

पत्रक :

निदेशक ( भण्डार एवं क्रय )

गौ. च. सिं. हरियाणा कृषि विश्वविद्यालय

हिसार

प्रेषित :

गैसर्ज

संदि क्रमांक 6785-92

दिनांक 11/12/2020

विषय : 31-12-2021 तक की समाप्त होने वाली अवधि हेतु कार्यालय रद्दी, गत्ता रद्दी, पुस्तकालय रद्दी, पुराने समाचार पत्रों एवं पत्रिकाओं को उठाने हेतु रेट कान्ट्रेक्ट।

महोदय,

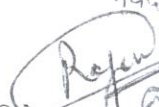
- यह विश्वविद्यालय आपके साथ उल्लेखित अवधि अर्थात् 31-12-2021 को अवधि तक विश्वविद्यालय कार्यालयों/विभागों की रद्दी उठाने हेतु रेट कान्ट्रेक्ट करने का इच्छुक है। इसलिए आपसे अनुरोध है कि बताई गई तारीख की अवधि तक अपनी दरों व अन्य नियम व शर्तों का उल्लेख करते हुए उन्हें उस कार्यालय में प्रेषित करें।
- आप द्वारा प्रेषित पत्र में निम्नलिखित बातों का स्पष्ट उल्लेख होना चाहिए :  
(क) दरें  
(ख) सामान उठाने की अवधि  
(ग) अन्य शर्तें यदि कोई हों तो।
- कार्यालय रद्दी को 6-8 हिस्से में फाड़कर बेचा जाएगा। रद्दी फाड़ने का कार्य फर्म द्वारा किया जाएगा तथा उसी को स्कैप/रद्दी के रूप में उठाना होगा।
- रद्दी एक स्थान से नहीं अपितु विभिन्न विभागों द्वारा बेची जाएगी। सभी प्रकार की रद्दी को बिक्री पर केवल एकदम धनराशि ही स्वीकार की जाएगी।
- जिन प्रभागों का आपकी कुटेशन में उल्लेख नहीं होगा उन्हें विश्वविद्यालय द्वारा किसी भी सूत्र में बहन नहीं किया जाएगा।
- निम्न हस्ताक्षरी के नाम देय 25000.00 रुपये की प्रतिभूति राशि, आवधिक जमा पावती अथवा मांग पर जमा इस आफर के साथ की जा सकती है जो 3.03.2022 तक मान्य होगी एफ डी आर/डी ए सी के सिवाय अन्य विधि से प्रदत्त प्रतिभूति स्वीकार्य नहीं है। यदि निर्धारित नियम एवं शर्तों के अनुरूप दर संविदा (रेट कान्ट्रेक्ट) के निष्पादित नहीं किया जाता तो विश्वविद्यालय द्वारा यथोचित कार्यवाही के साथ साथ प्रतिभूति राशि को भी जब्त कर लिया जाएगा।
- आपके प्रस्तुति पत्र में कृपया निम्नलिखित प्रमाण पत्रों की प्रविष्टि दर्ज करें।

(क) चौ. चरण सिंह हरियाणा कृषि विश्वविद्यालय को प्रस्तुत की गई दरें व अन्य नियम व शर्तें किसी भी सूत्र में

(ग) यदि यह कोटेशन का अवधि के दौरान आप द्वारा विक्री को बढ़ावा देने हेतु किसी सूत्र में दर्ज बढ़ाई जाती है तो विश्वविद्यालय को पार्थक्य के आधार पर सूचित किया जाएगा।

(घ) आपको राज्य सरकार, विश्वविद्यालय द्वारा ब्लैकलिस्ट नहीं किया गया है।

8. इस बात की पुष्टि अथवा प्रमाण पत्र दे कि आपके परिवार का कोई सदस्य विश्वविद्यालय में नौकरी नहीं करता। यदि यह पाया गया कि आपके परिवार में संबंधित कोई सदस्य विश्वविद्यालय सेवा में है तो आप द्वारा भेजी गई दर (कोटेशन)/टेंडर को तुरंत रद्द कर दिया जाएगा।
9. सभी प्रकार से पूर्ण मोहरबंद कोटेशन (दर) निम्न हस्ताक्षरी के कार्यालय में दिनांक 29-12-2020 को प्रातः 10.00 बजे तक हर हाल में पहुंच जानी चाहिए। इन कोटेशनों (दरों) को इस कार्यालय उम्मी दिन प्रातः 11.00 बजे खोला जाएगा। प्रिण्ट लिफाफे पर साफ साफ अक्षरों में "दिनांक 29-12-2020 के देय कार्यालय रही पूर्ति हेतु कोटेशन" लिखा होना चाहिए।
10. यदि अन्य किसी सुचना/प्रक्रिया की आवश्यकता हो तो कृपया निम्न हस्ताक्षरी को किसी भी कार्य दिवस (सोमवार से शनिवार, सिवाय द्वितीय शनिवार) में कार्यालय समय के दौरान दूरभाष नं. 01662 284317 तथा 255419 पर (प्रातः 9.00 बजे से सायं 4.30 बजे तक अगस्त से अप्रैल तथा प्रातः 7.00 बजे से सायं 1.30 बजे तक मई से जुलाई तक) संपर्क करें।
11. निर्धारित अवधि के उपरांत अथवा अपूर्ण कोटेशन/आफर को रद्द कर दिया जाएगा। किसी भी विवाद को स्थिति में न्यायक्षेत्र हिमालय न्यायालय ही होगा। किसी भी व्यापारी द्वारा अपनी कोटेशन/बीजक में किसी अन्य न्यायक्षेत्र का उल्लेख किया गया हो तो वह अवधिमानी होगा और उसकी कोई वैधानिक बाध्यता नहीं होगी।

भवदीय  
  
 निदेशक (भण्डार एवं क्रय)

प्रतिलिपि :

1. आशुलिपिक (आन्तरिक)
2. मास्टर फाइल
3. Incharge, Computer Section (COBS&H), CCS HAU, Hisar with the request to place the circular on University website under link SPO and further under important Circulars-2020.

