



PONDICHERRY UNIVERSITY  
(A Central University)

S.LOGANATHAN  
Registrar

R.V. Nagar, Kalapet,  
Puducherry – 605 014.

PU/PS6/Chemicals RC/12-13/ 1118

26<sup>th</sup> Oct. 2012.

POLICY CIRCULAR - 79

**Rate Contract for 2012-13 - for Chemicals, Minor equipments, etc.,**

Sub: Purchase of Chemicals, Glass, Lab & Plastic Wares and Minor Equipments -  
Under Rate Contract for the year 2012-13 – Reg.

Based on the recommendation of the Rate Contract Finalization Committee, the Annual Rate Contract for the Chemicals, Glass & Plastics wares and Minor Equipments (*not exceeding ₹.20,000/- per item*) for the year 2012-13 has been approved by the Vice Chancellor.

The list of selected firms is enclosed herewith in Annexure - I. If the Company agrees for more than one authorized dealer for the supply of items under Rate Contract, more dealers may also be included. The discounts are applicable as per the catalogues which will be published by these firms for the financial year 2012-13.

The Departmental Purchase Committee Members and HOD / PI may kindly take adequate care to ensure the correctness of the rate charged, as they may have to provide any clarification called for by Audit, at a later stage. The enclosed Booklet will provide the necessary guidance in this regard.

All the proposals for purchase of Chemicals & Lab wares are to be **submitted directly to the Finance Section / Project Cell**. On supply, these items will be entered in the stock register of the respective departments (there will be no requirement for Central Stock Registration in the Purchase & Stores section). However, in the case of purchase of Minor Equipment, it should be forwarded to the Purchase & Stores Section at the **Bill Settlement Stage** as per normal procedure, for making Central Stock Entry and process the payment. The procedure to be followed for purchase of chemicals, glass, lab & plastic wares etc., is enclosed for guidance.

For queries, please contact Asst. Registrar (P&S) (Mobile No.9442263557, email id: purchase\_pondiuni@yahoo.co.in), if required.

S. Loganathan  
REGISTRAR  
26/10/12

To: The Dean's, the HOD's & P.I.'s of all Science Departments

Copy to:

1. A.R. to the V.C.'s Secretariat – for kind information of the Vice Chancellor
2. P.S. to Finance Officer
3. D.R. (F&A), A.R. (F), A.R. (A), Section Officers (F&A)
4. IAO & Addl. IAO,
5. Project Officer

**ANNEXURE – I**

***Chemicals (Indian & Imported) & Minor Equipments not exceeding H.20,000/- per item for 2012-13***

<b>S. No.</b>	<b>Name of the Manufacturer</b>	<b>Name of the Dealer</b>	<b>% of Discounts</b>	<b>% of Tax</b>
1.	<b>M/s. Merck (I) Ltd., Bangalore.</b> a. Research Chemicals b. Indian Chemicals & Reagents	1) M/s. Subra Scientific Company, #54, Balathandayudham Street, Ellaipillaichavady, Pondy – 5. 2) M/s. A.I.C. International, 11, 1 <sup>st</sup> Cross, Kamban Nagar Reddiayarpalayam, Pondy-10.	23% 23%	Govt. Appr. Tax
2.	<b>M/s.Fisher Scientific Mumbai.</b> a. Qualigens Fine Chem., b. Fisher Brand Chemicals c. Other Consumables like Diagnostic Reagent kits & minor equipments d. Across Chemicals	1). M/s. Sri Rajendra Scientific & Surgicals Private Limited, 53, 2 <sup>nd</sup> Cross Street, Jawahar Nagar, Pondicherry – 5. 2). M/s. The National Scientific Suppliers, #9, IV, Cross St., Subbiah Nagar, Pondicherry- 1. 3). M/s. Sri Vetri Scientific Co., 17, 3 <sup>rd</sup> Cross, 3 <sup>rd</sup> Main Road, Annai Theresa Nagar, Moolakulam, Pondy-10.	15% 15% 5% No Discount	-do-
3.	<b>M/s. Hi-Media Lab. Pvt. Limited, Chennai.</b> a. Laboratory Chemicals & Reagents b. Culture Media, Plant, Tissue, Molecular Biology Chemicals & etc.,	1). M/s. The National Scientific Pondicherry-1 2). M/s.The Vijayan Scientific 160, Lawspet Main Road, Pakumudaiyanpet, Pondy-8.	16% 16%	-do-
4.	<b>M/s. Merk Biosciences (B'lore Genei) Mumbai.</b> a. Volume I & II : Genei, Novagen, Calbiochem, MN, SLI, Nova Chem b. Technical wares, Minor equipments & Millipore members etc.,	M/s. The National Scientific Pondicherry-1	18% 15%	- do -
5.	<b>M/s. S.D. Fine Chem Ltd., Mumbai.</b> (General Lab Chemicals)	M/s.The Vijayan Scientific 160, Lawspet Main Road, Pakumudaiyanpet, Pondy-8	18%	-do-
6.	<b>M/s. Ranbaxy Fine Chemicals Ltd.,Chennai.</b> 1. General Lab Chemicals 2. JT Baker & Accustand	M/s. Vetri Scientific Company Puducherry – 10.	20% 10%	-do-
7.	<b>M/s. Loba Chemie Chennai.</b> (General Lab Chemicals)	M/s. Subra Scientific Company Puducherry – 5.	15%	-do-
8.	<b>M/s. Sigma-Aldrich Bangalore.</b>	M/s. Subra Scientific Company Puducherry – 5.	No discount	-do-

