
PURCHASE MANUAL



KRISHNA KANTA HANDIQUI STATE OPEN UNIVERSITY

PATGAON RANI, GUWAHATI-781017, ASSAM

Registrar
Krishna Kanta Handiqui
State Open University
Guwahati

PURCHASE MANUAL



This Purchase Manual is introduced w.e.f. 27/02/2018 as per recommendation of the Finance Committee in its 27th meeting held on 19/02/2018 vide resolution against agenda item no.11 and approval of the Board of Management vide Resolution No. BM/41/7(C)/2018 dtd. 27/02/2018.

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INTRODUCTION & PRINCIPLE OF PURCHASE

Provision of adequate and timely supply of material and service to the faculty, staff members, Regional centers and study centers of this university is of prime importance for carrying out educational and research programmes as well as for meeting the in-house requirements and that of the sponsored projects. To ensure the purchase in a fair and transparent manner with the cannon of financial propriety certain principle and procedures are to be followed. Keeping conformity with the General Finance Rules the purchase manual is prepared.

The "Purchase Manual" provides the essential information and brief step-by-step procedures for procurement of goods and services. This Manual is a guideline and all purchases are to be regulated as per procedure laid down therein. However, in some specific cases, it may become necessary to arrange materials by adopting methods not indicated in the manual. In such case, specific approval of the Competent Authority must be obtained before initiating such action, detailing the reasons as to why procurement becomes necessary not as per the guidelines of the Purchase Manual.

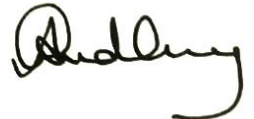
The items required to be purchased under the ambit of this rules & procedure outlined in this manual includes all articles ,materials, commodities, livestock, general furniture/laboratory furniture, fixtures, raw material, spares, instruments, machineries, equipment, chemicals, gases, stationery, printing of SLM, liveries and any other items necessary for teaching and research, both standard and non standard. It also includes annual maintenance contract(AMC) of goods and equipment purchased or otherwise acquired, custom clearing and cargo handling & consolidation services, exporting of goods for warranty replacement/repair/up-gradation, specific scientific & technical services viz. Professional Consultancy Services, Computer & Network management, Software & Web design Development Services, Special Storage & Communication facilities.

The members of the Purchase Committee(PC) and any other official related with any public procurement process shall have the responsibility and accountability to bring efficiency, economy and transparency in matters relating to public procurement and for fair and equitable treatment of suppliers and promotion of competition in procurement.

PRINCIPLES OF PUBLIC PROCUREMENT:

The procedure to be followed in making public procurement must conform to the following yardsticks:

- i) (a) The specification in terms of quality, type etc, as well as quantity of goods to be procured, should be clearly spelt out keeping in view the specific need of the University/Department/Section/Centers
- (b) The specification so worked out should meet the basic needs of the university without including superfluous and non-essential features, which may result in unwarranted expenditure.
- © Care should also be taken to avoid purchasing in excess of requirement to avoid inventory carrying costs.
- (d) The specification should be generic in nature
- ii) Quotations should be invited following a fair, transparent and reasonable procedure.
- iii) The Purchase Committee(PC)/Tender Committee should be satisfied that the



- selected quotation meets the requirement in all respect and satisfy itself that the price of the selected bidder is reasonable and consistent with the quality required.
- iv) At each stage of procurement, the detailed consideration/decision shall be placed on record, in precise terms..

Stages of procurement

The procurement of materials of the university can be generally divided into the following distinct stages :

- a) The Budget Provision
- b) Prioritisation of purchase of equipment, machinery, furniture, etc during the financial year from the University Budget based on the needs & priorities may be given to the sponsored projects.
- c) Preparation of specification/identification of the exact requirement by the indenting officer/faculty member or Purchase Officer/Committee through pre-indent discussion/presentation or Conference wherever required in case of high value purchases.
- d) Placing of the indent by the faculty members and other officers concerned after verifying the non-availability of the stock
- e) Consideration of the indents by the Purchase Committee wherever. Required.
- f) Calling for tender/quotations wherever required and processing of tender paper by the Purchase section.
- g) Evaluation of tender/quotations by the Purchase Officer/purchase Committee and recommendation of the committee for final decision.
- h) Submission of proposal for financial sanction
- i) Placement of order/award of contract
- j) Arrival of equipment, inspection, installation, commissioning and certification by the indenter for processing payment after stock entry.

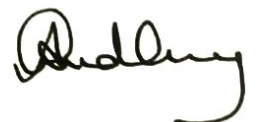
The Budget Provision:

- a) No purchase will be made unless there is a specific budget provision for such purchase.
- b) Processing of indent for any purchase can be made by the department/section even without specific budget allocation for the current year provided such cases are cleared for administrative processing by the Competent Authority but final order shall be placed only after funds have become available.

Prioritisation for purchase of equipment, Machinery and other items

- a) All purchases that are made during the year from the University funds will normally be in accordance with the finalized list. However, depending upon the exigencies of requirement the priority list for purchase of equipment/materials out of university funds may be amended with approval of Competent Authority.
- b) The items mentioned in the project approval letter from the sponsoring authority will normally be taken up on priority basis for approved projects.
- c) In order to meet emergency requirements and purchases within the powers delegated, it would be desirable that certain amount of the budget allocated is kept as reserve and such purchases should be made from within this reserve, However, this decision will be taken in consultation with Finance Department and with the approval of competent authority.

Based on the principles stated above The procedures followed for purchase at KKHSOU, Guwahati are broadly as per guidelines stated under General Financial Rules. Accordingly the purchase procedures have been evolved.



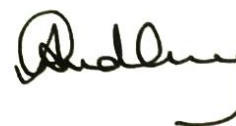
**1. OBJECTIVES AND FUNCTIONS OF
THE PURCHASE SECTION, OF KKHSOU, GUWAHATI**

OBJECTIVES

- To maintain uninterrupted flow of goods and services to support the development schedules of the Institute.
- To procure goods and services economically at a cost consistent with the quality and service required. However, generally all purchases may be attempted at the lowest cost.
- To maintain Organization reputation and credibility in the market by fair evaluation of bids and quotations, transparent, timely issue of purchase order or contracts and timely payment of dues.

FUNCTIONS

- Procurement of stores through indigenous and foreign sources as required in accordance with the rules in force.
- Checking of requisitions/purchase indents.
- Monitoring and tracking of budgets and utilization of funds as per the Annual Budget.
- Selection of suppliers for issue of enquiries.
- Issuing enquiries/tenders and obtaining quotations.
- Preparation of comparative statement.
- Preparation for Sanction.
- Issue of Purchase Orders.
- Follow-up of purchase orders for delivery in due time
- Verification and passing of suppliers' bills to see that payments are made promptly.
- Correspondence and dealing with suppliers, carriers etc., regarding shortages, rejections etc.,
- Maintenance of purchase records.
- Maintenance of progressive expenditure statement, sub-head wise.
- Maintenance of vendor performance records/data.
- Arrangement for Insurance Surveys, as and when necessary.
- Clearance of foreign consignments.
- Collection and issue of Road Permit in coordination with Sales Tax Department, GoA.
- Preparing reports and statements of Institute purchase for DSIR certificate for availing custom duty and excise duty exemption.
- Maintenance of Central Stores.
- Maintenance of Annual Rate Contracts.
- Annual Maintenance Contracts.
- Maintenance of records of Advance and settlement.
- Serving as an information center on the materials' knowledge i.e. their prices, source of supply, specification and other allied matters.



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P 02. SUBMISSION OF INDENT

1. Indenting for purchase by end user departments/centres/sections is made after notification of budgetary allocations by the competent authority in the beginning of every financial year or as long as fund is available.
2. Indent is put up as per normal Indent Format [FORM NO. SP-1P] with adequate justifications for purchase of the required item(s) along with (a) Details Specifications, (b) Proposed vendor list (in case of limited NIT)
3. In case of indent for furniture, in addition to the above, appropriate drawing & design of the required furniture items are also to be provided
4. The indent is to be submitted to the Purchase Section.
5. Approval of indents are done by the competent authorities .
6. A demand for goods should not be divided into small quantities to make piece meal purchases to avoid the necessity of obtaining the sanction of higher authority required with reference to the estimated value of the total demand.
7. Specification for purchase of high value equipment and materials may be finalized wherever necessary by Purchase Committee and Tender Committee through a pre-indent discussion, presentation and conference with prospective vendors
8. Combing as many items as possible in one tendering process is expected.

P 03. CONSTITUTION OF PURCHASE COMMITTEE

1. Purchase Committee/s may be constituted as and when required with the administrative approval. For purchase of items and spot purchase below Rs.2.00 Lakh . Procedure for formation of Purchase Committee is as follow:
 - a. The purchase committee members be nominated by the Registrar and shall be approved by the Vice-Chancellor and the constituent of the committee should be as follows
 - i) HOD/HOC
 - ii) Dy Registrar (Admin)
 - iii) Dy.FinanceOfficer or Finance officer
 - iv) Any Administrative Officer not below the rank of Assistant Registrar
 - v) Faculty member
 - vi) Technical expert from outside may be invited if required

P 04. FINDING BUDGET

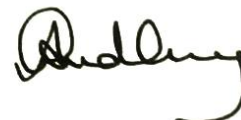
The Purchase Section examines current availability (or non- availability) of fund against the appropriate account head; and, only if fund is available, the same is placed before the competent authority for consideration and approval for sanction.

P.05. NOTICE INVITING TENDERS (Format at Annexure I & II)

University resorts to Single-Bid System for purchase of consumables, furniture, minor equipment, and proprietary items etc., for other purchases mostly Two-Bid System is followed.

Single-Bid System: In the Single bid procedure, Bidders submit Bids in one envelope containing both the Price Proposal and the Technical Proposal. The Bids are evaluated, and following approval by the Competent Authority, the Contract is awarded to the Bidder whose Bid has been determined to be the lowest.

Two bid system: The objective of the exercise is to allow the Purchaser to evaluate the Technical Proposals without reference to price. Bids of Bidders who do not conform to the



specified requirements may be rejected as deficient Bids with approval. For purchasing high value plant, machinery etc. of a complex and technical nature, bids may be obtained in two parts as -

(a) **Technical bid** consisting of all technical details along with 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 by the purchase committee at the first instance and evaluated. At the second stage financial bids of only the technically acceptable offers should be opened for further evaluation and ranking before awarding the contract.

P 06. MODE OF PROCUREMENT

On receipt of approved Indent, Purchase Section sends Notice Inviting Tender (NIT), by adopting one of the following modes of procurement:

6.1 **Open Tender:** Open Tender method is followed for all procurement worth Rs. 2.00 lakh (Rupees two Lakh) and above. Notice Inviting tenders in this mode is given in at least one local dailies but if the amount exceeds Rs.5.00 Lakh(Five Lakh)then one local dailies and one national dailies - if found necessary. In addition, the notice is put in the university's website. Combing as many items as possible in one tendering process is expected.

6.2 **Limited Tender:** The procedure for Limited Tenders/Quotations is generally resorted to for purchase of consumables, furniture (locally fabricated and involving low value items) and minor equipment, on the basis of vendor lists provided from the academic departments or as per standard vendor lists maintained in the Purchase Section for general consumables (like stationeries etc.) and minor office equipment (like photocopiers etc.).

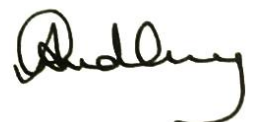
6.3 **Web Based Tender:** All open & limited Notice Inviting Quotations for most of its purchases is published in the university's Web site and News Paper (local or national as applicable).

This practice has been resorted due to mainly to four reasons:

1. to ensure fair chance of competition is given to all qualified vendors;
2. lists of vendors supplied by the indenting departments are often found to be non-exhaustive;
3. suppliers for qualitatively better scientific equipment are not many; and
4. general problem of not getting minimum three technically acceptable quotes also gets minimized through this process .

6.4 **Single Tender:** Single quotation purchase shall be allowed in the following cases:

- i) Proprietary Item: Single tender method is followed only in rare cases where it is in the sure knowledge of both the HOD/HOS/HOC and the indenter that the item to be procured is manufactured only by a particular manufacturer and there is no other option for the laboratory except to go in for this equipment. Proprietary certificate from the manufacturer along with end user certificate on the format provided at FORM NO. SP-2P(A) is to be attached with the Indent.



Indent-cum-Sanction format as provided at FORM No.SP-3P may be used. Intentionally adding restrictive clauses to favour a single source is not allowed. All such cases of procurement on single tender basis must be approved by the competent authority on specific recommendations of the HOD/HOC/HOS, only after the competent authority satisfies himself that such procurement is unavoidable.

ii) Spares: Indent-cum-Sanction along with the proprietary certificate, for spare parts of equipment procured on single tender basis from the manufacturers or from their authorised dealers can be recommended by the HOD/HOS/HOC for final approval of the competent authority.

iii) DGSND Purchase: Orders against DGS&D rate contracts. Or purchase through GeM

iv) **Cash purchase:** Purchase of goods upto the value of Rs. 10,000/- (Rupees ten Thousand only) on each occasion is made without inviting quotations on the basis of a given undertaking by the indenting officer and duly approved by the competent authority, by drawing in a standard Form No. SP-4P. The certificate is given in a standardized format, wherein the indenting officer gives the following certificate: "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."

6.5 Global Tenders: Global tenders is issued if it is felt that bidding from the indigenous source through open tendering shall not result in competitive prices. In such cases, in addition to the open tendering procedures, copies of the NIQ is sent to the embassies of the countries where such manufacturers are located by giving them at least six weeks time so that they can forward the notice to the prospective bidders in their countries.

6.6 Time frame for Tendering The following time limit may be allowed

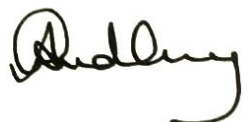
- (a) Single Tender - 7days
- (b) Limited Tender – 21 days
- (c) Open Tender – 30 days

In case of urgency time limit may be reduced but proper justification for the same has to be furnished and accepted by the Competent Authority. However it should be ensured that adequate competition exists and fair chance is given to all the interested bidder to submit their offer in time.

6.7 Spot Quotation Purchase: Purchase of goods up to the value of Rs.50,000/- (Rupees fifty thousand only) or higher (not exceeding Rs.2.00 Lakh) as approved by the competent authority is adopted in case of emergent requirements and certain items which cannot be purchased through the normal procedure due to absence of universal standard for comparison.

6.8 Rate Contracts: An Annual Rate contract is established for frequently required consumable items such as stationery, plastic wares, UPS batteries, office stationary, chemical, etc. The Rate contracts are established on the basis of open tendering.

Rate contract should be placed only on registered and or reputed manufacturers or their authorised distributors who are capable of supplying the stores as required. In addition to



all the usual terms & conditions, the following clauses should be included in all rate contracts.

1. The price charged for the stores supplied under the rate contract should in no event exceed the lowest price at which the party sells the stores of identical description to any other person during the period of the contract.
2. The stores shall be supplied within a period of fortnight for supplies against ex-stock deliveries. In case the firm does not supply the items within the stipulated time schedule, the cancellation of the purchase order can be considered.
3. Parallel rate contracts for similar items can be placed at any time during the period of rate contract with one or more parties.
4. The rate contract can be terminated at any time by giving one month notice.

6.9 Repeat Order: If an indent is received for an item of identical to one for which an earlier purchase order has been placed, purchase is made on repeat order basis, provided that:

1. the new purchase order is placed within six months from the date of issue of the original purchase order.
2. the supplier concerned is willing to accept the repeat order on identical terms and conditions.
3. the quantity to be ordered/purchased on repeat basis does not exceed quantity of the original purchase order.
4. there is no downward trend of the prices since the original purchase order was placed.

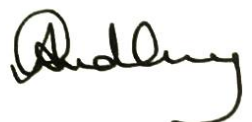
P 07. BUY-BACK PURCHASES

Buy-back of items like Computers, Scanners, Servers, laptops, LCD Projectors, Printers, Photocopiers, Faxes, Refrigerators and the like of five-year vintage or more are made subject to the approval of the competent authority.

1. The approval of the competent authority for declaring the item as obsolete etc. has to be obtained as per the present practice. (based on the certificate from technical expert)
2. Prices be obtained from various bidders and the bids should clearly mention that the offer is under buy-back scheme and the buy-back price be mentioned separately.
3. Once the purchase is completed, the original value of the item be written off from the books of the respective labs.

