# **QUALITY POLICY**

# **PURCHASE**





(An Autonomous Institution Affiliated to Bharathiar University Coimbatore) Approved by Government of Tamil Nadu and Accredited by NAAC with 'A' Grade (2ndCycle) Dr. N.G.P. - Kalapatti Road Coimbatore-641048 Tamil Nadu India Web: www.drngpasc.ac.in | Email: info@drngpasc.ac.in | Phone: +91-422-2369100

**PURCHASE** 

#### PURCHASE POLICY

#### **Policy Guidelines**

The following are the guidelines for purchase of equipment: -

- The prominent vendors /suppliers for purchase of different equipment should be identified by the respective Head of the department.
- The list of identified vendors should be added in the approved vendors list of theInstitution
- Identification of equipment with required specifications by the respective staff and thelab in charge along with the discussion of HoD.
- The HoD should take necessary steps to get different quotations at competitive rates from the list of approved vendors.
- The quotations should consist of comprehensive specifications of the equipment suchas make, model, warranty and payment policy along with terms and conditions.
- The comparative statement of the quotations received by different approved vendors should be prepared by HoD.
- The comparative statement should be discussed with the purchase committee constituted by Principal.
- The purchase committee will identify the terms and conditions regarding the payment of the selected vendors.
- The identified prominent vendors should be called for demonstration /presentation of the equipment.
- The HoD will narrow down the equipment based on the model, make and specification.
- The negotiation of the pricing will be made in the presence of the following members:
  - a) Madam Secretary
  - b) Principal
  - c) Members of the purchase committee



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- The following members are nominated as members of the purchase committee for ourcollege in addition to Madam Secretary of the Institution or her nominee
  - 1. Principal
  - 2. Dean Administration
  - 3. HoD Dept. of Physics
  - 4. HoD Respective Department
  - 5. Staff in charge of the lab Respective Department
- After the approval of the Management, CEO (Regular Purchase / Principal (Projectpurchase) will place the purchase order (PO) to the respective vendor.

### **Payment Policy**

The payment for the purchase is made in the following manner:

- As an advance, 40% of the payment will be made at the time of releasing the purchaseorder.
- The remaining 40% of the payment will be made after the delivery and commissioning the equipment.
- The balance 20% of the payment will be made after one month of successful performance of the equipment.
- In case of foreign order, either the payment will be made through wire transfer or demand draft or letter of credit.



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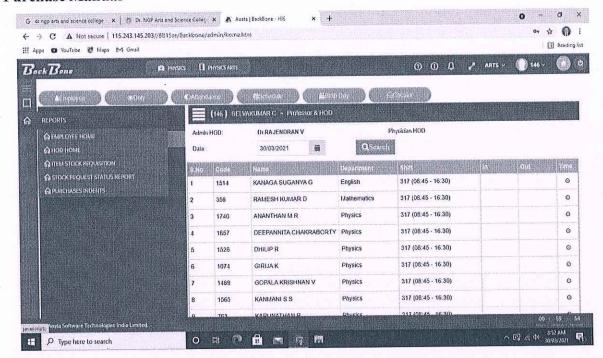
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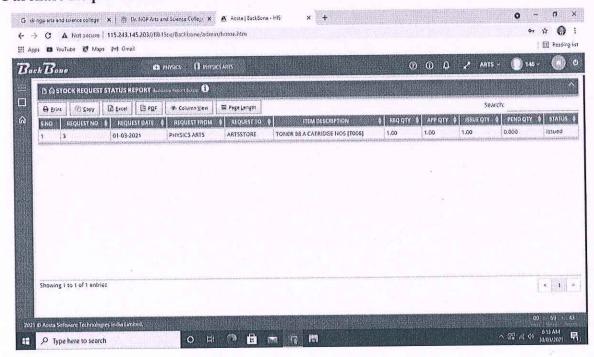
**PURCHASE** 

### **Purchase Request Portal**

#### **Purchase Manual**



#### **Purchase Request Status**







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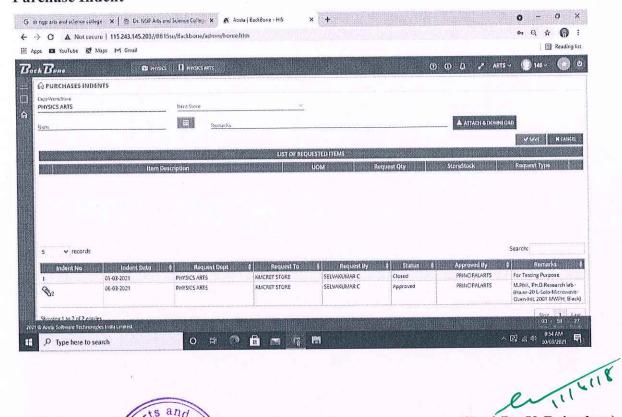
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**PURCHASE** 

#### **Purchase Indent**





(Prof. Dr. V. Rajendran) Principal



# Dr. N.G.P. Arts and Science College

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