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**UNIVERSITY OF AGRICULTURE, FAISALABAD**  
**(ACADEMIC SECTION)**

**Dated: 03.12.2014**

**NOTIFICATION**

No. A- 3/276-11/44212 In continuation of this office Notification No.A-3/276/27856 dated 08.07.2014, the Syndicate at its meeting held on 08.09.2014 approved the UAF Procurement Rules-2014, applicable w.e.f. 01.07.2014 as per the **Annex-A** alongwith following:-

- i. Mechanism for Blacklisting of firms (s) (**Appendix-I**).
- ii. Mechanism for Redressal for Grievances & Settlement of Disputes (**Appendix-II**).
- iii. Format of Integrity Pact (**Appendix-III**).
- iv. Delegation of Financial and Administrative Powers for Procurement of Goods & Services (**Appendix-IV**).
- v. Delegation of Financial and Administrative Powers for Works & Services (**Appendix-V**).

The Syndicate further approved the Mechanism for Registration of firm (s) (**Annexure-B**) and UAF Inventory Rules 2014 (**Annexure-C**).

The UAF Procurement Rules 2012 alongwith its supplements except Standard Bidding Documents will stand repealed with UAF Procurement Rules-2014.

**Sd/-**  
**(CH. MUHAMMAD HUSSAIN)**  
**REGISTRAR**

Endst. No. A-3/276-11/44213-340

Dated: 03.12.2014

Copy is forwarded for information & necessary action to:

1. All Deans/Directors/Principal Officers.
2. Principal, UAF Sub Campus, Toba Tek Singh.
3. Principal, UAF Sub Campus, Burewala (Vehari).
4. Principal, UAF Community College at PARS.
5. All Chairmen of Teaching Departments/All PIs of Research/Development Projects.
6. Hall Warden/Senior Tutor/University Engineer/SMO/Estate Officer.
7. All Heads of Sections working under the Registrar, Treasurer and Controller of Examinations.
8. Secretary to Vice Chancellor.
9. P.A. to Registrar.

**(ABDUL HAFEEZ)**  
**DEPUTY REGISTRAR (G)**

**UAF PROCUREMENT RULES 2014**

**1. Short title and commencement:**

- (1) These rules may be cited as the UAF Procurement Rules 2014.
- (2) They shall come into force w.e.f. July 01, 2014.

**CHAPTER-I GENERAL PROVISIONS**

**2. Definitions**

- (1) In these rules:
  - (a) 'Act' means the Punjab Procurement Regulatory Authority Act 2009 (VIII of 2009) and the University of Agriculture, Faisalabad Act, 1973 as the case maybe;
  - (b) 'advertisement' means an advertisement published in the manner prescribed under rule 12;
  - (c) 'applicant' means a person or firm who seek to be enlisted or to be prequalified or to be shortlisted in response to the advertisement given by the procuring agency;
  - (d) 'associate' means any agency or person with whom the consultant associates in order to provide any part of the services;
  - (e) 'Authority' means the Punjab Procurement Regulatory Authority;
  - (f) 'bid' means a tender or an offer, in response to an invitation, by a person, consultant, firm, company or an organization expressing his or its willingness to undertake a specified task at a price;
  - (g) 'bidding document' means a document or a set of documents prescribing the quantity, quality, characteristics, conditions and procedures of the transactions prior to the actual procurement and on the basis of which bidders prepare their bids;
  - (h) 'bid security' means the bank guarantee or other form of security submitted by a bidder together with a bid to secure the obligations of the bidder participating in a bidding proceedings;
  - (i) 'Campus Committee' means Campus Committee of the University;

- (j) 'competitive bidding' means a procedure leading to the award of a contract whereby all the interested persons, firms, companies or organizations may bid for the contract;
- (k) 'competent authority' means the head of the procuring agency or any other officer authorized to act as competent authority;
- (l) 'completion date' means the date of completion of the procurement certified by the procuring agency;
- (m) 'Conflict of Interest' means
  1. where a contractor, supplier or consultant provides, or could provide, or could be perceived as providing biased professional advice to a procuring agency to obtain an undue benefit for himself or those affiliated with him;
  2. receiving or giving any remuneration directly or indirectly in connection with the assignment except as provided in the contract.
  3. any engagement in consulting or other procurement activities of a contractor, consultant or service provider that conflicts with his role or relationship with the procuring agency under the contract;
  4. where an official of the procuring agency engaged in the procurement process has a financial or economic interest in the outcome of the process of procurement, in a direct or an indirect manner;
- (n) 'consultant' means a person or firm who or which is qualified by appropriate education and relevant experience for provision of consultancy services;
- (o) 'consultancy services' means services requiring adequate technical expertise and financial capability in undertaking specific assignment or project and may be of an intellectual nature and differ from the other types of services directly connected with the procurement of goods and works in which the physical component of the activity is the main function and often involves equipment intensive assignments and may include:
  - (i) advisory and review services;
  - (ii) pre-investment or feasibility studies;
  - (iii) construction supervision;
  - (iv) management and related services, and
  - (v) other technical services or special studies;

- (vi) design; and
- (vii) surveys and investigations;
- (p) 'contract' means the agreement proposed to be entered into between the procuring agency and the successful bidder;
- (q) 'contractor' means a person, firm, company or an organization who or which undertakes to supply goods, services or works and includes a consultant;
- (r) 'corrupt and fraudulent practice' means the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official or the contractor in the procurement process or in contract execution to the detriment of the procuring agency; or misrepresentation of facts in order to influence a procurement process or the execution of a contract, collusive practices among bidders (prior to or after bid submission) designed to establish bid prices at artificial, non-competitive levels and to deprive the procuring agency of the benefits of free and open competition and any request for, or solicitation of anything of value by any public official in the course of the exercise of his duty; it may include any of the following practices:
  - (i) coercive practice by impairing or harming, or threatening to impair or harm, directly or indirectly any party or the property of the party to influence the actions of a party to achieve a wrongful gain or to cause a wrongful loss to another party;
  - (ii) collusive practice by arrangement between two or more parties to the procurement process or contract execution, designed to achieve with or without the knowledge of the procuring agency to establish prices at artificial, noncompetitive levels for any wrongful gain;
  - (iii) corrupt practice by offering, giving, receiving or soliciting, directly or indirectly, of anything of value to influence the acts of another party for wrongful gain;
  - (iv) fraudulent practice by any act or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain a financial or other benefit or to avoid an obligation;
  - (v) obstructive practice by harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in a

procurement process, or affect the execution of a contract or deliberately destroying, falsifying, altering or concealing of evidence material to the investigation or making false statements before investigators in order to materially impede an investigation into allegations of a corrupt, fraudulent, coercive or collusive practice; or threatening, harassing or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation, or acts intended to materially impede the exercise of inspection and audit rights;

- (s) 'emergency' means natural calamity, disaster, accident, war and operational emergency which may give rise to abnormal situation requiring prompt and immediate action to limit or avoid damage to person, property or the environment;
- (t) 'evaluation committee' means a committee constituted by the procuring agency to evaluate tender or proposal to ascertain whether the bid's proposal or tender correspond to the evaluation criteria formulated by the procuring agency;
- (u) 'evaluation report' means the report prepared after the evaluation of tenders, quotations, expression of interest, or proposal;
- (v) 'goods' means articles and objects of every kind and description including raw materials, products, equipment, machinery, spares and commodities in any form and includes services incidental to installation, transport, maintenance and similar obligations related to the supply of goods if the value of these services does not exceed the value of such goods;
- (w) 'Government' means Government of the Punjab;
- (x) 'large consultancy' means a consultancy where the cost of consultancy exceeds one million rupees for individual consultant and five million rupees for consulting firms and the duration of large consultancy for an individual consultant shall not exceed twelve months;
- (y) lowest evaluated bid means a bid most closely conforming to evaluation criteria and other conditions specified in the bidding document; and having lowest evaluated cost;
- (z) 'performance guarantee' means the bank guarantee or other form of security submitted by the contractor to secure obligations under the contract in accordance

with the requirement in the bidding document;

- (aa) 'pre-qualification' means a procedure for demonstrating qualification as a pre-condition for being invited to tender;
- (bb) 'procurement' means acquisition of goods, services or rendering of works financed wholly or partly out of the University Budget, outside Grants, unless excluded by the Syndicate;
- (cc) 'procuring agency (PA)' means office having responsibility to undertake procurement or the University employee to whom relevant powers have been delegated by the syndicate ;
- (dd) 'proposal' means the technical proposal or the financial proposal submitted by a bidder;
- (ee) 'repeat orders' means procurement of the same commodity from the same source;
- (ff) 'responsive' means qualified for consideration on the basis of declared evaluation criteria and specified in the bid document or in the request for proposal;
- (gg) 'services' includes advisory and consultancy services of any kind;
- (hh) 'short consultancy' means consultancy where the cost of consultancy does not exceeds one million rupees for individual consultant and five million rupees for consulting firms and duration of the short consultancies for an individual consultants shall not exceed six months;
- (ii) 'supplier' means a person, firm, company or an organization who or which undertakes to supply goods, services or works;
- (jj) 'Syndicate' means the syndicate of the University.
- (kk) 'University' means University of Agriculture, Faisalabad (UAF) or the authorities to whom powers have been delegated as the case may be.
- (ll) 'urgency' means a limited timeline for the accomplishment of procurement which cannot be met through open and limited bidding method; and
- (mm) 'value for money' means the best returns for each rupee spent in terms of quality, timeliness, reliability, after sales service, up-grade ability, price, source, and the combination of whole-life cost and quality to meet the procuring agency's

requirements.

(nn) ‘Vice Chancellor’ means Vice Chancellor of the University.

(oo) ‘works’ means a construction work, adding, consisting of erection, assembly, repair, renovation or demolition of a building or structure or part thereof, such as site preparation, excavation, installation of equipment or materials and decoration, finishing and includes incidental services such as drilling, mapping, satellite photography, seismic investigations and similar activities, if the value of those services does not exceed that of the works themselves.

(2) The expression used but not defined in these rules shall have the same meanings as is assigned to it in the Punjab Procurement Regulatory Act 2009 (Act VIII of 2009) and University of Agriculture, Faisalabad Act, 1973 as the case may be.

### **3. Scope and applicability**

Save as otherwise provided, these rules shall apply to all procurements made by all procuring agencies of the University.

### **4. Principles of procurements**

A procuring agency, while making any procurement, shall ensure that the procurement is made in a fair and transparent manner, the object of procurement brings value for money to the procuring agency and the procurement process is efficient and economical.

### **5. International commitments of the University**

If any provision of these rules is in conflict with any obligation or commitment of the University arising out of an international agreement with a state or states, or any international financial institution, the provisions of such international agreement, to the extent of conflict, shall prevail.

### **6. Language**

(1) Subject to sub-rule (2), all communication and documentation relating to procurements of the Government shall either be in Urdu or English or both.

(2) When any procurement is required to be made from any state outside Pakistan, the language of that state may also be used in addition to Urdu or English but the original documentation for purposes of record, even in that case, shall be in Urdu or English and the



translation in such other language may be used for any other purpose.

(3) In case of conflict, the original documentation on record shall prevail.

