



भारतीय  
प्रौद्योगिकी  
संस्थान  
काशी हिन्दू विश्वविद्यालय



INDIAN  
INSTITUTE OF  
TECHNOLOGY  
BANARAS HINDU UNIVERSITY

☎ : 0542-6702070 - 71; 0542-2366674, FAX : 91-542-2368428; e-mail : registrar@iitbhu.ac.in

Ref. No.: IIT (BHU)/I.P. Cell/ PurMan/2017-18/ १५

Date: 2<sup>nd</sup> May 2017

*All the Heads of the Department / Coordinators of the Schools, IIT (BHU),  
All the Professor In-charges, the Coordinators/ In-charges of units/ Centres/ Offices, IIT (BHU),  
**Indian Institute of Technology (BHU), Varansi***

## NOTICE

I am directed to clarify the following regarding certain provisions of the Store & Purchase Manual 2015:

1. As per Clause no. 5.9 of Store and Purchase Manual 2015, 5% performance security will be applicable on all types of services and the goods valued more than Rs.25.00 lakh. If services/goods is less than Rs.25.00 lakhs decision will be at the discretion of D.P.C. or user for a period of sixty days beyond the date of completion of all contractual obligations of the supplier warranty obligations.
2. The below mentioned Important Note of Rate Contract 2016-17 may please be strictly adhere to:  
*"The purchases of the aforementioned rate contract items are required to be made only from the concerned firms on rate contract and not from any other firm/supplier. This should be strictly adhered to. Bills of the items purchased outside rate contract will not be entertained by the Finance. Also, the rates of the other than approved items/models of the items under rate contract are also available with I.P.Cell which can be procured after verification from I.P. Cell only if needed".*
3. All the limited tenders above Rs.5.00 lakh and below Rs.10.00 lakh must be uploaded on Institute website.
4. A single Stock Book & Purchase Book should be maintained centrally except project related stores and purchases. The purchases made for projects, separate Stock & Purchase Book will be maintained project wise.
5. Before purchasing any equipment under buy-back scheme, the condemnation process of old equipment must be got approved from the Competent Authority, in terms of Clause 5.13 "Purchase under Buy-Back Scheme" of the Stores & Purchase Manual 2015 may please be strictly adhere to.
6. In terms of Clause 5.2.3 (B) it is to clarify that an order of similar items to the same vendor can be repeated after 45 days only, otherwise same will be treated as violation of Rule 148 of GFR and it will be treated as splitting of order.
7. The Director has authorized the concerned C.F.A. to waive off the penalty on the delayed supply of the items due to some genuine reasons stated by the vendor, on the recommendation of the concerned Departmental Purchase Committee.

Yours faithfully,

  
Jt. Registrar  
04/05/17


Ref. No. : IIT (BHU) /I.P. Cell/ PurMan /2017-18/

, of date

Copy forwarded for information to the followings:

*All the Deans, IIT (BHU),  
The Chief Councillor, IIT (BHU),  
The Chairman, Senate Library Committee, IIT (BHU),  
The Chairman, IIT (BHU) – Cafeteria Committee,  
The Chairman, Council of Wardens, IIT (BHU),  
The Coordinator, GTAC, IIT (BHU),  
The Administrative Wardens/ Wardens of Hostels, IIT (BHU),  
The Chairman Web Management & E-mail Services Committee,  
The Chairman, IWC, IIT (BHU),  
The In-charge, 1<sup>st</sup> Year Computer Lab, IIT (BHU),  
The Dy. Chief Proctor, IIT (BHU),  
All the Joint Registrars, IIT (BHU),  
The Dy. Registrar, IIT (BHU)  
All the Assistant Registrars, IIT (BHU)  
The P.S. to Director, IIT (BHU),  
The P.A. to the Registrar, IIT (BHU)*

**Indian Institute of Technology (BHU), Varanasi**

  
Jt. Registrar  
120  
27/05/17