

Babu Banarasi Das Institute of Technology and Management

Sector-1, Dr. Akhilesh Das Nagar, Faizabad Road, Lucknow

Procurement policy

Managed By : Babu Banarasi Das Institute of Technology & Mgmt., Lucknow

Approved By : All India Council for Technical Education, New Delhi

Affiliated To : Dr. A. P. J. Abdul Kalam Technical University, Lucknow

Procurement policy

1. The Procurement policy of the college is to ensure Transparency, fairness and fraud prevention, Equal opportunity, Economy and Efficiency through Effective means.
2. The Procurement processes consist of Identification of requirements, Developing specifications, Identifying suppliers/service providers, Inviting bids/proposals, Evaluating and awarding contracts, Contract management, Receipt and Certification of goods/services.
3. Goods can be procured by the following three ways in the college;
    a) Direct Contract –All Proprietary items
    b) Shopping – Items worth less than Rs. 10 Lakhs (inclusive of all taxes) by way of calling minimum 3 Quotations.
    c) National Competitive Bidding-Items worth Rs.10 Lakhs and more (rules Not Covered in this document)
4. All procurements will be fully processed and monitored through Procurement Management committee or CPC (Central Procurement committee) and any procurement outside it will have no recognition.
5. Important Aspects of Shopping are:
    a) No need for advertisement in newspapers, however the advertisement can be displayed in the institution website.
    b) Minimum three Quotations to be received
    c) Not less than 2 weeks' time for bid submission
    d) Payment terms should be 90% payment after delivery to the consignee and the balance 10% after receiving the goods or in accordance with the practices applicable to the specific goods and works.

GUIDELINES TO BE ADOPTED FOR INITIATING PROCUREMENT PROCESS

The entire procurement process is divided into four stages, which are as detailed below:

Stage1: Proposal by the concerned faculty/group of faculty (PROPOSER/S)
Stage2: Departmental Procurement Committee (DPC)
Stage3: Central Procurement Committee (CPC)
Stage4: Post Procurement Process (PPP)

Stage1: PROPOSAL BY THE CONCERNED FACULTY/GROUP OF FACULTY

The request for any procurement of equipment/item shall be initiated by an individual faculty or group of faculty members within a department or cluster; hereinafter called as the PROPOSER(S).

It is the primary responsibility of the PROPOSER/PROPOSERS to follow the guidelines of the Institution while preparing a proposal. The PROPOSER/PROPOSERS shall initiate the

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process by submitting the duly filled- in online Procurement through ERP by the concerned HOD.

A proposal submitted without following the above guidelines shall be liable for reversion by the appropriate authorities (HOD/DPC/CPC), for resubmission of the proposal.

Stage 2: DEPARTMENTAL PROCUREMENT COMMITTEE (DPC)

a) **Composition of the committee:**

1. Concerned HOD	Chairperson
2. Two faculty members*	Member
3. Department Procurement Coordinator	Member-Convener
4. PROPOSER(S)	Invitee(s)

*The two faculty members may be drawn from the same department or from cluster or any other department in the college (deciding factor would the knowledge & experience of the faculty in the matter). If need be the DPC can opt for one or two external experts.

Note: **Three members constitute the quorum.**

b) **Responsibility:** The DPC shall evaluate & ensure that the proposal conform the guidelines of the Institution. The DPC may accept/reject the proposal by recording its observation. The proposal will be forwarded to the Principal by the concerned HOD, only if it is recommended by the DPC. The decision of the DPC is critical & final.

c) **Functions:** After receiving the proposal (stage-1), the HOD will place it before the DPC. The DPC shall evaluate & ensure that the proposal made conforms to the guidelines of the Institution. The DPC has the power to accept/reject a proposal in the event of non-conformation to the guidelines specified. The DPC shall record its observation (Minutes of the Meeting) and return the proposal seeking resubmission. The proposal will be forwarded to [Procurement Format PF-2] by the Chairperson of the DPC, if and only if the proposal is recommended by the DPC.

