

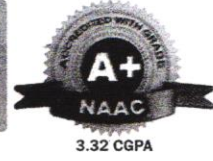


NAAC Accredited

Vidarbha Bahu-uddeshiya Shikshan Sanstha's

TULSIRAMJI GAIKWAD-PATIL College of Engineering & Technology

DTE
CODE
4151



(Approved by AICTE, New Delhi and Govt. of Maharashtra)

An Autonomous Institution Affiliated to Rashtrasant Tukadoji Maharaj Nagpur University, Nagpur

• An ISO 9001:2015 Certified Institution

• Web: www.tgpcet.com

• NH7, Mohgaon, Wardha Road, Nagpur - 441108

• Email: principal@tgpcet.com, registrar@tgpcet.com

• Contact: 97637 11372

Date : 17/08/2023

Purchase Policy

The Purchase requirements of various departments and sections of this institution are being met by the purchase section.

Purchasing is a process of acquiring the proper goods and /or services, at the time needed, for the best value from a reliable source for TGPCET. This includes locating and selecting vendors, negotiating price and approving substitutions (as may be required) and the follow-up to ensure timely delivery.

Objectives:-

1. To ensure that equipment/accessories are procured through standard procedure in major and minor purchases of the institution.
2. To provide support to the department. HoD's/Lab In-charge/Faculty members for procurement of goods/services in efficient, economic and transparent manner.
3. To facilitate the management to allocate the required fund

Functions of Committee:-

1. To prepare guideline and devise general system for procurements of materials, equipments and items for the Institution.
2. To coordinate all the purchases of various Departments and ensure the procurement of required items as per schedule.
3. To carry out discussions and negotiations With suppliers and procure the best quality items with competitive price.
4. To scrutinize requisitions for equipment of various Departments and decide upon the necessity of purchasing the equipment, keeping in view the possibility of its in house manufacture in the institute and the requirements specified by the Government, University.AICTE etc.
5. To arrange to call and scrutinize tenders/ quotations for items of purchase and contracts costing beyond the value specified by institute.
6. 6. Any other works related to procurement of the items.

Composition of Committee:

The Purchase Committee is comprised of the following members.

1. The Principal, TGPCET - Chairperson
2. Senior faculty of the Institute - Member
3. HOD (Concern) - Member
4. Members nominated by Management/Principal - 2 Members
5. Senior staff from finance department - Member
6. Purchase officer - Member Secretary

Roles & Responsibilities:

a) Chairperson

- The Chairperson will make enquiries with the suppliers and other traders regarding the quality, price etc. of the items required.
- He will organize the purchase committee meetings once in a month.
- He will ensure the speedy arrival of the products.
- He will manage the purchase section and all other purchase activities.

b) Store In-charge

- Store is attached with the administrative office.
- All purchases are entered in the purchase register.
- He will verify all the purchased items and the items to be kept in the store will be arranged in the order.
- All the bills are to be entered in the Stock register.
- He has to place indents to the purchase officer to purchase the needed items.

1) Purchase Order

For all items other than local purchase items, 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, suitability in accordance with our specification.

2) Supplier Selection

For all high value items, quotations are invited from competent suppliers. The quotations so received will be verified and a comparative statement is prepared. This statement along with the quotations and the file is sent to the user department in order to find out whether

the product conforms to specified purchase requirements. The expected time of delivery of the product will also be checked. After getting the consent of the user department, the file is placed before the purchase committee.

3) Purchase Committee

The purchase committee in co-ordination with principal, Director Finance of the institution and department level concerned faculty will take decision. The terms of the supply agreed by both the parties are mentioned in the purchase order. The ability of the supplier to supply the required product in accordance with the institution's requirements will also be verified. For low value items, enquiries are made with various traders and considering the quality and the price, order is given and local purchase is made.

4) Supplier Communications

For all high value purchase items, we will build a file in which communication will be made in writing with the suppliers and finally purchase order is issued in a printed format. Communications regarding local purchase are made over phone/e-mail. For all essential communications, records are made in the file. The department and the user department will ensure the adequacy of specified purchase requirements prior to the issuance of the purchase order to the supplier. The user department will make the inspection and other activities to ensure that the product ordered meets the specified purchase requirements.

5) Goods Receipt note

All the items purchased are entered in the stock register kept in the office and the entry will be recorded on the bill and goods receipt note is issued. Entries are made by the user department in their stock register also,

6) Supplier evaluation procedure and record

The performance of the supplier is assessed on the basis of the quality of the goods, time taken for the delivery of the goods etc. and grade is given to each party annually. While preparing the performance related data, the following things are considered.