CS/2020/6342  
17/9/2020

**Most Urgent**  
**Out At Once**

From

The Director (Stores & Purchase),  
CCS Haryana Agricultural University,  
Hisar.

To

All Deans/Directors/HODs/Offices/Sections,  
(including all Outstations),  
CCS Haryana Agril.University, Hisar.

Memo No. SPO/P2/20/ 5223-5322

Dated : 17/9/2020

Subject: Purchase of 'A' Twill Bags, 'B' Twill Bags, Jute Canvas Bags various sizes  
and Foam type Bags.

You are requested to please send the annual demand of the 'A' Twill Bags,  
'B' Twill Bags, Jute Canvas Bags various sizes and Foam type Bags latest by 30.9.2020  
so that case for procurement of these Bags may be processed further. The demand  
received after 30.09.2020 will not be entertained.

This may be treated as Most Urgent.

  
Director (Stores & Purchase)

Copy to:

- ✓ 1. Incharge, Computer Section, (COBS&H), CCSHAU, Hisar with the request to place the  
Circular on University Website under link SPO and further under Important  
Circulars-2020.

Immediate

From

The Director (Stores & Purchase),  
CCS Haryana Agricultural University,  
Hisar.

To

All Deans/Directors/HODs/Offices/Sections,  
(including all Outstations),  
CCS Haryana Agril. University, Hisar.

Memo No. D(S&P)/P2/20/ 5045-5144

Dated : 31/8/2020

Subject: Purchase of furniture Geeken Brand for the period ending 31-12-2020-  
**Performance thereof.**

The Central Purchase Committee of this University approved the furniture brand Geeken for the period ending 31-12-2020.

You are requested to intimate the performance report of the above Brand alongwith the service rendered by the manufacturers/authorized stockists/dealers/distributors concerned upto date, latest by **5.9.2020** positively enabling this office to process the case of the Brand Selection beyond well in time.

If no reply is received within the stipulated period, it shall be presumed that nothing is adverse against the Brand alongwith the service and brand selection shall be processed accordingly for the period ending 31.12.2021.

  
ASPO 28.8.2020  
Director (Stores & Purchase)

CC : 1- The Director, HRM  
2- The Incharge, Computer Section, COBS&H, CCSHAU for placing it on the University Website under the link SPO and sub-link Important Circular.

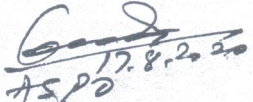


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OFFICE OF DIRECTOR (S&P), CCSHAU, HISAR

Endst. No. D(S&P)/EA/2020 4863-4962 Dated: 13/8/2020

A copy of overleaf is forwarded to all Deans/Directors/HODs/Offices/Sections (including outstations), CCSHAU, Hisar for information and taking action thereon. These instructions may be brought to the notice of all the employees working under their control for **strict compliance** thereof.

  
13.8.2020  
ASP  
Director(S&P)

- CC: 1. Sr. Scale Stenographer, All Assistants P-1, P-2, P-3 & P-4 & Store-Keeper
2. The Incharge, Computer Section, COBS&H, CCSHAU for placing it on the University Website under the link SPO and sub-link Important Circular.

  
14/8/2020

P.T.O



No.F.6/18/2019-PPD  
Government of India  
Ministry of Finance  
Department of Expenditure  
Procurement Policy Division

512, Lok Nayak Bhawan,  
New Delhi Dated the 3rd July 2020

OFFICE MEMORANDUM

**Subject: Prompt payment to suppliers including MSMEs: Charging of interest on delayed payments in Government e-Marketplace (GeM)**

**Reference :** This Department O.M. No.F.6/18/2019-PPD dated 23.01.2020.

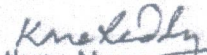
Government has been repeatedly emphasizing the need for prompt payment to vendors specially the MSME vendors. The intent of the Government in this regard has been articulated under the Aatmanirbhar Bharat pronouncements. For procurements made under rule 149 of GFRs 2017, buyers are mandated to make payments within 10 calendar days after generation (including auto generation) of Consignee Receipt and Acceptance Certificate (CRAC) in the GeM.

2. In order to promote greater discipline and timeliness in payment to vendors, it is decided that whenever a CRAC is auto generated or issued by a buyer and payment is not made 10 days thereafter, the buyer organization will be required to pay penal interest @ 1% per month for the delayed payment beyond the prescribed timeline till the date of such payment. The charge of interest shall be prorated for the period of delay. [For example, if CRAC is generated on the 1<sup>st</sup> day of a month and payment is made by the buyer organization on the 20<sup>th</sup> day of the month, interest for 10 days will be charged. The penal interest will be 10/30 multiplied by 1% i.e. 0.33%]. Month may be taken as 30 days in all cases.

3. The amount collected in this regard shall be deposited in an account maintained by GeM. This interest will not be paid to the vendor and will be kept by GeM in a separate account which will be used only for the education of sellers/ buyers etc., or other purposes related to GeM or public procurement with the prior approval of Department of Expenditure. This shall not cover any other interest payable to vendors under any law or contractual obligations, which will be over and above the interest as charged above.

4. The above conditions will be applicable for all procurements made from 1<sup>st</sup> October, 2020.

5. This issues with the approval of Finance Minister.

  
(Kotluru Narayana Reddy)

Deputy Secretary to the Govt. of India  
Tel.No.24621305. Email: kn.reddy@gov.in

To,  
All the Secretaries and Financial Advisers to Government of India

Copy to:

1. CGA, CGDA, FC/Railway Board - For information and necessary action.
2. Secretary, Department of Public Enterprises with a request to consider issuing appropriate instructions to Public Sector Undertakings in this regard.



