

RATE CONTRACT - STORE BRANCH

Rate Contract.

राजीव गाँधी विश्वविद्यालय
रोनो हिल्स, दोईमुख
RAJIV GANDHI UNIVERSITY
RONO HILLS, DOIMUKH.

No. ST-411/ARC/Lab/2021 / 0908

Dated, the 18th Aug., 2022

ORDER

Renewal of Annual Rate Contract-2022-23 for CHEMICALS & CONSUMABLE, GLASS WARE, PLASTIC WARE, MINOR EQUIPMENT (below Rs.15,000), REAGENTS and Sequencing services.

Administrative approval is hereby accorded for extension of the Annual Rate Contract for the Chemicals & Consumables, Glass-wares, Plastics-wares, Minor Equipments (not exceeding Rs.15 000/- per item), Reagents and Sequencing services for the Financial Year 2022-23.

The list of firms is enclosed herewith in **Annexure - I**. The discounts are applicable as per the catalogues/ Manufacturer's price list which will be published by these firms for the financial year 2022-23.

The concerned Head of the department / PI's have been authorized to issue supply order for chemical/Consumable/ glassware's/ plastic wares, minor lab equipments (below costing Rs. 15,000.00) Reagents and sequencing services as per their requirement subject to the administrative approval and finance concurrence for the procurement

The concerned Head of the department / PI may kindly take adequate care to ensure the correctness of the rate charged, as they may have to provide any clarification called for by internal audit,/ Statutory audit at a later stage. The enclosed Booklet will provide the necessary guidance in this regard.

All the proposals for purchase of Chemicals & Lab wares are to be **submitted directly to the Registrar/ Purchase & Stores section / Project Cell** as the case may be. On supply, these items will be entered in the stock register of the respective departments (there will be no requirement for Central Stock Registration in the Purchase & Stores section and Project cell). However, in the case of purchase of Minor Equipment, it should be forwarded to the Purchase & Stores Section/ Project cell (if it is pertaining to projects) at the **Bill Settlement Stage** as per normal procedure, for making Central Stock Entry and process the payment. The procedure to be followed for purchase of chemicals, glass, lab & plastic wares etc., is enclosed for guidance.

This issue with the approval of Vice-Chancellor.


19/8/2022

(Dr. N.T. Rikam)
Registrar, RGU

CHAPTER - I

PURCHASE OF CHEMICALS, GLASS & PLASTIC WARES

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CHAPTER - II

PURCHASE OF MINOR EQUIPMENTS

(Not exceeding Rs.15, 000/- per item)

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CHAPTER - I

PURCHASE OF CHEMICALS, GLASS WARES & PLASTIC WARES

a) Procedure to be followed prior to purchase and submission of Proposals

- i) The Head of the Departments and P.I.s are required to have a close watch over the allocation of Budget, availability of fund, expenditure status on this subject.
- ii) No purchase without proper justification or purchase exceeding their budget should be made.
- iii) The proposer has to certify the correctness of rates with respect to company's printed Catalogue and the rate of rebate/ discount offered, in the prescribed format which is given below: -

Price & Discount Verification Certificate

This is to certify that the price of Chemicals / Lab wares, etc. which are proposed to be purchased from M/s. _____ for total amount of Rs. _____ have been verified as per the Catalogue of 2021-22 of the firm and their prices and discount calculation are found to be correct.

- iv) If Chemicals/Solvents/Glass & Plastic wares not listed in the catalogues of the selected firms are required, HoD/PI shall call quotations from at least three reputed firms/vendors and follow the purchase procedures.
- v) More than one local supplier may also be considered as per this approved rate contract for any brand of Chemicals & Glassware, if the manufacturer authorizes the same.

b) Procedure to be followed for obtaining Financial Concurrence / Administrative Approval

- i) The purchase proposal for purchase of Chemicals and Glass & Plastic Wares have to be sent directly to the Purchase & store section / Project cell for ascertaining fund position and for obtaining administrative approval and financial concurrence.

