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DELHI TECHNOLOGICAL UNIVERSITY
(Formerly Delhi College of Engineering)
Shahbad Daulatpur, Bawana Road: Delhi - 110042

F.No.: DTU/SP/2021-22/MISC/01

(Purchase Branch)

Dated:

15/10/26

OFFICE ORDER

The Vice Chancellor, DTU is pleased to re-constitute the following committees for purchase of store item/hiring of services etc. in the University for the financial year 2026-27 or till further orders.

Central Committee/Special Committees

1	Central Purchase Committee	1. Prof. K.C. Tiwari, DGST	Chairperson
		2. Prof. S.G. Warker, Applied Chemistry	Member
		3. Prof. Neeta Pandey, ECE	Member
		4. Prof. Rachna Garg, EED	Member
		5. Prof. Naokant Deo, Mathematics	Member
		6. Prof. Rajesh Kumar, MED	Member
		7. Prof. Niraj Sharma, Eng. Sci. & Engg.	Member
		8. OIC (P) or her nominee	Member
		9. Accounts Nominee or his link officer Upto Rupees 5 Lakh Sr. Accounts Officer, Rs. 5 to 25 Lakh Dy. Controller of Accounts & above Rs. 25 Lakh Controller of Finance & Accounts	Member
2	University Technical Evaluation Committee	1. Prof. Rachna Garg, EED	Chairperson
		2. HoD (Computer Center)	Member
		3. HoD (Information Technology)	Member
		4. HoD (Computer Science Engineering)	Member
		5. HoD (Software Engineering)	Member
		6. HoD (Electrical Engineering)	Member
		7. Prof. V K Minocha, CE	Member
		8. Prof. Rinku Sharma, AP	Member
		9. Dr. Yashna Sharma, ECE	Member
		10. Dr. Anil Kumar, ME	Member
		11. OIC (P) or her nominee	Member
		12. Sh. Madhukar Ch. EDP Manager	Member Secretary
3	Tender Opening Committee (TC)*	1. Head of Concerned Department	Chairperson
		2. CPC Chairperson representative	Member
		3. Concerned Lab-Incharge/Indenter	Member & Convener
		4. OIC (P) or her nominee	Member
		5. Accounts Nominee or his link officer Upto Rupees 5 Lakh Sr. Accounts Officer, Rs. 5 to 25 Lakh Dy. Controller of Accounts & above Rs. 25 Lakh Controller of Finance & Accounts	Member
4	Inspection Committee above Rs.10 Lakh	1. Head of Concerned Department	Chairperson
		2. Any member of CPC	Member
		3. Indenter	Member
		4. Official nominated by the HoD concerned apart	Member
		5. OIC (P) or her nominee	Member
		6. Accounts Nominee or his link officer Upto Rupees 5 Lakh Sr. Accounts Officer, Rs. 5 to 25 Lakh Dy. Controller of Accounts & above Rs. 25 Lakh Controller of Finance	Member



