

From

The Director,
(Stores & Purchase),
CCSHAU, Hisar

To

All Deans/Directors/HODs/Offices/Section/DDOs,
(including outstations)
CCSHAU, Hisar

Memo No.SPO/2017/5147-5274

Dated : 27/11/17

Subject : Store Purchase Procedure 2011 –Amendment thereto

Please refer to this Office Memo No.SPO/11/8754-8903 dated 21.11.2011 vide which the Store Purchase Procedure-2011 was circulated.

2- On the basis of recommendations made by the Chairman, CPC, Worthy Vice-Chancellor, CCSHAU, Hisar is pleased to amend the Annexure-11 Sr.No. 2 of Store Purchase Procedure-2011 as Amendment No. 18 as under:

Amendment No. 18 Annexure- 11 Sr. No. 2

Existing Provision	Proposed Provision
The security/earnest money equivalent to 5% (five percent) of the total cost of the material rounded off to nearest Rs.10.00 (Rs. _____) in the shape of Deposit at Call or Fixed Deposit Receipt in the name of Store Purchase Officer, CCS HAU, Hisar should accompany the tender/quotation failing which the quotation/tender will not be considered, except with the approval of Central Purchase Committee (CPC). <u>The security/ earnest money in other shapes viz., Demand Draft/Pay Order/Cheque will not be accepted.</u>	The security/earnest money equivalent to 5% (five percent) of the total cost of the material (upto 50.00 lakhs.) <u>whereas the Security/Earnest Money equivalent to minimum 2.50 lakhs or 2% (two percent)of the total cost of the material whichever is higher for the material/equipments above Rs. 50.00 lakhs for tenders/e-tenders.</u> The security will be rounded off to nearest Rs. 10.00 (Rs. _____) in the shape of Deposit at Call or Fixed Deposit Receipt in the name of Store Purchase Officer, CCSHAU, Hisar should accompany the Quotation/Tender failing which the Quotation/Tender will not be considered, except with the approval of Central Purchase Committee (CPC). <u>The Security/Earnest Money in other shapes viz., Demand Draft/Pay Order/Cheque will not be accepted.</u>

3- The above amendment may please be brought to the notice of all concerned.

Surjeet Singh.
(Surjeet Singh) 27.11.2017
Director (S&P)

- CC : 1. The Chairman, Central Purchase Committee, CCSHAU, Hisar
2. The OSD to Vice-Chancellor, CCSHAU, Hisar
3. The Secretary to Vice-Chancellor, CCSHAU, Hisar
4. The Comptroller, CCSHAU, Hisar
5. The Joint Director (Audit), CCSHAU, Hisar
6. Incharge, Technical Cell, Vice-Chancellor's Secretariat with the request to place it on the University website under the link SPO and further link SPP-2011 amendments
7. Dy. Registrar/Dy. CAU/ARs/SVO/A&AO/Supdts./Dy. Supdts. & P.S. to CAU.
8. ASPO & All Purchase Assistants (internal)