



# Sher-e-Kashmir University of Agricultural Sciences and Technology of Jammu

## Memorandum

**Sub: Constitution of Central Purchase Committee for the year 2022-23**

As approved by the Hon'ble Vice-Chancellor, Central Purchase Committee for the financial year 2022-23 is constituted as under:

Sr. No.	Designation	
01.	Dr. S.E.H.Rizvi, Dean, Faculty Basic Science	Chairman
02.	Director (P&M)	Member
03.	Comptroller	Member
04.	Estates Officer	Member
05.	Deans of all Faculties of SKUAST-Jammu	Member
06	Dr. Sanjeev Kumar, Asso.Prof/Sr.Scientist, PRSS Samba	Member
07	Dr. Vikas Abrol, Assoc. Professor, Division of Soil Science, FoA	Member
08	<b>Name with Designation</b>	<b>Name of broad category of item</b>
A)	Dr. Dharendra Kumar, Asstt. Professor, Div.of AGB, F.V.Sc & A.H.	Chemical & Glassware
B)	Dr. Sushil Kumar Sharma, Asstt. Professor, School of Biotechnology	Equipment
C)	S. Manmohan Singh, Asstt. Comptroller (HQ)	Miscellaneous

### **Quorum:**

- Minimum of five members to be nominated by the Committee for opening the Quotation/documents and five of the total members for rest of business, Chairman, Member Secretary and Comptroller essential (in absence of Comptroller, Dy. Comptroller shall act as members of the Committee.
- Tender shall be floated by the respective Member Secretary.

### **The Terms of Reference of the committee are as under:**

- The concerned Member Secretary of the CPC will invite indents from the End Users of SKUAST-J in respect of approved items before floating Expression of Interest/NIT well in time. Such consolidated requirements of the indents should form part of EoI/NIT enabling the tenderers to offer rates accordingly.
- The Committee shall strictly observe the financial powers delegated in the SKUAST Statutes to the purchaser and in case the purchase is more than his or her financial powers, the Committee shall ensure that the purchaser has obtained the proper sanction from the authority which is Competent as per financial powers of SKUAST Statutes.
- To ensure that the purchaser has not incurred the expenditure over and above the provisions made in the budget

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**SKUAST**  
Jammu

Registrar Office

Chatha Jammu, J&K 180009, INDIA

"An institution for sustainable agriculture for food and nutritional security"

Visit us at: [www.skuast.org](http://www.skuast.org)  
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Phone No.:  
0191-2262012



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- To check that the purchase of the goods costing above Rs.2.00 lakh submitted by the purchaser are in order as per rules and due procedure of codal formalities are followed
- To identify the cases of procedure where the Advertised Tender Inquiry (ATI) has not been followed and to ensure that the purchaser has properly followed the Limited Tender Inquiry (LTI) as per clause 6.13 (Chapter 06) of the Purchase Procedure of SKUAST-J.
- To ensure that the concerned purchaser has initiated the proposal for purchases within its financial powers delegated as per SKUAST-Statutes read with the rules of Purchase Procedure in vogue.
- To process only those purchases which are costing above Rs.2.00 lakh and ensure that the concerned Unit/ Head/PI's has initiated the purchase of items as per financial powers delegated in SKUAST statutes and has followed all the codal formalities. The Central Purchase Committee after clearing the purchase shall inform the unit head/PI(Purchaser) for placement of the supply order.
- To prepare and maintain item-wise lists of eligible and qualified (i.e., capable) suppliers by inviting expression of Interests, where ever required and must circulate the list of such approved suppliers which shall be known as registered suppliers. The option of purchases through registered suppliers shall be exercised only in cases, where the purchases through e-procurement process/GeM could not be materialized.
- to ensure completion of all documentations accurately.
- to seek clarification from suppliers/service providers where ever necessary.
- to ensure proportionality, transparency, accountability and fairness in the procurement process.
- to ensure that all necessary procurement procedures are properly followed.
- The end user while submitting the requisition shall ensure that there is no duplicacy of equipments shall also ensure that there is no unfruitful investment for procurement.

**Note:** The CPC shall meet twice in a month or as and when desired by the chairman in case need is felt and shall scrutinize all the papers of purchases and submit the same to Competent Authority for approval.

Sd/  
Registrar

No. AUJ/Est./G-162 /22-23/ 9796-9883  
Dated: 31 -03-2022

**Copy for information to:**

- All Officers of SKUAST-Jammu \_\_\_\_\_
- Chief Scientist FSR/ WMRC, Chatha
- I/c University Examination Cell, SKUAST-Jammu
- All HoDs FoA/F.B.Sc/F.V.Sc & A.H.
- Incharge, Data Center for uploading on the University website
- All I/c Regional Research Stations/Sub-Stations/KVKs/CSS/PIs \_\_\_\_\_
- All Committee Members \_\_\_\_\_
- SVC for kind information of Hon'ble Vice-Chancellor.

Asstt. Registrar (Est.)

3/03/2022  
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Jammu

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