



भारतीय समुद्री विश्वविद्यालय INDIAN MARITIME UNIVERSITY

(A Central University under the Ministry of Ports, Shipping and Waterways, GoI)

HEADQUARTERS

Ref. No.: IMU-HQ/R/71/60/3/2023-PUR

16.09.2025

Addendum-I to IMU-HQ Procurement Circular 02/2023

Sub: Constitution of Works and Purchase Committee for ISTC, Visakhapatnam-Reg.

Ref: (1) Office Order No. IMU-HQ/R/12/53/8/2025-Admin (HQ) dated 23.06.2025
(2) Office Order No. IMU-HQ/RDFP/ISTC/2025-Fin. dated 30.06.2025
(3) IMU-HQ Procurement Circular 02/2023 dated 12.04.2023.

1. With references to the above cited orders, the Works and Purchase Committee has been constituted by the Competent Authority exclusively for Indian Ship Technology Centre (ISTC), Visakhapatnam based on Ordinance 62 of 2015 and IMU-HQ Procurement Circular 2/2023 dated 12.04.2023.

a) Works Committee

- (i) For works taken up under funds 'IMU's Own Funds' or 'Government Grants' and whose value of works exceeds Rs.2.5 lakhs but up to Rs.20 lakhs, the composition of the Works Committee shall be as follows:

Sl. No.	Designation	Role
1.	a) Deputy Registrar / Group 'A' Officer of Vizag Campus -Chairman. b) In case of non-availability of Deputy Registrar / Group 'A' Officer, Centre Director (i/c) shall be Chairman	Chairman Member or Chairman
2.	Assistant Registrar (Finance)/ designated Group 'A' Officer of Vizag Campus	Member
3.	Assistant Engineer (Civil) / (Electrical) (Regular /Contract employees of IMU) of Vizag Campus	Member
4.	Consultant (Admin & Finance), ISTC, Vizag	Member
5.	One Faculty not below the rank of Assistant Professor, nominated by the Centre Director (i/c). Note: This member shall be engaged only for Works which involve setting up of Academic space (such as Lab, Simulator room, etc.) The Faculty shall be a member only in advisory capacity with regard to the Scope/ specifications for the work and to ensure that the same is maintained during tendering.	Member (Optional)
6.	Superintendent Engineer (Civil/Electrical), CPWD or his nominee not below the rank of Executive Engineer.	Member

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East Coast Road, Semmencherry, Sholinganallur (P.O.), Chennai - 600 119.

Tel : (044) - 2453 9020 Fax : (044) - 2453 9026 E-mail : registrar@imu.ac.in Website : www.imu.edu.in

(ii) For the Works taken up under 'IMU's Own Funds' or 'Government Grants' and whose Value of Works is above Rs.20 lakhs and up to Rs.1 crore, the composition of the Committee is as follows:

Sl No.	Designation	Role
1.	Centre Director (i/c), ISTC	Chairman
2.	Deputy Registrar / Group 'A' Officer of Vizag Campus	Member
3.	Assistant Registrar (Finance)/ designated Group 'A' Officer of Vizag Campus	Member
4.	Assistant Engineer (Civil/Electrical) (Regular/ Contract employee of IMU) of Vizag Campus	Member
5.	One Faculty not below the rank of Assistant Professor, nominated by the Centre Director (i/c), ISTC. Note: This member shall be engaged only for Works which involve setting up of Academic space (such as Lab, Simulator room, etc.) The Faculty shall be a member only in advisory capacity with regard to the Scope/ specifications for the work and to ensure the same is maintained during tendering.	Member (Optional)
6.	Chief Engineer (Civil), CPWD or his nominee not below the rank of Superintendent Engineer (SE). In case SE is not available, Executive Engineer (EE) may be nominated.	Member
7.	Architect, CPWD	Member
8.	Consultant (Admin & Finance), ISTC, Vizag	Member
9.	One Group 'A' Officer from IMU HQ, as nominated by VC for Vizag Campus	Member
10.	One Group 'A' Officer from another Campus, as nominated by VC for Vizag Campus	Member

(iii) For the Works taken up under 'IMU's Own Funds' or 'Government Grants' and whose Value of Works is above Rs.1 crore, the composition of the Committee is as follows:

