



No.F.TU/FIN/Equip/13/Vol-XI/23

Dated 08-09-2026

CIRCULAR

Subject: **Mandatory compliance with prescribed certificates/declarations in procurement processes – reg.**

It is hereby informed to all Heads of Departments/Centres/Officers, Section Heads, Purchase Committees and all other concerned officials/staff of Tripura University that in view of the observations and recommendations made during the recent audit conducted by the Audit Team from Comptroller and Auditor General of India (CAG), it has been decided to strengthen compliance with the provisions of the General Financial Rules (GFR), 2017 and ensure greater transparency and accountability in the procurement process.

Accordingly, the following requirements shall be complied with respective procurement cases, including procurements made through the GeM Portal, CPP Portal and other approved modes of procurement:

1. A Certificate under Rule 154 of GFR, 2017 shall be issued by the Head/In-charge of the Department, Engineering Cell or Head other concerned Unit of the University, as applicable (**Format-A**).
2. A Certificate under Rule 155 of GFR, 2017 shall be issued by the Project Purchase Committee/Departmental Purchase Committee/Local Purchase Committee or any other Committee, as applicable (**Format-B**).
3. A Stock Certificate under Rule 145 of GFR, 2017, as applicable after completion of the supply/work of goods/job, shall be furnished by the concerned Head/In-charge/other (**Format-C**).
4. A Certificate of Integrity shall be obtained from all participating bidders/vendors during the tendering/procurement process, wherever applicable (**Format-D**).
5. A Declaration regarding Non-Blacklisting shall be obtained from all participating bidders/vendors, confirming that they have not been blacklisted or debarred by any Government Department, PSU, Autonomous Body or other public authority. (**Format-E**).

All concerned are hereby requested to ensure that the above certificates/declarations are obtained/prepared and placed on record in the respective procurement files before processing the cases for approval/payment, as applicable.

All concerned are also requested to take administrative approval & Financial section for initiation of any procurement.

This is issued with the approval of the Hon'ble Vice Chancellor, Tripura University.

Enclo.: As stated.

[Debasish Pal]
Finance Officer

Copy to:

1. All Deans/Heads of Departments/Centre, Tripura University– for information and necessary action.
3. All Purchase/Procurement Committees – for strict compliance.
4. Engineering Cell – for information and necessary action.
5. Purchase Section/GeM Cell – for information and necessary compliance.
6. PS to the Vice-Chancellor – for kind information of the Hon'ble Vice-Chancellor.
7. PA to Registrar – for information to Registrar.
8. PA to Finance Officer – for information to Finance Officer.
9. University Website/Notice Board – for information of all concerned.

CERTIFICATE UNDER RULE 154 OF GFR, 2017
(As per Rule 154 of GFR 2017)

- (a) Sl. No. _____
 (b) Bill/Invoice No. _____
 (c) Bill/Invoice Date _____
 (d) Bill/Invoice Amount (Rs) _____

I _____ (Name) _____
 (Designation) am personally satisfied that goods purchased (give details below) are of the requisite quality and specification and have been purchased from reliable supplier at a reasonable price.

Signature of Dealing Assistant, if any _____

Signature of Head/In-charge
(Seal)

Note: For Purchase of Goods without quotation for value less than Rs. 50,000/-

CERTIFICATE UNDER RULE 155 OF GFR, 2017
(As per Rule 155 of GFR 2017)

Certified that we, (1) _____ (Name) _____ (Designation) _____
 (2) _____ (Name) _____ (Designation) (3) _____
 _____ (Name) _____ (Designation) (4) _____
 _____ (Name) _____ (Designation) members of the _____ Purchase Committee are jointly and individually satisfied that the goods recommended for the purchase (as mentioned in the list below) are of the requisite specification and quality, priced at the prevailing market rated.

Quotation Details

- | | | |
|-----------------------------|-------------|----|
| 1. Name of the Vendor _____ | Price _____ | L1 |
| 2. Name of the Vendor _____ | Price _____ | L2 |
| 3. Name of the Vendor _____ | Price _____ | L3 |
| 4. Name of the Vendor _____ | Price _____ | L4 |

Recommendation:

The recommended supplier is reliable and competent to supply the goods in question.

Signature _____

Signature _____

Signature _____

Signature
HoD/Chairman
(Seal)

Note: For Purchase of Goods by Local Purchase Committee of value between Rs. 50,000/- Rs. 5,00,000/-

CERTIFICATE UNDER RULE 145 OF GFR, 2017
(As per Rule 175(1) of GFR 2017)

"I am personally satisfied that these goods purchased are of the requisite quality, numbers and specification."

Stock Entry Ref.: _____

Signature of HoD
or
Store In-charge

Note: Applicable in all procurement of goods.

(To be printed on the official letterhead of the bidder)

CERTIFICATE FOR ABIDING BY THE CODE OF INTEGRITY
(As per Rule 175(1) of GFR 2017)

It is hereby certified that I/We, _____ [Name of
Proprietor/Director/Authorized Signatory], on behalf of M/s _____ [Name
of the Bidding Firm/Company], am/are participating in tender reference [Insert Tender Number/ID],
and fully adhere to the Code of Integrity specified in Rule 175(1) of GFR 2017.

We hereby certify that our firm has not and will not indulge in any corrupt practices, direct or indirect
solicitation of bribes, manipulation or falsification of records, anti-competitive/collusive agreements,
or any actions creating a conflict of interest during the procurement process.

(Signature of the Authorized Signatory)

Name:

Designation:

Seal of the Organization

(To be printed on the official letterhead of the bidder)

DECLARATION REGARDING NON-BLACKLISTING

To,
[Name and Designation of the Authority]
[Name of the Organization/Department]

Tender Reference No: [Insert Number]

Dated: [Insert Date]

We, M/s _____ [Name of the Bidder], hereby-
confirm and declare that our firm/company is not blacklisted, debarred, or declared ineligible by any
Central Government, State Government, Public Sector Undertaking, or any statutory authority under
the provisions of the General Financial Rules (GFR), 2017 or any other governing law as on the date of
submission of our bid.

If this declaration is found to be false or incorrect at any stage, our bid/contract shall be liable
to be rejected/terminated without prejudice to any other legal rights or actions available to the
department.

Yours faithfully,

(Signature of the Authorized Signatory)

Name:

Designation:

Seal of the Organization