

University of Mumbai



No. REG/ICC/2021-22/25

Circular

Subject : Regarding IT Infrastructure Procurement

All the Heads / Directors of all the departments and sections of the University in Humanities, Science, Commerce, Technology, Architecture, Education, Law and Management, Directors / Coordinators of University Sub Campuses Ratnagiri, Thane and Kalyan and all concerned are hereby informed that the IT Infrastructure Committee under the chairmanship of the Registrar, University of Mumbai has framed the procurement procedure for IT infrastructure for all Departments /Institutions/Sections of University of Mumbai. As per this, the procedure to purchase any IT infrastructure (list enclosed) will be as follows.

1. Departments/sections have to send the request of requirements to Department of ICT (DICT) mentioning their respective budget head and justifying the requirement.
2. Departments/sections have to fill up the information as per the template enclosed along with this, and send that along with the requirement letter.
3. The DICT will place all request as items to the IT Infrastructure committee.
4. The committee will go through the requirements and take appropriate decisions.
5. The DICT will take the respective sanctions for all these items placed before committee, from the authorities with the remarks of the committee.
6. On receipt of the sanction, the DICT will place the order in rate contract till it is valid, or follow the purchase procedure.
7. The products will be delivered to the respective departments directly by the vendor(s), along with delivery challan and the invoice
8. The departments after successful installation, will submit the invoice for payment along with the delivery challan, installation certificate and also with a satisfactory remark on invoice to the accounts section.
9. The original sanction letter will be with DICT which on delivery on all products can be submitted to accounts department while the copy of the sanction letter will be given to all departments, along with purchase order by the DICT.

Date: 10th March, 2022

Mumbai : 400 032

To,

All the Heads / Directors of all the departments and sections of the University in Humanities, Science, Commerce, Technology, Architecture, Education, Law and Management, Directors / Coordinators of University Sub Campuses Ratnagiri, Thane and Kalyan and Deputy Registrar of all Sections

Copy for information

P.A. to Vice-Chancellor, Pro Vice-Chancellor, Registrar, Board of Examinations and Evaluation and Finance & Accounts Officer


(Sudhir Puranik)
Registrar

DEPARTMENT/SECTION NAME:

S.NO	ITEM DESCRIPTION (ALONG WITH SPECIFICATION)	CURRENT AVAILABLE QTY	STATUS OF WORKING	REQUIRED QTY	PURPOSE OF USAGE	JUSTIFICATION

Date:

Dept or Head's Name

Signature