CS/2020/6197  
11/8/2020

From

The Director (Stores & Purchase),  
CCS Haryana Agricultural University,  
Hisar.

To


All Deans/Directors/HODs/Offices/Sections,  
(including all Outstations),  
CCS Haryana Agril. University, Hisar.

Memo No. D(S&P)/P2/20/ 4756-4855

Dated : 10/8/2020

Subject: Purchase of Hand Sanitizer and Sodium Hypo Chloride for Central Store.

The Central Purchase Committee of this University in its 1<sup>st</sup> Meeting held on 3.7.2020 vide Agenda Item No. 9 has included the Hand Sanitizer and Sodium Hypo Chloride in the list of Centralized items for Central Store.

  
Director (Stores & Purchase)

CC : 1- Sr. Scale Stenographer  
2- All Assistants P-1, P-3, P-4  
3- Store-Keeper  
4- The Incharge, Computer Section, COBS&H, CCSHAU for placing it on the University Website under the link SPO and sub-link Important Circular.

C5/2020/6173  
29/7/2020

From

The Director (Stores & Purchase),  
CCS Haryana Agricultural University  
Hisar

To

All Deans/Directors/HODs/Offices/Sections  
(Including all Outstations)  
CCSHAU, Hisar

Memo .No. SPO/P1/2020/ 4394 - 4493

Dated: 28/7/2020

Subject:

Rate Contracts for the purchase of various kind of Chemicals, Glasswares, Plasticwares, Scientific Equipment/Instruments, Farm Implements/Machinery, Stationary Items, Misc. Items etc. for the period ending 31-12-2020- **Performance thereof.**

The Central Purchase Committee of this University approved the Rate Contracts for the purchase of various kinds of Chemicals, Glasswares, Plasticwares, Scientific Equipment/Instruments, Farm Implements/Machinery, Stationary Items, Misc. Items etc. for the period ending 31-12-2020.

You are requested to intimate the performance report of the above brands of Chemicals, Glasswares, Plasticwares, Scientific Equipment/Instruments, Farm Implements/Machinery, Stationary Items, Misc. Items etc. alongwith the services rendered by the manufacturers/authorized stockists/dealers/distributors concerned upto 24.07.2020, latest by **07.08.2020** positively enabling this office to process the cases of rate contracts beyond 31-12-2020 well in time.

If no reply is received within the stipulated period, it shall be presumed that nothing is adverse against the rate contracted firms and rate contract(s) shall be processed accordingly for the period ending 31.12.2021.

  
Director (Stores & Purchase)

Copy to:

- 1) Chairman, CPC
- 2) Comptroller-cum-Controlling Officer
- 3) Incharge, Computer Section, COBS&H for placing it on the University Website under the link SPO and sub-link 'Important Circular'
- 4) ASPO (Internal)
- 5-9) P2, P3, P4, SK & Sr. Scale Stenographer (Internal)



CS/2020/6019  
18/5/2020

**Urgent**

From

The Director (S&P),  
CCS Haryana Agricultural University,  
Hisar.

To

All Deans/Directors/HODs/Offices/Sections,  
(including all Outstations),  
CCS Haryana Agril. University, Hisar.

Memo No. D(S&P)/P-2/20/ 2391-2490

Dated : 13/5/2020

Subject: Demand of Stationery, Research Stationery and Miscellaneous items for the year 2020-21 i.e. upto the period ending 31.3.2021.

As per prescribed Purchase Procedure of the University, a minimum period of three months is required for finalizing a purchase case. You are, therefore, requested to please send the demand of the following items required during the year 2020-2021 alongwith specifications so that cases for procurement of these items are initiated in time.

Office Stationery

- 1- All kinds of Paper.
- 2- All kinds of Envelope of all sizes.
- 3- General Office Stationery viz. All Pins, Thumb Pins, Stamp Pad (Self Inking), Stapler and Stapler Pins, Carbon Paper, Aluminium Foil, U/V clips ordinary & plastic coated, Gum flag, Gum Slips, File covers katcha, Pacca, Pen Plastic Folders in different colours, Pencils, Paper Weight, Tags & Laces, Shorthand notebook, Register different sizes, Writing Pads (big & small), Bod kins etc.

Miscellaneous items

Phenyle (liquid), Spray (Insect-killer), Plastic wares (domestic type), Detergent, Soap, Liquid Handwash, Napthelene Ball, Duster Cloth, Malasia cloth, latha, Muslin cloth, Cycle Tyres & Tubes, Locks, Cycles, Crockery items, Glass Tumbler, Key rings, Big Cups/Mugs, Pen Drive, Power backup, Tie, Badges for coats, Toilet Cleaner, Foot Mats, Brooms, Floor Brush, Wiper, Towel, Cotton absorbent/nonabsorbent, Hessian Cloth (Palli), Sutli (Jute Twine)

Research Stationery


Seed Packets of all sizes, Luggage labels, Aluminium labels, Jewel Tags, Selfing bags made out of Indian and Imported Parchment Paper, Pollinating Bags, Silking Bags, Butter Paper, Rubber Bands, Polythene bags (Transparent), Polythene sheets (Transparent and Black), Polythene bags (Transparent) with interlock facility.

Note : The demand for Polythene Bags and Polythene sheets may please be sent in Kilogram only.

2. The demand of the overleaf items mentioned in this circular may please be sent to this office latest by **30.5.2020**, positively. The demand received after stipulated time will not be entertained in any case.

3. A certificate to the effect that necessary funds and financial sanction of the competent authority exist with your office/department may also be recorded.

