


QUALITY POLICY

PURCHASE



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|  | <p align="center">Dr. N.G.P. ARTS AND SCIENCE COLLEGE (An Autonomous Institution Affiliated to Bharathiar University Coimbatore) Approved by Government of Tamil Nadu and Accredited by NAAC with 'A' Grade (2nd Cycle) 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</p> | <p align="center">Q.P</p> <hr/> <p align="center">PURCHASE</p> |
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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 the Institution
- Identification of equipment with required specifications by the respective staff and the lab 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 such as 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 our college 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 (Project purchase)) 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 purchase order.
- 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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Purchase Request Portal

Purchase Manual

Screenshot of the BackBone HRMS application interface. The user is logged in as (146) SELVAKUMAR C. - Professor & HOD. The interface shows a sidebar with navigation options like EMPLOYEE HOME, HOD HOME, ITEM STOCK REQUESTION, STOCK REQUEST STATUS REPORT, and PURCHASES INDEBITS. The main content area displays a table of staff members with columns for S.No, Code, Name, Department, Shift, IR, Oid, and Time. The table lists 8 staff members, all in the Physics department, working in Shift 317 (08:45 - 16:30). The Admin HOD is Dr. RAJENDRAN V and the Physician HOD is also listed. The date is 30/03/2021.

| S.No | Code | Name | Department | Shift | IR | Oid | Time |
|------|------|------------------------|-------------|---------------------|----|-----|------|
| 1 | 1514 | KANAGA SUGANYA G | English | 317 (08:45 - 16:30) | | | |
| 2 | 358 | RAMESH KUMAR D | Mathematics | 317 (08:45 - 16:30) | | | |
| 3 | 1740 | ANANTHAN M R | Physics | 317 (08:45 - 16:30) | | | |
| 4 | 1657 | DEEPANNITA CHAKRABORTY | Physics | 317 (08:45 - 16:30) | | | |
| 5 | 1526 | DHILIP R | Physics | 317 (08:45 - 16:30) | | | |
| 6 | 1074 | GIRIJA K | Physics | 317 (08:45 - 16:30) | | | |
| 7 | 1489 | GOPALA KRISHNAN V | Physics | 317 (08:45 - 16:30) | | | |
| 8 | 1565 | KANMANI S S | Physics | 317 (08:45 - 16:30) | | | |
| 9 | 763 | KADUMATHAN D | Physics | 317 (08:45 - 16:30) | | | |

Purchase Request Status

Screenshot of the BackBone HRMS application interface showing the STOCK REQUEST STATUS REPORT. The report displays a table with columns for S.No, REQUEST NO, REQUEST DATE, REQUEST FROM, REQUEST TO, ITEM DESCRIPTION, REQ QTY, APP QTY, ISSUE QTY, PEND QTY, and STATUS. The table shows one entry for a TONER BB A CATRIDGE NOS [T006] with a status of 'Issued'. The interface includes search and filter options, and a footer indicating 'Showing 1 to 1 of 1 entries'.

| S.No | REQUEST NO | REQUEST DATE | REQUEST FROM | REQUEST TO | ITEM DESCRIPTION | REQ QTY | APP QTY | ISSUE QTY | PEND QTY | STATUS |
|------|------------|--------------|--------------|------------|--------------------------------|---------|---------|-----------|----------|--------|
| 1 | 5 | 01-03-2021 | PHYSICS ARTS | ARTSSTORE | TONER BB A CATRIDGE NOS [T006] | 1.00 | 1.00 | 1.00 | 0.000 | Issued |



Dr. NGPASC
COIMBATORE | INDIA



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PURCHASE

Purchase Indent

Dr. N.G.P. Arts and Science College - X | Dr. N.G.P. Arts and Science College - X | Acsta | BackBone - HIS

Not secure | 115.243.145.203/B915su/Backbone/admin/home.htm

Apps | YouTube | Maps | Gmail

BackBone

PHYSICS ARTS

PHYSICS ARTS

Items

ATTACH & DOWNLOAD

SAVE | CANCEL

| LIST OF REQUESTED ITEMS | | | | | |
|-------------------------|-------------|--------------|---------------|--------------|-------------------------------|
| Item Description | UOM | Request Qty | Store Stock | Request Type | |
| 5 records | | | | | |
| Indent No | Indent Date | Request Dept | Request To | Request By | Status |
| 1 | 01-03-2021 | PHYSICS ARTS | KMACRET STORE | SELVAKUMAR C | Closed |
| 2 | 06-03-2021 | PHYSICS ARTS | KMACRET STORE | SELVAKUMAR C | Approved |
| | | | | | Approved By |
| | | | | | PRINCIPALARTS |
| | | | | | PRINCIPALARTS |
| | | | | | Remarks |
| | | | | | For Testing Purpose |
| | | | | | M.Phil., Ph.D. Research lab - |
| | | | | | (Hajer-20 L-Solo-Microwave- |
| | | | | | Oven-HIL 2001 MWPH, Black) |

Showing 1 to 2 of 2 records

2021 © Asta Software Technologies India Limited

Type here to search

03:58 27

8:54 AM 30/03/2021



(Prof. Dr. V. Rajendran)
Principal



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