P 08. EARNEST MONEY

To safeguard against a bidder's withdrawing / altering its bid during the bid validity period in the case of advertised or limited tender enquiry, EMD is obtained from the bidders except those who are registered with Central Purchase Organization (e.g. DGS&D), National Small Industries Corporation or the concerned Ministry / Department. The bidders are required to



furnish EMD along with their bids. In case of items, if the quoted value is INR 2 lacs or above, an Earnest Money Deposit (EMD) for an amount of 2.5% on quoted value, in the form of Demand Draft drawn in favour of the Registrar, KKHSOU Guwahati, issued from a Nationalized Bank, will have to be submitted along with the bid (technical Bid in case of two bid system) only. The EMD of unsuccessful bidders shall be returned after award of contract. EMD of the successful bidder will be released on submission of the PBG. If exemption is sought from production of EMD, the same should clearly be mentioned in the bid (Technical Bid in case of two bid system) indicating the clause under which exemption is sought.

Submission of EMD is exempted under the following conditions:

- i. If the quoted value is less than INR 02 lacs.
- ii. Vendors who have successfully executed minimum of 03(three) purchase orders in last 03(three) financial years in KKHSOU Guwahati. Order copies must be enclosed along with the quotation.
- iii. Firms which are specifically registered for the required items with DGS&D or with NSIC. Copy of valid registration must be enclosed along with the quotation.
- iv. Firms already registered in KKHSOU Guwahati under 'One Time Earnest Money Deposit Certificate' (OEMDRC). Copy of OEMDRC must be enclosed along with the quotation.

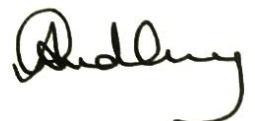
P 09. PERFORMANCE BANK GUARANTEE (PBG) (Format as per Annexure)

To ensure due performance of the contract, Performance Bank Guarantee (PBG), in a standard format, is obtained from the successful bidder, who is awarded the contract. PBG, unless otherwise approved by the competent authority, is obtained from every successful bidder. In case of PO value Rupees five lakhs (INR) and above, the successful bidder, to whom the PO is placed, shall furnish an unconditional Performance Bank Guarantee from a scheduled bank, of India, for 10% of the Purchase Order value, within 21 days of placement of order. In case of foreign purchase the local Agent shall submit the PBG. Where the PBG is to be necessarily given by a foreign bank it shall be endorsed by its counterpart in India. Validity of the PBG, which shall be effective from the date mentioned therein, shall be at least 14 months+ expected delivery period. In case 14 months of validity is not possible, then when the system is delivered, the PBG's validity will have to be suitably extended before payment is released.

(i) By submitting the PBG, the vendor is understood to have guaranteed that,

- (a) The Purchase Order (PO) shall be executed as per terms and conditions mentioned therein.
- (b) The equipment shall function satisfactorily for a period up to 90 days after the warranty period.
- (c) The equipment and components are free from poor workmanship, bad quality, and faulty designs.
- (d) The vendor shall at his/their own cost rectify/replace the defects, if any, during the guarantee period.
- (e) The guarantee is to the extent of 10% of the order value.

(ii) Condition for invoking PBG: In case of failure to comply with the guarantees above, KKHSOU may terminate the contract / purchase order in whole or in part and forfeit the PBG. In addition, KKHSOU may, at its discretion, procure upon such terms and in such manner as it deems appropriate, goods similar to the undelivered items/products and the defaulting supplier/vendor shall be liable to compensate KKHSOU for any extra expenditure involved."



P 10. RECEIPT OF TENDERS

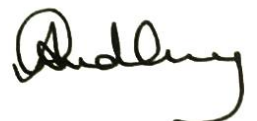
1. Tenders are received either through post or through courier or by hand. The tenders shall be dropped in the tender box, which shall remain locked, and its keys with the Registrar.
2. If a tender, received in a cover without any superscription about its contents, is opened by any official receiving it, he shall himself mark on the cover the tender number and the date of its receipt and the date of its opening and shall sign it and cause it to be delivered to the purchase officer before the opening date.
3. Late/Delayed Tenders: Tenders received after the specified time and date of opening are treated as "Late" while tenders received after the last date specified for receipt of tender but before the date of opening of the tender are treated as "Delayed". Such tenders shall be marked as late/delayed as the case may be and filed. They shall be rejected and returned to the bidders in their original envelope without opening.

P 11. POSTPONEMENT OF THE TENDER OPENING DATE

1. Requests for the postponement is not normally entertained. In rare cases however, if the response to a notice is poor, a decision to postpone the opening date of the tender by a minimum 15 days may be taken by the competent authority. The time extension so granted may be intimated to all concerned so that adequate response is received.
2. In case where the response to limited tender method in respect of materials costing more than Rs. 5.00 lakhs is poor (if the response is only from two or less bidders, it is considered poor), then open tender method shall be resorted to. The bidders who responded to the limited tender enquiry must be informed that their tenders shall also be considered along with the tenders received through open enquiry. If a decision is taken to change the specification to make it broad-based, the bidders who had responded to limited enquiry shall be asked to bid again as per the revised specifications. Any exception to this should have the approval of competent authority.

P 12. OPENING OF THE QUOTATION

1. Quotations shall be opened as per schedule given in the NIT. Quotations received against Press Tender centrally floated by the purchase section for two or more department/Centre is opened by the Quotation Opening Committee duly constituted for the same. All other quotation shall be opened and evaluated by the respective purchase committees constituted for the purpose.
2. The officer opening the tender shall read out or clause to make the following particulars only for the information of the representatives attending the tender opening.
 - a) Tender number
 - b) Name of the firm
 - c) Description of the item to be purchased
 - d) Price
 - e) Whether the price is inclusive of taxes & duties or exclusive
 - f) Discount offered.



- g) Delivery Schedule.
- h) Any other extra charges quoted for packing, transport etc.
- i) Terms of delivery
- j) Warranty obligations.

3. All the pages of the tender has to be initialed by the tender opening committee. Alterations/ corrections in the tenders should be initialed legibly by the officers opening the tender and dated. A similar procedure shall be followed wherever any erasing/ cutting is observed.

4. Any correction in the price quoted in the tender both in the words and figures shall be circled in red ink by the representative of finance and signed. The members of the tender opening committee shall endorse this. In addition, a list of the representatives of the bidders present at the time of opening shall be prepared who shall write their name and the bidder they represent under their signature.

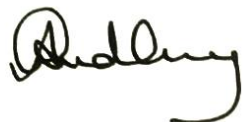
5. If there is any discrepancy between the price quoted in figures and words, whichever is the higher of the two shall be taken as the bid price

P 13. EVALUATION OF QUOTATION BY PURCHASE COMMITTEE

1. A neat comparative statement: A neat comparative statement of the opened quotations to be made as per the standard format wherever possible, by the Purchase Committee constituted for the purpose. The recommendation shall contain details like rate, delivery schedule, make, taxes etc. and finally the quoted price. The final landing cost of Purchase after all discounts, taxes must be mentioned on the comparative statement for indigenous items and CIF price for imported items. When bids are received in different currencies, the comparative statement shall clearly give the exchange rate on the date of opening of the bid and the quoted price in rupees. In case of imported item where there is no mention of packing, forwarding, freight, insurance charges, the offers shall be rejected as incomplete.

2. Two Bid System Evaluation: In regard to tenders/quotations received under Two Bid System, the recommendation of the purchase committee on Technical Bids is first placed before the Tender Committee (competent authority) for consideration and approval; and after approval of which only the Price Bids of the technically qualified vendors are opened. Consequently final evaluation and recommendation is made for approval of the rate by the Tender Committee.

3. No rejection on flimsy grounds: Evaluation of tenders must be done in a scientific and logical manner. It is not always necessary that the lowest quoted price shall finally emerge as the lowest evaluated price. It may be that the lowest bidder has not quoted according to the specifications and has left out certain items asked for. Thus evaluation of tenders is a serious exercise which should not be done mechanically: Extraneous considerations, that is, considerations that were not mentioned in the technical and of other specifications, shall not be a cause for rejecting a tender as non responsive. Similarly no tender shall be technically rejected on flimsy grounds or on such vague grounds as unsatisfactory service during earlier



purchases without providing any documentary proof. The reasonability of the price quoted can only be arrived at by making formal inquiries with other clients who have made similar purchases and by taking into account last purchase price.

4. Negotiation only in Exceptional Cases: There should normally be no post tender negotiations. If at all negotiations are warranted under exceptional circumstances, then it can be with L1 (Lowest vendor).

APPROVAL OF RATE BY THE TENDER COMMITTEE

After evaluation of tenders the comparative statement along with quotations and NIT are placed before the Tender Committee for approval of the rate. The Tender Committee approves the rate if satisfied with the procedures followed for purchase

P 14. AUDIT

While recommendations relating to minor equipment (i.e. equipment costing less than Rs.5 lakh) and consumables costing less than Rs.1 lakh, are sent to the Purchase Section for further scrutiny and subsequent raising of sanctions, those relating to major purchase of furniture and equipment (i.e. furniture and equipment costing more than Rs.5 lakh) and consumables costing more than Rs.1 lakh are sent for scrutiny by the Internal Audit Section, if any.

However, in regard to tenders/quotations received under Two Bid System, the recommendation of the purchase committee on Technical Bids is first placed before the competent authority for consideration and approval; and after approval of which only the Price Bids of the technically qualifying vendors are allowed to be opened by the purchase committee for making final evaluation and recommendation.

The final recommendation of the purchase committee (i.e. the part relating to evaluation of the price bids of the technically qualifying vendors only) is thereafter scrutinized by the Internal Audit Section if any. After clearance of the subject from the Internal Audit Section if any only, the Purchase section prepares Sanction Sheet for obtaining sanction from the competent authorities as per delegation of financial power.

P 15. PURCHASE ORDER (Format as per Annexures)

Once the purchase proposal/recommendation/ Sanction Sheet of the Purchase Committee is approved by the competent authority, Purchase section shall prepare the purchase order and arrange to send it to the vendor. The purchase order shall contain the make and model of the item with description, rate, quantity ordered, Amount and terms & conditions like Delivery schedule, Place of Delivery, Payment terms, taxes & duties, any other charges like packing, forwarding, transportation, insurance etc., discounts offered by the firm, warranty period, training if any etc. Suitable clauses like Fall Clause, Option clause for repeat order, Arbitration Clause, force majeure Clause and Liquidated damage Clause etc. may be incorporated in the supply order wherever applicable. The order shall also contain the inspection procedures to be followed for inspecting the ordered goods for acceptance and the probable time needed for inspection. In case the order confirmation is not received within thirty days, it shall be presumed that the vendor has not accepted the order and further action has to be initiated as per the conditions given in the tender document etc. A copy of the purchase order shall also be sent to the indenter or Head of the indenting department for information.

P 16. AMENDMENT OF PURCHASE ORDER

Amendments to all purchase orders not involving financial implications shall be made by the Head, of the Purchase Section

P 17. GUIDELINES FOR ISSUE OF ROAD PERMIT (if required)

As per Assam Entry Tax Act, 2008, Road permit will be issued only on basis/availability of following two documents:

- (i) Institute's Purchase Order (PO), officially issued as per normal practice, and
- (ii) Proforma Invoice, bearing reference of the concerned Purchase Order.

In case of Repair/Spares:

- (i) Original PO
- (ii) Proforma Invoice, bearing reference of the concerned Purchase Order.

Head of Purchase Section is only authorized to sign on the Road Permit.

P 18. RECEIPT OF GOODS

After arrival of ordered goods at the University, the Purchase Section may arranges direct delivery of the same at the indenting department/ section, by obtaining the physical receipt certification (as "Goods received subject to inspection") from the concerned indenter or the Head of the Department/Section on the body of the Challan or Consignment Note (C/N) itself.

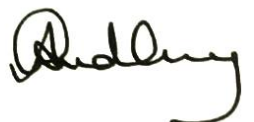
However, in case of General Office Stationeries, spot verification and acceptance (or rejection) is made by the members of the standing inspection committee for the purpose i.e. Asst/Dy. Registrar (Admin), Accounts Officer, and Section officer/Asst. Registrar (SLM) or their representatives by recording comments on the body of the original Challan itself; and therefore no further inspection report becomes necessary on this subject.

P 19. INSPECTION AND ACCEPTANCE OF GOODS

As stated above, all ordered goods (except general office consumables) are received at the university subject to inspection.

Normally the concerned indenting section/deptt. should ensure completion of inspection within five (5) days of receipt of inspection request from the purchase section. For imported equipments the packing may be opened in the presence of the Indian agent to avoid short/ damaged supply due to improper packing. In any case the inspection shall be completed within the validity period of the insurance policy so that the claims for shortage/ damage if any, can be lodged with the insurance company. Failure to inspect the material within the time schedule shall make the Indentor/department/Centre concerned responsible for the loss.

Once the inspection is complete and the indenter certifies the inspection report [FORM NO.SP-9P], Stores should ensure that the bill containing the stock entry reference and copy of the inspection report is sent to Purchase within three working days.



The Purchase section shall send the same directly to accounts within four working days for payment and then the accounts must arrange payment to the vendor within five days from the date of receipt of bill. If for any reason, the payment is held up beyond the period stipulated, the matter shall be brought to the notice of the Registrar for his decision.

P 20. PAYMENT

Foreign purchase:

(A) Above INR 5_lacs: By an irrevocable letter of Credit at CIF/CIP Kolkata value negotiable through any overseas branch of S.B.I Bank with unrestricted provision. FDD/LoC is opened only on receipt of Letter of Acknowledgement and Performance Bank Guarantee (as applicable pls. see PBG clause) in original, by KKHSOU.

(B) Below INR 5_lacs by FDD/Wire Transfer as given below:

(i) Advance payment Against Bank Guarantee: 90% of the price is paid in advance against equivalent bank guarantee from a scheduled bank, of India provided by the supplier/Indian Agent. The remaining 10% is released only after receipt and acceptance of materials in good condition or after satisfactory installation and commissioning of the equipment. or

(ii) Payment Against Proof of Dispatch: 90% of the price is paid against receipt of proof of dispatch such as AWB, Invoice, Packing List, Insurance certificate, etc.. The remaining 10% is released only after receipt and acceptance of materials in good condition or after satisfactory installation and commissioning of the equipment.

or

(iii) 100% Payment Basis: On request by the supplier/s 100% payment by FDD is made. In this case on receipt of Order Acknowledgement an FDD is established for total ordered value, thereupon, a copy of the FDD is sent to the supplier which enable them to send the materials. On satisfactory receipt and acceptance of the materials or satisfactory installation and commission of the equipment the Original FDD is sent to them.

Local or indigenous purchase:

(a) 0% payment within 30(thirty) days from date of delivery, installation and acceptance.

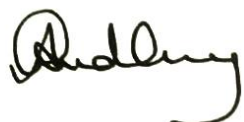
Or

(b) 90% payment on delivery against receipt of P.O. acknowledgement and PBG (as applicable). The remaining 10% is released only after satisfactory installation, commissioning and acceptance of the equipment/ordered item.

While clauses as above are applicable to all orders competent authority may take appropriate decisions on exceptional cases.

P 21. ANNUAL MAINTENANCE CONTRACT (AMC)

Depending on the cost and nature of the goods to be purchased, it may also be necessary to enter into maintenance contract(s) of suitable period either with the supplier of the goods or with any other competent firm, not necessarily the supplier of the subject goods. Such maintenance contracts are especially needed for sophisticated and costly equipment and machinery. It may however be kept in mind that the equipment or machinery is maintained free of charge by the



supplier during its warranty period or such other extended periods as the contract terms may provide and the paid maintenance should commence only thereafter.

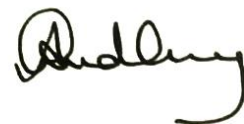
In case of Annual maintenance contracts/ repairs, advance payment sufficient to cover one year AMC charges shall be allowed by the competent authority against BG of the equivalent amount or quarterly payment term. In cases where the AMC payment is for more than a year specific approval of the Vice-Chancellor/Finance Committee shall be obtained. Any other payment terms can be accepted in exceptional cases on the approval of Vice-Chancellor with concurrence of Finance.

For Annual Maintenance Contracts, Indent-cum-Sanction Sheet [FORM NO. SP-6P] to be submitted.

P 22. FINANCIAL AUTHORITY OF PURCHASE

Vice Chancellor up to Rs.10,00,000/- following the tender norms and rate approval procedure.

Above Rs.10,00,000 with the approval of BOM following the tender norms and rate approval procedure



Registrar
Krishna Kanta Handiqui
State Open University
Guwahati

M 22. DISPOSAL RULE

With the passage of time, many of the goods purchased by the university has become unserviceable, scrap or obsolete. In order to avoid unnecessary inventory carrying cost, decrease in resale price values etc. a procedure for disposal of such items has been formulated, as laid down below.