## **7. Integrity pact**

Procurement exceeding Rs. 10 (ten) million shall be subject to an integrity pact between the procuring agency and a contractor.

## **CHAPTER-II PROCUREMENT PLANNING**

### **8. Procurement planning**

A procuring agency shall, within one month from the commencement of a financial year, devise annual planning for all proposed procurements with the object of realistically determining the requirements of the procuring agency, within its available resources, delivery time or completion date and benefits that are likely to accrue to the procuring agency in future.

### **9. Limitation on splitting of procurement**

(1) Save as otherwise provided and subject to the nature/conditions of the Procurement, a procuring agency shall announce in an appropriate manner all proposed procurements for each financial year and shall proceed accordingly without any splitting or regrouping of the procurements so planned.

(2) The procuring agency shall advertise in advance annual requirements for procurement on the website of the Authority as well as on University website.

### **10. Specifications**

(1) A procuring agency shall determine specifications in a manner to allow the widest possible competition which shall not favour any single contractor nor put others at a disadvantage.

(2) The specifications shall be generic and shall not include references to brand names, model numbers, catalogue numbers or similar other classifications but if the procuring agency is satisfied that the use of, or a reference to, a brand name or a catalogue number is essential to complete an otherwise incomplete specification, such use or reference shall be qualified with the words "or equivalent".

(3) The provisions contained in sub-rules (1) and (2) shall not apply to any procurement made by a procuring agency on the demand of a private sector client specifying, in writing, a particular brand, model or classification of equipment, machinery or other objects.

## **11. Approval mechanism**

The Syndicate shall provide clear authorization and delegation of powers for different categories of procurement for all procuring agencies and they shall initiate procurements after prior approval of the competent authority.

## **CHAPTER-III ADVERTISEMENT**

### **12. Method of advertisement**

(1) Subject to rule 59, a procuring agency shall advertise procurement of more than one hundred thousand rupees and up to the limit of two million rupees on the website of the Authority and the University in the manner and format specified by regulations but if deemed in public interest, the procuring agency may also advertise the procurement in at least one national daily newspaper.

(2) Subject to rule 13, any procurement exceeding two million rupees shall be advertised on the website of the Authority, and the University, and in at least two national daily newspapers of wide circulation, one in English and one in Urdu.

(3) A procuring agency shall ensure that the information posted on the website is complete for purposes for which it has been posted, and such information shall remain available on that website until the closing date for the submission of bids.

### **13. Exceptions**

The requirement of advertisement mentioned in rule 12, may be dispensed with after prior approval of the Vice Chancellor in the following cases:

- (a) the proposed procurement pertains to national/University security and its publication may jeopardize or compromise the objectives of national/ University security.
- (b) The publication of advertisement or notice of the proposed procurement involves disclosure of information which is proprietary in nature or falls within the definition of intellectual property which is available from a single source.

### **14. Response time**

(1) The procuring agency may decide the response time for receipt of bids or proposals (including proposals for prequalification) from the date of publication of an advertisement or

notice keeping in view the complexity of the procurement, availability and urgency but, in no circumstances, the response time shall be less than fifteen days for national competitive bidding and thirty days for international competitive bidding from the date of publication of advertisement or notice.

(2) All advertisements or notices shall expressly mention the response time allowed for the procurement along with the information for collection of bid documents which shall be issued till a given date, allowing sufficient time to complete and submit the bid by the closing date but the time limit shall not apply in case of an emergency procurement.

(3) The response time shall be calculated from the date of publication of the advertisement in a newspaper or on the website, whichever is later.

#### **15. Framework contract**

(1) A procuring agency may procure goods through framework contract in order to ensure the uniformity in the procurement of goods.

(2) The procuring agency shall adopt any of the methods of procurement mentioned in these rules for purposes of entering into a framework contract.

### **CHAPTER-IV PREQUALIFICATION, QUALIFICATION AND DISQUALIFICATION**

#### **16. Prequalification**

(1) Subject to sub-rule (2), a procuring agency may, prior to floating the tenders or invitation to proposals or offers, engage in prequalification of bidders in case of goods & services, civil works, turnkey projects and also in case of procurement of expensive and technically complex equipment/ chemicals through a committee to ensure that only technically and financially capable firms or persons having adequate managerial capacity are invited to submit bids.

(2) The procuring agency shall prequalify bidders under sub-rule (1) in case of procurement of goods of one hundred million rupees and above and large consultancy, except where a procuring agency, for reasons to be recorded in writing, dispenses with the requirement of prequalification of bidders.

(3) For purposes of the prequalification of bidders, a procuring agency shall take into consideration the following factors:

- (a) qualifications;

- (b) relevant experience and past performance;
- (c) capabilities with respect to personnel, equipment, and plant;
- (d) financial position;
- (e) appropriate managerial capability; and
- (f) any other factor that a procuring agency may deem relevant, not being inconsistent with these rules.

(4) The procuring agency shall ensure that the prequalification is based on the capacity of the interested parties to satisfactorily perform the services or works.

(5) In case of fast track projects where the time is the essence or where potential consultants are limited or the assignment is of a complex nature, the procuring agency may, after recording reasons and with the approval of the Vice Chancellor, invite a request for proposals through public notice under rule 12.

#### **17. Prequalification process**

(1) The procuring agency engaging in prequalification shall announce, in the prequalification documents, all information required for prequalification including instructions for preparation and submission of the prequalification documents, evaluation criteria, list of documentary evidence required by contractors to demonstrate their respective qualifications and any other information that the procuring agency deems necessary for prequalification.

(2) The procuring agency shall provide a set of prequalification documents to any contractor, on request and subject to payment of such price as the procuring agency may determine to defray the cost on account of printing and provision of the document.

(3) The procuring agency shall promptly inform the contractor who has applied for the prequalification whether or not he has been prequalified and shall, on request from the applicant who had applied for prequalification, a list of contractors who have been prequalified.

(4) On a request, the procuring agency shall communicate to the contractor who has not been prequalified the reasons for not prequalifying the contractor.

(5) Only the prequalified contractors shall be entitled to participate in the subsequent procurement proceedings.

#### **18. Qualification**

A procuring agency, at any stage of the procurement proceedings, having credible reasons

for, or prima facie evidence of, any defect in the capacity or otherwise of a contractor, whether or not prequalified, may require the contractor to provide such further information concerning the professional, technical, financial, legal or managerial competence as the procuring agency may decide.

#### **19. Disqualification**

The procuring agency shall disqualify a contractor on the ground that he had provided false, fabricated or materially incorrect information.

#### **20. Declaration of ineligibility**

(1) Subject to rule 21, the procuring agency may, after providing an opportunity of hearing, declare, through a notification, an applicant for prequalification as ineligible for participating in any public procurement process for such period as it may determine on account of his engaging, directly or through an agent, in corrupt or fraudulent practice.

(2) A copy of the notification shall be provided to the affected person and to the Authority.

#### **21. Blacklisting**

(1) The University shall specify a mechanism and manner for purposes of barring a contractor from participating in any procurement process of the procuring agency.

(2) Subject to sub-rule (3), if a procuring agency is satisfied that a contractor has acted in a manner detrimental to the public interest or good practices or has consistently failed to perform his obligation under the contract or his performance has not been up to mark or he is found indulging in corrupt or fraudulent practice, the procuring agency may, after affording him an opportunity of hearing and through a notification, debar him from participating in any public procurement process of the procuring agency for such period as the procuring agency may determine in the light of the circumstances of the case.

(3) In case a procuring agency issues a notification under sub-rule (2), the procuring agency shall, for reasons to be recorded, inform the Authority to debar the contractor for procurement of all procuring agencies.

(4) Before passing any order on any such information under sub-rule (3), the Authority may call for such information or record from the procuring agency and, after affording the aggrieved person an opportunity of hearing, pass such orders as may be deemed necessary.

(5) Any person aggrieved by an order under sub-rule (2) may, within thirty days, file a representation before the Authority and the Authority may pass such orders on the representation as it may deem fit.

(6) Any person aggrieved by an order under sub-rule (4) may, within thirty days, file a representation before the Chairperson of the Board and the Chairperson may, after affording an opportunity of hearing to the aggrieved person, pass such orders on the representation as may be necessary.

## **CHAPTER-V METHODS OF PROCUREMENT**

### **22. Principal method of procurement**

Save as otherwise provided hereinafter, the procuring agencies shall use open competitive bidding as the principal method of procurement for the procurement of goods, services and works.

### **23. Open competitive bidding**

Subject to rules 24 to 38, the procuring agencies shall engage in open competitive bidding if the cost of procurement is more than the prescribed financial limit.

### **24. Submission of bids**

(1) A bidder shall submit a bid in a sealed package or packages in such manner that the contents of the bid are fully enclosed and cannot be known until duly opened.

(2) A procuring agency shall specify the manner and method of submission and receipt of bids in an unambiguous and clear manner in the bidding documents.

### **25. Bidding documents**

(1) A procuring agency shall formulate precise and unambiguous bidding documents that shall be made available to the bidders immediately after the publication of the invitation to bid.

(2) For competitive bidding, whether open or limited, the bidding documents shall include the following:

- (a) invitation to bid;
- (b) instructions to bidders;
- (c) form of bid;
- (d) form of contract;

- (e) general or special conditions of contract;
- (f) specifications and drawings or performance criteria (where applicable);
- (g) list of goods or bill of quantities (where applicable);
- (h) delivery time or completion schedule;
- (i) qualification criteria (where applicable);
- (j) bid evaluation criteria;
- (k) format of all securities required (where applicable);
- (l) details of standards (if any) that are to be used in assessing the quality of goods, works or services specified; and
- (m) any other detail not inconsistent with these rules that the procuring agency may deem necessary.

(3) Any information that becomes necessary for bidding or for bid evaluation, after the invitation to bid or issue of the bidding documents to the prospective bidders, shall be provided in a timely manner and on equal opportunity basis.

(4) Where any change becomes essential in the procurement process, such change shall be made in a manner similar to that of the original advertisement.

(5) A procuring agency shall use standard bidding documents as and when notified under the regulations.

(6) Until the standard bidding documents are specified under the regulations, a procuring agency may use bidding documents already in use of the procuring agency to the extent they are not inconsistent with these rules.

(7) The procuring agency shall, on payment of such fee as the procuring agency may determine keeping in view the cost of printing and provision of the documents, provide a set of bidding documents to the prospective bidders.

## **26. Reservations and preference**

(1) A procuring agency shall allow all prospective bidders to participate in procuring procedure without regard to nationality except in cases in which any procuring agency decides to limit such participation to national bidders only or prohibit participation of bidders of some nationalities in accordance with the policy of the Government.

(2) A procuring agency shall allow for a preference to domestic or national contractor

in accordance with the policies of the Government and the magnitude of price preference to be accorded shall be clearly mentioned in the bidding documents under the bid evaluation criteria.

**27. Bid security**

The procuring agency may require the bidders to furnish a bid security not exceeding five per cent of the bid price.

**28. Bid validity**

(1) A procuring agency, keeping in view the nature of the procurement, shall subject the bid to a bid validity period.

(2) The bids shall be valid for the period of time specified in the bidding document.

