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PURCHASE PROCEDURE (Including Templates)

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PROCEDURE FOR PURCHASE

1. INTRODUCTION

These procedures are to be adopted for the purchase of various kinds of consumable and non-consumable items etc. These are also applicable to the research project funds but excludes the purchases to be made by the Library.

2. CONSUMABLES

Consumables i.e. chemicals, glassware, stationery items, printer ribbons and cartridges, pen drive, CD ROMs, magnetic tapes, chips and electronic components like resistors, capacitors, connectors etc, electrical components like wire switches, plugs, bulbs, cells, tool-bits and hand tools etc.

3. NON-CONSUMABLES

Non-consumables items i.e. machinery, equipment, instruments, motors, gas cylinder, furniture, books, spare parts for equipment, etc.

4. FINANCIAL AND SANCTIONING POWERS

The Board of Management of the University is the authority to sanction funds.

5. PROCEDURE FOR PROCUREMENT OF ITEM(S)

a. Cost not exceeding Rs.15,000/-

Procurement of item(s) up to Rs.15,000/- (including taxes) on each occasion may be made without inviting quotations after obtaining the permission from the Head of the Department concerned and item may directly be purchased from the supplier. No Purchase Committee is necessary for any purchase up to Rs.15,000/-

b. Cost above Rs.15,000/- but not exceeding Rs.1,00,000/-

Procurement of item(s) up to Rs.1,00,000/- (including taxes) on each occasion may be made on the recommendations of duly constituted School level Purchase Committee. The Committee will ascertain the reasonableness of rate, quality, specifications and identify the appropriate supplier. Based on the recommendations/certification of the Committee and with the approval of the Dean of the School, the orders will be placed to the firm for purchase. The committee will be constituted by the University.

c. Cost exceeding Rs.1,00,000/- and above

Procurement of item(s) exceeding Rs.1,00,000/- (including taxes) on each occasion may be made on the recommendations of a duly constituted University level Purchase Committee. The Committee will ascertain the reasonableness of rate, quality, specifications and identify the appropriate supplier. Based on the recommendations/certification of the Committee and with the approval of the Vice-Chancellor, the orders will be placed to the firm for purchase. The Committee will be constituted by the University.

d. Cost exceeding Rs.10,00,000/-

Procurement of item(s) exceeding Rs.10,00,000/- (including taxes) on each occasion may be made subject to accepting the lowest price/quotation on the recommendations of the duly constituted University-level Purchase Committee. The Committee will ascertain the reasonableness of rate, quality, specifications and identify the appropriate supplier. Based on the recommendations/certification of the Committee and with the approval of the Finance Committee/Board of Management, the orders will be placed to the firm.

e. On single quotation

If it is in the knowledge of the user department that only a particular firm is the manufacturer of the required items and in a case of emergency, the required item(s) are necessarily to be purchased from a particular source and the reason for such decision shall be approved by the competent authority and for standardization of machinery or spare parts to be compatible to the existing sets of equipment (on the advice of a competent authority), the required item is to be purchased from only a selected firm.

Purchase of item(s) of proprietary in nature can be done on the basis of a single quotation irrespective of the value of the item. In such cases a proprietary certificate must be obtained from the manufacturer/supplier stating that they are the only source of supply/manufacturer.

The Purchase Committee will ascertain the reasonableness of rate, quality, specifications and identify the appropriate supplier of the item. Based on the recommendations/certification of the Purchase Committee and with the approval of the competent authority, the orders will be placed to the firm for purchase.

6. PROCESS OF PURCHASES

- a. All the proposals should be routed through proper channel i.e. Head of the Department concerned and Dean of the School concerned
- b. Inviting quotations/tenders from the firms along with the description, quality, quantity of the goods and required delivery time.
- c. Minimum three (3) quotations/tenders are required from the firms
- d. Receipt of minimum three (3) quotations/tenders from the firms
- e. Preparation of the comparative statement
- f. Approval of the Head of the Department up to Rs.15,000/-
- g. Recommendations of the School level Purchase Committee and with the approval of the Dean of the School up to Rs.1,00,000/-
- h. Recommendations of the University level Purchase Committee and with the approval of the Vice-Chancellor cost exceeds Rs.1,00,000/- and above
- i. Recommendations of the University level Purchase Committee and with the approval of the Finance Committee/Board of Management cost exceeds Rs.10,00,000/-
- j. In the event purchase is recommended not on the basis of lowest quotation, the reason thereof shall be clearly stated.

