

UNIVERSITY OF CALCUTTA



PVC (B.A.&F)/17/0615

No.

Dated, the 19th June'2015

MEMORANDUM

In accordance with the resolution of the Finance Committee meeting dated 27.03.2015 (Table Item No.1) duly approved by the Syndicate in its meeting dated 31.03.2015 (Item no. 36) the following purchase procedure shall be followed with immediate effect:-

1. For purchase or work value upto Rs.10,000 - no quotation is required.
2. For purchase work value from above Rs.10,000 to less than Rs.1,00,000 - on the basis of selected quotation from at least 3 quotations.
3. For purchase or work value above Rs.1 lakh upto 5 lakh - Tender process shall be followed.
4. For purchase or work value above 5 lakhs - E-Tender process shall be followed both in Govt. portal as well as University portal.

The Tender committee shall be constituted with the following personnel.

1. Registrar
2. Inspector of Colleges
3. Controller of Exam
4. Engineer
5. Asstt. Registrar
6. Accounts Officer

All the Heads of the Departments, Faculty members and Officers are requested to comply with the same.

ScB

Pro V.C. (B.A. & F)

University of Calcutta

**Pro Vice-Chancellor
(BA & F)
University of Calcutta**