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Purchase Policy

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Preamble

The Purchase Manual has been framed for procurement of various equipment, products and services as may be required by various departments of the IIHMR campus. All the purchases covered under this manual and defined SOP will be governed by this framework. The requirement for purchases of materials and products and procuring of the services will be identified by the concerned department and will be routed to the Purchases Committee, which will be empowered to finalize the procurement.

All users and stakeholders are requested to read the manual and align the work processes in accordance with standardized procedure defined in the manual.

Amendments to any clause or paragraph of this manual may be made after an approval is given by the Chairman / Trustee Secretary after a request is made by the campus head to the Chairman / Trustee Secretary.



Formation, Role and Functions of the Purchase Committee

I. Formation of Purchase Committee of respective campuses.

The Purchase Committee of respective campuses shall be formed by the office order of campus head or director and shall be valid for the period mentioned in that office order.

II. Classes of items according to requirements:

For better understanding, the requirements for various items are classified in the following four groups:

1. Capital items.
2. Items/services purchased once in a year.
3. Items/services purchased on a regular (monthly/quarterly) basis.
4. Items /services purchased on the basis of unanticipated needs.

III. Scope of Purchase Committee

Purchase pertaining to the following areas is under the purview of the purchase committee:

1. Furniture and fixtures.
2. All types of capital items.
3. Guest house, housing, hostel, canteen & gym related items /goods.
4. Electrical and electronic equipment.
5. Office equipment.
6. Library equipment.
7. Computer(s) / laptop(s) and computer and IT equipment's etc. (the specifications shall be provided by respective Manager / Head of Unit)
8. Rate contract for a year for Store (general computer & office printing stationery, electrical, housekeeping, MDP bag (regular), pantry etc.)
9. Manpower / outsource / service contract(s) (housekeeping, garden, security, electrical, canteen, drivers, pantry boy, staff bus, taxi & bus data entry operator etc.)
10. Annual Maintenance Contract(s) (AMCs).
11. Printing and Publications (excluding questionnaire and research related paperwork).

12. Rent of computer(s) / printer(s) / any other item(s) taken on rent.
13. Finalization of rate for regular paint work.
14. Finalization of vendor for website development or / and updation.
15. Renovation.

IV. Functions of Purchase Committee:

The Purchase Committee will facilitate procurement of goods / services as under:

1. to review the purchase requests received from various departments,
2. to review rate contracts for various goods / services to be procured on annual basis,
3. to evaluate various quotations received for goods / services to be procured,
4. to recommend purchases of goods / services.

V. Meetings of PC:

The Purchase Committee will meet at least twice in a month with a fixed agenda. If required, it can meet more frequently as per requirement.

VI. Minutes of the Meeting:

The minutes of the meeting will be prepared by the member secretary of the Purchase Committee. Minutes of the meeting will be prepared (with item & cost) and will be submitted to Campus Head, Registrar, Head of Administration and Head of Accounts.

VII. Maintenance of records:

Following files will be kept by the Member Secretary of the Purchase Committee:

1. Minutes of the Purchase Committee meeting
2. Requests, recommendations for each purchase.
3. List of approved empaneled vendors / suppliers / contractors.
4. List of blacklisted vendors.
5. All original papers and related files will be kept under the custody of concerned department.

VIII. Exclusions:

Following will not be in purview of the Purchase Committee:

