



Store & Purchase Department
Government of National Capital Territory of Delhi
DELHI TECHNOLOGICAL UNIVERSITY
(Formerly Delhi College of Engineering)
Shahbad Daultapur: Bawana Road: Delhi – 110 042

No. F. DTU/SP/2018-19/01/ 1191-98

Dated: 01.06/18

OFFICE ORDER

The Vice Chancellor, DTU is pleased to re-constitute the following committees for Purchase of stores/hiring of services etc. in the university during the FY – 2018-19 or till such time the committees are further re-constituted.

Details of DPCs are as under:-

S.No.	Name of Department	Committee Members
1.	Electrical Engg. Deptt	1. Head of Department (Chairman) 2. Prof Mukhtiar Singh 3. Prof. Bharat Bhusan 4. Prof. Pragati Kumar 5. Dr. S. Bhowmick 6. Officer In-charge (S&P) or his nominee 7. Sh. Ravi Kumar, AAO or his link Officer(Cost below Rs.25 Lac) or Sh. Y.K.Bhati, Sr. A.O. or his Link officer (Cost above Rs. 25 Lacs)
2.	Department of Bio-Technology	1. Head of Department 2. Dr. Navneet Bhardvaja 3. Dr. Yasha Hashja 4. Prof. Praveer Kumar 5. Dr. Asmita Das 6. Officer In-charge (S&P) or his nominee 7. Sh. Virender Shing Khatait , AAO or his link Officer (Cost below Rs.25 Lac) or Sh. Y. K. Bhati, Sr. A.O. or his Link officer (Cost above Rs. 25 Lacs)
3.	Environment Engg. Deptt	1. Head of Department (Chairman) 2. Dr. Lovleen Gupta 3. Dr. Rajeew Kumar Mishra 4. Mrs. Geeta Singh 5. Sh. Anunay Gaur 6. Officer In-charge (S&P) or his nominee 7. Sh. Virender Shing Khatait, AAO or his link Officer (Cost below Rs.25 Lac) Or Sh. Y. K. Bhati, Sr. A.O. or his Link officer (Cost above Rs. 25 Lacs)
4.	Department of Applied Physics	1. Head of Department (Chairman) 2. Dr. Rinku Sharma, 3. Dr. A.S. Rao 4. Dr. M. Jayasimhadri 5. Dr. Nitin Kumar Puri 6. Dr. Yogita Karla 7. Officer In-charge (S&P) or his nominee 8. Sh. Ravi Kumar, AAO or his link Officer(Cost below Rs.25 Lac) Or Sh. Y. K. Bhati, Sr. A.O. or his Link officer (Cost above Rs. 25 Lacs)

Registrar

5.	Delhi School of Management (DSM)	<ol style="list-style-type: none"> 1. Head of Department (Chairman) 2. Dr. Archana Singh 3. Dr. Dheeraj Kumar Pal 4. Dr. Sonal Thukral 5. Dr. Shikha N. Khera 6. Officer In-charge (S&P) or his nominee 7. Sh. Virender Singh Khatait, AAO or his nominee (Cost below Rs.25 Lacs) or Sh. Y. K. Bhati, Sr. A.O. or his Link officer (Cost above Rs. 25 lacs)
6.	Department of Applied Mathematics	<ol style="list-style-type: none"> 1. Head of Department (Chairman) 2. Dr. Navkant Deo 3. Dr. Anjana Gupta 4. Dr. R. Srivastva 5. Dr. S. Shivaprasad Kumar 6. Officer In-charge (S&P) or his nominee 7. Sh. Virender Singh Khatait, AAO or his nominee (Cost below Rs.25 lacs) or Sh. Y. K. Bhati, Sr. A.O. or his Link officer (Cost above)
7.	Department of Applied Chemistry & Polymer Tech. (ACPT)	<ol style="list-style-type: none"> 1. Head of Department (Chairman) 2. Sh. S. G. Warkar, 3. Dr. Ram Singh 4. Dr. Roli Purwar 5. Dr. Anil Kumar 6. Dr. Raminder Kaur 7. Officer In-charge (S&P) or his nominee 8. Sh. Ravi Kumar , AAO or his nominee (Cost below Rs.25 lacs) or Sh. Y. K. Bhati, Sr. A.O. or his Link officer (Cost above)
8.	Electronics and Comm. Engg. Deptt	<ol style="list-style-type: none"> 1. Head of Department (Chairman) 2. Dr. Jeebananda Panda 3. Dr. Rajesh Rohila 4. Dr. N. Jayanti 5. Dr. Poonam Mittal 6. Dr. Gurjeet Kaur 7. Officer In-charge (S&P) or his nominee 8. Sh. Ravi Kumar , AAO or his nominee (Cost below Rs.25 lacs) or Sh. Y. K. Bhati, Sr. A.O. or his Link officer (Cost above)
9.	Mechanical & Production Engg. Deptt.	<ol style="list-style-type: none"> 1. Head of Department (Chairman) 2. Prof. D. S. Nagesh, 3. Prof. R.C. Singh 4. Prof. Vikas Rastogi 5. Sh. P. V. Ram Kumar 6. Prof. Amit Pal 7. Dr. Vijay Gautam 8. Officer In-charge (S&P) or his nominee 9. Sh. Manoj Kumar , AAO or his nominee (Cost below Rs.25 lacs) or Sh. Cleetus K. M Sr. A.O or his Link officer (Cost above Rs. 25 Lacs)


