

Dr. B C Roy Engineering College, Durgapur
Purchase Policy w.e.f. 01/01/2025

PROCUREMENT OF GOODS AND SERVICES

Definition of Goods.

The term '**goods**' used in this policy includes all articles, material, commodity, livestock, furniture, fixtures, raw material, spares, instruments, machinery, equipment, industrial plant, vehicles, medicines, assemblies, sub-assemblies, accessories, a group of machineries comprising of an integrated production processor such other category of goods or intangible products like software, technology transfer, licenses, patents or other intellectual properties purchased but excludes books, publications, periodicals, etc. for a library.

The term '**goods**' also includes works and services which are incidental or consequential to the supply of such goods, such as, transportation, insurance, installation, commissioning, training and maintenance.

(A) Purchase of goods without quotation

Purchase of goods up to the value of **Rs. 5,000 (Rupees Five Thousand)** only can be done from any of the suppliers/dealers/enlisted vendors meeting requisite quality, specification and delivery period without inviting quotations or bids on the basis of a certificate to be recorded by the competent authority/HOD as per sample provided in **ANNEXTURE- A**.

The department shall certify the Invoice with challan and send to the dealing section for direct payment to the suppliers/firms/dealers/vendors after proper entry in Register(s) for respective department/ stores (**See sample**).

In case of shortage of fund /allotment in the particulars head/phase, purchase may be made with prior approval of the fund sanctioning authority.

(B) Purchase of goods by quotation

Purchase of goods costing **above Rs. 5,000/- (Rupees Five Thousand) only and up to Rs.2, 50,000/- (Rupees Two Lakh Fifty Thousand)** only shall be made after inviting quotations. The sealed quotations are to be invited through the notifications to be published on the Notice Board of the Departments and Institute/College as well as on the college website for at least 10 days under the signature of the authority.

It is required to submit quotations in sealed envelope from at least Three (03) reliable Suppliers /firms/dealers/vendors/service providers etc.

The quotations must have to be received from different relevant and competent organizations having valid GSTN, TAN/PAN and Trade License.

Quotation shall be opened in the presence of Purchase Committee. The committee will survey the market to ascertain the reasonableness of rate, quality and specifications and identify the appropriate supplier. The quotation which is technically matched and having the lowest quoted price shall be selected. Recommendation to the selected Suppliers / firms/ dealers/ vendors/service providers etc. will be provided based on the comparative statement.

Before recommending placement of the purchase order, the members of the Purchase committee will jointly record a certificate as per sample provided in **ANNEXTURE- B**.

If it is necessary to select other than lowest quotation (L1), sufficient justification for rejecting lowest quotation(s) as well as accepting higher quotation (s) shall be mentioned in the minutes of the Purchase Committee meeting as per sample provided in **ANNEXTURE- C**.

If the number of qualified quotations is less than three (3), the purchasing authority shall go for 2nd call. If the number of qualified quotations after 2nd call is one (1), the Purchase Committee may finalize the purchase accordingly.

If the number of qualified quotations after 2nd call is two (2), the lowest quotation shall be selected. If no qualified quotation found after 2nd call, the authority may initiate re-tender and finalize the process suitability with the approval of higher authority.

The purchase department shall issue the purchase order/Service order under the signature of Treasurer of the Society.

(C)Purchase of goods by Tender

Open tender shall invariably be invited through the website for the supply of Goods for execution of works and services worth **Rs., 2,50,001/ (rupees Two Lac Fifty Thousand One)** only and above.

All the enlisted /interested vendors may be requested to visit the website in regular basis for the same. The sealed quotations will be opened after the due date will be over.

Selection of Vendor/Supplies should be made on the basis of at least three tenders to be opened in presence Purchases Committee. The quotation which is technically matched and having the lowest quotation shall be normally selected. Before recommending placement of the purchase order, the members of the Purchase committee will jointly record a certificate as per sample provided in **ANNEXTURE- B**.

If it is necessary to select other than lowest quotations, sufficient justification shall be given at the time of recommendation. The Purchase committee will provide a certificate in the format given in **ANNEXTURE- C**.

The amount of earnest money to be finalized according to the tender amount.

If the number of qualified quotations is less than three (3), the purchasing authority shall go for 2nd call. If the number of qualified quotation after 2nd call is one (1), the Purchase Committee may finalize the purchase accordingly.

If the number of qualified quotations after 2nd call is two (2), the lowest quotation shall be selected. If no qualified quotation found after 2nd call, the authority may initiate re-tender and finalize the process suitability with the approval of higher authority.

The purchase department shall issue the purchase order/Service order under the signature of Treasurer of the Society.

(D) Two bid system (simultaneous receipt of separate technical and financial bids)

For purchasing high value plant, machinery etc. of a complex and technical nature, bids may be obtained in two parts as under:

- (i) Technical bid consisting of all technical details along with commercial terms and conditions; and
- (ii) Financial bid indicating item-wise price for the items mentioned in the technical bid.

The technical bid and the financial bid should be sealed by the bidder in separate covers duly super-scribed and both these sealed covers are to be put in a bigger cover which should also be sealed and duly super-scribed.

The technical bids are to be opened by the purchasing committee at the first instance and evaluated by a competent committee or authority.

At the second stage financial bids of only these technically acceptable offers should be opened after intimating them the date and time of opening the financial bid for further evaluation and ranking before awarding the contract.

(E) Online purchase

Online purchase of goods may be processed up to Rs 20,000/- or equivalent through Debit card/ Credit card or any other online transaction mode by the College/Teachers. This purchase under cash on delivery mode is not considered. The destination of delivery of goods shall be college campus and the bill will have to be issued in the name of College.