As soon as obtaining the Administrative approval and financial concurrence the concerned branch will intimate the same to the concerned Head of the department/ Centre/ PI. Then the concerned HOD/ Centre/ PI will issue supply order strictly specifying the nature of the item required and copies of which will be sent to the Stores and purchase/ Project cell as the case may be.

No supply order will be issued without getting approval from the finance section.



c) **Procedure to be followed after purchase**

- (i) After receipt of the consignment, the concerned Department should carefully verify the quantity and quality of the items. A Certificate in the following format has to be sent when the bill / invoice is forwarded for settlement.

Laboratory Consumables Quality / Quantity Verification Certificate

This is to certify that the Chemicals / Glass wares / etc. purchased from M/s _____ for total amount of Rs. _____ vide Invoice No. _____ dated _____ are received in good condition and the consignment was fully verified and found to be in correct quantity and quality.

- (ii) The Department should also take responsibility for correctness of the price charged in the invoice with the price published in the catalogue of the particular product. The agreed discount admissibility should also be carefully verified and certified.
- (iii) The concerned Department should send the original bill, original invoices with proper stock entry certificate on the reverse side of the bill/ invoices, Quality & Quantity Verification Certificate straight away to the purchase & stores section / project cell. At the bill settlement stage if the Finance Section calls for the Lab Consumable Stock Register, the concerned Department / Centre / PI should submit the same for verification to process every bill settlement. The Finance Section will keep the Department / Centre / PI informed, as and when the payment is released to the supplier. The Department may also follow-up the matter with Finance Section till the payment reaches the rate contractor / supplier.
- (iv) All Departments should maintain a Stock Register for consumables such as Chemicals, Glass wares & Plastic wares, etc. and stock entry has to be recorded then and there in the order of receipt of materials. Issue of chemicals should be deducted from the Stock Register on the date of issue itself.
- (v) Every issue should be supported by proper indent duly signed by the indenter as well as Stock Issue Officer.
- (vi) The Stock Registers, Internal Indent Forms, Copies of Invoices and any other relevant files, registers should be made available for verification by the concerned user Department / Centre / PI, as and when they are called for by the Finance / Purchase Section, Internal Audit Officer and Statuary Audit authorities.



- (vii) All the Departments should also submit the Closing Stock Position as on 31st March, of every year, along with consolidated value to the Finance & Accounts Section to enable them to incorporate the same in the University Annual Accounts.
- (viii) **Deletion of firms:** During the period of Rate Contract, if it is found that any firm supplies poor quality of chemicals, glassware, lab & plastic wares etc., the fact may be intimated to the concerned supplier and keep a record of such firms as well as non supply of items in time. This will enable the University to black list the firm in future and to avoid the audit objection.

A handwritten signature in black ink, consisting of a stylized 'D' followed by a horizontal line and a large, sweeping flourish that curves upwards and to the right.

CHAPTER - II

PURCHASE OF MINOR EQUIPMENTS

(Not Exceeding Rs.15, 000/- per item)

a) **Procedure to be followed prior to purchase and submission of Proposals**

The Head of the Departments and P.I.s are required to have a close watch over the allocation of Budget, availability of fund, expenditure status on this subject.

No purchase without proper justification or purchase exceeding their budget should be made.

The proposer has to certify the correctness of rates with respect to company's printed catalogue and the rate of rebate/discount offered, in the prescribed format which is given below: -

Price & Discount Verification Certificate

This is to certify that the prices of Minor Equipments which are proposed to be purchased from M/s. _____ for total amount of Rs. _____ have been verified as per the Catalogue of 2021-22 of the firm and their prices and discount calculation are found to be correct.

- iv) On the basis of the periodical requirement of the laboratory consumables a purchase proposal in the prescribed format, with minutes of the Departmental Purchase Committee, has to be prepared, keeping in mind the availability of fund in the respective head of account, for meeting this expenditure.
- v) If Minor Equipments not listed in the catalogues of the selected firms are required, HOD/PI shall call quotations from at least three reputed firms/vendors and follow the purchase procedures.
- vi) More than one local supplier may also be considered as per this approved rate contract for any brand of Chemicals & Glass wares, if the manufacturer authorizes the same.



b) **Procedure to be followed for obtaining Financial Concurrence / Administrative Approval**

The purchase proposal for purchase of Minor Equipments have to be sent directly to the Purchase & stores section / Project cell as the case maybe , for ascertaining fund position and for obtaining financial concurrence.