Registrar

10	Civil Engg. Deptt	<ol style="list-style-type: none"> 1. Head of Department (Chairman) 2. Prof. A. K. Gupta 3. Prof. Amit Kr. Shrivastava 4. Prof. A. Trivedi 5. Dr. Rakesh Kumar, 6. Dr. V. K. Minocha 7. Dr. S. Anbu Kumar 8. Officer In-charge (S&P) or his nominee 9. Sh. Ravi Kumar , AAO or his nominee (Cost below Rs.25 lacs) <p>or</p> <p style="text-align: center;">Sh. Y. K. Bhati, Sr. A.O. or his Link officer (Cost above 25 lacs)</p>
11.	Computer Science Engg. Deptt.	<ol style="list-style-type: none"> 1. Head of Department (Chairman) 2. Sh. Manoj Kumar 3. Sh. Vinod Kumar 4. Dr. Anil Prihar 5. Dr. Rahul Katarya 6. Officer In-charge (S&P) or his nominee 7. Sh. Manoj Kumar , AAO or his nominee (Cost below Rs.25 lacs) <p style="text-align: center;">or</p> <p style="text-align: center;">Sh. Cleetus K. M , Sr. A.O or his Link officer (Cost above Rs. 25 Lacs)</p>
12.	T & P Deptt.	<ol style="list-style-type: none"> 1. Head of Department (Chairman) 2. Prof. Reeta Wattal, MED 3. Dr. Dinesh Vishwkarma, E&C 4. Dr. Nitin Kumar Puri, Applied Physics 5. Dr. Vikas Gupta, DSM 6. Dr. Piyush Tiwari, E&C 7. Officer In-charge (S&P) or his nominee 8. Sh. Virender Singh Khatait ,AAO or his nominee (Cost below Rs.25 lacs) <p style="text-align: center;">or</p> <p style="text-align: center;">Sh. Cleetus .K. M, Sr. A.O. or his Link officer (Cost above)</p>
13.	Hostel Office	<ol style="list-style-type: none"> 1. Head of Department (Chairman) 2. Sh. Rajesh Rohila (HOI) 3. Dr. Geeta Singh 4. Dr. Rajesh Yadav 5. Dr. Saurabh Agrawal 6. Officer In-charge (S&P) or his nominee 7. Sh. Ravi Kumar , AAO or his nominee (Cost below Rs.25 lacs) <p style="text-align: center;">or</p> <p style="text-align: center;">Sh. Y. K. Bhati, Sr. A.O. or his Link officer (Cost above)</p>
14.	Humanities Deptt.	<ol style="list-style-type: none"> 1. Head of Department (Chairman) 2. Mrs. Saroj Bala (Humanities) 3. Dr. Ranganathan M. Singri (MED) 4. Dr. Archana Singh (DSM) 5. Officer In-charge (S&P) or his nominee 6. Sh. Virender Singh Khatait ,AAO or his nominee (Cost below Rs.25 lacs) <p style="text-align: center;">or</p> <p style="text-align: center;">Sh. Cleetus . K. M., Sr. A.O. or his Link officer (Cost above)</p>

