

To streamline the functioning the accounts department, some performa have been designed taking into consideration the feedback of teaching and non-teaching staff and detailed deliberations with the accounts department. Following are the new performas:

S.No.	Form No.	Purpose
1.	Form No - I	For settling advance taken / For claiming reimbursement
2.	Form No - II	For claiming advance from college
3.	Form No - III	General Purchase Requisition
4.	Form No - IV	Purchase requisition for non- consumables for laboratory
5.	Form No - V	Purchase requisition for consumables for laboratory
6.	Form No - VI	Permission to organize Seminar/ Conference/ Workshop /Departmental functions
7.	Form No - VII	Permission for attending Seminar/ Conference/ Workshop
8.	Form No - VIII	Stock Receiving / Satisfactory Work Done report
9.	Certificate A	To be attached with the bills of for purchase of goods upto the value of Rs. 15000/- on each occasion.
10.	Certificate B	To be attached with the bills of for purchase of goods costing above of Rs. 15000/- only and upto Rs. 1,00,000/- only on each occasion.

All the above performas and certificates are also available on the college website and accounts office.

Guidelines for Bill Processing at MAC:

GFR – 2005 Guidelines	Documents to be attached with Bill
<p>Purchase of goods upto the value of Rs. 15000/- (Rupees Fifteen Thousand)</p> <p>Goods upto the value of Rs. 15,000/- only on each occasion may be purchased without inviting quotations or bids.</p> <p>A certificate (Certificate A) signed by the person making the purchase is to be submitted alongwith bills.</p>	<ol style="list-style-type: none"> 1. Duly Approved Requisition (original) 2. Bill (Original) <i>Please verify the amount to be paid on each bill Stock entry (if applicable) Satisfactory Work done Report (if applicable)</i> 3. Certificate A
<p>Purchase of goods costing above Rs. 15,000/- (Rupees Fifteen Thousand) only and upto Rs. 1,00,000/- (Rupees One lakh) only on each occasion.</p> <p>Purchase may be made on the recommendations of a duly constituted Local Purchase Committee (LPC) consisting of three members of an appropriate level as decided by the Principal. The LPC will survey the market to ascertain the reasonableness of rate, quality and specifications and identify the appropriate supplier. LPC is advised to procure quotations from 3-4 vendors or record the rates in the comparative performa before recommending placement of the purchase order. The LPC will jointly record a certificate B.</p>	<ol style="list-style-type: none"> 1. Duly Approved Requisition (original) 2. Bill (Original) <i>Please verify the amount to be paid on each bill Stock entry (if applicable) Satisfactory Work done Report (if applicable)</i> 3. Certificate B 4. Comparative Statement (Jointly signed by the LPC) OR Quotations signed by LPC
<p>Purchase by inviting Quotations (Rule 151, GFR – 2005)</p> <p>This method may be adopted when estimated value of the goods to be procured is up to Rupees Twenty-five Lakhs.</p> <p>Copies of the bidding document should be sent directly by speed post/registered post/courier/e-mail to firms which are borne on the list of registered suppliers for the goods in question as referred under Rule 142 (GFR-2005). The number of supplier firms in Limited Tender Enquiry should be more than three. Further, web based publicity should be given for limited tenders. Efforts should be made to identify a higher number of approved suppliers to obtain</p>	<ol style="list-style-type: none"> 1. Duly Approved Requisition (original) 2. Minutes of the Purchase Committee meeting 3. Bill (Original) <i>Please verify the amount to be paid on each bill Stock entry (if applicable) Satisfactory Work done Report (if applicable)</i> 4. Comparative Statement – Original (signed by the Purchase Committee) 5. Original, Signed Quotations

<p>more responsive bids on competitive basis.</p> <p>Sufficient time should be allowed for submission of bids in Limited Tender Enquiry cases.</p>	
<p>Rule 152. Two Bids system : For purchasing high value plant, machinery etc. of a complex and technical nature, bids may be obtained in two parts as under :-</p> <p>(a) Technical bid consisting of all technical details alongwith commercial terms and conditions ; and</p> <p>(b) Financial bid indicating item-wise price for the items mentioned in the technical bid.</p> <p>The technical bid and the financial bid should be sealed by the bidder in separate covers duly superscribed and both these sealed covers are to be put in a bigger cover which should also be sealed and duly superscribed. The technical bids are to be opened by the purchasing Ministry or Department at the first instance and evaluated by a competent committee or authority. At the second stage financial bids of only the technically acceptable offers should be opened for further evaluation and ranking before awarding the contract.</p>	<ol style="list-style-type: none"> 1. Duly Approved Requisition (original) 2. Minutes of the Purchase Committee meeting 3. Minutes of the Technical Committee meeting 4. Minutes of the Purchase Committee meeting after submission of Technical comm. report. 5. Bill (Original) <i>Please verify the amount to be paid on each bill</i> <i>Stock entry (if applicable)</i> <i>Satisfactory Work done Report (if applicable)</i> 6. Comparative Statement – Original (Jointly signed by the Purchase Comm) 7. Original, Signed Quotations

- Rule 153. Late Bids : In the case of advertised tender enquiry or limited tender enquiry, late bids (i.e. bids received after the specified date and time for receipt of bids) should not be considered.

