



## 11. PURCHASE POLICY

### 1. Introduction

This document describes the uniform and systematic procedure to be adopted for the purchase of various kinds of equipment, consumable materials and software by the Department/ Clubs/Others. The rules have been framed for the effective functioning of the institute.

### 2. Central Purchase Committee

The Central Purchase Committee consists of the following members

1. Principal
2. Dean (Administration)
3. IQAC coordinator
4. Accounts officer
5. Head Accountant
6. Store Keeper
7. Faculty nominated by Principal (2 numbers)

### 3. Procedures for Purchase

1. Purchase intent with details
2. Processing of request, final approval and placing orders
3. Receiving items/installation
4. Payment
5. AMC

#### 3.1. Purchase intent with details

The purchase requirements from each section are collected. It is then reviewed and consolidated by the respective HODs

#### 3.2. Processing of request, final approval and placing orders by the purchase committee

After receiving the intent from the respective section, HOD scrutinises it and discuss it in the Department Purchase Committee.

Department Purchase Committee comprises of

- a) HOD
- b) Academic Coordinator-PG
- c) Academic Coordinator-UG

- d) DQAC Coordinator
- e) Two faculty members nominated by HOD

The intent is then forwarded to Central Purchase Committee. The Central Purchase Committee collects all such intents from various departments and if:

- a) Purchase up to Rs 15,000/- (without quotation)

The respective section is advised to purchase it locally from the nearest available vendor.

- b) Purchase above Rs 15,000/- and below Rs 1,00,000/-

For all cases of purchases between Rs 15,000/- and Rs 1,00,000/- quotations will be invited. On receiving quotations (minimum three required), the respective HoD opens them in the presence of department purchase committee and entrusts one member for tabulation. The tabulated data is placed in the Department Purchase Committee. It is then analysed and the vendor will be selected based on the quality and price. Then purchase order will be issued by the Administrative Office.

- c) For purchases above Rs 1,00,000

For purchases above Rs.100,000, the Principal entrusts Administrative Office to invite tenders after obtaining permission from the Chairman and Governing body. On receiving the tenders (minimum three) Principal opens them in the presence of respective HoD or Administrative Assistant and are passed to the respective departments for tabulation. The tabulated data is placed in the department Purchase Committee for scrutiny and recommendation. It is then forwarded to Central Purchase Committee for further discussion and the vendor will be selected based on the quality and price. The file is then transferred for the approval of the Principal. Principal directs the Administrative Assistant to issue the purchase order.

### **3.3. Receiving items/installation**

The items received under local purchase and/or under the purview of an HOD are received by the respective departments. The details regarding the items are entered in the central stock of the department. It is then transformed to concerned sections. There the entries are made in respective registers.

For purchases above Rs. 15,000, items are received by the college office and its entries are made in central stock register of the college. It is then transferred to respective departments where the HOD enters the details in their department stock register. The items are given to concerned sections where the entries are made in respective registers.

### **3.4. Payment**

The respective in charges should verify that the equipment purchased are properly installed and tested. This is to be certified by the lab in charge and passed to the HoD for payment. For all purchases, the Principal is the payment authority.

### **3.5. Annual Maintenance Contract**

Depending on cost and nature of the items to be purchased, it may be necessary to enter into maintenance contracts for a suitable period either with the supplier or with any other competent firm, not necessarily the supplier. It may however be kept in mind that the equipment or machinery is maintained free of charge by the supplier during its warranty period or such other extended periods as the terms of contract may provide for:

In case of renewal of the Annual Maintenance Contract, the following points should be considered:

- Annual Maintenance Contract should be from a prospective date. In order to ensure this, the HoD shall be required to initiate action for renewal of Annual Maintenance Contract at least 30 days before the expiry of previous Annual Maintenance Contract.
- In case of any increase in the Annual Maintenance Contract when compared to Annual Maintenance Contract, necessary justification may be obtained from the firm.