4. **It is also worthwhile to mention here that without submission of requisite demand, material/N.A. will not be issued.**

  
/ Director (S&P)  
13/5/20

CC : 1. Store-Keeper (Central Store internal).  
2. Incharge, Computer Centre, COBS&H with the request to place the circular on the University Website under link SPO and sub link 'Imp Circular'

CS/2019/5482  
3/12/19

From

The Director (Stores & Purchase),  
CCS Haryana Agril. University,  
Hisar.

To

All Deans/Directors/HODs/Offices/Sections  
(Including all Outstations),  
CCS Haryana Agril. University, Hisar.

Memo No. SPO/P2/19/8885-8989

Dated: 02/12/19

Subject: **Purchase of Stationery Items and Miscellaneous Items to be stored in the Central Stores for the period ending 31.12.2020.**

On the recommendations of the Brand Selection Committee as provided under Rule II (6) of Store Purchase Procedure – 2011, the Central Purchase Committee in its 6<sup>th</sup> Meeting held on 13.09.2019 vide Agenda Item No. 71 has approved the brands & procedure/Standing Committee Items for the period ending 31.12.2020:

**A. Stationery Items**

<u>Sr. No.</u>	<u>Name of Items</u>	<u>Brands selected /Procedure recommended</u>	
1.	Scholar Sheets	The purchase of Scholar Sheets may be effected by the Departments at their own level.	
2.	All Pins, Thumb Pins	Purchase will be effected of the brands Bell, GEM, Oddy, Zebra, Lion, Premier, King by the Store Purchase Organization.	
3.	Stamp Pad (Self Inking) & Ink	The purchase may be effected of the brands Khoday/Kores/Ashoka/Camel/BCR by the Store Purchase Organization.	
4. (a) (b) (c)	Gum Bottles (Big & Small) Gum Stick Gum Tube	Kores/Camel Fevi Stik (Pidilite) Kores/Camel	The purchase may be effected of the brands mentioned against each by the Departments at their own level.
5.	Stappler and Stappler Pins	Purchase will be effected by the Store Purchase Organization of the following brands: Max (Kangaroo) ii) Kores	
6.	Adhesive Tapes	The purchase may be effected of the brands Premier/Tixo/Cello by the Store Purchase Organization.	



7.	Correcting Pen	The purchase may be effected by the Departments at their own level.
8.	Carbon Paper	Purchase of Kores Brand Carbon Paper will be effected by the Store Purchase Organization.
9.	Aluminum Foil	The purchase may be finalized by the Store Purchase Organization of the brands Hindalco-freshwrap, Silver Fold, Ezee Silver, Freshwrap Home Foil.
10.	Fax Paper Rolls	The purchase may be effected by the Departments at their own level.
11.	Acetate Sheets POS Machine Roll	The purchase may be effected by the Store Purchase Organization.
12.	Tracing Paper Rolls	The purchase may be effected by the Departments at their own level.
13.	Ammonia Paper Rolls	The purchase may be effected by the Departments at their own level.
14. (a) (b)	U/V clips (Ordinary) U/V Clips (colored)	Purchase will be effected by the Store Purchase Organization of the following brands: i) Kores ii) Globe iii) Gem
15.	Marker Pen	The purchase may be effected by the Departments at their own level.
16.	Gum flag, Gum Slips	Purchase will be effected of the brands Oddy, Flag, Neelgagan, SAPSS by the Store Purchase Organization
17.	Paper Clips in different sizes	The purchase may be effected by the Departments at their own level.
18.	File Covers & Folders in different colors	The purchase may be effected through the Sub-Committee to be constituted by the CPC, which may examine the quality of the material on the Spot with insignia and name of CCS HAU duly printed thereon may be purchased.
19.	Pencils	Purchase will be effected by the Store Purchase Organization of the following brands: i) Natraj ii) Camlin iii) Apsara iv) HB
20.	Paper Weight	The purchase of Paper Weight with University Trade Mark inside paper weight may be effected by the Store Purchase Organization.
21.	All kinds of Paper	The purchase may be finalized by the Store Purchase Organization of the brands Ballarpur/ Image/Bilt/Century/J.K/Spectra/ Roller/B2B/ Bindal.
22.	Ball Pen/Gel Pen	Purchase will be effected by the Store Purchase Organization of the brands Cello, Montex, Classmate, Add Gel, Luxor, Fair, Reynold



## B. Miscellaneous Items

1.	Phenyle (Liquid) (White/Black)	Bengal Chemicals (being Govt. Agency). In case the material is not available with Govt. Agency/its dealer, the purchase of any good quality i.e. Ganda, Jet, Lyzole, Harpic, Khushboo by the Store Purchase Organization.
2. (a) (b)	Spray (Insect-Killer) Repellant	Hit/Mortein/ Good Knight  Allout/Mortein  Purchase will be effected by the Store Purchase Organization of the above said brands
3.	Torches, Cells (all sizes)	The purchase may be effected by the Departments at their own level.
4.	Plasticwares (Domestic Type)	The purchase may be effected by the Store Purchase Organization of the following brands Cello/Milton/Polyset/Vectus/inbuilt.
5.	Detergent (Dry/ Liquid)	Purchase will be effected by the Store Purchase Organization of the following brands: i) Nirma                      ii) Vim                      iii) Nip iv) Ghari                      v) Wheel                      vii) Rin
6.	Soap	Purchase will be effected by the Store Purchase Organization of the following brands: i) Lifebuoy                      ii) Dettol                      iii) Godrej No. iv) Savlon                      v) Nirma
7.	Liquid Handwash	Purchase will be effected by the Store Purchase Organization of the following brands: i) Lifebuoy                      ii) Dettol ii) Godrej No. 1                      iii) Savlon
8.	Napthelene Ball	Napthelene Balls of Bengal Chemicals (Being Govt. Agency). will be purchased on GeM by the Store Purchase Organization.
9.	Rain Coats	The Department may effect the purchase at their own level.
10.	Scrubber	Purchase will be effected by the Store Purchase Organization of the brands Maruti, Laxmi, Nylon Scrubber, Steelwool
11.	Dusters Cloth	Dusters of Khadi Ashram will be purchased by the Store Purchase Organization.