Sl. No.	Designation	Role
1.	Centre Director (i/c), ISTC	Chairman
2.	a) One Faculty not below the rank of Associate Professor, nominated by the Centre Director (i/c), ISTC. Note: This member shall be engaged only for Works which involve setting up of Academic space (such as Lab, Simulator room, etc.) The Faculty shall be a member only in advisory capacity with regard to the Scope/ specifications for the work and to ensure the same is maintained during tendering. b) In case of non-availability of Associate Professor, Centre Director (i/c), ISTC may nominate Assistant Professor as Member;	Member (Optional)

J. Padab
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3.	Deputy Registrar / Group 'A' Officer of Vizag Campus	Member
4.	Assistant Registrar (Finance)/ designated Group 'A' Officer of Vizag Campus	Member
5.	Assistant Engineer (Civil/Electrical) (Regular/ Contract employee of IMU) of Vizag Campus	Member
6.	Chief Engineer (Civil), CPWD or his nominee not below the rank of Superintendent Engineer (SE). In case SE is not available, Executive Engineer (EE) may be nominated.	Member
7.	Architect, CPWD	Member
8.	Consultant (Admin & Finance), ISTC, Vizag	Member
9.	One Group 'A' Officer from IMU HQ, as nominated by VC for Vizag Campus	Member
10.	One Group 'A' Officer from another Campus, as nominated by VC for Vizag Campus	Member

b) Purchase Committees

(i) For Value of Purchases between Rs.2.5 lakhs and Rs.20 lakhs the composition of the Committee is as follows:

Sl. No	Designation	Role
1.	Deputy Registrar/ Group 'A' Officer of Vizag Campus (In case of non-availability of Deputy Registrar / Group 'A' Officer, Centre Director (i/c) shall be Chairman)	Chairman
2.	Assistant Registrar (Finance) / designated Group 'A' Officer of Vizag Campus	Member
3.	One Faculty not below the rank of Assistant Professor, nominated by the Centre Director (i/c). Note: This member shall be engaged only for Procurement of Goods or Service which are required for Academic purposes such as Workshop, Lab, Simulator, engagement of Academic Staff, etc. The Faculty shall be a member only in advisory capacity with regard to the Scope/ specifications for the Goods/ Services and to ensure the same is maintained during tendering.	Member (Optional)
4.	Consultant (Admin & Finance), ISTC, Vizag	Member
5.	One external expert from the relevant field nominated by the Centre Director (i/c)	Member

(ii) For Value of Purchases above Rs.20 lakhs, the composition of the Committee is as follows:

Sl.No.	Designation	Role
1.	Centre Director (i/c), ISTC	Chairman
2.	Deputy Registrar / Group 'A' Officer of Vizag Campus	Member
3.	Assistant Registrar (Finance)/ designated Group 'A' Officer of Vizag Campus	Member

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4. (a) One Faculty not below the rank of Associate Professor, nominated by the Centre Director (i/c), ISTC. (Optional)

Note: This member shall be engaged only for Procurement of Goods or Service which are required for Academic purposes such as Workshop, Lab, Simulator, engagement of Academic Staff, etc. The Faculty shall be a member only in advisory capacity with regard to the Scope/ specifications for the Goods/ Services and to ensure the same is maintained during tendering.

b) In case of non-availability of Associate Professor, Centre Director (i/c), ISTC may nominate Assistant Professor as Member;

5.	One external expert from the relevant field nominated by the Centre Director (i/c), ISTC	Member
6.	Consultant (Admin & Finance), ISTC, Vizag	Member
7.	One Group 'A' Officer from IMU HQ, as nominated by VC for Vizag Campus	Member
8.	One Group 'A' Officer from another Campus, as nominated by VC for Vizag Campus	Member

2. All other contents of IMU-HQ Procurement Circular 02/2023 and its amendments issued till date remain unchanged.
3. This Addendum-I to IMU-HQ Procurement Circular 02/2023 comes into with immediate effect and valid until further orders.

This issues with the approval of the Competent Authority.

To

The Centre Director (i/c)
ISTC, Visakhapatnam


Registrar(L/O)

Copy to: -for kind information, please.

- (i) VC
- (ii) Pro-VC
- (iii) CoE
- (iv) FO (i/c)
- (v) All Campus Directors
- (vi) CVO
- (vii) DR (A, L &S) / DR (CTR) i/c
- (viii) AR (Admin-II) /AR (Vigilance) / AR (P)