As soon as obtaining the Administrative approval and financial concurrence the concerned branch will intimate the same to the concerned Head of the department/ Centre/ PI. Then the concerned HOD/ Centre/ PI will issue supply order strictly specifying the nature of the item required and copies of which will be sent to the Stores and purchase/ Project cell as the case may be.

No supply order will be issued without getting approval from the finance section.

- (i) After receipt of the consignment, the concerned Department should carefully verify the quantity as per the specifications and working condition of the items. A Certificate in the following format has to be sent when the bill / invoice is forwarded for settlement.

Minor Equipments Satisfactory Performance Certificate

This is to certify that the Minor Equipments purchased from M/s _____ for total amount of Rs. _____ vide Invoice No. _____ dated _____ are received in good working condition and the consignment was fully verified and found to be in order.

- (ii) The Department should also take responsibility for correctness of the price charged in the invoice with the price published in the catalogue of the particular product. The agreed discount admissibility should also be carefully verified and certified.

The concerned Department should send the bill, original invoices with proper stock entry certificate on the reverse side of the invoices, Satisfactory Performance Certificate, to the Purchase & Stores Section / Project cell along with a copy of administrative approval & finance concurrence.

- (iii) In both the cases, the Purchase & Stores Section/ Project cell will move the file to the Finance Section after making necessary stock entry for settlement of bills.
- (iv) In case the Purchase & Stores Section/ Project cell (or) Finance Section calls for the Lab Consumable Stock Register, the concerned Department / Centre / PI should submit the same for verification to process every bill settlement.
- A follow-up measure should also be taken by the Department till the payment reaches the rate contractor / supplier.
- (v) All Departments should maintain a separate Stock Register for Minor Equipments and stock entries have to be recorded then and there in the order of receipt of materials.



- (vi) The Stock Registers, Copies of Invoices and any other relevant files, registers should be made available for verification by the concerned user Department / Centre / PI, as and when they are called for by the Finance / Purchase Section, Internal Audit Officer and Statuary Audit authorities.
- (vii) All the Departments should also submit the Closing Stock Position as on 31st March, of every year, along with consolidated value to the Finance & Accounts Section to enable them to incorporate the same in the University Annual Accounts.

Memo No. No. ST-411/ARC/Lab/2021 /0908

Copy to :

1. PS to Vice-Chancellor for information please.
2. PS to Pro Vice-Chancellor for information please.
3. PS to Registrar for information.
4. PS to Finance Officer for information.
5. All the Directors/HoDs for information.
6. Joint Registrar (Finance) for information.
7. Assistant Registrar (UGC & Project Cell) for information.
8. Estate Officer for information.
9. Section Officer (Finance/Audit) for information.

Sd/- Registrar

Dated, the 22 Aug., 2022



(Dr. N. T. Rikam)
Registrar



RAJIV GANDHI UNIVERSITY
RONO HILLS; DOIMUKH

Rate Contract.

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No.ST-193/PW/2009

Dated 5 October, 2020

ORDER

Consequent upon the recommendation of the Purchase Committee (General) on the Notice Inviting Quotation (NIQ) and subsequent re-negotiation with the firm, an administrative approval is hereby accorded to award various types of printing works of the University to **M/s Eureka Offset & Imaging System, A-Sector, Naharlagun, Arunachal Pradesh** with immediate effect.