(3) Subject to sub-rule (5), a procuring agency shall ordinarily be under an obligation to process and evaluate the bids within the stipulated bid validity period but, under exceptional circumstances and for reasons to be recorded in writing, if an extension is considered necessary, all the bidders shall be requested to extend their respective bid validity period but such extension shall not be for more than the original period of bid validity.

(4) A bidder who:

(a) agrees to the extension of the bid validity period shall also extend the validity of the bid bond or security for the extended period of the bid validity;

(b) agrees to the procuring agency's request for extension of bid validity period shall not be permitted to change the substance of the bid; and

(c) does not agree to an extension of the bid validity period shall be allowed to withdraw the bid without forfeiture of the bid bond or security.

(5) The procuring agency shall extend bid validity period with prior approval of the relevant committee.

**29. Extension of time for submission of bids**

If a procuring agency considers that it is necessary in public interest to extend the last date for the submission of the bids, it may, after recording reasons, do so in the manner similar to the original advertisement.



## **CHAPTER-VI          OPENING, EVALUATION AND REJECTION OF BIDS**

### **30.      Opening of bids**

(1)      The date for opening of bids and the last date for the submission of bids shall be the same; and, bids shall be opened at the time specified in the bidding documents which shall not be less than thirty minutes after the closing time for the submission of the bids.

(2)      All bids shall be opened publicly in the presence of the bidders or their representatives who may choose to be present, at the time and place announced prior to the bidding and the procuring agency shall read aloud the unit price as well as the bid amount and shall record the minutes of the bid opening.

(3)      All bidders in attendance at the time of opening of the bids shall sign an attendance sheet.

(4)      The bids submitted after the closing time prescribed shall be rejected and returned without being opened.

### **31.      Evaluation criteria**

(1)      A procuring agency shall formulate an appropriate evaluation criterion listing all the relevant information against which a bid is to be evaluated and such evaluation criteria shall form an integral part of the bidding documents.

(2)      Failure to provide for an unambiguous evaluation criteria in the bidding documents shall amount to mis-procurement.

### **32.      Evaluation of bids**

(1)      All bids shall be evaluated in accordance with the evaluation criteria and other terms and conditions set forth in the prescribed bidding document.

(2)      For purposes of comparison of the bids quoted in different currencies, the price shall be converted into a single currency specified in the bidding documents and the rate of exchange shall be the selling rate, prevailing on the date of opening of bids specified in the bidding documents, as notified by the State Bank of Pakistan on that day.

(3)      A bid once opened in accordance with the prescribed procedure shall be subject to only those rules, regulations and policies that are in force at the time of issue of notice for invitation of bids.

### **33. Clarification of bids**

(1) No bidder shall be allowed to alter or modify his bid after the closing time for the submission of the bids.

(2) The procuring agency may, if necessary after the opening of the bids, seek and accept such clarifications of the bid as do not change the substance of the bid.

(3) Any request for clarification in the bid, made by the procuring agency and its response, shall invariably be in writing.

### **34. Discriminatory and difficult conditions**

Save as otherwise provided, no procuring agency shall introduce any condition, which discriminates between bidders or which is difficult to meet.

**Explanation:** - In ascertaining the discriminatory or difficult nature of any condition, reference shall be made to the ordinary practices of that trade, manufacturing, construction business or service to which that particular procurement is related.

### **35. Rejection of bids**

(1) The procuring agency may reject all bids or proposals at any time prior to the acceptance of a bid or proposal.

(2) The procuring agency shall upon request communicate to any bidder, the grounds for its rejection of all bids or proposals, but shall not be required to justify those grounds.

(3) The procuring agency shall incur no liability, solely by virtue of its invoking sub-rule (1) towards the bidders.

(4) The bidders shall be promptly informed about the rejection of the bids, if any.

### **36. Re-bidding**

If the procuring agency rejects all the bids under rule 35, it may proceed with the process of fresh bidding but before doing that it shall assess the reasons for rejection and may, if necessary, revise specifications, evaluation criteria or any other condition for bidders.

### **37. Announcement of evaluation reports**

A procuring agency shall announce the results of bid evaluation in the form of a report giving justification for acceptance or rejection of bids at least ten days prior to the award of procurement contract.

### **38. Procedures for selection of contractors**

- (1) Save as otherwise provided in these rules, **single stage one envelope bidding procedure** shall ordinarily be the main open competitive bidding procedure used for the procurement of works and standard goods.
- (2) Other appropriate procedures for selection of contractors other than consultants may be adopted in the following circumstances:
  - (a) **single stage two envelopes bidding procedure** shall be used for procurement of such goods where the bids are to be evaluated on technical and financial grounds and the procedure for single stage two envelopes shall be:
    - (i) the bid shall be a single package consisting of two separate envelopes, containing separately the financial and the technical proposals;
    - (ii) the envelopes shall be marked as “Financial Proposal” and “Technical Proposal”;
    - (iii) in the first instance, the “Technical Proposal” shall be opened and the envelope marked as “Financial Proposal” shall be retained unopened in the custody of the procuring agency;
    - (iv) the procuring agency shall evaluate the technical proposal in the manner prescribed in advance, without reference to the price and shall reject any proposal which does not conform to the specified requirements;
    - (v) during the technical evaluation no amendments in the technical proposal shall be permitted;
    - (vi) after the evaluation and approval of the technical proposals, the procuring agency shall open the financial proposals of the technically accepted bids, publically at a time, date and venue announced and communicated to the bidders in advance, within the bid validity period;
    - (vii) the financial bids found technically non-responsive shall be returned un-opened to the respective bidders; and
    - (viii) the lowest evaluated bidder shall be awarded the contract;
  - (b) **two stage bidding procedure** may be adopted in large and complex contracts where technically unequal proposals are likely to be encountered or where the procuring agency

is aware of its options in the market but, for a given set of performance requirements, there are two or more equally acceptable technical solutions available to the procuring agency and the bidding procedure shall be:

#### First stage

- (i) in the first instance, the bidders shall submit, according to the required specifications, a technical proposal without quoting price;
- (ii) the technical proposal shall be evaluated in accordance with the specified evaluation criteria and may be discussed with the bidders regarding any deficiencies and unsatisfactory technical features;
- (iii) after such discussions, all the bidders shall be permitted to revise their respective technical proposals to meet the requirements of the procuring agency;
- (iv) the procuring agency may revise or modify any aspect of the technical requirements or evaluation criteria, or it may add new requirements or criteria not inconsistent with these rules but any revisions or modifications shall be communicated to all the bidders at the time of invitation to submit final bids, and sufficient time shall be allowed to the bidders to prepare their revised bids but such time shall not be less than fifteen days in the case of national competitive bidding and thirty days in case of international competitive bidding;
- (v) the bidders unwilling to conform their respective bids to the procuring agency's technical requirements may withdraw from the bidding without forfeiture of their bid security;

#### Second stage

- (i) the bidders, whose technical proposals or bids have not been rejected and who are willing to conform their bids to the revised technical requirements of the procuring agency, may submit a revised technical proposal along with the financial proposal;
- (ii) the fresh and revised technical proposals and the financial proposals shall be opened at a time, date and venue announced and communicated to the bidders in advance but in setting the date for the submission of the revised technical proposals and financial proposals, a procuring agency shall allow sufficient time to the bidders to incorporate the agreed changes in the technical proposal and prepare their financial proposals accordingly; and
- (iii) the revised technical proposal and the financial proposal shall be evaluated in the

manner prescribed above and the lowest evaluated bid shall be accepted;

- (c) **two stage two envelope bidding method** shall be used for procurement where alternative technical proposals are possible, such as certain types of machinery or equipment or manufacturing plant and the procedure shall be:

First stage

- (i) the bid shall comprise a single package comprising two separate envelopes containing the financial proposal and the technical proposal;
- (ii) the envelopes shall be marked as “Financial Proposal” and “Technical Proposal”;
- (iii) in the first instance, the envelope marked “Technical Proposal” shall be opened and the envelope marked as “Financial Proposal” shall be retained unopened in the custody of the procuring agency;
- (iv) the technical proposals shall be discussed with the bidders with reference to the procuring agency’s technical requirements;
- (v) those bidders willing to meet the requirements of the procuring agency shall be allowed to revise their technical proposals following these discussions; and
- (vi) bidders not willing to conform to the technical proposal as per revised requirements of the procuring agency shall be allowed to withdraw their respective bids without forfeiture of their bid security;

Second stage

- (i) after agreement between the procuring agency and the bidders on the technical requirements, bidders who are willing to conform to the revised technical specifications and whose bids have not already been rejected shall submit a revised technical proposal and supplementary financial proposal, according to the technical requirement;
- (ii) the revised technical proposal along with the original financial proposal and supplementary financial proposal shall be opened at a date, time and venue announced in advance by the procuring agency:

Provided that in setting the date for the submission of the revised technical proposals and supplementary price proposals a procuring agency shall allow

sufficient time to the bidders to incorporate the agreed changes in the technical proposal and to prepare the required supplementary financial proposal; and

- (iii) the procuring agency shall evaluate the whole proposal in accordance with the evaluation criteria and the lowest evaluated bid shall be accepted.

## **CHAPTER-VII      PROCUREMENT OF CONSULTANCY SERVICES**

### **39.    Rights and obligations**

The rights and obligations of the procuring agency and the consultant are governed by general and special conditions of contract signed between the procuring agency and the consultant.

### **40.    Consultant Selection Committee**

Every procuring agency, for the selection of consultant, except for short consultancies, shall set up a Consultant Selection Committee of odd number members, which shall consist of the following:

- (a) head of the procuring agency who shall be its chairperson i.e. Project Director / Principal Officer
- (b) Director Planning and Development, Treasurer, as members;
- (c) the procuring agency may co-opt up to two members, having adequate technical knowledge and experience in the relevant field, for assistance in a given assignment that requires technical input.

### **41.    Quorum**

Three members, including the chairman of the Consultant Selection Committee, shall form quorum for conducting the business of the Consultant Selection Committee.

### **42.    Decision by simple majority**

All decision of the Consultant Selection Committee shall be made by majority of the members present and voting.

### **43.    Functions and responsibilities of Committee**

The Consultant Selection Committee shall perform the following functions:

- (a) short listing of consultants, responding to the expression of interest, where applicable, in accordance with the criteria mentioned in the expression of interest;

- (b) approval of request for proposal before issuance;
- (c) evaluation of technical and financial proposals, according to the selection method and evaluation criteria, mentioned in the request for proposal, and in accordance with the provisions of these rules; and
- (d) finalization of recommendation for selection of consultants based on evaluation criteria.

#### **44. Selection of consultants**

Depending upon the selection method, the procuring agency shall include, among others, the following steps in the process of selection of a consultant:

- (a) preparation and approval of the terms of reference of the assignment;
- (b) preparation of the cost estimate or budget of the assignment;
- (c) public advertisement of invitation of consultants' expressions of interest and their short-listing;
- (d) preparation and issuance of the request for proposal to the shortlisted consultants;
- (e) preparation and submission of proposals by the consultants;
- (f) evaluation of technical proposals; and
- (g) opening and evaluation of financial proposals.