Based on the recommendations of the DPC, quotations will be called by the Procuremnt/ Central store office.

Upon receipt of the quotations by the office & the same shall be opened in the presence of the subcommittee of the Central Procurement Committee (CPC) constituted for the purpose. After opening the quotations, the Procurement Manager shall prepare the comparative statement as per the guidelines. The comparative statement shall be verified collectively by the Proposer & Departmental Coordinator. They shall jointly certify that it matches with the technical specifications proposed. Anomalies if any shall be recorded for further suitable action by the CPC. After this, the matter will be referred to the CPC for its consideration.

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Stage 3: CENTRAL PROCUREMENT COMMITTEE (CPC)

a) **Composition of the committee:**

1. Director	Chairman
2. Director-Finance	Member
3. Director- Purchase	Member
4. Three Professors	Member
5. Procurement Manager	Convener

Note: **The CPC may be headed by the Chairman (to be decided by the Chairman of CPC). Three members shall constitute the quorum.**

b) **Responsibility:** The CPC shall ensure that the proposal has been made in accordance with guidelines of the Institution. The CPC shall verify that all the committees have accorded necessary recommendation.

c) **Function:** The CPC will review the proposal for its correctness in all respects. The CPC has to make its final recommendation for the approval of the proposal [Procurement Format PF-3] by the DIRECTOR. After approval, the concerned Office shall generate the Purchase Order (PO). The PO duly signed by the Director shall be sent to the concerned vendor and a copy to the concerned HOD. It is the responsibility of the HOD to follow up the matter since it is time bound.

After the approval of CPC the chairman of committee shall approve the procurement through ERP.

Stage4: POST PROCUREMENT PROCESS (PPP)

It is the responsibility of the concerned HOD for the follow-up action pertaining to the supply of goods by the vendor. It is also the responsibility of the HOD to arrange for the post procurement process. The HOD

a) Shall receive the goods/items from the Vendor as per the PO & record the date & time of receipt of the goods on the delivery challan.
b) Shall certify that all the goods/items received are as per the PO
c) Shall record & inform any deviations in the supply immediately to concerned office for further action
d) Shall ensure proper commissioning/installation;
e) Shall label the goods/items/equipment
f) Shall make appropriate entries in the Stock ledger & specify in the ledger that these items are 'Procured.

A detailed report consisting all the above shall be submitted to the concerned Office for further action. The Procurement Manager shall make a visit to department for physical inspection of the items, document, ledger, labeling and etc., and submit a report to the CPC.

After all the above actions, the shall make necessary entries and recommend for passing bills for payment to the Director [Procurement Format PF-4]. The office shall maintain the

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acknowledgement for the payments made in the respective files for a scrutiny of the entire process by the internal auditors.

NOTE : **This Procurement process is to be followed against the budget sanctioned during the financial year for the purchase of items approved by the Institute Financial/Governing committee .**

The department has to produce the MOM of the Financial/governing committee approving thebudget/purchase of the items.

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PF-1

INITIATION FOR PROCUREMENT OF EQUIPMENT/GOODS/ITEMS

[FOR SHOPPING/PROPRIETARY ITEMS]

1.	Name of Proposer(s)	
2.	Department	
3	Email Id	
4.	Mobile Number	
5.	Name of the Equipment proposed	
6.	Are the goods proposed are proprietary in nature	YES/NO
7.	If the goods are Proprietary, attach a copy Certificate of Proprietary	Attached/Not Attached/Not Applicable
8.	If the goods are Proprietary, attach a copy Certificate of authorization to the Vendor	Attached/Not Attached/Not Applicable
9.	Whether the Market Survey is done (Provide the addresses of vendors and their contact numbers.)	
10.	Whether the demo of the equipment is seen	YES/NO
11.	Approximate Cost in Indian Rupees (Exclusive of taxes)	Rs.
12.	Furnish detailed generic specification of the equipment proposed	
13.	List of earlier customers and their contact numbers. if any	

