

राजीव गाँधी पेट्रोलियम प्रौद्योगिकी संस्थान (आरजीआईपीटी)

Rajiv Gandhi Institute of Petroleum Technology

(संसद के अधिनियम के अधीन स्थापित राष्ट्रीय महत्व का एक संस्थान)

(An Institute of National Importance Established Under an Act of Parliament)

जायस, अमेठी- 229304, उत्तर प्रदेश Jais, Amethi- 229304, Uttar Pradesh

Ref: RGIPT/Jais/Admin/401/2019

13th November 2019

NOTIFICATION

It has been observed that quotations are not being invited in sealed cover for the procurement of goods and services. Therefore, HoDs, Deans, Chairmen of various committees, Section-in-charge of all Administrative Wing of all RGIPT centres at Jais, Assam, Bengaluru and Noida are hereby advised that procurement rule as notified vide earlier notifications shall strictly be followed as under:

1. Technical specification and quantities of desired goods and services should be finalized in the meeting of Departmental Purchase Committee. The Secretary of the Committee shall prepare the minutes of such meeting and get it signed by all committee members.
2. All sections shall maintain Outward and Inward registers to make necessary entries about raised enquiry and invited/ received quotes.
3. Enquiries floated/ quotes invited in this regard shall be entered into the Outward Register. Such enquiries to the prospective vendors shall be sent in the sealed envelope.
4. Bid(s) received against such enquiry should be received only in sealed envelope and that should be entered into the Inward Register.
5. All received bids for the procurement of specified goods/ services shall be opened on specified date in the presence of Departmental Purchase Committee. The committee members shall affix their signature on all pages of bids including envelopes.

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6. The Secretary of the Committee shall prepare a comparative statement after the evaluation of all received bids and committee members shall recommend with signature to Competent Authority to award the job/store to the lowest bidder.
7. The Chairman- Departmental Purchase Committee shall prepare the Purchase Order in triplicates (Indenter copy, Accounts Copy & Supplier Copy) and send that to Internal Audit Department for registration and audit, if the value of goods/services is over Rs. 50,000/-.
8. After obtaining clearance from the Internal Audit Department, the Chairman- Departmental Purchase Committee shall place the proposal before Competent Authority to obtain approval and issue the Purchase Order to lowest bidder to supply the desired goods/services if the value exceeds above Rs. 50,000/-.
9. The details of Competent Financial Authority are as follows:

S. No.	Competent Financial Authority (CFA)	Financial Limit
1	Director	Above Rs. 10.00 Lakh
2	Registrar	Above Rs. 50,000/- & upto Rs. 10.00 Lakh
3	HoDs, Deans, Chairmen- Purchase Committee, In-charge (Assam & Bengaluru)	Upto Rs. 50,000/-

It issues with the approval of Competent Authority.



(Registrar)

Copy:

1. All HoDs, Deans, Section-in-charge of admin wing
2. All Faculty Members
3. Centre-in-charge (Assam, Bengaluru & Noida)
4. All Staff Members



(Registrar)