation/tender, placing supply order and comparative statement are annexed as Annexed "B", "C", "D" and "E". The lists of centralized store articles (Category A & B) are at Annexure F&G.

9(iv) Tender document:

Tender document will be sold @ Rs. 300/- per tender document.

9(v). Approval of rate contract:

For approval of rate contracts like photography, video graphy, mike sound system, canning of chairs, auction of raddi, washing of cloths, printing of forms, stationary and cartridges etc., the concerned branch/office will forward the proposal to the purchase branch for placing before the standing purchase Committee-II. The Standing Purchase Committee-II will decide the rate contracts for one year or for the period it deems appropriate.

9(vi). Maintenance of University Vehicles:

The repair and maintenance of vehicle will be carried out by the General Branch through a committee consisting of Branch Officer of General and Account Branch, Dean Student's Welfare and Superintending Engineer or their nominees, not below the rank of Dy. Supdt. or equivalent. The purchases of spare parts of vehicles shall either be made on manufactures/authorized dealers from their prevailing PL duly authenticated by the aforesaid committee subject to firm's recording all the usual certificates.

10. Purchase Order:

The purchase order shall be placed in writing strictly as per terms and conditions of the quotation/tenders in case of item of common nature, chargeable from the budget head of different departments. The purchase order will be placed by the Purchase Branch mentioning therein the department wise quantity of the items and names of the DDOs requesting the firms to deliver the goods, along with bills, to the concerned indenting departments(s). The

department concerned will arrange the payment/advance payment if required. However, the purchase order against the budget head of the General Branch/Purchase Branch will be in the name of Branch Officers (Purchase) and he will arrange the payments also. All purchase order should be F.O.R. Guru Jambheshwar University of Science & Technology, Hisar. A copy of the purchase order should be endorsed invariably to the concerned storekeeper also. The time limit within which supplies are needed should be spelt out in the purchase order along with the provision of penalty with due approval of the competent authority. Who may waive of the penalty if the reason for delayed supply were genuine or beyond the control of the firm concerned. In no case, the purchase order be split up to avoid the authority/necessity of obtaining sanction of the higher authority. As far as possible, all the articles of store be purchased through DGS&D/DS&D rates of Haryana Government by strictly observing the canons of financial propriety.

11. Inspection:

The Inspection Committee will be different from that of Purchase Committee, it will consist of one member from amongst the purchase committee and two members other than the purchase committee (from the departments within the same faculty in case of teaching departments). The Inspection Committee will be constituted by the Standing Purchase Committee concerned on case-to-case basis at the time of considering the purchase cases. The Inspection Committee concerned will record in the inspection report to the effect that the goods have been received in good condition and as per specifications according to which the order was placed and are well functional. On receipt of the delivery of consignment, the department concerned will notify it to the Inspection Committee for inspection of the material at a given date and time. The inspection be got carried out within seven days of the receipt of the consignment. The consignment be opened in the presence of the Inspection Committee and the representative of the supplier, if he wants to be present. In case at the time of the opening of the consignment and deficiency in quantity or any damage to the goods is noticed, it shall be immediately notified to the supplier for necessary action by him. If there is a deficiency in quantity of the item, the firm may be informed that the partial delivery is being accepted subject to completion of the order and final payment will be released only after executing 100% delivery/installation etc.

12. Mode of Procurement:

- i) Upto Rs. 2000/- Without quotation
- ii) Rs. 2001/-to Rs. 3,00,000/- On quotation basis (no EMD will be required for purchases against quotations)

NOTE: Quotations upto Rs. 1,00,000/-will be collected by hand through a committee or invited by post by the Chairperson of the department/Branch Officer concerned. Quotations from Rs. 1,00,001/-to Rs. 3.00 lacs will be invited through registered post and /or on Internet.

iii) Above Rs. 3,00,000/- Through tender

NOTE: Tenders shall be invited through newspapers by giving wide publicity in at least three newspapers. A copy of the tender notice shall also be loaded on the University Website. In case of emergency, the condition of inviting tenders may be relaxed by the Vice-Chancellor for which cogent reasons will have to be stated in writing.

iv) Any amount In case of rate contracts of the State / Central Govt./University/DGS&D etc.

