



गुजरात केन्द्रीय विश्वविद्यालय  
(भारत की संसद के अधिनियम सं. 25, 2009 के तहत स्थापित)  
**CENTRAL UNIVERSITY OF GUJARAT**  
(Established by an Act of Parliament of India, No 25 of 2009)

F.No.1-61/2021-Admn./1412

19/10/2022

**Circular No. 16/2022-23**

**Sub: Streamline the Procurement under Rule 154 & 155 of GFR-2017.**

**Ref: Approval of Competent Authority dated 19/08/2022.**

I am directed to convey that to stream line the procurement under Rule 154 & 155 of GFR-2017. The following guidelines are to be followed meticulously:-

**Rule No.154 Purchase of goods without quotation:-** Purchasing the Goods/Services upto monetary limit of Rs.25,000/- without quotation, must submit a certificate as per Rule 154 of GFR-2017 format attached as **Annexure "A"** with invoice for further processing the bill.

**Rule No. 155 Purchase of goods by Purchase Committee:-** Purchase of goods costing above Rs. 25,000 (Rupees twenty five thousand only) and upto Rs.2,50,000/-(Rupees two lakh and fifty thousand only) on each occasion may be made on the recommendations of a duly constituted Local Purchase Committee consisting of three members of an appropriate level as decided by the Head of the Department. The committee will survey the market to ascertain the reasonableness of rate, quality and specifications and identify the appropriate supplier. Before recommending placement of the purchase order, the members of the committee will jointly record a certificate as per Rule 155 of GFR-2017 format attached as **Annexure "B"**.

The following procedure may be adopted for purchase of goods costing above Rs.25,000/- and upto Rs.2,50,000/- under **Rule 155 of GFR-2017:-**

1. The User Department/Section has to submit their proposal as per Annexure "C" for procurement of scientific equipment/Computer/Furniture/Goods/Services/etc. (Except Stationery & Printing materials) Non Stock items with GeM availability report.
2. After getting administrative approval respective School Level Purchase Committee will invite quotations for non-stock items from vender as per **Annexure "D"**, if not available on GeM.
3. Local Purchase Officer will prepare Minutes & Comparative statement as per **Annexure "B"**.
4. Dean of School will forward the recommendation of LPC for approval of Competent Authority.
5. After the approval of Competent Authority the Dean will place order to L1 agency (s) as per **Annexure "E"**.



एक एक विद्यया के ज्ञे

सेक्टर-29, गांधीनगर-382030, फोन नं - 07923977407, फेक्स-07923260076  
Sector-29, Gandhinagar, Phone No. 07923977407, Fax-07923260076  
Email: [registrar@cug.ac.in](mailto:registrar@cug.ac.in), website: [www.cug.ac.in](http://www.cug.ac.in)





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6. On receipt of item the school/Purchase Officer will ensure the correct specifications of the item. After satisfactorily installation stock entry will be made in respective stock register which will be signed by Purchase Officer/Dean of the respective School.
7. The proposal will be submitted to DDO/FO with all supporting document for payment action.
8. DDO/FO after ascertaining and verification of document will initiate payment action.
9. DDO will inform payment confirmation to vender and respective School/Department.

All concerned are requested to take note of it.

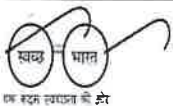
**Registrar (Offg.)**

**Encl: as above**

**Copy to (By E-mail):**

1. All Deans/Chairpersons/Coordinators/HoDs
2. Finance Officer (Offg.)
3. All Officers
4. ICT Chairperson – with request to upload on University Website.
5. VC Secretariat
6. Circular File

**Hindi version of this Circular will follow.**



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## Purchase of goods without Quotation

<b>Ref No:</b>			
<b>Place:</b>		<b>Date:</b>	

"I, ....., am personally satisfied that the goods (described below) purchases are of the requisite quality and specification and have been purchased from a reliable supplier/ contractor at a reasonable price."

Item:	
Quantity:	
Indenter:	
Unit Rate:	
Taxes/ Duties:	
Other Charges:	
Total Unit Price:	
Total Price:	
Purchased from: M/s	
Vide Bill No:	
Justification:	
Payment may be drawn in favour of:	
Name:	
Designation:	
Signature:	



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**Purchase of goods by purchase Committee certificate**

<b>Ref. No:</b>			
<b>Place:</b>		<b>Date:</b>	

“Certified that we the undersigned, members of the purchase committee are jointly and individually satisfied that the goods recommended for purchase are of the requisite specification and quality, priced at the prevailing market rate and the supplier/ contractor recommended is reliable and competent to supply the goods in question, and it is not debarred by Department of Commerce or Ministry/ Department concerned.” The details of recommended by Purchase are:-

