



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

**Memorandum**

As approved by the Hon'ble Vice-Chancellor, the Central Purchase Committee, of SKUAST-J for the financial year **2019-20** is constituted as under:

S.No	Designation	
01	Dr.J.P.Sharma, Director Research, SKUAST-J	Chairman
02	Director Palnning and Monitoring, SKUAST-J,	Member
03	Comptroller, SKUAST-J	Member
04	Estates Officer	Member
05	Deans of all Faculties of SKUAST-J	Member
06	Dean, Students Welfare SKUAST-J	Member
07	Dr.M.S.Bhadwal, Associate Dean, F.V.Sc & A.H.	Member
08	Dr. Rajinder Peshin , Professor, Division of Extension Education, FoA.,	Member
1.	<b>Name with Designation &amp; Office</b>	<b>Name of the broad category of the item</b>
	Dr. Vikas Sharma, Prof. & Head Div. of Soil Science, FoA, Chatha	Chemical & Glassware
	Dr. Aneesh Yadav, Professor Div.of Paracitology F.V.Sc & A.H.	Equipment
	Sh. Sohan Lal Sharma, Dy.Comptroller (HQ)	Stationery & Printing
	Dr.Man Mohan Sharma, Associate Professor School of Biotechnology SKUAST-J	Furniture & Fixtures and Miscellaneous items
		Member Secretary

**Quorum:**

a) Minimum of five members shall be required to open the Quotation/documents. Chairman, Member Secretary and Comptroller are essential. (In absence of Comptroller, Dy.Comptroller shall act as member of the committee.

b) Tender shall be floated by the Member Secretary concerned

**The terms of reference of the committee are given as under:**

➤ All purchases should be made as per the Purchase Procedure of SKUAST-J in vogue as per No: AU/Accts/HQ/09-10/4604-73 dated 08.09.2009 read together with University Order No 04 (Est.) of 2004 dated 09.01.2018 and Memorandum issued vide No: AUJ/Est/G-162(GeM)/17-18/6540-94 dated 27.03.2018.

➤ 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 requirement of the indents should form part of EoI/NIT enabling the tenderers to offer rates accordingly.

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

- The Member Secretary concerned will invite the Expression of Interest/NIT strictly as per purchase procedure in vogue.
- The End Users will invite the limited tenders and complete the process.
- The Member Secretary will issue Rate contracts whereas required after observing procedural formalities.
- To ensure that the purchaser/End Users has not crossed the budgetary ceilings allotted for the purpose.
- 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 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 equipment and shall also ensure that there is no unfruitful investment for procurement of equipments/store articles.

**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.

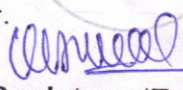
Sd/-  
Registrar

No:-AUJ/Est/G-162/19-20/747-806

Dated: 02.04.2019

**Copy for information to:**

- All Officers of the University \_\_\_\_\_
- Associate Director Extension & I/c KVKs
- Co-ordinator School of Biotechnology
- Chief Scientist/WMRC, Chatha
- I/c University Examination Cell, SKUAST-J
- All HODs, FoA Chatha/F.B.Sc Chatha/ F.V.Sc & A H R.S.Pura \_\_\_\_\_
- I/c Data Centre for uploading the Memorandum on the University Website.
- All I/c Stations/Sub Stations/KVKs \_\_\_\_\_
- Concerned Committee Members \_\_\_\_\_
- SVC for kind information of Hon'ble Vice-Chancellor.

  
Asstt. Registrar (Est./NT) 8.5.19

SKUAST

Registrar Office  
Chatha, Jammu, J & K 180 009, INDIA

"An institution for sustainable agriculture for food and nutritional security"  
"Healthy Soils for a Healthy Life"

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