v.) Direct Purchase in case of proprietary items (against single quotation). The articles manufactured approved be purchased/imported sparingly only when suitable Indigenous products are not available. In case the manufacturer insist upon routing supplies through their authorized/Stockiests/Dealers etc; the same be accepted provided the rates, terms & conditions are not making deviation in the event of emergency.

vi) As a matter of general rule, there should be minimum three quotations. However, the HPSPC/SPC-I will be competent to approve the purchase on the basis of a single quotation, if there is a single quotation against a tender floated in the newspapers or the circumstances so warrant, for making deviation in the event of emergency.

vii) If any purchase is intended to be made on D.G.S. & D. rates or from a Govt. Department/Public Sector Undertaking, there shall be no need to refer such cases to any committee and the supply order may be placed after seeking administrative approval from the competent authority.

viii) Samples whenever, required be obtained from the firm concerned so as to ensure genuineness of the material, before effecting the purchase/accepting supply.

13. Earnest Money Deposit:

For the purchase above Rs. 300000/- the bid security/earnest money in the form of bank draft payable at Hisar and drawn in favour of Registrar, Guru Jambheshwar University of Science & Technology, Hisar or an irrevocable Bank Guarantee may be obtained as under:-

<u>Sr. No.</u>	<u>Contract Value</u>	<u>EMD/Bid Security</u>
1.	Rs.3,00,001/-to Rs. 5,00,000/-	Rs. 20,000/-
2.	Rs. 5,00,001/-to Rs. 10,00,000/-	Rs. 40,000/-
3.	Rs. 10,00,001/-to Rs. 20,00,000/-	Rs. 70,000/-
4.	Above Rs. 20,00,000/-	Rs. 1,00,000/-

In case of unsuccessful bidders, the bid security/EMD draft may be returned immediately on finalization of the order. However, in case of the successful bidder, it shall be retained by the University and it will be refundable only after successful performance of the contract. No earnest money will be charged for the purchases up to Rs. 300000/- on quotation basis.

14. Delivery:

The delivery of the goods will be taken by the storekeeper concerned. In case of packed cartons, such packing should be opened in the presence of the representative of the supplier, if it is so required by the supplier. The deficiency in quality or the quantity of the damaged/broken items should be immediately recorded and notified to the supplier with a request to remove such stock from the University premises within 7 days failing which University will not be held responsible for its safe custody. The packing of the hazardous/ inflammable articles should invariably be opened in the presence of the experts of the suppliers and indenting departments(s), concerned.

15. Stock entry:

Item purchased in the general pool by the purchase Branch will first be entered in the stock register of the General Branch and the indenting department may get it issued by transfer entry in their stock registers. Case wherein the supply is directly received by the indenting department(s) the stock entry will be made in the department's stock-register.

16. Reference to Audit/Accounts:

All cases for purchases worth Rs. 5 lacs or above may be got pre-verified from Audit Branch through Accounts branch before finalization of the purchase orders. The Vice-chancellor/Registrar, however, may refer any other case also; apart from the above.

17. Mode of payment:

As far as possible, advance payment may be discouraged. It should be given only in very exceptional cases. The payment should be released within a week of the inspection & Installation. The payment will be made by the department/ purchase section as referred to under para (purchase order). In case of payment in foreign currency, the rate of conversion should be the date given in the quotation/ tender, preferably, the date of floating the quotation/tender.

18. Panel of suppliers:

Panels of reputed suppliers/firms having sound financial position for the purchase of equipments etc. shall be prepared by purchase branch and then got approved from the Vice-chancellor and thereafter registered. The panel will be drawn once a year and will be valid for one year. The General Branch will be the common indenter for purchase of furniture and stationery etc. and for rate contracts of caning of chairs, auction of raddi, washing of cloths, printing of forms etc. likewise SE's Office will be common Indenter for purchase of ACs and

Coolers etc. Panels for these purposes will be drawn and got approved by the General Branch and Construction Branch respectively. Panel for purchase of computers and peripherals will be got prepared and approved by the Deptt. of Computer Science & Engg. For use by various Deptts. /offices

19. Repeat orders:

The following policy shall govern the placing of repeat orders:

- a) Repeat order would mean the order on the same rates terms & conditions on which items /equipment were purchased initially by any Department. The original indenter will ensure that repeat order by various departments, if taken together, does not exceed the original purchase value.
- b) Repeat order, if required, shall be placed within a period of two months from the date of the first purchase order.
- c) Reasonableness of rates shall be ensured by the purchasing Deptt./Office, and a certificate: "The price(s) of the goods has/have not decreased after the initial order", shall have to be obtained from the supplier.
- d) The demand for repeat order shall be received within 45 days from the date of original supply order. Provided that no repeat order shall be placed in the following cases:-
 - i) In cases where the original purchase was made on the basis of short term quotation or on the basis of spot purchase.
 - ii) In cases where the original order was placed after ignoring lowest offer on account of long delivery period or for want of tested samples.
 - iii) In cases where the original quantity of indent was subsequently reduced without recording any reason & the purchased quantity was reduced so as to bring the purchase within the purview of the standing purchase committee.