	(Research Chemicals & Deutrium Solvents etc.,)			
9.	<b>M/s. Sisco Research Lab, Chennai.</b> 1. Laboratory chemicals 2. Culture Media 3. Bio Lit 4. for other ranges	1) M/s. Subra Scientific Company Puducherry – 5.  2). M/s.Sri Rajendra Scientific & Surgicals P Ltd., Puducherry – 5	22%- 15%- 10% 5%	-do-
10.	<b>M/s.Medox Bio-Tech Pvt. Ltd., Chennai.</b> (Bio chemicals, Culture Media & Bio Lit etc.,)	M/s. Sri Rajendra Scientific & Surgicals Private Limited, Pondicherry – 5.	7 %	-do-
11	<b>M/s. Jain Biological Pvt. Ltd., Chennai.</b> (Eppendoff, Grenier, PAA Lab etc.)	M/s. The National Scientific Suppliers, Pondicherry-1	15 %	-do-
12.	<b>M/s. Pall Life Sciences, Mumbai.</b> (Life Science Chemicals)	M/s. Subra Scientific Company, Pondicherry – 5.	10%	- do -
13.	<b>M/s. Spectrochem Pvt. Ltd., Mumbai.</b> (Biological Chemicals, Lab Reagents & Organic Chemicals etc.,)	M/s. Sri Rajendra Scientific & Surgicals Private Limited, Pondicherry – 5.	15%	-do-
14.	<b>M/s. Ultra International, Bangalore.</b> (Brand, Labscan etc.,)	M/s. Durga Enterprises, Pondicherry.	15%	-do-
15.	<b>M/s. Bio Gene Life Sciences, Chennai.</b> (Cell Biology & Media Lonza, Intergra etc.,)	No Dealer in Pondicherry (Direct supply)	6%	-do-
16.	<b>M/s. Sisco Chem Pvt. Ltd., Mumbai.</b> (Research/Lab Chemicals)	M/s. Subra Scientific Company, Pondicherry – 5.	10%	-do-
17.	<b>M/s. Chemicals Unlimited, Mumbai.</b> (Alfa-Aesar)	M/s. The National Scientific Suppliers, Pondicherry-1	7%	-do-
18.	<b>M/s. Avra Synthesis Pvt. Ltd., Hyderabad.</b> (Avra brand Research chemicals)	M/s. Sai Scientific & Surgicals, 44, Ist Floor, Anna Salai, Pondy -1.	20%	-do-
19.	<b>M/s. Finar Chemicals Ltd., Hyderabad.</b> Research/Lab chemicals)	M/s. Sri Rajendra Scientific & Surgicals Private Limited, Pondicherry – 5.	16%	-do-
20.	<b>M/s. Synergy Scientific Service, Chennai.</b> 1. Ampliqon, MWG 2. Genetix, DSS image, Star Micronic Device, Mp 3. Other range of products	No Dealer in Pondicherry (Direct supply)	10%  6%  5%	-do-

