

## **PURCHASE POLICY:**

### **Scope:**

There will always be need of various items in course of operationalization of the University and thereafter. Hence a proper procedure is required to be in place for transparency and quick disposal of demands of various items from the teachers and other officers. The process is outlined in the following sections.

### **Procedure:**

### **Stationery:**

The University will identify minimum three well known stationery suppliers in the town and keep them in panel for a minimum period of two years for supplying various stationery items to the University. The identification and empanelment of the suppliers will be done by inviting them for submission of rates & terms and their agreement to supply the items on credit of ten days for two years.

### **Furniture:**

Generally the University will procure the furniture through reputed furniture suppliers like Godrej, Methodex, Otobi etc. However some items may be procured from local suppliers keeping in view the cost factor. However, no compromise will be done on the standard and quality of the items. The University will enter into rate contract with these suppliers / local authorized dealers for a period of one year for supplying the furniture items. The suppliers will supply the items at the University premises. If both the parties agree the rate contract can be extended for 1 more year.

### **Equipment:**

Electronic and other office equipment must be branded items and to be procured through the local authorized dealers of DELL / HCL / Compaq for computers, HP for printers, Modi Xerox / Ricoh / Canon / Toshiba for photocopier machines and so on. The items should have warranty for a period of one year. They will deliver the items and install them at the University premises. The rates of the branded items must be competitive and in accordance with the market variation. The annual maintenance contract can also be done for the branded equipments.

### **Lab Equipment:**

The HOD, while forwarding the requirement will also recommend at least three suppliers who are authorized and renowned suppliers in the particular area. The suppliers will then be asked to submit their rates and the best rate quoted party will be placed with the order.

**Lab Chemicals:**

The procedure enunciated at 10.2.4 will be followed.

**Special Furniture:**

Items like cubicles, Library furniture etc are available with some reputed and recognized furniture suppliers. The University will procure them from either of the parties or any local supplier without compromising on the quality.

**0.2.7: Fixtures:**

The procedure enunciated at 10.2.2 will be followed

**Other items:**

Any other items not covered under the above process will be procured through local suppliers after obtaining proper quotations and field visit to ascertain the quality of the items by a team to be nominated by the Registrar under advise of the President. Based on their recommendation the items may be procured.

**Purchase Committee:**

The President, in consultation with the Chairperson may constitute the following two committees for scrutiny of the offers, rates, terms & conditions etc and only based on their recommendation the items may be procured:

**Committee for Lab Items:**

Dean, Faculty of Sciences	: Chairman
One Teacher (Professor / Reader) from the department concerned	: Member
FO or his representative	: Member
Registrar or his representative	: Member

**Committee for other items:**

Registrar : Chairman  
FO : Member  
Director : Member Convener

One technical representative from the user dept will be invited to be in the committee.

**Payment of Bills**

All payment of bills will be done on satisfactory installation / fixation/ tests of the items. However, it shall be the endeavor of the University to arrange Payment to supplier within ten days of supply of the items / material.

**Warranty:**

All standard items will be under warranty for at least one year. During the Warranty period, the supplier will be responsible for all repairs / maintenance of the item(s) at his own cost.

**AMC:**

On completion of the warranty period, the University will enter into an Annual Maintenance Contract with the supplier for maintenance and repairs of the equipment and other items. The President will constitute the following committee to supervise the negotiation on AMC / acceptance of standard AMC terms and conditions of the supplier.

Dean of Management Faculty : Chairman  
FO : Member  
Director (P) : Member Convener

**Miscellaneous:**

Any item not covered under the above procurement processes will be placed for approval of the President / Pro President.