Expected date of delivery

Actual date of delivery

Quality of the product as certified by the user department

7) Supplier re-evaluation Procedure & Records

If the supply is found delayed abnormal and the products are of substandard, there is no other alternative but to blacklist such suppliers. After a given period if the services of the supplier are found to be worthy. It should again assess his performances from other buyers. Samples of his goods and pamphlets will be invited to assess and re-evaluate his performance. If necessary, spot inspection by the user department will be made.

8) Comparative Procedure:

The financial evaluation of the bids shall be made by the Date. Of purchase by preparing a comparative statement. The following points must be kept in mind while preparing the comparative statement for submission to the Purchase Committee.

- Comparison shall be made between the similar items in terms of quality, size, durability etc:
- Components (basic price, taxes, duties. etc.) of the final price shall be the same for each bid so that the final prices are comparable;
- Any special condition by the bidder should be clearly highlighted in the comparative statement;
- All material facts that would enable the Purchase Committee to decide the purchase of right quality and quantity at the right price shall be brought out in the comparative statement of quotations
- Comparative is applicable only on the purchase of items above Rs. 10,000/-

9) Installation and commissioning Report:

Respective Head of Department shall submit commissioning / test report to the purchase committee and verify it from the respective vendor about its functioning. Then only the Purchase committee will proceed the process of bill settlement.

10) Bill Settlement Process:

Settlement/reimbursement of claims by Director (Finance) to employees, on the recommendation of other Directorates or otherwise.

a. Above Rs, 50,000/ through HoD, Director (Finance) and Management

b. Upto Rs. 50,000/- through HoD & Director (Finance).



TULSIRAMJI GAIKWAD-PATIL COLLEGE OF ENGINEERING AND TECHNOLOGY

Wardha Road, Nagpur - 441108

Accredited with NAAC A+ Grade

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(An Autonomous Institute Affiliated to RTM Nagpur University, Nagpur)



Store Department

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Store Department

Vision

To emerge as a learning center of Excellence in the National Ethos in domains of Science, Technology and Management.

Mission

- M1. To strive for rearing standard and stature of the students by practicing high standards of professional ethics, transparency and accountability.
- M2. To provide facilities and services to meet the challenges of Industry and Society.
- M3. To facilitate socially responsive research, innovation and entrepreneurship.
- M4. To ascertain holistic development of the students and staff members by inculcating knowledge and profession as work practices.

PURCHASE OFFICER
Tulsiramji Gaikwad Patil College Of
Engineering And Technology, Nagpur



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NATIONAL BOARD
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• Web : www.tgpct.com

-NH7 , Mohgaon ,Wardha Road, Nagpur – 441108 • Email: principal@tgpct.com, registrar@tgpct.com •Contact : 9763711372

Store Department

Ref. No. TGPCET/ 2023-24/321 {B}

Date : 17/08/2023

OFFICE ORDER

Purchase committee is re-constituted for streamlining the purchase carried out in the institute. This committee will be responsible for implementing transparent and best practices in the purchase process. All the purchases will be made by the approval of this committee after completion of stipulated procedure. This order will come into force with immediate effect.

The Purchase Committee shall consist of the following members :

Sr. No.	Name & Current Designation	Designation
1	Dr.P.L.Naktode (Principal)	Chairman
2	Dr. Mukul Pande (Management Representative)	Member
3	Dr. Pratik Gutke	Member
4	Dr. Pragati Patil	Member
5	Mr. Ritesh Banpurkar	Member
6	Mrs. Surekha Raut (Finance Director)	Member
7	Mrs. Meera Dhore	Member Secretary


Principal 17/08/23Dr. Premanand Naktode
Principal
TGPCET, Nagpur

Copy to-

1. Hon'ble Chairman, GPG
2. Hon'ble Vice- Chairman,GPG
3. Hon'ble Treasurer,GPG
4. All Directors
5. Deans

For Kind Information

**GAIKWAD-PATIL B.Tech | M.Tech | MBA | MCA | Diploma | International School |**
GROUP OF INSTITUTIONS



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Store Department

Introduction

Committee Name: Purchase Committee

Duration: Three Years (2021 to 2022 / 2022 to 2023 / 2023 to 2024)

A Purchase Committee, often referred to as a Procurement Committee, plays a vital role in the efficient functioning of any organization. This committee is entrusted with the responsibility of sourcing goods and services necessary for the organization's operations. Over the past three years, the Purchase Committee of our organization has been instrumental in ensuring the seamless procurement of essential resources, fostering cost-effectiveness, and maintaining high-quality standards.