20. Administrative and Financial power for approval:

The administrative and financial approval upto Rs. 10,000/- for purchase of items for labs/ repair of equipments/ teaching aids may be accorded by the Head of Deptt. i.e. Director, HSB/Chairperson of the Deptt. Concerned/Co-ordinator, CIL. However, Librarian, Director of Sports, Superintending Engineer, Dy. Registrars or equivalent, XEN, Senior Medical Officer and Assistant Registrar or equivalent will continue to exercise administrative and financial powers as per the existing delegation. The principal Investigator of the project concerned will have administrative and financial powers upto Rs. 5000/-, if purchase is intended to be made out of the funds of the project. The Registrar may accord the administrative and financial powers of the functionary concerned up to Rs. 1.00 lac. Administrative and Financial approval above Rs. 1.00 lac shall vest in the Vice-Chancellor. The cumulative power of the following officers will as under:

Functionary	Financial Power	Cumulative power in a Year
Head of Department i.e. Director, HSB/ Chairperson of the Department Concerned / Librarian /SE /Coordinator, CIL/ Director, Distance Education/ Director, Sports / Director, Academic Staff College	10,000/-	1,00,000/-
Principal Investigator	5,000/-	50,000/-
Dy. Registrar/ SMO /XEN and equivalent	5,000/-	50,000/-
Asstt. Registrar and equivalent	3,000/-	30,000/-

Note: (i) The items under rate contract will not be taken into account while calculating the amount spent in a year on effecting purchases as per the above powers.

(ii) In case need to purchase items beyond the above powers arises, approval of the competent authority will be required for the same in relaxation of rules.

21. Monitoring of purchase cases:

Quarterly report of the items/ equipments, purchased through any Standing Purchase Committee (SPC) will be submitted by every department/ office irrespective of the amount involved to the Purchase Branch for being compiled and submitted to the authorities.

22. Evaluation of bids:

i) The committee/ sub-committee that evaluated the technical bids will open the financial bids in respect of those suppliers who are found technically responsive. The same committee will also prepare comparative statement of financial bids soon after evaluation of technical bids and its recommendations will be placed before the HPSC/SP-1 for consideration and decision. The supply order for purchase of equipments will be placed by the Indenter concerned.

ii) The requirement of non-perishable items be worked out every quarter and a single proposal be submitted to the purchase branch on a quarterly basis.

23. Negotiation:

No negotiation will normally be held with any supplier including lowest quotee in exceptional cases. However, technical and commercial discussion may be held with the supplier/ dealer as per need by the Committee /sub committee referred to under Clause “Evaluation of Birds” so that there remain no elements of ambiguity.

24. In the case of purchases related to projects, the Principal Investigator concerned will be the Indenter.

25. The specifications should be general and be finalized by the chairperson concerned in consultation with staff council. It will also be ensured by the Chairperson that the specifications are not of restrictive nature. Technical members/ experts will be exclusively accountable for technical specifications and technical evaluation.

26. Rate contract for all stationery articles including cartridges be also made on yearly basis, latest by July every year; by the Purchase Branch so that the users do not face any problem for want of the same.

ANNEXURE- "A"

Submission of Proposal for Purchase

(12 copies of proposal in case of HPSPC, 10 copies for SPC-I meetings are required to be sent to the purchase branch)

The department/office requires following equipment item repair which may kindly be arranged.

1.	Complete specification of the item Proposed to be purchased	
2.	Make of the item to be purchased	
3.	Quantity required	
4.	Budget Head of the Dept./office from where expenditure is to be met out.	
5.	Available balance in the respective budget head after excluding the actual expenditure incurred & Committed liability	
6.	Actual/estimated cost of the item to be purchased	
7.	Stock position	
8.	Certified the items already in stock are Being utilized fully.	
9.	Justification for the purchase of the item	
10.	Complete address of the firms/suppliers Dealing in the said items along with FAX And telephone Nos, available with dept.	