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14.	Whether the proposer(s)/any faculty/technical staff are familiar with operation of similar type of equipment(s); has hands on experience. If yes, please provided details	
15.	Whether training is required to operate the equipment for the proposer or any other faculty/staff in the department. If, Yes please provide the details: Number of persons to be trained, duration, etc.,	
16.	Whether the space for installation of equipment is identified	YES/NO
17.	Whether there is any need for further civil/electrical works needed for the installation of the equipment	Required/Not required
18.	Signature of the applicant & date	
19.	Date of receipt of the initiation form (Signature of HOD with Seal)	

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RECOMMENDATIONS OF DPC FOR PROCUREMENT OF EQUIPMENT/GOODS/ITEMS

[FOR SHOPPING PROPRIETARY ITEMS]

1.	Name of the Equipment proposed	
2.	If the goods are proprietary in nature, whether the Certificate of Proprietary/vendor authorization are attached.	YES/NOT APPLICABLE
3.	Date of Meeting of the DPC	
4.	The Market Survey done is from the authentic sources	YES/NO
5.	The specification generated is generic without ambiguity	YES/NO
6.	Demonstration Report for the equipment is responsive	YES/NO
7.	Whether Generic configuration has been verified that will in substantive responsiveness from vendors?	YES/NO
8.	Addresses and contact numbers of the finalized list of vendors from whom the quotations be called for is attached.(Minimum 5 vendors, after addition/deletion of the list from PF-1)	YES/NO
9.	Whether the Vendors considered are equals?	YES/NO
10.	A copy of the finalized generic specification of the equipment is attached and certified.	YES/NO
11.	Whether all the documents have been signed by the proposer/s?	YES/NO

The DPC hereby certify that the proposal of procurement is in accordance with the guidelines of the Institute and the DPC hereby recommend for further processing the procurement.

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RECOMMENDATIONS OF **CPC** FOR PROCUREMENT OF EQUIPMENT/GOODS/ITEMS

[FOR SHOPPING/PROPRIETARY ITEMS]

1.	Name of the Equipment proposed	
2.	Reference (Item Number)	
3.	Whether the vendors identified at PF-3 have received and acknowledged the enquiry?	YES/NO
4.	Number of vendors submitted the quotes	
5.	Whether any of the vendor/s have not responded with quote or sent regret letter?	
6.	Whether all the quotations/documents received have been properly signed?	
7.	Whether minimum of three comparable quotations have been received?	YES/NO
8.	Whether the Proposer & Department Coordinator have confirmed that specification quoted matches with those of PF-3.	YES/NO
9.	Whether the Comparative Statement generated has been duly signed?	YES/NO
10.	Whether L-1 is clearly identified	YES/NO
11.	Name and address of lowest bidder	
12.	Date of Meeting of the CPC	
13.	Observations of the CPC, if any	

The CPC hereby certify that the entire process is in accordance with the guidelines and the CPC hereby recommend for placing supply order with the lowest bidder mentioned above.

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RECOMMENDATIONS OF **CPC** FOR PAYMENT TO THE VENDORS

[FOR SHOPPING/PROPRIETARY ITEMS]

1.	Name of the Equipment **Procured**	
2.	Reference (Item Number)	
3.	Purchase Order Number and Date	
4.	Delivery challan Number and Date	
5.	Invoice Number and Date	
6.	Goods receipt confirmation from the HOD with date	
7.	Report on satisfactory installation and functioning from the HOD	
8.	Record of any deviations in the supply	NIL
9.	Whether proper entries are done in the department stock ledger	YES/NO
10.	Ledger Folio Number in the Department Stock Ledger	
11.	Ledger Folio Number in the Central Store Stock Ledger	
12.	Date of expiry of warranty	

The CPC hereby certify that the entire process is in accordance with the guidelines and the CPC hereby recommends for payment process.

ORDERS OF THE DIRECTOR:

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