

KHALSA COLLEGE OF PHARMACY, AMRITSAR

REVISED PURCHASE POLICIES, OCTOBER 2020

Purchase of all goods as mentioned in introduction should be strictly under the power of purchase committee of the institute.

Purchase committee's Permission is essential for procurement of any goods and their services.

Committee Head is responsible to submit budget of purchase of all goods every year to the Head of Institute (HOI) with specifications, model number and name of manufacturer before the end of Annual examination of their faculties in presence of store in-charge and head of purchase committee.

Purchase committee/ Store in-charge will be responsible to invite quotation of all goods/items with co-ordination of faculty who wants such goods in desired duration of time.

The goods whose cost below Rs. 3000/- will be purchased directly using Requisition form without any invitation of quotation from vendor but with prior permission of HOD, member of Purchase committee (PCM) and HOI/Principal/ Director on Requisition form.

For the purchase of new equipments/ instruments whose cost more than Rs. 5 lakh, Minimum three quotation must be invited by the purchase committee/ store in-charge under the supervision of faculty as well as HOD who require such goods.

A document showing comparative cost, specification, terms and condition of payment with brand and sale after service following information brochure of goods after receiving quotations of the same will be prepared by purchase committee/store in-charge under the supervision of head of PCM and HOI/Principal/ Director and will be submitted to the Administrative office for final permission.

After getting approval from the member of Administrative Office Khalsa College of Pharmacy, Purchase Order (P.O.) will be prepared by Purchase committee/ Store in-charge with supervision of Clerk of Khalsa College of Pharmacy for the vendor who has quoted lowest for the specific goods according to invited quotations.

All goods will be verified according to raised P.O. with invoice by the Head of Purchase Committee and HOD of each department following their sign on each document.

Any goods will be rejected by the Head of Purchase Committee and HOD of each department during verification with reason on document if the goods not comply with the specification according to quotation.

Inventory record should be maintained by Store in-charge for each goods under the supervision of the Head of Purchase Committee, HOD of each department and finally HOI/Principal/ Director.

Lab-equipment in-charge of each department is solely responsible for maintenance of allotted equipments/instruments.

The faculty working on any sanctioned research project (Principal Investigator) will solely responsible to identify his/her project's requirements as well as submission of the proposal of same goods to the Purchase Committee with minimum three different quotation of the same goods with all specification, terms and condition from the vendor / manufacturer according to duration of project in order to benefit of Institute's department.

Verification of Stocks such as chemicals (solids, liquids etc.), Glass wares, plastic wares, miscellaneous items for each laboratories after completion of end semester examination will be carried out by laboratory technician/assistant with the help of laboratory attendant within 5 days of last date of examination in prescribed format using computer excel program and same will be submitted via google sheet for verification purpose to laboratory incharge, course coordinator/faculty and Store In-charge. Difference between the available stocks in central store and existing Stocks of all laboratory will be carried out by Store in-charge and verified by the Head of PCM. The difference is known as stocks required to be purchased for the next session that will be processed for Quotation from known firm (Vendor/Supplier/Manufacturer).

APPROVAL OF ITEMS / GOODS AND FUNDS

Items and funds for purchase may be approved by the Competent Authority as defined below;

Competent Authority:

1. For purchase/orders up to Rs. 50,000/- is Head/ Principal Investigator (PI) who has sanctioned research project under the supervision of Head of Purchase Committee and HOI/Principal/ Director.
2. For purchases from Rs. 50,000 / - to Rs.5 lakh is the concerned Departmental Head and Purchase Committee Head, finally HOI/Principal/ Director.
3. For purchases of any items whose cost more than Rs. 5 Lakhs and up to Rs. 50 lakhs is the Chairman / Managing Trustee of organization under the guidance and documentary signature of HOI/Principal/ Director.
4. For the purchase of any goods above 50 lakhs, the Managing Trustee has full power.
5. For the purchase of any goods in emergency up to Rs. 3000/- cost through requisition form is made by HOD, Member of Purchase Committee (LPC) and Course in-charge of respective laboratory.
6. The annual maintenance/service contract from the original equipment/ machines ACs manufacturer/manufacturer's authorized supplier, for a value of maximum 10% of the original cost for the first 2 years and thereafter 15% of the original cost or 110% of previous year AMC value by Chairperson of Purchase Committee or HOI/Principal/ Director.
7. Full service/comprehensive maintenance from the original equipment/ machine/manufacturer/manufacturer's authorized supplier by Chairperson of Purchase Committee (PC)/ or HOI/Principal/ Director.

8. The repair work, spare parts, calibration from the original equipment manufacturer/manufacturer's authorized supplier, calibration from NABL accredited laboratory by Chairperson of Purchase Committee (PC)/ or HOI/Principal/ Director.

TYPE OF PURCHASE

Purchase upto Rs. 5000/- may be made without calling quotations.

Purchase of any goods of cost more than Rs. 5000 and up to Rs. 5,00,000/- may be made through invitation of minimum three quotation from different vendors/ manufacturers according to required specifications. Single Manufacture/ Vendor Order: Purchase up to Rs. 25 lakhs can be done by sending an enquiry letter to a single firm under the following circumstances;

(a). The required goods are to be purchased from a particular source and the reason for such decision is to be recorded in the form of Departmental Purchase Meet Report.

(b). For standardization of machinery or spare parts to be compatible to the existing sets of equipment, the required item is to be purchased only from a selected firm.

(c). Many times, it is found that the certain item which carries some critical technologies is solely manufactured by some foreign companies who may not have any Indian counterparts/ representative/ dealer. In such cases, it becomes extremely difficult to purchase these specialized/ customized items carrying critical technology which might be essentially desired to meet the objectives of research endeavours. In such cases, the notice regarding purchase of item(s) must be first circulated to all administrative head and HOD of institute giving a minimum time of 15 days to submit quotations. In case there is no response, quotations may be collected through e-mail, with a clause that the proof of email communication with at least three relevant companies should be given by the indenter. Further, even if only one of the foreign manufacturers responds against the email enquiry, then it should be considered as the valid quote to place the PO.