Proposal is forwarded to the Branch Officer of the Purchase Branch for arranging purchase/repairs.

Branch Officer
Purchase Branch

Signatures of the Chairpersons/
Head Office with Seal

Annexure “B”

**GURU JAMBHESHWAR UNIVERSITY OF SCIENCE & TECHNOLOGY, HISAR
125001**

Invitation for Quotations for supply of goods

No. _____

Date: _____

To

Subject: Invitation for quotation for supply of -----

Dear Sir (s)

You are invited to submit your most competitive quotation
For the following equipment (s) with the following terms and
conditions:-List of items

Sr. No	Brief description of the items	specifications	quantity

1. QUOTATION SIGNING:-

The quotations must be signed by authorized signatory of the bidding firm/company
On each page, along with seal of the firm/company, as the case may be.

2. Conditional Quotation:-

Conditional quotations are not acceptable. Hence the supplier is advised neither to alter
the specifications nor to mention anything on the quotation form, except cost,
signature with seal, otherwise his quotation will not be considered.

3. Delivery Destination:-

The quotations should be quoted as FOR GJUS&T, Hisar. The transit insurance and
freight charges etc, if any, needs to be mentioned separately of the basic/ ex- works
price of the quoted item.

4. Delivery Acceptance:-

The delivery of the material will be handed over to the authorized official of the
concerned indenting department/office, however, the goods will be deemed accepted
subject to the approval by the inspection committee of GJUS&T. in case of rejection of
the consignment, the supplier should immediately remove the consignment from the
university premises, failing which it will remain there at the risk and responsibility of

the supplier and university will not be responsible for any kind of liability in this regard.

5. Delivery Period: -

The supply is to be made within 30 days of the date of dispatch of the supply order. However, in case of imported goods this time limit will be 60 days, instead of 30 days.

6. Delivery Period Extension:-

The supply order(s) shall be executed within the time specified in this regard. However, in case of force Majeure / reasons beyond control of the supplier, he may make a written request to the Vice-Chancellor for grant of extension for delivery period. The written request in this regard should clearly spell out such reason.

The Vice-Chancellor, if he is satisfied with such reasons and further that the requested extension will not be detrimental to the interests of the university, may grant extension for a reasonable period for delivery of the goods. The supplier would be required to indemnify the university against any loss on account of downfall of the price during the extended period.

7. Penalty for delayed supply:-

In the event of the delayed supply, if accepted, the Registrar will be competent to impose penalty @ 1% per day of the purchase order, provided that the entire amount of penalty shall not exceed 10% of the total amount of purchase order. The supply will be deemed to be complete on the day when 100 % supply is handed over to the indenter (in case of supply in installments) and its installation is done. An appeal against these orders shall, however, lie to the Vice-Chancellor whose decision shall be final.

8. Rejection of incomplete Quotations:-

Incomplete quotations such as unsigned quotations, late submitted quotation, conditional quotation, quotation not confirming to the eligibility criteria and Technical specification or with any vague term such as 'Extra as applicable', will be considered as rejected.

9. Quantity Variation:-

The quantity shall be subject to increase or decrease as the case may be.

10. Manual/literature:-

The detailed literature/catalogue of the quoted instrument and its accessories should also be attached with the quotation. The specifications claimed by the firm should be clearly mentioned in the literature/catalogue also. Its manual should also be supplied with the equipment.

11. Taxation:-

Taxes/Excise duty/Custom duty etc. should be quoted independent of the ex-works price of the item and it will be paid as applicable under Government rules, if so quoted by the Supplier in the quotation, subject to the certificate in the bill of costs as follows. However, wherever exemption from duty (excise/custom duty) is applicable, the university will provide the exemption certificate; along with supply/purchase order itself.

“Certified that the taxes/duties charged in this bill is leviable under Government Rules”.

In case of imported goods the custom clearance is to be arranged by the supplier at his own. Charges, if any, in this regard, however, need to be mentioned accordingly in the

quote itself. University will provide necessary documents for this purpose. In case the quote is silent with regard to taxation and clearance charges etc, no such charges will be paid by the university.

12. Right to Bid rejection:-

The University reserves the right to reject and or all offers without assigning any reason.