15.	Computer Centre	<ol style="list-style-type: none"> 1. Head of Department (Chairman) 2. Dr. Rajni Jindal, 3. Dr. Abhilasha Sharma 4. Sh, Vinod Kumar 5. Dr. Ruchika Malhotra 6. Dr. Sanjay Patida 7. Officer In-charge (S&P) or his nominee 8. Sh. Manoj Kumar , AAO or his nominee (Cost below Rs.25 lacs) <p style="text-align: center;">or</p> Sh. Y. K. Bhati , Sr. A.O or his Link officer (Cost above Rs. 25 Lacs)
16.	Information Technology	<ol style="list-style-type: none"> 1. Head of Department (Chairman) 2. Dr. Dinesh Vishwakarma 3. Dr. Seba Susan 4. Dr. Anamika Chauhan 5. Dr. Jashraj Meena 6. Officer In-charge (S&P) or his nominee 7. Sh. Manoj Kumar ,AAO or his nominee (Cost below Rs. 25 lacs) <p style="text-align: center;">or</p> Sh. Cleetus . K. M., Sr. A.O. or his Link officer (Cost above)
17.	Edusat Studio	<ol style="list-style-type: none"> 1. Coordinator EDUSAT(Chairman) 2. Dr. S. Indu 3. Dr. Ruchika Malhotra 4. Officer In-charge (S&P) or his nominee 5. Sh. Ravi Kumar , AAO or his nominee (Cost below Rs. 25 lacs) <p style="text-align: center;">or</p> Sh. Y. K. Bhati, Sr. A.O. or his Link officer (Cost above)
Central Committees/Special Committees		
1.	Central Purchase Committee	<ol style="list-style-type: none"> 1. Prof. P. K. Suri(Chairman) 2. Dr. Neeta Pandey 3. Dr. Raj Kumar Singh 4. Dr. Munender Kumar 5. Dr. Dheeraj Joshi 6. Officer In-Charge (S&P) or his nominee Sh. Cleetus . K. M., Sr. A.O. or his Link officer (Cost above Rs. 50 or above)
2.	Printing & Stationary, liveries and Miscellaneous committee	<ol style="list-style-type: none"> 1. Dr. Indu, S (Chairperson) 2. Dr. Neelam 3. Dr. Archana Singh 4. Dr. Neeta Pandey 5. Dr. Raj Kumar Singh 6. Dr. Munender Kumar 7. Dr. Dheeraj Joshi 8. Officer In-charge (S&P) or his nominee 9. Sh. Manoj Kumar ,AAO or his nominee (Cost below Rs. 25 lacs) <p style="text-align: center;">or</p> Sh. Cleetus . K. M., Sr. A.O. or his Link officer (Cost above Rs. 25 lacs)

3.	Computer & Computer Peripherals Committee	<ol style="list-style-type: none"> 1. Dr. Rajeshwari Pandey 2. Dr. Ruchika Malhotra 3. Sh. Manoj Kumar 4. Dr. Rachana Garg 5. Officer In-charge (S&P) or his nominee 6. Sh. Manoj Kumar ,AAO or his nominee (Cost below Rs. 25 lacs) <p style="text-align: center;">Or</p> Sh. Cleetus . K. M., Sr. A.O. or his Link officer (Cost above Rs. 25 lacs)
4.	Sports Council Committee	<ol style="list-style-type: none"> 1. Dr. R. C. Singh, Chairman Sports Council (Chairman) 2. Dr. Rangnathan M. Singri (MED) 3. Dr. Rajesh Kumar Yadav(CSE) 4. Dr. Roli Purwar(Applied Chemistry) 5. Dr. A.K. Srivastava 6. Sh. Rajeev Chaudhary 7. Dr. Saurabh Aggarwal 8. Officer In-charge (S&P) or his nominee 9. Sh. Virender Singh Khatait ,AAO or his nominee (Cost below Rs.25 lacs) <p style="text-align: center;">Or</p> Sh. Cleetus . K. M., Sr. A.O. or his Link officer (Cost above)
5.	Furniture Purchase Committee	<ol style="list-style-type: none"> 1. Prof. Pragati Kumar 2. Sh. Bimal Jain (Ex. Engg.) 3. Sh.Yuvraj 4. Sh. Rajesh Agrawal 5. Officer In-charge (S&P) or his nominee 6. Sh. Virender Singh Khatait ,AAO or his nominee (Cost below Rs.25 lacs) <p style="text-align: center;">or</p> Sh. Cleetus . K. M., Sr. A.O. or his Link officer (Cost above)
6.	Chemical and Glassware Purchase Committee	<ol style="list-style-type: none"> 1. Prof. Archana Rani (Chairman) 2. Dr. Rinku Sharma 3. Dr. Asmita Das 4. Dr. S. G. Warker 5. Dr. Anil Haritesh 6. Officer In-charge (S&P) or his nominee 7. Sh. Ravi Kumar , AAO or his nominee (Cost below Rs.25 lacs) <p style="text-align: center;">or</p> Sh. Cleetus . K. M., Sr. A.O. or his Link officer (Cost above 25 Lacs)
7.	Tender Opening Committee	DPC of the concerned department or Central committee for the respective purchase shall be the tender opening committee.
8.	Spot Quotation(s)	<ol style="list-style-type: none"> 1. Dr. R. K. Shukla, Officer In-charge (S&P) 2. Dr. Dinesh Vishwakarma Officer In-Charge(G.A) 3. Dr. Nitin Kumar Puri, Security Officer