	(GE,Agilant make Bio chemicals)			
21.	<b>M/s. Geno Bio Tech Ltd., Noida.</b>	M/s. Veda Scientific, 63-D, Santhana Gopalapuram Main Road, Villupuram.	12%	-do-
22.	<b>M/s. Titan Bio Tech Ltd., Delhi.</b> (Food Science Technology chemicals)	M/s. Vetri Scientific Company, Pondicherry – 10.	12%	-do-
23.	<b>M/s. Fisher Life Science</b> (Life Science range of products) (Antibodies & Elisa Kits etc.,)	M/s. AIC International, Pondy-10.	10%	-do-

**For Glass-ware / Plastic-ware & Minor Equipments not exceeding H.20,000/- per item for 20012-13**

Sl. No.	Name of the Manufacturer	Name of the Dealer	% of Discounts	% of Tax
1.	<b>M/s. Borosil Glass Works, Bangalore.</b> (Glass wares, Liquid Handling Products, Quartz ware & Orange Tissue Culture & Plastic wares)	M/s. The National Scientific Suppliers, #9, IV Cross St., Subbiah Nagar, Pondicherry-1	15 %	Govt. Appr. Tax
2.	<b>M/s. Vensil Glass Works, Bangalore.</b> (General & Research Glass wares)	No dealer in Pondicherry (direct supply)	13 %	-do-
3.	<b>M/s.Jain Scientific Glass Works, Ambala.</b> (Borosilicate Glass wares, Accessories & Miscell. Items & Minor Equipment Etc.)	M/s. The National Scientific Suppliers, 9, IV Cross St., Subbiah Nagar, Pondicherry-1	15 %	-do-
4.	<b>M/s.Tarsons Products Pvt. Limited, Kolkatta.</b> (Plastic wares, PP & TPX & Minor Equipments etc.)	1). M/s. Subra Scientific Company Ellaipillaichavady, Pondicherry – 5. 2). M/s. The National Scientific Suppliers, Pondicherry – 1	14 % 14%	-do- - do -
5.	<b>M/s.Genaxy (Axygen Scientific) Pvt. Ltd., New Delhi.</b> (Plastic wares, PP & TPX & Minor Equipments etc.)	M/s. Subra Scientific Company #54, Balathandayudham Street, Ellaipillaichavady, Pondicherry– 5.	9%	-do-
6.	<b>M/s.Merck Glass Wares Bangalore.</b> (General & Research Glass wares)	1). M/s. Subra Scientific Company Pondicherry– 5. 2). M/s. AIC International, Pondy.	22%	-do-
7.	<b>M/s.Qualigens Glass Wares, Mumbai.</b> (Laboratory Glass wares)	1). M/s. Sri Rajendra Scientific & Surgicals Private Limited, Pondy. 2). M/s. Sri Vetri Scientific Company, Pondicherry – 10.	16%	-do-
8.	<b>M/s.Technico Laboratory Glass Works, Chennai.</b> (General & Research Glass wares)	M/s. Naresh Scientific Company No:17, Jancy Street, (Upstairs) Opp. to A.G. Church, Indira Gandhi Nagar, Pudhucherry-1.	28%	-do-
9.	<b>M/s. Superfit Continental Pvt. Ltd., Mumbai.</b> (Laboratory Glass wares, Lab wares & Minor Eqpts.)	M/s. Subra Scientific Company #54, Balathandayudham Street, Ellaipillaichavady, Pondicherry– 5.	10 %	-do-
10.	<b>M/s.Infusil India Pvt., Ltd., Bangalore.</b> (Silica wares, Quartz wares & Minor Equipments)	1). M/s.Subra Scientific Company, Pondicherry – 5. 2). M/s. The National Scientific Suppliers, Pondicherry-1	15%	-do-
11.	<b>M/s. Thermo Fisher Scientific, Mumbai.</b> (Pipettes, Pipette tubes & Cnerifuge tubes)	M/s. AIC International, 11, 1 <sup>st</sup> Cross, Kamban Nagar, Reddeiarpalayam, Pondicherry - 10.	15 %	-do-

