

## **Purchase Committee**

**Composition-** Two/Three Aided Teachers / Librarian, Two/Three Unaided Teachers, One Clerical Staff and One class IV staff

**OR**

Any other composition which is decided by the HOC (Head of the College) in the interest of the College

**Tenure-** As decided by HOC (Head of the College)

**Role-** The committee will act only as the recommending authority.

### **Scope of the Committee-**

The following is the scope of the committee-

- ✓ Purchase of items below Rs. 10,000/- per month
- ✓ Looking after the maintenance of the infrastructure
- ✓ Maintenance of the stock register
- ✓ Looking after the safety and security of the college infrastructure
- ✓ Framing the procedures and policies related to purchase of items which are within the jurisdiction of the committee
- ✓ It will not cover the purchases related to Library books, magazines etc. However, purchases required for the Library Infrastructure will be covered under this policy.
- ✓ Purchases made under the instructions and orders received from the Management will not be covered under this policy.
- ✓ Any other responsibility entrusted by the Head of the college with written orders

### **Objectives of the committee-**

- ✓ To support the educational activities by providing necessary infrastructure for the smooth functioning of the College
- ✓ To procure material at the reasonable cost consistent with quality required
- ✓ To maintain continuity of supply
- ✓ To provide prompt, courteous and effective service to all the stake holders
- ✓ To maintain standards of quality and suitability of equipment, materials, supplies
- ✓ To award tenders impartially

### **Functions of the committee**

- ✓ Collect and compile list of equipment, computers and any other miscellaneous items required throughout the year by the office and by the different departments
- ✓ Invite sealed tenders quoting the rates for the supply of items from the manufacturers, suppliers and dealers (Depending on the value of the items)
- ✓ Open the tenders in presence of the Principal and scrutinize the validity of the tenders
- ✓ Record the resolutions of the meeting
- ✓ Recommend the purchase of the items in case of valid tenders and also on the request of teaching or non-teaching staff
- ✓ Maintenance of the stock register for the different items
- ✓ Periodic scrutiny of the different items within the institute

## **1. College Organisation for purchasing**

### **1.1- Delegation of Purchasing Authority**

HOC can delegate the authority to purchase the goods and/ or services not beyond Rs. 500/- (a single bill). However, the bill has to be sanctioned by the minimum 3 (Three) members of the committee. All the Purchase Orders/ Bills must be signed by the Convener and HOC (Head of the College) without which the bill/ Purchase Order will be null and void.

### **1.2- Unauthorized Purchases**

No staff (Teaching or non-teaching, Contractual) has the authority to enter into purchase contracts or to obligate the College for purchase obligations unless specifically authorized by the HOC. Any unauthorized purchases may result in the responsible individual incurring a personal obligation to the institute or supplier or subject the individual responsible to disciplinary action. The institute may choose not to reimburse employees for the cost of any purchases made on behalf of the institute when the date of purchase is prior to the date of approval from the Purchase Committee. The College will not pay for unauthorized purchases.

### **1.3- Unallowable Purchases**

All purchases made with College funds must benefit the College. The purchase of any item or service that does not benefit the College is not allowed. Any items or purchases which are banned by the government and the management of the College will also not be allowed.

### **1.4- Conflict of Interest**

If a college staff has, or a college staff's relative has, a financial interest in any decision or transaction made or to be made by the College, the employee must: (1) disclose such financial interest by giving the undertaking to that effect and (2) refrain from participating in any manner in such decision or transaction, including any contract, fee, grant, purchase, sale, service, benefit or any other matter.

A College staff except the members of the Purchase Committee may supply equipment, material, supplies, or services to the College but only if the tender is awarded after competitive bidding.

### **1.5- Gifts and Token**

No College staff shall solicit or accept gratuities, favors, or anything of monetary value for personal use or benefit from suppliers or potential suppliers. Acceptance of gifts of negligible value, such as logo-imprinted pens, mugs, files or any advertising materials are allowed. Any violation of this policy by the college staff may result in disciplinary action.