Item:					
Quantity:					
Indenter:					
Details of Prices Ascertained					
Bidder	Unit Rate:	Taxes/Duties/ Other Charges:	Unit Price:	Total Price :	Remarks
1.					
2.					
3.					
Selected Quotation:					
Bidder:					
Unit Rate, Taxes/Duties/Other Charges					
Total Unit Rate					
Total Unit of Purchase					
Payment may be drawn in favour of					
Signature :		Signature :		Signature :	
Name 1:		Name 2:		Name 3:	
Designation:		Designation:		Designation:	



**ગુજરાત કેન્દ્રીય વિશ્વવિદ્યાલય**  
**CENTRAL UNIVERSITY OF GUJARAT**

**Requisition Form for procurement of scientific equipment/Computer/Furniture/Goods/ Services/etc. (Except Stationery & Printing materials) Non Stock.**

Sr. No.	Short Description	Contents
1.	Ref No: _____	Date: _____
2.	Subject : _____	
3.	Name of Indenter / User :	
4.	Center/School/ Department/Section	
5.	Description of Item/ Equipment/ Services to be procured	Qty:-
6.	Type of Equipment	Indigenous <input type="checkbox"/>
7.	Procurement/Maintenance/AMC/ Other	Procurement <input type="checkbox"/> / Maintenance <input type="checkbox"/> / AMC <input type="checkbox"/> / ARC <input type="checkbox"/> / Other <input type="checkbox"/> <input type="checkbox"/> If other please specify _____
8.	Approximate Estimated Cost : (Clearly specify)	Up to 15,000 <input type="checkbox"/> Amount _____ Rs. 15,000 to 25,000 <input type="checkbox"/> Amount _____ Rs. 25,000 to 2.5 Lakh <input type="checkbox"/> Amount _____ Above 2.5 Lakh <input type="checkbox"/> Amount _____
9.	Past purchase price and date of purchase (Quantity does not exceed any sales, consumption or usage of requirements)	
10.	Whether item is available on GeM	Yes <input type="checkbox"/> No <input type="checkbox"/>
11.	Purpose and Justification : (Enclosed authority letter if any)	
12.	Whether the item indented/required already available in University or fresh require.	
13.	Budget Head :	School <input type="checkbox"/> / Center <input type="checkbox"/> / CIF <input type="checkbox"/> Other <input type="checkbox"/> If other Please Specify _____
14.	Method of Purchase/ Maintenance / AMC as per GFR :	GeM <input type="checkbox"/> / ARC <input type="checkbox"/> / LPC <input type="checkbox"/> / Proprietary <input type="checkbox"/> / Direct Purchase <input type="checkbox"/> / Through Tender <input type="checkbox"/>
15.	Documents enclosed :	
16.	Proprietary Item :	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> (if yes kindly attached Proprietary Certificate as per GFR)
17.	Remarks : (if any)	

Sign of the Indenter/ User:-

Recommendations:-

Chairperson of the Center:-

Dean of the School:-



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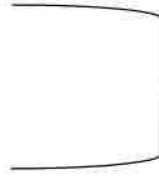
F. No. ....

00/00/2022

To,

M/s.....

.....  
.....  
.....  
.....



Name & Address of Vendor  
Company, Agency from whom  
Quotation is asked

**Sub: Inviting Quotation for**.....

Sir/Madam,

School of .....Sciences, Central University of Gujarat intend to purchase  
(.....)  
Quantity (....).

Hence, it is request to kindly provide quotation for above mentioned items duly quoted with GST & applicable tax.

Payment will be made after 15-20 days after receipt installation of item. Quotation will be addressed to School / Office / Project.

Thanking you,

(Dr. ....)  
Local Purchase officer of School

**Copy to:**

1. Finance Officer (Offg.), CUG
2. Procurement Department, CUG



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## CENTRAL UNIVERSITY OF GUJARAT

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F. No. \_\_\_\_\_

dd/mm/yyyy

### Draft Supply Order No. 00

(For Direct Procurement and through Local Purchase Committee)

To,

M/s. Vendor Name

Address

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Sub: Supply of Item Name:**

Ref: 1.

2.

With reference to above, you are requested to provide the following Item to the University as per the following terms and conditions mentioned in the supply order:-

Sr. No.	Item	Descriptions	Quoted Rate (in Rs.) incl. ___% GST	Qty	Total Amount with GST (Rs.)
1	Item Name & Description		Rs. 0,00,000/-	00	Rs. 0,00,000/-

### Terms and Conditions:

- Delivery & Installation Period:** \_\_\_\_\_ weeks from the issue of supply order.
- Warranty:** \_\_\_\_\_ years. (as per quotation and requirement by user) Warranty of the Instrument from date of satisfactory installation and commissioning.
- Place of Delivery:** \_\_\_\_\_, School Name, Central University of Gujarat, Sector-30, Gandhinagar, Gujarat- 382030, India.
- Payment Terms:** Full Payment within 30 days from the date of Installation. After satisfactory performance report.
- Liquidated Damage:**  
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.

Sign & Stamp

### Copy to:

- Registrar, CUG
- Finance Officer (Offg.), CUG
- Procurement Department, CUG