



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/2019-20/01/746

Dated: 15.5.2019

OFFICE ORDER

1. The Vice Chancellor, DTU is pleased to re-constitute the following committees for Purchase of stores/hiring of services etc. in the university during the Financial Year – 2019-20 or till such time the committees are further re-constituted.

Details of DPCs are as under:-

S.No.	Name of Department	Committee Members
1.	Electrical Engg. Deptt	1. Head of Department (Chairperson) 2. Prof. Mukhtiar Singh 3. Prof. Bharat Bhusan 4. Prof. Pragati Kumar 5. Prof. Narendra Kumar II 6. Prof. Rachna Garg 7. Dr. S. Bhowmick 8. Dr. Vinod Kumar Yadav 9. Ms Garima 10. Asst. Registrar (S&P) or his nominee 11. Sh. Ravi Kumar, AAO or his link Officer (Cost below Rs.25 Lacs) or Sh. Y.K.Bhati, Sr. A.O. or his Link officer (Cost above Rs. 25 Lacs)
2.	Department of Bio-Technology	1. Head of Department (Chairperson) 2. Dr. Navneet Bhardvaja 3. Dr. Yasha Hasija 4. Prof. Praveer Kumar 5. Dr. Asmita Das 6. Asst. Registrar (S&P) or his nominee 7. Sh. Virender Singh Khatait , AAO or his link Officer (Cost below Rs.25 Lacs) or Sh. Y. K. Bhati, Sr. A.O. or his Link officer (Cost above Rs. 25 Lacs)
3.	Environment Engg. Deptt	1. Head of Department (Chairperson) 2. Dr. Lovleen Gupta 3. Dr. Rajeev Kumar Mishra 4. Mrs. Geeta Singh 5. Sh. Anunay Gaur 6. Asst. Registrar (S&P) or his nominee 7. Sh. Virender Singh Khatait, AAO or his link Officer (Cost below Rs.25 Lacs) or Sh. Y. K. Bhati, Sr. A.O. or his Link officer (Cost above Rs. 25 Lacs)

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Registrar

4.	Department of Applied Physics	<ol style="list-style-type: none"> 1. Head of Department (Chairperson) 2. Prof. S.C. Sharma, 3. Dr. A.S. Rao 4. Dr. M. Jayasimhadri 5. Dr. Nitin Kumar Puri 6. Dr. Yogita Karla 7. Asst. Registrar (S&P) or his nominee 8. Sh. Ravi Kumar, AAO or his link Officer (Cost below Rs.25 Lacs) or Sh. Y. K. Bhati, Sr. A.O. or his Link officer (Cost above Rs. 25 Lacs)
5.	Delhi School of Management (DSM)	<ol style="list-style-type: none"> 1. Head of Department (Chairperson) 2. Dr. Archana Singh 3. Dr. Dheeraj Kumar Pal 4. Dr. Sonal Thukral 5. Dr. Shikha N. Khera 6. Asst. Registrar (S&P) or his nominee 7. Sh. Virender Singh Khatait, AAO or his nominee (Cost below Rs.25 Lacs) or Sh. Y. K. Bhati, Sr. A.O. or his Link officer (Cost above Rs. 25 lacs)
6.	Department of Applied Mathematics	<ol style="list-style-type: none"> 1. Head of Department (Chairperson) 2. Dr. Navkant Deo 3. Dr. Anjana Gupta 4. Dr. R. Srivastva 5. Dr. S. Sh. ivaprasad Kumar 6. Dr. Aditya Kaushik 7. Asst. Registrar (S&P) or his nomine 8. Sh. Virender Singh Khatait, AAO or his nominee (Cost below Rs.25 lacs) or Sh. Y. K. Bhati, Sr. A.O. or his Link officer (Cost above Rs 25 lacs)
7.	Department of Applied Chemistry & Polymer Tech. (ACPT)	<ol style="list-style-type: none"> 1. Head of Department (Chairperson) 2. Prof. R.K. Gupta 3. Sh. S. G. Warkar, 4. Dr. Ram Singh 5. Dr. Roli Purwar 6. Dr. Anil Kumar 7. Dr. Raminder Kaur 8. Asst. Registrar (S&P) or his nominee 9. Sh. Ravi Kumar, AAO or his nominee (Cost below Rs. 25 lacs) or Sh. Y. K. Bhati, Sr. A.O. or his Link officer (Cost above Rs 25 lacs)
8.	Electronics and Comm. Engg. Deptt	<ol style="list-style-type: none"> 1. Head of Department (Chairperson) 2. Prof. Dinesh Kumar 3. Dr. Jeebananda Panda 4. Dr. Rajesh Rohila 5. Dr. N. Jayanti 6. Dr. Poonam Mittal 7. Dr. Gurjeet Kaur 8. Asst. Registrar (S&P) or his nominee 9. Sh. Ravi Kumar, AAO or his nominee (Cost below Rs.25 lacs) or Sh. Y. K. Bhati, Sr. A.O. or his Link officer (Cost above Rs 25 lacs)

