

# SAHRDAYA COLLEGE OF ENGINEERING AND TECHNOLOGY

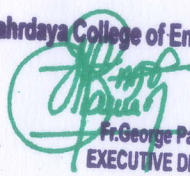
## PURCHASE POLICY

- Purchase Committee meeting will be conducted at the beginning of each financial year or as and when required.
- The consolidated budget requirements (covering recurring and non-recurring expenditure covering capital equipment, consumables and budget for departmental activities) are received from the concerned HODs with the approval of Director as per AM 01 not later than January of every year.
- These are received by accounts section and consolidated under different heads as per AM 02 and submitted to Finance officer for his review and modifications (based on the fund availability) and approved by finance officer after review by Executive Director. These are reviewed by the Board of trustees and once passed by the board, budget allocation for individual departments are communicated AM 02 by not later than April of every year.
- Against the purchase requisition (PR/02) of value more than Rs.25,000/- and for capital items, quotations collected along with the comparative statement (PR/03) along with the recommendation from the department is received with the authorization of Director and approved by Executive Director. Budget availability is confirmed by the accounts department.
- If required the recommended supplier is called for a negotiation by the purchase committee consists of the Purchase in charge of concerned department. Against the finalized Price, purchase orders (PR/04) or through letter is prepared and forwarded to the supplier after approved by Finance officer and ED. The order details are recorded in the purchase order register as per PR 05. Against specific problem in the quality of supply or delivery, the supplier is deleted from the list by HOD(Admn) in consultation with the management. New suppliers are included based on their performance in first supply.
- Against the purchase requisition of below the above limit, for cash purchase by the department, against recommendation of Director advance is taken and these advances taken are settled at the end of every month itself. In case of online purchase, special permission should be taken from Finance officer and Executive Director.
- In case budget is not available, accounts department allocates the budget from a different head (of the department) or from another department (after discussing with concerned HODs) with the approval of ED against recommendation of Finance officer.
- On receipt of the items, bills certified by the department for the items received, their acceptance and stock updation details (in ST 01 or ST 02) counter signed by Director. The details of items received are recorded as per ST 06 (separate register for capital and

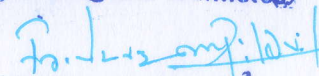
consumables). Bills are for accounts and payments are released (as per the agreed payment terms given in the order). ST 01 and ST 02 are also maintained by Admin Executive (Establishment) indicating the items received (capital and consumable) along with the stock register details of the department where the stock is updated in the order of receipt.

- For housekeeping and maintenance, annual contract is entered in to with agencies and contract agreement is entered in to with the approval of Executive Director. At least one month prior to the expiry of the date, notice is sent to the agency requesting them to send their proposal for the next period. (If necessary, proposals are also received from other agencies also as decided by Executive Director). On finalization of the proposal by Finance Officer/ Executive Director, revised agreement is entered into.
- For the purchase of stationary, annual requirements are estimated as per PR/02. These purchased from the approved suppliers {as included in PR/01 with the approval of HOD(Admn) } and finance officer against cash. Against specific problem in the quality of supply or delivery, the supplier is deleted from the list by HOD(Admn) in consultation with the management. New suppliers are included based on their performance in first supply ) For this consumable stock register is maintained as per ST/05 and issued against requisition authorized by HODs/ Director (as per ST/04). Against receipt and issue, stock is updated.
- Purchase committee is responsible to ensure compliance with all relevant laws, regulations and college procurement policies, addressing legal and contractual issues that may arise during procurement activities, mediate and resolve disputes or conflicts with vendors, suppliers or service providers. The committee should also uphold ethical procurement practices, including fairness, transparency, and avoidance of conflicts of interest, promote sustainable and socially responsible procurement practices such as environmentally friendly products and fair labour practices. The purchase committee should continuously review and improve procurement processes and policies to enhance efficiency and effectiveness, provide procurement related advice and guidance to various college departments.

For Sahrdaya College of Engineering & Technology

  
Fr. George Pareman,  
EXECUTIVE DIRECTOR

For Sahrdaya College of  
Engineering and Technology

  
FINANCE OFFICER