13. Packaging of Consignment:-

The material should be packed in a strong case so as to avoid any damage, theft or pilferage in the transit, in which case the responsibility shall be that of the supplier.

14. Warranty:-

The warranty should not be less than 12 months from the date of installation of the equipment.

15. Performance Warranty:-

Before release of the payment, the successful bidders will be required to submit a performance warranty in form of bank guarantee equal to 10% of the purchase order for the warranty period of the Equipments for equipments/goods above Rs. 200,000/-

16. Payment:-

The payment will be made within 30 days of the successful installation and its inspection and further after the on-site training imparted, if it is the requirement of the quotation.

17. Currency:-

The rates be quoted I India Currency (I N R). However, in case of imported item it may be quoted in foreign currency where in the date of floating of quotation will be taken as the conversion date for bid evaluation and comparison purpose.

18. Schedule:-

The quotation floating date is _____. The sealed quotation should reach in the office of _____ on or before _____ upto 3.00p.m. The quotation will be opened on the same day at 4.00p.m. in the office of the _____. Quotation received after 3.00p.m. will not be considered.

19. Arbitration:-

In case of any dispute both the parties will be bounded by the decision of the Vice-Chancellor, GJUS&T, Hisar, as the arbitrator.

20. Jurisdiction:-

All disputes shall be subject to Hisar jurisdiction.

The terms & conditions of quotation have been read and I /We certify that I/we clearly understand the same and undertake for its compliance

Place:-----

Dated:-----

Signature of authorized representative of the
bidding firm/company with seal.
(Affix Rubber Stamp of the firm)

**GURU HAMBHESHWAR UNIVERSITY OF SCIENCE & TECHNOLOGY,
HISAR-125001**

Tender For Supply of Equipment (s)/Furniture(s)

To

Subject: Invitation for tender for supply of equipments.

Dear Sir (s)

You are invited to submit your most competitive tender for the following equipment (s) With the following terms and conditions:-

A. SCHEDULE OF EVENTS:-

- | | | | |
|----|---|----|------------------|
| 1. | TENDER NO.* | :: | -----/2008/----- |
| 2. | TENDER FLOATING DATE | :: | ----- |
| 3. | TENDER SUBMISSION CLOSING DATE & TIME:: | | ----- |
| 4. | TENDER OPENING DATE & TIME | :: | ----- |
| 5. | VENUE FOR TENDER SUBMISSION & OPENING:: | | ----- |
| 6. | PRE-BID CONFERENCE(IF ANY) | :: | ----- |
| | DATE, TIME AND VENUE | | ----- |
| 7. | TENDER DOCUMENT COST | :: | Rs. ----- |

*Tender number must be mentioned in all correspondence.

B. BRIEF DISCRIPTIONOF TENDER DOCUMENT :-

This tender document consists of four parts namely:

- i) Brief description of the equipment name;
- ii) Technical data sheet (technical specifications of the equipment);
- iii) General standard Terms and conditions; and
- iv) Special Terms and conditions (If any).

1. Brief description of the equipment(s):-

It mentions the name of the equipment required and its quantity. The quantity is subject to increase and decrease, at the discretion of the indenter.

2. Technical data sheet (technical specification of the equipment):-

It contains the technical details /specification of the equipment. It should be submitted in a separate sealed envelope marked as “Technical Bid”. Bids

having deviation in technical specification will be declared as “technically non-responsive” and it will not be considered for commercial evaluation.

3. Commercial Data Sheet:-

This format deals with the commercial aspect of the tender. The bidder should quote the basic/ex-works rate of goods and other overhead charges only in his format.

4. General /standard Terms and conditions :-

This portion contains the general/standard terms and conditions of the tender and its compliance is essential, failing which the contract may be cancelled and bidder may be liable for penal action against it.

5. Special Terms and conditions:-

It contains special terms and condition which may be in addition to /in super-session of the referred “**General /Standard Terms and conditions**” and its compliance is also compulsory in the same manner, as in the case of the **General /Standard Terms and conditions**.