9.	Mechanical & Production Engg. Deptt.	<ol style="list-style-type: none"> 1. Head of Department (Chairperson) 2. Prof. Naveen Garg 3. Prof. R.S. Mishra 4. Prof. D.S. Nagesh 5. Prof. R.C. Singh 6. Sh. P.V. Ram Kumar 7. Prof. Amit Pal 8. Dr. Anil Kumar 9. Dr. Pravin Kumar 10. Dr. Vijay Gautam 11. Dr. Raghvendra Gautam 12. Asst. Registrar (S&P) or his nominee 13. Sh. Manoj Kumar, AAO or his nominee (Cost below Rs.25 lacs) or Sh. Cleetus K. M Sr. A.O or his Link officer (Cost above Rs. 25 Lacs)
10	Civil Engg. Deptt	<ol style="list-style-type: none"> 1. Head of Department (Chairperson) 2. Prof. A. K. Gupta 3. Prof. Amit Kr. Sh.rivastava 4. Prof. A. Trivedi 5. Dr. Rakesh Kumar 6. Dr. V.K. Minocha 7. Dr. Shilpa Pal, 8. Dr. Pradeep Kumar Goyal 9. Dr. S. Anbu Kumar 10. Asst. Registrar (S&P) or his nominee 11. Sh. Ravi Kumar, AAO or his nominee (Cost below Rs.25 lacs) or Sh. Y. K. Bhati, Sr. A.O. or his Link officer (Cost above 25 lacs)
11.	Computer Science Engg. Deptt.	<ol style="list-style-type: none"> 1. Head of Department (Chairperson) 2. Dr. Ruchika Malhotra 3. Sh. Manoj Kumar 4. Sh. Vinod Kumar 5. Dr. Anil Prihar 6. Dr. Rahul Katarya 7. Asst. Registrar (S&P) or his nominee 8. Sh. Manoj Kumar, AAO or his nominee (Cost below Rs.25 lacs) or Sh. Cleetus K. M, Sr. A.O or his Link officer (Cost above 25 Lacs)
12.	T & P Deptt.	<ol style="list-style-type: none"> 1. Head of Department (Chairperson) 2. Prof. Reeta Wattal, MED 3. Dr. Dinesh Vishwkarma, E&C 4. Dr. Nitin Kumar Puri, Applied Physics 5. Dr. Vikas Gupta, DSM 6. Dr. Piyush Tiwari, E&C 7. Asst. Registrar (S&P) or his nominee 8. Sh. Virender Singh Khatait AAO or his nominee (Cost below Rs.25 lacs) or Sh. Cleetus .K. M, Sr. A.O. or his Link officer (Cost above Rs 25 lacs)
13.	Hostel Office	<ol style="list-style-type: none"> 1. Head of Department (Chairperson) 2. Sh. Rajesh Rohila (HOI) 3. Dr. Geeta Singh 4. Dr. Rajesh Yadav 5. Dr. Saurabh Agrawal 6. Dr. Raghvendra Gautam 7. Asst. Registrar (S&P) or his nominee 8. Sh. Ravi Kumar, AAO or his nominee (Cost below Rs.25 lacs) or Sh. Y. K. Bhati, Sr. A.O. or his Link officer (Cost above Rs 25 lacs)

