

UNIVERSITY OF PUNE



FINANCE & ACCOUNTS DEPARTMENT ISO 9001-2008- UNIT Circular

Sub :- Purchase Committee Proposals

As per the provisions of Section 75 (3) of the Maharashtra Universities Act 1994, proposals of purchases exceeding Rs. One Lakh needs to be placed before the purchase committee for approval. Accordingly purchases exceeding Rs. One Lakh are scrutinized by the Technical & Advisory committee before it is placed to Purchase committee.

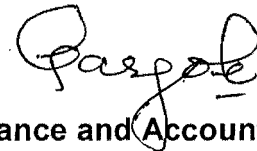
The issue of enhancement in the limit was raised by many Heads of the Department. As the limit has been defined in the Maharashtra Universities Act, 1994, the enhancement would be possible only with the approval of the Government.

Subsequent to the discussions in the Purchase committee, it has been approved that the following procedure should be followed to enable the Heads of the Department to expedite the purchases.

1. The Department should form a Technical & Advisory Committee, to be approved by the Hon'ble Vice-Chancellor.
2. The constitution of the technical & Advisory committee should be as follows
 - a. Head of the Department, Chairman
 - b. Two subject experts from the Department
 - c. Two subject experts from outside the Department
 - d. One member from purchase committee
3. Proposals of purchases upto Rs. Five lakhs should be placed before the technical & advisory committee.

4. In case of purchases upto Rs. Five lakhs, the technical & advisory committee should finalize the name of supplier to whom the order should be placed on the basis of technical and financial evaluation.
5. Minutes of the Technical & advisory committee should be sent under a forwarding letter to Hon'ble Vice Chancellor for approval on behalf of the purchase committee.
6. On receipt of the approval from the Hon'ble Vice Chancellor, purchase order should be processed.
7. The Head of the Department shall place the Minutes of the Technical & Advisory Committee, approved by the Hon'ble Vice-Chancellor, before the Purchase Committee for its final approval along with a copy of approval for formation of the Committee.
8. In case of purchases above Rs. Five lakhs, proposals should be placed before the purchase committee as usual along with the technical evaluation.

It should be noted that the procedure for obtaining administrative and financial approval, calling quotations/tender as per the Ordinance 151 should be strictly followed prior to placing the proposal before the Technical and advisory committee.



I/C Finance and Accounts Officer

Ref: FAO/2011-12/428

Date: 20 May, 2011

To

All Heads of the Departments

**On the Department
Letter Head**

Ref No. :

Date :

To,
The Hon'ble Vice Chancellor,
Chairman, Purchase Committee,
University of Pune, Pune – 411 007

**Sub : Approval for Minutes of Technical & Advisory Committee for items
below Rs. 5 Lakh**

Dear Sir,

Please find enclosed Minutes of the Technical & Advisory Committee for the following items.

Sr. No.	Name of the Party selected	Name of the Item/s	Amount of proposed Purchase Order	Taxes (Inclusive / Exclusive)
1.				
2.				
3.				
4.				

Kindly approved the Minutes on behalf of Purchase Committee.

Head of Department

Incharge C.F.U. / D.F.U.

Asstt. Finance Officer

Finance & Accounts Officer

Hon'ble Vice-Chancellor

Enclosed : 1) Minutes of the Technical & Advisory Committee
2) Approval of Hon'ble Vice-Chancellor for Technical & Advisory Committee.
3) All necessary papers (e.g. Comparative Statement, Quotation, Enquiry letter, financial & administrative approval etc.)

On the Plain Paper

Minutes of the Technical & Advisory Committee

- 1) Present Members
- 2) Brief background of the items to be purchased.
- 3) Summary of the discussion.
- 4) Decision of the Technical & Advisory Committee along with justification
Covering following information.
 - a) Sr. No.
 - b) Name of the Equipment / Material / Service
 - c) Name of the Party
 - d) Quantity
 - e) Rate
 - f) Amount (Please specify any charges extra)
 - Purchases within India – in Rs.
 - Purchases outside India - Price in foreign currency
Please specify CIF or FOB price
 - g) Budget Head

Signatures of Members