C. EQUIPMENT DETAILS:

i) Brief description of the equipment name:-

<u>Sr. No.</u>	<u>Name of Equipment(s)</u>	<u>Qty. Required</u>
1	-----	-----
2	-----	-----

ii) **Technical data sheet (Technical specifications of the equipment):-**

Sr. No.	Description of the Equipment(s)	Technical Specifications
1.		ANNEXURE-I
2.		ANNEXURE-II
3.		ANNEXURE-III
4.		ANNEXURE-IV

D. GENERAL/ STANDARD TERMS AND CONDITIONS OF THE

TENDER:-1. TWO ENEVELOPE BID:-

The tender is to be submitted on two envelope bid pattern i.e. “Technical bid” and “Price/commercial bid” in separately sealed envelopes. Both of these envelopes should be put in and sealed in another envelope addressed to Chairman, Department of -----, Guru Jambheshwar University of Science & Technology, Hisar-125001 (Haryana), India and super-scribed in bold as **“TENDER FOR SUPPLY OF ----- EQUIPMENT”**. The “Technology bid” should mention only in the **“Price/commercial bid format”**.

2. BID SIGNING:-

The Tender must be signed by authorized signatory of the bidding firm/company on each page, along with seal of the firm/company, as the case may be.

3. Conditional Bid:-

Conditional Bid is not acceptable. Hence, the supplier is advised neither to alter the specification nor to mention anything on the Tender form, except cost, signature with seal, otherwise his Tender will not be considered.

4. Delivery Destination:-

The Tender of the material will be handed over to the authorized official of the freight charges etc, if any need to be mentioned separately of the basic/ ex-works price of the quoted item.

5. Delivery Acceptance:-

The delivery of the material will be handed over to the authorized official of the concerned indenting department/office, however, the goods will be deemed to accepted subject to the approval of the inspection committee of GJUS&T. In case of rejection of the consignment, the supplier should immediately remove the consignment from the university premises failing which it will remain there at the risk and responsibility of the supplier and university will not be responsible for any kind of liability in this regard.

6. Delivery Period:-

The supply is to be made within 30 days of the date of dispatch of the supply order. However, in case of imported goods this time limit will be 60 days, instead of 30 days.

7 Delivery Period Extension:-

The supply order(s) shall be executed within the time specified in this regard. However, in case of Force Majeure / reasons beyond control of the supplier, he may make a written request to the Vice-Chancellor for grant of extension for delivery period. The written request in this regard should clearly spelling out such reasons.

The Vice Chancellor, if he is satisfied of such reasons and further that the requested extension will not be detrimental to the interests of the university, may grant extension for a reasonable period for delivery of the goods. The supplier would be required to indemnify the university against any loss on account of downfall of the price during the extended period.

8. Penalty for delayed supply:-

In the even of the delayed supply, if accepted, the Registrar will be competent to impose penalty @ 1% per day of the purchase order, provided that the entire amount of penalty shall not exceed 10% of the total amount of Purchase order. The supply will be deemed to be complete on the day when 100% supply is handed over to the indenter (in case of supply in installments) and its installation is done. An appeal against these orders shall, lie to the Vice-Chancellor whose decision shall be final.

9. EMD forfeiture:-

In case of the contractor backs out the supply, the earnest money deposited by him shall be forfeited. Apart from it, he will be liable for any other action against him, as may be considered necessary by the Vice-Chancellor.

10. Rejection of incomplete tenders:-

Incomplete Tender such as unsigned Tender, late submitted Tender, conditional Tender, not confirming to the eligibility criteria and Technical specification or with any vaguer term such as 'Extra as applicable', will be considered as rejected.

11. Quantity Variation:-

The quantity shall be subject to increase or decrease as the case may be.

12. Manual/literature:-

The detailed literature/catalogue of the quoted instrument and its accessories should also be attached with the tender. The specifications claimed by the firm should be clearly mentioned in the literature/catalogue also. Its manual should also be supplied with the equipment.

13. Taxation:-

Taxes/Excise duty/custom duty etc. should be quoted independent of the ex-works price of the item and it will be paid as applicable under Government rules, if so quoted by the Supplier in the tender, subject to the certificate in the bill of costs as follows. However, wherever exemption from duty (excise/custom duty) is applicable, the university will provide the exemption certificate, along with supply/purchase order itself.

“Certified that the taxes/duties charged in this bill is leviable under Government Rules”.

In case of imported goods the custom clearance is to be arranged by the supplier at his own. Charges, if any, in this regard, however, need to be mentioned accordingly in the quote itself. University will provide necessary documents for this purpose. In case the quote is silent with regard to taxation and clearance charges etc, no such charges will be paid by the university.