1.0 Title: 'Disposal Manual of KKHSOU'

This procedure for disposal of items declared Surplus, Obsolete, Unserviceable and Scrap in KKHSOU shall be known as 'Disposal Manual of KKHSOU'.

2.0. Competent Authority to Dispose

The competent authority to declare the Stores as obsolete/ surplus/ unserviceable and order its disposal as per the recommendations of the Committee shall be:

- (i) up to Rs. 2 lakhs (purchase value) - Registrar,
- (ii) above Rs. 2 lakhs - Vice-Chancellor.

3.0. Disposal Committee (DC)

There shall be two disposal committees: (i) a Central Disposal Committee for the university as a whole, and (ii) a departmental disposal committee for each department/centre/ section. If desired by the competent authority, administrative sections may be combined under one committee.

3.1. Central Disposal Committee :

Central Disposal Committee shall be a Standing Disposal Committee

The Committee shall consist of the following:

Registrar	Chairman
Representative from indenting department / centre/ section	Member
AR/DR, Administration/Establishment	Member
Dy. Finance Officer/Finance Officer	Member
AR/DR, Purchase Section	Convener

The chairman may co-opt or invite other members as he may deem fit.

3.2. Functions of the Disposal Committee:

The Disposal Committee shall carry out the following functions as per due approval of the competent authority.

- i. Obtain approval of the competent authority to dispose items recommended by the Departmental Disposal Committee/s.
- ii. Decide mode of disposal.
- iii. Fix the Reserve Price for items proposed to be disposed.

- iv. Float tenders, open and evaluate bids received.
- v. Select highest responsive bidder and if required negotiate with highest responsive bidder.
- vi. Issue sale release order to the selected bidder
- vii. Collect sale value from the selected bidder
- viii. Release the sold goods to the selected bidder and ensure that the items are lifted by the bidder as per the disposal list and time schedule
- ix. Return bid security to the unsuccessful bidders
- x. Prepare a Sale Account for goods disposed off in a prescribed form for Sale Account (FORM NO SP-3M), and forward the duly signed form for Sale Account to the Purchase Section.

3.3. Departmental Disposal Committee

A Departmental Disposal Committee (DDC) may be either a Standing Disposal Committee (i.e for one or more year), or a one time Disposal Committee, as decided by the department. The Committee, as and when required, shall be formed by HOD/HOC/HOS/Convener.

The Committee, unless decided otherwise by the competent authority, shall consist of the following:

HOD/	Chairman
Faculty from the Department/centre/section	Member
Technical Officer from outside the department/centre	External Member
Technical officer of the department/centre	Member
Junior Faculty member	Non member secretary

3.4. Functions of Departmental Disposal Committee: The Departmental Disposal Committee is

1. to inspect materials that are proposed to be declared as surplus, obsolete, un-serviceable, etc., and to take decisions to declare items as surplus, obsolete, un-serviceable, etc.
2. to forward its recommendation for disposal to the CDC, as per the format provided.
3. to recommend fixation of responsibility in case an item becomes un-serviceable due to negligence, fraud or mischief.
4. For recommendation in regards to disposal, the Committee shall use FORM NO. SP-6M.

4.0. Proposal for Disposal to be initiated by Dept/Centre/Section:

Disposal process will be initiated by the departmental disposal committee. The committee shall identify/inspect/compile a list of material that has become Surplus/obsolete/ un-serviceable stores including scrap in the prescribed format i.e [FORM NO. SP-6M] and forward the same to the Chairman, Central Disposal Committee for further action.

5.1. **Ground for Declaring Items Surplus, Obsolete, Unserviceable and Scrap:**

- 5.2. Surplus: Items that are in working order but are not required for use in a particular department/Centre/Section, and stock lying in Stores for more than five years shall be deemed as surplus unless there is any good reason to treat them otherwise.
- 5.3. Obsolete: Items in working order but cannot be put into use effectively being outdated due to change in technology/design, or have outlived their normal span of life.

5.4. Unserviceable: Items which are not in working order and are beyond economically viable repair.

5.5. Scrap: Process waste, broken items and items not covered above but which has got resale value such as empty containers, crates, furniture, bottles, plastic products, etc.

6.0. **Inspection**

The Departmental Disposal Committee (DDC) shall examine the material to be declared as surplus/obsolete or unserviceable taking into account the stipulated life period of each item, overall condition of the items, requirement of such items in future. It will also investigate if negligence or mischief or fraud on the part of any individual causes such loss. The DDC may recommend appointment of a Technical Committee for the purpose, if required.

7.1. **Mode of disposal**

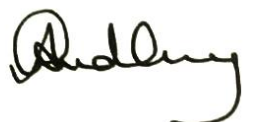
1. By Public Auction,
2. By Limited Tender,
3. By Open Tender,
4. To a Single Party
5. Disposal at scrap value or by other modes, and
6. Destruction of items in an eco-friendly manner

7.2. **Public Auction**

Public Auction is to be resorted to for items whose value is estimated by the CDC to be above Rs.2 lakhs and which is likely to be sold for its scrap value. If the value of material is substantial, engaging a Govt. recognized auctioneer to conduct a public auction may be considered by the competent authority. The CDC should ensure fixation of Reserve Price before the auction commences. Every bidder in an auction shall have to deposit caution money to become eligible for bidding. The CDC shall fix the amount of caution money. An EMD of 25% has to be paid by the successful firm at the fall of hammer after adjustment of the caution money. The caution money of the unsuccessful bidders should be refunded immediately after the auction. The highest bidder shall pay the balance 75% within 5 days. The material will be handed over to the bidder on receipt of payment. The CDC may attend the public auction or nominate a sub-committee to attend the same.

7.3. **Limited tender**

The CDC may recommend disposal of stores by Limited Tender if the item is specialised in nature (for example scientific equipment in useable condition) and the parties likely to be interested are few and are known. The CDC may decide on the quantum of EMD which should be in the form of demand draft/banker's cheque. The Tender Opening Committee in the presence of the bidders will open the quotations on a particular date and time. The CDC should ensure fixation of Reserve Price before the bids are opened. The time limit for the bidders for taking delivery of the goods after payment of the bid value including amount of penalties for late lifting may be decided on case to case basis by the CDC. EMD of unsuccessful bidders has to be refunded immediately.



7.4. **Open tender**

The CDC may recommend disposal of stores by Open Tendering. In this case all the procedure outlined for Limited Tendering will be followed. For all items in working condition with a reserve price of above 2 lakhs, this is the recommended method.

7.5. To a Single Party: If the item is specialised in nature and in working condition, and the buyer is a Govt. Department (Central or State) or a research or educational institution substantially funded by the government, then the item may be disposed off by negotiating a suitable price with this single party. The depreciated value of the item will be a benchmark for deciding the value of the item.

7.6. Disposal at scrap value or by other modes : If the CDC is unable to sell any surplus or obsolete or unserviceable item in spite of its attempts through advertised tender or auction, it may dispose off the same at its scrap value with the approval of the competent authority. In case the CDC is unable to sell the item even at its scrap value, it may with due concurrence from the competent authority adopt any other mode of disposal including destruction of the item in an eco-friendly manner.

7.7. Destruction of items in an eco-friendly manner: If the items are certified by the CDC to have no resale value whatsoever, as the items are damaged, have rotted, or have otherwise become unusable in any form, then the items may be destroyed in an eco-friendly manner.

8.0. **Reserve Price:**

Before the bids are opened, the CDC will meet to decide the Reserve Price for disposal of such stores. To fix a reserve price the Committee shall take in to account the book value i.e. the original purchase price, the depreciated value, the overall condition of the item and the market price of such second-hand material.

The Reserve Price shall be kept in a sealed cover which will be opened after opening the bids to compare the bid prices with the Reserve Price.

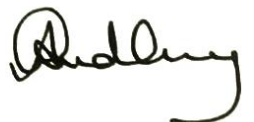
9.0. **Evaluation of offers**

After the bids are opened, a comparative statement will be prepared by CDC. The highest bid will be compared with the Reserve Price. If the highest bid price is more than the Reserve Price, the items shall be offered to the highest bidder.

In case, the highest bid price is less than the Reserve Price, the CDC will once again go through the Reserve Price to take a decision either to recommend disposal at the highest bid price, provided the difference between the Reserve Price and highest bid price is less than 10%, or to negotiate with the highest bidder to increase his bid price or recommend re-tendering. Recommendation of the CDC, as a result of such exercise, will be placed to the competent authority for final decision.

10. **Lifting by bidder**

The delivery of the material will be given to the selected bidder or his authorized representative only after full payment is deposited through demand draft/banker's check. On payment, the CDC will physically hand over the items to the party and issue a Gate Pass



enabling the purchaser to take out the items. The details of the items sold should be made available with the Gate Pass in order to facilitate security checks.

11. Role of Administrative Sections:

11.1 Purchase Section:

- (a) Prepare bidding documents as per mode of disposal recommended by the CDC.
- (b) Invite tender for the disposal on behalf of the CDC
- (c) Issue of O.M. based on Sale Account received from the DC and forward copy of the OM to the concerned Dept/Centre/Section, Establishment Section and F&A.

11.2. Departmental staff:

Based on the OM issued by the AR/DR (Admin/Purchase section) the listed items will be removed from the departmental/sectional Stock Register with suitable entries at the remark column by the dept/Centre/Section duly countersigned by HOD/HOC/HOS.

11.3. Finance & Accounts:

Based on this O.M., the Finance Section will reduce the value of Assets & Liabilities in the Annual Balance Sheet.

12. **Life of inventories:** Life period of inventories is fixed as below. An inventory on completion of its life period may be recommended for either disposal or to be written off by the departments/centres/section to the competent authority.

Sl No.	Inventory	Life
1	Furniture wooden & Steel	10 (ten) years
2	Machinery/Lab. Equipment	06 (six) years
3	Kitchen equipment and Utensils	05(five) years
4	Copier/Printer/Fax Machine	05(five) years
5	Refrigerators/Purifier/AC etc.	05(five) years
6	Computers and networking hardware / computer peripherals and accessories	04 (fFour) years
7	Furniture plastic	03(three)years
8	Stationary items such as calculator, stapler, pen stand	03(three) years
9	Stationary items except calculator, stapler, pen stand	01(one) year

13 Depreciation value of the Inventories :

13.1.Rates of depreciation: Rates of depreciation per annum shall be as fixed below:

Sl No.	Inventory	Rate in percentage
01	Computers	40%
02	Copier/Printer/Fax machine	30%
03	Refrigerators/Purifier/AC etc	30%
04	Machinery/Lab. Equipment	30%
05	Furniture	20%

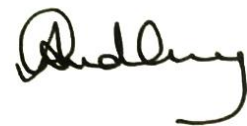
13.2. **Method of Calculation:** Method of Calculation shall be on written down value as provided below:

Table A

Description of Item	Date of purchase	Book Value	Rate of depreciation	Period	Depreciation	Next assessable value
Computer	2006	30,000.00	40%	2007	12000	18000.00
		18000.00	40%	2008	7200	10800.00
		10800.00	40%	2009	4320	6480.00
		6480.00	40%	2010	2592	3888.00
Go on till nil amount is arrived						

14 Special Cases

The Vice-Chancellor is authorised to override these rules and grant approval for disposal in special cases. Sufficient reasons and justifications will be placed on record for each such special case. Further, all such special cases will be reported to the Board of Management.



Registrar
 Krishna Kanta Handiqui
 State Open University
 Guwahati

M 23. MAINTENANCE & PHYSICAL VERIFICATION OF STOCKS & ASSETS

As per Audit requirement, maintenance and annual verification of Asset & Stocks is mandatory. The following guidelines have been laid down for information and compliance of all concerned.

1. Maintenance of Assets & Stocks:

(a) Each department/centre/section shall maintain two types of registers namely Asset Register and Stock Register.

(i) **Asset Register:**

There should be Asset Registers showing block of assets under following 5 blocks

1. Equipment
2. Office Equipment, Computers, Laptop, Water Purifier etc.
3. Furniture
4. Vehicle
5. Others

(ii) **Stock Register:**

This should have entries of consumables. Departments may maintain more than one Consumable Stock Register for different items.

(b) Assets & Stocks Register (both hard & soft copies) shall be maintained by Centrally / Departmentally/ Section wise.

(c) HoD/HoC/ HoS shall be the custodian of assets in their respective Department/ Centre/ Section/.

2. Annual Verification of Assets & Stocks: Verification shall be on the basis of the Assets & Stock Register maintained in Centrally / Departmentally/ Section wise Verification reports be approved by HoD / HoC/ HoS/ Deans/ Registrar

As applicable.

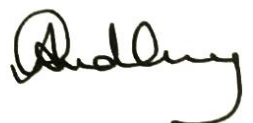
a. Schedule of Verification: The physical verification shall be conducted during the month of April every year. Approved reports of the Verification of Asset (both hard and soft copy) must be sent to Purchase Section on or before 30th April.

b. Committee for Verification: The committee for verification consists of three members. The Committee, unless decided otherwise by the competent authority, shall be formed by the HOD/HOC/HOS/Dean/ Registrar (as applicable) and consist of the following:

1. Chairman /Section Head/ Dean/ Senior most Faculty
2. Member Dy. Registrar
3. Member Asst. Regt / S.O.

Duties of the Committee:

(i) To ensure that the materials are physically available according to the nomenclature, description, specification shown in the Assets & Stock Register.



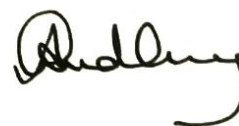
(ii) Report of Assets: Verification Report of Assets along with the findings shall be recorded in the Asset Register as well as in the FORM NO. SP-4M. Report of the verification duly approved by the HoD/ HoC/ HoS/ Deans/Registrar etc. as applicable, must be forwarded to the Purchase Section on or before 30th of April.

(iii) Report of Stock: Verification Report of Stocks be approved HoD/ HoC/HoS/ Chairman Hostel/Deans/ Registrar etc. (as applicable) and be recorded and maintained in the concerned department/ section/ centre in FORM NO. SP-SM.

(iv) Discrepancies: Discrepancies, including shortage, damages and unserviceable goods if any, has to be brought to the notice of the competent authority (HoD/ HoC/ HoS as applicable) for taking appropriate action.

M 24. MISCELLANEOUS

- i) The operation of the above procedure shall be in super cession of all existing rules & instructions. In respect of areas, which are not covered in the above procedure, the provisions contained in the General Financial Rules of the State Govt shall be operative.
- ii) A few formats for the Indents, Proprietary certificate, Indent-cum-Sanction, NIT, PBG, etc. are enclosed.
- iii) In case of any doubt on the interpretation of this procedure, matters can be referred to the Finance Officer/Dy. Registrar.
- iv) The procedure may be reviewed at suitable intervals for further modifications.
- v) The Vice-Chancellor, may relax any of the provisions outlined in this procedure.



Registrar
Krishna Kanta Handiqui
State Open University
Guwahati



Krishna Kanta Handiqui State Open University

FORM NO. SP-1P**PURCHASE INDENT (To be submitted to Purchase Section)**

Indentor

Fund Code

Email Id

Accounts Head

Designation

Department/Centre/Section

Sl. No.	Item Description	Justification	Existing Stock	Required quantity	Est. Rate	Est. Amount (In Rs.)
01	Detail technical specification of the item to be purchased	Proper justification for proposed purchase of the required items and quantity				
Total Estimated Value						

STOCK CERTIFICATE

It is certified that the existing stock position of the indented item is mentioned against each item with justification of requirement of additional quantity

(Indentor)

HOD/HOS/HOC

MODE OF TENDERING

The proposal is to be processed through Limited Tender enquiry/Open tender/Single Tender Enquiry/DGS&D/GeM/Annual Rate Contract/Proprietary Article Certificate/Local Purchase (up to Rs.10,000/-)

Dealing Assistant

Dy. Registrar

Registrar
Krishna Kanta Handiqui
State Open University
Guwahati

**Krishna Kanta Handiqui State Open University****FORM NO. SP-3P**

Phone :

Date:

PURCHASE INDENT-CUM-SANCTION SHEET - GENERAL PURPOSE

Indentor

Fund Code

Email ID

Account Head

Designation

Department/ Centre/

Section

Sl. No.	Description of 1item/s	Justification	Qty	Estd. Rate (Rs.)	Estd. Amount (Rs.)
01	Detail technical specification of the item to be purchased	Proper justification for proposed purchase of the required items. Please attach PO copy if proposed to place repeat order.			
				Total Estd. Basic Value	
				Less: Discount @....if any	
				Sub-total	
				Add.: GST @...	
				Total	

(Rupees ----- only)

Terms & Condition:

1. Mode of Payment
2. Delivery Period
3. Warranty etc.
4. Supplier Name & Address:

(Indentor
)HoD/ HoC/ HoS**FOR USE BY PURCHASE SECTION**

Rs. ----- is available in the Budget Head of A/C and Rs. ----- is recorded in the Budget Register

Accountant
(Confirmed the amount)

Dy.Reg/Asst. Reg(purchase Sec)

Approved/Not approve

Registrar
Sanctioned/Not sanctioned

Vice Chancellor

Registrar
Krishna Kanta Handiqui
State Open University
Guwahati



Krishna Kanta Handiqui State Open University

Form No..SP-2P

[Proprietary Article Certificate

Proprietary Item/s: 1.