14.	Humanities Deptt.	<ol style="list-style-type: none"> 1. Head of Department (Chairperson) 2. Mrs. Saroj Bala (Humanities) 3. Dr.. Ranganathan M. Singri (MED) 4. Dr.. Archana Singh (DSM) 5. Dr. Yasha Hasija 6. Asst. Registrar (S&P) or his nominee 7. Sh. Virender Singh Khatait, AAO or his nominee (Cost below Rs.25 lacs) or Sh. Cleetus K. M., Sr. A.O. or his Link officer (Cost above Rs 25 lacs)
15.	Computer Centre	<ol style="list-style-type: none"> 1. Head of Department - Chairperson 2. Dr. Rajni Jindal - Member 3. Dr. Abhilasha Sharma - Member 4. Sh. Vinod Kumar - Member 5. Dr. Ruchika Malhotra 6. Dr. Sanjay Patida 7. Dr. Aruna Bhat 8. Asst. Registrar (S&P) or his nominee 9. Sh. Manoj Kumar, AAO or his nominee (Cost below Rs.25 lacs) or Sh. Y. K. Bhati , Sr. A.O or his Link officer (Cost above Rs. 25 Lacs)
16.	Information Technology	<ol style="list-style-type: none"> 1. Head of Department - Chairperson 2. Dr. Dinesh Vishwakarma - Member 3. Dr. Seba Susan - Member 4. Dr. Anamika Chauhan - Member 5. Dr. Jashraj Meena - Member 6. AR (S&P) or his nominee - Member 7. Sh. Manoj Kumar, AAO or his nominee (Cost below Rs. 25 lacs) or Sh. Cleetus K. M., Sr. A.O. or his Link officer (Cost above Rs 25 lacs)
17.	Edusat Studio	<ol style="list-style-type: none"> 1. Coordinator EDUSAT - Chairperson 2. Dr.. S. Indu - Member 3. Dr.. Ruchika Malhotra - Member 4. Dr. Yasha Hasija - Member 5. AR(S&P) or his nominee - Member 6. Sh. Ravi Kumar, AAO or his nominee (Cost below Rs. 25 lacs) or Sh. Y. K. Bhati, Sr. A.O. or his Link officer (Cost above Rs 25 lacs)
18.	University School of Management & Economics (USME)	<ol style="list-style-type: none"> 1. Head (USME) - Chairperson 2. Dr. Manoj Kumar - Member 3. Dr. Anshu Gupta - Member 4. Dr. Virendra Kumar - Member 5. Indenter of the Proposal - Member 6. AR (S&P) or his nominee - Member 7. Accounts Nominee posted with USME or his rep or Sh. Y. K. Bhati, Sr. A.O. or his Link officer (Cost above Rs 25 Lakhs)
19	Examination Cell & Other Administrative requirement	<ol style="list-style-type: none"> 1. COE - Chairperson 2. Shri Madhukar Ch. - Member 3. Shri Ajay Sharma, SO, COE - Member 4. Dr. M Jayasimhadari, Physics - Member 5. Asst. Registrar (S&P) or his nominee- Member 6. DR. (F/A) or his nominee - Member
20	Human Resource Development Centre (HRDC)	<ol style="list-style-type: none"> 1. Dr. Nirendra Dev - Chairperson 2. Dr. S Anbu Kumar, Dy Director - Member 3. Shri Ritu Raj, Asst. Director - Member 4. Asst. Registrar (S&P) or his nominee- Member 5. DR. F/A or his nominee - Member

21	Department of Design (DOD)	1. Dr. Ranganathan M Singari - Chairperson 2. Shri Niraj Rathee - Member 3. Shri Partha Partim Das - Member 4. Dr. Ravindra Singh - Member 5. AR (S&P) or his nominee - Member 6. DR. (F/A) or his nominee - Member
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Central Committees/Special Committees

