BIDHAN CHANDRA KRISHI VISWAVIDYALAYA Registrar's Secretariat Mohanpur, Nadia



Ref No. L-481

Date: 09-2-2021

Excerpt from the proceedings of the meeting of the Central Tender Committee, held on 08.01.2021 at Vice-Chancellor's Meeting Room, BCKV.

Sl.No.7: Signature of Purchase Indent

After a detailed deliberation, it was decided that the signature of the Hon'ble Vice-Chancellor would not be required on any Purchase Indent. This will come into force with immediate effect. Moreover, with the objective of speeding up the tendering process, it was further decided that there would be two formats of Purchase Indent -

- In respect of purchases of value below Rs.5 lakh, the Purchase Indent will be approved by the Comptroller after signature of the Dean/Director/HoD of Administrative Departments and the concerned D.D.O. In this respect the Purchase Indent will be titled as "(To be processed through LTC)".
- In respect of purchases of value Rs.5 lakh and above, the Purchase Indent will be approved by the Registrar after signature of the Comptroller, the Dean/Director/HoD of Administrative Departments and the concerned D.D.O. In this respect, the Purchase Indent will be titled as "(To be processed through CTC)".

Specimen copies of the Purchase Indents are annexed herewith.

All concerned are requested to take a note of it and act accordingly.

Encl: copy of Format -1 Copy of Format-2

Registrar

Copy forwarded for kind information and taking necessary actin to:

- 1. As per mailing list (overleaf)
- 2. File copy

Registrar

BidhanChandra Krishi Viswavidyalaya MAILING LIST

Ref No. L:

- 1) Director of Research/Farms/ Extension Edn./Director-In-Charge, Comprehensive Scheme,
- 2) Dean, Faculty of Agriculture/Horticulture/Agril. Engg./P.G. Studies/Students' Welfare.
- 3) Associate Dean, College of Agriculture Burdwan / Bankura.
- 4) Comptroller/Assistant Comptroller / S.O.(Dev.)/ University Engineer, Works Department.
- 5) Assistant Registrar-I/II/III/Librarian/ Dy. Librarian / Medical Officer, Health Unit/Security Officer
- 6) Head of the Department of Agronomy/Agril. Economics/Agril. Entomology/Pl. Pathology/ Agril. Chem. & Soil Sc./Agro-Meteorology & Physics/Genetics & Plant Breeding/ Pl.Physiology/Seed Sc. & Technology/Agril. Extension/Soil & Water Conservation/ Agril. Bio-Technology / Agril. Statistics / Bio-Chemistry/ Agril. Chemicals/Animal Scs., F/Agril.
- 7) Head of the Deptt. of Floriculture & Landscape Architecture/Fruits Science/Post Harvest Tech./ Plantation, Spices, Medicinal & Aromatic Crops / Vegetable Science, Faculty of Horticulture.
- 8) Head of the Deptt. of Farm Machinery & Power/Soil & W. Engg./ Food Tech./Post Harvest Technology, Faculty of Agril. Engineering.
- 9) Secretary, Faculty Council, Faculty of Agriculture/Horticulture/Agril. Engineering.
- 10) In-Charge, AICRP on Wheat Imp./IFS./Jute & Allied Fibres/ Palm/Acarology/Agro-Meteorology/Vegetable Crops/Pesticide Residue/MAP & Betelvine/Forage Crops/ / Fruits/ Soil test Crop Response/ Plant Parasitic Nematodes/ Floriculture /Tuber Crops/Water Management /Survey Selection etc./Crop Res.Unit /Patato/Agro. Met. Advisory Project/ Cashew/Groundnut/Agro-Forestry/ Chickpea / MullaRP / NSP-Crops / Maize Imp./ Weed Management.
- 11) In-Charge, RRS, Jhargram/ RRS, Coastal & Saline Zone, BCKV, Kakdwip, P.O.Akshay Nagar, 24 Pgs.(S)/RRS, New Allivial Zone, Gayeshpur/RRSS, Vill-Uttar Panchpota, P.O.Chakdah, Nadia/RRSS, Raghunathpur, Purulia/RRSS, Sekhampur, P.O.Gadadharpur, Birbhum.
- 12) Supdt. Establishment Section./Exam. Sec./Recruitment Section/Meeting Section/Admission & Scholarship Section/Receipt & Despatch/ Leave Cell/R.B.Cell/Law Assistant, Legal
- 13) Farm Manager, Horticulture Res. Station, Mondouri/Teaching Farm, Mondouri/ Students' Inst. Farm, F.Ag., Mohanpore/ 'C' Block Farm, Kly./DSF (ABC Block), Kly./DSF (D-Block), Kly./ Jhargram Farm, Jhargram/Asstt. Farm Manager, BSF, Canning, P.O. Taldi (Vill. Canning), 24 Pgs. (S)/Supdt. C.R.Farm, Gayeshpur/Asstt. Director of Farms, Horticulture.
- 14) NSS Coordinator / V.C.'s Secretariat/Registrar's Secretariat.
- 15) Provost, Arabinda Abas / Netaji Abas, BCKV, Kalyani / Matangini Abas / Nivedita Abas / Sir J.C.Bose Hall (Jagdish Abas) / Rabindra Abas (New PG Hall) / Nazrul Abas ('C' type Qrtr.) / Raman Abas / Vidyasagar Abas / Borlaug Abas (International Hostel), BCKV, Mohanpur.
- 16) Secretary, Officers' Association/Teachers' Council/Teachers' Association/Teachers' Forum/Adhyapak Samity
- 17) Secretary, Karmachari Samity/ Karmachari Samsad/Workers' Association/Technical Assistant Association/Employees Forum of SC/ST & OBC/ Chhatrabas Karmachari Samity/Chhatrabas Karmachari Samsad/Res.Scholar Association.
- 18) Secretary, Students' Union, F.Ag./Hort./Ag.Engg.,
- 19) Secretary, BCKV Co-operative Credit Society Ltd., Mohanpore.

