

J. AHARLAL NEHRU TECHNOLOGICAL UNIVERSITY ANANTAPUR
(Established by Govt. of A.P., ACT No.30 of 2008)
ANANTAPUR – 515 002 (A.P) INDIA

Prof. K. Hemachandra Reddy
M.Tech., Ph.D., F.I.E., MISTE
REGISTRAR



Phone: 08554-272433 Fax: 08554-272437
Mobile: 9908088806
Email: registrar@jntua.ac.in

Procs.No.DAPO/D2/Purchase Procedures – Addl. guidelines/2014 **Date:30-09-2014**

To
All the Directors of the University
The Director OTRI.
The Principals of Constituent Colleges with a request to circulate among the concerned departments
NSS Program Coordinator, MSIT & SEER Akademi Program Coordinators
Head, MBA Department.
Secretary, Sports Council.

Sir,

Sub: JNTUA – DAPO – Purchase procedures – Additional guidelines to be followed-Reg

Ref: Note Orders of Vice Chancellor dated 27-09-2014

Following additional guidelines are proposed for incorporating in the enquiry form while inviting quotations from various firms by the concerned departments and sending purchase proposals to the University. In this connection, vide reference, I am by direction inform that all the concerned to follow the guidelines as detailed below scrupulously without fail while making purchases for their institutions/units.

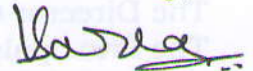
Additional Guidelines for procurement of Equipment/Furniture

The vendors should furnish the following information along with the quotations, failing which the quotations will be rejected

- (i). Name & Full detailed postal address of the firm with Phone No., Email-Id & Fax.
- (ii) The firm should be registered under APGST/VAT etc. and a copy of the same should be enclosed

- (iii) The vendor should be either original manufacturer of the required items or authorized distributor/dealer. Manufacturer should have registered office anywhere in India. Authorized dealers should submit dealership certificate.
- (iv) For purchase of furniture items with local vendors, it is recommended to invite quotations through District Industries Centres. For details visit www.apind.gov.in

Yours faithfully,



for REGISTRAR

30/9/14

Copy to:
The Coordinator of Academic & Planning, JNTUA
D.R.(E), D.R.(A)
P.A. to Registrar/Rector/Vice-Chancellor



Ph:08554-272433 Fax:08554-272437
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**PROCEEDINGS OF THE
JAWAHARLAL NEHRU TECHNOLOGICAL UNIVERSITY ANANTAPUR**

(Established by Govt. of A.P., ACT No.30 of 2008)

ANANTAPUR – 515 002 (A.P) INDIA

PRESENT: Prof. K. HEMACHANDRA REDDY, Registrar

Proc.No.DAPO/D2/Purchase Procedures-Addl.Guidelines/2013

Date:10/01/2013

Sub:- JNTUA, Anantapur – Academic & Planning - Procurement
Procedure of equipment - certain additional guidelines - Approved -
Orders – Issued.

Ref:- Univ. Order /RP/No.137/2012, dated:01-12-2012

ORDER:

With the subject and reference cited above, the following additional guidelines are approved by the University so as to enable to process by the Principals of the Constituent colleges, Director of the Unit and Directorates of the University.

1. After receiving the tenders, the Principals / Directors have to constitute an internal committee at the college / unit level.
2. The recommendations of the internal committee should reach the University within 3 to 4 weeks from the date of opening of tenders.
3. The Directorate of Academic & Planning has to complete the permission process by appointing University Purchase Committee and send the recommendations within 3 weeks.
4. University will give the orders within one to two weeks to the Principals / Director regarding placing of purchase orders.
5. Accordingly, the purchase orders have to be placed by the Principals/Director within one or two weeks, before the date of expiry of validity of quotations.
6. In any case, the process of purchase order placing for procurement of equipment is to be completed within three months from the date of receiving tenders since the validity of DDs for Earnest Money Deposit (EMD) will be only for three months from the date of issue by the bank.
7. In case EMD 2% is paid, it shall be adjusted against Performance Security Deposit (PSD).
8. Performance Security of 5% for the period of guarantee/or as agreed upon shall be collected from the vendor before claiming the bills.

9. The EMD is to be deposited in the respective accounts in Heads of the disbursing authorities.
10. These guidelines will be effective from **07-01-2013** for all the purchases to be initiated.


for REGISTRAR

To
The Principals of Constituent Colleges.
The Director, JNTUA OTRI, Anantapur

Copy to:
OSD To Vice-Chancellor
All Directors of the University.
The Controller of Examinations, JNTUA.
The University Engineer, JNTUA.
The Co-Ordinator, Academic & Planning, JNTUA.
P.A to Vice-Chancellor / Rector / Registrar
The P.R.O, JNTUA.
The N.S.S Co-Ordinator, JNTUA.
The Secretary, Sports Council, JNTUA CEA.
DR (Estt.) & D.R (Accounts), JNTUA.
File.

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Procs.No.DAPO/D2/Purchase Procedures – Certain guidelines/2014

Date:30-05-2014

To
All the Directors of the University
The Director OTRI.
The Principals of Constituent Colleges with a request to circulate among the
concerned departments
NSS Program Coordinator, MSIT & SEER Akademi Program Coordinators
Head, MBA Department.
Secretary, Sports Council.

