



भारतीय समुद्री विश्वविद्यालय  
**INDIAN MARITIME UNIVERSITY**  
(A Central University under the Ministry of Ports, Shipping and Waterways, GoI)  
**HEADQUARTERS**

IMU-HQ/R/71/81/3/2024-PUR

06.09.2024

**OFFICE ORDER**

**Sub:** Constitution of Central Purchase Committee - Procurement of e-Books/e-Journals/ e-Magazines for IMU - Reg.

**Ref:** Office Order. ref. no: IMU-HQ/R/71/81/1/2022-PUR Dt.06.09.2022

1. The Competent Authority has approved for the constitution of a Central Purchase Committee (CPC) for the procurement of e-Books/ e-Journals/ e-Magazines, or electronic reference material for IMU. The members of this Committee are as given below: -

Sl No.	Name and Designation	
1.	Rear Adm. (Dr) P J Rangachari (Retd.), Director, Chennai Campus	Chairman
2.	Dr. Sheeja Janardhanan Associate Professor, IMU-VC	Member
3.	Dr. KM Shibu Deputy Librarian, IMU-HQ	Member-cum- Convener
4.	Dr. Deepak Mishra Assistant Professor, IMU-KC	Member
5.	Shri. D Baladandapani Assistant Registrar (Fin), IMU-HQ	Member
6.	Dr. Chandrappa Assistant Librarian, IMU-CC	Member
7.	Shri. TM Devendrappa Assistant Librarian, IMU-NMC	Member
8.	Shri. Rudra Ranjan Assistant Librarian, IMU-KoC	Member
9.	Shri. Anil Kumar Mishra Assistant Librarian, IMU-MPC	Member
10.	Shri. Gulam Jilani Assistant Librarian, Kolkata Campus	Member

2. The Terms of Reference (ToR) for the Central Procurement Committee (CPC) are as given below: -

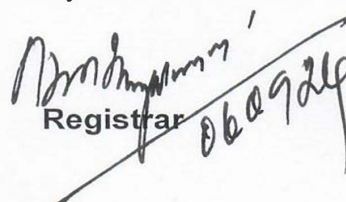
- (a) The above Committee has been constituted for a period of 2 years wef 06.09.2024 to 05.09.2026.
- (b) IMU-Chennai Campus shall be the Nodal Centre for Centralized Procurement of e-Books/ e-Journals / e-Magazines, etc.
- (c) The CPC shall be responsible for the following:
- (i) To recommend the consolidated list of e-Books/ e-Journals / e-Magazines, etc. which have to be centrally procured through IMU-

*Handwritten signature and date: 06/09/24*

HQ and are required for all Students, Faculty, Research Scholars, etc. of all IMU Campuses. This list shall be proposed keeping in view the inter-campus accessibility.

- (ii) To provide the estimated cost for the above mentioned proposed list of e-Books/ e-Journals / e-Magazines, with details on usage envisaged. The Committee is requested to submit the budget position for the expenditure for Library, Campus wise, along with this proposal.
  - (iii) To recommend, after obtaining budgetary quote, for the centralized procurement for the setting up of the Remote Access Software for Inter Campus access of e-resources and propose the plan for implementation (where will it be installed, accessibility, logins, restrictions, etc.) along with the estimated cost and method for procurement (Limited Tender, Open Tender, PAC, etc.)
  - (iv) To propose actions required for obtaining access for IMU for the resources available at INFLIBNET or any other Government portals.
  - (v) To give recommendations and proposals for ways in which the e-resources at IMU can be enhanced for the benefit of the various stakeholders along with the financial implications (if any) in case of centralized procurement through Headquarters.
  - (vi) To monitor on quarterly basis, the usage of the e-resources, identify reasons for shortfall in usage (if any), propose inclusions or deletions of e-resources and recommend actions in order to ensure economy.
  - (vii) To ensure timely renewal of annual subscriptions of e-resources and payment.
3. The Committee is requested to submit their proposal for e-resources for the FY 2025-26 and FY 2026-27 by 15.12.2024 and 15.12.2025 respectively.
  4. This supersedes the Office Order issued vide letter No. IMU-HQ/R/71/81/1/2022-PUR dated 06.09.2022.

This issues with the approval of the Competent Authority.

  
Registrar 06.09.2024

To

The Chairman and Members of the Committee

Copy to:

- 1) The Vice Chancellor
- 2) Pro VC
- 3) Dean (NAOE)
- 4) The Campus Directors
- 5) CoE
- 6) FO (i/c)

} – for kind information, please.