12.	<b>M/s. Sabari Scientific Glass Equipments. Pondicherry.</b> (Lab Glass)	Self, Pondicherry.	20%	-do-
13.	<b>M/s. Merck Millipore, Bangalore.</b> 1. For filter papers & syringe filters. 2. for all Apparatus & equipments.	M/s, Servell Engineers, 22/11, Bazar Road, Saidapet, Chennai – 600 015.	25% 15%	-do-
14.	<b>M/s. National Products, Chennai.</b> All laboratory miscellaneous, accessories & consumables	M/s. The National Scientific Company, Pondicherry – 10.	7%	-do-
15.	<b>M/s. AB Applied Bio System</b> (Invitrogen) (PCR & Real time PCR reagents & Consumables) 1. Invitrogen ABI Applied Biosystems 2. Invitrogen Ambion Products 3. Invitrogen Consumables 4. Invitrogen Bioservices	M/s. The National Scientific Company, Pondicherry – 10.	7% 7% 5% 2.5%	-do-

CHAPTER - I

**PURCHASE OF CHEMICALS, GLASS & PLASTIC WARES**

	<u>Page No.</u>
a) Procedure to be followed prior to purchase and submission of proposals	1
b) Procedure to be followed for obtaining Financial Concurrence / Administrative approval	2
(i) Within the delegated financial powers	2
(ii) Over and above the delegated financial powers	2
c) Procedure to be followed after purchase	2 & 3

CHAPTER - II

**PURCHASE OF MINOR EQUIPMENTS**  
*(Not exceeding L20,000/- per item)*

a) Procedure to be followed prior to purchase and submission of proposals	4
b) Procedure to be followed for obtaining Financial Concurrence / Administrative approval	4
(i) Within the delegated financial powers	5
(ii) Over and above the delegated financial powers	5
c) Procedure to be followed after purchase	5 & 6

\*\*\*\*\*

CHAPTER - I

**PURCHASE OF CHEMICALS, GLASS WARES & PLASTIC WARES**

**a) Procedure to be followed prior to purchase and submission of Proposals**

- i) The Head of the Departments and P.I.s are required to have a close watch over the allocation of Budget, availability of fund, expenditure status on this subject.
- ii) No purchase without proper justification or purchase exceeding their budget should be made.
- iii) The proposer has to certify the correctness of rates with respect to company's printed catalogue and the rate of rebate offered, in the prescribed format which is given below: -

**Price & Discount Verification Certificate**

*This is to certify that the prices of Chemicals / Labwares, etc. which are proposed to be purchased from M/s. \_\_\_\_\_ for total amount of Rs. \_\_\_\_\_ have been verified as per the Catalogue of 2012-13 of the firm and their prices and discount calculation are found to be correct.*

- iv) On the basis of the periodical requirement of the laboratory consumables a purchase proposal in the prescribed format, with minutes of the Departmental Purchase Committee alongwith an abstract from the Chemicals Stock Register as per the Annexure - II, has to be prepared, keeping in mind the availability of fund in the respective head of account, for meeting this expenditure.
- v) If Chemicals/Solvents/Glass & Plastic wares not listed in the catalogues of the selected firms are required, HOD/PI shall call quotations from at least three reputed firms/vendors and follow the purchase procedures.
- vi) More than one local supplier may also be considered as per this approved rate contract for any brand of Chemicals & Glasswares, if the manufacturer authorizes the same.

...2...



**b) Procedure to be followed for obtaining Financial Concurrence / Administrative Approval**

The purchase proposal for purchase of Chemicals and Glass & Plastic Wares have to be sent directly to the Finance Section, for ascertaining fund position and for obtaining financial concurrence, instead of sending it to the Purchase & Stores section.

**i) Purchases by the Dean / HOD / Co-ordinator / PI within the Delegated Financial Power: -**

After checking that the value of purchase is within the financial power under Rule No.5 of the Purchase Procedure, the Finance Officer can himself sanction and approve it. After financial concurrence, the file will be straight away sent back to the concerned office and in turn the HOD / Dean / Project Investigator will issue a sanction order, Copies of which will be sent to the Finance Section and Purchase & Stores Section as soon as the concurrence / approval is accorded by the Finance Section.

No supply order will be issued without getting approval from the finance section.