1.	University Technical Evaluation Committee	1. Pro Vice Chancellor - Chairperson 2. HOD (IT) - Member 3. HoD (CSE) - Member 4. HoD (CC) - Member 5. HoD (EED) - Member 6. Prof. Dinesh Kumar, ECE - Member 7. Dr. Ruchika Malhotra, CSE - Member 8. Dr. Yashna Sharma - Member 9. Dr. Poornima Mittal - Member 10. Dr. Vinod Kumar Yadav - Member 11. Knowledge Network Manager (CC) - Member Secretary
2.	Central Purchase Committee	1. Prof. Navin Garg - Chairperson 2. Prof. Dinesh Kumar - Member 3. Prof. Reeta Wattal - Member 4. Prof. Amit Kumar Srivastava - Member 5. Prof. N.S. Raghava - Member 6. Prof. Neeta Pandey - Member 7. Prof. Rachna Garg - Member 8. Prof. Naokant Deo - Member 9. Prof. A.S. Rao - Member 10. AR (S&P) or his nominee - Member 11. Sh. Cleetus K. M., Sr. A.O. or his Link officer (Cost above Rs. 50 lacs or above)
3.	Printing & Stationery, liveries and Miscellaneous committee	1. Dr. Indu S. - Chairperson 2. Dr. Neelam - Member 3. Dr. Archana Singh - Member 4. Dr. Neeta Pandey - Member 5. Dr. Raj Kumar Singh - Member 6. Dr. Munender Kumar - Member 7. Dr. Dheeraj Joshi - Member 8. AR (S&P) or his nominee - Member 9. Sh. Manoj Kumar, AAO or his nominee (Cost below Rs. 25 lacs) or Sh. Cleetus . K. M., Sr. A.O. or his Link officer (Cost above Rs. 25 lacs)
4.	Computer & Computer Peripherals Committee	1. Dr. Rajeshwari Pandey - Chairperson 2. Dr. Ruchika Malhotra - Member 3. Sh. Manoj Kumar - Member 4. Dr. Rachana Garg - Member 5. Ms Abhilasha Sharma - Member 6. AR (S&P) or his nominee - Member 7. Sh. Manoj Kumar, AAO or his nominee (Cost below Rs. 25 lacs) or Sh. Cleetus K. M., Sr. A.O. or his Link officer (Cost above Rs. 25 lacs)

5.	Sports Council Committee	<ol style="list-style-type: none"> 1. Dr. R. C. Singh, Chairperson Sports Council (Chairperson) 2. Dr. Rangnathan M. Singri (MED) - Member 3. Dr. Rajesh Kumar Yadav(CSE) - Member 4. Dr. Roli Purwar(Applied Chemistry) - Member 5. Dr. A.K. Srivastava - Member 6. Sh. Rajeev Chaudhary - Member 7. Dr. Saurabh Aggarwal - Member 8. Dr. Vivek Kumar Aggarwal - Member 9. AR (S&P) or his nominee - Member 10. Sh. Virender Singh Khatait, AAO or his nominee (Cost below Rs.25 lacs) or Sh. Cleetus K. M., Sr. A.O. or his Link officer (Cost above Rs 25 Lakhs)
6.	Furniture Purchase Committee	<ol style="list-style-type: none"> 1. Prof. Rajeshwari Pandey - Chairperson 2. Sh. Bimal Jain (Ex. Engg.) - Member 3. Prof. Kapil Sharma - Member 4. Dr. Poornima Mittal - Member 5. Dr. Nitin Puri - Member 6. AR (S&P) or his nominee - Member 7. Sh. Virender Singh Khatait, AAO or his nominee (Cost below Rs. 25 lacs) or Sh. Cleetus K. M., Sr. A.O. or his Link officer (Cost above Rs 25 Lakhs)
7.	Chemical and Glassware Purchase Committee	<ol style="list-style-type: none"> 1. Prof. Archana Rani - Chairperson 2. Dr. Rinku Sharma - Member 3. Dr. Asmita Das - Member 4. Dr. S. G. Warker - Member 5. Dr. Anil Haritesh - Member 6. AR (S&P) or his nominee - Member 7. Sh. Ravi Kumar, AAO or his nominee (Cost below Rs.25 lacs) or Sh. Cleetus K. M., Sr. A.O. or his Link officer (Cost above Rs 25 Lacs)
8.	Tender Opening Committee	DPC of the department concerned or Central committee for the respective purchase Shall be the tender opening committee.
9.	Spot Quotation(s)	<ol style="list-style-type: none"> 1. AR (S&P) 2. Shri Dipin Arora, AR (G.A) 3. Dr. Nitin Kumar Puri, Security Officer
10.	Package Opening/Consignment receipt committee	<ol style="list-style-type: none"> 1. HoD Department Concerned - Chairperson 2. Rep. of CPC - Member 3. Indenter - Member 4. Official nominated by the HoD Concerned apart from member of DPC - Member 5. AR (S & P) or his nominee - Member 6. Accounts Nominee - Member

