



# स्वामी राम हिमालयन विश्वविद्यालय Swami Rama Himalayan University

## **PURCHASE POLICY**

Approved by the Board of Governors in its 5<sup>th</sup> Meeting held on  
24<sup>th</sup> September, 2014

**Swami Rama Himalayan University**

Swami Ram Nagar, Jolly Grant- 248 016, Dehradun, Uttarakhand

# SWAMI RAMA HIMALAYAN UNIVERSITY

## Purchase Policy

### 1. Short Title & Commencement

- 1.1 This Policy shall be called “Purchase Policy” of the University.
- 1.2 This Policy shall come into force from the date of approval of the Board of Management of the University.

### 2. Definitions

Unless it is repugnant to the context

- 2.1 “Competent Authority” means the Vice Chancellor of the University.
- 2.2 “Constituent Unit” means a constituent unit of the University.
- 2.3 “Emergency Purchase (EP)” means a purchase when a situation arises that threatens the normal functioning of the unit/department and shall be applicable only for repairs and maintenance. However, no new acquisitions are permitted under emergency purchases.
- 2.4 “Manager - Materials (MM)” means the person designated to place purchase orders on behalf of the University.
- 2.5 “MMD” means the Material Management Department.
- 2.6 “Purchase or Purchases” shall mean transaction involving payment against acquisition of materials.
- 2.7 “Purchase Committee (PC)” means a duly constituted body responsible for executing the purchase process as per the purchase policy.
- 2.8 “Requisitioner” shall mean any of the department or constituent unit of the University.
- 2.9 “Spot Purchase (SP)” means a purchase made on the spot without inviting quotations.
- 2.10 “University” means Swami Rama Himalayan University.

### 3. Scope of Policy

This policy outlines the procedure for purchase of any items for the purpose and use of the University and its constituent units.

  
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#### 4. Requisitioning/Raising of Indent

- 4.1 A written requisition must be raised and sent to the MMD by the end user/ constituent unit in the prescribed format for any item required to be purchased describing therein the appropriate justification for purchase of materials. The requisition must be routed through proper channel as defined by the Competent Authority from time to time.
- 4.2 In case of parts required for equipment repair/maintenance, the requisition shall be raised by the Department of Biomedical Engineering/Engineering Department.
- 4.3 In case of replacement/new acquisition of items, indent/requisition should invariably contain specifications & essential features of the item, without mentioning any specific brand name, trade name, model, supplier's name, model number. It should be clearly mentioned in the Indent/Requisition whether the item required is a replacement or new acquisition.
- 4.4 The Material Management Department/Department of Biomedical Engineering / Engineering Department should send this requisition to the Finance Department for financial approval if the indented material is not available in the existing stock. Once approved by the finance department, the requisition should be sent to MM for necessary action.

#### 5. Purchase Committee (PC)

- 5.1 Purchase of all items costing over Rs 1,00,000/- (Rupees One Lacs only) will come under the purview of the Purchase Committee.
- 5.2 The Purchase Committee shall consist of minimum of 05 (five) members. The constitution of Purchase Committee shall be as follows:
  - Chairman - to be nominated by the Vice Chancellor
  - Two Members - to be nominated by the Vice Chancellor
  - Finance Officer
  - Head of the Constituent Unit
  - Special Invitee(s), can also be external - to be invited by the Chairman as and when required
  - Manager-Materials - Member Secretary

  
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- 5.3 The negotiations and finalization of terms and conditions with the vendors/suppliers shall be made by the Purchase Committee.
- 5.4 The Purchase Committee shall maintain minutes of all the meetings.
- 5.5 Quorum for meeting of the Purchase Committee shall be minimum 04 (four) members.

## 6. Emergency Purchases

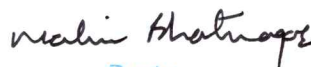
- 6.1 Only a person(s) authorized by the Competent Authority shall be the authority to consider a situation as “emergency” for the purchase of item(s).
- 6.2 Based on written communication from the person authorized by the Competent Authority, the Manager- Materials shall place order for procurement.
- 6.3 After procurement of the material, the justification for emergency procurement and all relevant documents of the purchase shall be submitted by the Manager- Materials to the finance department for postfacto approval.

## 7. Spot Purchases

- 7.1 For spot purchase, prior approval from the Competent Authority is a must.
- 7.2 Spot purchases for surgical branches and allied branches cannot exceed Rs. 75,000/- (Rupees seventy five thousand only) at a time. Spot purchases are normally allowed for purchase of instruments/tools at exhibition/conferences organized by appropriate authorities and are based on open market prices.
- 7.3 The purchased instruments/tools shall be deposited in the Material Management Department for stock inventory.
- 7.4 The following certificate shall be submitted by the person(s) authorized for the spot purchase:

“With prior approval dated..... granted by.....I (name of the person authorized to make spot purchase).....have personally purchased the instruments/tools for smooth functioning of the constituent unit, as per the attached invoice, and I am satisfied that these goods are of requisite quality and specification and have been purchased from a reliable supplier at a reasonable price.”

Signature:  
Designation:  
Department:  
Date:



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## **8. Consumables & Local Purchase**

- 8.1 In case of consumable items, a notice should be sent by Manager-Materials in the month of January/February each year to all the user departments informing them of the previous year's consumption and requesting information on the desired quantity for the coming year.
- 8.2 The Manager- Materials will consolidate the information obtained from various constituent units to determine the desired quantity of purchase for the coming financial year.
- 8.3 The Manager-Materials will get quotations (minimum 03) from different vendors/suppliers upon the advice of the Consumable Committee constituted by the Competent Authority. The Manager-Materials will consolidate the comparative information and shall submit the same to the finance department for approval.
- 8.4 Once approved by the Finance Department, the Purchase Committee shall negotiate the price with the vendors/suppliers. Once the price negotiation is completed and other terms and conditions decided, the rate contract shall be made with the selected vendor/supplier.
- 8.5 The Manager-Materials shall sign the rate contract with the respective vendor/supplier and shall place order accordingly.