The particulars of the materials, rate and specification is appended at Annexure – (A)

Terms and conditions:-

1. The printing rates shall be valid for the period of 3 (three) years from date of acceptance.
2. The printing works shall be assigned in phase manner from time to time.
3. The firm shall not give sub – contract, transfer, assign or otherwise, part of the contract to any persons/party directly or indirectly. If any press/firm is found to be fraudulent, their work order/ contract shall be terminated and firm shall be blacklisted.
4. The firm shall give undertaking in prescribed format that the firm/ proprietor has not been blacklisted and their business dealing with Central/State Government/Public Sector Units/Autonomous bodies have not been banned/terminated on poor performances.
5. All disputes are subjected to Itanagar jurisdiction only.

This is issued with the approval of the Vice- Chancellor.

Sd/-

Memo No. ST-193/PW/2009 1203
Copy to:-

Registrar
Dated 8th October, 2020

1. P.S to Vice-Chancellor for information.
2. P.A to PVC for information.
3. P S to Registrar/F.O/CoE for information.
4. All HoDs/Director / E.E/Librarian for information.
5. All Jt. Registrars/Dy.Registrar for information.
6. SMO, Health Centre/Manager, Guest House / Sr.Security Officer / Estate Officer/Sanitary Inspector for information.
7. All Section Officers for information.
8. M/s Eureka Offset & Imaging System, A-Sector, Naharlagun (A.P) for information.
9. Office copy.

issued
8/10/2020

Registrar

Sl. No.	Particulars	Specification	Unit	Rate
1.	Different Type of form	Demy 1/4 size, DFC 10.5 kg	1 Nos.	₹ 2/-
2.	Envelope (All Size) with Printing	A4 (inside laminated)	1 Nos.	₹ 6/-
		Legal (Laminated)	1 Nos.	₹ 8/-
		142x14 (Inside Cloth Pasted)	1 Nos.	₹ 9/-
		9x4 (brown)	1 Nos.	₹ 2/-
		9x5 (brown)	1 Nos.	₹ 2/-
		7x4 (white)	1 Nos.	₹ 2/-
3.	Service Book	Per 100 nos. 16 kg maplitho	1 Nos.	₹ 220/-
4.	Letter Pad	Executive Bond 100 gsm	1 Nos.	₹ 120/-
5.	Scilping Pad	Executive Bond 100 gsm	1 Nos.	₹ 60/-
6.	Note Sheet	1/4 DFC size loose, Kongkoj paper	1 Nos.	₹ 2/-
7.	Asset Register Etc.	100 pages not less than 10 register paper DFC 10.4 kag	1 Nos.	₹ 265/-
8.	Monocolore etc.	Per page, per 1000, demy 1/4 size	1 Nos.	₹ 200/-
9.	Annual Report	Art paper 130 gsm, cover 300 gsm, lamination perfect binding, four colour printing. Total 540 pages, Qnty not less than 200 copies.	1 Nos.	₹ 3,200/-
10.	Magazine	80 pages, all pages four color, inside paper 130 gsm, perfect binding lamination	1 Nos.	₹ 100/-
11.	File Cover	28 ouch Qnty. Not less than 100 no.	1 Nos.	₹ 20/-
12.	Spiral Binding		1 Nos.	₹ 60/-
13.	Hard Binding		1 Nos.	₹ 200/-
14.	Prospectus and other items	100 pages (130gsm inside, cover 250gsm art paper) Perfect binding Qnty. Not less than 1000 nos.	1 Nos.	₹ 150/- OR ₹ 90/- (For more than 3000 Nos of printing)
15.	Calendar	(seven sheeter 170 gsm) above rate minimum 1000 copies	1 Nos.	₹ 145/-
16.	Greeting Card	300 gsm art paper	1 Nos.	₹ 60/-
17.	Registration card	Ivory 350 gsm, 1/8 size	1 Nos.	₹ 2.40/-
18.	Health Diary		1 Nos.	₹ 27/-
19.	Leave Pass Book		1 Nos.	₹ 27/-
19.	Student Diary	16kg maplitho, 30 pages	1 Nos.	₹ 29.00/-
20.	Staff Attendances Registrar	16kg maplitho, 30 pages	1 Nos.	₹ 180/-
21.	Staff Attendances Registrar	16kg maplitho, 30 pages	1 Nos.	₹ 180/-