

Sant Baba Bhag Singh University

Village: Khiala: PO: Padhiana, Distt: Jalandhar 144030

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Ref No: - SBBSU/ 26/ 1652

Date: - 22.10.2026

NOTIFICATION

Subject: - Store Purchase procedure for Sant Baba Bhag Singh University and Constitution of Purchase Committee(s).

In order to streamline the store purchase system of the University, the following committee(s) are constituted:

S. No	Purchase Amount	Committee(s)
1.	Purchase up to Rs. 5000/-	1. Dean of the faculty
		2. Head of the Department
		3. Lab in-charge
		4. Mr. Gian Chand, Stores
2.	Purchase ranging from Rs. 5001/- to Rs. 05 Lakhs	1. Registrar
		2. Director (Research & Development)
		3. Dr. Mahendra Kumar, Professor, Electrical Engineering, UIET
		4. Mr. Rajwinder Singh Dhami, SNA
		5. Mr. Manpreet Singh, Member, Sant Baba Bhag Singh Memorial Charitable Society
		6. Mr. Jeevanjot Singh, Assistant Professor, Civil Engineering, UIET
		7. Mr. Gian Chand, Stores
3.	Purchase more than Rs. 05 Lakhs	1. Registrar
		2. Dr. Amrinder Singh, Associate Professor, Mechanical Engineering, UIET
		3. Dr. Anju Sood, Associate Professor, UIS
		4. Mr. Manpreet Singh, Member, Sant Baba Bhag Singh Memorial Charitable Society
		5. Mr. Joginder Singh (Ajram), Member, Sant Baba Bhag Singh Memorial Charitable Society
		6. Mr. Jeevanjot Singh, Assistant Professor, Civil Engineering, UIET
		7. C.F.A.O.
		8. Mr. Gian Chand, Stores

Terms of reference of each committee:

- The term of the above committee(s) is up to 30.06.2028.
- Committee will initiate the process of procurement, after the requisition from the indenting department, receipt of financial sanction from the competent authority and non -availability of the items from the store.
- For purchase under Committee at Sr.No. 1, the purchase will be made from the market on lowest price basis.

- iv) For purchase under Committee at Sr. No. 2, at least three quotations from the domain vendors either in physical or through e-mail will be obtained. Committee should obtain the quotations through the registered vendor having proper GST & registration number.
- v) If the items are proprietary items and are manufactured by the limited vendors, then such item may be procured from such vendor, if three quotations are not available. In such cases a certificate from the vendor has to be obtained by the concerned committee that he is the sole manufacture/provider of the concerned item(s).
- vi) Rate Contract Certificate be obtained, if the item is having rate contract with Punjab Govt. / Other Govt. agency.
- vii) After the receipt of the quotations, comparative statement be prepared and to be got approved from Registrar / Vice-Chancellor/Chancellor (as the case may be).
- viii) The item above ₹ 5.00 lakh (rupees five lakh only) will be processed through the limited tendering process by inviting tender through the public notice/publishing through the university website. Such tenders proposal will be received in the tender box placed in the central position in the university. The standing committee will open such tender after the closing date and complete the remaining process involved in the procurement.
- ix) After the approval of the comparative statement, a supply/ purchase order can be signed by the Registrar.
- x) Irrespective of the purchase committee, material should first be received in the central store. Store in charge will satisfy himself with all the relevant documents of purchase process and in case of any deficiency he will contact the committee members and ask them to complete the documentation.
Store in charge will make the entries in the central stock register and get it checked by the Registrar. Once the material is entered in the central stock register, the same shall be issued to the indenting department and the indenting department must have the cross entry in their departmental stock register.
- xi) Store in-charge has to ensure that the bills are passed within a period of 15 (fifteen days) from receipt of Bills and Material in store.
- xii) It is to be noted by all concerned that Physical Verification of the stock of the Department has to be carried out, before proceeding on summer vacation. Concerned Dean has to ensure about this.

This issues with the approval of the competent authority.


Registrar
Nisha

To:

1. Dean Academics
2. Controllor of Examination
3. All Directors /Dy. Directors/ All Deans and Dy. Deans
4. All HoDs, CoDs
5. C.F.A.O, Admission Cell, T&P Cell, Manager Facilities, Security Officer, Librarian, Dispensary, Store In-charge, Workshop Supdt/ Workshop (Maintenance) ., Chief Warden (Boys /Girls Hostel)
6. All Committee(s) members
7. Website In-charge – To upload at University website

Cc:

1. Hon'ble Chancellor - For kind information please
2. Hon'ble Vice-Chancellor - For kind information please