The purchase procedure to be followed in DTU, as per detailed below:

1. The requisition to make purchase shall be made by the user from to the Registrar. Registrar will seek the administrative approval of Competent Authority after the vetting by the Accounts branch.


Registrar

2. After administrating approval the process for tendering shall be initiated by the Stores and Purchase branch of DTU, as per GFR and the standard NIT document. However, if the requisitioner desires to add certain specific condition and clauses on in the NIT for a particular item, the NIT may be amended after approval of Competent Authority. The NIT document shall be made very carefully as once NIT is advertised and executed, it cannot be changed or relaxed.
3. The tender shall be invited through eProcurement website and the details shall also be floated on university website.
4. Tender shall also be invited through eProcurement website, DTU website, GeM and other medium for getting good competition.
5. After the opening of the tender, DPC alongwith Accounts Nominee will evaluate the technical bids of the tender (particularly PAN, GST and Supply Orders and EMD) submitted by the bidders. The bidders whose documents are as per NIT shall be examined by the DPC (technical Committee member) of the department concerned. The bidders whose offers are technically matching with the requirement of the NIT shall be considered for opening of financial Bids. The file shall be examined by the Purchase committee of the department for the reasonability of price and making the recommendation for purchase or otherwise. The negotiation with L-1 bidder shall be made only in exceptional and the purchase committee shall record the reason for negotiation and shall fix a reasonable price on which the communication shall be made to the bidder by purchase section. The communication for negotiation shall be made only after the approval of competent authority to approve the purchase.
6. Before submitting the requirement of purchase of item having estimated cost of more than Rs. 50 Lacs the specification of equipment and utilisation with respect of specific UG/PG curriculum should be vetted by a committee having two outside expert to be nominated by Vice-Chancellor in addition to DPC members (Excluding member from store & purchase Deptt. And accounts Branch). Technical bids of such cases will also be evaluated by Central Purchase committee (CPC).
7. Before, purchase of Equipment, on note sheet, please mention the approximate cost of the equipment manufactures and potential vendors who can supply.
8. Make the specification generic so that products of more than one manufacturer can participate in the tender.
9. For proprietary item, give full justification and provide details of at least three institutes who are having the similar equipment from the same manufacture.


Registrar

10. For equipment above 10 Lakhs, find out the institutes having similar purpose equipment with information like make, model, year of purchase, cost, department, faculty In-charge etc.

11. The comparative statement after technical evaluation and the comparative statement after financial evaluation should be recorded on the note sheet also alongwith placing the computer printout in the file.


(Prof Samsheer)
Registrar

No. F. DTU/SP/2018-19/01/1191-98

Dated: 01/06/18

All HoDs and Lab In-charges

Copy to :-

Hon'ble Vice Chancellor	- for kind information
Pro-Vice Chancellor-I	- -do-
Pro-Vice Chancellor-II	- -do-
Registrar	- -do-
All Deans, DTU	- -do-
Dy Registrar (F/A)	- -do-
Head (CC) – for uploading on the website	– for info of all concerned Officers/ Faculty/All Branch in-charges


Prof Samsheer)
Registrar