



Store & Purchase Department  
Government of National Capital Territory of Delhi  
DELHI TECHNOLOGICAL UNIVERSITY  
(Formerly Delhi College of Engineering)  
Shahbad Daulatpur: Bawana Road: Delhi – 110 042

No. F. DTU/SP/Purchase/2018-19/04/4174

Dated: 24/12/18

**OFFICE ORDER : PURCHASE GUIDELINES**

The Vice Chancellor, Delhi Technological University has approved the following additional points for inclusion in the Purchase Guidelines of the University for compliance for all purchases above 5 (five) lakhs :-

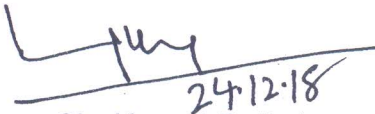
(a) It must be ensured that bids are invited from OEMs only. In case an OEM participates through its authorised dealer or dealers, the OEM has to be explicitly certify that it does not sell products directly and participates in tendering process through its authorised dealers only. The OEM is required to submit a list of its authorised dealers to the Registrar, DTU.

(b) A Committee comprising the indenter, a nominated member of CPC and a faculty representative of the concerned Department, other than indenter, need to visit the premises of the supplier for inspecting the equipment to be purchased, if available within India. The committee has also to satisfy itself with respect to adequacy of the infrastructural and support facilities available at the premises of the supplier.

(c) A package opening/consignment receipt Committee is proposed to be constituted which includes the following officials:-

- |   |            |
|---|------------|
| (a) HoD department concerned  | - Chairman |
| (b) Rep of CPC  | - Member   |
| (b) Indenter  | - Member   |
| (c) Official nominated by the HoD concerned, apart from members of DPC. | - Member   |
| (d) OIC (S&P)/rep of Purchase Deptt                                     | - Member   |
| (e) Accounts nominee  | - Member   |

The committee will certify correctness of receipt of equipment as per specifications of NIT documents and endorsement to this effect must be made on the face of the Invoice/Challan and all members of the committee to put their signature below the endorsement. The committee will continue to work during the Financial Year – 2018-19 or till such time the committee is further re-constituted.

  
24/12/18  
Sh. Kamal Pathak  
Link officer to Registrar

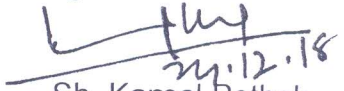
P.T.O.

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Copy to :-

Hon'ble Vice Chancellor	- for kind information
Pro-Vice Chancellor-I	- -do-
Pro-Vice Chancellor-II	- -do-
Registrar	- -do-
All Deans/ HoDs, DTU	- -do-
Dy Registrar (F/A)	- -do-
Head (CC) – for uploading on the website	– for info of all concerned Officers/ Faculty/All Branch in-charges

  
24.12.18  
Sh. Kamal Pathak  
Link officer to Registrar