



J.C. Bose University of Science & Technology, YMCA, Faridabad, Haryana

(A Haryana State Government University)

(Established by Haryana State Legislative Act No. 21 of 2009 & Recognised by UGC Act 1956 u/s 22 to Confer Degrees)

Accredited 'A+' Grade by NAAC

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NOTICE

Sub: Role of the Technical Committee in Procurement of Instruments in Universities

Technical Committee plays a critical role in the procurement process of instruments in universities, ensuring that the procurement is conducted transparently, efficiently, and in compliance with institutional and regulatory requirements. The Technical Committee is solely responsible for ensuring the success of the tender process by maintaining transparency, accuracy, and efficiency in all pre-tender activities. The Committee's due diligence in defining technical requirements, selecting qualified vendors and aligning procurement with institutional goals directly influences the overall success of the procurement process. By fulfilling these responsibilities, the Technical Committee ensures that the University acquires high-quality instruments that meet academic and research standards while adhering to budgetary and regulatory constraints.

Therefore, the guidelines, with the due approval of Competent Authority, are hereby being attached in view of role of the Technical Committee in procurement of Instruments in the University.


REGISTRAR

Copy to:

- PS to VC for kind information of VC Sir
- PA to Registrar for kind information of W/Registrar
- All Chairpersons/Deans/HODs for necessary action
- System Analyst for uploading on the University Website



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GUIDELINES FOR TECHNICAL COMMITTEE IN PROCUREMENT OF INSTRUMENTS IN UNIVERSITIES

1. Assessment and Specification Finalization:

- (a) Identifying the specific instruments required based on academic, research and laboratory/workshop needs.
- (b) Preparing detailed technical specifications to ensure compatibility, functionality, and adherence to quality standards.

2. Budgeting and Feasibility Analysis:

- (a) Evaluating the financial feasibility of procurement based on available funds and institutional priorities.
- (b) Preparing an estimated cost analysis to ensure competitive and fair pricing in the tendering process.

3. Market Research and Pre-qualification of Vendors:

- (a) Conducting thorough market research to understand available products and technological advancements.
- (b) Shortlisting potential vendors and ensuring they meet the University's eligibility criteria.

4. Preparation of Tender Documents:

- (a) Drafting comprehensive tender documents, including technical requirements, evaluation criteria, and compliance parameters.
- (b) Ensuring that tender documents are aligned with university procurement policies and government regulations.

5. Coordination with Procurement and Finance Departments:

- (a) Collaborating with relevant University departments to ensure seamless integration of procurement plans.
- (b) Obtaining necessary approvals and clearances before floating the tender.

6. Technical Evaluation Criteria Development:

- (a) Establishing objective and transparent evaluation parameters for vendor selection.
- (b) Ensuring that evaluation metrics prioritize quality, performance, and cost-effectiveness.

7. Compliance with Regulatory Standards:

- (a) Ensuring that procurement follows national and institutional guidelines, including environmental and safety standards.
- (b) Addressing any legal or policy constraints before tendering.

8. Risk Assessment and Mitigation:

- (a) Identifying potential risks related to procurement, such as vendor reliability, supply chain delays, or quality issues.
- (b) Developing contingency plans to mitigate procurement challenges.

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