**ii) Purchases over and above the Delegated Financial Powers**

If the single purchase exceeds the limit of the financial power delegated under Rule No.5 of the Purchase Procedure, the finance section will move the file to the Vice Chancellor for getting the administrative approval.

As soon as administrative approval is accorded by the Vice Chancellor, the Finance Section will issue a sanction / approval order to the concerned Department / Centre / PI.

On receipt of the file with sanction (or) separate sanction / approval order from the Finance Section as the case may be, the concerned Department / Centre / PI will issue the supply order by strictly specifying the nature of the item required.

**c) Procedure to be followed after purchase**

- (i) After receipt of the consignment, the concerned Department should carefully verify the quantity and quality of the items. A Certificate in the following format has to be sent when the bill / invoice is forwarded for settlement.

**Laboratory Consumables Quality / Quantity Verification Certificate**

*This is to certify that the Chemicals / Glass wares / etc. purchased from M/s \_\_\_\_\_ for total amount of Rs. \_\_\_\_\_ vide Invoice No. \_\_\_\_\_ dated \_\_\_\_\_ are received in good condition and the consignment was fully verified and found to be in correct quantity and quality.*

...3...

- (ii) The Department should also take responsibility for correctness of the price charged in the invoice with the price published in the catalogue of the particular product. The agreed discount admissibility should also be carefully verified and certified.
- (iii) The concerned Department should send a contingent bill, original invoices with proper stock entry certificate on the reverse side of the invoices, Quality & Quantity Verification Certificate straight away to the finance section for settlement. In case the Finance Section call for the Lab Consumable Stock Register, the concerned Department / Centre / PI should submit the same for verification to process every bill settlement. The Finance Section will keep the Department / Centre / PI informed, as and when the payment is released to the supplier. The Department may also follow-up the matter with Finance Section till the payment reaches the rate contractor / supplier.
- (iv) All Departments should maintain a Stock Register for consumables such as Chemicals, Glass wares & Plastic wares, etc. and stock entry has to be recorded then and there in the order of receipt of materials. Issue of chemicals should be deducted from the Stock Register on the date of issue itself.
- (v) Every issue should be supported by proper indent duly signed by the indenter as well as Stock Issue Officer. The Store Keeper should file these indent forms for one year.

<b><u>Internal Indent Form</u></b>		
No. _____	Date: _____	
<i>Please issue the following for:-</i>		
1) <i>Teaching Lab</i>		
2) <i>Research</i>		
<b><i>Sl. No.</i></b>	<b><i>Name of the Chemicals, Glass-wares &amp; Plastic-wares</i></b>	<b><i>Quantity</i></b>
<i>Signature of Faculty</i>		

- (vi) The Stock Registers, Internal Indent Forms, Copies of Invoices and any other relevant files, registers should be made available for verification by the concerned user Department / Centre / PI, as and when they are called for by the Finance / Purchase Section, Internal Audit Officer and Statuary Audit authorities.
- (vii) All the Departments should also submit the Closing Stock Position as on 31<sup>st</sup> March, of every year, alongwith consolidated value to the Finance & Accounts Section to enable them to incorporate the same in the University Annual Accounts.
- (viii) **Deletion of firms:** During the period of Rate Contract, if it is found that any firm supplies poor quality of chemicals, glasswares, lab & plastic wares etc., the fact may be intimated to the concerned supplier and keep a record of such firms as well as non supply of items in time. This will enable the University to black list the firm in future and to avoid the audit objection.

CHAPTER – II

**PURCHASE OF MINOR EQUIPMENTS**  
*(Not Exceeding H.20,000/- per item)*

**a) Procedure to be followed prior to purchase and submission of Proposals**

- i) The Head of the Departments and P.I.s are required to have a close watch over the allocation of Budget, availability of fund, expenditure status on this subject.
- ii) No purchase without proper justification or purchase exceeding their budget should be made.
- iii) The proposer has to certify the correctness of rates with respect to company's printed catalogue and the rate of rebate offered, in the prescribed format which is given below: -

**Price & Discount Verification Certificate**

*This is to certify that the prices of Minor Equipments which are proposed to be purchased from M/s. \_\_\_\_\_ for total amount of H. \_\_\_\_\_ have been verified as per the Catalogue of 2012-13 of the firm and their prices and discount calculation are found to be correct.*