The Purchase procedure to be followed in DTU, as per detailed below:

125. The requisition to make purchase shall be made by the user through HOD to the Registrar. The Registrar will send the file to S&P to ensure that the proposal is complete and once it is complete will submit to the Registrar. Registrar will seek the administrative approval of Competent Authority after the vetting by the Accounts Branch.

126. Check list for User making requisition and for S&P Branch;

- (a) The approximate cost of the equipment, manufacturer and potential vendors who can supply (on note sheet).

- (b) Generic specification so that products of more than one manufacturer can participate in the tender.
- (c) For proprietary item, give full justification and provide details of at least three institutes who are having similar equipment from the same manufacturer.
- (d) For equipment above 05 Lakhs, list of the institutes having similar purpose equipment with information like make, model, year of purchase, cost, department, faculty in-charge etc.

127. After Administrative Approval, the process for tendering shall be initiated by the Stores and Purchase branch of DTU, as per Standard Operating Procedure (SOP) and the standard Notice Inviting Tender (NIT) document. However, if the requisitioner desires to add certain specific condition and clauses in the NIT for a particular item, the NIT may be amended after approval of Competent Authority. The NIT document shall be made very carefully as once NIT is advertised and executed, it cannot be changed or relaxed.

128. Tender shall also be invited through eProcurement website, DTU website, GeM and other mediums for getting good competition.

129. For Equipment above 05 Lakhs, it must be ensured that bids are invited from Original Equipment Manufacturers (OEMs) only. In case an OEM participates through its authorized dealer, the OEM has to explicitly certify that it does not sell products directly and participates in tendering process through its authorized dealers only. The OEM is required to submit a list of its authorized dealers.

130. After the opening of the tender, DPC alongwith Accounts Nominee will evaluate the technical bids of the tender for (a) PAN, GST, Supply Orders and EMD and (b) technical evaluation specification by preparing a comparative sheet. The bidders whose documents are as per NIT shall be examined by the DPC (Technical Committee Members) of the department concerned. The bidders whose offers are technically matching with the requirement of the NIT shall be recommended for opening of financial bids.

131. (a) After opening of financial bids, the file shall be examined by the Purchase Committee of the department for the reasonability of price and making the recommendation for purchase or otherwise. The negotiation with L-1 bidder shall be made only in exceptional case and the purchase committee shall record the reason for negotiation and shall fix a reasonable price on which the communication shall be made to the bidder by purchase section. The communication for negotiation shall be made only after the approval of competent authority to approve the purchase.

(b). The Comparative Statements after technical evaluation and after financial evaluation should be recorded on the Note Sheet. Also a copy of the Computer printout should be placed in the file.

132. For items above 50 Lakhs;

(a) Before submitting the requirement of purchase of item having estimated cost of more than Rs.50 Lakhs, the specification of equipment and utilization with respect of specific UG/PG Curriculum should be vetted by a committee having two outside experts to be nominated by Vice-Chancellor in addition to DPC members (Excluding members from Store & Purchase Deptt. and Accounts Branch). Technical bids of such cases will also be evaluated by Central Purchase Committee (CPC).

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Registrar

(b) A Committee comprising the indenter, a nominated member of CPC as per case and a faculty representative of the Department concerned, other than the 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.

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(Prof. Samsher)
Registrar

No. F. DTU/SP/2019-20/01/

Dated:

All HoDs and Lab In-charges

Copy to :-

Hon'ble Vice Chancellor		- for kind information
Pro-Vice Chancellor-I	-	-do-
Pro-Vice Chancellor-II	-	-do-
Registrar		- -do-
All Deans, 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		

Sd x x x x
Prof. Samsher)
Registrar