

**Sant Dnyaneshwar Shikshan Sanstha's
Annasaheb Dange College of Engineering and Technology, Ashta**

PURCHASE POLICY

The Purchase requirements of various departments and sections of this institution are being met by the purchase section.

1. Responsibility

a) Accounts Officer acting as Purchase Officer

- The Purchase Officer will make enquiries with the suppliers and other traders regarding the quality, price etc. of the items required.
- The Purchase Officer arranges all the local purchases.
- He will make negotiations to his level with the suppliers prior to approval of the Management.
- He will organize the purchase committee meetings.
- He will ensure the speedy arrival of the products.
- He will manage the purchase section and all other purchase activities.

b) Store Keeper

- Store is attached with the administrative office.
- All purchases are entered in the purchase register.
- He will verify all the purchased items and the items to be kept in the store will be arranged in the order.
- All the bills are to be entered in the Stock register.
- He has to place indents to the purchase officer to purchase the needed items.
- Issue of items to the faculties and other staff members as per their demand.

c) Purchase Assistant

- All the clerical works related to the local purchase and all other purchases.
- Preparation of Note files
- Maintenance of purchase registers & other records.
- Issue of purchase order.
- Verification of bills and submission of the same to Accounts department.
- Maintenance of files and register etc.

2. Procedure

a) Quotations

For all major equipment purchases, minimum of three quotations from different vendors are to be received, and the Purchase Officer/Head of the Department shall prepare a comparative statement.

b) Vendor Selection

All the vendors shall be called for the negotiation meeting with the Executive Director and/or Secretary. The decision of Executive Director and/or Secretary shall be final after the negotiation meeting.

c) Purchase Order

For all items other than local purchase items, purchase order shall be issued to the vendor based on the terms and conditions agreed upon in the negotiation meeting. The purchase order is issued in printed format as per the institute conditions on Letter Head with the authorization of the Executive Director.

d) Goods Receipt

The Vendor shall supply, install and provide demonstration of all items as per the specifications mentioned in the Purchase Order. The concerned Laboratory/Section Incharge and Head of the Department shall enter the item in the Department Dead Stock, which shall be verified by the purchase officer for releasing the payments.

e) Release of Payment

The purchase officer, after completing all procedures of the purchase, shall prepare a note with authorization from Executive Director and forward it to the Secretary for signature on the cheque. All the payments will be made through cheque payment only. In case of unavoidable situations, online payment is allowed with the approval from the Executive Director.

f) Institute Terms and Conditions

- The vendor should supply the goods as per the specifications mentioned in the purchase order. Minor change in the specifications are allowed with the prior approval from the Executive Director.
- If the goods are not delivered as per the specifications and/or major deviations in the Laboratory/Section Incharge observes the specifications, the goods will be rejected by the institute with no extra cost. The institute shall blacklist such vendor.
- In case of any part payment from the institute, the vendor will be paid the balance amount as per the agreed terms.
- The vendor will carry out the repair / maintenance of the goods during the warranty period. However, after the warranty period, the vendor / other agency with the approval from the Executive Director will carry out the repair / maintenance.
- In case of the goods received from foreign countries, the payment will be done at the currency rates available / mentioned in the Purchase Order.
- Part delivery will not be accepted, Installation and Commissioning is the responsibility of the supplier and shall be at supplier's cost, unless stated specifically.