Wallogor Registrar (Acting)



BIDHAN CHANDRA KRISHI VISWAVIDYALAYA

PO- Krishiviswavidyalaya, Mohanpur, Nadia, West Bengal, Pin-741252



PURCHASE INDENT FORMAT:01

(To be processed through Local Tender Committee (LTC) for Tender value Less than 5 lakh)

	THE STATE OF THE S	The state of the s		Ammro
Department		Faculty		
Name of the Inde	nter:	Designation		
Ref. No.	:	Date	:	

SI. No.	Name of the Item / Equipment	Qty.	Detail Specification	Approx. (Rs.)
			Total Amour	nt
		In words:	Total Amou	

P	Whether the Item/Items are available in the store		
>	Source of funds: (Project/ICAR/ Adhoc/ Govt.)	:	
>	Fund availability (Financial sanction memo to be included)	:	
4	Title of the project	:	
4	Tentative time required to procure item(s)	:	
A	Whether the item is proprietary (if Yes, attach supporting document)	:	
A	Whether the funding authority has allocated fund for the specific purpose		
	during the current financial year, if yes, attach supporting documents	:	
A	Any other comments	:	



BIDHAN CHANDRA KRISHI VISWAVIDYALAYA

PO- Krishiviswavidyalaya, Mohanpur, Nadia, West Bengal, Pin-741252

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PURCHASE INDENT FORMAT: 02

(To be processed through Central Tender Committee (CTC) for Tender value of 5 lakh and above)

Ref. No. : Name of the Indenter :			Date : Designation :		
SI.	Name of the Item / Equipment	Qty.	Detail Specification	Approx. (Rs.)	
		4			
	The state of the s	In words:	Total Amoun	t	
		III words.			
>	Whether the Item/Items are available in the store				
A .	Source of funds: (Project/ICAR/ Adhoc/ Govt.)	d)			
A	Fund availability (Financial sanction memo to be include Title of the project	u)			
A	Tentative time required to procure item(s)				
A	Whether the item is proprietary (if Yes, attach supporting	ng document) :			
>	Whether the funding authority has allocated fund for the		e		
	during the current financial year, if yes, attach supporting				
>	Any other comments				
W.S.					