## 1.6- Classification of the items

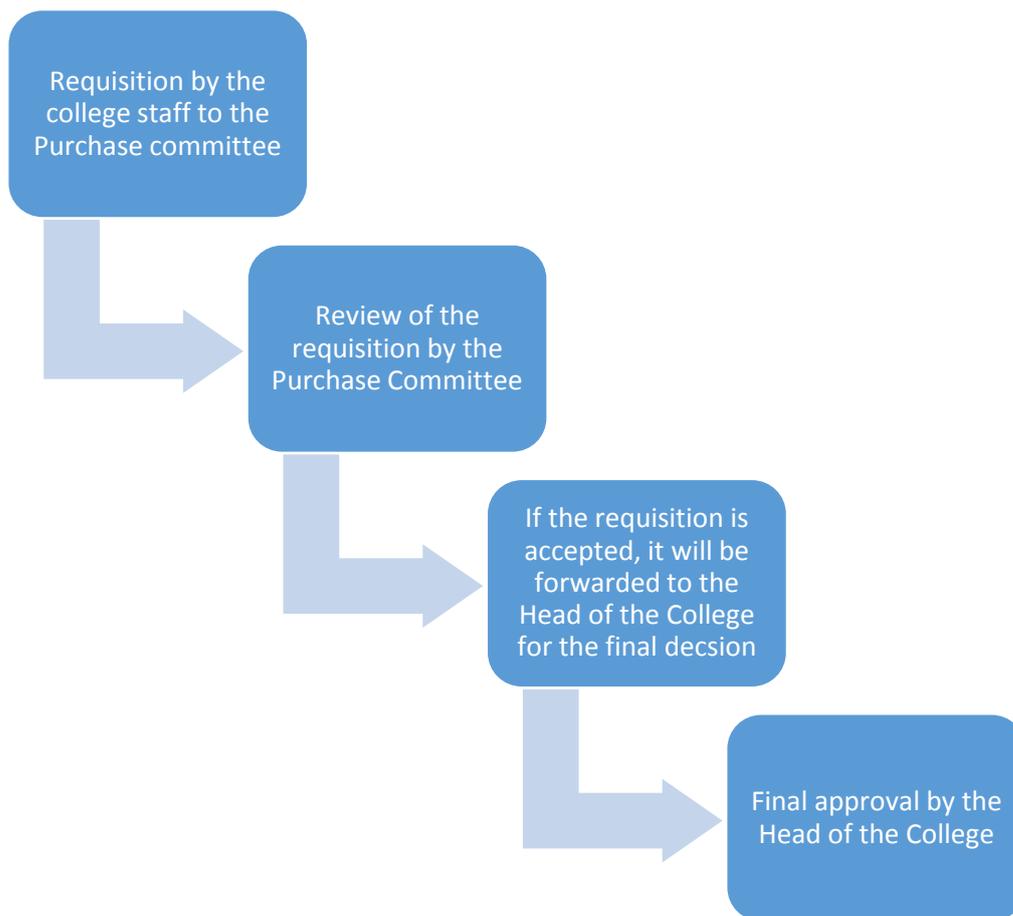
Depending upon the value and usage of the items in the college, the items can be classified as below-

Classification	Illustrative Examples of items
A	High Value items like Computers, Laptops, Projectors, Cameras, Printers, CCTV cameras etc. and any other items as per the instruction of the Purchase Committee
B	Medium Value items like Chairs, Blackboards, Cleaning Materials etc and any other items as per the instruction of the Purchase Committee
C	Low value items like nuts, screws, liquid soap, chalks, duster etc and any other items as per the instruction of the Purchase Committee

## 2. Requisitions

### 2.1- The Purchase Requisition

The following is the flow chart of purchase requisition process



#### **A) Requisition by the college staff –**

The staff member may give the requisition for items in a prescribed format (Annexure A) to the Purchase Committee Convener or any member of the Purchase Committee. The requisition has to be substantiated by the purpose and the usage of the item. Once the requisition is made, a staff member can take back that requisition within 3 days from applying for the same failing which it will go for the further processing.

#### **B) Review of the requisition by the Purchase Committee**

Purchase Committee on the receipt of the Purchase Requisition will verify the merit of the requisition and will accept or reject the requirement. For the acceptance or rejection of the requirement, there should be the quorum of minimum three members of the Purchase committee. In case of acceptance or rejection of the requisition, the same has to be intimated to the initiating staff within 2 working (two days) from the date of taking the decision. The decision has to be recorded by conducting the meeting of the Committee. In case of urgency, the Head of the College has an authority to take the decision.