#### **45. Methods for selection of consultants**

(1) A procuring agency may utilize one of the methods mentioned in succeeding sub-rules for selection of a consultant.

(2) **Least Cost Selection:** This is the preferred method for selecting consultants for assignments of standard or routine nature such as audit, simple engineering design or supervision of noncomplex works, where the well-established practices and standards exist.

(3) **Quality and Cost Based Selection:** This method may be used where:

- (a) quality is the prime consideration while cost is a secondary consideration;
- (b) terms of Reference are well defined;
- (c) the financial proposals of only those technically responsive bidders who obtained minimum sixty five percent marks shall be opened;
- (d) a combined evaluation of the technical and financial proposals is carried out by weighting and adding the quality and the cost scores;

- (e) the weight for quality is normally of eighty percent with twenty percent given to cost and more than twenty percent weight to the cost of the services is justified only in relatively routine and straightforward assignments (such as design of simple structures), whereas in no cases it should exceed thirty percent and the consultant obtaining the highest combined score is invited for negotiations;

(4) Quality Based Selection: This system may be used for highly specialized, innovative and complex assignments, where quality is the predominant factor.

(5) Subject to sub-rule (6), a procuring agency may, in a complex project and with the prior approval of the Campus Committee, engage, through direct contracting, an organization owned or controlled by the Government, the Federal Government or any other Provincial Government.

(6) In case of engagement of an organization under sub-rule (5), the procuring agency shall:

- (a) record reasons in writing for direct contracting and shall issue a certificate of reason-ability of the negotiated price of consultancy based on the principles of procurement contained in rule 4; and
- (b) obtain approval of the Syndicate to the extent of declaring the project as complex project.

(7) A procuring agency may, after recording reason in writing, use any method for selection of consultant other than least cost selection.

#### **46. Selection process of individual consultant**

The following shall be the selection process of individual consultant:

- (a) individual consultant may not be required to submit proposals and shall be selected based on the qualifications and experience for the assignment;
- (b) individual consultant shall be selected by comparing the qualifications and experience of at least three consultants among those who have expressed interest in the assignment or have been approached directly by the procuring agency;
- (c) individual consultant considered for the comparison of qualifications and



experience shall meet the minimum relevant qualifications, and the one selected to be employed by the procuring agency shall be the best qualified and shall be fully capable of carrying out the assignment;

- (d) individual consultant may be selected on a single-source basis (with due justification) in exceptional cases such as an emergency situation resulting from a natural disaster or where the individual is the only consultant qualified for the assignment;
- (e) for key assignments, interviews may be set up, if required.

#### **47. Expression of interest**

(1) A request for expression of interest shall be advertised in accordance with the provisions of rule 12 and rule 13.

(2) The expression of interest shall contain the following information:

- (a) the name and address of procuring agency;
- (b) an appropriate description of the assignment providing scope of the intellectual and professional services required;
- (c) closing date and place of the submission of the expression of interest;
- (d) criteria for short listing or prequalification where required; and
- (e) any other information that the procuring agency may deem appropriate to disseminate at this stage.

#### **48. Request for proposals**

(1) A procuring agency shall use a request for proposal for seeking proposals from the shortlisted or pre-qualified consultants which shall include the following:

- (a) letter of invitation: the letter of invitation shall mention the name and address of the procuring agency and its intention to enter into a contract for provision of consulting services and contain names of all the short listed firms;
- (b) instruction to consultants: the instructions to consultants shall contain all necessary information that may help them prepare responsive proposals;
- (c) terms of reference: the terms of reference shall unambiguously define the objectives, goals and scope of the assignment, core team of required experts,

expected deliverables with timelines and list of services necessary to carry out the assignment;

- (d) evaluation criteria: except as otherwise provided, the evaluation of proposals shall be carried out giving due consideration to quality and cost;
- (e) type of contract: a procuring agency, depending on the circumstances, may use one of the following types of contracts:
  - (i) lump sum contract shall be used mainly for assignments in which the content, duration of the services and the required output are unambiguously defined;
  - (ii) time based contract shall be used when it is difficult to define the scope and the length of services;
  - (iii) hourly or daily rates shall be used for small projects, especially when the assignment is for less than a month; and
  - (iv) any other, based on combination of the above and including out of pocket expenses, where required;
- (f) special provisions: a procuring agency may specify any other requirement related to the assignment or contract, where required.

(2) A procuring agency shall invite the prospective consultants to submit their technical and financial proposals in separately sealed envelopes and the procuring agency shall give deadline for submission of proposals but the consultants shall be given adequate time to prepare their proposals which shall not be less than two weeks.

#### **49. Single complying proposal**

If one complying bid is received, the procuring agency may award the contract to the bidder.

#### **50. Evaluation of quality of consulting services**

Evaluation criteria for technical evaluation of consultants shall include the following:

- (a) experience: the consultants specialized skills, working on the similar assignment and access to particular technologies related to the assignment;
- (b) financial capability: financial capability of the consultant may be evaluated with a

view to ensuring that the consultant can complete the assigned task in a timely manner;

- (c) approach and methodology: the methodology proposed by the consultants shall be evaluated for its innovativeness and soundness;
- (d) quality management: the availability of a well-established quality management system may be taken into account for large and complex assignments; and
- (e) staff proposed: qualification and experience of the proposed staff of the consultant in the relevant field.

### **51. Association of consultants**

(1) An association of consultants may take either the form of a joint venture or a subcontract and such association may participate in procurement process with the permission of the procuring agency.

(2) Under a joint venture, all members, if awarded the contract, shall individually sign and be jointly and severally liable for the entire assignment and such an association may be known as a consortium, association or joint venture.

### **52. Intellectual property rights**

(1) All documents, reports, designs, research work and all deliverables prepared by the consultant shall become and remain the property of the procuring agency.

(2) Any restrictions on the future use of these documents and software by the consultant shall be specified in the conditions of the contract.

### **53. Negotiations**

(1) Notwithstanding the provision under rule 57, the procuring agency may negotiate with the highest ranked bidder for consultancy regarding methodology, work plan, staffing, contract price and special conditions of the contract.

(2) In case of failure of negotiations, the procuring agency may invite the next ranked bidder.

(3) A committee of the procuring agency shall negotiate with the consultant and negotiation by a single person on behalf of the procuring agency shall not be allowed.

#### **54. Professional liability of consultant**

(1) The consultant selected and awarded a contract shall be liable for consequence of errors or omissions on the part of the consultant.

(2) The extent of liability of the consultant shall form part of the contract and such liability shall not be less than remunerations nor it shall be more than twice the remunerations.

(3) The procuring agency may demand insurance on part of the consultant to cover the liability of the consultant and necessary costs shall be borne by the consultant.

(4) The consultant shall be held liable for all losses or damages suffered by the procuring agency on account of any misconduct by the consultant in performing the consulting services.

### **CHAPTER-VIII ACCEPTANCE OF BIDS AND AWARD OF CONTRACTS**

#### **55. Acceptance of bids**

Subject to these rules, the bidder with the lowest evaluated bid, if not in conflict with any other law, shall be awarded the procurement contract within the original or extended bid validity period.

#### **56. Performance guarantee**

Where needed and clearly expressed in the bidding documents, the procuring agency shall require the successful bidder to furnish a performance guarantee which shall not exceed ten percent of the contract amount.

#### **57. Limitation on negotiations**

(1) Save as otherwise provided in these rules, a procuring agency shall not negotiate with any of the bidders.

(2) In case of goods of highly technical nature, the procuring agency shall ensure that the bidders submit the revised financial bids immediately after opening of the financial bids in the same manner as the earlier financial bids were submitted and the procuring agency shall not allow extra time for submission of revised financial bids by the bidders.

(3) In this rule, the expression 'goods of highly technical nature' means all goods including machinery, its parts and micro-components, industrial, scientific or electronic equipment, plant and tools which are sophisticated in nature costing more than fifty million rupees

and procured by adopting the two stages-two envelope procurement procedures

#### **58. Confidentiality**

The procuring agency shall keep all information regarding the bid evaluation confidential until the time of the announcement of the evaluation report.

#### **59. Alternative methods of procurements**

A procuring agency may utilize the following alternative methods of procurement of goods, services and works:

- (a) **petty purchases:** a procuring agency may provide for petty purchases where the object of the procurement is below the financial limit of fifty thousand rupees and such procurement shall be exempted from the requirements of bidding or quotation of prices; the procuring agency shall, however, ensure that procurement of petty purchases is in conformity with the principles of procurement;
- (b) **petty purchases through quotation:** a procuring agency may provide for petty purchases through at least three quotations where the cost of the procurement is more than fifty thousand rupees but less than one hundred thousand rupees and such procurement shall be exempted from the requirements of bidding procedures; the procuring agency shall, however, ensure that such procurement is in conformity with the principles of procurement;
- (c) **direct contracting:** a procuring agency shall only engage in direct contracting if any of the following conditions exist:
  - (i) the procurement concerns the acquisition of spare parts or supplementary services from original manufacturer or supplier when the same are not available from alternative sources;
  - (ii) only one manufacturer or supplier exists for the required procurement but in such a case, the procuring agency shall specify the appropriate fora which may authorize procurement of proprietary object after due diligence; and
  - (iii) where a change of supplier may result in acquisition of material having different technical specifications or characteristics that may cause incompatibility or disproportionate technical difficulties in operation and maintenance; and the contract does not exceed three years in duration;

- (iv) repeat orders not exceeding fifteen percent of the original procurement;
- (v) in case of an emergency but the procuring agency shall specify appropriate fora vested with necessary authority to declare an emergency;
- (vi) when the price of goods, services or works is fixed by the Government or Vice chancellor or any other authority, agency or body authorized by the Syndicate;
- (vii) for purchase of motor vehicle from local original manufacturers or their authorized agents at manufacturer's price;
- (viii) for purchase of Livestock through special purchase committee with the approval of Vice Chancellor;
- (ix) for purchase from the manufacturer or from authorized agent / distributor / dealer on manufacturer's rates with approval of the Treasurer;
- (x) for purchase from Metro, Makro, etc;
- (xi) for import / purchase from abroad by the University employee or any other person on his/her behalf during his / her visit / stay abroad with the approval of the Vice Chancellor;

Provided reimbursement will be made (on production of invoice / bill alongwith shipping document) after inspection/commissioning of the goods as the case may be, as per selling exchange rate of the State Bank of Pakistan on the date of purchase or as per actual credit/debit card invoice, etc.

- (d) **negotiated tendering:** a procuring agency may engage in negotiated tendering with one or more contractors with or without prior publication of a procurement notification but this procedure shall only be used when:
  - (i) the supplies involved are manufactured purely for the purpose of supporting a specific piece of research or an experiment, a study or a particular development;
  - (ii) for technical or artistic reasons, or for reasons connected with protection of exclusive rights or intellectual property, the supplies may be manufactured or delivered only by a particular supplier;
  - (iii) for reasons of extreme urgency brought about by events unforeseeable by the procuring agency, the time limits laid down for open and limited bidding methods

cannot be met, however, the circumstances invoked to justify extreme urgency must not be attributable to the procuring agency; and

- (iv) the Vice Chancellor, for reason to be recorded in writing, approves any specific procurement to be made on urgent basis and shall fix the time for such urgency.

