



College of Pharmacy, Dehradun

Rev.	Implementation Date	Approved by
1	Effective from July 2022	Principal

PURCHASE POLICY & PROCEDURE

1. Objective

The objective is to make a provision of adequate and timely supply of materials to the Faculty / Departments and students for carrying out their research and educational activities, fairly and transparently, in line with the principles of procurement.

The procedure covers procurement of all kinds of goods viz. equipment, instruments, plants & machinery, furniture, fixtures, raw materials, spares, chemicals, glassware, stationery etc. and all kinds of services, which include concluding rate contracts, annual maintenance contracts, customs clearance and cargo handling & consolidation services, exporting of goods for warranty replacements/repairs etc. but excludes publications, printing works, outsourcing activities connected to Infrastructure, Housekeeping, Security, cleaning, horticulture etc.

2. Terminology and Abbreviations

Standard terminology has been adopted in this Manual. In certain areas, there may be two or more widely used terminologies bearing the same meaning as mentioned below:

- i) **Institute/ College** means the College of Pharmacy.
- ii) **Indenter** means the authority sending a requisition for the procurement of goods and services. The Indent should be routed through the Section Head/Department Head only.
- iii) **Goods means** and includes all articles, material, commodities, furniture, fixtures, raw material, spares, instruments, machinery, equipment, etc., purchased or otherwise acquired for the use of the College
- iv) **“Competent Authority”** means, in respect of the power to be exercised under any of these rules, the Principal such other authority to which the power is delegated by or under these rules.

3. **Execution of Works:** The Procurement of Works is done under the Purchase & Store Department of the College. The procurement of works shall be done in accordance with the procedures and guidelines prescribed in the Policy, with all the provisions contained in this Policy and as per the amendments issued from time to time.

4. Purchase Committees:

Constitution and Functions of the Purchase Committee

The Principal, COP, will constitute the Purchase Committee, which will consider all cases of procurements, both consumable and non-consumable items, including equipment.

The Committee shall consist of the following members: -

- (i) Chairman: Principal
- (ii) One Member: Indenter / IQAC Coordinator
- (iii) One Member: Senior Faculty
- (iv) Member: Available officer of the Accounts Section
- (v) Member: Available officer of the Purchase Section
- (vi) Member: From Admin Dept

5. Procedure

Purchase Order

For all items other than local purchase items, a purchase order is issued to the supplier after considering the concerned department's suggestions. The purchase order is issued in printed format after completing all formalities such as inviting quotations in necessary cases, confirmation of the quality of goods, and suitability in accordance with our specifications.

Supplier Selection

For all high-value items, quotations are invited from competent suppliers. The expected time of delivery of the product will also be checked. After getting the consent form from the parent management, the file is placed before the purchase committee.

Supplier Communications

For all purchase items, we will build a file in which communication will be made in writing with the suppliers, and finally purchase order will be issued in a printed format. Communications regarding local purchase are made over phone/e-mail.

Payment procedure:

Payment requests should be submitted to the accounts section using either a payment requisition or the original invoice from the vendors. Purchase bills or vendors' invoices without GST are not recommended by the Purchase committee.

Return of goods:

If cancellation, exchange, or return of all or part of a purchase order is required, it is negotiated by the purchase committee.

Maintenance and Repairs:

College provides a standard level of base services and performs preventive maintenance and repair of all academic and administrative buildings and equipment on campus through the Purchase Committee in consultation with the other respective committees.

For the routine works (viz., cleaning, use of green generators), there is no need for a recommendation of the Purchase Committee. Services are provided in these cases through some fixed contractors.

The Purchase committee provides the following maintenance services according to the demands of different academic and administrative departments through some external agencies:

- a. Carpentry services
- b. Electrician Service
- c. Plumbing services
- d. Ground services for landscaping and gardening Pest control

In case of an emergency, departments are to report the problem to the Purchase Committee during regular office hours. After office hours, it is the duty of the college guard to inform the Store Head or Purchase Committee members about the problem, to take necessary action, or to seek necessary assistance.

6. Registration of Suppliers

- i) With a view to establishing reliable sources for procurement of goods commonly required for College use, the Store & Purchase office shall maintain item item-wise list of lists of eligible and capable suppliers. Such approved suppliers will be known as “Registered Suppliers”.

7. Power to interpret and relax the rules

- (i) In case of any doubt on the interpretation of this procedure or any suggestion for improvement, the matter can be referred to the Principal.
- (ii) The Principal is authorized to relax any provision(s) contained in the Purchase Policy in exceptional cases, with reasons to be recorded for such exemption or relaxation

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Principal