

1. Initiating Purchase Proposal

- The HoD shall submit the proposal of purchase of equipment or any other items required in department to Principal through Vice Principal and in turn will seek approval.
- The proposal should include the approximate total value of Purchases/Consumable/Non-consumable items
- Enquiry floating and comparative preparation will be followed by HOD's (for equipment, Lab Consumables) and stores for rest of items
- The enquiry should include complete specifications.
- The quotations will be collected by HODs (for Lab equipment, consumable) & store (for other items)
- The prepaid comparative will be handed over with quotes to store department
- Store will complete negotiations

2. Negotiation will be done by the Purchase Committee, consisting of:

Management Representative
Principal
Vice Principal
Registrar
Respective HOD & Lab I/c if needed
Store Officer

3. Inviting Quotations:

All the terms and conditions shall be mentioned in the document and the same shall be incorporated in the appropriate clauses as mentioned below:-

- Clause 1 : Requirements
Clause 2 : Specifications and allied Technical details.
Clause 3 : Price Schedule
Clause 4 : Commercial Conditions
Clause 5 : General Conditions of Quotation.
Clause 6 : Warranty and post warranty maintenance
Clause 7 : Validity of Quotation
Clause 8 : Delivery cost/ FOR at college free

- The quotation from vendor from online market place may be used for comparison.

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- Comparative statements will be signed after negotiation.
- A quotation from online market places like Amazon can be used comparative
- Old rates negotiate and accepted through old work order, can be directly used for similar new work order.
- For Civil/ Maintenance work, the order can be placed without comparative till amount at 25,000/-. The rates quotes by project department from DSR/SSR (District or State Schedule Rate) can be referred material rates based on prevailing market rates can be used for purchase.
- Expense upto 10,000/- for emergency maintenance of water, power and internet failure based on prevailing market rates.
- After negotiation, Stores & Purchase Department shall make the Purchase Order/Work Order and send to the selected vendor.
- The rates quoted from online market place are subject to vary small amounts till actual order. Hence, such difference can be incorporate in work order.

4. Delivery / Receipt

- All Materials shall be physically checked-up in presence of Stores Officer and respective HOD at the time receiving of the same. The Stores shall make entry in the Inwards Register and also in the Dead stock/Consumable stock Register and then it shall be issued to concerned departments. The concerned Department shall make entries in the Dead stock registers of department and Lab.
- Verification Report of the materials/equipments: The HOD shall sign and submit the verification report and submit to the Stores along with the duly signed bills. Stores & Purchase Department will make the necessary entries with them and release the bill to Accounts Department for payment after the signature of Principal.
- After receipt of material, the HOD & Stores officer shall prepare verification report and submit to Principal.
- Also Goods Received Inspection Note (GRIN) of equipments shall be made by Store & Purchase Department, if needed.

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