



INDIAN ASSOCIATION FOR THE CULTIVATION OF SCIENCE
JADAVPUR, KOLKATA - 700 032

No.: 1.2/4739

Dated: 5th January, 2015

Addendum to Office Memorandum No. 1.2/2716 dated 20.1.2012

The Audit Section has observed that charges for Annual Maintenance Contract (AMC) of high cost equipments are paid without any agreement in monetary terms at the time of purchase of equipments. In the absence of such agreement, rates quoted by vendors are not justifiable.

In view of above, the Director (Acting) has been pleased to approve for introduction of AMC clause in the tender for purchase of equipments and comparison of price bids taking into consideration the rates quoted by vendors for AMC together with the cost of the equipment and other charges, like freight, insurance, etc.

Accordingly, the following clauses in respect of AMC for high cost equipments may be included in the tender:

- i. "Annual Maintenance Contract (AMC) Rates for five years".
- ii. AMC should be criteria for making comparative statement with regard to the technical bid and AMC rates for price bid.
- iii. The payment of AMC charges will be made as per existing practice.
- iv. This should be treated as part of the IACS Purchase Procedure.

This will come into force with immediate effect.


(Utpal Sadhu)
Registrar

Copy to: 1) Director, 2) HOD, 3) Faculty, 4) AR-II (Establishment) 5) F&AO, 6) F&AO (Project), 7) IAO, 8) D-office, 9) R-office, 10) Computer Centre for uploading this under http://iacs.res.in/iacs_notices_memos.html, 11) Guard File.



INDIAN ASSOCIATION FOR THE CULTIVATION OF SCIENCE
JADAVPUR, KOLKATA-700 032

OFFICE MEMORANDUM

No.: 1.2/ 2716

Dated: January 20, 2012

The Academic Board in its meeting held on 09.01.2012 recommended for simplification of purchase procedure and to comply with audit observations on purchase of chemicals. Accordingly, it is notified that the following procedures may be adopted:

1) Purchase of Scientific Instruments/chemicals:

- a) Tenders for all items would be received directly by the departmental office and/or by individual faculty or PI of a project, as the case may. Tenders issued by the Registrar will indicate who will receive the tenders.
- b) Items costing upto Rs. 2.50 lakh may be purchased by the department/faculty/PI by inviting at least four quotations. The quotations may be collected from reputed companies by email/FAX/letter/telephone and the communications sent in this regard may be kept with the concerned purchase documents. Efforts should be made to identify higher nos. of reputed suppliers in order to make the bid competitive.
- c) In case of purchase costing upto Rs. 15,000/- following certificate may be provided by the purchasing officer:

"I, (name) am personally satisfied that these goods purchased are of the requisite quality and specifications and have been purchased from a reliable supplier at a reasonable price"

Signature of purchaser with date & seal

- d) In case of purchase costing above Rs. 15,000/- and upto Rs. 2.50 lakh, following certificate may be provided by the purchase/ technical committee:

Contd. . . 2.

"Certified that we, (the undersigned) members of the purchase committee are jointly and individually satisfied that the goods recommended for purchase are of the requisite specifications and quality, priced at the prevailing market rate and the supplier recommended is reliable and competent to supply the goods in question "

*Signature of member
Name & designation
with date & seal*

*Signature of member
Name & designation
with date & seal*

*Signature of Chairman
Name & designation
with date & seal*

- e) Chemicals costing upto Rs. 5.00 lakh may be jointly purchased in a department by several faculty members (separately one for departmental grant and one for several projects).
- f) Chemicals shall be purchased as far as possible from Sigma-Aldrich or such big companies and the following certificate may be provided:

"Sigma-Aldrich chemicals mentioned in this purchase order is (are) of the kind of specification and quality which is (are) essentially required to carryout the scientific research work. Substitute made of other companies is not acceptable for our research purpose, hence, approval for purchase on single quotation basis may be accorded"

Signature of the requisitioner with date & seal

Approval by HOD with date & seal

- g) Items costing between Rs. 2.50-5.00 lakh may be purchased by the department/faculty/PI by advertising at IACS web page and also by calling quotation as mentioned under (b) above. At least 21 days clear notice from the date of notification may be given for submission of tenders.
- h) Items costing between Rs. 5.00-25.00 lakh may be purchased through open advertisement. For this, a short insertion may be published in one local English and one Hindi daily (The Telegraph & Sanmarg). Detailed tender specifications to be published in the IACS web page. At least 21 days clear notice from the date of notification may be given for submission of tenders.
- i) For tenders costing above Rs. 25.00 lakh insertion may be published in all India newspaper (all editions of The Times of India) and Indian Trade Journal.