14. Right to Bid rejection:-

The University reserves the right to reject any or all offers without assigning any reason.

15. Packaging of Consignment:-

The material should be packed in a strong case so as to avoid any damage, theft or pilferage in the transit, in which case the responsibility shall be that of the supplier.

16. Warranty :-

The warranty should not be less than 12 months from the date of installation of the equipment.

17. Performance Warranty:-

Before release of the payment, the successful bidders will be required to submit a performance warranty in form of bank guarantee equal to 10% of the purchase order for the warranty period of the Equipments.

In case of imported goods requiring opening of LC or advance copy of the draft, the bank guarantee on account of performance warranty, having validity for warranty period plus 4 months, should be submitted before issuance of the purchase order by the indenter. If required, its validity will be got suitably extended by the supplier before release of his EMD.

18. Payment:-

The payment will be made within 30 days of the successful installation and its inspection and further after the on-site training imparted, if it is the requirement of the tender document.

19. Currency:-

The rates be quoted in Indian Currency(I N R). However, in case of imported item it may be quoted in foreign currency where in the date of floating of tender will be taken as the conversion date for bid evaluation and comparassion purpose

20. Earnest Money Deposit (EMD):-

The earnest money of the amount, as per the slab given below, in the form of bank draft Payable at Hisar and drawn in favour of the Registrar, Guru Jambheshwar University Of Sc & Tech. Hisar or a irrevocable bank guarantee, will be required to be remitted with the tenders. **EMD should be enclosed with price bid and the same should be indicated in the Technical bid also.**

21. Arbitration :

In case of any dispute both the parties will be bounded by the decision of the Vive-Chancellor, GJUS&T, Hisar, as the arbitrator.

22. Jurisdiction:-

All disputes shall be subject to Hisar jurisdiction.

23. EMD Slab :-

<u>Sr. No.</u>	<u>Contract Value</u>	<u>Earnest Money</u>
1.	Rs.3,00,001/- to Rs. 5,00,000/	Rs. 20,000/-
2.	Rs. 5,00,001/- to Rs. 10,00,000/-	Rs. 40,000/-
3.	Rs. 10,00.001/- to Rs.20,00,000/-	Rs. 70,000/-
4.	Above Rs. 20,00,000/-	Rs. 1,00,000/-

The terms & conditions of tender have been read and I/We certify that I/We clearly Understand the same and undertake for its compliance

Place:-----

Dated:_____

Signature of authorized
representative of the bidding
firm/company with seal.

(Affix Rubber Stamp of the firm)

Annexure-D

GURU JAMBHESHWAR UNIVERSITY OF SC. & TECHNOLOGY, HISAR

No. GJU/_____

Dated:_____

To

M/s_____

Subject: Supply of Goods.

Dear Sir,

Please refer to your quotation No._____ Dated_____ and further negotiation with the committee on _____ please supply the following articles on or before_____.

Sr.No.	Description/Specification	Quantity	Rate	F.O.R.
1.	2.	3.	4.	5.

TERMS & CONDITIONS

- 1.The material may be supplied to the _____ Guru Jambheshwar University of Sc. & Technology, Hisar by _____. All correspondence regarding the order should be addressed to the consignee.
- 2.The payment will be made when the material/goods have been received by University and have been inspected by the inspection committee and accepted by it.
- 3.The goods, which are not according to the specifications and are, thus, not accepted shall be lifted by the supplier at his cost.
- 4.In case supplier backs out of his contract, his earnest money shall be Forfeited, and such other action will be taken as deemed proper.
- 5.The bill in duplicate may be sent to the _____Guru Jambheshwar University of Sc. & Technology, Hisar for payment.
- 6.Other terms and conditions are as specified in the notice inviting tenders/Quotations.

Endst No. Purchase/09/_____ Dated_____

Copy of the above is forwarded to the following for information:-1.The Store Keeper

2._____

3.-----

Guru Jambheshwar University of Sc.& Tech., Hisar

COMPARATIVE STATEMENT FOR _____

Sr.No.	Name of the items	Rates quoted by M/s	2_____	3_____	4_____
		1_____	_____	_____	_____

- 1.
- 2.
- 3.
- 4.

Terms and Conditions of the
Firms who quoted their rates.

The rates quoted by M/s _____
With regard to the items at Sr. No. _____
Are the lowest and recommended for
Purchase.