Composition of the Purchase Committee:

The Purchase Committee comprises dedicated members from various departments within the organization, each bringing unique expertise and perspectives to the procurement process. The committee is typically led by a designated chairperson, who oversees the decision-making and ensures that the procurement activities align with the organization's goals and budgetary constraints.

Roles of Purchase Committee :

1. **Sourcing Suppliers:** The committee actively identifies reliable suppliers and vendors, conducts thorough evaluations, and negotiates contracts to obtain the best possible deals for the organization.
2. **Quality Assurance:** Ensuring the quality of procured goods and services is paramount. The committee members collaborate closely with suppliers to maintain high-quality standards, conducting regular inspections and assessments.
3. **Budget Adherence:** One of the key responsibilities of the committee is to ensure that all procurement activities align with the organization's budget constraints. They meticulously evaluate quotes and proposals to find the most cost-effective solutions without compromising quality.

4. **Compliance and Legalities:** Staying updated with relevant laws, regulations, and ethical practices is crucial. The committee ensures that all procurement activities comply with legal requirements and ethical standards, promoting transparency and accountability.

5. **Risk Management:** Identifying potential risks associated with procurement and implementing strategies to mitigate them are essential tasks. The committee assesses various risks, such as supply chain disruptions and vendor reliability, and develops contingency plans.

6. **Stakeholder Communication:** Maintaining open lines of communication with stakeholders, including different departments and external suppliers, is vital. The committee ensures that the needs and concerns of all parties are addressed promptly and efficiently.


PURCHASE OFFICER
Tulsiramji Gaikwad Patil College Of
Engineering And Technology, Nagpur



Store Department

6. COE
7. All HODs/Section In-charges/Library/ Canteen

Roles and Responsibilities

The responsibilities of a purchase committee as

1. **Vendor Selection:** The committee is responsible for identifying and selecting suitable vendors or suppliers for the organization. This involves evaluating potential vendors based on factors such as quality, price, reputation, and delivery capabilities.
2. **Budget Oversight:** The committee oversees the budget allocated for procurement activities. They need to ensure that purchases are made within budgetary constraints and seek approval for expenditures that exceed the allocated budget.
3. **Policy Adherence:** The committee ensures that all purchases adhere to the organization's procurement policies and guidelines. They may be involved in formulating and updating these policies to ensure they remain relevant and effective.
4. **Due Diligence:** The committee conducts due diligence on potential vendors, which includes assessing their financial stability, reputation, and past performance. This is crucial to mitigating risks associated with procurement activities.
5. **Negotiation:** Committee members may be involved in negotiating contracts and agreements with vendors. This includes determining terms and conditions, pricing, delivery schedules, and other relevant aspects of the procurement deal.
6. **Quality Assurance:** The committee ensures that procured goods and services meet the required quality standards. They may work closely with other departments to establish quality benchmarks and conduct inspections or audits as necessary.
7. **Compliance:** The committee ensures that all procurement activities comply with relevant laws, regulations, and industry standards. This is particularly important for organizations operating in regulated industries.

8. **Record Keeping:** Maintaining accurate and detailed records of all procurement activities is a crucial responsibility. This includes documentation of vendor selection processes, contracts, purchase orders, invoices, and receipts.
9. **Conflict of Interest Management:** The committee members should disclose any potential conflicts of interest and abstain from decisions where such conflicts exist to maintain transparency and integrity in the procurement process.
10. **Performance Evaluation:** The committee may periodically evaluate the performance of vendors to ensure they continue to meet the organization's requirements and standards. Feedback from end-users and other relevant stakeholders can be valuable in this evaluation process.
11. **Continuous Improvement:** The committee should assess the efficiency of the procurement processes regularly and identify areas for improvement. They may implement changes to streamline processes, reduce costs, and enhance overall procurement effectiveness.
12. **Communication:** The committee communicates procurement policies, decisions, and updates to relevant stakeholders within the organization. They also facilitate communication between different departments involved in the procurement process.
13. **Sustainability and Social Responsibility:** Depending on the organization's values, the committee may consider factors such as environmental sustainability and social responsibility when evaluating potential vendors and procurement practices.
14. **Emergency Procurement:** In case of urgent procurement needs, the committee may have protocols in place to facilitate quick decision-making while still ensuring compliance with policies and guidelines.