However other necessary steps shall be followed as **Point no – A, B, C**. However, the limit of online purchase may be increased (additionally by Rs.10000/-) in case of exigency with the approval of appropriate procurement authority.

(F) Advance payment to supplier

Ordinarily, payments for services rendered or supplies made should be released only after the services have been rendered or supplies made. However, it may become necessary to make advance payments for example in the following types of cases: -

- (i) Advance payment demanded by firms holding maintenance contracts for servicing of Air conditioners, Computers, plant & Machinery and other costly equipment, etc.
- (ii) Advance payment demanded by firms against fabrication contracts etc. Such advance payments should not exceed the following limits:
 - (a) Thirty percent. of the contract value to private firms;
 - (b) Forty percent. of the contract value to a State or Central Government agency or a Public Sector Undertaking; or
 - (c) In case of maintenance contract, the amount should not exceed the amount payable for six months under the contract.

For advance payment to suppliers/vendors, it will require Performa Invoice against Purchase order or Service order.

(G) Part payment to suppliers:

Depending on the terms of delivery incorporated in a contract, part payment to the supplier may be released after it dispatches the goods from its premises in terms of the contract.

For part payment to suppliers/vendors, it will require a Tax invoice of the respective work.

(H) Time Frame:

All work/purchase/service orders in pursuance of the approved budget for a financial year should be issued within January 31 of the financial year, and all related bills/invoice should be submitted to the Account Section on or before March 15 of the financial year.

(I) Exceptional cases:

If the purchase cannot be implemented in accordance with the aforementioned procedure due to non-availability of items as per the required specifications, time constraints, cost effectiveness or any other exigencies, then the matter will be forwarded to the purchase committee for necessary approval. The preparation of note sheet and other official formalities will remain unaltered. Alternate purchase policy for preventive measures, AMC, breakdown and maintenance will be introduced in due course.

(J) Delivery and payment schedule:

During issuing of the Purchase Order the delivery schedule and the payment schedule must have to be included like expected time of delivery, time of installation of the equipment/goods and the final payment timing in the terms and conditions

Note: Fundamental principles for all procurements including procurement of works

1. The specifications in terms of quality, type etc., as also quantity of goods to be procured, should be clearly spelt out keeping in view the specific needs of the procuring organisations. The specifications so worked out should meet the basic needs of the organisation without including superfluous and non-essential features, which may result in unwarranted expenditure.
2. Care should also be taken to avoid purchasing quantities in excess of requirement to avoid inventory carrying costs.
3. Offers should be invited following a fair, transparent and reasonable procedure.
4. The procuring authority should be satisfied that the selected offer adequately meets the requirement in all respects.
5. The procuring authority should satisfy itself that the price of the selected offer is reasonable and consistent with the quality required.
6. At each stage of procurement, the concerned procuring authority must place on record, in precise terms, the considerations which weighed with it while taking the procurement decision.
7. A complete schedule of procurement cycle from date of issuing the tender to date of issuing the contract should be published when the tender is issued.
8. All Departments shall prepare Annual Procurement Plan before the commencement of the year.
9. All purchase related information to be uploaded to the website (if amount is exceeding Rs. 5,000/-) with a deadline.
10. During inviting the quotations, the details of the equipment's/instruments are to be mentioned with specifications.
11. The quotations must have to be submitted with mentioning the terms and conditions.
12. After receiving the items, the same to be tested by the respective person/department and a certificate of satisfaction to be submitted to the purchase committee.
13. The products after certified by the department to be put in stock and the stock details to be written on the original bill (**see sample Page no- 8**)
14. The bill /challan number, date of receipt, amount and vendor details to be enlisted in the stock register maintained in the department.

15. Every purchase to be completed by the 15th day of January in every financial year.
16. No purchase will be sanctioned before the 15 days of placing the proposal. It may take up to 1 month to place the order after placing the requirement.
17. **Rate contract** may be signed with the lower bidders in order to procure the consumable items. The list of consumable items required may be planned at the starting of the financial year and sealed quotations may be called from different vendors. Based on the L1 bid or L2, rate of the consumables may be finalized which will remain valid till the completion of the financial year. Whenever, any consumables will be required, the same vendor may be contacted without asking quotations.

Annexure – A	
Dr.B.C Roy Engineering College Durgapur Jemua Road Fuljhore Durgapur – 713206	
Department Name:	
Items Details:	
"Certified that goods purchased are of the requisite quality and specification, and have been purchased from a reliable supplier at a reasonable price."	
Date:	----- Signature of the HOD

Annexure – B

**Dr.B.C Roy Engineering College Durgapur
Jemua Road Fuljhore
Durgapur – 713206**

Department Name:

Items Details:

"Certified that we, members of the purchase committee are jointly and individually satisfied that the goods recommended for purchase are of the requisite specification and quality, priced at the prevailing market rate and the supplier recommended is reliable and competent to supply the goods in question."

Date:

Signature of the Members of Purchase Committee

Annexure – C

**Dr.B.C Roy Engineering College Durgapur
Jemua Road Fuljhore
Durgapur – 713206**

Department Name:

Items Details:

"Certified that the goods recommended for purchase are of the requisite specification & quality at lowest price at the prevailing market rate and the supplier recommended is reliable and competent to supply the goods in question."

Date:

Signature of the Members of Purchase Committee

In case of selection of suppliers other than L1, the reasons for selection of vendors/ suppliers other than L1 are as follows:

i) _____

ii) _____

iii) _____

Date:

Signature of the Members of Purchase Committee

Sample

(Content to be Stamped on the Back of the Original Bill by the Concerned Department)

This is to certify that the item(s) from “name and address of the vendor” dated “x.x.20xx” is received in good working conditions. The said item(s) have been put in the stock register of “name of lab” under “dept name” with designator /equipment identification number(s) “yyyyy”.