

OFFICE OF THE REGISTRAR



BIHAR ANIMAL SCIENCES UNIVERSITY

Bihar Veterinary College Campus, Patna - 800 014, Bihar

e-mail: registrarbasu@gmail.com

O.O. No.: 354/Reg./BASU, Patna

Dated: 11/10/2023

OFFICE ORDER

In pursuance to approval of the Hon'ble Vice Chancellor, Bihar Animal Sciences University, Patna at note sheet page No. 23/N, dated 11/10/2023 of file No.: 004/CPO/BASU/2022-23 (Purchase and Store Management Manual-2022) for ensuring smooth and speedy procurement, the detail guidelines for decentralization of procurement are as follows.

Guidelines for Decentralization of Procurement

The purchase guidelines viz. BFR / Purchase & Store Management Manual/ GeM, etc., are to be strictly followed for all kind of procurements.

S. No.	Details	Work to be performed by the Office(s)	Work to be completed (in days)
Concerned College / Unit Level			
1.	Creation of indent by the indenter and submission to HoD/ In-charge of the concerned units.	Concerned College / Unit	--
2.	HoD/In-charge of concerned units will examine the indent and forward the proposal to the respective Dean of College / Controlling Officer of unit.	Concerned College / Unit	3 days
3.	Dean of College / Controlling Officer of unit will forward the proposal to OIC-Purchase.	Concerned College / Unit	3 days
4.	OIC-Purchase will examine the proposal and forwarded to College Level Purchase Committee (CLPC) for further scrutiny and examination.	Concerned College / Unit	3 days
5.	CLPC will return the proposal after scrutiny with comment and recommendation to OIC-Purchase.	Concerned College / Unit	3 days
6.	Verifying of technical specifications and pre bid meeting for equipment, goods, services, etc. shall be made by the Standing Technical Evaluation Committee constituted by the college /unit with approval of Hon'ble Vice Chancellor, BASU before purchase process of above Rs. 5.0 lakhs budget.	Concerned College / Unit	2 days
7.	OIC-Purchase will take administrative approval from the respective Dean of College / Controlling Officer of unit	Concerned College / Unit	3 days

	and obtain fund availability from the concerned office for purchase.		
8.	OIC-Purchase will execute the purchase process on GeM portal/ Quotations by committee/ limited tender etc., as applicable.	Concerned College / Unit	Limited Tender: 21 days Open Tender: 42 days
	a. For purchases amounting to Rs. 2.0 lakhs : OIC – Purchase will get administrative approval and financial sanction from the Dean of College / Controlling Officer of unit.	Concerned College / Unit	3 days
	b. For purchases amounting from Rs. 2.0 lakhs to 5.0 lakhs : OIC – Purchase will get administrative approval and financial sanction from the Hon'ble Vice Chancellor, BASU through their respective Dean / Controlling Officer.	Concerned College / Unit	7 days
	c. For purchases amounting more than Rs. 5.0 lakhs: OIC – Purchase will send the proposal to Central Purchase Office, BASU, Patna through their respective Dean of College / Controlling Officer of unit. The CPO will route the proposal through Registrar for getting administrative approval from the Hon'ble Vice Chancellor (O.O. No. 27/VC Secretariat/BASU, Patna dated 01-02-2022). Thereafter, proposal will be returned back to the concerned offices for further processing.	Concerned College / Unit & Central Purchase Office, BASU	7 days
9.	OIC – Purchase will float the tender/bid, process it with the help of Standing Tender Opening & Standing Technical Evaluation Committees constituted at college / unit level.	Concerned College / Unit	45 days
10.	OIC- Purchase will send the technically successful proposal to Standing Financial Bid Evaluation Committee constituted at college / unit level duly approved by the Hon'ble Vice Chancellor, BASU for opening and evaluation of financial bids.	Concerned College / Unit	5 days
11.	OIC- Purchase will send the proposal, if amounting to more than Rs. 5.0 lakhs, to CPO through their respective Dean of College / Controlling Officer of unit, who in turn will put the same to the Central Purchase Committee (CPC), BASU, Patna for further examination and scrutiny of purchase process.	Concerned College / Unit	5 days
12.	Central Purchase Committee (CPC), BASU will evaluate	Central Purchase	7 days