- For details of the rules quoted above, please refer to GFR-2005 attached with the mail.

Important Note:

- **All the faculty members are requested to consider the above performas and ensure that all desired documents are submitted at the time of bill submission.**
- **Kindly get the bill entry number at the time of submission of bill. This number will help you keep a track of your submitted bills and also expedite their clearance.**
- **In case you discover that bills are not being processed according to 'Bill Entry Number', kindly bring it to the notice of Bursar/Principal, MAC.**
- **Please find attached with the mail, complete 'General Financial Rules (GFR) – 2005', for reference.**

A. Purchase of goods upto the value of Rs. 15000/- (Rupees Fifteen Thousand) : Goods upto the value of Rs. 15,000/- only on each occasion may be purchased without inviting quotations or bids. A certificate (Certificate A) signed by the person making the purchase is to be submitted alongwith bills.

Following Documents are to be attached with the bill:

4. Duly Approved Requisition (original)
5. Bill (Original)
 - Please verify the amount to be paid on each bill
 - Stock entry (if applicable)
 - Satisfactory Work done Report (if applicable)
6. Certificate A

B. Purchase of goods costing above Rs. 15,000/- (Rupees Fifteen Thousand) only and upto Rs. 1,00,000/- (Rupees One lakh) only on each occasion.

Purchase may be made on the recommendations of a duly constituted Local Purchase Committee (LPC) consisting of three members of an appropriate level as decided by the Principal. The LPC will survey the market to ascertain the reasonableness of rate, quality and specifications and identify the appropriate supplier. LPC is advised to procure quotations from 3-4 vendors or record the rates in the comparative performa before recommending placement of the purchase order. The LPC will jointly record a certificate B.

Following Documents are to be attached with the bill:

8. Duly Approved Requisition (original)
9. Bill (Original)
 - Please verify the amount to be paid on each bill
 - Stock entry (if applicable)

Satisfactory Work done Report (if applicable)

10. Certificate B

11. Comparative Statement (Jointly signed by the LPC) OR Signed Quotations

C. Limited Tender Enquiry (Rule 151, GFR – 2005)

(i) This method may be adopted when estimated value of the goods to be procured is up to Rupees Twenty-five Lakhs.

Copies of the bidding document should be sent directly by speed post/registered post/courier/e-mail to firms which are borne on the list of registered suppliers for the goods in question as referred under **Rule 142 (GFR-2005)**.

The number of supplier firms in Limited Tender Enquiry should be **more than three**.

Further, web based publicity should be given for limited tenders. Efforts should be made to identify a higher number of approved suppliers to obtain more responsive bids on competitive basis.

(iii) Sufficient time should be allowed for submission of bids in Limited Tender Enquiry cases.

Rule 152. Two Bid system : For purchasing high value plant, machinery etc. of a complex and technical nature, bids may be obtained in two parts as under :-

- (a) Technical bid consisting of all technical details alongwith commercial terms and conditions ; and
- (b) Financial bid indicating item-wise price for the items mentioned in the technical bid.

The technical bid and the financial bid should be sealed by the bidder in separate covers duly superscribed and both these sealed covers are to be put in a bigger cover which should also be sealed and duly superscribed. The technical bids are to be opened by the purchasing Ministry or Department at the first instance and evaluated by a competent committee or authority. At the second stage financial bids of only the technically acceptable offers should be opened for further evaluation and ranking before awarding the contract.

Rule 153. Late Bids : In the case of advertised tender enquiry or limited tender enquiry, late bids (i.e. bids received after the specified date and time for receipt of bids) should not be considered.

Rule 154. Single Tender Enquiry.

Procurement from a single source may be resorted to in the following circumstances :

- (i) It is in the knowledge of the user department that only a particular firm is the manufacturer of the required goods.
- (ii) In a case of emergency, the required goods are necessarily to be purchased from a particular source and the reason for such decision is to be recorded and approval of competent authority obtained.
- (iii) For standardisation of machinery or spare parts to be compatible to the existing sets of equipment (on the advice of a competent technical expert and approved by the competent authority), the required item is to be purchased only from a selected firm.

Note : Proprietary Article Certificate in the following form is to be provided by the Ministry / Department before procuring the goods from a single source under the provision of sub **Rule 154 (i) and 154 (iii)** as applicable.

- (i) The indented goods are manufactured by M/s.....
- (ii) No other make or model is acceptable for the following reasons :
.....
- (iii) Concurrence of finance wing to the proposal vide :.....
- (iv) Approval of the competent authority vide :.....

(Signature with date and designation of the procuring officer)'