- k. Comparative statement, quotations and School level Purchase Committee/
University level Purchase Committee approval to be submitted for approval of
the competent authority.
- l. Negotiations with the firm
- m. Purchase order shall be placed by the competent authority
- n. Receipt of material and inspection
- o. Entry of items in the stock register
- p. Certification of the In-charge, Stores on items received and invoice
- q. Payment to the supplier

PURCHASE COMMITTEE(S)

UNIVERSITY-LEVEL PURCHASE COMMITTEE **(EXCEEDING RS.1,00,000/-)**

- | | |
|---|-----------|
| 1. Chairperson appointed by the Vice-Chancellor | |
| 2. The Chief Finance and Accounts Officer | Member |
| 3. The Dean of the School concerned | Member |
| 4. The Head of the Department concerned | Member |
| 5. Nominee of the Vice-Chancellor | Member |
| 6. Two (2) senior faculty | Member(s) |
| 7. Indenter (Proposer) | Member |
| 8. The Chief Executive Officer/Nominee of the Sponsoring Body | Member |

SCHOOL-LEVEL PURCHASE COMMITTEE **(ABOVE RS.15,000/- UP TO RS.1,00,000/-)**

- | | |
|---|-------------|
| 1. The Dean of the School concerned | Chairperson |
| 2. The Head of the Department concerned | Member |
| 3. Two (2) senior faculty | Member(s) |
| 4. Indenter (Proposer) | Member |
| 5. The Chief Executive Officer/Nominee of the Sponsoring Body | Member |

NOTE: In case of purchases under Research Projects, the Principal Investigator may be invited.

SUMMARY OF PURCHASE PROCEDURE AND DELEGATION OF FINANCIAL POWERS

S.No.	Item value	Authority to approve the proposal	Process
1.	Up to Rs.15,000/- (including Taxes)	The Head of the Department concerned	<ul style="list-style-type: none"> • Purchases without quotation(s) • After stock entry and certification of the Stores In-charge, invoice to be sent to accounts section for payment
2.	Above Rs.15,000 up to Rs.1,00,000/- (including Taxes)	The Dean	<ul style="list-style-type: none"> • Invite minimum three (3) quotations from the firms • Preparation of a comparative statement • Approval of School level Purchase Committee • Placing of orders to the lowest quoted firm • After stock entry and certification of the Stores In-charge, invoice to be sent to accounts section for payment
3.	Above Rs.1,00,000/- up to Rs.10,00,000/- (including Taxes)	The Vice-Chancellor	<ul style="list-style-type: none"> • Invite minimum three (3) quotations from the firms • Preparation of comparative statement • Recommendations of the University level Purchase Committee • Placing of orders to the lowest quoted firm • After stock entry and certification of the Stores In-charge, invoice to be sent to accounts section for payment
4.	Above Rs.10,00,000/- excluding taxes	Finance Committee/Board of Management	<ul style="list-style-type: none"> • Invite minimum three (3) quotations from the firms • Preparation of comparative statement • Recommendations of the University level Purchase Committee • Approval of FC/BOM • Placing of orders to the lowest quoted firm • After stock entry and certification of the Stores In-charge, invoice to be sent to accounts section for payment

Proforma for Inviting quotations

LETTER HEAD

No.

Dated:

To

M/s. _____

Sub: AU – Inviting quotations for supply of _____ - Reg.

Sir

I/We intend to purchase the following item(s)/equipment etc. for our University:

S.No.	Description of the item/equipment	Make	Quantity required

Hence, I/We request you to send your quotation for the above item(s)/ equipment etc. together with your discount for purchases and also indicate the terms and conditions i.e. validity of quotation, delivery time, delivery charges, applicable taxes, term of payment, if any, in a sealed cover to the undersigned within 10/15/25 days.

Thanking you

Yours Sincerely

()

Note: Minimum three (3) quotations to be invited from different firms

Proforma for conduct of School level Purchase Committee meeting

No.

Dated:

CIRCULAR

This is to inform all the members of the School Level Purchase Committee that a meeting is convened on _____ at _____ A.M./P.M. for purchase of _____ in the Department/office of the _____.

All are requested make it convenient to attend the meeting.

Signature of the Chairperson
School level Purchase Committee

Copy to:

1. All the Deans/Directors
 2. All the Heads of the Departments
 3. The Coordinators/Convenors
 4. The Chief Executive Officer
 5. The Administrative Officer
 6. The PA to Vice-Chancellor/Registrar
 7. The HR
- } A.U.