2.

Certified that to the best of our knowledge, the item indented vide Indent No.....

Dt.is the proprietary item of M/s.(name of the manufacturer) _and is marketed by M/s _____the only authorized distributor of M/s (name of the manufacturer) _in India. To the best of our knowledge there is no other product available in the market that meets the specifications of this item. This/these item(s) have unique features which is essential for

OR

Emergent Item/s:

Certified that the requirement could not be anticipated earlier and it is emergent in nature. The item is required for _____a sponsored/ In house project and the deadline for delivery is_____. The consequence if the item is not procured within the dead line is_____.

OR

Standardized Item/s:

Certified that the items indented are standardized items/spare parts found to be compatible to the existing sets of equipment. Hence, the required item is to be purchased only from M/s. No other make or model is acceptable for the following reasons:

Signature and Name of the Indentor

Signature and Name HoD/ HoC with seal



Krishna Kanta Handiqui State Open University

EMERGENCY PURCHASE CERTIFICATE

(For purchase of goods valued up to Rs.50,000/- or From Rs.50,000/- to Rs.2,00,000/- to be furnished by the Purchase Committee)

Certify that, members of the Purchase Committee are jointly and individually satisfied that the goods purchased as detailed below are of the requisite specification and quality, and have been purchased from a reliable supplier at a reasonable price

Sl.No	Item specification	Make	MOdel	Qty	Unit price	Amount

Indenter

Member

Member

Members

Name

Designation of the members

Signature

- 1.
- 2.
- 3.

Approved by

Vice- Chancellor

Registrar
Krishna Kanta Handiqui
State Open University
Guwahati



Krishna Kanta Handiqui State Open University

Purchase of goods without quotation Certificate

(For purchase of goods up to the value of Rs.10,000/-)

I shri/Ms./..... am personally satisfied that these goods purchased as per enclosed voucher (cash memo) for Rs.are of the requisite quality and specification and have been purchased from a reliable supplier at a reasonable price. The purchased goods have been recorded in the Stock Registrar page No.

Signature of the Indenter/Purchase Officer

Name:

Designation

Date :

Approved by Vice-Chancellor

Registrar
Krishna Kanta Handiqui
State Open University
Guwahati



Krishna Kanta Handiqui State Open University

PURCHASE OF GOODS BY PURCHASE COMMITTEE

We the Committee members are satisfied that following goods purchased are of the requisite quality and specification and have been purchased from the manufacturer/their authorized dealer against bills made without calling quotations at a reasonable price.

Sl.No	Item specification	Make	MOdel	Qty	Unit price	Amount

Indenter

Member

Member

Member

Name:

Designation:

Date:

Approve by
Vice-Chancellor

Registrar
Krishna Kanta Handiqui
State Open University
Guwahati



Krishna Kanta Handiqui State Open University

FORM NO. SP-4P

Date

INDENT-CUM-SANCTION FOR CASH PURCHASE OF GOODS VALUE UP TO Rs.10,000/-

Indentor

Fund Code

Email ID

Account Head

Designation

Department/ Centre/ Section

Sl. No.	Description of item/s	Justification	Qty.	Rates (Rs.)	Amount (Rs.)
01		Required for...			
02		Proposed to be purchased under our Annual Rate Contract with Mls. ??			
				Total Basic Value	
				Less: Discount (if any)	
				Sub-Total	
				Add: GST) @?? %	
				Grand Total (Rounded off)	

(Rupees
only)

(Indentor)

HoD/ HoC/ HoS

FOR USE BY PURCHASE SECTION

Rs. _____ is available in the in the Head of A/C.....and Rs. _____ is recorded in the Budget Register / Sanction Register

Confirm the amount
(Accountant)Dy. Reg/Asst.Reg.
(Purchase Section)

Approved/Not approved

Registrar
Sanctioned/Not SanctionedVice-Chancellor



Krishna Kanta Handiqui State Open University

:

FORM NO. SP-5P

Date:

INDENT FOR SENDING ITEMS FOR REPAIR/ REPLACEMENT

Indentor

Email ID

Designation

Fund Code

Account

Head

Department/ Centre/ Section

1. Item/s Name :
2. P.O. No. under which the item was purchased:
3. Justification/ Purpose (Please attach separate sheet if needed):

4. Dimention & Weight of the item/s after packing:
5. 1tem currently under warranty period: YES / NO
6. If No. Date of expiry of the warranty period :
7. Detail Address of Vendor to whom item is proposed to be sent:
9. Proposed Carrier:
10. Estimated expenditure to be incurred:
11. Mode of Payment:

Signature of the
Indentor

Signature of HOD/HOC/HOS

FOR USE BY PURCHASE SECTION

Rs. is available under Budget Headagainst the overall allocation of Rs.....
in the said head of Account and it is recorded in the Budget Register

S&P Office

AR(S&P)

Approved/ Not Approved
Vice-Chancellor



Krishna Kanta Handiqui State Open University

FORM NO. SP-6P

Date:

INDENT CUM SANCTION SHEET FOR ANNUAL MAINTENANCE CONTRACT

Indentor	Fund Code
Email ID	Account Head
Designation	Department/ Centre/ Section

It is requested that Annual Maintenance Contract or Annual Maintenance Contract Renewal as per details given below may kindly be concluded.

Ref. P.O. Number/reference dated and basic value (BV) of the PO

Sl. No.	Description	Duration of AMC	Value of the AMC in Rs. @..... % of BV
01	Name of the Equipments:..... Model No./Sl. No : Date of 1 installation :		
		Add.: GST @ ..%	
		Add.: Any other Taxes/Charges ...%	
		Grand Total	

- a. Proposal/Quotation No : & date for AMC from Service Provider (enclosed)
- b. Name of Service Provider _____ Contact No _____
Email _____
- c. Mode of payment : _____ after completion of work/ advance
- d. Whether the services rendered during the previous year have been satisfactory or not

Signature of the Indentor

Signature of HOD/HOC/HOS

FOR USE BY PURCHASE SECTION

Rs. is available in the FC ". . . ." of Dept of and Rs. is recorded in the Budget Register

Section Officer

Dy. Registrar

Approved/ Not approved

Vice-Chancellor



Krishna Kanta Handiqui State Open University

REQUISITION-CUM-ISSUE SLIP FOR STORES CONSUMABLE

Indentor

Fund Code

Email

Account Head

Designation

Department/ Centre/

Sl. No.	Description of Items	To be filled by S&P Section				
		In Stock	Quantity Required	Issued	Rate per unit	Total (Rs.)
(1)	(2)	(3)	(4)	(5)	(6)	(7)
1						
2						
3						
4						
Total to be deducted from Fund Code						Rs.

(Columns 1 to 4 to be filled by the indentor)
Signature of the Indentor

Signature of the HOD/HOS/HOC

FOR USE BY STORES/PURCHASE SECTION

Items issued against this requisition are recorded in the Stock Register against respective item noting Requisition No. as.....

Dealing Asst.

Asst. Registrar

Received

Signature of receiver

(Name in Capital)

Registrar
Krishna Kanta Handiqui
State Open University
Guwahati



FORM NO. SP-8P(1)

**COMPLIANCE TO NIT
TERMS**

Technical and financial evaluation and recommendation is to be made only if vendors complied the following essential NIT terms and conditions (as mentioned in the NIT).

Sl. No.	Name of Firm (M/s.) Conditions for acceptance	Vendor-1	Vendor -II	Vendor -III	Vendor -IV	Vendor -V	Vendor -VI	Vendor -VII	Vendor -VII
01	EMD submitted	Yes/No	Yes/No	Yes/No	Yes/No	Yes/No	Yes/No	Yes/No	Yes/No
02	PBG (assured to submit PBG)								
03	Payment term complied								
04	Delivery term/period complied								
05	Door delivery complied								
06	Warranty period complied								
07	Manufacturer certificate provided								
08	Dealership / distributorship certificate (in case of dealers/agents) provided								
09	Literature Printed Literature provided								
10	ISO/ ISI certification provided								
11	Sales Service :Availability of after Sales Service in India(preferably in Guwahati) provided								
12	GST registration number								
14	Validity period of Rate /quotation complied								
15	AMC RATE Rate of AMC after warranty period(in %) provided								
	Accepted/Rejected								

Note: In case any term mentioned above is not complied by a vendor but the Purchase Committee would like to go ahead, recommendation to this effect with valid and justifiable reasons must be provided for consideration and advice of the competent authority.

Member I

Member II

Member III

:

[Technical Comparison Statement]

**Technical comparisons of quotations received for the purchase of (item name)
against our NIQ No - - - - - , dated - - -**

Specification 1			
Specification 2			
-			
-			
-			
-			
Specification n			
Remarks			

Member I

Member II

Member III



Registrar
Krishna Kanta Handiqui
State Open University
Guwahati



Krishna Kanta Handiqui State Open University

FORM NO. SP-8P(3)

[Price Comparison Statement]

Price comparisons of technically qualified quotations received for the purchase of (item name) against our NIT No - - - - - , dated - - -

	Qty.	VENDOR 1 (Vendor 1 Name)	VENDOR 2 (Vendor 2 Name)	VENDOR 3 (Vendor 3 Name)
Make & Model:				
Total Ex-Works Value				
Less: Discount				
Net Total Ex-Works Value				
Packing, Forwarding Charges				
Taxes & Levies				
Grand Total Value				
Remarks				

Member I

Member II

Member III

Registrar
Krishna Kanta Handiqui
State Open University
Guwahati



Krishna Kanta Handiqui State Open University

:

[Final Recommendation Report]

Against NIT No _____, dated _____, for purchase of _____, altogether _____ nos
quotations were received from:
1 M/s Vendor 1 Name
2 M/s Vendor 2 Name
3 M/s Vendor 3 Name
4 - -
5 M/s Vendor N Name

Based on technical evaluation report (as at C/Form 2), the committee found the following technically qualified:

Vendor Name	Item Name	Make	Model
Vendor 1			
Vendor 2			
Vendor N			

A price comparative statement was made on technically qualified vendors (as at C/Form 3) Based on price comparative statement it is found that the lowest priced quoted by M/s (Vendor Name), vide their quotation No (Quotation No), for Model: (Model Name), Make: (Make Name)

Therefore the purchase recommends purchase of (item name), from M/s (Vendor Name), as per details mentioned in Form 5.

The softcopy of Form 5 has already been forwarded to AR(S&P).

Indentor

Member I

Member II

Member III

Verified & Recommended for placing before Tender Committee

HoD/ HoC



Krishna Kanta Handiqui State Open University

FORM NO. SP-8P(5)

[Technical Specification as per Quotation of Recommended Vendor]

Technical Specification of the (item name), recommended by the purchase committee to be purchased from M/s (Vendor Name), vide quotation no (recommended vendors quotation no), dated - - - - is as mentioned below:

Sl. No.	Description	Qty.
01	Item Name: Make: Model: Description: Details description of the item as mentioned in the quotation of recommended vendor.	
02	.	
	Optional accessories (if required)	
a.	Item Name: Make: Model: Description: Details description of the item as mentioned in the quotation of recommended vendor.	
b.		

Indentor

Member I

Member II

Member III

HoD/ HoC

Registrar
Krishna Kanta Handiqui
State Open University
Guwahati



Krishna Kanta Handiqui State Open University

Form No. SP-9P [Inspection Report]

A/c Head: Equipment/ Furniture

Fund Code: . . .

Name of Department/ Centre/ Section :

P O No : ..

Dated . . .

Name of the Supplier: M/s ..

Invoice No. ..

Dated ..

and Challan No Dated ..

Sl. No.	Description of Items	Qty.	Accepted/ Rejected	Stock Entry
01				Stock Register No.:
02				Page No. :
03				Sl. No. :
				:

[Additional Inspection Report Sheet may be used with proper details, if space is found to be inadequate]

Signature with Name and Designations and date:

Purchaser
Name:Purchase Officer
Name:Head of Department
Name:

Date:

Date:

Date:

PLEASE ENCLOSE A COPY OF THE INSTALLATION REPORT / ELSE MENTION THE DATE OF INSTALLATION

Registrar
Krishna Kanta Handiqui
State Open University
Guwahati

**Krishna Kanta Handiqui State Open University****FORM NO. SP-1M****REQUEST FOR TEMPORARY ADVANCE (To be submitted to Purchase Section)**1 Fund Code: Head Consumable/ Contingency/ Equipment

2 Department/ Centre/ Section:

3 Details of Faculty/Staff authorized to receive the amount of Advance

Name of the Employee	Phone	Emp. Code	Designation	Dept./Centre

4 Details of Temporary Advance to be drawn (in Rupees)

In figures	In words
Rs	

5 Purpose/ Justification of Temporary Advance:

6 Certified that the items as above/as per list enclosed are required urgently

(Signature of the Applicant)

The settlement against this advance should be submitted within a period of 30 days from the date of the advance drawn or 15 days of use of advance whichever is earlier.

FOR USE BY RELEVANT DEPARTMENTS ONLY

Temporary Advance for the above purpose to Prof / Dr / Mr _ chargeable to Account Head(s) _

Last advance drawn : Rs. _____ and date _____

Date of submission of settlement of last advance in accounts section on _

Put up for consideration

Approved/ Not Approved

Dealing Assistant

HoD/ HoC/ REG/DEAN/ DD

FOR USE BY PURCHASE SECTION

Rs. _____ is available in the "Budget Head" of _____ and Rs. _____ is recorded in the Budget Register / Sanction Register.

S&P Office

Asst Registrar



Phone :
Date :

FORM NO. SP-2M

SETTLEMENT OF TEMPORARY ADVANCE (To be submitted to Purchase Section)

1 Fund Code :	<input type="text"/>	Head	Consumable/ Contingency/ Equipment
2 Amount :	<input type="text"/>	Date of advance	<input type="text"/>

3 Details of Expenditure

Sl No	Date	Vendors Name	Particulars	Amount (Rs)
Total Expenditure				
Less: Advance Drawn				
Unspent balance refunded (Cheque No... dt... / MR No .. Dt..)				(-)
Over Expenditure to be reimbursed				

(Enclose separate sheet in the above format if necessary)

(Signature of the Applicant)

- 1 The settlement against advance should be submitted within a period of 30 days from the date of advance drawn
- 2 Enclose a copy of the approval of the advance
- 3 Enclose the original cash memo/ retail invoice/ money receipt initialed by the Drawer
- 4 Stock entry details on the reverse side of the cash memo/ retail invoice/money receipt of the Consumables/ Equipment purchased from this advance Drawer and HOD's signature on Stock Entry
- 5 If unspent balance is to be refunded by Drawer, enclose an A/c Payee cheque in favour of "Registrar, KKHSOU Guwahati"
- 6 The purchase process as placed in the purchase manual may be followed
- 8 Certify all the purchase made above Rs 1,000 00, else enclose at least three supporting quotation
- 9 Make sure that all purchases are made after approval of advance

FOR USE BY RELEVANT DEPARTMENTS ONLY

Checked and found to be OK Put up for consideration

Dealing
Assistant

Approved/ Not Approved

HoD/ HoC/ REG/DEAN/ DD

FOR USE BY STORES & PURCHASE SECTION

Recorded in the Stock (Assets Register)
Page No.