Sir,

Sub: JNTUA – DAPO – Purchase procedures → Certain guidelines to be
followed-Reg

Ref: Note Orders of Vice Chancellor dated 26-05-2014

It is observed that the uniform procedures are not being followed in certain cases by the constituent colleges/units while inviting quotations and sending purchase proposals to the University. In this connection, vide Ref, I am by direction inform that all the concerned to follow the guidelines as detailed in Annexure scrupulously without fail while making purchases for their institutions/units.

Yours faithfully,


for REGISTRAR

Copy to:
The Coordinator of Academic & Planning, JNTUA
D.R.(E), D.R.(A)
P.A. to Registrar/Rector/Vice-Chancellor

ANNEXURE

I. Constitution of Internal Evaluation Committee:

- Internal Evaluation Committee shall be constituted by the designated authority for the performing the following tasks:
 - i. Finalizing technical specifications of the item
 - ii. Technical & Financial evaluation of the received quotations

II. Making Purchase Requests and Inviting Quotations:

- While sending enquiry for an item, the requirement interms of technical specifications(specs), terms & conditions are to be clearly mentioned in the enquiry form (sample enquiry form is enclosed).
- Avoid mentioning the brand name and model number of a product that may be perceived as favouring a particular supplier/make. Give justification and seek approval from the designated authority if proprietary or brand name products are required.
- Quotations from registered firms (TIN/ APGST/CST etc.) only should be obtained. Compliance of specifications along with the make & model of the item has to be mentioned in the quotation by the firm/supplier.
- If the firm is not the Original Equipment Manufacturer (OEM) then they must provide an authorization certificate from the OEM and submit along with quotations.

III. Evaluating Quotations:

- The internal committee is to be constituted for evaluating the received quotations by the designated authority.
- All the quotations must be evaluated strictly on the basis of essential technical specs, terms and conditions laid down in the enquiry document. Check compliance with the specifications.
- The recommendations shall be strictly based on the specifications mentioned in the enquiry and shall not be based on additional features offered by firm.
- The internal committee has to prepare comparative statement & submit with their recommendations. The Committee shall prepare both technical specs & financial comparative statements. The following proforma can be used for evaluation.

Technical Comparative statement along with compliance & recommendations:

Technical Specs as per enquiry	Name of the company - 1	Name of the company - 2	Name of the company -3	Name of the company -4	Name of the company -5
	Complied/Not complied Any remarks				

Financial Comparative statement along with recommendations:

	Name of the company - 1	Name of the company - 2	Name of the company -3	Name of the company -4	Name of the company -5
Item	Make & Model				
Basic Price					
Taxes					
Total Price					
Warranty					
Any other					

- Basic price of the item and relevant taxes are to be mentioned separately in the financial comparative statement for an item.
- If the quotations/responses received against enquiries, do not meet basic and essential requirements they shall be summarily rejected.
- Financial comparison shall be among the quotations which satisfy all the technical specifications. In case of rejecting lowest price bidder reasons shall be clearly mentioned.
- The committee has to give clear recommendations based on compliance of the technical specs & also price inclusive of taxes. Evaluation of quotations shall be done in a fair and transparent manner considering all aspects in Comparative statements.
- Comparative statement duly signed by the internal evaluation committee is to be submitted in original to the University.

IV. Forwarding to the University:

- All the concerned shall forward/submit five copies of enquiry forms, quotations, administrative sanctions, financial approvals & comparative statement (original) along with internal committee recommendations to the University for further processing.

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SAMPLE ENQUIRY FORM

UNIVERSITY OR COLLEGE LETTER HEAD

Date: -05-2014

From
The Designated Authority
with address

To
The Over leaf

Enquiry No./ JNTUA/ /2014, Dt: /2014

Sub: JNTUA – DAPO – Purchase of -
Quotations called for – Request – Reg.

Sir,

Please quote your lowest rates for the supply of the following.

S. No.	Item	Description/ Specifications of the Item	Quantity	Unit Price	Discount	Net Price	Any Special Conditions/ Remarks
1.							

You are therefore requested to send your lowest rates along with your terms and conditions, if any, in a sealed cover addressed to the Designated Authority.

Terms & Conditions:

1. *Prices:* The Price quoted shall be on FOR destination basis i.e., the price shall include packing, forwarding, transit & insurance charges if any. However, the quote should indicate the basic price, discount, other duties/ taxes & levies separately. Concessions extended to educational institution, if any shall be mentioned in the quotation.
2. *Duty exemption:* The institution is exempted from payment of customs duty/ exise duty under 10/97 issued by DSIR & as amended from time to time. The necessary certificates will be issued by the institute. The prices may be quoted accordingly.
3. *Performance security deposit:* The successful firm will have to deposit @ 5% of the order value after issuance of Purchase Order towards SMD and will be released after warranty period.
4. *Payment:* Full payment will be made only after the receipt of the material in good condition.
5. The sealed quotations should reach the undersigned on or before: dd/mm/yyyy
6. The cover should be superscribed with the enquiry number.

Yours faithfully,

DESIGNATED AUTHORITY