1. Purchase of projects assets, hiring office for projects, hiring project / MDP training venue/ hiring caterers for training, projects and misc. events/ hiring of transportation vehicles / stay arrangement of staff, participants and investigators outside campus shall be taken care by the administration department in consultation with PI / PD / Dean Training / Research.
2. Special MDP training bags & mementos for guests will be procured by the concerned department in consultation with Administration and Dean Training.
3. Special dinner at hotel & hotel bookings for MDP participants / guests will be looked after by the administration in consultation with Dean - Training or Project in Charge.
4. Arranging logistics for organizing programme or Hotel Booking for Guests like BoM, GB, AAC, MB, BoS, F&A committee, guest faculty, speakers, placement etc. and events like annual student conferences, convocations, inaugurations, foundation day, alumni meets, 26th January, 15th August programme or any other special programme will be looked after by the administration department based on requests received from concerned committee or department or authority of the respective campuses as per internal budget, if any.
5. Hiring of Consultant/lawyer/advisor/guest faculty/professional/speaker.
6. If services of vendors (manpower services, AMC and other service / supply) are satisfactory, Admin department may extend the contract with same terms and conditions in consultation with Head of the campus or Registrar / Equivalent position and the copy of the renewal order will be sent to the Purchase Committee for records.
7. Any revision in minimum wage by the state government, administration department may take approval from Registrar/ Head of the Administration/ HR Head as and when needed.
8. General Stationery items (Paper rims etc.)
9. Repair and Maintenance work including emergency work i.e. borewell, leakage of pipe line, electricity parts, repairing etc.
10. Books and Online Journals purchases to be done by Library Committee.
11. Finalization of PR, digital and advertisement agencies and marketing expense will be done by marketing head or by marketing committee

IX. Limit of purchase of goods, services & requirement of PO, quotations & approval regarding budgeted items

Amount (Before GST)	Requirement of PO	Requirement of quotation	Requirement of PC Approval
Up to Rs.-50,000/-	No	No	No
> Rs. 50,000/- & up to 75000/-	Yes	Yes, Three	No
> Rs. 75,000/- & up to 1,00,000	Yes	Quotations from recognized supplier / vendor/ contractor	No But Decision will be taken by a committee of two persons of the department i.e. HOD & his/her next line in command
More than Rs. 1,00,000	Yes		Yes
Emergency Purchases	Yes	No	No*

* In case of emergency purchases, campus head's approval will be required. This limit is subject to limit mentioned in below note 1. The format of approval is attached in the Annexure 1.

Note 1: Non-Budgeted Purchases up to ₹ 10 Lakhs shall require Campus Head's Approval in a year .

Note 2: Non-Budgeted Purchases more than ₹ 10 Lakhs shall require Chairman's / Trustee Secretary's Approval.

Note 3: There shall be no requirement of three quotations and PC approval in case of research project related matters. (Refer to Point No. 1 of Para VIII - Exclusion)

Note 4: All HODs and Deans are authorised to purchase up to ₹1 lakh as per the approved budget for their respective divisions. Any purchase exceeding ₹1 lakh will be subject to the PC norms. For all purchases below one lakh, the accounts department will carefully scrutinize before releasing the payment.

Note 5: The HODs and Deans will take care of all audit issues if any arise by the auditor(refer Noe:4).

Other General Guidelines

The respective campus:

1. Procures good quality of equipments, product and services and at optimal cost. Efficiencies in usage and timely supplies are ensured.
 2. Purchases goods at best rates and most beneficial terms & conditions from reliable suppliers. The Purchase orders are placed only after proper processing.
 3. Strives to regularly cut purchase cost, attain efficiencies and explore various areas of improvement in prices and terms & conditions of suppliers.
 4. Regularly explores and identifies better vendors or service providers. The vendors are included in approved panel after capability, efficiency and after Sales Service assessment.
 5. Regulates and monitors the material movement at the gate point for ensuring receipt of items, curbing pilferage and improving internal control.
 6. Ensures receipt of defect free and adequate goods for seamless and uninterrupted working activity and their recording in the books. Payments are made timely in sync with fund flow management.
 7. In respect of critical supply requirements, special approvals are generated for making emergency purchases with the authorized person. Efforts are made continuously to curb such emergency cases and are reported to management periodically.
 8. Obtains some of the items on custom made basis through single source procurement. It is important to ensure that their supplies are up to the quality and in a timely manner.
- Note: IIHMR Management may amend the Purchase Policy, manual or SOP from time to time as they may deem fit with the consultation of Campus Head / Chairman / Trustee Secretary.



Annexure:1

Format of Approval in the case of Emergency Purchases

Date: _____

Name of the person taking approval: _____

Name of the dept.: _____

Name of the good(s) / service(s) : _____

Approx Amount of purchase of good(s) / service(s): _____

Reason for the requirement of good(s) / service(s): _____

Justification for emergency purchase of goods / service:

_____.

(Signature)

(Approving Authority Signature)
(With Designation)

