



**EAST
POINT COLLEGE OF ENGINEERING &
TECHNOLOGY**

Approved by AICTE, New Delhi, Affiliated to VTU, Belagavi
Virgo Nagar, Bengaluru-560049

Purchase Policy

PURCHASE POLICY

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1. The Purchase policy of the college is to ensure Transparency, fairness and fraud prevention, Economy and Efficiency through Effective means.
 2. The Purchase processes consist of Identification of requirements, Developing specifications, Identifying suppliers/service providers, Inviting bids/proposals, Evaluating and awarding contracts, Contract management, Receipt and Certification of goods/services.
 3. Goods can be procured by the following three ways in the college;
 - a) Direct Contract –All Proprietary items
 - b) Shopping – Items worth less than Rs. 10 Lakhs (inclusive of all taxes) by way of calling minimum 3 Quotations.
 - c) National Competitive Bidding-Items worth Rs.10 Lakhs and more (rules Not Covered in this document)
 4. All procurements will be fully processed and monitored through Procurement Management committee or CPC (Central Procurement committee) and any procurement outside it will have no recognition.
 5. Important Aspects of Shopping are:
 - a) No need for advertisement in newspapers, however the advertisement can be displayed in the institution website.
 - b) Minimum three Quotations to be received
 - c) Not less than 2 weeks' time for bid submission
 - d) Payment terms should be 90% payment after delivery to the consignee and the balance 10% after receiving the goods or in accordance with the practices applicable to the specific goods and works.

GUIDELINES TO BE ADOPTED FOR INITIATING PROCUREMENT PROCESS

The entire procurement process is divided into four stages, which are as detailed below:

Stage1: Proposal by the concerned faculty/group of faculty (PROPOSER/S)

Stage2: Departmental Procurement Committee (DPC)

Stage3: Central Procurement Committee (CPC)

Stage4: Post Procurement Process (PPP)

Stage 1: PROPOSAL BY THE CONCERNED FACULTY/GROUP OF FACULTY

The request for any procurement of equipment/item shall be initiated by an individual faculty or group of faculty members within a department or cluster; hereinafter called as the PROPOSER(S). It is the primary responsibility of the PROPOSER/PROPOSERS to follow the guidelines of the Institution while preparing a proposal. The PROPOSER/PROPOSERS shall initiate the process by submitting the duly filled- in online Procurement through ERP by the concerned HOD. A proposal submitted without following the above guidelines shall be liable for reversion by the appropriate authorities (HOD/DPC/CPC), for resubmission of the proposal.

Stage 2: DEPARTMENTAL PURCHASE COMMITTEE (DPC)

a) Composition of the committee:

1. Concerned HOD Chairperson
2. Two faculty members
3. Department Procurement Coordinator Member-Convener
4. PROPOSER(S) Invitee(s)

The two faculty members may be drawn from the same department or from cluster or any other department in the college (deciding factor would be the knowledge & experience of the faculty in the matter). If need be the DPC can opt for one or two external experts.

b) Responsibility: The DPC shall evaluate & ensure that the proposal conform the guidelines of the Institution. The DPC may accept/reject the proposal by recording its observation. The proposal will be forwarded to the Principal by the concerned HOD, only if it is recommended by the DPC. The decision of the DPC is critical & final.

c) Functions: After receiving the proposal (stage-1), the HOD will place it before the DPC. The DPC shall evaluate & ensure that the proposal made conforms to the guidelines of the Institution. The DPC has the power to accept/reject a proposal in the event of non conformation to the guidelines specified. The DPC shall record its observation (Minutes of the Meeting) and return the proposal seeking resubmission. The proposal will be forwarded to [Procurement Format PF-2] by the Chairperson of the DPC, if and only if the proposal is recommended by the DPC.

Based on the recommendations of the DPC, quotations will be called by the Purchase/ Central store office. Upon receipt of the quotations by the office & the same shall be opened in the presence of the subcommittee of the Central Procurement Committee (CPC) constituted for the purpose. After opening the quotations, the Procurement Manager shall prepare the comparative statement as per the guidelines. The comparative statement shall be verified collectively by the Proposer & Departmental Coordinator. They shall jointly certify that it matches with the technical specifications proposed. Anomalies if any shall be recorded for further suitable action by the CPC. After this, the matter will be referred to the CPC for its consideration.

Stage 3: CENTRAL PROCUREMENT COMMITTEE (CPC)

a) Composition of the committee:

1. Director Chairman
2. Director-Finance Member
3. Director- Purchase Member
4. Three Professors Member
5. Procurement Manager Convener

Note: The CPC may be headed by the Chairman (to be decided by the Chairman of CPC). Three members shall constitute the quorum.

- a) Responsibility: The CPC shall ensure that the proposal has been made in accordance with guidelines of the Institution. The CPC shall verify that all the committees have accorded necessary recommendation.
- b) Function: The CPC will review the proposal for its correctness in all respects. The CPC has to make its final recommendation for the approval of the proposal [Procurement Format PF-3] by the DIRECTOR. After approval, the concerned Office shall generate the Purchase Order (PO). The PO duly signed by the Director shall be sent to the concerned vendor and a copy to the concerned HOD. It is the responsibility of the HOD to follow up the matter since it is time bound. After the approval of CPC the chairman of committee shall approve the procurement through ERP.

Stage4: POST PROCUREMENT PROCESS (PPP)

It is the responsibility of the concerned HOD for the follow-up action pertaining to the supply of goods by the vendor. It is also the responsibility of the HOD to arrange for the post procurement process. The HOD

- a) Shall receive the goods/items from the Vendor as per the PO & record the date & time of receipt of the goods on the delivery challan.
- b) Shall certify that all the goods/items received are as per the PO
- c) Shall record & inform any deviations in the supply immediately to concerned office for further action d) Shall ensure proper commissioning/installation;
- e) Shall label the goods/items/equipment
- f) Shall make appropriate entries in the Stock ledger & specify in the ledger that these items are 'Procured. A detailed report consisting all the above shall be submitted to the concerned Office for further action. The Procurement Manager shall make a visit to department for physical inspection of the items, document, ledger, labeling and etc., and submit a report to the CPC. After all the above actions, shall make necessary entries and recommend for passing bills for payment to the Director. The office shall maintain the acknowledgement for the payments made in the respective files for a scrutiny of the entire process by the internal auditors.