Asst Registrar, S&P



Krishna Kanta Handiqui State Open University

FORM NO. SP-3M

SALE ACCOUNT OF THE UNIVERSITY DISPOSAL COMMITTEE

Item No	Particulars of Items	Quantity / Weight	Name and full address of purchaser	Highest bid accepted	Highest bid rejected	Earnest money realized on the spot	Amount and date on which credited into KKHSOU account	Actual date of handing over of the articles with quantities
1	2	3	4	5	6	7	8	9

Certified that the item/s referred above have been disposed of by the Disposal Committee as per normal procedures of the university on - -

Signature: _ _ _ _ _

(Member)

_ _ _ _ _

(Member)

_ _ _ _ _

(Member)

_ _ _ _ _

(Member)

_ _ _ _ _

(Chairman)

Registrar
Krishna Kanta Handiqui
State Open University
Guwahati



Krishna kanta Handiqui State Open University

FORMNO.SP-4M

PHYSICAL VERIFICATION REPORT

Equipment/Office Equipment/Office Furniture

(Please mention Department/ Centre/ Section Name here)

Sl No	Description of Item with Make and Model	P O No with Date	Qty	Price as mentioned in the Asset Register	Location	Dept Asset Register No	Status (Working/ Not working)	Remarks (Reasons if not working or any other observation)
	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

Certified that the item/s referred above has been verified and the information given here in is true to the best of our knowledge

Member

Member

Chairman

HoD/ HoC/ HoS/ Dean/ Registrar (as applicable)

Registrar
Krishna Kanta Handiqui
State Open University
Guwahati



Krishna Kanta Handiqui State Open University
FORM NO. SP-5M

PHYSICAL VERIFICATION REPORT

Consumable/ Spare Parts (Contingency)

(Please mention Department/ Centre/ Section Name here)

Sl. No.	Description of Item	P.O. No. with date	Qty.	Price as mentioned in the Stock Register	Location	Dept. Stock Register No.	Status	Remarks
	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

Certified that the item/s referred above has been verified and the information given here in is true to the best of our knowledge.

Member

Member

Chairman

HoD/ HoC/ HoS/ Dean/ Registrar (as applicable)

Registrar
Krishna Kanta Handiqui
State Open University
Guwahati



Krishna Kanta Handiqui State Open University

Form NO. SP-6M

DECLARATION OF SURPLUS/OBSOLETE/UNSERVICEABLE/SCRAP

Sl. No	Particulars of the Item	Qty./ Wt.	Year of purchase	Departmental Stock Reg.No. Page No. & SI No.	Total Book value/Original purchase value	Condition

Leaving the relevant line, cross out all the other lines:

1. Certified that the items referred above are in working condition but are no longer required for use. The items may be declared as surplus.
2. Certified that the items referred above have become outdated technically and are no longer useful / have outlived their normal span of life. The items may be declared as obsolete.
3. Certified that the items mentioned above are not in working order, have outlived their normal span of life and are beyond economically viable repair. They may be declared as unserviceable.
4. Certified that the items mentioned above have no use and have only got scrap value. They may be declared as scrap.

Member(DDC)

Member(DDC)

Member(DDC)

Member(DDC)

Chairman (DDC)

TO

The Chairman,

Institute Central Disposal Committee

Registrar
Krishna Kanta Handiqui
State Open University
Guwahati



Krishna Kanta Handiqui State Open University

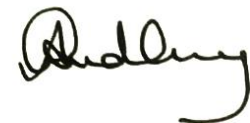
Annexures

(I to XII)

Registrar
Krishna Kanta Handiqui
State Open University
Guwahati

INDEX

Section No.	Description	Page No.
1.	Notice Inviting Tender	
2.	General Terms & Conditions	
3.	Integrity Pact	
4.	Technical Specification	
5.	Bid Security Form	
6.	Performance Bank Guarantee Form	
7.	Bank Mandate Form	
8.	Manufacturers Authorization Form	
9.	Price Bid	
10.	Previous Supply order Form	



Registrar
Krishna Kanta Handiqui
State Open University
Guwahati



Krishna Kanta Handiqui State Open University

Tender Document for

Procurement of _____

Tender enquiry No. _____ Dated _____

Krishna Kanta Handiqui State Open University
H.O. Patgaon Rani, Guwahati-781017
City Office: Dispur Last Gate, Guwahati-781006

Tel. 8811016655

Email. ratulkrpatwari@gmail.com

Registrar
Krishna Kanta Handiqui
State Open University
Guwahati

NOTICE INVITING TENDER**Annexure-I**

Date: _____ -

Sub: Notice Inviting Tenders for procurement of _____.

Krishna Kanta Handique State Open University, Guwahati invites sealed Tenders from reputed Manufacturers/ Authorised Dealers /Bidders for procurement of above mentioned item.

All interested vendors are requested to send their sealed quotation for supply of the above item as per details technical specification given in **Annexure-III**. The general terms and conditions and other details for bidders are at Annexure- I to II. **The detail formats are at IV to X.**

Details of tender are as follows;

Tender Reference No.	
Last Date and Time for receipt of Tender	
Time and Date for Opening of Technical Bid	
Tender Fee (non refundable)	
EMD (refundable but non-interest bearing)	
Contact Telephone Numbers	
For technical Details Contact through E-mail	

The Tender document and details of terms and conditions can be downloaded from our website www.kkhsou.se.in, the same may be collected from the office of the **Dy. Registrar (Admin) at H.O, Patgaon, Rani, Guwahati - 781014** between 11 AM - 5 PM on any working day (from _____ to _____).

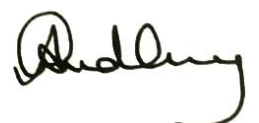
The bid proposals are to be sent in **three separate** sealed envelopes **(i) Technical Bid (ii) Financial/Price Bid(iii) Tender Fee and EMD and kept in one sealed envelope duly superscribed with Tender Reference No. and Tender Notice detail as appended hereunder:**

TENDER FOR SUPPLY OF DIGITAL GRAVIMETER TO INSTITUTE TENDER REF.

**NO _____ DATE: _____ LAST DATE FOR
SUBMISSION: _____**

The Registrar
Krishna Kanta Handique State Open University
Patgaon, Rani
Guwahati - 781014

From: M/s _____
Contact No: _____
E-mail ID: _____



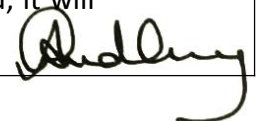
Notice Inviting Tender

GENERAL:

1. Krishna Kanta Handique State Open University, Guwahati hereinafter is referred as "BUYER" and Tenderer is referred as "BIDDER", hereby invites tenders from suppliers confirming specifications of tender documents.
2. **As per Govt. of India Notification No. 51/96Custom dt. 23rd July 1996, Institute is exempted from Custom Duty for all research equipment.** We shall provide all the documents under this notification to enable you to clear the goods without payment of Custom Duty, whenever required. Please state clearly that this certificate is required.
3. **As per Govt. of India Notification No. 10/97CE dt. 1st March 1997, Institute is exempted from Excise Duty for SCIENTIFIC / TECHNICAL INSTRUMENTS WHICH ARE USED FOR RESEARCH PURPOSE ONLY.** We shall provide all the documents under this notification to enable you to clear the goods without payment of Excise Duty, whenever required. Please state clearly that this certificate is required.
4. Any new taxes and duties liable on the subject contract due to change in legislation during the contract period shall be reimbursed subject to the applicability of the said Act to the satisfaction of the purchaser and the production of documentary evidence after availing of statutory concession, benefits etc.
5. The supplier shall pay and bear all other liabilities, taxes and duties not specifically agreed by the Purchaser in the contract.
6. The leaflets catalogue, etc. should be sent invariably so that a proper evaluation of the equipment offered is possible.
7. Please also mention the pre-installation requirements for the equipment like ambient temperature, humidity, weather specifications, power specifications, etc. When items are provided full performance satisfaction should be demonstrated.
8. The price bids of those firms will only be opened who are found to be technically qualified after evaluation. The bids submitted without Tender Fees and/or EMD will be summarily rejected and no further communications in this regards will be entertained. The Institute reserves the right to cancel/reject any or all bids without assigning any reason thereof.
 9. **It is stipulated that insurance will be done by us or insurance agency authorized by the Institute after receipt of signed invoice mentioning this purchase order number and date, if the purchase is on FOB/FCA.Offer to be submitted in both FOB/ FCA and CIF basis.**

SUBMISSION OF OFFER:

1. The Quotation MUST BE ENCLOSED IN A SEALED COVER superscribing Tender Number / due date & should reach the undersigned on or before due date mentioned in the tender notice. If the quotation cover is not sealed, it will be rejected.



2. Before the deadline for submission of the bid, The Institute reserves the right to modify the bidding document and to extend or not to extend the date of

submission. Such amendment/modification will be notified to bidders receiving the bidding document in writing or by cable/fax/ email and will also be hosted on the Institute website.

3. Conditional Tenders will be summarily rejected.

4. A bidder may withdraw, substitute, or modify its bid after it has been submitted by sending a written notice signed by the authorized signatory before the date of submission of the bid. Any re-submission or modification in the bid should be submitted before the date & time of submission of bid as originally conveyed in the invitation of bid.

5. No bid may be withdrawn, substituted or modified in the interval between the deadline for submission of bids and the expiration of the period of bid validity specified by the Bidder on the Bid Form or any extension thereof.

6. The leaflets/catalogue and standard technical literature etc. of the technical features of the offered equipments must be submitted for proper evaluation.

7. **Warranty/Guarantee:** Minimum one (01) year comprehensive warranty/guaranty of the company, whichever is more from date of satisfactory installation and commissioning. Necessary certificate in this regard should be furnished by the selected firm/company/vendor.

8. PRICE BID MUST BE SUBMITTED IN ENCLOSED PRICE BID FORMAT ONLY.

9. Tender should be submitted **in the Tender Box in the office of the Stores & Purchase Section.** No tender is to be handed over to our staff personally unless otherwise specified. All communications are to be addressed to the undersigned only. In case due date happens to be holiday the tender will be accepted and opened on the next working day.

10. Quoting of Price (s):

(i) **Price quoted should be in FOB/FCA and CIF/CIP basis only (for Import products only).**

(ii) **Price quoted should be in Indian Currency, free delivery at University Campus at site (for Indigenous products only).**

11. **Quantity:** The quantity shown in the tender can be increased or decreased to any extent depending upon the actual requirement.

12. Other Govt. Taxes:

(i) As and when applicable, Custom Duty (CD), Octroi Charges, other taxes, levies, etc., are to be indicated separately.

(ii) **GST/Other Govt. Taxes:** GST, other taxes, levies, etc., are to be indicated separately. BIDDER should mention the GST Registration. PAN Number are to be necessarily indicated in the offer.

13. **Delivery:** The successful BIDDER should deliver the material as per tender document/purchase order. **The successful bidder should emboss stickers of Purchase Order number on the material.** The BIDDER shall

Indicate the best and shortest possible delivery period for the supply of the complete machines/equipment from the date of placement of order. A bar chart indicating various activities from the placement of order to commissioning of the machine shall be furnished.

14. **Indian Agent should submit the certificate from the Foreign Principal that they are the Authorized & Registered Indian Agent.** Otherwise submit dealership certificate of the offered product.

15. **Optional items, if any, should be quoted in separate sheet otherwise your quote will be rejected.**

SUPPLEMENTARY /MODIFIED OFFER: Tender submitted against Notice Inviting Tender shall not be returned in case the tender opening date is extended/postponed. BIDDER desirous to modify their offer/terms may submit their revised/supplementary offer(s) within the extended Tender Opening Date (TOD) by clearly stating to the extent of updating done to the original offer. The Institute reserves the right to open the original offer along with the revised offer.

CANCELLATION OF TENDER: Notwithstanding anything specified in this tender document, Purchaser/Institute in his sole discretion, unconditionally and without assigning any reasons, reserves the rights:

- a) To accept OR reject lowest tender or any other tender or all the tenders.
- b) To accept any tender in full or in part.
- c) To reject the tender offer not confirming to the tenders terms.
- d) To give purchase preference to Public Sector Undertakings whenever applicable as per Govt. Policy/ Guidelines.

TERMS OF PAYMENT:

(i) **For Imports:-** Payment will be made through Letter of Credit (LC). LC will be opened for 100% of the order value. 90% payment will be released against despatch documents through our authorized banker against 10% PBG, which needs to be submitted before opening of the L.C. and balance 10% will be released against delivery, inspection and successful installation, commissioning and acceptance by the user of the equipment at our site against Performance Security (PS) as mentioned at sub-clause (iii).

(ii) **For Indigenous:-** (a) Payment within 30 days from the date of delivery and & Acceptance Certificate of concerned Department / Section / Stores & Purchase Section.

(b) Payment shall be made by electronic fund transfer offered by the Bank.

(c) Octroi Charges/Entry Tax: The Institute will issue form 402 (E-Way Bill) on request basis on submission of Tax Invoice.

(iii) **Performance Security (PS):** Performance Security shall be furnished in the form of Demand Draft (DD) or Bank Guarantee (BG) from a Scheduled

Commercial Bank operating in India. In case of PS, it should be in the prescribed format as per Annexure-V in favour of **Registrar, KKHSOU Guwahati**, to be submitted along with order acknowledgement. The PS should be valid for a period of 60 days beyond the date of completion of installation, commissioning and all contractual obligation of the supplier including the free warranty period.

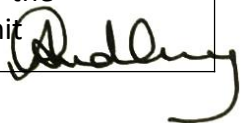
(iv) **Liquidated Damages(L.D):** (a) If a firm fails to execute the order in time as per the terms and conditions stipulated therein, it will be open to this Institute to recover liquidated damages for delay in delivery and Installation from the firm at the rate 0.5% of the value of the stores per week subject to a maximum of 10% of the total order value. The L.D charges can be increased in case of gross violation of the Purchase Order terms as decided by the Director of the Institute.

(b) It will also be open to this University alternatively, to arrange procurement of the required stores from any other source at the risk and expense of the firm, which accepted the order but failed to execute the order according to stipulated agreed upon.

VALIDITY OF THE OFFER: 180 Days from the date of submission of offer.

EVALUATION OF OFFER:

1. The Institute will evaluate technical and commercial acceptable offers on landed net price basis.
2. Offer which deviates from the vital conditions (as illustrates below) of the tender shall be rejected:
 - a) Non submission of complete offers.
 - b) Receipt of offers after due date and time and or by email / fax (unless specified otherwise).
 - c) Receipt of offers in open conditions.
3. In case any BIDDER is silent on any clauses mentioned in this tender document, The University shall construe that the BIDDER had accepted the clauses as per the invitation to tender.
4. No revision in the terms and conditions quoted in the offer will be entertained after the last date and time fixed for receipt of tenders.
5. In case of two bid system the date and time of Price Bid shall be intimated to technically qualifying bidders only.
6. The Purchaser shall correct arithmetical errors on the following basis:
 - (i) If there is a discrepancy between the unit price and the line item total that is obtained by multiplying the unit price by the quantity, the unit price shall prevail and the line item total shall be corrected, unless in the opinion of the Purchaser there is an obvious misplacement of the decimal point in the unit



price, in which case the line item total as quoted shall govern and the unit price shall be corrected.

(ii) If there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and

(iii) If there is a discrepancy between words & figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail subject to (i) and (ii) above.

7. Selling exchange rate/equivalent to Indian Currency will be as on the date of bid opening in the case of single bidding and the rate on the date of opening of the priced bids in the case of two-part bidding.

8. The comparison between the indigenous and the foreign offers shall be made on FOR destination basis and CIF/CIP basis respectively. However the CIF/CIP prices quoted by any foreign bidders shall be loaded further as under;

(a) Towards Customs Duty and other statutory levies-as per applicable rates.

(b) Towards custom clearance, inland transportation etc. – 2% of the CIF/CIP value.

9. Where the price quoted on FOB/FCA and CIF/CIP basis are the same, the contract would be made on CIF/CIP basis only.

10. The Purchaser reserves the right at the time of contract award to increase or decrease the quantity of goods and services originally specified in the tender document without any change in unit price or other terms and conditions. Further, at the discretion of the purchaser, the quantities in the contract may be enhanced by 30% within the delivery period.

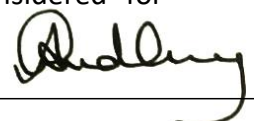
11. **REASONABILITY OF PRICES:**

a) **The quoting party should give a certificate to the effect that** the quoted prices are the minimum and they have not quoted the same item on lesser rates than those being offered to the Institute to any other customer nor they will do so till the validity of offer or execution of the purchase order, whichever is later.

b) Copies of **at least last three supply orders of the last 3 years** received from other customers along with details of such supply orders preferably in India for the same item/model **must be submitted with the offer if they have any**, giving reasons of price difference of their supply order & those quoted to us, if any. Non-submission of such Purchase Order copies may lead to rejection of their bid.

c) The party must give details of identical or similar equipment, if any, supplied to any University during last three years along with the final price paid and Performance Certificate from them.

d) A client list along with the satisfactory installation certificate of similar equipment supplied to Govt./ Semi govt./ reputed private Institute must be submitted, without which their offer may not be considered for evaluation and rejected.