12.	All Kinds of Cloth	<p>The Committee felt that following types of cloth may be stored in the Central Store so that needy Departments may get the same issued. Accordingly, it was recommended that the NIQ may be floated for following types of cloth by the Store Purchase Organization:-</p> <ol style="list-style-type: none"> <li>1. Malasia Cloth</li> <li>2. Latha</li> <li>3. Muslin Cloth</li> <li>4. Markin Cloth</li> </ol> <p>No purchase of Apron Cloth, Curtain Cloth. Readymade Apron be made by the Departments at their own level.</p>
13.	Gum Boots	Purchase will be effected by the Departments at their own level
14.	Cycle Tyres & Tubes	<p>Purchase will be effected by the Store Purchase Organization of the following brands:</p> <p>i) Radhu ii) Ralson iii) Metro iv) National</p>
15.	Locks	<p>Purchase will be effected by the Store Purchase Organization of the following brands:</p> <p>i) Godrej ii) Harrison iii) Link</p>
16.	Fire Extinguisher	<p>Rate Contract will be finalized by the Store Purchase Organization amongst following brands:</p> <p>i) Omex ii) Life Guard iii) Fire Cut iv) Attack Fire v) Cease</p> <p>All should be based on ABC Powder.</p>
17.	Cycles	The purchase may be effected of the brands Atlas/Hero/Hercules by the Departments at their own level.
18.	Calculator	The purchase may be effected of the brands Orpat/citizen/Casio by the Departments at their own level.
19.	Furniture (branded) Other Furniture	<p>Godrej/Delite/Geeken/Wipro/Durian</p> <p>The purchase of fabricated/local furniture required, if any, may be effected through a Sub-Committee to be got constituted from the CPC.</p>
20.	Crockery items	The purchase may be finalized by the Store Purchase Organization of the brands Clay Craft, Cordle, Larah, Jaypore, Yera, Bharat, Bone China



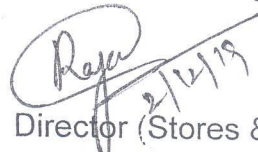
21.	Glass Tumbler	YERA/BOROSIL/TREO (However, the Borosil Tumbler may be issued only to the Deans'/Directors/Officers/HODs of the University and for VIP visits etc.
22.	Jala Brush	Purchase will be effected by the Store Purchase Organization
23.	Toilet Cleaner	Purchase will be effected by the Store Purchase Organization of the brands Harpic, Sani Fresh, Lizole.
24.	Foot Mats (Cair)	Purchase will be effected by the Store Purchase Organization from M/s. Cair Board (A Govt. of India enterprise), Chandigarh or on GeM
25.	Hand Sanitizer/Hand antiseptic	Purchase may be effected by the Store Purchase Organization of the brands Genellium/ Detol/Lifebuoy/Johnson & Johnson/Alchem
26.	Selfing Bags, Seed Packets, Luggage Label, Jewel Tags, Aluminium Label, Breeder seed tags, Sorghum Pollinating Bag	Purchase may be effected by the Store Purchase Organization on demand received from various departments.

The purchase of following items may be effected at the level of the Departments/ Offices as per their requirement by the prescribed Purchase Procedure. No N.A. from this Organization shall be required:

Sr. No.	Stationery Items
1.	Scholar Sheets
4. (a) (b) (c)	Gum Bottles (Big & Small) Gum Stick Gum Tube
7.	Correcting Pen
10.	Fax Paper Rolls
12.	Tracing Paper Rolls
13.	Ammonia Paper Rolls
15.	Marker Pen
17.	Paper Clips in different sizes
<b>B. Miscellaneous Items</b>	
3.	Torches, Cells (all sizes)
9.	Rain Coats
12.	Apron Readymade
13.	Gum Boots

17.	Cycles
18.	Calculators

The Departments/Offices may take necessary action accordingly.

 2/12/19  
Director (Stores & Purchase)

Copy to:

1. Incharge, Computer Section, (COBS&H), CCSHAU, Hisar with the request to place the Circular on University Website under link SPO and further under Important Circulars.
2. Store-Keeper (internal)



CS/2019/5390  
28/11/19

Most Urgent  
Out At Once

From

The Director (Stores & Purchase),  
CCS Haryana Agricultural University,  
Hisar.

To

All Deans/Directors/HODs/Offices/Sections,  
(including all Outstations),  
CCS Haryana Agril. University, Hisar.

Memo No. SPO/P2/19/ 8712-8812  
Dated : 27/11/19

Subject: Purchase of 'A' Twill Bags, 'B' Twill Bags, Jute Canvas Bags various sizes and Foam type Bags.

You are requested to please send the annual demand of the 'A' Twill Bags, 'B' Twill Bags, Jute Canvas Bags various sizes and Foam type Bags latest by **16.12.2019** so that case for procurement of these Bags may be processed further. The demand received after 16.12.2019 will not be entertained.

This may be treated as Most Urgent.

  
Director (Stores & Purchase)

Copy to:

1. Incharge, Computer Section, (COBS&H), CCSHAU, Hisar with the request to place the Circular on University Website under link SPO and further under Important Circulars-2019.