#### **60. Unsolicited proposal**

In case of unsolicited proposal received for any engineering, procurement and construction project involving cost of one thousand million and above, the procuring agency shall process the proposal to ascertain its viability and after such process if the proposal is found viable, the procuring agency:

- (a) shall advertise the proposal for open competition without disclosing the name of the initiator of unsolicited proposal;
- (b) shall conduct prequalification process;
- (c) shall exempt the initiator of the unsolicited proposal from the prequalification;
- (d) if no other bidder in response to the advertisement submits bid, the procuring agency may award the contract to the initiator of the proposal;
- (e) in case of bidding competition, the initiator of the proposal shall be given first right of refusal if the initiator does not emerge as the lowest bidder; and
- (f) shall award five percent additional weightage to the initiator of the proposal from the combined score of technical and financial evaluation.

#### **61. Exemption**

(1) The Vice Chancellor may exempt application of these rules for procurement of goods from a public sector manufacturing unit through direct contracting involving procurement of five hundred thousand rupees (**Rs. 500,000/-**) or less.

(2) For all procurements beyond the prescribed or enhanced limit, the procuring agency shall give the first right of refusal to a public sector manufacturing unit participating in the bidding process or competition.

#### **62. On account payments**

A procuring agency shall make prompt payments to the contractor against the invoice or running bill on satisfactory performance within the time given in the conditions of the contract which shall not exceed thirty days.

Provided that advance payment may be made against an equal amount of bank guarantee. However advance payment may be made under sub-clause vii, ix & x of rule 59(c) without bank guarantee;

Provided further that an advance may be made to the indenter for purchase under sub-clause viii of rule 59(c), if required, with the approval of the Vice Chancellor.

### **63. Commencement of procurement contract**

A procurement contract shall come into force:

- (a) where no formal signing of a contract is required, from the date the notice of the acceptance of the bid or purchase order has been given to the bidder whose bid has been accepted and such notice of acceptance or purchase order shall be issued within a reasonable time; or
- (b) where the procuring agency requires signing of a written contract, from the date on which the signatures of both the procuring agency and the successful bidder are affixed to the written contract and such affixing of signatures shall take place within a reasonable time; and
- (c) where the coming into force of a contract is contingent upon fulfillment of a certain condition or conditions, the contract shall take effect from the date whereon such fulfillment takes place.

### **64. Closing of contract**

(1) Except for defect liability by the contractor, as specified in the conditions of contract, performance of the contract shall be deemed close on the issue of overall delivery certificate or taking over certificate which shall be issued within thirty days of final taking over of goods or receiving the deliverables or completion of works enabling the contractor to submit final bill.

(2) In case of defect liability, defect liability certificate shall be issued within thirty days of the expiry of the said period enabling the contractor to submit the final bill, except for unsettled claims, which shall be settled through resolution of dispute mechanism provided in the contract.



## **CHAPTER-IX MAINTENANCE OF RECORD AND FREEDOM OF INFORMATION**

### **65. Record of procurement**

(1) A procuring agency shall maintain a record of a procurement along with all associated documents for a minimum period of five years.

### **66. Public access and transparency**

(1) As soon as a contract has been awarded, the procuring agency shall make all documents related to the evaluation of the bid and award of contract public.

(2) Where the disclosure of any information related to the award of a contract is of proprietary nature or where the procuring agency is convinced that such disclosure shall be against the public interest, it may withhold only such information from public disclosure subject to the prior approval of the Vice Chancellor.

## **CHAPTER-X REDRESSAL OF GRIEVANCES AND SETTLEMENT OF DISPUTES**

### **67. Redressal of grievances by the procuring agency**

(1) The Syndicate shall constitute a Standing committee comprising of odd number of persons, with proper powers and authorizations, to address the complaints of bidders that may occur prior to the entry into force of the procurement contract.

(2) Any bidder feeling aggrieved by any act of the procuring agency after the submission of his bid may lodge a written complaint concerning his grievances not later than ten days after the announcement of the bid evaluation report.

(3) The committee shall investigate and decide upon the complaint within fifteen days of the receipt of the complaint.

(4) Mere fact of lodging of a complaint shall not warrant suspension of the procurement process.

### **68. Arbitration**

(1) After coming into force of the procurement contract, disputes between the parties to the contract shall be settled through mediation or arbitration.

(2) The University shall provide for a method of mediation or arbitration or both in the procurement contract.

**69. Mis-procurement**

Any violation of these rules shall be treated as mis-procurement.

**70. Repeal** The UAF Procurement Rules, 2012 issued vide notification No. A-3/276-11/24231 dated 15-10-2012 are hereby repealed.

**REGISTRAR  
UNIVERSITY OF AGRICULTURE, FAISALABAD**

Subject: **MECHANISM OF BLACKLISTING / DEREGISTRATION OF FIRM(S)**  
(Referred to Rule No. 21)

### **BLACKLISTING**

The Vice Chancellor may impose permanent or temporary bar on the supplier (s) for participation in their respective procurement proceedings respectively who: -

- fail to perform contractual obligations or the performance under the contract is not upto the mark;
- found to be indulging in corrupt or fraudulent practices;
- commit an action causing or liable to cause loss to the University;
- furnish false information;

### **DEREGISTRATION**

The Treasurer may deregister or impose bar on the supplier (s) for participation in procurement proceedings for the rest of the period of registration who: -

- submit bid as employee of the firm, or proprietor or shareholder being an employee of the University;
- show non-responsive attitude in case of summoning by the University.
- back out from their offers after opening of tender;
- misbehave with the University employee;

The firm may appeal to the Vice Chancellor against the decision of the Treasurer. The decision of the Vice Chancellor shall be final.

Subject: **MECHANISM FOR REDRESSAL OF GRIEVANCES AND SETTLEMENT OF DISPUTES**

**(reference to rule 67 & 68)**

The complaints of bidder shall be disposed/settled by a committee and arbitration prior to the entry into force and after into force of procurement contract respectively. Accordingly, grievance committee with powers and terms of reference and method of arbitration are as under:-

**A. GRIEVANCES COMMITTEE:**

The committee comprises the following to address the complaints of the bidders prior to entry into force of the procurement contract:-

- |   |             |
|---|-------------|
| i. The Treasurer  | (Convener)  |
| ii. Convener of the Pre-qualification / Purchase /<br>Tender Committee                        | (Member)    |
| iii. Resident Auditor or the Technical Expert(s)<br>not below the rank of Assistant Professor | (Member)    |
| iv. The Director/Deputy Director (DP&IC)*   | (Secretary) |

Note: \* If the Director (DP&IC) is not posted

Any bidder feeling aggrieved by any act of the procuring agency after the submission of his bid may lodge a written complaint concerning his grievances not later than ten days after the announcement of the bid evaluation report under rule 37 of the Procurement Rules.

The committee shall address the complaints of bidders that may occur prior to the entry into force of the procurement contract. The committee shall investigate and decide upon the complaint within fifteen days of the receipt of the complaint. Mere fact of lodging of a complaint shall not warrant suspension of the procurement process.

Any bidder not satisfied with the decision of the committee may lodge an appeal in the relevant court of jurisdiction.

**B. ARBITRATION:**

After coming into force of the procurement contract, all matters of dispute or difference except regarding rejection of stores by the Inspector under Clause “*Inspections and Tests*” or cancellation of the contract by the Purchaser, under Clause “*Termination for Default*” and “*Termination for Convenience*” (Standard Bidding Document) arising out of the agreement

between the parties thereto, the settlement of which is not otherwise specially provided for in contract agreement, shall be referred to arbitration as under:-

**(a) Foreign Currency Contracts (EXW/FOB/CFR/CPT, etc.) made directly with Foreign Principal/Manufacturer**

- i. The dispute shall be referred for adjudication to two arbitrators one to be nominated by each party, who before entering upon the reference shall appoint an umpire by mutual agreement, and if they do not agree, a judge of the Superior Court will be requested to appoint the umpire. The arbitration proceedings shall be held in Pakistan and under Pakistan Law.
- ii. The venue of arbitration shall be the place from which the contract is issued or such other places as the Purchaser at his discretion may determine.
- iii. Arbitration award so given will be firm and final.

**(b) Indigenous (FOR) contracts.**

The settlement of dispute, if not otherwise specially provided for in the contract shall be referred for the decision of Vice Chancellor, University of Agriculture, Faisalabad. His decision shall be final and binding on both the parties. The work under the contract shall if reasonably possible continue, under the proceedings before the Vice Chancellor and no payments payable by the Purchaser shall be withheld on the account of such proceeding unless they are subject of the dispute.

**Note:**

- The arbitration award shall be recorded in writing.
- EXW/FOB/CFR/CPT, etc. contracts made through local agents would be dealt under sub para-B(b) above.

**(c) Prior notice for arbitration:**

If the supplier intends to go for arbitration, he shall have to give 30 days notice in writing informing the purchaser of his intention to refer to the points of differences or dispute of arbitration. He shall have to define clearly the point of difference and or dispute in his notice.

**COURT JURISDICTION**

Only the courts at Faisalabad shall have exclusive jurisdiction to adjudicate upon any "lis" brought by either of the parties in relation to the contract.

**Subject: INTEGRITY PACT (Referred to Rule 7)**

**DECLARATION OF FEES, COMMISSIONS AND BROKERAGE ETC.  
PAYABLE BY THE SUPPLIERS/CONTRACTORS OF GOODS,  
SERVICES & WORKS**

[the Seller/Supplier/Contractor] hereby declares its intention not to obtain or induce the procurement of any contract, right, interest, privilege or other obligation or benefit from the University of Agriculture, Faisalabad (UAF) or any administrative subdivision or agency thereof or any other entity owned or controlled by it through any corrupt business practice.

Without limiting the generality of the foregoing, [the Seller / Supplier / Contractor] represents and warrants that it has fully declared the brokerage, commission, fees etc. paid or payable to anyone and not given or agreed to give and shall not give or agree to give to anyone within or outside Pakistan either directly or indirectly through any natural or juridical person, including its affiliate, agent, associate, broker, consultant, director, promoter, shareholder, sponsor or subsidiary, any commission, gratification, bribe, finder's fee or kickback, whether described as consultation fee or otherwise, with the object of obtaining or including the procurement of a contract, right, interest, privilege or other obligation or benefit in whatsoever form from UAF, except that which has been expressly declared pursuant hereto.

[The Seller/Supplier/Contractor] certifies that it has made and will make full disclosure of all agreements and arrangements with all persons in respect of or related to the transaction with UAF and has not taken any action or will not take any action to circumvent the above declaration, representation or warranty.

[The Seller/Supplier/Contractor] accepts full responsibility and strict liability for making any false declaration, not making full disclosure, misrepresenting facts or taking any action likely to defeat the purpose of this declaration, representation and warranty. It agrees that any contract, right, interest, privilege or other obligation or benefit obtained or procured as aforesaid shall, without prejudice to any other right and remedies available to UAF under any law, contract or other instrument, be voidable at the option of UAF.