12. **ANNUAL MAINTENANCE CHARGES:** The party **must** mention in the quotation, the rate/amount of annual maintenance charges, if we opt for maintenance contract after expiry of the warranty period. This is mandatory to mention, wherever applicable. Non-submission of the same will lead to rejection of the bid.

SPECIFICATION AND SAMPLE

The suppliers shall supply the stores in accordance with the specifications/ descriptions of stores given in the acceptance of tender. The Purchaser reserved the rights to alter the description of stores including drawings given in the acceptance of tender. In the event any such alteration results in any implication to the deliver and price, such implication shall be mutually agreed between the Purchaser and Supplier. In case certified sample has been issued by the Purchaser and the specifications / drawings also exist in the acceptance of tender then the certified sample will govern the supply to the extend of material, workmanship and finished.

TRANSFER AND SUBLETTING: The seller shall not sublet, transfer, assign or otherwise part with the acceptance to the tender or any part thereof, either directly or indirectly, without the prior written permission of the Purchaser.

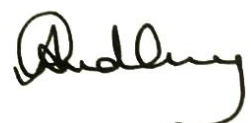
FORCE MAJEURE: Force Majeure will be accepted on adequate proof thereof.

PACKING: The suppliers shall be responsible for the material being properly packed for the transport by Road/Air/Sea (as the case may be) so as to ensure there being free from lost or damage or arrival at destinations.

SUPERVISION OF ERECTION, COMMISSIONING & INSTALLATION: Successful BIDDER shall depute concerned specialist, for supervision of erection & commissioning of the machine to be carried out as and when necessary. The successful BIDDER shall make necessary arrangement at their own expenses for stay, transport and other expenses of their specialist during their stay at BBSR which also includes imparting training to the Institute personnel. The installation job must be completed within 30 days of delivery of the equipment/ machinery. L.D charges shall also be applicable to delay in installation also.

EARNEST MONEY DEPOSIT(EMD);

1. While submitting bid, the BIDDER shall deposit an amount mentioned in tender document as Earnest Money, with the Institute through the following instruments:
 - (i) A crossed Bank Draft in favour of "Registrar, KKHSOU Payable at Guwahati" shall be submitted separate sealed envelope along with the quotation.
 - (ii) A confirmed Bank Guarantee by an Indian Nationalized Bank, promising payment of the guaranteed sum to the BUYER on demand within three working days without any demur whatsoever and without seeking any reasons whatsoever. The demand for payment by the University shall be treated as conclusive proof of payment.



2. The Earnest Money shall be valid upto a period of 180 days or the complete conclusion of the contractual obligations to the complete satisfaction of both the BIDDER and the BUYER, including warranty period, whichever is later.
3. No interest shall be payable by the BUYER to the BIDDER on Earnest Money for the period of its currency.
4. In case of successful BIDDER, EMD will be returned within 30 days from the date of submission of Performance Bank Guarantee.
5. SSI/NSIC units are exempted for submitting EMD as per GOI order. Such firms are requested to submit the cost of tender which shall not be considered for exemption. SSI/ NSIC registration certificate in support of the claim to be attached to the bid mandatorily, failing which offer shall be rejected.
6. EMD of a Tender will be forfeited, if the bidder withdraws or amends or modified in tender or impairs or derogates from the tender in any respect within the period of validity of its tender. Further, if the successful bidder fails to furnish the required Performance Security within the specified period and does not comply to PO terms and fails to deliver the stores, its EMD will be forfeited.

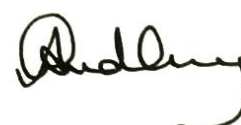
INSTALLATION & TRAINING: (i) Equipment to be delivered in test ready condition. Calibration of the equipment must be done at the time of Installation. Room planning including but not limited to civil and electrical work will be executed by the Principal. The Institute will provide the main power supply and necessary space only. The Principal must submit the **pre-installation** requirement along with the tender document.

(ii) The BIDDER shall submit training proposal for the operation and maintenance to the personnel of the Institute on the offered machine.

RELOCATION: The manufacturer has to stand guarantee for the relocation of the system once the permanent campus of the Institute gets ready for operation. They must be in a position to dismantle the setup in the present campus and re-install it to the new campus, when asked for to do so at free of cost.

LEGAL MATTER: All Domestic and International disputes are subject to Guwahati Jurisdiction Only.

Dy.Registrar/Asst. Registrar
KKHSOU



(to be printed on Supplier's letterhead)

INTEGRITY PACT

General

This pre-bid pre-contract Agreement hereinafter called the Integrity Pact is made on day of the month of , between, on one hand, the Registrar, KKHSOU Guwahati hereinafter called the "BUYER" of the first part and M/s.....represented by Shri,Director /Chief Executive Officer/ General Manager hereinafter called the "BIDDER/Seller" of the second part.

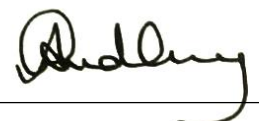
WHEREAS the BUYER proposes to procure(Name of the Stores/Equipment/Item) and the BIDDER/Seller is willing to offer/has offered the stores and WHEREAS the BIDDER is a private company/public company/Government undertaking/partnership/registered export agency, constituted in accordance with the relevant law in the matter and the BUYER is a Autonomous Body/Department of the Government of Assam performing its functions in Assam.

NOW, THEREFORE, to avoid all forms of corruption by following a system that is fair, transparent and free from any influence/prejudiced dealings prior to, during and subsequent to the currency of the contract to be entered into with a view to enabling the BUYER to obtain the desired said stores / equipment at a competitive price in conformity with the defined specifications by avoiding the high cost and the distortionary impact of corruption on public procurement, and Enabling BIDDERS to abstain from bribing or indulging in any corrupt practice in order to secure the contract by providing assurance to them that their competitors will also abstain from bribing and other corrupt practices and the BUYER will commit to prevent corruption, in any form, by its officials by following transparent procedures.

The parties hereto hereby agree to enter into this Integrity Pact and agree as follows:

Commitments of the BUYER

- 1.1 The BUYER undertakes that no official of the BUYER, connected directly or indirectly with the contract, will demand, take a promise for or accept, directly or through intermediaries, any bribe, consideration, gift, reward, favour or any material or immaterial benefit or any other advantage from the BIDDER, either for themselves or for any person, organization or third party related to the contract in exchange for an advantage in the bidding process, bid evaluation, contracting or implementation process related to the Contract.
- 1.2 The BUYER will, during the pre-contract stage, treat all BIDDERS alike, and will provide to all BIDDERS the same information and will not provide any



such information to any particular BIDDER which could afford an advantage to that particular BIDDER in comparison to other BIDDERS.

- 1.3 All the officials of the Buyer will report to the appropriate Government office any attempted or completed breaches of the above commitments as well as any substantial suspicion of such a breach.
2. In case any such preceding misconduct on the part of such official (s) is reported by the BIDDER to the BUYER, with full and verifiable facts and the same is prima facie found to be correct by the BUYER, necessary disciplinary proceedings, or any other action as deemed fit, including criminal proceedings may be initiated by the BUYER and such a person shall be debarred from further dealings related to the contract process. In such a case while an enquiry is being conducted by the BUYER the proceedings under the contract would not be stalled.

Commitments of BIDDERS :

3. The BIDDER commits itself to take all measures necessary to prevent corrupt practices, unfair means and illegal activities during any stage of its bid or during any pre-contract or post-contract stage in order to secure the contract or in furtherance to secure it and in particular commit itself to the following:

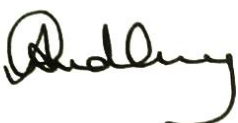
3.1 The BIDDER will not offer, directly or through intermediaries, any bribe, consideration, gift, reward, favour, any material or immaterial benefit or other advantage, commission, fees, brokerage or inducement to any official of the BUYER, connected directly or indirectly with the bidding process, or to any person, organization or third party related to the contract in exchange for any advantage in the bidding, evaluation, contracting and implementation of the Contract.

3.2 The BIDDER further undertakes that it has not given, offered or promised to give, directly or indirectly any bribe, gift, consideration, reward, favour, any material or immaterial benefit or other advantage, commission, fees, brokerage or inducement to any official of the BUYER or otherwise in procuring the Contract or forbearing to do or having done any act in relation to the obtaining or execution of the Contract or any other Contract with the Government for showing or forbearing to show favour or disfavour to any person in relation to the Contract or any other Contract with the Government.

3.3 BIDDERS shall disclose the name and address of agents and representatives and Indian BIDDERS shall disclose their foreign principals or associates.

3.4 BIDDERS shall disclose the payments to be made by them to agents / brokers or any other intermediary, in connection with this bid/contract.

3.5 The BIDDER further confirms and declares to the BUYER that the BIDDER is the original manufacturer/ integrator/ authorized government sponsored export entity of the defiance stores and has not engaged any individual or firm or company whether Indian or foreign to intercede, facilitate



or in any way to recommend to the BUYER, or any of its functionaries, whether officially or unofficially to the award of the contract to the BIDDER, nor has any amount been paid, promised or intended to be paid to any such individual, firm or company in respect of any such intercession, facilitation or recommendation.

3.6 The BIDDER, either while presenting the bid or during pre-contract negotiations or before signing the contract, shall disclose any payments he has made, is committed to or intends to make to officials of the BUYER or their family members, agents, brokers or any other intermediaries in connection with the contract and the details of services agreed upon for such payments.

3.7 The BIDDER will not collude with other parties interested in the contract to impair the transparency, fairness and progress of the bidding process, bid evaluation, contracting and implementation of the contract.

3.8 The BIDDER will not accept any advantage in exchange for any corrupt practice, unfair means and illegal activities.

3.9 The BIDDER shall not use improperly, for purposes of competition or personal gain, or pass on to others, any information provided by the BUYER as part of the business relationship, regarding plans, technical proposals and business details, including information contained in any electronic data carrier. The BIDDER also undertakes to exercise due and adequate care lest any such information is divulged.

3.10 The BIDDER commits to refrain from giving any complaint directly or through any other manner without supporting it with full and verifiable facts.

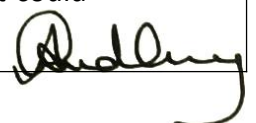
3.11 The BIDDER shall not instigate or cause to instigate any third person to commit any of the actions mentioned above.

3.12 If the BIDDER or any employee of the BIDDER or any person acting on behalf of the BIDDER, either directly or indirectly, is a relative of any of the officers of the BUYER, or alternatively, if any relative of an officer of the BUYER has financial interest/stake in the BIDDER's firm, the same shall be disclosed by the BIDDER at the time of filing of tender. The term relative for this purpose would be as defined in Section 6 of the Companies Act 1956.

3.13 The BIDDER shall not lend to or borrow any money from or enter into any monetary dealings or transactions, directly or indirectly, with any employee of the BUYER.

4. **Previous Transgression**

4.1 The BIDDER declares that no previous transgression occurred in the last three years immediately before signing of this Integrity Pact, with any other company in any country in respect of any corrupt practices envisaged hereunder or with any Public Sector Enterprise in India or any Government Department in India, that could justify BIDDER's exclusion from the tender process.



4.2 The BIDDER agrees that if it makes incorrect statement on this subject, BIDDER can be disqualified from the tender process or the contract, if already awarded, can be terminated for such reason.

5. Earnest Money Deposit

5.1 While submitting bid, the BIDDER shall deposit an amount mentioned in tender document as Earnest Money, with the Institute through the following instruments:

(i) A confirmed Bank Guarantee by an Indian Nationalized Bank, promising payment of the guaranteed sum to the BUYER on demand within three working days without any demur whatsoever and without seeking any reasons whatsoever. The demand for payment by the Institute shall be treated as conclusive proof of payment.

5.2 The Earnest Money shall be valid upto a period of 180 days or the complete conclusion of the contractual obligations to the complete satisfaction of both the BIDDER and the BUYER, including warranty period, whichever is later.

5.3 No interest shall be payable by the BUYER to the BIDDER on Earnest Money for the period of its currency.

5.4 In case of successful BIDDER, EMD will be returned within 30 days from the date of submission of Performance Bank Guarantee.

6. SECURITY DEPOSIT /PERFORMANCE GUARANTEE:

6.1 Performance Bank Guarantee is mandatory.

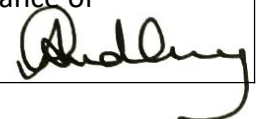
6.2 Successful tenderer/ bidder should submit performance guarantee as prescribed above to be received in the office of Dy. Registrar, Stores & Purchase Section on or before 30 days from the date of issue of order acknowledgement. The performance bank guarantee to be furnished in the form of Bank Guarantee as per Annexure-V of the tender documents, for an amount covering 10% of the purchase order value.

6.3 The Performance Bank Guarantee should be established in favour of "**Registrar, KKHSOU**" through any Bank situated at Guwahati or outstation with a clause to enforced the same on their local branch at Guwahati

6.4 Performance Bank Guarantee shall be for the due and faithfully performance of the contract and shall remain binding, notwithstanding such variations, alterations for

extensions of time as may be made, given, conceded or agreed to between the successful tenderer and the purchaser under the terms and conditions of acceptance to tender.

6.5 The successful tenderer is entirely responsible for due performance of the contract in all respects according to the speed, intent and meaning of the terms and conditions and specification and all other documents referred to in the acceptance of tender.

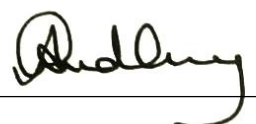


6.6 The performance bank guarantee shall be kept valid during the period of contract and shall continue to be enforceable for a period of two years from the date of order acknowledgement.

7. Sanctions for Violations

7.1 Any breach of the aforesaid provisions by the BIDDER or any one employed by it or acting on its behalf (whether with or without the knowledge of the BIDDER) shall entitle the BUYER to take all or any one of the following actions, wherever required:

- (i) To immediately call off the pre-contract negotiations without assigning any reason or giving any compensation to the BIDDER. However, the proceedings with the other BIDDER(s) would continue.
- (ii) The Earnest Money Deposit (in pre-contract stage) and/or Security Deposit/Performance Bank Guarantee (after the contract is signed) shall stand forfeited either fully or partially, as decided by the BUYER and the BUYER shall not be required to assign any reason therefore.
- iii) To immediately cancel the contract, if already signed without giving any compensation to the BIDDER.
- (iv) To recover all sums already paid by the BUYER, and in case of an Indian BIDDER with interest thereon at 2% higher than the prevailing Prime Lending Rate of State Bank of India, while in case of a BIDDER from a country other than India with interest thereon at 2% higher than the LIBOR. If any outstanding payment is due to the BIDDER from the BUYER in connection with any other contract for any other stores, such outstanding payment could also be utilized to recover the aforesaid sum and interest.
- (v) To encash the advance bank guarantee and performance guarantee/warranty bond, if furnished by the BIDDER, in order to recover the payments, already made by the BUYER, along with interest.
- (vi) To cancel all or any other contracts with the BIDDER. The BIDDER shall be liable to pay compensation for any loss or damage to the BUYER resulting from such cancellation/rescission and the BUYER shall be entitled to deduct the amount so payable from the money(s) due to the BIDDER.
- (vii) To debar the BIDDER from participating in future bidding processes of the Government of India for a minimum period of two years, which may be further extended at the discretion of the BUYER.
- (viii) To recover all sums paid in violation of this pact by the BIDDER(s) to any middleman or agent or broker with a view to securing the contract.



(ix) In cases where irrevocable Letters of Credit have been received in respect of any contract signed by the BUYER with the BIDDER, the same shall not be opened.

(x) Forfeiture of Performance Bank Guarantee in case of a decision by the BUYER to forfeit the same without assigning any reason for imposing sanction for violation of this Pact.

7.2 The BUYER will be entitled to take all or any of the actions mentioned at para 7.1(i) to (x) of this Pact also on the Commission by the BIDDER or any one employed by it or acting on its behalf (whether with or without the knowledge of the BIDDER), of an offence as defined in Chapter IX of the Indian Penal code, 1860 or Prevention of Corruption Act, 1988 or any other statute enacted for prevention of corruption.

7.3 The decision of the BUYER to the effect that a breach of the provisions of this pact has been committed by the BIDDER shall be final and conclusive on the BIDDER. However, the BIDDER can approach the independent monitor(s) appointed for the purposes of this pact.