Proforma for conduct of University level Purchase Committee meeting

No.

Dated:

CIRCULAR

This is to inform all the members of the Purchase Committee that a meeting is convened on _____ at _____ A.M./P.M. for purchase of _____ in the Department of /Office of the _____.

All are requested make it convenient to attend the meeting.

Signature of the Chairperson
University level Purchase Committee

Copy to:

1. All the Deans/Directors
 2. All the Heads of the Departments
 3. The Coordinators/Convenors
 4. The Chief Executive Officer
 5. The Administrative Officer
 6. The PA to Vice-Chancellor/Registrar
 7. The HR
- } A.U.

Proforma for Purchase order

LETTER HEAD

No.

Dated:

To

M/s. _____

Sub: AU – Order for purchase of _____ - Reg.
Ref: Your quotation No. _____, dated _____

Sir

With reference to your above cited quotation and our meeting held on _____, you are requested to supply the following items(s):

S.No.	Description of the item/equipment	Make	Quantity required	Unit/each Cost Rs.	Rate (inclusive/exclusive of taxes) Rs.

The delivery is to be made by _____ at the address mentioned above. The payment will be made as per terms and conditions mentioned in your quotation and on receipt of material in good condition.

Thanking you

Yours Sincerely

()

Proforma for certification on the backside of the bill

Certified that the item(s)/equipment received in good condition and entered in to the stock register page No. _____, dated _____, and the payment may be made to the firm.

Signature of the Incharge
Stores

ANNEXURE -III

PROCUREMENT OF ITEM(S)/EQUIPMENT WITH SINGLE QUOTATION

RECOMMENDATIONS OF THE UNIVERSITY LEVEL PURCHASE COMMITTEE

I. GENERAL INFORMATION

- a. Department :
- b. School :
- c. Description of the equipment/item required :
- d. Cost of the equipment/item :

II. TECHNICAL EXAMINATION

1. Need analysis

Whether the equipment/item is available in the department, if yes, reasons for the current proposal :

- 2. A detailed analysis to justify the Equipment/item :

- 3. If the equipment/item is an imported any other similar indigenous equipment/item, give details :

III. AVAILABILITY ANALYSIS

Details of the parties from whom quotations have been called for :

IV. EVALUATION ANALYSIS

- a. Particulars of firms/parties who have responded with specifications required :

- b. If the quotations have not been called for or a proposal is made to purchase the equipment/item from a firm other than the lowest quoted, reasons for making such a purchase :

RECOMMENDATIONS OF THE UNIVERSITY LEVEL PURCHASE COMMITTEE

After a detailed scrutiny on technical aspects, the committee recommended for the purchase of _____ at a cost of Rs. _____ (inclusive/exclusive taxes) from M/s. _____ due to the following reason(s):

- 1.
- 2.
- 3.

NOTE: In case a purchase is to be made on the basis of best performance/quality or a firm who is sole manufacturer against the requirement the purchase committee should indicate specific reasons and justifications thereon and resolution.

**Signature of the Indenter (Proposer)
Member**

**Signature of the Faculty
Member**

**Signature of the Faculty
Member**

**Nominee of the Vice-Chancellor
Member**

**Signature of the Head of the Department
Member**

**Signature of the Dean
Member**

**Signature of the Finance and
Accounts Officer
Member**

**Signature of the
Chief Executive Officer/
Nominee of the Sponsoring Body
Member**

Signature of the Chairperson

NOTE: In case of purchases under Research Projects, the Principal Investigator may be invited.

Dated:

ANNEXURE - IV**ANURAG UNIVERSITY
PROFORMA FOR STOCK REGISTER**

Name of the item _____ (Ex. Stationery)

MODEL TEMPLATE

S. No.	Date & B. No.	Name of the firm	Amount Rs.	Received		Issued to	Issued		Balance qty.	Remarks
				qty.	Signature Store's Incharge		qty.	Receiver's Signature		
1	10.12.2020 203	Sai stationery	20,000:00	200		-	-	-	200	
2	20.01.2021	-	-	-	-	Computer Science & Engg.,	50		150	
3	25.01.2021 505	Venkateswara Stationery	10,000:00	100		-	-	-	250	
4	25.02.2021	-	-	-	-	Mechanical Engg.,	50		200	

NOTE:

Separate stock register may be maintained for each category of item(s) like equipment, furniture, chemicals and glassware, computer components, electronic components, electrical components etc.