- j) When the goods of required quality, specifications, etc. are not available in the country, global tenders may be invited.
- k) For purchasing of sophisticated and high value Instruments of complex and technical nature bids may be obtained in two parts (technical bid & price bid separately).
- l) All purchases upto Rs. 25.00 lakh may be made through a 3-member technical committee including one-member from another department. For purchases above Rs. 25.00 lakh, one external member (from another institution) may be included in the committee. The technical committee may be constituted by the HOD of the purchasing department.
- m) Purchases should be made in transparent, competitive and fair manner, to secure best value for money. The specifications of the required goods should be clearly stated without any ambiguity so that the prospective bidders can send meaningful bids. In order to attract sufficient number of bidders, the specifications should be broad based to the extent feasible. Efforts should also be made to use standard specifications which are widely known to the industry.
- n) For procurement of sophisticated and costly instrument, pre-bid conference may be held to clarify issues and clearing doubts, if any, about specifications and other allied technical details of the instrument. A suitable provision in this regard may be included in the bidding document indicating the date, time and place of the pre-bid meeting.
- o) To comply with the IT & ST regulations, it may be ensured that the purchase/ work orders are placed only to a party having valid PAN and VAT Nos. and the same should have been printed in the letterhead, bill, invoice, etc. of the party and should also have serial nos. in each bill/ invoice (in the absence of PAN/VAT Nos. release of payment will be difficult).
- p) Separate bill/invoice shall be obtained against each purchase/ work order/RA bill.
- q) The bills may be forwarded to the accounts section for payment with specific payment advice by the HOD (with seal) along with delivery challan, stock entry certificate, performance certificate of the goods or satisfactory work done certificate in case of repairing, installation, construction, renovation, etc.
- r) The stock register and the stock entry in the bill shall be signed by a departmental staff along with the HOD/PI with seal

- s) For chemicals purchased by cash the containers must be marked by initial/signature of a departmental staff (not by faculty)
- 2) **Purchase from Contingency fund:** All purchases from one single contingency bill shall be restricted to Rs. 50,000/- only. The procedures outlined above for purchase of goods shall be flowed for purchases from the contingency grant.

This issues with the approval of Director.

Utpal Sadhu
Registrar



INDIAN ASSOCIATION FOR THE CULTIVATION OF SCIENCE
JADAVPUR, KOLKATA – 700 032

No. : 1.2/2909

Dated: February 17, 2012

OFFICE MEMORANDUM

The Academic Board in its meeting held on 07/02/2012, under item no. 13.1 (*difficulties faced regarding stock entry*), resolved that clause-1 (r) of the OM No. 1.2/ 2716, dated 20.1.2012 which reads as "*The stock register and the stock entry in the bill shall be signed by a departmental staff along with the HOD/PI with seal*" may be amended with "*The stock register and the stock entry in the bill shall be signed by a departmental staff along with the concerned faculty (PI for projects) and in case departmental staff is not available, the stock register and the stock entry in the bill shall be signed by the faculty/PI and the HOD. Where the HOD is the user/PI, the same shall be signed by another faculty of the department*".

The Director has since been pleased to approve the said resolution of the Academic Board.

In view of the above, clause-1 (r) of the OM No. 1.2/ 2716, dated 20.1.2012 stands amended to the extent stated above.

This will come into force from February 7, 2012, the date of the resolution of the Academic Board.

