



# DELHI TECHNOLOGICAL UNIVERSITY

Established by Govt. of Delhi vide Act 6 of 2009  
(FORMERLY DELHI COLLEGE OF ENGINEERING)  
BAWANA ROAD, DELHI-110042

F.No.DTU/Reg/Notification/2016-17

550  
**NOTICE**

Dated : 11.05.2017

## Subject: Guidelines to streamline the Purchase Procedure

It is noticed that purchases are being made by placing Purchase Orders after collecting spot quotations. Many of these purchases are such that their requirement could have been foreseen and quantities for the whole year be estimated. Contracts could have been entered into by inviting open tenders. But it is found that purchases have been made in piece meal through spot quotations. This practice does not only raise doubts on the competitiveness and reasonability of rates but also puts question mark on the transparency in purchase procedure.

**Fundamental principles of public buying:** Rule 144 of GFR-2017 provides that "Every authority delegated with the financial powers of procuring goods in public interest shall have the responsibilities and accountability to bring **efficiency, economy, and transparency** in matters relating to public procurement and for **fair and equitable treatment of suppliers** and **promotion of competition** in public procurement."

It is, therefore, essential that whenever a purchase of goods is required to be made it shall be made efficiently. But achieving efficiency by compromising economy and transparency cannot be allowed. At the same time, any undesirable delay in the name of economy and transparency cannot be condoned. It is the cardinal principle of public purchase that purchases are efficient, economical and transparent.

Therefore, in order to ensure financial discipline in purchase, following guidelines are being issued for strict compliance by all concerned:

1. The proposal for the purchase of any Goods (as defined in Rule-143; GFR-2017) shall be initiated by the concerned department well in time so that purchase can be completed timely in the most transparent manner. The specifications should be generic, broad based and clearly spelt out keeping in view the specific needs for which purchase is being made. The specification so worked out should meet the basic needs of the department without including superfluous and non-essential features, which may result in unwarranted expenditure. Purchase of equipment shall be made strictly in accordance with the procedure prescribed in GFR-2017.
2. For the purchase of general items the Purchase Department shall immediately initiate the process of registration on Government e-market place (GeM). The registration process shall have to be completed on top priority. Once registered on GeM, the purchase of the items which are available on GeM should be made through GeM under Rule 149 of GFR-2017.
3. Till such time the process of registration of GeM is not completed or in respect of the items which are not available in GeM, purchase of such items may be made by following fair, transparent and reasonable procedure in efficient manner as prescribed under GFR-2017.

4. While initiating a proposal for purchase of general items which are purchased frequently, the Purchase Department shall prepare realistic estimates on the basis of actual consumption of similar items during recent years. While doing so care should also be taken to avoid purchasing quantities in excess of requirement to avoid inventory carrying costs. If the purchases are required to be made through open tendering effort should be made to enter into Rate Contract so that genuine competitive rates can be obtained through open bidding and actual purchases are made as and when requirements arrive.
5. A demand of goods should not be divided into small quantities to make piecemeal purchase to avoid the necessity of obtaining the sanction of higher authority required with reference to the estimated value of the total demand. Wherever possible demands for similar items should be clubbed in order to get most competitive rates. (Rule 151 of GFR-2017)
6. Requirements/demands of works/services/Repair & Maintenance/AMC of machinery, equipments, furniture, computer, ACs, etc. Should be assessed and clubbed as a whole and Annual Rate Contract/AMC through following due procedure may be finalized.
7. The Imprest Advance should be utilized only for the purpose of non-recurring and urgent nature expenses. Keeping in mind the maximum limit approved by University from time to time.
8. However, before making any purchase of Goods administrative approval of the Vice-Chancellor shall have to be obtained. In the proposal, estimated cost of expenditure involved and sufficient funds are available in concerned Head of Expenditure with a certificate by the proposer branch that due procedure as per GFR-2017 and guidelines issued by the University from time to time will be followed, should be recorded.
9. Expenditure Sanction may be obtained after the proposal is thoroughly examined by Finance Accounts Department. The Head of F&A wing record a certificate that the proposal is checked and found financially viable as per GFR-2017.

*11.5.17*  
(Prof. Samsher)  
Registrar

F.No.DTU/Reg/Notification/2016-17

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Dated : 11.5.2017

Copy to :

1. PA to VC for kind information of the Hon'ble Vice Chancellor.
2. PA to Pro VC (I) for kind information of the Pro Vice Chancellor
3. PA to Pro VC (II) for kind information of the Pro Vice Chancellor
4. All the Deans & Heads of the Academic Department of DTU.
5. All Branch Incharges
6. Head (CC) – for uploading on the university website.

*11.5.17*  
(Prof. Samsher)  
Registrar