#### **C) Forwarding the requisition to the Head of the College**

Once the requisition is accepted by the Purchase committee, they will forward the same to the Head of the College along with their remarks on the same. **The Head of the College can reject the recommendation as the decision making authority. The Purchase committee will act as only the recommending authority.**

#### **D) Final Approval of the Head of the College**

The Head of the College on the genuineness and merit of the requisition may approve the requisition and will send the approval note in the prescribed format (Annexure A) to the Purchasing committee for further processing. On the receipt of the approval from the Head of the College, the Purchase Committee will execute the decision within 10 working (Ten) days from the receipt of the approval.

### **2.2- Purchase requiring pre-payment/ part payment**

Normally, payment is not authorized before items are received. If prepayment is required, documentation must be attached to the Requisition fully justifying the need for pre-payment. Adequate time must be given in order to have sufficient time to process the payment.

### **2.3- Online Purchases**

In case of purchases from online or E-commerce websites, the committee has the right to compare the prices on different platforms and give the recommendation accordingly to the Head of the College.

## **3. Supplier Selection-**

### **3.1- Selection of Supplier**

Recommending selection of a supplier is the responsibility of the Purchasing Committee. Suppliers are selected by the Purchasing committee based on their ability to meet the

requirements and specifications. The recommendation may be rejected by the Head of the College with an explanatory note in writing to the Purchase Committee.

### **3.2- Inviting Bids from the Supplier**

In case of purchase amount more than Rs.10,000/- (A single Bill amount), bids should be called from different suppliers.

### **3.3- Bidding Process**

A supplier who want to bid for the order from the college, needs to give his bid in the format prescribed by the Purchase committee. A bid in a sealed envelope should be handed over to the Convener of the Purchase Committee (in his absence, it can be handed over to the member of the Purchase Committee). The convener/ member will make the entry of the same in the Bidding register maintained under the custody of the convener.

### **3.4- Selection of the bid**

After receiving bids from the suppliers, the Purchase Committee will open the bids in front of the suppliers and in the presence of the Head of the College or any person appointed by the Head of the College for the bidding process. The supplier with the lowest quotation will be awarded the order. In case of only one bid is received from a supplier, the Purchase committee will go ahead with that bid only.

## **4. Emergency Purchase**

- 4.1- Emergency is defined as urgent purchases required to be made at short notice in the event of a break down or crisis.
- 4.2- All emergency Purchases should be approved by the Head of the College.
- 4.3- Such purchases can be made without calling for bids from the suppliers.

## **5. Maintenance of the records by the Purchase committee**

- 5.1- Purchase committee will maintain the Stock Register and update the same after every 3 (Three) months.
- 5.2- Maintenance of the bills, bids, purchase order will be the responsibility of the purchase committee.
- 5.3- Minutes of the meeting will be maintained and updated to the Head of the College on regular basis.
- 5.4- In case if any other committee of the college, requires access to the documentation of the Purchase committee, they will require to make such a request in writing.

## **6. Removal of the member from the Purchase Committee**

- 6.1- Any member of the purchase committee may be removed from the committee-
  - a) If he/she is involved in any malpractices

- b) If he/ she has conflict of interest related to the purchasing of the college
- c) By the order of the Head of the College

**7. Meeting of the Purchase committee**

- 7.1- Minimum one meeting has to be conducted once in every three months
- 7.2- Convener has right to call the meeting of the members for some emergency cases or any other matter however, he/she needs to inform the members in writing or via mail in advance (Before minimum One Day)

**8- Ratification in the manual**

8.1 - Head of the College can ratify any of the provisions of the Purchase manual with the consent of the more than 80% of the members of the committee in writing.

8.2- In case of change in the provisions of the Purchase manual by the new members or new purchase committee, an approval of more than 75% of the old members are required without which, the ratification will not be possible.

**9- Sanctioning Authority**

<b>Amount of Purchase inclusive of Taxes and GST</b>	<b>Sanctioning Authority</b>
Rs.10,000/- (Rupees Ten Thousand Only)	Purchase Committee (Has to be sanctioned by minimum 80% members)
Rs.10,001/-and above	Head of the College or Management (As the case may be)

**Annexure A**

**S.K Somaiya Dgree College of Arts, Science and Commerce**

**Purchase Requisition Form**

Date-

Name of the Indenter-

Department-

Sr. No	Items required	Quantity	Purpose

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Signature of the Indenter

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\_\_\_\_\_  
\_\_\_\_\_

Remarks by the Purchase Committee

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Signature of the Purchase Committee Convener/ Members

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Remarks by the Head of the College

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Signature of the Head of the College