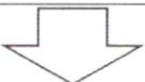



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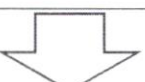
Purchase Committee

Standard Operating Procedure

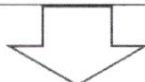
Get all the requirements of each department from the Head of Department {HoD} to the purchase committee.



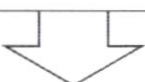
HoD have to call at-least three quotations as per their requirements/ specification



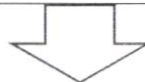
Cost of items will be finalized by the purchase committee depending upon
a) Market survey b) Rate Contract / Comparative Statement



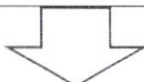
HoD will make a note- sheet for the approval of tentative cost for the required items & will get it approved from the principal



Purchase order will be prepared by the store & procurement will also be done by the stores.



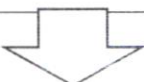
Once the items are received in the store, the store in-charge will take a note of it
And inform the HoD



HoD will check & verify whether the items are as per the requirement or not.



If everything is found all right , then they will ask the stores to shift those items to the department



After receiving the items in the department , the details will be entered into the Dead Stock Register (DSR)

Account department clear the due bill after test reporting and installation of respective department.



Special care shall be taken every year in ending month i.e. March that the invoice for all materials supplied are received from the supplier and forwarded to accounts department, completing, the formalities, so that none of the bills remain unaccounted for in the relevant financial year.



Up-to-date fixed assets register shall be maintained by the store Department for in the given format to facilitate compliance of audit objections included in audit report. It is mandatory to issue written purchase order if items/equipment's costing more than Rs.10000/-



The order below Rs. 10000/- may be orally placed with the permission of Principal.



In order to avoid any unpleasant situation the aforesaid procedure shall be followed scrupulously.


Principal

Jalsiramji Gaikwad Patil College Of
Engineering and Technology Nagpur



**Vidarbha Bahu-uddeshiya
Shikshan Sanstha**

Dr. Mohan Gaikwad-Patil
Secretary

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No. VBBS/Delegation/2023-24/096

Nagpur, Dated: 07/10/2023

Office Order

Sub: Delegation of powers.

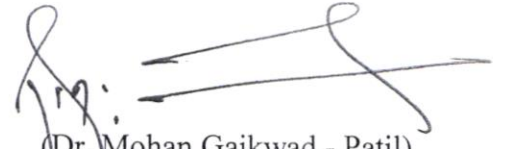
The undersigned is pleased to delegate the powers to the following Authorities in the Institution run by the Society as under:

Sr. No.	To whom Delegated.	Item of Delegation.	Extent to which delegated.		Remarks / Condition.
1	Principal	(i) Statutory payments including salary and allowances	Full Power	Up to ₹10,00,000/- In each Financial Year	Subject to report to the Secretary
		(ii) Other payments, Expenses on various activities, Staff & Other Advances.	Up-to ₹ 2,00,000/- in each case.		Subject to overall budgetary provisions.
		(iii) Operational management, administration and academic of the Institution.	Substantial Powers subject to superintendence, control and direction of the Secretary of the Society.		Subject to University Laws, and all other applicable statutes and laws.
2	All Directors	Expenses on various activities, Payments, Staff & Other Advances,	Up-to ₹ 1,00,000/- in each case.	Up to ₹ 5,00,000/- In each Financial Year	Subject to overall budgetary provisions.
3	Vice Principal	Sundry Expenses relating to Academic & Administration activities	Up-to ₹ 1,00,000/- in each case.		Subject to overall budgetary provisions.
4	Deans/Registrar/ CoE	Sundry Expenses relating to Academic	Up-to ₹ 75000/- in each case.		Subject to overall budgetary provisions.
5	Head of the Departments/ Librarian/ Workshop Superintendent	Sundry expenses for their respective departmental activities.	Up-to ₹ 50,000/- in each case.		Subject to overall budgetary provisions.

The powers delegated as above shall be exercised with due care, skill and diligence and in accordance with the established procedure. The Heads of the Department shall submit the report of the powers so exercised every month to the Principal with a copy to the Director, Finance.

This order shall come into force with immediate effect.

Place: Nagpur
Date: 07.10.2023


(Dr. Mohan Gaikwad - Patil)
Secretary
Secretary
Abha Bahu-uddeshiya Shikshan
Sanstha, Nagpur

To,
The Principal

- 1) Tulsiramji Gaikwad-Patil College of Engineering and Technology,
- 2) Tulsiramji Gaikwad-Patil College of Architecture
- 3) Abha Gaikwad Patil College of Pharmacy