CS/2019/5004  
9/10/19

50

**Reminder-I**

From

The Director (Stores & Purchase),  
CCS Haryana Agril. University,  
Hisar 125 004

To

All Deans/Directors/HODs/Offices/Sections  
(Including all Outstations)  
CCS Haryana Agril. University,  
Hisar-125 004

Memo No. SPO/P4/19/ 6897-6997  
Dated : 24/10/2019

**Subject: Replacement of old/damaged wooden and semi-wooden furniture with the branded new furniture.**

Please refer to this office Memo. No. SPO/P-4/19/6513-6613 dated 7.9.19 on the subject cited above vide which you were requested to provide the details of old/damaged wooden and semi-wooden furniture for replacement with the branded new furniture. But information has not been received to this office so far.

You are, therefore, again requested to provide the above information **upto 21.10.2019 positively**. Further, it is also informed that while submitting the details of old/damaged furniture to this office, it may also be certified that furniture has been declared condemned/damaged by the competent committee. The details received after due date for the above purpose will not be entertained.

This may please be treated as most urgent

  
Director (Stores & Purchase)

- CC: 1. The Registrar, CCS HAU, Hisar for kind information.  
2. The Comptroller, CCS HAU, Hisar for kind information.  
3. The Incharge, Computer Section, COBS&H, CCSHAU, Hisar for uploading it on the University website under link SPO & further sub link important circular/instructions.

2  
10/10/19  
mr.b.r

CS/2019/4447

16/08/19



From

The Director (S&P),  
CCS Haryana Agricultural University  
Hisar

To

All Deans/Directors/HODs/ Offices /Sections  
(Including all outstations)  
CCSHAU, Hisar


Memo.No.SPO/P1/19/ 5359-5458.

Dated: 16/8/19

Subject: **Demand for the purchase of Computer Accessories and related items for the year 2019-20.**

As approved by the Chairman, CPC the demand for purchase of Computer Accessories and related items is required to be sent to this office by 31.8.2019 positively. The demand received after this date will not be entertained. While sending the demand to this office, it may also be certified that funds and financial sanction exist with your Department/Office.

Matter may be treated as most urgent as purchase will be effected through GeM or as per Store Purchase Procedure-2011.

  
16.8.19  
Director (S&P)

CC:

1. Incharge, Computer Section, COBS&H, CCS HAU, Hisar for placing it on the University website under link SPO and further sub link important circular
2. SK (internal) for necessary action.

Mr. B.R.  
@  
12/8/19

CS/2019/4113  
6/7/19



From

The Director (S&P)  
CCS Haryana Agricultural University  
Hisar-125 004

To

All Deans/Directors/HODs/Sections/Offices  
Including all outstations  
CCSHAU, Hisar

Memo.No.SPO/P1/19/ 3513 - 3613  
Dated: 6/7/19

Subject: Supply of HP Cartridges by M/s Delhi Computers, Hisar-  
stopping payment thereof.

The University entered into rate contract for purchase of HP brand Laser jet Cartridges with M/s Delhi Computers, Hisar vide letter No.SPO/P1/18/13851-13950 dated 31.3.2018 upto 30.6.2019. M/s HP India Sales Pvt. Ltd., Gurgaon, Haryana was requested to provide the report of genuineness of the HP Cartridges supplied by M/s Delhi Computers, Hisar. The matter is under investigation in this office.

You are, therefore, requested to stop the payment of Cartridges supplied by M/s Delhi Computers, Hisar during the period under contract.

This may be taken on priority.

 05.7.19  
Director (S&P)

CC:

Incharge, Computer Section, COBS&H, CCS HAU, Hisar for  
placing it on University Website

Mr. Bhuj Rai

  
10/7/19





## CCS HARYANA AGRICULTURAL UNIVERSITY, HISAR

Director (Store & Purchase)

Tel.Nos. : 01662 284317, 255419

Fax No. : 01662 284317

Email : [spo@hau.ernet.in](mailto:spo@hau.ernet.in)

[directorspo@gmail.com](mailto:directorspo@gmail.com)

Store Purchase Organization,  
Old Campus, CCS HAU, Hisar  
(HARYANA) INDIA PIN:125 004

To

All Deans/Directors/HODs/Offices/Sections,  
(Including all Outstations),  
CCS Haryana Agril.University, Hisar.

Memo No. D(S&P)/P2/19/ 204-304  
Dated: 15/4/19

Subject: Rate contract for lifting of Office Raddi, Gatta Raddi, Library Raddi, Old Raddi and Old Magazines for the period ending 31.12.2019.

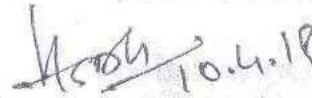
The CPC in its 7<sup>th</sup> Meeting held on 07.03.2019 vide Agenda item No. 116 has approved the Rate Contract for lifting of Office Raddi, Gatta Raddi, Library Raddi, Old Raddi and Old Magazines for the period ending 31.12.2019 in favour of M/s Bedi Trading Company, Hisar on the rates, terms & conditions as mentioned below:

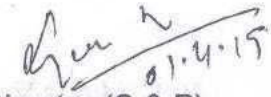
Sr. No	Name of items	Rate approved	Name of firm
1.	Office Raddi (White Papers)	15.50 per kg	M/s Bedi Trading Company, Hisar
2.	Office Raddi (Yellow Papers)	12.00 per kg	
3.	Library Raddi	14.00 per kg	
4.	Old Newspapers	13.00 per kg (All languages)	
5.	Old Magazines	13.00 per kg (All languages)	
6.	Gatta Raddi/ Cartoon	8.00 per kg	
7.	File Cover	7.00 per kg	
8.	Loose Papers	10.00 per kg	
9.	Hard Board (Zild)	3.00 per kg	
	<b>Terms &amp; Conditions</b>		
1	<b>GST</b>	5% extra	

Mr. Brij Ray  
16/4/19

2- The Office Raddi will be sold after tearing into 6-8 pieces. Tearing job will be done by the firm and the same will have to be lifted in shape of scraps etc.

