



MAHARSHI DAYANAND UNIVERSITY, ROHTAK
(A State University established under Haryana Act. No.25/1975)
NAAC Accredited 'A+' Grade

No. P&S/19/1168-1250
Dt. 5.18.19

To

All the Deans/HODs/Branch Officers,
M.D. University,
Rohtak.

Sub:- Regarding purchase of consumables for Lexmark MFD/Photocopier Machines and A4 Printers on GEM.

Sir/Madam,

It is inform you that the CPC in its meeting held on 18-06-2019 vide Resolution No.19 has considered and approved the recommendations of the Committee (constituted by the CPC/Vice Chancellor) with regard to purchase of consumable items from time to time as & when required, the detail of which is as given below:-

1. Consumable for Lexmark MFD/Photocopier Machine be purchased on GEM by the department/branch as & when required after obtaining the administrative approval from the Competent Authorities.
2. Consumables for A4 Printers various make/models be also purchased on GEM facility by the users as & when required after obtaining administrative approval from the Competent Authorities.

The copy of decision of CPC duly approved by the Vice Chancellor is attached herewith.

Yours faithfully,

2.6.2019

Officer on Spl. Duty (P&S)

**EXTRACT COPY OF THE DECISION OF CENTRAL PURCHASE COMMITTEE
TAKEN IN ITS MEETING HELD ON 18.06.2019 AT 12:00 P.M IN THE
COMMITTEE ROOM ADJACENT TO THE REGISTRAR OFFICE, M. D.
UNIVERSITY, ROHTAK.**

• **ITEM No.19 (PURCHASE & STORE BRANCH)**

To consider & approve the recommendations of the Sub-Committee (constituted by the CPC/VC) with regard to purchase of Consumables from time to time as and when need required i.e. Toner Drum & Developer for the Photocopier Machines/MFD Printers- RICOH, SHARP,CANON, XEROX, RISOGRAPH, LEXMARK & A-4 Printers- HP/CANON etc. installed in the various offices/Departments of the University.

NOTE:-

In pursuance decision of the CPC in its meeting held on 26/03/2019 vide RESO NO.08 (Flag 'X') resolved that a Sub-committee (i. Director (UCC), ii. Director (UIET), iii. OSD (P&S), iv. Rep. of Finance Officer) constituted with regard to purchase of consumables for Photocopier Machines to re-examine the matter being a proprietary item and give its recommendations for further consideration of CPC in its next meeting. The Sub-Committee met on 16/04/2019 for the purpose and also called all the Authorized Representatives of the respective companies.

The Committee deliberated upon the issue at length and held discussion with the Representatives of the various Companies and asked them to submit their proposals in this regard. All the Representatives of the firms informed the committee that these consumables are Proprietary one & the Company concerned provide their best services – Sale, Service/Maintenance only through their respective Authorized dealers in their respective jurisdiction District to provide original consumables & spare parts for long life of the Machine. The Representative(s) of the Co. also requested the Committee to grant time at least 7-10 day time to submit the required papers/special offers to the University.

After receiving the special offers/required papers from the respective Co., the Sub-Committee met again on 17/05/2019 for the purpose. After going through the whole case, the Sub-Committee recommended that:-

1. Consumables for all Photocopier Machines- SHARP, RICOH, CANON, XEROX which are installed in the various offices/departments of the University be purchase from their Authorized dealers on the Company listed price after enjoying discount (10% for Xerox and 25% for others) as per Annexure from time to time purchase as and when required i.e. need basis. (Price list Annexure- A (SHARP), B (RICOH) & C (CANON)) & D (XEROX).
2. Consumables for LEXMARK MFD/Photocopier Machines be purchase on GEM by the department/branch as and when required after obtaining the Administrative approval from the Competent Authorities.
3. Consumables for A4 Printers various make models be also purchase on GEM facility by the users as & when required after obtaining administrative approval from the competent Authorities.
4. Consumables for RISOGRAPH Machines installed in the Academic Branch as well as in the University Press be purchase from M/s Techmart Systems Co. Pvt. Ltd., New Delhi on listed price RISO Co. after availing/enjoying discount being a Proprietary item after. Price list and offer for RISO are placed at Annexure E.

The above recommendations have been approved by the Vice Chancellor and he has allowed to refer the case to CPC. The expenditure will be met out of the Budget Head "Maintenance of Office Equipment-NR" of P&S Branch. Hence, the item.

THE RECOMMENDATIONS OF THE COMMITTEE (CONSTITUTED BY V.C) BE APPROVED WITH REGARD TO PURCHASE OF CONSUMABLE ITEMS FROM TIME TO TIME AS AND WHEN REQUIRED.

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8.7.2019
(P&S)