

# DAYANAND COLLEGE, HISAR

## POLICY OF CENTRAL AND DEPARTMENTAL PURCHASES

### 1. Introduction

The Document describes the uniform and systematic procedure to be adopted by the college for the purchase of various kinds of Articles, Instruments, equipment, consumable materials and software by the Office, Departments, Hostel and Others. The rules have been framed for the effective functioning of the College.

### 2. Different purchase Committees:

College has two types of purchase committees.

- a. Central Purchase Committee
- b. Departmental Purchase Committee

**Central Purchase Committee:** College has a Central Purchase Committee consisting of the following members

1. Convener Purchase Committee
2. Co- Convener Purchase Committee
3. Faculty members nominated by the principal
4. Accounts officer

All the purchases (except purchases from departmental budget) are done through this committee by following the unified procedure mentioned below.

**Departmental Purchase Committee:** College has a Departmental Purchase Committee consisting of the following members

- (a) Head of the Department / In - charge (convener)
- (b) Minimum Two faculty members nominated by Head of the Department / In-charge
- (c) Store In-charge

Departments will be allotted an annual budget, which will be sent to the college management for the approval every year. The departments will meet their requirements through this departmental budget. If budget of any of the departments exceed from this amount, college will meet the expenses from the respective head.

All the departmental purchases from departmental grants are done through this committee by following the unified procedure mentioned below.

Special contingency fund may be allotted to the departments to meet any expenses occurred during the session.

### 3. Procedures for Purchase

Requisition/ **Purchase intent** is given by various departments, offices to the principal in which the article/articles required are mentioned with prescribed specification. This demand is forwarded to the convener / co-convener of the respective purchase Committee by the Principal. Before making any new Purchase(s) the existing / balanced stock should physically be checked by the concerned purchase committee.

**A. Direct Purchases:** Purchases of small amount (upto 5000/-) are done by the respective department/office directly (without quotations) from the nearest available vendor.

#### **B. Large purchase (amounting more than Rs. 5000):**


If the amount of an article is more than Rs. 5000, a meeting of Purchase committee is Convened by the Principal on request of the convener / co-convener of the purchase committee. In the meeting of the purchase committee, it is decided whether the demand is genuine and whether the budget allows for the same. It is also decided whether the purchase is to be done by inviting Quotation or through tender.

##### **(B.1) Purchases by inviting quotations:**

For all such purchases quotations are invited. On receiving quotations (minimum three required), the respective Purchase committee opens them in the presence of the members of the committee and entrusts one member for tabulation. The tabulated data is placed in the Purchase Committee. It is then analysed and the vendor will be selected based on the quality and price. Then purchase order will be issued by the Administrative Office.

##### **(B.2) Purchases by inviting Tenders:**

For all such purchases, the principal entrusts Administrative Office to invite tenders after obtaining permission from the Chairman and Governing body (if necessary). On receiving the tenders (minimum three) Principal opens them in the presence of respective purchase committee and Administrative Assistant and the data is tabulated. The tabulated data is placed in the respective Purchase Committee for scrutiny and recommendation. It is then further discussed by the members of the committee and the

  
Principal  
Dayanand College  
HISOR



vendor will be selected based on the quality and price. The file is then transferred for the approval of the principal. Principal directs the Administrative Assistant to issue the purchase order.

**4. Receiving items / installation:**

The items received through any of the above purchases are received and are entered in the central stock register and thereafter these are transferred to the respective department, section or office. There the entries are made in respective departmental stock registers. All purchases must be entered in two different registers one for consumable items and other for non-consumable items.

**5. Payments:**

The respective in-charges should verify that the equipment purchased are properly installed and tested. The bills are then certified by the concerned purchase committee for payment (at least three members). Bursar and office superintendent cross verifies all the bills before payments and finally the payment is done through cheque for all purchases from college account from the related head. The principal is the payment authority for all the purchases.

**6. Annual Maintenance Contract:**

Depending on cost and nature of the items to be purchased, it may be necessary to enter into maintenance contracts for a suitable period either with the supplier or with any other competent firm, not necessarily the supplier. It may however be kept in mind that the equipment or machinery is maintained free of charge by the supplier during its warranty period or such other extended periods as the terms of contract may provide for:

In case of renewal of the Annual Maintenance Contract, the following points should be considered:

- Annual Maintenance Contract should be from a prospective date. In order to ensure this, the Convener of the respective purchase committee shall be required to initiate action for renewal of Annual Maintenance Contract at least 30 days before the expiry of previous Annual Maintenance Contract.



Principal  
Dayanand College

- In case of any increase in the Annual Maintenance Contract when compared to Annual Maintenance Contract, necessary justification may be obtained from the firm.

**7. Miscellaneous:**

- Stock taking committees are formed by the principal for stock checking and annual audit. These committees will check the items and stock register during annual internal audit and put their signatures on each page of the stock register.
- Gate-pass will be issued by the administrative office for any items to be taken out of the college, after physically verifying the item.



**Chetan Sharma,**  
**Convener**  
**Central purchase Committee**



**Principal**

**Principal**  
**Dayanand College**  
111111

Copy to: All Heads of the Department.  
General Office/ Stock In-Charges