

# POLICY FOR PURCHASE



**ST. EDMUND'S COLLEGE  
SHILLONG**



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Policy for Purchase

**Title:** Policy for Purchase

**Document Reference No:** SEC/PP Ver II. (202-22)/2023

**Area of Applicability:** College

**Date of Applicability:** 6th June 2023

**Total Pages:** 09

**Next Revision Date:** 5th July 2025

**Disclosure Information:** Controlled Disclosure

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# 1. Commencement & Applicability

## 1.1. Commencement:

This Purchase Policy came into effect from 1st July 2023 and has been approved by the EC of the College on . The Purchase Policy will be reviewed by the EC every three years or as and when required.

## 1.2. Applicability:

This Purchase Policy shall be applicable to:

1.2.1. The concern departments of the College, the Project Investigator of all Extra Mural projects, and the College campus.

1.2.2 . All kinds of procurement of goods and services excluding –

- Land and Building, construction of new building, addition / alteration / renovation work to existing building, special repairs, and installation of new or replacement of old equipment like lifts, DG sets, AC equipment, fire-fighting systems, EPABX etc. during construction of new building or addition / alteration / renovation work to existing building only, which are covered under separate Infrastructure Guidelines.
- Specialized and professional advisory / consultancy services like HR consultants, Media & PR consultants, legal services, advocates, auditors, tax consultants, reviewers, writers, trainers, examiners, paper setters, architect, valuers or any other specialized or professional services etc.
- Specific items gifts, mementoes, convention bags, hotel, catering etc. for Programmes / Seminars/workshops may be procured / availed directly from the supplier.
- Printing of Confidential papers - Processing of Results, procurement preparation and attendance sheets, award sheets, absentee list and scanning thereof including Answer Books/ sheets; and movement of Examination materials, i.e., Question Papers, Answer Books and other material to/ from Examination Centres and Examiners etc.
- Printing, packing, procurement and supply of Answer Books, Pre and Post Examination activities relating to online/ offline examinations including evaluation of answer books through online/ offline mode.

## 2. Definitions

- 2.1 Delegation of Financial Power (DOFP)** – means Delegation of Financial Power as approved and amended by the sponsoring body - Congregation of Christian Brothers in India (CCBI). In present case the Secretary, Governing Body is entrusted with the authority to amend the purchase of the College.
- 2.1.1 Executive Committee (EC)** – defines as the Secretary, GB as the chairperson, Bursar, financial secretary of the College and other members as nominated by the sponsoring body of the College.
- 2.1.2 Purchase Committee (PC)** - means the Committee (by whatever name called) constituted to recommend the Purchase of items from grants received from Governmental/Industrial organizations. This committee will meet on need basis as on when funds are received. (Annexure I for details).
- 2.1.3 Technical Evaluation Committee (TEC)** – means a committee which will be constituted by the Secretary, GB if need arises, for technical evaluation of bids received against the tender and to recommend the technically qualified / disqualified bids along with reasons thereof as per the terms of the tender.
- 2.1.4 Registered Vendor (RV)** – means a vendor registered with the College who shall be eligible for receiving Tender Enquiry for the specified items for which he has been registered by the College on his application and payment of prescribed fee.
- 2.1.5 Empanelled Vendor (EV)** – means a vendor with whom a Rate Contract has been concluded by the College after following the due procurement process.
- 2.1.6 Request for Proposal (RFP):** A document prepared by the organization to solicit proposals from vendors for the supply of goods, services, or assets. It outlines the requirements and evaluation criteria.
- 2.1.7 Purchase Requisition (PR):** A formal request submitted by an authorized individual or department within the College to initiate the procurement process for specific goods or services.
- 2.1.8 Request for Quotation (RFQ):** A document used to invite vendors to submit quotations for specific goods, services, or assets. It typically includes a detailed description, quantities, and delivery requirements.
- 2.1.9 Purchase Order (PO):** A legally binding document issued by the College to a vendor, specifying the details of the purchase, such as the goods or services ordered, quantities, price, delivery date, and terms of payment.
- 2.1.10 Purchase Approval (PA):** The process of obtaining authorization from the appropriate individuals or departments within the organization before a purchase can be made.

## 3.0 Objectives of the Purchase Policy

- ⇒ To ensure right item of requisite quality available at right place in right time and quantity and ensure the procurement/purchase at a right price following the laid down administrative and accounting procedures.
- ⇒ To define procedures including authority and responsibilities thereof in such a way that will facilitate the purchase of any commodity.
- ⇒ To purchase materials for the College use within the sanctioned budget most economically and keeping guard of quality and delivery schedules.
- ⇒ To ensure proper delegation of responsibility and accountability to bring in required efficiency, economy, and transparency in procurement.
- ⇒ To maintain constant touch with the market condition and explore possibilities of identifying new sources of supply at competitive rates.
- ⇒ To ensure equitable treatment of suppliers and promotion of competition in procurement.
- ⇒ To process the suppliers bills promptly to ensure correct and timely payment.
- ⇒ To maintain the records of all procurements that shall be subject to audit.
- ⇒ To ensure provisioning of goods and services as per the requirement of the user.

