

UNIVERSITY OF CALCUTTA



OFFICE NOTICE

In partial modification of this University earlier memorandum No. PVC (B.A. & F.)/17/0615, dated 19th June, 2015 and in accordance with the resolution of the Syndicate dated the 07th October, 2015 under item No. 04 (Confirmed by the Syndicate dated 02nd November, 2015 under item No. 01), it is notified for information of all concerned that the re-constitution of the Tender Committee and the formation of a Tender Advisory Committee as under with all their functions shall take immediate effect :

(1) Tender Committee :

- 1.. Librarian – Chairperson
2. Controller of Examinations
3. Deputy Registrar
4. Engineer
5. Accounts Officer
6. Internal Auditor
7. Asstt. Registrar

Departmental Heads will be the member of the Tender committee in connection with their respective departmental tender issues and for the Sponsored Projects the Principal Investigator will be the member of the Tender Committee for the respective project.

(2) Of the above **(1)** the following officers are authorized to conduct **e-Tender** formalities/procedures etc. on behalf of the University in the capacity mentioned against each:


- | | |
|---------------------|--------------------------|
| 1) Librarian | : Nodal Officer |
| 2) Accounts Officer | : Administrative Officer |
| 3) Internal Auditor | : Administrative Officer |

(3) In case of any advice needed the Tender Committee may refer the matter to the **Tender Advisory Committee** Comprising the following members :

1. Prof. Subires Bhattacharyay, Hon'ble member of the Syndicate
2. Prof. Dipak Kumar Kar, Hon'ble member of the Syndicate
3. Prof. Asutosh Ghosh, Dean Faculty of Science, C.U.,
4. Assistant Registrar – Convenor

The entries in the above earlier memorandum No. PVC (B.A. & F.)/17/0615, dated 19th June, 2015 regarding **Purchase Procedure** shall remain unchanged.

All the Heads of the Departments, Faculty Members and Officers are requested to take note of the above and do accordingly.


6.11.15
Pro V.C. (B.A. & F.)
University of Calcutta
Pro Vice-Chancellor
(BA & F)
University of Calcutta