Notwithstanding any rights and remedies exercised by UAF in this regard, [the Seller/Supplier/Contractor] agrees to indemnify UAF for any loss or damage incurred by it on account of its corrupt business practices and further pay compensation to UAF in an amount equivalent to ten times the sum of any commission, gratification, bribe, finder's fee or kickback given by [the Seller/Supplier/Contractor] as aforesaid for the purpose of obtaining or inducing the procurement of any contract, right, interest, privilege or other obligation or benefit in whatsoever form from UAF.

**DELEGATION OF FINANCIAL & ADMINISTRATIVE POWERS FOR  
PROCUREMENT OF GOODS AND SERVICES**

**Reference to Rule 11**

<b>S. No.</b>	<b>Functions</b>	<b>Authority to whom delegated</b>	<b>Extent</b>	<b>Remarks</b>
1.	Procurement of goods and services			
	a. Without quotations	i. Principal Officer	Below Rs.50,000/-	
		ii. Chairperson of the Department, Head of Department, Deputy Treasurer, Deputy Registrar, Deputy Director, Executive Engineer, Director Students Affairs & Sports, Chief Hall Warden, Senior Tutor, Librarian & Estate Officer.	Below Rs.30,000/-	
		iii. Principal Officer	Full powers	a. Purchase of
		iv. Chairperson of the Department, Head of Department, Deputy Treasurer, Deputy Registrar, Deputy Director, Executive Engineer, Director Students Affairs & Sports, Chief Hall Warden, Senior Tutor, Librarian & Estate Officer.	Below Rs.100,000/-	Livestock, etc., through special purchase committee with the approval of Vice Chancellor;
				b. Purchase from the manufacturer or from authorized agent / distributor / dealer on manufacturer's rates with the approval the Treasurer;
		v. Principal Officer	Full powers	Repair of goods from the respective

		vi. Chairperson of the Department, Head of Department, Deputy Treasurer, Deputy Registrar, Deputy Director, Executive Engineer, Director Students Affairs & Sports, Chief Hall Warden, Senior Tutor, Librarian & Estate Officer.	Below Rs. 50,000/-	manufacturer / dealer/agent.
1.	a. Without quotations	vii. Principal Officer	Below Rs. 500,000/-	Procurement of goods from Metro, Makro, etc.
		viii. Chairperson of the Department, Head of Department, Deputy Treasurer, Deputy Registrar, Deputy Director, Executive Engineer, Director Students Affairs & Sports, Chief Hall Warden, Senior Tutor, Librarian & Estate Officer.	Below Rs. 200,000/-	
		ix. Principal Officer	Below Rs. 500,000/-	Procurement of goods from Public Sector Manufacturing Unit
		x. Chairperson of the Department, Head of Department, Deputy Treasurer, Deputy Registrar, Deputy Director, Executive Engineer, Director Students Affairs & Sports, Chief Hall Warden, Senior Tutor, Librarian & Estate Officer.	Below Rs. 200,000/-	
	b. <b>With quotation</b> i. through UAF Campus News  OR	Principal Officer	Above Rs. 50,000/- below Rs.100,000/ -	Calling quotations from pre-qualified firms with minimum time of three days by the DDO through PRP.



	ii. through Purchase Committee			Collecting quotations by the committee from pre- qualified / non- prequalified firms on spot.
	c. with Tenders on PPRA(Punjab)/ University website	Principal Officer	Above Rs.100,000/ - upto Rs.2.00 million.	In accordance with serial # 6
1.	d. with Tenders on PPRA (Punjab) website, University website and Newspapers	Principal Officer	Above Rs.2.00 million	In accordance with serial # 6
2.	Prequalification of firms	Treasurer		On the recommendations of committee
3.	De-registration of firms	Treasurer		-
4.	Blacklisting of firms	Vice Chancellor		On the recommendation of the Committee / DDO through Treasurer
5.	Constitution of Prequalification Committee	Treasurer		
6.	Calling quotations / Tenders through  i. University Campus News	Drawing & Disbursing Officer (DDO)		Through PRP

	ii. University website	Director / Deputy Director (DPIC) on behalf of the committee		Through PRP
	iii. PPRA website	Director / Deputy Director (DPIC) on behalf of the committee		Through DPIC
	iv. Newspaper	Director / Deputy Director (DPIC) on behalf of the committee		Through PRP (DGPR, Lahore)
7.	Preparation of Bidding Documents	Deputy Director (DPIC) ** Accounts Officer (DPIC) / Stores Officer		In coordination with the end user / purchaser (following the Standard Bidding Documents viz. PPRA, Pakistan till the notification by PPRA Punjab.
8.	Constitution of Purchase / Standardization / Specifications / Evaluation Committee	Treasurer		The purchase / standardization / specifications / pre-qualification committee shall comprise of odd numbers viz. a. Member(s) from respective Department b. Member(s) from some other department of UAF c. Treasurer/DPIC's representative(s). Treasurer's representative will not be included in the Specification Committee if it is constituted separately from Purchase / Repair Committee.
9.	Opening / processing of quotations / bids /	i. Drawing & Disbursing Officer (DDO)		i. Quotations invited through

	tenders and signing of evaluation / comparative statement / acceptance of bid	ii. Committee		University Campus News  ii. Others
10.	Proprietary item a. Declaration of Proprietary	Treasurer	Full powers	
	b. Procurement of Proprietary item(s)	i. Principal Officer ii. Chairperson of the Department, Head of Department, Deputy Treasurer, Deputy Registrar, Deputy Director, Executive Engineer, Director Students Affairs & Sports, Chief Hall Warden, Senior Tutor, Librarian & Estate Officer.	Full powers Below Rs. 100,000/-	Upon declaration by the Treasurer
11.	Supply Order  a. General Administration	Treasurer or his nominee		
	b. Others	DDO		
12.	Formal Contract	Treasurer		With the approval of Vice Chancellor
13.	Imports a. Through Letter of Credit	Treasurer	Full Power	Opening of LC
	b. Through Foreign Telegraphic Transfer(FTT), Credit / Debit Card, etc by the University Employee / Others	Vice Chancellor	Full Power	--

14.	Tax Exemption Certificate	Registrar		Case to be submitted by the DP&IC
15.	Release of earnest/bid money and performance security	Deputy Director (DPIC) ** Account Officer (DPIC) / Stores Officer	Full powers	
16.	Forfeiture of earnest/bid money, performance security	Treasurer * Director (DPIC)	Full powers	By conditions of the tender documents
17.	Maintenance of Stores / Stocks / Inventory a. General Administration  b. Others	Sectional Head / Secretary to the Vice Chancellor / Personnel Assistant of the Principal Officer for respective offices  Principal Officer / DDO as the case may be.		
18.	Prequalification of firms	Treasurer		On the recommendations of committee
19.	Deregistration of firms	Treasurer		On the recommendations of committee / DP&IC
20.	Blacklisting of firms	Vice Chancellor		On the recommendation of the Committee/ DP&IC/DDO through Treasurer
21.	Inspection	Respective DDO or otherwise specifically mentioned in the contract/supply order		

22.	Drawl of Advance	Vice Chancellor	Full Powers	
23.	Approval for Urgency	Vice Chancellor		Following Sub-Rule iii, iv of 59(d)
24.	Fixing of Rates	Vice Chancellor	Full Powers	
25.	Advance payment	Treasurer	Full Powers	An advance payment may be made under sub-clause vii, ix & x of rule 59 (c) without bank guarantee.
26.	Issuance of goods General Administration / Others	Deputy Director (DPIC) ** / Stores Officer		With approval of Treasurer for General Administration
27.	Claim on account of goods issued	Deputy Director (DPIC) ** / Stores Officer		

\* If the Director (DPIC) or Deputy Director is not posted as the case may be.

\*\* If the Stores Officer/Accounts Officer (DPIC) is not posted as the case may be.

\*\*\* If the Director (DPIC) is not posted.

Note:

1. Principal Officers include Dean of Faculties, Treasurer, Registrar, Controller of Examinations, Director Generals, Directors, Principals of College (s) and sub Campus (es), Project Manager/Principal Investigator/Project Incharge, and excludes Director Student Affairs & Director Sports.
2. Purchase of stationery and general stores articles shall normally be made through Directorate of Procurement & Inventory Control. However, the department may make direct purchase from open market following the requisite procedures and rules after obtaining Non-availability Certificate from the Directorate of Procurement & Inventory Control.

**Appendix-V**

**DELEGATION OF FINANCIAL & ADMINISTRATIVE POWERS RELATING  
TO WORKS & SERVICES**

**Reference to Rule 11**

<b>Sr. #.</b>	<b>Function</b>	<b>Authority to whom delegated</b>	<b>Extent</b>	<b>Remarks</b>
1.	Administrative approval	a. Vice Chancellor  b. Principal Officer / Project Director	Full Power  Rs.500,000/-	Administrative approval of projects from external sources is awarded by the funding agency.
2.	Preparation of estimate			Executive Engineer in consultation with the concerned department
3.	Procurement of works and services			
a.	Without Quotation	Executive Engineer	Below Rs. 50,000/-	With the administrative approval of the Principal Officer / Project Director
b.	With Quotation  i. through UAF Campus News  OR  ii. through Committee	Executive Engineer	Above Rs. 50,000/- & below Rs.100,000/	Calling quotations from pre-qualified firms with minimum time of three days by the XEN.  Collecting quotations by the committee from

				pre-qualified / non-qualified firms. <b>Note.</b> The power shall be exercised with the administrative approval of the Principal Officer / Project Director.
c.	with Tenders on PPRA (Punjab) / University website	Principal Officer / Project Director	Above Rs.100,000/- upto Rs.2.00 million.	The power shall be exercised with the administrative approval of the Vice Chancellor (where required).
d.	with Tenders on PPRA (Punjab), University website and newspapers	Principal Officer / Project Director	Above Rs.2.00 million.	The power shall be exercised with the administrative approval of the Vice Chancellor (where required).
4.	Appointment of Consultant (s)	Campus Committee		
5.	Criteria for Selection of Consultants			As per P & D Department, Govt. of Punjab notified criteria& guidelines.
6.	Constitution of Consultant Selection Committee	Vice Chancellor		1. Project Director / Principal Officer. 2. Director (P&D) 3. Treasurer

				4. Two Co-opt Members (Technical Expert)
7.	Registration & Renewal Fee			As per government notified rates
8.	Prequalification of Contractor(s)	Campus Committee	Full powers	
		Principal Officer / Project Director	Upto Rs. 5.0 million	
9.	Technical Sanction of Estimates (New Construction)	Principal Officer / Project Director	Full Powers	Since the administrative approval is based on rough cost estimate, the competent authority can sanction technically the estimate up to 10 per cent over the administrative approval.
		Executive Engineer	Upto Rs.7.5 million	
10.	Technical Sanction (alteration / modification of existing non residential buildings, hostels, offices, academic blocks, farms buildings, water supply, tube wells and disposals and electricity substation / transmissions, etc.	Principal Officer / Project Director	Full powers	
		Executive Engineer	Upto Rs.2.5 Million	



11.	Technical Sanction (Residential Buildings)	Principal Officer / Project Director	Full Power	
		Executive Engineer	Upto Rs.2.50 Million	
12.	Approval of non- schedule rates	Standing Rates Committee	Full Power	Standing Rates Committee approved by the Syndicate
13.	Tender Notice	Executive Engineer		
14.	Bidding Documents			Standard Bidding Documents viz. Communication & Works Department, Punjab.
15.	Acceptance of tenders / award of work	Campus Committee	Full powers	The tenders can be accepted and work may be awarded up to 4.5 per cent above Technical sanction.
		Principal Officer / Project Director	Upto Rs. 5.0 million	
16.	Signing of contract	Executive Engineer	Full powers	
17.	Record / verification of measurements	Sub-Engineer	Recording in the Measurement Book	If the Assistant Executive Engineer is not posted, the Executive Engineer shall carryout the 100% verification of measurements.
		Assistant Executive Engineer	100% Verification of measurements	
		Executive Engineer	Minimum 10% verification of measurements	

18.	Additional items not covered in schedule of rates	Principal Officer / Project Director	Full Power	
19.	Employment of work charge establishment	Principal Officer / Project Director	Full power	
20.	Extension in time limit	Same as tender Accepting Authority, however it shall be made as per contract agreement.		
21.	Enhancement	As per contract agreement, authority accepting the tender shall have the power to enhance the work.		
22.	Deposit works	Campus Committee	Full Power	The work of special nature under special circumstance can be got executed through any government executing agency subject to approval of the Campus Committee.
23.	Issues not covered above			Delegation power as per Govt. of Punjab.