8. Fall Clause

8.1 The BIDDER undertakes that it has not supplied/is not supplying similar product/systems or subsystems at a price lower than that offered in the present bid in respect of any other Ministry/ Department of the Government of India or PSU and if it is found at any stage that similar product/system or subsystem was supplied by the BIDDER to any other Ministry/Department of the Government of India or PSU at a lower price, then that very price, with due allowance for elapsed time, will be applicable to the present case and the difference in the cost would be refunded by the BIDDER to the BUYER, if the contract has already been concluded.

9. Independent monitors

9.1 The BUYER has appointed Independent Monitors (hereinafter referred to as Monitors) for this pact.

9.2 The task of the Monitor shall be to review independently and objectively, whether and to what extent the parties comply with the obligations under this pact.

9.3 The Monitor shall not be subject to instructions by the representatives of the parties and performs their functions neutrally and independently.

9.4 Both the parties accept that the Monitor have the right to access all the documents relating to the project/procurement, including minutes of the meetings.

9.5 As soon as the Monitor notices, or believes to notice, a violation of this pact, he will so inform the Authority designated by the BUYER.

9.6 The BIDDER(s) accepts that the Monitor has the right to access without restriction to all project documentation of the BUYER including that provided by the BIDDER. The BIDDER will also grant the Monitor, upon his request and demonstration of a valid interest, unrestricted and unconditional access to his project documentation. The same is applicable to subcontractors. The Monitor shall be under contractual

obligation to treat the information and documents of the BIDDER/Subcontractor(s) with confidentiality.

9.7 The BUYER will provide to the Monitor sufficient information about all meetings among the parties related to the project provided such meetings could have an impact on the contractual relations between the parties. The parties will offer to the Monitor the option to participate in such meetings.

9.8 The Monitor will submit a written report to the designated Authority of BUYER/ Secretary in the Department within 8 to 10 weeks from the date of reference or intimation to him by the BUYER / BIDDER and, should the occasion arise, submit proposals for correcting problematic situations.

10. **Facilitation of Investigation**

In case of any allegation of violation of any provisions of this pact or payment of commission, the BUYER or its agencies shall be entitled to examine all the documents including the Books of Accounts of the BIDDER and the BIDDER shall provide necessary information & documents in English and shall extend all possible help for the purpose of such examination.

11. **Law and Place of Jurisdiction**

This Pact is subject to Indian Law. The place of performance and Jurisdiction is the Seat of the BUYER.

12. **Other Legal Actions**

The actions stipulated in this Integrity Pact are without prejudice to any other legal action that may follow in accordance with the provisions of the extant law in force relating to any civil or criminal proceedings.

13. **Validity**

13.1 The validity of this Integrity Pact shall be from date of its signing and extend upto 5 years or the complete execution of the contract to the satisfaction of both the BUYER and the BIDDER/ Seller, including warranty period, whichever is later. In case BIDDER is unsuccessful, this Integrity Pact shall expire after six months from the date of the signing of the contract.

13.2 Should one or several provisions of this pact turn out to be invalid, the remainder of this pact remains valid. In this case, the parties will strive to come to an agreement to their original intentions.

14. The parties hereby sign this Integrity Pact.

BUYER

BIDDER

Registrar, KKHSOU

Signature with seal

Date & Place:

Date & Place

Witness

1. _____

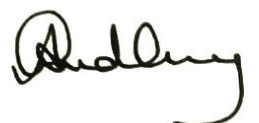
(Indenter)

2. _____

Witness

1. _____

2. _____

A handwritten signature in black ink, appearing to read "Audrey", located in the bottom right corner of the page.

FORMAT FOR EARNEST MONEY DEPOSIT / BID SECURITY

(To be typed on Non-judicial stamp paper of the value of Indian Currency of One Hundred)

(TO BE ESTABLISHED THROUGH ANY OF THE NATIONALISED BANKS (WHETHER SITUATED AT GUWAHATI OR OUTSTATION) WITH A CLAUSE TO ENFORCE THE SAME ON THEIR LOCAL BRANCH AT GUWAHATI OR ANY SCHEDULED BANK (OTHER THAN NATIONALISED BANK) SITUATED AT GUWAHATI. BONDS ISSUED BY CO-OPERATIVE BANKS ARE NOT ACCEPTED)

LETTER OF GUARANTEE

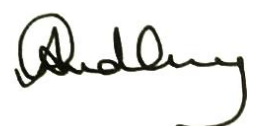
To,
Registrar,
KKHSOU
Patgaon, Rani, Guwahati - 781017

IN ACCORDANCE WITH YOUR TENDER for supply of M/s.
(hereinafter called the "Bidder") having its Registered Office at
wish to participate in the said bid for the supply as
an irrevocable Bank Guarantee against Earnest Money Deposit for an amount of Rs.
..... (Rupees.....) valid up to **(180 days from the date of issue of Bank Guarantee)**, is required to be submitted by the bidder as a condition precedent for participating in the said bid, which amount is liable to be forfeited by the Purchaser on (1) the withdrawal or revision of the offer by the bidder within the validity period, (2) Non acceptance of the Letter of Indent / Purchase order by the Bidder when issued within the validity period, (3) failure to execute the contract as per contractual terms and condition with in the contractual delivery period and (4) on the happening of any contingencies mentioned in the bid documents.

During the validity of this Bank Guarantee:

We,(Bank name) having its Registered Office atguarantee and undertake to pay immediately on first demand by the amount of Rs..... (Rupees.....) without any reservation, protest, demur and recourse. Any such demand made by the University shall be conclusive and recourse. Any such demand made by the purchaser shall be binding on the Bank irrespective of any dispute or difference raised by the Bidder.

The Guarantee shall be irrevocable and shall remain valid up to(180 days from the date of issue of Bank Guarantee) If any further extension is required, the same shall be extended to such required period on receiving instruction form the Bidder, on whose behalf the is Guarantee is issued.



Notwithstanding anything contained herein:

- i. Our liability under this Bank Guarantee shall not exceed Rs.....
(Rupees.....) .
- ii. This Bank Guarantee shall be valid up to(date).
- iii. We are liable to pay the guaranteed amount or any part thereof under this Bank Guarantee only and only if you serve upon us a written claim or before (date).

This Bank further agrees that the claims if any, against this Bank Guarantee shall be enforceable at our branch office atsituated at (Address of local branch).

Yours truly,

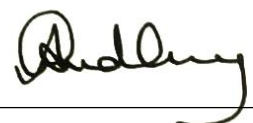
Signature and seal of the guarantor:

Name of Bank:

Address:

Date:

Instruction to Bank: Bank should note that on expiry of Guarantee Period, the Original Guarantee will not be returned to the Bank. Bank is requested to take appropriate necessary action on or after expiry of guarantee period.



Annexure V**FORMAT FOR PERFORMANCE BANK GUARANTEE**

(To be typed on Non-judicial stamp paper of the value of Indian Rupees of One Hundred)

(TO BE ESTABLISHED THROUGH ANY OF THE NATIONAL BANKS (WHETHER SITUATED AT GUWAHATI OR OUTSTATION) WITH A CLAUSE TO ENFORCE THE SAME ON THEIR LOCAL BRANCH AT GUWAHATI OR ANY SCHEDULED BANK (OTHER THAN NATIONALISED BANK) SITUATED AT GUWAHATI. BONDS ISSUED BY CO-OPERATIVE BANKS ARE NOT ACCEPTED.)

To,
Registrar,
KKHSOU
Patgaon, Rani, Guwahati - 781017

LETTER OF GUARANTEE

WHEREAS Krishna Kanta Handique State Open University, Guwahati (Buyer) have invited Tenders vide Tender No..... Dt.for purchase of AND

WHEREAS the said tender document requires that any eligible successful tenderer (seller) wishing to supply the equipment /machinery etc. in response thereto shall establish an irrevocable Performance Guarantee Bond in favour of "**Registrar, Krishna Kanta Handique State Open University, Guwahati**" in the form of Bank Guarantee for Rs and valid till **two years** from the date of issue of

Performance Bank Guarantee may be submitted within 30 (Thirty) days from the date of acceptance as a successful bidder.

NOW THIS BANK HEREBY GUARANTEES that in the event of the said tenderer (seller) failing to abide by any of the conditions referred in tender document / purchase order / performance of the equipment / machinery, etc. this bank shall pay to Krishna Kanta Handique State Open University, Guwahati on demand and without protest or demur Rs (Rupees.....).

This bank further agrees that the decision of Krishna Kanta Handique State Open University, Guwahati (Buyer) as to whether the said Tenderer (Seller) has committed a breach of any of the conditions referred in tender document / purchase order shall be final and binding.

We, (name of the bank & branch) hereby further agree that the guarantee herein contained shall not be affected by any change in the constitution of the Tenderer (Seller) and/ or Krishna Kanta Handique State Open University, Guwahati (Buyer).

Notwithstanding anything contained herein:

1. Our liability under this Bank Guarantee shall not exceed Rs. (Indian Rupees only).

2. This Bank Guarantee shall be valid up to(date) and

3. We are liable to pay the guaranteed amount or any part thereof under this bank guarantee only and only if University serve upon us a written claim or demand on or before(date).

This Bank further agrees that the claims if any, against this Bank Guarantee shall be enforceable at our branch office at situated at (Address of local branch).

Yours truly,

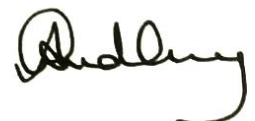
Signature and seal of the guarantor:

Name of Bank:

Address:

Date:

Instruction to Bank: Bank should note that on expiry of Guarantee Period, the Original Guarantee will not be returned to the Bank. Bank is requested to take appropriate necessary action on or after expiry of bond period.

A handwritten signature in black ink, appearing to read "A. D. Singh", located in the bottom right corner of the page.

Annexure VII

MANUFACTURERS' AUTHORIZATION FORM

[The Bidder shall require the Manufacturer to fill in this Form in accordance with the instructions indicated. This letter of authorization should be on the letterhead of the Manufacturer and should be signed by a person with the proper authority to sign documents that are binding on the Manufacturer.]

Date: *[insert date (as day, month and year) of Bid Submission]* Tender No.: *[insert number from Invitation For Bids]* To: *[insert complete name and address of Purchaser]* WHEREAS

We *[insert complete name of Manufacturer]*, who are official manufacturers of *[insert type of goods manufactured]*, having factories at *[insert full address of Manufacturer's factories]*, do hereby authorize *[insert complete name of Bidder]* to submit a bid the purpose of which is to provide the following Goods, manufactured by us *[insert name and or brief description of the Goods]*, and to subsequently negotiate and sign the Contract.

We hereby extend our full guarantee and warranty in accordance with **Clause 07** of the General Conditions of Contract, with respect to the Goods offered by the above firm.

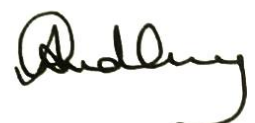
Signed: *[insert signature(s) of authorized representative(s) of the Manufacturer]*

Name: *[insert complete name(s) of authorized representative(s) of the Manufacturer]*

Title: *[insert title]*

Duly authorized to sign this Authorization on behalf of: *[insert complete name of Bidder]*

Dated on _____ day of _____, _____ *[insert date of signing]*



Annexure VIII**PREVIOUS SUPPLY ORDERS FORMAT**

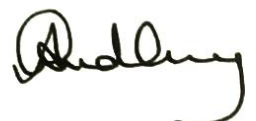
Name of the Firm:

Order placed by {Full address of Purchaser}	Order No. and Date	Description And quantity of Ordered Equipment	Value of order	Date of completion of delivery as per contract	Date of actual completion of delivery	Remarks indicating reasons for late delivery, if any and justification for price difference of their supply order & those quoted to us.	Has the equipment been installed satisfactorily? (Attach a certificate from the Purchaser/ Consigner]	Contact person along with telephone No. Fax No. E mail address

Signature and Seal of the Manufacturer/ bidder

Place:

Date:



LIMITED TENDER ENQUIRY

ENQUIRY NO.

DATE:

To,

Dear Sirs,

Sub.: Request for Quotation for Procurement of

:

Last date of submission:

Date of Opening :

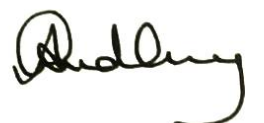
Tender Fees:- Rs. () & Bid Security:- Rs. ()

You are requested to quote for the following items sealed in **single bid** superscribing the cover with "**Quotation for Procurement of**" against Enquiry No. dated . **Date of opening** at . The outer cover should bear only the addresses. Offer with complete details on the following should reach this office (as stated below) on or before at . **Quote as per attached Annexure I.**

You are requested to kindly go through the detailed instructions and terms & conditions mentioned below and overleaf and submit your most competitive offer by the last date and time of submission cited above.

INSTRUCTIONS

1. Please mention the enquiry no. & due date on the top of the envelope.
2. Please submit copy of your Income Tax Number and copies of PAN with your offer.
3. The offer must be submitted in single bid. Tender should be dropped in the tender box kept in the office of KKHSOU, Purchase Section, Patgaon, Rani, Guwahati only. No Tender is to be handed over to our staff personally. All tenders/quotations should be sent to the following address: **The Deputy Registrar, KKHSOU, Patgaon, Rani, Guwahati - 781017**



4. Tenders/Quotations must be sent sufficiently in advance so that it reaches us on or before the due date and time. Quotation received after the due date & time will not be considered.
5. Quotation document (s) and all enclosures must contain the signature of the competent authority of the firm.
6. The firm quoting for above mentioned items should be the authorized dealer of the manufacturer. Copy of authorization certificate should be enclosed with the quotation. Offers submitted without proper authorization shall be rejected summarily.
7. The Bank/RTGS detail must be submitted along with the quotations /Tenders on the letter head. A Scan copy of the cancelled cheque can also be attached for verification of IFSC code (if required).

A. Terms & Conditions : Indigenous Bids

The offer must comprise of the following failing which it will be treated as non responsible hence rejected:

1. The basic price must not be higher than price of the principal, if any additional accessories required, as per enquiry, it must be quoted separately. Price list in case of proprietary items must be submitted.
2. **Tender fees (compulsory & non-refundable) Rs. _____ (_____)**
and Bid Security (refundable) Rs. _____ (_____)
to be submitted in the form of Demand Draft or BG from any Nationalized Bank in favour of the Registrar, KKHSOU, Guwahati payable at Guwahati. Bids received without Bid Security, tender fees, Bank mandate form and other essential documents will be rejected BID SECURITY

SHOULD BE ATTACHED WITH THE QUOTATION.

3. **Forfeiture Bid Security:** Bid Security of a tender will be forfeited, if the bidder withdraws or amends or modified in tender or impairs or derogates from the tender in any respect within the period of validity of its tender. Further if the successful bidder fails to furnish the required performance security within the specified period of its Bid Security will be forfeited.
4. **NSIC/SSI/SME Units are exempted for submitting Bid Security as per Govt. Of India order. Such firms are requested to submit the cost of tender which shall not be considered for exemption.**
5. **Performance Bank Guarantee:** The firm has to submit a performance bank guarantee of 10% of the total order value to be submitted before release of final payment and after successful installation and commissioning of the equipment in the form bank guarantee valid for 2 months beyond the warranty period.
6. **Conditional tenders will not be accepted.**
7. **Late and delayed quotation:** Late and delayed tender will not be considered. If, in any case, unscheduled holiday occurs on prescribed closing/opening date, the next working day shall be the prescribed date of closing/opening. It will be the sole responsibility of the firm that quotation should reach on or before the due date and time.
8. **Pre-installation Requirement:** The bidder should mentioned pre-installation requirements for the equipment like ambient temperature, humidity, whether specification, power specifications, etc., when items are provided full performance satisfactions, should be demonstrated.
9. **Entry tax:** Entry tax, if applicable will be borne by the institute subject to submission of actual bill.
10. **E-Waybill: E-Waybill issued by the institute against the invoice of the vendor. Kindly note down that waybill once issued will not be changed under any circumstances. Vendors are requested to obtain Way bill only after the consignment is ready for delivery. Way bill once issued will not be issued again under any circumstances. If any amendment required due to any reason the cost incurred will be borne by the Vendor.**
11. The %age of taxes must be either inclusive/extra in exact figure
12. Authorization Dealer Certificate of Principal.
13. The exact days of delivery period, installation & commissioning schedule.
14. The exact figure of %age of discount offered.

