



**Guru Gobind Singh Indraprastha University**  
("A State University established by Govt. of NCT of Delhi")  
**Sector 16-C Dwarka, New Delhi-110 078**  
**(Purchase Branch)**



No. F.13.6 (1)/IPU/PUR/SOP/CPC&DSPC/2025/ 862

Dated: 25.03.2025

**OFFICE ORDER**

**Subject: - Constitution of the Central Purchase Committee & Domain Specialized Purchase Committees.**

The Competent Authority is pleased to constitute the following Central Purchase Committee and Domain Specialized Purchase Committees.

<b>1. Central Purchase Committee</b>	1. Prof. C.S. Rai, USICT	Chairperson
	2. Prof. Nimisha Sharma, USBT	Member
	3. Sh. Narender Tyagi, COF	Member
	4. Indenter	Member
	5. DR (Purchase)	Convener

Central Purchase Committee- This committee shall act as Purchase Committee for procurement to be made for an approved budget of above Rs.25 lacs.

<b>Domain Specialized Purchase Committees:</b>		
<b>2. Central Committee for Stationery/ Consumables.</b>	1. Prof. Rajesh Kumar, USBAS	Chairperson
	2. Prof. Ram Singh Purty, USBT	Member
	3. COF or Nominee	Member
	4. In-charge, UCS	Member
	5. In-charge Purchase or nominee	Convener
<b>3. IT Equipment Purchase Committee.</b>	1. Prof. Amit Prakash Singh, Project Director, UITs	Chairman
	2. Prof. Ashish Payal, UITs	Member
	3. Prof. Ajay K. Singholi, USAR	Member
	4. COF or Nominee	Member
	5. Indenter	Member
	6. In-charge Purchase or nominee	Convener
<b>4. Sports Equipment and Consumables Purchase Committee.</b>	1. Prof. Manpreet Kaur Kang, DSW	Chairperson
	2. Prof. Ravinder K Purwar, USICT	Member
	3. Prof. U. K. Mandal, USCT	Member
	4. COF or Nominee	Member
	5. In-charge Purchase or nominee	Member
	6. Indenter or nominee	Convener



5. Examination Division Purchase Committee.	1. COE-I/COE-II	Chairperson
	2. Prof. Pushpender Singh Bharti, USICT	Member
	3. COF or Nominee	Member
	4. In-charge Purchase or nominee	Member
	5. Indenter or COE/Nominee	Convener

**A. The Scope of the Domain Specialized Purchase Committees as under:**

- To be the nodal purchase committee of the University for an estimated budget of above Rs. 25,000 and upto Rs.25lacs.
- Proposals with an approved budget of over Rs.25 lacs shall be referred to the Central Purchase Committee after preparation/finalization of the tender document / technical specifications on the GEM portal, as the case may be.
- The Sub-Committee consisting of the Chairperson, Member (S.No.2 in each Committee) and Indenter shall finalize the technical specifications after the Administrative Approval of Competent Authority.

**B. Terms of Reference Committees is as under:-**

- To do the need assessment of the purchase proposal on the basis of the justification specified by the Indenter.
- To submit their recommendation to the Competent Authority.
- To ensure that the codal formalities as per the GFR / Manual for procurement of Goods and Services are followed in letter and spirit.
  - This will include finalization of the tender document.
  - Evaluation of the tender including technical and financial bids.
  - To act as a Condemnation Committee.
- The proposal for procurement of items up to Rs. 25,000.00 may be processed on the recommendation of Branch In-charge for Administrative Approval of the Competent Authority. The necessary need assessment shall be at the Department/School/ Office/Entity level.
- Proposal divided into multiple requirements at frequent intervals to avoid the procurement process as per given guidelines to be avoided.
- In case of procurements for Library / UIRC and UWD the existing procedure shall prevail.
- The 'Purchase Requisition Form' enclosed as Annexure-'A' to be submitted by the Indenter to the concerned Head of the Department/ Dean/ Director/ Branch In-charge for further process by the concerned committee.

**C. The tenure of these committees shall be a period of one year from the date of issue of this order.**

25/3/25  
(Dr. Kamal Pathak)  
Registrar

**Copy for information:**

- All Deans/Directors/Branch In-Charge, GGSIPU
- Controller of Finance
- Controller of Examination-I
- Controller of Examination-II
- Assistant Registrar, VC Secretariat for kind information of Hon'ble Vice Chancellor
- Assistant Registrar, Office of Registrar for information of Registrar

(Dipin Arora)  
Dv. Registrar (Purchase)





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**PURCHASE REQUISITION FORM**

School/ Centre/Department Name: \_\_\_\_\_

Particulars of Items to be procured:

**A. Type of Item: (Tick)**

Consumable Item	Non-Consumable Item	Lab Equipment	IT Related Items	Software
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**B. Details of Item (Use separate sheet, if required)**

S. No.	Name of Item	Detailed Specification*	Quantity proposed	Unit Estimated Cost	Total Estimated Cost	Justification of Requirement

\*Justification required on a separate sheet incase the item comes under the purview of “Proprietary Item”.  
 Accordingly, Proprietary Article Certificate (PAC)/ Concurrence of Finance Branch to be enclosed.

**C. Total Estimated Cost (in words):** \_\_\_\_\_

**D. Fresh Purchase Or Against Replacement (Please provide details):** \_\_\_\_\_  
 (In case of non-consumable items)

**E. In case, the proposal is for replacement of non-consumable items, please attach/enclose the Condemnation Report of the same.**

**F. In case, the above item(s) require installation / connection, please give comments regarding ‘Site preparedness’**  
 \_\_\_\_\_

**2 Budget Head with amount allocated in F.Y.:** \_\_\_\_\_

**Date of Requisition:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Name of Indenter:** \_\_\_\_\_

**Designation :** \_\_\_\_\_

**Submitted to Head of the Department/ Dean/ Director/ Branch In-Charge for due diligence by the Appropriate Committee.**

**Note:** Copy of the Minutes of the duly constituted Departmental Purchase Committee to be enclosed herewith for Administrative Approval of the Competent Authority.

*As*  
 25/8/15