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		& Accounts	
5.	Printing & Stationary, liveries and Miscellaneous Purchase and inspection committee	1. Prof. Saroj Bala, Humanities	Chairperson
		2. Prof. Dheeraj Joshi, EED	Member
		3. Dr. Naushad Ansari	Member
		4. Dr. Raminder Kaur, Applied Physics	Member
		5. Dr. Vikas Gupta	Member
		6. OIC (P) or her nominee	Member
		7. Accounts Nominee or his link officer Upto Rupees 5 Lakh Sr. Accounts Officer, Rs. 5-25 Lakh Dy. Controller of Accounts & above Rs. 25 Lakh Controller of Finance & Accounts	Member
6.	Sports Council Committee	1. Prof. Dinesh K Vishwakarma, IT	Chairperson
		2. Prof. Dheeraj Joshi, EED	Member
		3. Dr. Bhavnesh Jaint	Member
		4. Dr. Anurag Chauhan	Member
		5. OIC (P) or her nominee	Member
		6. Accounts Nominee or his link officer Upto Rupees 5 Lakh Sr. Accounts Officer, Rs. 5-25 Lakh Dy. Controller of Accounts & above Rs. 25 Lakh Controller of Finance & Accounts	Member
7.	Spot Quotation Committee for Admin Offices	1. Prof. P. K. Goyal, CE	Member / <i>Chairperson</i>
		2. AR (GA)	Member
		3. Accounts Nominee	Member
		4. OIC (P) or her nominee	Member
8.	Standing Committee for ACs	1. Prof. S. T. Nagrajan, EED	Chairperson
		2. Prof. Praveen Kumar, MED	Member
		3. Prof. Amit Pal, MED	Member
		4. Dr. A. R. Kulkarni, EED	Member
		5. Dr. Geeta Singh, ENE	Member
		6. OIC (P) or her nominee	Member
9.	Standing Committee for UPS	1. Prof. S. T. Nagrajan, EED	Chairperson
		2. Sh. A. B. K. Bhattacharya, EED	Member
		3. OIC (P) or her nominee	Member
10.	Vinod Dham Centre of Excellence for Semiconductors and Microelectronics	1. Prof. Rishu Chaujar, AP	Chairperson
		3. Prof. Neeta Pandey, ECE	Member
		4. Prof. Rajesh Rohilla, EED	Member
		5. Dr. Amrish Panwar	Member
		6. OIC (P) or her nominee	Member
		7. Accounts Nominee or his link officer Upto Rupees 5 Lakh Sr. Accounts Officer, Rs. 5 to 25 Lakh Dy. Controller of Accounts & above Rs. 25 Lakh Controller of Finance & Accounts	Member
11.	Edusat Studio	1. Prof. S. Indu	Chairperson
		2. Prof. Alok Singh	Member
		3. Prof. Ruchika Malhotra	Member
		4. Dr. Yasha Hasija	Member
		5. OIC (P) or her nominee	Member

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		6. Accounts Nominee or his link officer Upto Rupees 5 Lakh Sr. Accounts Officer, Rs. 5 to 25 Lakh Dy. Controller of Accounts & above Rs. 25 Lakh Controller of Finance & Accounts	Member
12.	Examination Cell & Other Administrative requirement	1. Controller of Examination	Chairperson
		2. Prof. Kapil Sharma	Member
		3. Sh. Madhukar.	Member
		4. OIC (P) or her nominee	Member
		5. Accounts Nominee or his link officer Upto Rupees 5 Lakh Sr. Accounts Officer, Rs. 5 to 25 Lakh Dy. Controller of Accounts & above Rs. 25 Lakh Controller of Finance & Accounts	Member
13.	Hostel Office	1. Chief Warden	Chairperson
		2. Hostel Office Incharge	Member
		3. Hostel Warden, VLB-I	Member
		4. Hostel Warden, APJ	Member
		5. Hostel Warden, Type-II	Member
		6. Hostel Warden, VLB-II	Member
		7. Hostel Warden, JCB	Member
		8. OIC (P) or her nominee	Member
		9. Accounts Nominee or his link officer Upto Rupees 5 Lakh Sr. Accounts Officer, Rs. 5-25 Lakh Dy. Controller of Accounts & above Rs. 25 Lakh Controller of Finance & Accounts	Member
14.	Human Resource Development Centre	1. Director	Chairperson
		2. Dy. Director	Member
		3. Assistant Director	Member
		4. OIC (P) or her nominee	Member
		5. Accounts Nominee or his link officer Upto Rupees 5 Lakh Sr. Accounts Officer, Rs. 5-25 Lakh Dy. Controller of Accounts & above Rs. 25 Lakh Controller of Finance & Accounts	Member
15.	Chemical and Glassware Purchase Committee	1. Prof. S G Warker	Chairperson
		2. Prof. Rinku Sharma	Member
		3. Prof. Anil Haritash	Member
		4. Dr. Asmita Das	Member
		5. OIC (P) or her nominee	Member
		6. Accounts Nominee or his link officer Upto Rupees 5 Lakh Sr. Accounts Officer, Rs. 5 to 25 Lakh Dy. Controller of Accounts & above Rs. 25 Lakh Controller of Finance & Accounts	Member
16.	Furniture Purchase Committee	1. Prof. T Vijay Kumar	Chairperson
		2. Prof. J N Rai	Member
		3. Sh. P. K. Jain	Member
		4. OIC (P) or her nominee	Member

