



No. MANUU/Purchase/F.98/2013-14/134

25th June 2013

C I R C U L A R

Sub: Purchase – Procurement of furniture and equipment – Submission of requisition – Intimation – Reg.

Ref:(i) MANUU Purchase Manual approval by Executive Council in its 41st Meeting.

(ii) Circular No. MANUU/Purchase/F.98/2012-13/453 dated 23.11.2012

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The University Purchase Manual has been approved by the Executive Council in its 41st meeting held on 02.07.2012 vide item No. 41.3 (i) and the same to be implemented with immediate effect to streamline the procurement system and the same was intimated vide 2nd cited circular, as such in light of the Purchase Manual all the Departments / Section / Schools / Centres are requested again to observe the following before forwarding the indents:

2. **Finding of Budget:** Availability of budget.

- (i) No purchase will be made in the University unless there is a specific budget provision for such a purchase.
- (ii) Based on the necessity of the user requirements and availability of budget, the indents should be prioritized under "Urgent" and "Planned" categories. Accordingly, the requirements of different departments on hand have to be placed.

3. **Placing of indent by the Head of the Department / other officials:** Whenever an indent is placed by the Head of the Department / other concerned official, he has to ensure that the following details accompany it:

- (i) The detailed description of the items (equipment & furniture) / service required including summary of its function and detailed specifications including whether the requirement is fresh or additional or replacement.
- (ii) Necessity for procurement of such item (equipments & furniture) / service and without such item / service how the requirement was being met. If any in lieu item / old item is remaining with the department how it is proposed to use it.
- (iii) The estimated cost of the items (equipment & furniture) / service, last purchase price if any.
- (iv) The list of available vendors, their addresses, past experiences if any.
- (v) A certificate to the effect that the item (equipment & furniture) is of proprietary nature, if it has to be bought from a known, single source. (*This certificate shall be given by the indentor, which shall be duly approved by the competent authority*).

- (vi) Emergency purchase certificate, in case of purchase is to be made on emergent basis.
- (vii) Budget provision certificate duly linking with the Project / Scheme.
- (viii) If such item (equipment & furniture) being procured is available in the University / Department / Section, how will the current item / service will be utilized after the purchase of new item / service.
- (ix) All indents should invariably indicate whether the requirement of a particular item is in replacement of existing one or for a new item. If the requirement is for replacement of the existing item, suitable certificate of 'obsolete` condition has to be enclosed with the approval of the competent authority.
- (x) In case of replacement of the existing item (equipment & furniture), the proposal of buyback, if any, applicable should be clearly specified by the Indenting authority.
- (xi) In cases of proposals of civil and electrical works, involvement of the concerned University Officials is compulsory for the purpose of technical specifications and supervision of execution is compulsory.
- (xii) The Indentor shall ensure that the specifications suggested by confirm to the latest BIS specifications wherever applicable.

4. **Recording of no-stock certificate by the Department:** The indent together with its enclosures will be endorsed with a certificate by the Department / Section raising the indent that no-stock of said item (equipment & furniture) is available.

5. All the Heads of Departments / Sections / Centres / Polytechnic / School / ITI are requested to submit the requisition in the prescribed formats (copy enclosed).to the Registrar.

6. All the RCs / SRCs are requested to submit the requisition in the prescribed formats (copy enclosed) to the Registrar through DDE

7. The complete University Purchase Manual can be downloaded from the University website (www.manuu.ac.in/purchases.php) and a hard copy is enclosed here with.

Sd/xxx

Registrar

Encl: As stated

All the Heads of Departments / Directorate / Sections / Centres / Polytechnic / School / ITI / RCs / SRCs

Copy to:

P.S. to Vice Chancellor

P.A. to Registrar

P.A. to Finance Officer

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Gachibowli, **Hyderabad** – 500 032, A. P. (India)

Ph: 040 – 2300 6121, EPABX: 2300 6612–15 / Extn: 202, Fax: 2300 6604, E–mail: registrar@manuu.ac.in &

University Website: manuu.ac.in

مولانا آزاد نیشنل اردو یونیورسٹی
MAULANA AZAD NATIONAL URDU UNIVERSITY

(A central University established by an Act of Parliament in the year 1998)

(Accredited with "A" Grade by NAAC)

Gachibowli, Hyderabad – 500 032 (A.P)



Date:

To

The Registrar

MANUU, Hyderabad-500032

Sub: Requisition for procurement of equipments / furniture – Reg.

Please arrange to procure the following items to Department / Section / Centre

SI No	Items with detailed specification	Quantity Held	Quantity Required
01 (i)			
(ii)			
(iii)			
(iv)			
02	Justification for acquisition of each item		
(i)			
(ii)			
(iii)			
(iv)			
03	Detailed technical specification of each item		
(i)			
(ii)			
(iii)			
(iv)			
04	Make & Model of each item, if any		
05	Name of the Project, wherever applicable		
06	Details of the Budget Head (Plan / Non-Plan / Projects) and kindly mention the availability of budget		

07 (i)	Without the item how the work was being carried out till this time	
(ii)	Whether the proposal is for replacement of the existing item, if so, kindly attach suitable certificate of condemnation.	
(iii)	If replacement of the existing item is proposed, Working condition of the existing item, any buy back arrangement is available.	
08 (i)	Whether the items are proprietary in nature, details to be given.	
(ii)	Whether a certificate to the effect that “ <i>a particular firm is the sole manufacturer of the required goods / in emergency, the required items are to be purchased from a particular source / for standardization of machinery or spare parts to be compatible to the existing sets of equipments</i> ” is attached in respect of proprietary item.	
09.	The estimated cost of the items, last purchase price, if any.	
10.	List of vendors, their addresses, past experiences, if any.	
11.	Emergency purchase certificate, if any	
12.	If such item being procured is available in the Department / Section, how will the current item service will be utilized.	
13.	Any other relevant information	

Signature of the Head
Dept. / Section / Centre