Utpal Sadhu
Registrar

Process of transportation trade by road to meet the modern day requirements

Subject: [Fwd: Process of transportation trade by road to meet the modern day requirements]
From: "Dr. Utpal Sadhu" <registrar@iacs.res.in>
Date: Wed, February 5, 2014 5:23 pm
To: director@iacs.res.in ([less](#))
hod@iacs.res.in
faculty@iacs.res.in
Cc: admfao@iacs.res.in ([less](#))
admsn@iacs.res.in
spcb@iacs.res.in
admtkk@iacs.res.in
dofficess@iacs.res.in
doffice@iacs.res.in
roffice@iacs.res.in
Priority: Normal
Mailer: SquirrelMail/1.4.22
Options: [View Full Header](#) | [View Printable Version](#) | [Download this as a file](#) | [View Message Details](#)
[Block Sender](#)
[Block Sender's Domain](#)

Dear Sir,

As per the instructions contained in the attached DO letter of the Ministry of Road Transport & Highways (No. RT-11023/1/2012-T dated 11.12.2013, received vide DST OM No. A-11019/2/2013-CDN dated 28.01.2014), it may please be arranged to insert the following clause in all Purchase Order for supply of goods:

"The Contract materials/supplies may be transported only through 'Registered Common Carriers' as provided for under "The Carriage by Road Act 2007".

With regards,

utpal



सत्यमेव जयते

Telegram : Sciencetech
दूरभाष / Tel : 26962819, 26567373,
26562134, 26562122 (EPBAX).
फैक्स / Fax : 26569908, 26864570,
26863847, 26862418

भारत सरकार
विज्ञान और प्रौद्योगिकी मंत्रालय
विज्ञान और प्रौद्योगिकी विभाग
टेक्नोलॉजी भवन, नया महरौली मार्ग
नई दिल्ली-110 016

GOVERNMENT OF INDIA
MINISTRY OF SCIENCE AND TECHNOLOGY,
DEPARTMENT OF SCIENCE AND TECHNOLOGY,
TECHNOLOGY BHAVAN, NEW MEHRAULI ROAD,
NEW DELHI-110.016

No. A-11019/2/2013-CDN

Dated 28/01/2014

OFFICE MEMORANDUM

Subject:- Process of transportation trade by road to meet the modern day requirements.

The undersigned is directed to forward herewith a copy of D.O. No. RT-11023/1/2012-T, dated 11/12/2013 received from Ministry of Road Transport & Highways on the above mentioned subject. It is requested that the necessary action may be taken at their end under intimation to CDN section.

Encl. : As above

Ashish Dutta
(Ashish Dutta)

Under Secretary to Govt. of India
Tele. No. 26565471

To

Copy with a copy of D.O. referred above forwarded to All HODs/Directors/Deputy Secretary in DST.

Office of Director (AI)
Dy. No. 69
Date 3/2/14

Shri B. S. Rawat
Dir (AI Cell)

Be circulate to all ATs

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11/1/14

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SECRETARY

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MINISTRY OF ROAD TRANSPORT & HIGHWAYS



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D.O. No. RT-110231112012-T

New Delhi, the 11th

December, 2013

Dear Sh. Ramasami,

With a view to streamline the process of transportation trade by road to meet the modern day requirements, the Carriage by Road Act 2007 was enacted on 01.01.2007 which came into effect on 01.03.2011. For smooth compliance of the provisions of the Carriage by Road Act 2007 viz., registration of common carriers, the manner of reporting data on carriage of goods, quantum of liability of the common carrier, format for various forms relevant for administration of Act/Rules, Carriage by Road Rules 2011 were notified on 28.02.2011. The Act / Rules are available on our website www.morth.nic.in

2. As per Section 3 of the Act, no person can engage in the business of a common carrier unless he has been granted a certificate of registration to do so and any transportation of goods through unregistered common carriers is illegal.

289 Director (Admin)
23.12.13

3. Recently, the Committee on Subordinate Legislation took a very serious view

!j on the slow implementation of the Carriage by Road Act and the Rules framed

thereunder by the States. It is our joint responsibility to ensure enforcement of any

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Central Act/Rules. Accordingly, you are requested to issue necessary instructions to all authorities (including PSUs) under your control, to direct them to transport goods 'C-6' through registered common carriers only. Similar directions may also be given in respect of all procurements made and a specific proviso should be made in respect of each supply contract which makes it incumbent on the supplier to transport the contracted material / supplies only through registered common carriers.

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I shall be grateful if a copy of instructions issued by you is sent to us.

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/ Yours sincerely,

(Vijay Chhibber)

Regards,

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JS (A)
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Kannan
19/12/17

Shri T. Ramasami
Secretary

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Ministry of Science & Technology
Technology Bhawan, New Mehrauli Road
10 N w Delhi

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20/12/17

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