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		5. Accounts Nominee or his link officer Upto Rupees 5 Lakh Sr. Accounts Officer, Rs. 5-25 Lakh Dy. Controller of Accounts & above Rs. 25 Lakh Controller of Finance & Accounts	Member
17.	Departmental Purchase Committee (Admin Block office/Branches)	1. Prof. J. Panda	Chairperson
		2. Prof. Shailender Kumar	Member
		3. Dr. Madhukar Cherukuri	Member
		4. OIC (P) or her nominee	Member
		5. Accounts Nominee or his link officer Upto Rupees 5 Lakh Sr. Accounts Officer, Rs. 5-25 Lakh Dy. Controller of Accounts & above Rs. 25 Lakh Controller of Finance & Accounts	Member

Departmental Purchase Committee for FY 2026-27

1	Department of Applied Chemistry	1. Head of Concerned Department	Chairperson
		2. Prof. S.G. Warker	Member
		3. Dr. Ram Singh	Member
		4. Dr. Roli Purwar	Member
		5. Dr. Raminder Kaur	Member
		6. OIC (P) or her nominee	Member
		7. Accounts Nominee or his link officer Upto Rupees 5 Lakh Sr. Accounts Officer, Rs. 5 to 25 Lakh Dy. Controller of Accounts & above Rs. 25 Lakh Controller of Finance & Accounts	Member
2	Department of Applied Mathematics	1. Head of Concerned Department	Chairperson
		2. Prof. Sangeeta Kansal	Member
		3. Prof. Naokant Deo	Member
		4. Prof. Anjana Gupta	Member
		5. Prof. S. Sivaprashad	Member
		6. Dr. Aditya Kaushik	Member
		7. OIC (P) or her nominee	Member
		8. Accounts Nominee or his link officer Upto Rupees 5 Lakh Sr. Accounts Officer, Rs. 5 to 25 Lakh Dy. Controller of Accounts & above Rs. 25 Lakh Controller of Finance & Accounts	Member
3	Department of Applied Physics	1. Head of Concerned Department	Chairperson
		2. Prof. S C Sharma	Member
		3. Prof. Rinku Sharma	Member
		5. Dr. M Jayasimadhari	Member
		6. Dr. Mukhtiyar Singh	Member
		7. OIC (P) or her nominee	Member
		8. Accounts Nominee or his link officer Upto Rupees 5 Lakh Sr. Accounts Officer, Rs. 5 to 25 Lakh Dy. Controller of Accounts & above Rs. 25 Lakh Controller of Finance & Accounts	Member
4	Department of Biotechnology	1. Head of Concerned Department	Chairperson
		2. Prof. Jai Gopal Sharma	Member
		3. Dr. Navneeta Bhardwaj	Member
		4. Dr. Asmita Das	Member