	Hon'ble Vice Chancellor, BASU for approval.		
13.	Central Purchase Office (CPO) will route through Finance Comptroller, BASU, Patna to obtain Financial Sanction from Hon'ble Vice Chancellor, BASU (O.O. No. 27/VC Secretariat/BASU, Patna, dated: 01-02-2022).	Central Purchase Office, BASU	7 days
14.	The proposal, after Financial Sanction will be sent to OIC-Purchase, as the case may be.	Central Purchase Office, BASU	3 days
15.	OIC- Purchase of concerned college/ unit will issue the sanction order/ purchase order/ supply order/ work order, etc., to the firm (refer annexure-6 of purchase manual).	Concerned College/ Unit	3 days
16.	AMC of equipment, elevators, etc., shall be executed by the concerned college / unit level as and when required.	Concerned College/ Unit	--
17.	Purchase of all kinds of essential items such as feed, fodder, animals etc., shall be executed by the concerned Dean of College / Controlling Officer of unit.	Concerned College/ Unit	--
Directorate Level			
18.	All purchases (equipment, goods & services, etc.) of Externally / Internally funded research project shall be routed through Directorate of Research, BASU and executed by the OIC- Purchase of concern college / unit. The step no. 8 (c) will apply on purchases more than Rs. 5.0 lakhs.	Concerned College / Unit	--
University Level			
19.	The requisitions of Vehicles shall be generated by the Estate Office, BASU, Patna and purchase will be executed by the Central Purchase Office, BASU.	Central Purchase Office, BASU	--
20.	The purchase of goods and AMC (Server, Elevator, IT products only) of University Offices such as Directorates, Registrar Office, VC secretariat, Comptroller Office, CoE, University Library, University Farms, ICT cell, Estate Office, etc., shall be executed by Central Purchase Office, BASU, Patna.	Central Purchase Office, BASU	--
21.	Purchase of civil work items, plumbing items, electrical items, painting items, repair and maintenance, etc., to be executed by Estate Office, BASU, Patna through their own committees.	Estate Office / DWP, BASU	--
22.	Rate contract for chemicals, glassware, printing items, stationary items, etc., shall be executed by Central Purchase Office, BASU, Patna and purchase will be executed by concerned colleges / units.	Central Purchase Office, BASU	--

The committees to be constituted at University and College/Unit level (approval of committees to be obtained from the Hon'ble Vice Chancellor, BASU, Patna) as follows;

A. Committee to be constituted at University level (minimum for a period 2 years):

1. Standing University Level Purchase Committee (SULPC)
2. Standing Tender Opening Committee (STOC)
3. Standing Technical Committees for Equipment & Goods and Services
4. Standing University Rate Contract Committee (SURCC)
5. Standing Central Purchase Committee (SCPC)

B. Committee to be constituted at Colleges / Units level (minimum for a period of 2 years):

1. Standing College Level Purchase Committee (SCLPC)
2. Standing Tender Opening Committee (STOC)
3. Standing Technical Evaluation Committee (STEC)
4. Standing Financial Evaluation Committee (SFEC)

By the Order of Hon'ble Vice Chancellor

Sd/-

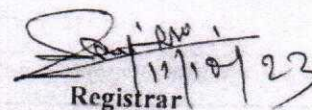
Registrar

Bihar Animal Sciences University,
Patna

Memo No.: 1276/Reg./BASU, Patna

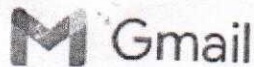
Dated: 11/10/2023

Copy forwarded to the All Deans & Directors/ Finance Comptroller/ All unit Heads/ O/c-ICT Cell/ All OIC-Purchase / CPO, BASU for information and needful action, please.


Registrar

Bihar Animal Sciences University,
Patna


11-10-2023



FINANCE COMPTROLLER BASU <financecomptrollerbasu@gmail.com>

Regarding Guidelines for Decentralization of Procurement.

1 message

REGISTRAR BASU <registrarbasu@gmail.com>

Wed, Oct 11, 2023 at 3:10 PM

To: Ravindra Kumar <drbasu2017@gmail.com>, DRI-cum-Dean PGS <deanpgsbasu2019@gmail.com>, DEE BASU <deebasupatna@gmail.com>, RAMAN KUMAR TRIVEDI <dsw-basu-bih@gov.in>, "Dean, BVC, Patna" <deanbvcpatna@gmail.com>, "Dr. Chandrhash" <deancov-basu-bih@gov.in>, KRISHNA GOPAL MANDAL <deancof-basu-bih@gov.in>, "Dr. B.S. Beniwal" <sgidtpatna@gmail.com>, "Er. Binod Kumar Jha" <dwpbasu@gmail.com>, "Er. B. K. Jha" <estatebasu@gmail.com>, FINANCE COMPTROLLER BASU <financecomptrollerbasu@gmail.com>, "Mr. Amit Kumar" <legalcellbasu@gmail.com>, Bipin Singh <bipinsgidt@gmail.com>, kaushalendra kumar <drkaushalivri@gmail.com>, Satya Kumar <probasupatna@gmail.com>, shivagritech2007@gmail.com, "Dr. Raj Kishor Sharma" <drksharmabvc@gmail.com>, Satkhojan <sdbandhe@gmail.com>, "Mr. Dheerendra Singh" <arregistraradmnbasu2021@gmail.com>, Assistant Registrar Academic <aracademicbasupatna@gmail.com>, SUCHETA SINHA <suucheta1963@gmail.com>, "Mr. Manoranjan Prasad" <assistantregistrarexambasu@gmail.com>, sushma278@gmail.com, "Dr. Sushma Kumari" <drsushma97@gmail.com>, dy.dri2022@gmail.com
Cc: secretary vcbasu <secretarytovcbasu@gmail.com>, "Dr. Deep Narayan Singh" <drdeep25@gmail.com>

Sir,

Please find the attachment.

Dr. Sanjeev Kumar

M.V.Sc., Ph.D.

Registrar,

Bihar Animal Sciences University,

BVC Campus, Patna - 800014 (Bihar)

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DC.

See A.C.