**Subject: MECHANISM OF REGISTRATION OF FIRM(S)**

The Directorate of Procurement & Inventory Control may maintain a category wise list of the pre-qualified firms.

**CATEGORIES**

- A. Pesticides, weedicides, insecticides,  
Chemicals & Glassware;  
Fertilizers;  
Drugs and Medicines;
- B. Scientific Equipment & Machinery and its repair / services;
- C. Scientific Equipment, Machinery valuing upto Rs.100,000/- and its repair / service;
- D. Office Equipment (Computers, Photocopier, Fax, Copy Printer & Accessories, etc and its repair / services;
- E. Catering;
- F. Others.

The Treasurer may revise the categories. Pre-qualification Committee / Representative of DP&IC may visit the premises of the firm to verify the particulars for which it is being pre-qualified.

The Firm (s) will be registered (category wise) by the Treasurer on the recommendation of the Pre-qualification Committee for one-year after depositing non-refundable fee of Rs.10,000/- within due date and Rs. 15,000/- after due date for each category. The Treasurer may revise the rates if deem necessary. Registration will be for a prescribed period and after expiry of such period, the firm (s) will be pre-qualified again for registration. However, the Treasurer may extend such registration for period of three months. In case, any of the condition (s) laid down in Rule 21 of UAF Procurement Rules 2014 and / or mechanism for Blacklisting / Deregistration of Firm (s) applies: -

- i. the Vice Chancellor may debar permanently or temporarily for participation in the respective procurement proceedings; and
- ii. the Treasurer may deregister or impose bar on the supplier (s) for participation in procurement proceedings for the rest of the period of registration.

The decision (s) so taken by the incumbents shall be final.

## **SETTLEMENT OF DISPUTE AND GRIEVANCES**

Within seven days of receipt of the disqualification notice, the applicant may appeal against the decision of the Pre-qualification Committee to the Grievances Committee referred to in mechanism for settlement of dispute and Redressal of grievances. The decision of the Grievances Committee shall be final.

**UAF INVENTORY RULES 2014**

**1. Short title and commencement:**

- i. These rules may be cited as “**UAF INVENTORY RULES 2014**”
- ii. They shall come into force at once.

**CHAPTER-I Definitions**

2. In these rules: -

- a. **Assessed Value**” means the values assessed by the committee where the original cost of the stores is not known.
- b. **“Book Value”** means the value at which an asset is carried on a balance sheet. To calculate, take the cost of an asset minus the accumulated depreciation.
- c. **“Consumable Stores”** means the stores satisfying any one of the following conditions:
  - i. Stores which exhaust with the lapse of time
  - ii. Stores which do not have significant disposal value

For example fertilizer, pesticides, weedicides, seeds, chemicals, medicines, stationery items, printer ribbons and cartridges, floppies, CD ROMs, magnetic tapes, chips and electronic components like resistors, capacitors, connectors. Electrical components like wire, switches, plugs, tube lights, bulbs, tool bits and hand tool etc.

- d. **“Dead Stock”** means the inventory that became obsolete, unserviceable, surplus. Dead stock is often warehoused, but it can also subsequently be offered for sale.
- e. **“Delegated Officer”** means to whom the relevant powers have been delegated/or duties assigned
- f. **“Depreciation”** means the monetary value of an asset decreases over time due to use, wear and tear or obsolescence. This decrease is measured as depreciation.
- g. **"Farm Produce"** means crops, fruits, plants, cereal, other edible roots, tubers, honey, eggs, milk, meat, etc. and livestock;
- h. **“Non Consumable Stores”** are the stores which are intended to be used over the prolonged period before becoming unusable or obsolete and the store having a significant disposal value. The stores which are sub-systems or parts of equipment potentially repaired and reused and stores which are fabricated equipment or assembled equipment brought as a single item will be classified as NCS. All NCS will be entered into the NCS stock Register

of appropriate department. For example, these stores are Plant & Machinery, Instruments, Equipment, Motors, assembled instruments, fabricated equipment, Computer hardware, books, etc.,

- i. **“Principal Officer”** means Dean of Faculties, Treasurers, Registrar, Controller of Examinations, Director Generals, Directors, Principal of College(s) and sub Campus (es), Project Manager/Principal Investigators/ Project In-charge and excludes Director Student Affairs & Director Sports.
- j. **“Residual/Salvage value”** means the remaining value of an asset after it has been fully depreciated;
- k. **“Stores”** means a quantity or supply of something kept for use as needed or for sale as surplus/obsolete/unserviceable. The Stores / Stocks / Inventory are the terms used interchangeably;
- l. **“Straight Line Method”** means a method of computing depreciation in which the depreciable cost (historical or purchase price)of non-consumable stores is reduced by an equal amount in each accounting period (usually a year) over the asset's estimated useful life. Straight line depreciation is computed as a fixed expense by dividing the asset's depreciable cost by the number of years the asset is estimated to remain in service.
- m. **“Syndicate”** means the syndicate of the University.
- n. **“University”** means University of Agriculture, Faisalabad (UAF) or the authorities to whom powers have been delegated as the case may be.
- o. **“Vice Chancellor”** means Vice Chancellor of the University;

## **CHAPTER – 2 PURCHASE, RECEIPT, ISSUE, TRANSFER OF STORES**

### **3. INTRODUCTORY**

The University employee (s) entrusted with the care, use or consumption of stores are responsible for maintaining correct records and preparing correct returns in respect of the stores entrusted to them. They are also responsible for keeping them in proper custody and in good and efficient condition and for protecting them from deterioration. They should also take proper precautions to prevent loss of University stores by fire or other accidents. Any loss of or damage to University stores should forthwith be reported by them to their immediate superiors.

#### **4. PURCHASE AND ACQUISITION OF STORES**

The purchase and acquisition of stores shall be made in accordance with University Procurement Rules by the Delegated Officer(s) as per delegations of administrative and financial powers.

#### **5. CLASSIFICATION OF STORES**

All stores to be procured shall be classified into 2 categories viz. Non Consumable Stores (NCS) and Consumable Stores (CS). Both the stores shall be entered in the appropriate stock register of the department.

#### **6. RECEIPT OF STORES**

6.1 All stores received will be examined, counted, measured and weighed, as the case may be, when delivery is taken by the Delegated Officer(s)/Official to ensure that the correct quantities and qualities have been received, and they are in good condition. They will also record certificate that he/she has actually received the materials and record them in appropriate stock registers at purchased value or assessed value where the purchased value are not available.

6.2 The Centralized Inventory System (CIS) will be maintained to have consolidated inventory of the University through coding of inventory.

6.3 Every procuring agency will ensure that entries of all stores purchased locally or through Letter of Credit (LC) made in the relevant stock register and CIS.

6.4 Before admitting the claim, the Pre-audit Section (Treasurer's office) will verify that the stock entries have been made in the departmental stock register as well as (CIS).

6.5 At the time of making payment it should be seen that the rates paid are not in excess of those entered in the contract or agreement made for the supply of stores and that suitable notes of payment are recorded against the indents and invoices concerned to prevent double payments.

#### **7. ISSUE OF STORES**

When stores are issued from stock for departmental use, manufacture or sale, etc., the Delegated Officer(s)/Official will see that an indent has been made properly by authorized person, examine it carefully with reference to any orders or rules for the issue of stores and sign it after making suitable alterations under his dated initials, in the description and quantity of goods. If he/she is unable to comply with the requisition in full, then will prepare and sign the form of the

invoice attached to the indent according to the supply as actually made. The indent should be returned at once to the requisitioning University employee for signature. When stores are issued, a written acknowledgment should be obtained from the person to whom they are ordered to be delivered or dispatched, or from his duly authorized agent and entries be made in the relevant stock register. Moreover, copies of issue of stores will be sent to DP&IC and Treasurer's office for recording in the Centralized Inventory System.

## **8. TRANSFER OF CHARGE OF STORES**

Special attention should be paid by a Delegated Officer(s)/Official in direct charge of stores to ensure that in case of transfer the stores in his charge are made over correctly to his successor and receipt taken from the relieving Delegated Officer(s)/Official. This is necessary in order to fix responsibility for the loss of stores on the particular person. Accordingly, when a Delegated Officer(s)/Official in direct charge of stores makes over charge to another Delegated Officer(s)/Official, a joint transfer report accompanied by the relieving Delegated Officer(s)/Official receipt for the stores which have been in the custody of the relieved Delegated Officer(s)/Official should be submitted to the next higher authority. If the relieving Delegated Officer(s)/Official fails to bring to notice within a reasonable period any deficiency or defect in stores taken over from his predecessor, he / she will be held responsible for the same both as to quantity and quality so far as he / she was in a position to ascertain it.

In case of death or absconding of Delegated Officer(s)/Official in direct charge of stores, the immediate officer will depute an official to take over the charge of departmental stores and to get the report countersigned from the department head.

## **9. TRANSFER OF STORES**

- a. Transfer of stores within the department & faculty will be made with the approval of the Chairperson & Principal Officer as the case may be.
- b. Interfaculty transfer of stores will be made with the approval of the Vice Chancellor through Treasurer duly recommended by the Principal Officer.

9.1 In this regard, necessary entries in the relevant registers will be made by the respective issuing & receiving delegated officer / official and countersigned by their respective Principal Officer. The copies of transfer documents will be sent to the Treasurer and the DP&IC stating complete details of the stores to be transferred for adjusting entry in the Centralized Inventory System.