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		4. Dr. Asmita Das	Member
		5. OIC (P) or her nominee	Member
		6. Accounts Nominee or his link officer Upto Rupees 5 Lakh Sr. Accounts Officer, Rs. 5 to 25 Lakh Dy. Controller of Accounts & above Rs. 25 Lakh Controller of Finance & Accounts	Member
5	Department of Civil Engineering	1. Head of Concerned Department	Chairperson
		2. Prof. A K Gupta	Member
		3. Prof. A Trivedi	Member
		4. Prof. Raju Sarkar	Member
		6. Prof. S Anbu Kumar	Member
		7. Prof. Shilpa Pal	Member
		8. Prof. Pradeep Kumar Goyal	Member
		9. OIC (P) or her nominee	Member
		10. Accounts Nominee or his link officer Upto Rupees 5 Lakh Sr. Accounts Officer, Rs. 5 to 25 Lakh Dy. Controller of Accounts & above Rs. 25 Lakh Controller of Finance & Accounts	Member
6	Department of Computer Science Engineering	1. Prof. Anil Parihar	Chairperson
		2. Prof. Manoj Kumar	Member
		3. Prof. Shailendra Kumar	Member
		4. Dr. Rajesh Yadav	Member
		5. OIC (P) or her nominee	Member
		6. Accounts Nominee or his link officer Upto Rupees 5 Lakh Sr. Accounts Officer, Rs. 5 to 25 Lakh Dy. Controller of Accounts & above Rs. 25 Lakh Controller of Finance & Accounts	Member
7	Department of Design	1. Head of concerned Department	Chairperson
		2. Dr. Ravindra Singh	Member
		3. Sh. Niraj Rathee	Member
		4. Sh. Partha Partim Das	Member
		5. Ms. Taruna	Member
		6. OIC (P) or her nominee	Member
		7. Accounts Nominee or his link officer Upto Rupees 5 Lakh Sr. Accounts Officer, Rs. 5 to 25 Lakh Dy. Controller of Accounts & above Rs. 25 Lakh Controller of Finance & Accounts	Member
8	Delhi school of Management	1. Head of Concerned Department	Chairperson
		2. Prof. Pradeep K suri	Member
		3. Prof. Rajan Yadav	Member
		4. Dr. Vikas Gupta	Member
		5. Dr. Archana Singh	Member
		6. Dr. Yashdeep Singh	Member
		7. Dr. Chandan Sharma	Member
		8. OIC (P) or her nominee	Member
		9. Accounts Nominee or his link officer Upto Rupees 5 Lakh Sr. Accounts Officer, Rs. 5-25 Lakh Dy. Controller of Accounts & above Rs. 25 Lakh Controller of Finance & Accounts	Member
9	Department of Electrical Engineering	1. Head of concerned Department	Chairperson
		2. Prof. Uma Nangia	Member
		3. Prof. Vishal Verma	Member

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		4. Prof. J.N. Rai	Member
		5. Prof. S. K. Valluru	Member
		6. Prof. Ram Bhagat	Member
		7. Prof. Mini Sreejeth	Member
		8. Dr. R.L. Meena	Member
		9. Dr. Bhavnesh Jaint	Member
		10. Dr. A. R. Kulkarni	Member
		11. OIC (P) or her nominee	Member
		12. Accounts Nominee or his link officer Upto Rupees 5 Lakh Sr. Accounts Officer, Rs. 5 to 25 Lakh Dy. Controller of Accounts & above Rs. 25 Lakh Controller of Finance & Accounts	Member
10	Department of Environmental Engineering	1. Head of Concerned Department	Chairperson
		2. Dr. Rajeev Kumar Mishra	Member
		3. Dr. Lovleen Gupta	Member
		4. Sh. Anunay Gaur	Member
		5. Sh. Ravi	Member
		6. Sh. Prateek	Member
		7. OIC (P) or her nominee	Member
		8. Accounts Nominee or his link officer Upto Rupees 5 Lakh Sr. Accounts Officer, Rs. 5 to 25 Lakh Dy. Controller of Accounts & above Rs. 25 Lakh Controller of Finance & Accounts	Member
11	Department of Electronics and Communication Engineering	1. Head of concerned Department	Chairperson
		2. Prof. Jeebananda Panda	Member
		3. Prof. M.S. Chaudhary	Member
		4. Prof. Priyanka Jain	Member
		5. Prof. Poornima Mittal	Member
		6. Dr. N Jayanti	Member
		7. OIC (P) or her nominee	Member
		8. Accounts Nominee or his link officer Upto Rupees 5 Lakh Sr. Accounts Officer, Rs. 5 to 25 Lakh Dy. Controller of Accounts & above Rs. 25 Lakh Controller of Finance & Accounts	Member
12	Department of Humanities	1. Head of concerned Department	Chairperson
		2. Prof. Seema Singh	Member
		3. Prof. Nand Kumar	Member
		4. Prof. Rajeev Ranjan Dwivedi	Member
		5. Mrs. Parineeta Sinha	Member
		6. OIC (P) or her nominee	Member
		7. Accounts Nominee or his link officer Upto Rupees 5 Lakh Sr. Accounts Officer, Rs. 5 to 25 Lakh Dy. Controller of Accounts & above Rs. 25 Lakh Controller of Finance & Accounts	Member
13	Department of Information Technology	1. Head of Concerned Department	Chairperson
		2. Prof. Seba Susan	Member
		3. Dr. Virendra Ranga	Member
		4. Dr. Priyanka Meel	Member
		5. Dr. Anamika Chauhan	Member
		6. Sh. Rahul Gupta	Member
		7. OIC (P) or her nominee	Member
		8. Accounts Nominee or his link officer Upto	Member