15. The quoted price (final offer) must be F.O.R. i.e. Patgaon, Rani, Guwahati – 17, including Packing & Forwarding, Freight, and Insurance etc. with detail break-up.
16. Packing, Forwarding, Transporting, Postage/Courier, Octroi, Freight, Insurance, Any Certificate(s), Extra Warranty, Installation, Commissioning any, Any levy, Any other charge(s) must be mentioned clearly.
17. The quotations must be neatly typed or computer printed. **Hand written offer will be rejected.** Quotations must carry the numbers of sales tax / VAT / TIN invariably on the top.
18. **Specification and Make:** Quotation should be given for the exact specification and make as shown in the enquiry against Sl. No. of the item., if in the view of the supplier there is any other alternative item which can serve out purpose, quotation may also be given for the same separately client list along with the order copy of similar equipment supplied to any IITs / any Govt. Organization including detail of price & all charges must be attached. In the case of items quoted having specifications different than those mentioned in the enclosed Tender format, kindly submit the information and the prices in the same format but on additional Sheet.
19. **Taxes:** As per Govt. Notification No. 10/97-CE dt 01.03.97, University is exempted from payment of Excise duty. We shall provide all the documents under this notification to enable you to clear the goods without payment of Excise duty, wherever required. Please state clearly that this Certificate is required
20. **Delivery:** Locally made items should be supplied on the basis of free delivery at KKHSOU, Patgaon, Rani, Guwahati - 781017. Items manufactured outside Guwahati should be supplied on the basis of door delivery on working days.
21. The date of delivery should be strictly adhered to failing which the purchase order is liable to be cancelled. Penalty may be imposed as per P.O. terms & conditions. Goods should be securely, safely and adequately packed & dispatched at the risk of supplier and packing costs quoting this order reference should be kept in all package. Local firms are requested to deliver the goods in our stores before 3.00 PM on any working day.
22. **Validity Period:** The validity period of the offer should be clearly specified. It should be at least for **180 days** from the last date of submission of quotations.
23. **Rate Contract:** If any of the Stores mentioned are already under DGS & D rate contract, you are requested to give us the advantage of the contract rates as ours is an Educational & Research Institute sponsored by the Government of Assam.
24. **Payment:** Full payment within 30 days from the date of received, tested/inspected/commissioned and found satisfactory with regard to quality, quantity and specifications ordered against 10% PBG.
25. **Guarantee/ Warranty:** The equipment should be guaranteed against any manufacturing defect for a period of at least 12 months or as per OEM from the date of successful installation as authorize mentioned. In case any part or whole of the equipment is found to be defective during the guarantee period, then the same will have to be replaced/repaired free of cost at our premises.
26. **Liquidated Damages:** As time is the essence of this order, the date of delivery should be strictly adhered to, otherwise the delivery in full or in part may not be accepted and penalty for late delivery will be imposed @ 0.5% per week subject to a maximum of 10% of the total value of supply order & beyond 10% subject to approval of Vice Chancellor, KKHSOU. In case of delay in installation the same rate of penalty shall be leviable. In case of cancellation of order no compensation will be paid towards progress of order/procurement.
27. All communications are to be addressed to the undersigned only. Any kind of canvassing visit to the Institute Premises for enquiry of the status of the tender without prior permission may lead to rejection of the bid.
28. KKHSOU reserves the right to accept or reject or cancel any or all enquiries or quotations at any stage without assigning any reason thereof.
29. For any dispute, the place of jurisdiction shall be Guwahati, India only.

B. Additional Terms & Conditions : Import Bids

Following terms besides the above mentioned terms will be applicable in case of foreign purchases:

1. **Rates:** Quoted rates should be separately in FCA/FOB/CIF terms and charges to be stated in the following break- up:

- Ex-works value
- Forwarding or Packing Charges if any
- Total FOB/FCA value.
- For CIF
 - (i) Insurance.
 - (ii) Freight
 - (iii) Total CIF price up to Kolkata Airport/ Seaport.

2. **Payment:** Payment will be made through Letter of Credit/ wire transfer subject to submission of 10% performance bank gurantee (the bank guarantee should be executed by a bank of international repute duly confirmed by State Bank of India or a bank Guarantee executed by State Bank of India or any nationalized bank of India in addition to the points mentioned above at **clause no. 5**). L.C will be opened for 100 % amount after receipt of order acknowledgement and performance bank guarantee but 90% payment will be released on receipt of the documents without any discrepancies and balance 10% payment will be paid after completion of satisfactory installation and commissioning. In case of wire transfer 90% payment will be released on receipt of the materials subject to receiving of original documents at our end and balance 10% payment will be paid after completion of satisfactory installation and commissioning. **Please mention your bank detail at the time of order acknowledgement as attached Annexure - III.**

3. **Customs Duty:** The University is **exempted** from payment of Customs Duty vide GOI Notification No.51/96-Customs, dated 23.07.96, [CUSTOMS DUTY EXEMPTION CERTIFICATE WILL BE MADE AVAILABLE BY THE UNIVERSITY WHERE EVER APPLICABLE AND REQUESTED IN THE BID.

4. **Agency Commission:** The percentage of agency commission on ex-works value to be paid to Indian agent in equivalent Indian Currency will have to be clearly stated in the quotation wherever applicable. If no agency commission needs to be paid, the vendor is requested to mention "NIL" against agency commission.

5. **Imported Items:** Quotations for imported items on forward delivery basis against our Import License should be on the basis of F.O.B/ CIF International airport of the country of origin.

6. **While submitting the necessary documents, the Certificate of Origin must be obtained from Chamber of Commerce.**

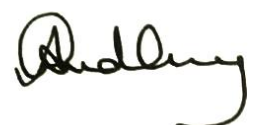
7. **Insurance: Insurance coverage will be done by us or insurance agency authorized by the institute after receipt of signed invoice mentioning this purchase order number and date, if the purchase is on FOB/FCA.**

8. **Bank Charges:**

- a. Bank charges inside India will be borne by KKHSOU account and outside India by the beneficiary account.
- b. L.C. amendment charges due to mistake on the part of the supplier, if any, will have to be borne by the supplier.

Yours faithfully,

Deputy Registrar/Asst. Registrar

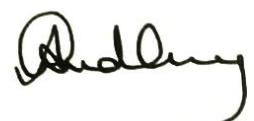


ENQUIRY NO.

DATE:

Annexure-XTECHNICAL SPECIFICATION

Name of the Equipment	Technical Specifications and Desirable Features	Quantity



Tender Format-1
PRICE BID
(For Indigenous Items)

Tender Reference No.:

Date:

Sl. No.	Particulars	Price
1.	Description of Item & Specification	
2.	Qty.	
3.	Unit Price	
4.	Discount %	
5.	GST %	
6.	Excise/Custom Duty %	
7.	Octroi %	
8.	Installation & Commissioning Charges	
9.	Relocation Charges	
10.	Charges for Training	
11.	Any Other Charges	
	12. Total Price	

- 1) Delivery Mode: Free Delivery at KKHSOU site.
- 2) Total Bid price should be inclusive of all taxes and levies, transportation, loading, unloading, etc.
- 4) Validity Date: Maximumdays from the date of opening of technical bid.
- 5) Payment Term: Payment term within 30 days from the date submission of bill Acceptance Certificate to KKHSOU H.O. / Concerned Department

PAN No.:

GST Registration No.:

Signature:

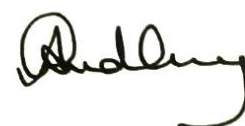
Name:

Bank Address:

Affix Rubber Stamp:

Place:

Date:



Tender Format-2
PRICE BID
(For Imported Items)

Tender Reference No.:

Date.

Sl. No.	Particulars		Price
1.	Description of Item & Specification		
2.	Qty.		
3.	Unit Price		
4.	Ex-work price		
	FOB / FCA (NAMED PORT OF SHIPMENT)		
	CIP/ CIF (NAMED PLACE OF DELIVERY)		
5.	Charges for Insurance & Transportation to Port/Place of Destination (If any)	Air	
		Ocean	
6.	Installation , Commissioning and Training Charges (If any)		
7.	Total Price at Destination Airport (CIF)		
8.	Other Charges (If any)		
9.	Custom Duty*		
10.	Price for Destination at KKHSOU		

Note: * Please read Clause No. 3 of Additional Terms & Conditions: Import Bids

1. Delivery Period: Days.
2. Validity of the quotation should bedays from the date of opening of technical bid.
3. Agency Commission: Indian Agent's Commission is to be quoted separately (if applicable) beside F.O.B. price. (In case no agent is involved please mention clearly in writing). Payment will be made to the Indian agent in rupees after successful installation, testing & Commissioning of the instrument.
4. Terms of Payment:
 - a) As mentioned above.

Signature:

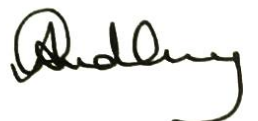
Name:

Business Address:

Affix Rubber Stamp:

Place:

Date:



Annexure-XII**MANDATE FORM FOR ELECTRONIC FUND TRANSFER/RTGS TRANSFER**

Date: / /

To
 The Registrar,
 Krishna Kanta Handique State Open University
 Patgaon, Rani,
 Guwahati - 781017
 Sub: Authorization for release of payment / dues from Krishna Kanta Handique State Open University, Guwahati through Electronic Fund Transfer/RTGS Transfer.

1. Name of the Party/Firm/Company/Institute:
2. Address of the Party:
 City _____ Pin Code _____

E-Mail ID _____ Mob No: _____

Permanent Account Number(PAN) _____

3. Particulars of Bank:

Bank Name:		Branch Name:	
Branch Place:		Branch City:	
PIN Code:		Branch Code:	
MICR No.:			
(9 Digit number appearing on the MICR Bank of the Cheque supplied by the Bank, Please attach a Xerox copy of a cheque of your bank for ensuring accuracy of the bank name , branch name and code number)			
IFS Code:(11 digit alpha numeric code)			
Account Type	Savings	Current	Cash Credit
Account Number:			

DECLARATION

I hereby declare that the particulars given above are correct and complete. If any transaction delayed and not effected for reasons of incomplete or incorrect information I shall not hold Registrar, KKHSOU, Guwahati responsible. I also undertake to advise any change in the particulars of my account to facilitate updating of records for purpose of credit of amount through NEFT/RTGS Transfer.

Place: _____

Date: _____

Signature & Seal of the Authorized Signatory of the Party

Certified that particulars furnished above are correct as per our records

Bankers Stamp:

Date: _____

Signature of the Authorized Official from the Bank

N.B: Please fill in the information in CAPITAL LETTERS, computer typed; please TICK wherever it is applicable.

SINGLE TENDER CERTIFICATE

(For procurement from a single source basis only during emergency)

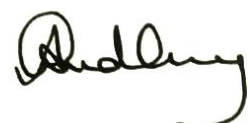
The items indented are necessarily to be Purchased from
M/s.....for the following
reasons:.....

(Signature with date and designation of the
Indenting Officer/Purchase Officer/Principal Investigator)

Date :

Recommended by

Head of the Institution





KRISHNA KANTA HANDIQUI STATE OPEN UNIVERSITY

DRAFT PURCHASE ORDER

Purchase Order No. _____

Date: _____

To

Subject: - _____ - Reg.

Reference: No. _____ Date: _____

Dear Sir,

With reference to your above offer and our sanction number _____ purchase order for the following _____ is being placed with your Firm/Company in accordance with the terms and conditions mentioned overleaf:-

Sl. No.	Item Description	Qty.	Unit Price (Rs./FC)	Amount (Rs./FC)
1.				
2.				
3.				
Basic Value:				
Less: Discount (if any):				
Add: Taxes (if any):				
Total Amount:				

Amount in words:(Rupees _____ Only)

Terms & Conditions:

a) Prices:

b) Delivery Address/Invoice to be in the name of/No. of copies of challans & Documents

c) Marking:

1. Taxes: GST or Other Taxes etc.
2. Freight:
3. Packing & Forwarding/Loading Unloading Cost:
4. Warranty:
5. Performance Security/Bank Guarantee:
6. Delivery Period:
7. Terms of Payment:
8. Liquidity Damages:
9. Acceptance:
10. For Foreign Purchases: Freight Forwarder, Insurance, Agency Commission, Installation and Technical Support, Bank Charges, Documents, Shipment, details as required for Foreign Purchases.

Signature &
Designation

BANK GUARANTEE FORM FOR ADVANCE PAYMENT

(On non-judicial stamp paper of appropriate value)

To: _____ (*name of Purchaser*)
 _____ (*address of Purchaser*)
 _____ (*name of Contract*)

Gentlemen:

In accordance with the provisions of the Purchase Order no. _____, dated _____, M/s _____, (*name and address of Supplier*) (hereinafter called "the supplier") shall deposit with _____ (*name of Purchaser*) a bank guarantee to guarantee his proper and faithful performance under the said Clause ... of the Contract in an amount of (*amount of guarantee* * _____ (*in words*)).

We, the _____ (*bank or financial institution*), as instructed by the Supplier, agree unconditionally and irrevocably to guarantee as primary obligator and not as Surety merely, the payment to (*name of Purchaser*) on his first demand without whatsoever right of objection on our part and without his first claim to the Supplier, in the amount not exceeding _____ (*amount of guarantee*)* _____ (*in words*).

We further agree that no change or addition to or other modification of the terms of the Contract to be performed there under or of any of the Contract documents which may be made between (*name of Purchaser*) and the Supplier, shall in any way release us from any liability under this guarantee, and we hereby waive notice of any such change, addition or modification.

This guarantee shall remain valid and in full effect from the date of the advance payment received by the Supplier under the contract until _____.

Yours truly,

Signature and seal:

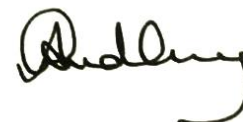
Name of bank/

financial institution:

Address:

Date:

_____ An amount is to be inserted by the bank or financial institution representing the amount of the Advance Payment.



Annexure-XVI

KKHSOU, Guwahati Purchase Section Format for Registration of Suppliers		
1	Category of Suppliers : (eg. Furniture, general, electronic items, etc.)	
2	Name of Unit Street/City Pin-code Tel. Nos. Fax No.	M/s.
3	Registered Office Address: Street/City Pin-code Telephone Nos. Fax No. :- Works / Site Address Street / City Pin-code Telephone Nos. Fax No. :	
4	Email* (e-mail ID preferably of organization only)	1. 2.
5	Constitution of the Firm	Private Ltd./Public Ltd./Partnership/ Prop.
6	Status of the Firm	Micro/Small/Medium/Large Scale/dealer/trader
7	Name & Designation of CEO / Director / Proprietor	
8	GST Registration Number and Date:	
9	Registration : a) TOT Supplier/Dealer – GRN b) Un-registered Supplier / Dealer	
10	Excise Registration: a) ECC Code :	

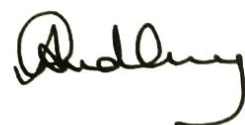
	b) ECC Zone	
11	Bank Details*: (for electronic Money Transfer) Name of the Bank, Account No. etc.	
12	Income Tax Registration: a) PAN / GIR No.* b) Copy of latest IT Return*	
13	Turnover*: a) 2016-17 b) 2015-16 c) 2014-15	
14	Registration No. & Copy Trade Licence No. Industry Registration Validity Date:	
15	Any Group Co./Sister Concern Registered with KKHSOU, Guwahati	No / Yes M/s.....
16	Any other Information	

* Attach copy of supporting documents.

Signature with seal

Important Note:

1. Your registration will be valid for 3 years which can be terminated any time with one month notice.
2. Enclose the Demand Draft for Rs. 5000/- in favour of Registrar, KKHSOU, Guwahati as a registration fee, which will be refundable after completion of three years without interest.
3. The choice of sending the NIT to registered vendors is reserved with KKHSOU, Guwahati.

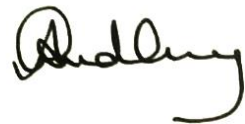


BUDGET HEAD AND DELEGATION OF POWER

Financial limit for Purchase subject to sanction by the sanctioning authority

<u>Item</u>	<u>Registrar</u>	<u>Vice-chancellor</u>	<u>BOM</u>
Printing & Stationery	5000.00	300000.00	above Rs.300000
Equipment	25000.00	500000.00	above Rs.500000
Printing of SLM	Nil	800000.00	above Rs.800000
Other items	10000.00	500000.00	above Rs.500000
Advertisement	Nil	300000.00	above Rs.300000

There should not be splitting of purchases to bring down with the limit.



Registrar
Krishna Kanta Handiqui
State Open University
Guwahati