



**OFFICE OF THE REGISTRAR**  
**KAKATIYA UNIVERSITY**  
Vidyaranyaपुरi, WARANGAL – 506 009  
Telangana, INDIA

No. 111 /A2/KU/2021

Date: 18.02.2021

**ORDERS**

Sub: Establishment – Publication Cell & Stores – Change of nomenclature as  
"Publication, Stores and e-procurement Cell" – Orders – Issued.

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The Vice-Chancellor, in anticipation of the approval of the Executive Council, has accorded approval for the change of nomenclature of Publication Cell & Stores as "Publication, Stores & e-Procurement Cell" (PSePC) with immediate effect.

The PSePC shall, in addition to the existing duties & functions, procure various items and services (other than the civil works) through e-procurement process, as per the State Government rules issued from time to time. The following shall be the process for e-procurement:

1. The items/services as may be needed by any of the Office or the Department of the University, worth Rs. 1.00 lakh and above, shall be procured through e-procurement process, which means the process of purchase and selling supplies and services through Telangana e-Procurement Website. There shall be an e-Procurement Committee comprising the following members:

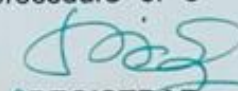
i) The Controller of Examinations, K.U.	.. Chairperson
ii) The Principal, University College, K.U.	.. Member
iii) The Principal, Univ. Arts & Science College, K.U.	.. Member
iv) One technical expert, if needed, nominated by the Vice-Chancellor.	.. Member
v) The Co-ordinating Officer, UGC Unit (By designation)	.. Member
vi) Indenting Officer.	.. Member
vii) The Finance Officer	.. Member
viii) The Director, PSePC	.. Member-Convener

2. The procedure of the e-Procurement shall be as follows:

- a. The Indenting Officer desiring to purchase any item/service worth Rs.1.00 lakh and above shall adopt a resolution in the meeting of the respective Purchase Committee (Departmental Committees, in case of the Departments) specifying the make, technical aspects, configuration and other specifications besides the budgetary provisions. A technical expert shall be invited to finalize the configuration and specifications.
- b. The Indenting Officer shall submit a note sheet to the Vice-Chancellor through the Registrar seeking permission for procurement of the said item through e-Procurement, and shall write to the Director, PSePC enclosing the original copies of the approvals (a & b) along with other relevant documents to process e-procurement.
- c. The Director, PSePC, in turn, shall place the draft tender document before the e-Procurement Committee for its approval, and shall upload the Tender Document in the e-portal using the Digital Keys.
- d. Upon uploading the Technical bids and the Commercial Bids by the participating bidders, the Director, PSePC shall download the technical bids after the last date, and shall place the same before the e-Procurement Committee for evaluating and approving the eligible firms in the technical bids.

- e. The Director, PSePC shall then download the Commercial bids of the eligible firms in the order of L1, L2, L3, etc., and shall place the same before the e-Procurement Committee for its decision on placing the orders in favor of L1 bidder, and the same shall be communicated to the Indenting Officer.
- j. The Indenting Officer shall submit a note in continuation of the previous note (Point b) for approval of the Vice-Chancellor or the Executive Council, as the case may be, for placing the orders with the L1 as recommended by the e-Procurement Committee.
- k. After obtaining the approval of the Vice-Chancellor and/or the Executive Council, the Indenting Officer shall issue Purchase Orders to the firm recommended for supply of the items/services, and sign, an MoU with the firm, if necessary.
- l. On receiving the items, the Indenting Officer shall obtain an authentication certificate from technical expert regarding the approved Specifications/Configuration as specified in the tender document, and shall certify the same on the reverse of the bill.
- m. The items received shall be entered in their respective stock registers and submit the bills for making the payment to the firm as per the procedure in vogue.
- n. After completion of entire process of procurement, the Indenting Officer shall inform in writing the Director, PSePC about the status of such purchase.

The Drawing/Controlling/Administrative Officers of the University are directed to make a note of the change of nomenclature and to follow the procedure of e-procurement.

  
REGISTRAR

To  
The Director  
Publication Cell & Stores  
Kakatiya University

Copy to:

1. The Principals of University/Constituent/Autonomous Colleges, K.U.
2. The Director, SDLCE, K.U.
3. The Deans of Faculties, K.U.
4. The Controller of Examinations, K.U.
5. The Heads of the Departments, K.U.
6. The Co-Ordinating Officer, UGC Unit, K.U.
7. The Finance Officer, K.U.
8. All the Drawing/Controlling/Administrative Officers, K.U.
9. The Deputy/Asst. Registrar (Accounts/Audit), K.U.
10. The Secretary to the Vice-Chancellor, K.U.
11. The SF