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		Lakh Dy. Controller of Accounts & above Rs. 25 Lakh Controller of Finance & Accounts	
14	Department of Mechanical Engineering	1. Head of Concerned Department	Chairperson
		2. Prof. Rangnath M.S.	Member
		3. Prof. Rajesh Kumar	Member
		4. Prof. Rajiv Chaudhary	Member
		5. Prof. M.S. Niranjana	Member
		6. Sh. P.V. Ram Kumar	Member
		7. Sh. Pradeep Kumar Jain	Member
		8. Dr. N. Yuvraj	Member
		9. Dr. Raghvendra Gautam	Member
		10. OIC (P) or her nominee	Member
		11. Accounts Nominee or his link officer Upto Rupees 5 Lakh Sr. Accounts Officer, Rs. 5 to 25 Lakh Dy. Controller of Accounts & above Rs. 25 Lakh Controller of Finance & Accounts	Member
15	Department of Software Engineering	1. Head of Concerned Department	Chairperson
		2. Dr. Abhilasha Sharma	Member
		3. Dr. Sanjay Patidar	Member
		4. Dr. Shweta Meena	Member
		5. OIC (P) or her nominee	Member
		6. Accounts Nominee or his link officer Upto Rupees 5 Lakh Sr. Accounts Officer, Rs. 5 to 25 Lakh Dy. Controller of Accounts & above Rs. 25 Lakh Controller of Finance & Accounts	Member
16	Computer Centre	1. Head of Concerned Department	Chairperson
		2. Prof. Kapil Sharma	Member
		3. Prof. V K Minocha	Member
		4. Prof. Manoj Kumar	Member
		5. Sh. Vikash	Member
		6. OIC (P) or her nominee	Member
		7. Accounts Nominee or his link officer Upto Rupees 5 Lakh Sr. Accounts Officer, Rs. 5 to 25 Lakh Dy. Controller of Accounts & above Rs. 25 Lakh Controller of Finance & Accounts	Member
17	Centre of Excellence EVRT	1. Prof. Uma Nangia, EED	Chairperson
		2. Prof. Rachna Garg, EED	Member
		3. Prof. Mini Sreejath, EED	Member
		4. Prof. M. Rizwan, EED	Member
		5. Dr. Ashish R. Kulkarni, EED	Member
		6. Dr. Mayank Kumar, EED	Member
		7. OIC (P) or her nominee	Member
		8. Accounts Nominee or his link officer Upto Rupees 5 Lakh Sr. Accounts Officer, Rs. 5 to 25 Lakh Dy. Controller of Accounts & above Rs. 25 Lakh Controller of Finance & Accounts	Member
18	Multidisciplinary centre for Geo informatics	1. Prof. K C Tiwari, CED	Chairperson
		2. Prof. Raju Sarkar, CED	Member
		3. Dr. Kaustubh Ranjan Singh, ECE	Member
		4. OIC (P) or her nominee	Member

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		5. Accounts Nominee or his link officer Upto Rupees 5 Lakh Sr. Accounts Officer, Rs. 5 to 25 Lakh Dy. Controller of Accounts & above Rs.25 Lakh Controller of Finance & Accounts	Member
19	T & P Department	1. Head of Concerned Department	Chairperson
		3. Prof. Anil Parihar	Member
		4. Prof. Yasha Hasija	Member
		5. OIC (P) or her nominee	Member
		6. Accounts Nominee or his link officer Upto Rupees 5 Lakh Sr. Accounts Officer, Rs. 5 to 25 Lakh Dy. Controller of Accounts & above Rs. 25 Lakh Controller of Finance & Accounts	Member
20	University School of Management & Entrepreneurship	1. Head of Concerned Department	Chairperson
		2. Dr. Nidhi Maheshwari	Member
		3. Dr. Varsha Sehgal	Member
		4. Dr. Ratnam Mishra	Member
		5. OIC (P) or her nominee	Member
		6. Accounts Nominee or his link officer Upto Rupees 5 Lakh Sr. Accounts Officer, Rs. 5 to 25 Lakh Dy. Controller of Accounts & above Rs. 25 Lakh Controller of Finance & Accounts	Member
21	Central Library	1. Librarian	Chairperson
		2. Prof. D.K. Vishwakarma, HoD (IT)	Member
		3. Dr. Saurabh Agarwal, HoD (DSM)	Member
		4. Deputy Librarian	Member
		5. Assistant Librarian	Member
		6. CoF/DCA or his nominee	Member
		7. OIC (P) or her nominee	Member