Verified

  
for Joint Director (Audit)

  
Director (S & P)  
1.4.19

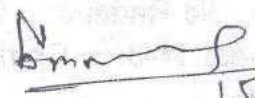
Endst.No. D(S&P)/P2/19/ 305-308

Dated: 15/4/19

CC : 1- M/s Bedi Trading Company, 21/18, Mohalla Dogran, Hisar Ph. 01662-240103, Mob. 98960-24965 for information and necessary action.

As per general policy of this University, the rate contract can be terminated at any time without assigning any reason thereof and the firm would be black-listed in case they fail to undertake jobs as per terms and conditions of rate contract.

- 2- The Incharge, Computer Section, COBS&H, CCSHAU for placing it on the University Website under the link SPO and sub-link Important Circular.
- 3-4 ASPO & Stenographer (internal).

  
Assistant Store Purchase Officer

SVC/TC/2018/2468

20/12/18

**Most Urgent**  
**Out At Once**

From

The Director (Stores & Purchase),  
CCS Haryana Agricultural University,  
Hisar.

To

All Deans/Directors/HODs/Offices/Sections,  
(including all Outstations),  
CCS Haryana Agril. University, Hisar.

Memo No. SPO/P2/18/ 4664 - 4694

Dated : 19/12/18

Subject: Purchase of 'A' Twill Bags, 'B' Twill Bags, Jute Canvas Bags various sizes and Foam type Bags.

You are requested to please send the annual demand of the 'A' Twill Bags, 'B' Twill Bags, Jute Canvas Bags various sizes and Foam type Bags latest by **15.01.2019** so that case for procurement of these Bags may be processed further. The demand received after 15.01.2019 will not be entertained.

This may be treated as Most Urgent.

*dy. sec. h*  
*19.12.18*  
Director (Stores & Purchase)  
*ahv*  
*19.12.18*

Copy to:

1. Incharge, Computer Section, (COBS&H), CCSHAU, Hisar with the request to place the Circular on University Website under link SPO and further under Important Circulars-2019.

*Mr. Bhojraj*  
*Rajes*  
*20/12/18*



SVC/TC/2018/2295  
1/12/18

From

The Director (Stores & Purchase),  
CCS Haryana Agril. University,  
Hisar.

To

All Deans/Directors/HODs/Offices/Sections  
(Including all Outstations),  
CCS Haryana Agril. University, Hisar.

Memo No. SPO/P2/18/ 4232 - 4332  
Dated: 30/11/2018

Subject: **Purchase of Stationery Items and Miscellaneous Items to be stored  
in the Central Stores for the period ending 31.12.2019.**

On the recommendations of the Brand Selection Committee as provided under Rule II (6) of Store Purchase Procedure – 2011, the Central Purchase Committee in its 4<sup>th</sup> Meeting held on 26.09.2018 vide Agenda Item No. 73 has approved the brands & procedure/Standing Committee Items for the period ending 31.12.2019:

A. Stationery Items

<u>Sr. No.</u>	<u>Name of Items</u>	<u>Brands selected /Procedure recommended</u>	
1.	Scholar Sheets	The purchase of Scholar Sheets may be effected by the Departments at their own level.	
2.	All Pins, Thumb Pins	Purchase will be effected by the Store Purchase Organization.	
3.	Stamp Pad (Self Inking)	The purchase may be effected of the brands Khoday/Kores/Ashoka/Camel/BCR by the Store Purchase Organization.	
4.	Stamp Pad Ink	The purchase may be effected of the brands Khoday/Kores/Ashoka/Camel/BCR by the Departments at their own level.	
5. a) (b) (c)	Gum Bottles (Big & Small) Gum Stick Gum Tube	Kores/Camel FeviStik (Pidilite) Kores/Camel	The purchase may be effected of the brands mentioned against each by the Departments at their own level.



6.	Stapler and Stapler Pins	Purchase will be effected by the Store Purchase Organization of the following brands: Max (Kangaroo) ii) Kores
7.	Cello/Coloured Tapes Adhesive Tapes	The purchase may be effected of the brands Premier/Tixo by the Departments at their own level.
8.	Correcting Pen	The purchase may be effected by the Departments at their own level.
9.	Carbon Paper	Purchase of Kores Brand Carbon Paper will be effected by the Store Purchase Organization.
10.	Aluminium Foil	The purchase may be finalized by the Store Purchase Organization of the brands Hindalco-freshwrap, Silver Fold, Kitchenmake, Ezee Silver, Freshwrap Home Foil.
11.	Fax Paper Rolls	The purchase may be effected by the Departments at their own level.
12.	Acetate Sheets POS Machine Roll	The purchase may be effected by the Departments at their own level.
13.	Tracing Paper Rolls	The purchase may be effected by the Departments at their own level.
14.	Ammonia Paper Rolls	The purchase may be effected by the Departments at their own level.
15.(a) (b)	U/V clips (Ordinary) U/V Clips (colored plastic coated)	Purchase will be effected by the Store Purchase Organization of the following brands: i) Kores ii) Globe iii) Gem iv) Ashoka
16.	Marker Pen	The purchase may be effected by the Departments at their own level.
17.	Gum flag, Gum Slips	Purchase will be effected by the Store Purchase Organization
18.	Paper Clips in different sizes	The purchase may be effected by the Departments at their own level.
19.	File Covers & Folders in different colors	The purchase may be effected through the Sub-Committee to be constituted by the CPC, which may examine the quality of the material on the Spot with insignia and name of CCS HAU duly printed thereon may be purchased.