# 4.0 MODES AND PROCEDURE OF PROCUREMENT

Depending upon the total estimated cost involved, urgency and availability of time, the procurement shall be made by following modes given hereunder: -

1. Purchase without quotation
2. Purchase through Executive Committee
3. Purchase through rate contract
4. Purchase through Purchase Committee
5. General Purchase
6. Library Purchase
7. Online Purchase

The procedure under each mode is given here under: -

## 4.1 Purchase without quotation

Purchase of chemicals, consumables, perishable as required by respective laboratories may be directly purchased from RV or EV or non-registered without inviting quotations or bids by the head of the respective departments/committees etc. The purchase should be made through an appropriate, PO and PA and the same may be submitted to the account's office for payment. Furthermore, in addition to this the Head of Departments/ Committee must make the PO based on the sanctioned grant received from the EC. Under no circumstances the grants sanctioned will be forwarded to the next financial year.

## 4.2 Purchase through Executive Committee

- Purchase of goods viz. laboratory instruments, immovable items, printers, laptops, digital equipment's, etc or any immovable items are to be purchased through an RFP and further approval & recommendations from the Executive Committee [EC] of the College.
- For any technical service, machine parts, maintenance services, IT requirements, AMC of items, etc. RFP are to be submitted for EC approval.

- Departments/heads of committee/other interested are to submit 3 copies of the quotations (received through RFQ) from of the similar item that the proposed rate is reasonable as prevailing in the market from the RV or EV or non-registered vendors having a valid GST to the Principal office either through email or hard copy. Upon approval the purchase is to be made through the PO and necessary invoice may be submitted to the Accounts office for the payments.

NOTE:

- i. All goods purchased are to be send to Rector office for necessary tagging in the cloud software.

#### **4.3 Purchase through Rate Contract**

- The EC or any it's designated entity shall maintain rate contracts for goods and services of standard types, which are identified as items of common use and are needed on recurring basis by various Departments/offices etc. The rate contract shall be concluded either through the Market Survey, Limited Tender Enquiry or Open Tender Enquiry as may be applicable based on estimated cost of procurement in a financial year based on the estimated consumption.
- The EC or it's designated entity shall prepare and maintain list of items in broad Groups to ascertain the estimated consumption and total estimated cost thereof in a financial year to decide the mode of procurement and maintaining the rate contract. For example – stationery, paper, envelops, computer stationery, photocopy paper, pens, pencils etc.
- Rates should be finalized at least for one year, but the rates should also be monitored for any downward revision. In case of downward revision, the rates should be re-decided.

#### **4.4 Purchase through Purchase Committee**

- Purchase of major instruments, minor instruments, desktops, laptops, smart devices or any items which are immovable etc through funds received from Governmental/ Non-governmental agencies to be executed through an appropriate Purchase Committee (PC) approved by the EC of the College and as per the norms & conditions laid in General Financial Rules (GFR), 2017.
- The constitution of the purchase committee is:



- A. Secretary, GB – Chairman
  - B. Bursar – Finance
  - C. IQAC Coordinator – Member
  - D. HOD/anyone nominated by the Secretary GB- Member
  - E. External expert
  - F. Personnel Incharge of the Project – Member Secretary
- The personnel Incharge of the project are to submit to the EC for the approval of the PC and thereafter competitive bidding as per GFR rules, 2017 to be incorporated. The details of such competitive bidding are available at the Accounts office of the College. If require the PC may form a TEC subcommittee for further consultation.

#### 4.5 General Purchase

The respective departments through the HOD and the other Committees head would be allowed to purchase perishable items, stationary, urgent requirements, printing cartridges etc with a sealing amount of ₹ 10000/- (Ten thousand only). Such purchase is to be made with the INDENT book which are available with the departments/committees or can be purchased directly. For requirement through INDENT, the request may be sent to the Administrator of the Rector Office.

#### 4.6. Library Purchase

- Library textbooks, reference books may be directly purchased from the RV or EV or other eligible vendors by the HOD or his/her representatives. The Purchase are to be made from the budget approved by the EC.
- The purchased books along with the requisite bill are to be send to the Librarian for generating the Accession number. After Accession number generation the bill will be send to the account's office for reimbursement. Further the HOD may procure some reference books for the usage in the Departmental Library.
- For Purchase of e-books, journals, e-journals, other web resources the HOD may contact the librarian.
- For purchase through online mode the process depicted in 4.7 to be followed

[Kindly Note: Usage of the books both in the College & Departmental Library is to be recorded and minute monthly]

**4.7. Online Purchase.**

- Applicable for purchase of Goods & Services from various e commerce platforms.
- The Rector office shall be contacted for purchase of any items including books.
- Heads of department/ heads of various committees are requested to send their requirements including books etc through what's app at a designated mobile number in the Rector office.
- The Rector office in turn will initiate the purchase on behalf of the college.