

UNIVERSITY OF KASHMIR

No: F (Order-Procure) KU/15
Dated: 26-10-2015

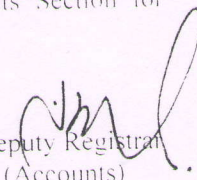
ORDER

The Vice-Chancellor has been pleased to authorize the implementation of new purchase policy w.e.f 01-11-2015.

“Every authority delegated with the Financial powers of procuring goods in public interest shall have the responsibility and accountability to bring **efficiency, economy, transparency** in matters related to public procurement and for **fair and equitable** treatment of suppliers and promotion of competition in public procurement”.

Basic Model of Procurement:

1. Departmental Committee or Purchasing Officer (Indenting Officer), after deciding the equipment/item to be purchased, shall submit a detailed report to Hon'ble Vice-Chancellor for authorizing the procurement after following codal procedures (specifications in terms of quality type etc and quantity needs to be mentioned in detail);
2. The indenting officer/Department shall invite offers following a fair, transparent and reasonable procedure through advertised tender enquiry/limited tender enquiry. Further a Comparative Statement along with technical evaluation report (if any) be submitted to the Hon'ble Vice-Chancellor for authorizing placing of supply order in respect of most favourable tenderer/s, mentioning therein, the quantity and specifications **(technical superiority shall be pronounced and recorded separately)**. The technical evaluation committee shall record the reasons for selecting or rejecting the technical proposals that they have analysed or evaluated.
3. After receiving the supply, the Indenting Officer shall receive the supply and get it verified with all necessary entries in the respective records and shall prepare a WDC recording therein (that the equipment/items are of requisite quality and specifications and have been purchased from reliable suppliers at reasonable price duly verified by the competent body).
4. The WDC with all prerequisite certificates recorded therein (along with pre requisite documents) shall be forwarded to Accounts Section for release of payment.


Deputy Registrar
(Accounts)

Copy to :

- ✓ All the Deans/HOD's/Directors/PI's/all procurement officers, for compliance;
- ✓ Director, IT&SS for uploading the same on Kashmir University Website. Besides, the same may please be communicated to all the concerned