

Office of the Registrar
Harcourt Butler Technical University, Kanpur-208002

Ref. No:

Dated: /06/2021

NOTICE

The procurement of goods & services is made mandatory from GeM portal, if available as per Rule 149 of GFR-2017, falling which the following procedure should be adopted.

- i. Purchase of goods & services up to the value of Rs. 25,000/- (Rs. Twenty five thousand only) on each occasion may be made without inviting quotations or bids on the basis of a certificate to be recorded by the competent authority in the following format,
"I.....am personally satisfied that these goods purchased are of the requisite quality and specification and has been purchased from a reliable supplier at a reasonable price" (Rule 154 of GFR-2017)
- ii. Purchase of goods & services costing above of Rs. 25,000/- and up to Rs. 2,50,000/-(Rupees Two lakh Fifty thousand only) on each occasion may be made on the recommendation of a duly constituted Departmental Purchase Committee. The members of committee will jointly record a certificate as under.
"Certified that we..... members of Purchase Committee are jointly and individually satisfied that goods recommended for purchase are of the requisite specification and quality priced at the prevailing market rate and the supplier recommended is reliable and competent to supply the goods in question. " (Rule 155 of GFR-2017)
- iii. Purchase of goods & services costing above Rs. 2,50,000/- should made through open/e-tendering process as per CPWD Manual.

Maintenance Section shall further ensure strict compliance of the following:-

1. Maintenance Section shall maintain Register of Buildings and inspection of buildings will be carried as prescribed in CPWD Maintenance Manual 2012. Annual action plan will be prepared on the basis of this inspection.
2. Estimates for various maintenance and repair works should be prepared timely after conducting proper inspection of the buildings. There should not be too many estimates for Annual Repairs or Special Repairs. As far as possible, number of estimates should be restricted by clubbing the similar nature works and open tenders should be invited wherever applicable.
3. Placing work orders by collecting spot quotations may be resorted only in case of emergency work in cases of urgency, work orders can be placed by inviting open quotations through University Website and notice board but only after obtaining the prior approval of the Vice Chancellor for the same. Under normal circumstances work shall be carried out through spot quotation. Further, annual limit, as prescribed in CPWD Works Manual 2014, for work orders shall not be crossed.

Emergency works means those kind of works which arise all of sudden and are inescapable requiring immediate action that cannot brook any delay such as earth quakes, floods, fire, war, sudden collapse of building, spread of epidemic, work required to maintain law and order in abnormal situation, restoration of services in case of accidents. Any work declared emergent by the Vice Chancellor in case the interest works so demands, etc.

Urgent Works means those kinds of works which requires fast start/completion when compressed schedule and are to be taken up on top most priority at the instruction of competent authority. The urgent works need not to be treated at par with the works to be taken up under emergency situations.

4. Lack of foresightedness at times converts routine works in to urgent and results in making compromise with the standard procedure prescribed for e-tendering. By taking timely action, a lot of so called urgent works, can be pre planned and executed like any normal work by fulfilling all codal requirements. The financial powers under emergency and urgent situation should be exercised with great caution after watching the financial interest of the University.
5. Before incurring any expenditure related to new construction, addition and alteration repair and maintenance, administrative approval and expenditure sanction shall be obtained from the Vice Chancellor.
6. Any proposal prepared by the Engineering Division which involves financial implications shall be examined by the Accounts Section strictly in accordance with the provisions of CPWD Work Manual, General Financial Rules 2017 or modified from time to time and other applicable guidelines as may be issued by the University from time to time.
7. While submitting the proposal for Administrative Approval to Competent Authority, a certificate to the effect that proposal is as per prescribed procedure shall be recorded on the note sheet by the Head, Maintenance Section while **seeking Administrative Approval and Expenditure Sanction of the Hon'ble Vice Chancellor.**
8. In general, the procedure prescribed in PWD/Govt. Norms or CPWD Work Manual, 2014 or modified from time to time and CPWD Maintenance Manual 2012 or modified from time to time should be strictly adhered to with respect to preparation of estimates, inviting tenders, awarding works, execution of works and making payment to the contractors.
9. Expenditure Sanction may be obtained after the proposal is thoroughly examined by Finance & Accounts Department HBTU. The Head of Finance Wing record a certificate that the proposal is checked and found financially viable as per GFR-2017 or modified from time to time.
10. As per Government of India OM No.F.6/18/2019-PPD dated 03.07.2020, buyers are mandated to make payments within 10 calendar days after generation (including auto generation) of Consignee Receipt and Acceptance Certificate (CRAC) in the GeM. In case the payment is not made within 10 days thereafter the buyer organization will be required to pay panel interest @1% per month for the delayed payment beyond the prescribed timeline till the date of such payment. The charge of Interest shall be prorated for the period of delay. Hence all the concerns are directed to make efforts to make available the bills to accounts section after 5 days of generation of invoice, so that payment can be made within time to avoid penalty to the government.

(Dr. Neeraj Kumar Singh)
Registrar

Dated: 21/06/2021

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Copy to:

1. OSD to VC for kind information of the Hon'ble Vice Chancellor, HBTU.
2. All the Deans, Heads and Sectional Incharges, HBTU.
3. System Manager, HBTU for uploading on the University website

(Dr. Neeraj Kumar Singh)
Registrar