- iv) On the basis of the periodical requirement of the laboratory consumables a purchase proposal in the prescribed format, with minutes of the Departmental Purchase Committee, has to be prepared, keeping in mind the availability of fund in the respective head of account, for meeting this expenditure.
- v) If Minor Equipments not listed in the catalogues of the selected firms are required, HOD/PI shall call quotations from at least three reputed firms/vendors and follow the purchase procedures.
- vi) More than one local supplier may also be considered as per this approved rate contract for any brand of Chemicals & Glass wares, if the manufacturer authorizes the same.

**b) Procedure to be followed for obtaining Financial Concurrence / Administrative Approval**

The purchase proposal for purchase of Minor Equipments have to be sent directly to the Finance Section, for ascertaining fund position and for obtaining financial concurrence, instead of sending it to the Purchase & Stores section.

...5...

i) Purchases by the Dean / HOD / Co-ordinator / PI within the Delegated Financial Power: -

After checking that the value of purchase is within the financial power under Rule No.5 of the Purchase Procedure, the Finance Officer can himself sanction and approve it. After financial concurrence, the file will be straight away sent back to the concerned office and in turn the HOD / Dean / Project Investigator will issue a sanction order and Copies of which will be sent to the Finance Officer and Purchase & Stores Section.

No supply order will be issued without getting approval from the finance section.

ii) Purchases over and above the Delegated Financial Powers

If the single purchase exceeds the limit of the financial power delegated under Rule No.5 of the Purchase Procedure, the finance section will move the file to the Vice Chancellor for getting the administrative approval. `

As soon as administrative approval is accorded by the Vice Chancellor, the Finance Section will issue a sanction / approval order to the concerned Department / Centre / PI.

On receipt of the file with sanction (or) separate sanction / approval order from the Finance Section as the case may be, the concerned Department / Centre / PI will issue the supply order by strictly specifying the nature of the item required.

c) Procedure to be followed after purchase

- (i) After receipt of the consignment, the concerned Department should carefully verify the quantity as per the specifications and working condition of the items. A Certificate in the following format has to be sent when the bill / invoice is forwarded for settlement.

**Minor Equipments Satisfactory Performance Certificate**

This is to certify that the Minor Equipments purchased from M/s \_\_\_\_\_ for total amount of H. \_\_\_\_\_ vide Invoice No. \_\_\_\_\_ dated \_\_\_\_\_ are received in good working condition and the consignment was fully verified and found to be in order.

- (ii) The Department should also take responsibility for correctness of the price charged in the invoice with the price published in the catalogue of the particular product. The agreed discount admissibility should also be carefully verified and certified.

- (iii) The concerned Department should send the contingent bill, original invoices with proper stock entry certificate on the reverse side of the invoices, Satisfactory Performance Certificate, to the Purchase & Stores Section along with concerned file for Stock Entry, if the purchase is made within their delegated financial power under Rule No. 5 of the Purchase Procedure, or with a copy of the sanction order issued by the Finance Section if the single purchase exceeded the limit of the Financial Power and approved by the Vice Chancellor.
- (iv) In both the cases, the Purchase & Stores Section will move the file to the Finance Section after making necessary stock entry for settlement of bills.
- (v) In case the Purchase & Stores Section (or) Finance Section call for the Lab Consumable Stock Register, the concerned Department / Centre / PI should submit the same for verification to process every bill settlement.
- (vi) A follow-up measure should also be taken by the Department till the payment reaches the rate contractor / supplier.
- (vii) All Departments should maintain a separate Stock Register for Minor Equipments and stock entries have to be recorded then and there in the order of receipt of materials.
- (viii) The Stock Registers, Copies of Invoices and any other relevant files, registers should be made available for verification by the concerned user Department / Centre / PI, as and when they are called for by the Finance / Purchase Section, Internal Audit Officer and Statuary Audit authorities.
- (ix) All the Departments should also submit the Closing Stock Position as on 31<sup>st</sup> March, of every year, alongwith consolidated value to the Finance & Accounts Section to enable them to incorporate the same in the University Annual Accounts.

\*\*\*\*\*