## 10. RECORDING AND ACCOUNTING OF STORES

10.1 Every Delegated Officer/Official will maintain accounts and inventories of the stores in his/her charge and ensure that all the quantities received in or issued are entered in the separate Register (s) of stock accounts or inventories maintained according to the nature of stores, the frequency of transaction and the special circumstances of their department. The separate registers for stores account and inventories should be maintained as under: -

- (i) Non Consumables Stores
- (ii) Consumables Stores
- (iii) Farm Produce
- (iv) Dead Stock

10.2 The stores account and inventories should contain the following information where applicable in accordance with their nature:-

- (i) Identification / Code Number
- (ii) Description of the stores
- (iii) Source
- (iv) Make and/or Model
- (v) Serial Number
- (vi) Original Purchased Cost in Pak Rupees or foreign currency (if any)
- (vii) Date of Purchase / Acquisition
- (viii) Book value
- (ix) Residual / Salvage value
- (x) Assessed value
- (xi) Current location
- (xii) Remarks etc.
- (xiii) Any other

10.3 Estimated Useful Life of the inventory for charging of depreciation detailed in below table: -

Sr. No.	Description	Estimated Useful Life
1	Machinery & Equipment	8 Years
2	Vehicles	5 Years and 200000 km
3	Computer Equipments	4 Years
4	Furniture & Fixture	10 Years
5	Generators	5 Years

**Note.** If the life of the asset prescribed by the manufacturer is different from the estimated useful life mentioned above then the former life of the asset will be considered.

10.4 No depreciation will be charged when the book value of the depreciated stores becomes equal to the amount of one installment (in accordance with the useful life of an inventory).

### **CHAPTER - 3            PHYSICAL VERIFICATION OF STORES / STOCK TAKING**

11. The immediate purpose of stocktaking is to deter and detect losses by theft and fraud, to verify the accuracy of stock records, and to identify any weaknesses in custody arrangements.

11.1 A physical verification of all stores must be made at least once in every year by the Delegated Officer(s) not below the status of BPS-17 nominated by the concerned Principal Officer subject to the condition that the verification is not entrusted to a person: -

- a) Who is the custodian, the ledger-keeper or the accountant of the stores to be verified, or who is a nominee of, or is employed under the custodian, the ledger-keeper or the accountant; or
- b) Who is not conversant with the classification, nomenclature and technique of the particular classes of stores to be verified.

11.2 A certificate of verification of stores with its results should be recorded whenever such verification is carried out.

11.3 In making a physical verification, the following instructions must invariably be observed:-

- (a) Verification must always be made in the presence of the Delegated Officer(s) / Official responsible for the custody of the stores or of a responsible person deputed by him;
- (b) All discrepancies noticed must be properly investigated and brought to account immediately, so that the stores account may represent the true picture of the stores;
- (c) Shortages and damages, as well as unserviceable stores must be reported immediately to the authority competent to write off loss.

### **12.    LOSSES**

Losses are grouped under the following heads: -

- a) due to theft;
- b) due to fraud;
- c) due to negligence on the part of Delegated Officer(s)/Official;
- d) due to natural causes;

e) Fair, wear and tear;

12.1 All losses of the kinds referred to above will be reported forthwith by the University employee to his/her immediate superior who will submit report to his/her Principal Officer as soon as reasonable grounds exist for believing that a loss has occurred.

12.2 As soon as a reasonable suspicion exists that a criminal offence has been committed, a report will be sent by the concerned Principal Officer to:-

- i. The Estate Management Department (EMD) with a copy to the Treasurer, UAF in case of loss mentioned at “a”. The EMD will investigate the matter, get the case registered with the Police if required.
- ii. The Treasurer, UAF in case of loss mentioned at “b”. The Treasurer will investigate the matter; get the case registered with the Police through EMD, if required.

### 13. WRITE OFF LOSSES

13.1 Formal sanction of the competent authority shall be obtained for writing off above mentioned losses. The competent authorities are tabulated below: -

Sr. #	Nature of Power	Authority	Extent	Remarks
1.	* Powers to write off losses due to theft, negligence and fraud	i. Vice Chancellor	Full Power	Department will send the write-off orders to Treasurer and Director (P&IC)
2.	** Power to write off losses other than those due to theft, negligence or fraud	i. Vice Chancellor ii. Treasurer	Full Power Upto Rs.100,000/-	As above.
2.1	*** Power to write off losses other than those due to theft, negligence or fraud	iii. Principal Officer  iv. Chairperson of the Department, Head of Department, Deputy Treasurer, Deputy	Upto Rs.15,000/-  Upto Rs.7,500/-	As above.

		Registrar, Deputy Director, Executive Engineer, Director Students Affairs & Sports, Chief Hall Warden, Senior Tutor, Librarian & Estate Officer.		
2.2	***** Power to write off losses other than those due to theft, negligence or fraud (ailing Livestock)	The Standing Committee	Full Power	As above.

Note.

- \* The powers shall be exercised by the delegated officer after detailed investigation and fixing responsibility by an inquiry committee constituted by the Vice Chancellor. The committee will give certificate to the effect that no officer / official were responsible for the loss, loss was inevitable and recovery, which was beyond control, was not possible.
- \*\* The power shall be exercised by the delegated officer (s) on the recommendations of the committee (constituted by the Treasurer) to the effect that the loss was due to natural causes other than negligence.
- \*\*\* The power shall be exercised by the delegated officer (s) by satisfying himself / herself that the loss was not due to negligence.
- \*\*\*\* The powers shall be exercised by the Standing Committee consisting of (i). Principal Officer (ii). Incharge of the Concerned Farm / Head of Department and (iii).Chairman, Clinical Medicine &Surgery (CMS).

#### **CHAPTER – 4 DISPOSAL OF STOCKS AND STORES**

14. A periodical inspection must be made by the prescribed Delegated Officer(s), who must submit a report of surplus, unserviceable and obsolete stores to the authority competent to issue orders for their disposal.

15. An item of stores, livestock and farm produce may be declared surplus or obsolete or unserviceable as the case may be, if the same is of no use to the University or the item is beyond economical repair. An item may also be declared surplus, obsolete or unserviceable in the process of upgrading or replacing University property or when University property or equipment no longer serves a functional use due to programme, procedure or other changes. Under such circumstances, the said stores/livestock/farm produce, etc. be disposed off in the best interest of the University with prior approval of the competent authorities tabulated below:-

Sr. #	Nature of Power	Authority	Extent	Remarks
1.	Power to declare stores surplus or obsolete or unserviceable	Vice Chancellor  Principal Officer  Chairperson of the Department, Head of Department, Deputy Treasurer, Deputy Registrar, Deputy Director, Executive Engineer, Director Students Affairs & Sports, Chief Hall Warden, Senior Tutor, Librarian & Estate Officer.	Full Power  Rs.50,000/- (Book Value)  Rs.30,000/- (Book Value)	Department will send disposal report to the Treasurer and the Director (DP&IC) As above  As above
2.	Power to declare surplus livestock, poultry and other products	Vice Chancellor  *Principal Officer  Chairperson of the Department, Head of Department, Deputy Treasurer, Deputy Registrar, Deputy Director, Executive	Full Power  Rs.50,000/- (Book Value)  Rs.30,000/- (Book Value)	As above

		Engineer, Director Students Affairs & Sports, Chief Hall Warden, Senior Tutor, Librarian & Estate Officer.		
3.	To declare trees as surplus	Principal Officer	Full Power	
4.	Power to sell surplus or obsolete or unserviceable stores excluding livestock and Poultry	Treasurer	Full Power	
5.	Power to sell surplus livestock, poultry	Principal Officer	Full Power	
6.	Power to sell farm produces, fruits, etc	Principal Officer	Full Power	
7.	Power to sell surplus trees	Treasurer	Full Power	
8.	Fixation of rates for the sale of animal produce, farm produce and by-products	Principal officer	Full Power	Based on prevailing market rates

Note.

1. The powers (from serial #. 1 to 3) shall be exercised by the delegated officer (s) on the recommendations of the Standing Committee consisting of (i). Principal Officer (ii). Incharge of the Concerned Farm/Head of Department and/or (iii). Chairman Agronomy in case of crops and/or Chairman CMS in case of Livestock and/or Chairman Forestry Department in case of Trees as the case may be and (iv). representative of the Treasurer.
2. The powers (from serial #. 4 to 7) shall be exercised by the delegated officer (s) on the recommendations of the Committee constituted by the Treasurer.

## **16. GENERAL PROCEDURE FOR DISPOSAL OF SURPLUS OR OBSOLETE OR UNSERVICEABLE STORES**

16.1 The items to be declared as obsolete/surplus/unserviceable will be examined by the Standing Committee mentioned in rule 15. An item may be declared obsolete / surplus if it is no longer required by the Departments. Reasons for the same will be recorded.

16.2 The committee will take into account the prescribed or stipulated life period of the stores and need of the University. In case, life period is not prescribed or it is not over, the committee will examine the conditions of stores and record suitable reasons.

16.3 Where the “life period” has been prescribed on any item and the same is already over, it will normally be taken as enough ground for declaring the item obsolete and unserviceable. However, the condition of the item should still be thoroughly examined to see whether the item could be put to further use.

16.4 In other cases, where the life period is not over or no life period has been prescribed or stipulated, the reason for declaring the item unserviceable will be clearly recorded such as, normal wear and tear, excessive use in public interest, accidental fire, flood and other natural causes, damage due to insect, rats etc.

16.5 The Standing Committee shall submit its recommendations to the respective authority for approval. After approval, all the surplus/unserviceable/obsolete products, produce, items, etc. of the departments will be sold through open auction or by fixing rates by the Principal Officer concerned in accordance with the nature of stores to be disposed off. The copies of auctioned and written off stores will be sent to the DP&IC and the Treasurer’s office for making adjusting entry in the Centralized Inventory System.

16.7 Disposal of stores will be on “as is, where is” basis.

## **17. AUCTION**

### **17.1 INVITATION**

The invitation to the bidder for the items of stores to be sold through auction will be made by the Auction Committee through advertisement on Notice Board of the department concerned, Campus News of the University, Local Market, University Website, Local Press or National Press, keeping in view the residual / assessed value of stores to be auctioned.

Sr. #	Functions	Authority	Extent	Remarks
1	Inviting offers on Notice Board within 3 days	Auction Committee	Below Rs.100,000/-	On the recommendations of the auction committee successful bidder will be allowed to take away the auctioned stores / livestock with the approval of the Principal Officer concerned
2	Notice Board, Campus News within 5 days	-do-	Rs.100,000/- and upto Rs.500,000/-	On the recommendations of the auction committee and the Principal Officer concerned successful bidder will be allowed to take away the auctioned stores / livestock with the approval of the Vice Chancellor
3	Notice Board, Campus News, Local Market, University Website within 7 days	-do-	Rs.500,000/- and upto Rs.1,000,000/-	-do-
4	Notice Board, Campus News, Local Market, University Website and one Urdu daily Newspaper within 15 days	-do-	Above Rs.1,000,000/-	-do-

**18. SALE PROCEEDS ON ACCOUNT OF SALE OF SURPLUS, OBSOLETE, UNSERVICEABLE MATERIAL**

Delegated Officer (s) / Auction Committee shall deposit the sale proceeds within two banking days into University Income Account or any other Account notified by the Treasurer stating appropriate Income Head of Account with the approval of authority who is competent to dispose-off. Applicable taxes of the government will be collected from the successful bidder and deposited into the Government Treasury by the delegated officer.