Annexure-F

Category-A

The items for which Rate Contracts need to be concluded by GJUS&T, Hisar are as under:

Photography

Video Graphy

Mike, Sound System

Canning of chairs

Auction of Raddi

Washing of clothes

Printing of forms

Chemical & Glasswares.

Annexure-G

Category-B

The items for which periodical bulk purchase shall be made by the GJUS&T, Hisar are as under:

All Stationary articles including papers

Cartridges

Scientific items (Consumables), Soaps, Detergents disinfectants & other cleaning material

Calculators

Locks

General plastic wares etc.

**EXTRACT TAKEN FROM THE RESOLUTION No. 17 OF THE
EXECUTIVE COUNCIL IN ITS MEETING HELD ON 24.03.2011.**

17. Considered delegating administrative and financial power to the Controller of Examinations at par with other Heads of Department i.e. Director, HSB/Chairperson of Deptt/Librarian/SE/Coordinator CIL/Director Distance Education/Director Sports/Director Academic Staff College as per New Purchase Guidelines-2009 i.e. to the extent of Rs. 10000/- and cumulative upto Rs. 1.00 lac and to enhance the cumulative power of Chief Warden in a year from Rs. 1,00,000/- to Rs. 7.00 lacs i.e. one lac for each hostel.

Resolved that the proposal be approved.

GURU JAMBHESHWAR UNIVERSITY OF SCIENCE & TECHNOLOGY, HISAR

(GENERAL & PURCHASE BRANCH)

Endst No./Pur/2011/14756-800

Dated: 7.04.2011

A copy of the above is forwarded to the following for information and necessary action:

1. Chief Warden, GJUS&T, Hisar
2. Controller of Examinations, GJUS&T, Hisar
3. All the Chairpersons/Incharges/HOD/Branch Officers, GJUS&T, Hisar
4. Secretary to Vice-Chancellor (for kind information of the Vice-Chancellor), GJUS&T, Hisar
5. Joint Director (Audit), GJUS&T, Hisar
6. A.R. (Internal Audit), GJUS&T, Hisar
7. OSD to Registrar (for kind information of the Registrar), GJUS&T, Hisar

Assistant Registrar (G&P)
for Registrar



**GURU JAMBHESHWAR UNIVERSITY OF SCIENCE
AND TECHNOLOGY, HISAR**

Established by State Legislature Act 17 of 1995

“A” Grade NAAC Accredited

No. Gen./11/ _____

Dated : _____

OFFICE ORDER

The Vice-Chancellor is pleased to enhance the financial powers of the Registrar from Rs. 25,000/- to Rs. 1.00 lac under the statute 34 (2) of GJUS&T, Act, 95 and for refreshment from Rs. 1,000/- to Rs.3, 000/-.

REGISTRAR

Endst No./PUR/11/ _____ dated _____

Copy of the above is forwarded to the following for information & necessary action:-

1. All the Dean/Directors/Chairpersons/Incharges of all the University Teaching Department/ COE/Chief Warden/ Branch Officers/Head of Offices, GJUS&T, Hisar.
2. Deputy Registrar (A/Cs), GJUS&T, Hisar.
3. Secretary to Vice-Chancellor (for kind information to the Vice-Chancellor), GJUS&T, Hisar.
4. Deputy Director (Audit), GJUS&T, Hisar.
5. OSD to Registrar (for kind information to the Registrar), GJUS&T, Hisar.

Assistant Registrar (Purchase)
for Registrar



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Dated : _____

OFFICE ORDER

The Vice-Chancellor has been pleased to order that the Dean of Colleges will exercise the administrative & financial powers at par with the Director, DDE and COE i.e. the extent of Rs. 10,000/- and cumulative upto Rs. 1.00 lac.

REGISTRAR

Endst No./PUR/11/_____ dated _____

Copy of the above is forwarded to the following for information & necessary action:-

1. Dean of Colleges, GJUS&T, Hisar.
2. Deputy Registrar (A/Cs), GJUS&T, Hisar.
3. Deputy Director (Audit), GJUS&T, Hisar.
4. Secretary to Vice-Chancellor (for kind information to the Vice-Chancellor), GJUS&T, Hisar.
5. OSD to Registrar (for kind information to the Registrar), GJUS&T, Hisar.

Assistant Registrar (Purchase)