

UTTAR BANGA KRISHI VISWAVIDYALAYA
PUNDIBARI: COOCH BEHAR: WEST BENGAL
PIN – 736165
COMPTROLLERS' DEPARTMENT.

From: Comptroller-in- Charge &
Assistant Auditor

(CIRCULAR)

Circular Ref. No. UBKV/COMP/CR/P.Mgt. /37/2023-24

Dt.27/04/2023

It is to circulate that all concerned procurement officials are requested to maintain the modalities as prescribed in the Rule 47 of WBFR, University Purchase Policy (UPP), and subsequent amended thereof. Specially G.O.No.-5400-F(Y) dt. 25th.June 2012 along with G.O.No.-10500-F dt. 19th.November 2004 in this connection should be maintained at par in the SO as well as EO/Two Stage Bidding/Two Bid System- NIT/QIT/DP excluding shopping: -

- i) Procurement is to be done on the basis of necessity, not by- way- of fund utilisation motif.
- ii) Normally, Financial Concurrence (FC) will be given on the basis of fund availability of the concerned subject of procurement for the stipulated budget period of the relevant project/ programme.
If the funding agency requires, then FC will be judged in the view of credit limit sanctioned by the funding agency concerned. It is to be treated as overdraft facilities, given by the funding agency. Financial outlay of a prospective project will be determined on the basis of sanctioned credit limit.
- iii) Before going to procurement process, procurement process outlay should be fixed in the procurement plan meeting by the competent authority of the University
- iv) Before going to rate contract, frequency of usage of relevant goods and services should be analysed in such manner, by which ordered lead time, frequency of relevant order, cost-saving opportunity for bulk-procurement etc. can be determined appropriately. In case of Frame-out or Rate Contract, contract should be made in due time. Renewal can only be done in accordance with the relevant rules of the University Procurement Policy. Such contract is to be made for controlling process on the procurement items, used by the University frequently.
- v) In the SO, the Liquidity Demurrage clause should be incorporated. Otherwise, delivery time schedule can be compromised frequently. It is to be noted that liquidity demurrage clause is a controlling measure to tackle over the supplier's delivery time schedule and compels the concerned supplier to maintain the standard lead time of the relevant industry of the supplied items.
- vi) Purpose of "Performance Security" and "Security Deposit" should be understood and related clause should be modified accordingly.
- vii) Assessment of technical specification can be made with due importance. Otherwise, procurement cycle will be enhanced unnecessarily. Before going to standardised technical specification of hi-precision, hi- valued equipment or machineries, latest technological upliftment as well as market feasibility should be verified with due diligence. Scope of pre- bid meeting, post- bid negotiation, etc. should be judged in the light of best possible cost- effective manner without compromising the quality of the concerned procurable goods and services.
- viii) Maintenance of contingent liabilities (e.g., BG for SD/PS/Warranty, endorsed FD instead of BG, other negotiable instruments etc.) in regards with procurement process of any supply should be made by the procurement department of the Registrar Office of the University.
- ix) In case of service procurement from the expert consultant, definite Terms of Reference (TOR) may be framed in accordance with the terms & conditions as specified in the Central Government Procurement Manual for Consultancy Services.
- x) Consideration of life cycle cost is utmost importance for hi-precision, hi- valued equipment or machineries. Otherwise, cost of long-term maintenance of such equipment or farm implements will fall in danger. Life duration cycle of such equipment or machines will be reduced and subsequently, the University will face the replacement problem before expiry of standard life time of such equipment or machines.

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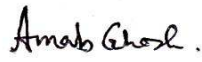
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- xi) In case of unscheduled items of any turnkey project against the PWD/CPWD works schedules, more diligent concentration will be expected at the time of fixing activity schedules involved thereof. Otherwise, cost of timeliness, cost of such turnkey projects will be increased.
- xii) For assured long- term service from the supplier, contract agreement should be verified by the expert with a view to safe-guard the interest of the University. Otherwise, University will face the legal complications and subsequently bear exorbitant cost burden.
- xiii) In case of procurement through GeM, a separate skilled-wing is needed. Otherwise, time overrun situation may be arisen, which will compel to born cost of penalty as per the R&R of the GeM, introduced by the GFR-149A.
- xiv) In case of online shopping, manual for procurement of goods & services of the Central Government is to be applicable in to-to.
- xv) For the purpose of EMD management, ESCROW bank account may be used by the procurement department of the Registrar Office of the University. Guidelines of the GOWB in this respect may be followed by the University.

Your diligent action in this regard will be cost- effective and maintain procurement propriety in future. Both of which are very much essential for future financial planning and procurement management of the University.

S/d-
In-Charge,
The Comptroller's Department,
& Assistant Auditor, UBKV

Copy to:

- i) Vice Chancellor Secretariat, Administrative Building, UBKV -Main Campus, Pundibari-736165
- ii) The Registrar, UBKV, Administrative Building, UBKV -Main Campus, Pundibari-736165
- iii) Dean of Agriculture Faculty/ Dean of Horticulture Faculty/Dean of Technology Faculty, UBKV -Main Campus, Pundibari-736165
- iv) Dean (PGS)/DSW/Deputy Registrar-Exam. UBKV -Main Campus, Pundibari-736165
- v) Director of Research & Development, UBKV, Seed Testing Laboratory Building, Pundibari-736165
- vi) Director of Extension Education, UBKV, ATIC Building, Pundibari-736165
- vii) Director of Farms, Central Farm Building, UBKV -Main Campus, Pundibari-736165
- viii) Associated Dean of COA, RRS(OAZ) Campus, Majhian, Patiram, Dakshin Dinajpur, WB
- ix) In- Charge, RRS-(TZ), UBKV -Main Campus, Pundibari-736165/ In- Charge, RRS-(HZ), RRS(HZ) Campus, Kalimpong, WB / In- Charge, RRS-(OAZ), UBKV-RRS(OAZ) Campus, Majhian, Patiram, Dakshin Dinajpur, WB
- x) In- Charge, RRSS (TZ), Kharibari, Darjeeling/ In- Charge, RRSS (HZ), Pedong, Kalimpong, WB/ In- Charge, RRSS (OAZ), Manikchawak, Malda, WB
- xi) University Engineer, Works Department, UBKV -Main Campus, Pundibari-736165
- xii) In- Charge, Central Library, UBKV -Main Campus, Pundibari-736165


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The Comptroller's Department,
& Assistant Auditor, UBKV