## **9. Purchase Process for Spare Parts**

- 9.1 Once approved, the Manager-Materials shall invite quotation if so required.
- 9.2 Requisition for spare parts shall be raised as per clause no. 5.2 & 5.3 above.
- 9.3 The Manager- Materials shall negotiate price with the respective vendor/supplier and accordingly place the purchase order.

## **10. Purchase Process for Fixed Assets**

- 10.1 The Material Management Department shall maintain a list of vendors/suppliers of all the items.
- 10.2 The requisition for fixed assets shall be raised by respective Head of Department/Incharge of the constituent unit in the prescribed format.
- 10.3 The requisition shall be sent to the Material Management Department through proper channel as defined by the CA from time to time.
- 10.4 The MMD shall get financial approval from the Finance Department for acquiring the item.

  
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- 10.5 The Material Management Department may place an advertisement in national dailies for getting the quotations. The notice/letter inviting quotations shall be short, clearly worded and unambiguous. It should give a brief description of the item/ equipment to be procured, the qualification requirement for the supplier, the last date of receipt of quotation etc.
- 10.6 Once approval granted by the Finance Department, the MMD shall get quotations from minimum 03 (three) vendors for the required item.
- 10.7 The vendors shall be asked to submit the quotations in 02 (two) separate envelopes, technical specification in one envelope and financial bid along with terms & conditions in the second envelope.
- 10.8 In technical bid the vendors/supplier should specifically mention the specifications/ particulars along with essential features of the item and life of the equipment.
- 10.9 In financial bid the vendor/ supplier should specifically mention the cost of the item, payment terms, delivery schedule and terms & conditions for after sale service.
- 10.10 After receiving the technical and financial bid, the Material Management Department shall hand over these envelopes to the Chairman Purchase Committee.
- 10.11 The technical bid shall be opened first in the presence of MM and one other member of Purchase Committee designated by the Chairman Purchase Committee.
- 10.12 The technical specifications received from the vendors/suppliers shall be sent to the end user for their comments.
- 10.13 Once the Purchase Committee has finalized the technical specifications of the required product, the financial bid shall be opened by Finance Officer and MM. A comparative chart shall then be made and be submitted to the Chairman Purchase Committee.
- 10.14 The Purchase Committee may take help from any expert from outside before taking a final decision on the choice of the vendor/supplier/make.
- 10.15 The Purchase Committee shall fix a date, time and place where the selected vendors/suppliers shall be called for price negotiation, terms and conditions for after sale service. If required, the vendor/supplier may be asked for onsite demonstration of the equipment.

*Neelam Bhatnagar*

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10.16 After negotiations and selection of the vendor/suppliers, the purchase order shall be placed by the MM.

## 11. Placing Purchase Order

11.1 All purchase orders shall be placed by MM.

11.2 All purchase orders shall clearly mention the full description of the goods/items to be purchased, terms & conditions for payment, delivery schedule, mode of delivery, penalty clause, if any, taxes & duties, any other charges like packing, forwarding, transportation, insurance, etc., discounts offered by the firm, warranty etc. may be incorporated in the supply order wherever applicable.

11.3 **Follow up of orders:** Once order has been placed, it is the duty of MM to ensure that the vendors/suppliers meets the terms and conditions of the Purchase Order.

11.4 Orders for equipments shall be handed over to the vendor/supplier with the signature of acknowledgement. Confirmation of the order should be received within one week of placing the order. In case the order confirmation is not received within one week, it shall be presumed that the vendor has not accepted the order. In such case, the order shall be placed to the second vendor/supplier of choice.

11.5 The copies of purchase orders shall be sent to the office of the Vice Chancellor, Chairman Purchase Committee and respective head of the constituent unit, Finance Department and Biomedical Engineering Department/Engineering Department.

## 12. Receiving of Goods/ Items

12.1 All the items shall be opened by the Material Management Department.

12.2 All the items shall be received by the MMD and the entry of every item shall be recorded in the stock register and then issued to the end user.

12.3 In case of any shortage, the MMD shall immediately intimate the supplier/vendor.

12.4 The received equipment/machinery shall be opened in front of supplier, end user, representative of Biomedical Engineering Department and MM/store supervisor who shall ensure that the received goods/items are as per the Purchase Order.

  
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- 12.5 The claims for damage, if any, can be lodged with the insurance company immediately by the respective party (supplier/vendor or the University)
- 12.6 The MMD shall send the invoice alongwith installation report/ quality assurance report to the Finance Department for payment.
- 12.7 Wherever required the items/equipments shall be installed satisfactorily by the vendor/supplier in the presence of end user and Biomedical Engineering Department/Engineering Department.

### **13. Coding of Items**

A code should be allotted by MMD to each and every fixed asset before issuing to the respective department/unit.

### **14. Payment to Vendors/ Suppliers**

The Finance Department shall ensure that timely payment is made to the vendor/ supplier as per the terms & conditions mentioned in the purchase order.

15. The competent authority of the University reserves the right to interpret, alter, amend, modify, cancel or withdraw any provision mentioned herein above in this policy without any notice.

  
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