20	Pencils	Purchase will be effected by the Store Purchase Organization of the following brands: i) Natraj ii) Camlin iii) Apsara iv) HB
21.	Paper Weight	The purchase of Paper Weight with University Trade Mark inside paper weight may be effected by the Store Purchase Organization.
22.	All kinds of Paper	The purchase may be finalized by the Store Purchase Organization of the brands Ballarpur/ Image/Bilt/Century/J.K/Spectra/ Roller/B2B/ Bindal with university trade mark at source.

#### B. Miscellaneous Items

1.	i) Phenyle (Liquid)	Bengal Chemicals (being Govt. Agency). In case the material is not available with Govt. Agency/its dealer, the purchase of any good quality i.e. Ganda, Lyzole, Harpic etc be effected to meet out the urgent demands, if any.
	ii. White Phenyle (Liquid)	Purchase may be effected of Jet, Lyzole, Harpic, Khushboo etc. make from retail store in local market by the Store Purchase Organization.
2. a) (b)	Spray (Insect-Killer) Repellant	Hit/Mortein/ Good Knight Allout/Mortein Purchase will be effected by the Store Purchase Organization of the above said brands
3.	Torches, Cells (all sizes)	The purchase may be effected of the brands Eveready/Duracell/Nippo/Jeep/Novino by the Departments at their own level.
4.	Plastic wares (Domestic Type)	The purchase may be effected by the Store Purchase Organization of the following brands Cello/Milton/Polyset/Vectus/inbuilt with University Trade Mark.
5.	Detergent	Purchase will be effected by the Store Purchase Organization of the following brands: i) Nirma ii) Vim iii) Nip iv) Ghari v) Wheel Rin
6.	Soap	Purchase will be effected by the Store Purchase Organization of the following brands: i) Lifebuoy ii) Dettol iii) Godrej No. 1, iv) Savlon v) Nirma



7.	Liquid Handwash	Purchase will be effected by the Store Purchase Organization of the following brands: i) Lifebuoy ii) Dettol, iii) Godrej No. 1, iv) Savlon
8.	Napthelene Ball	Napthelene Balls of Bengal Chemicals (Being Govt. Agency). will be purchased on GeM by the Store Purchase Organization.
9.	Rain Coats	The Department may effect the purchase at their own level.
10.	Dusters Cloth	Dusters of Khadi Ashram/Gem will be purchased by the Store Purchase Organization.
11.	All Kinds of Cloth	The Committee felt that following types of cloth may be stored in the Central Store so that needy Departments may get the same issued. Accordingly, it was recommended that the NIQ/Gem may be floated for following types of cloth by the Store Purchase Organization: 1. Malasia Cloth 2. Latha 3. Muslin Cloth No purchase of Apron Cloth and Curtain Cloth Readymade Apron and curtain cloth may be purchased by the Departments at their own level.
12.	Gum Boots	Purchase will be effected by the Departments at their own level of following Brands: i)Bata ii) Duckback iii) Action
13.	Cycle Tyres & Tubes	Purchase will be effected by the Store Purchase Organization of the following brands: i) Radhu ii) Ralson iii) Metro iv) National
14.	Locks	Purchase will be effected by the Store Purchase Organization of the following brands: i) Godrej ii) Harrison iii) Link
15.	Fire Extinguisher	Rate Contract will be finalized by the Store Purchase Organization amongst following brands: i) Omex ii) Life Guard iii) Fire Cut iv) Attack Fire All should be based on ABC Powder.
16.	Cycles	Atlas, Hero, Hercules



17.	Calculator	The purchase may be effected of the brands Orpat/citizen/Casio by the Departments at their own level.
18.	Furniture (branded) Other Furniture	Godrej/Delite/Geeken/Wipro  The purchase of fabricated/local furniture required, if any, may be effected through a Sub-Committee to be got constituted from the CPC.
19.	Crockery items	The purchase may be finalized by the Store Purchase Organization of the brands Clay Craft, Cordle, Larah, Jaypore, Year, Bharat, Bone China
20.	Glass Tumbler/Jug	YEAR, BOROSIL, Treo (However, the Borosil Tumbler may be issued only to the Deans'/Directors/Officers/HODs of the University and for VIP visits etc.
21.	Toilet Cleaner	Harpic, Sani Fresh, Lizole
22.	Foot Mats (Coir)	Purchase will be effected by the Store Purchase Organization from M/s. Coir Board (A Govt. of India enterprise), Chandigarh/GeM

The purchase of following items may be effected at the level of the Departments/Offices as per their requirement by the prescribed Purchase Procedure. No N.A. from Store Purchase Organization shall be required:

Sr. No.	Stationery Items
1.	Scholar Sheets
4.	Stamp Pad Ink
5. (a) (b) (c)	Gum Bottles (Big & Small) Gum Stick Gum Tube
7.	Cello/Coloured Tapes Adhesive Tapes
8.	Correcting Pen
11.	Fax Paper Rolls
12.	Acetate Sheets POS Machine Roll

13.	Tracing Paper Rolls
14.	Ammonia Paper Rolls
16.	Marker Pen
18.	Paper Clips in different sizes
<b>B. Miscellaneous Items</b>	
3.	Torches Cells (all sizes)
9.	Rain Coats
12.	Gum Boots
17.	Calculators

The Departments/Offices may take necessary action accordingly.

*[Signature]*  
30.11.18  
Director (Stores & Purchase)

*[Signature]*  
29.11.18  
29/11

Copy to:

1. Incharge, Computer Section, (COBS&H), CCSHAU, Hisar with the request to place the Circular on University Website under link SPO and further under Important Circulars-2019.
2. Store-Keeper (internal)

*[Signature]*  
11/12/18  
mr. B.R.