(Binod Doley)
 Registrar, DTU
 15/10/2020

F.No.: DTU/SP/2021-22/MISC/01

Dated:

15/10/20

Copy to:

1. PA to Hon'ble VC: For kind information of Hon'ble Vice Chancellor
2. PA to Registrar: For kind information of Registrar
3. Controller of Finance
4. All Deans/HoDs/Branch Incharge, DTU
5. Head (CC) for uploading on University Website
6. Guard File

(Dr. Geeta Singh)
 OIC (Purchase)



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

1. The requisition to make purchase shall be made by the user through HOD to the Registrar. The Registrar will send the file to Purchase Section 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 vetting by the Accounts Branch.
2. Check list for User making requisition and for Purchase Branch
 - a. The approximate cost of the equipment, manufacturer and potential vendors who can supply (on note sheet).
 - b. Generic specifications 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 having similar equipment from the same manufacturer/manufacturers.
 - d. For equipment above 10 Lakh, list of the institute having similar equipment with information like make, model, year of purchase, cost department, faculty in-charge etc.
3. After Administrative Approval, the process for tendering shall be initiated by the Purchase Section, 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.
4. Tender shall also invited through GeM and other mediums for getting good competition.
5. For Equipment above 10 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. The authorization is also backed by the warranty obligation from the OEM only. In case where the manufacturer has submitted the bid, the bid of its authorized dealer will not be considered and EMD will be returned.
6. Conflict of Interest among Bidders/Agents (Refer Para 5.1.4 (ix) of Manual of Procurement 2017)- A bidder shall not have conflict of interest with other bidders. The bidder found to have a conflict of interest shall be disqualified. A bidder may be considered to have a conflict of interest with one or more parties in this bidding process, if:
 - a. They have controlling partner (s) in common; or
 - b. They receive or have received any direct or indirect subsidy/financial stake from any of them; or
 - c. They have the same legal representative/agent for purposes of bid; or
 - d. They have relationship with each other, directly or through common third parties, that puts them in a position to have access to information about or influence on the bid of another bidder; or
 - e. Bidder participates in more than one bid in this bidding process. Participation by a bidder in more than one Bid will result in the disqualification of all bids in which the parties are involved. However, this does not limit the inclusion of the

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- components/sub-assembly/assemblies from one bidding manufacturer in more than one bid.
- f. In cases of agents quoting in offshore procurements, on behalf of their principal manufacturers, one agent cannot represent two manufacturers or quote on their behalf in a particular tender enquiry. One manufacturer can also authorize only one agent/dealer. There can be only one bid from the following:
- i. The principal manufacturer directly or through one Indian agent on his behalf; and
 - ii. Indian/foreign agent on behalf of only one principal.
7. After the opening of the tender, DPC along with 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 only be recommended for opening of financial bids.
8. (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 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.
9. The procurement of "projects/special grant etc." should be made by the user through HOD and DPC (Department Concerned) to the Registrar.
10. 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 of DPC members (Excluding members from Purchase Section and Accounts Branch). Technical bids of such cases will also be evaluated by Central Purchase Committee (CPC).
 - 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, it 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.
11. The following amendments are proposed to be made in the present standard NIT of the University:-
- a) Purchase Order (P.O) copiers having executed similar Equipment's/items in the name of bidder of last three financial years (One P.O copy of each year) to be provided.
 - b) Proofs of GST Registration and GST Return copy of last one financial years (all four quarters) from date of opening of Tender bid.

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