

## Purchase Procedure

1. The Purchase Committee will be formed by the Management, RCCIIT with members from among the employees of RCCIIT/ outside experts having specialized knowledge in respective areas for Purchases in different areas. The management will have the right to create new Purchase Committees, dismantle an existing Purchase Committee or change the composition of a Purchase Committee any time at its discretion.
2. A Purchase Committee will have a minimum of 4 members and a maximum of 8 members with one member acting as convener. At least one of the members must be from the Accounts Dept.
3. All purchases are to be done through the Purchase Committee.
4. Budgetary provisions for all planned purchase during a financial year are to be provided in the Annual Budget of the Institute.
5. The purchase committee must meet at least once in a week and submit the Minutes of the Meeting to the Principal.

### **Purchase Initiation**

1. All purchases are to be initiated by the respective Departments in the form of a Purchase Proposal to be addressed to the Principal.
2. The Purchase proposal must contain the following information –
  - a. Specification of the items to be purchased.
  - b. The reason for requesting the Purchase.
  - c. Tentative value of the Purchase.

### **Purchase Approval**

1. The Principal will make a preliminary check on the need of making the purchase and may pass the requisition on to the Purchase Committee to get the following information
  - a. Earlier purchase of similar items by the concerned Dept/ other Departments if any, and details of each purchase ( when purchased, present status, approximate price etc. )
  - b. Technical feasibility of the requisition ( The Purchase Committee, in consultation with the Principal, may co-opt experts in the relevant field to obtain this information ).
  - c. Budgetary provision for the item to be procured
  - d. Financial Authority necessary for sanctioning the Purchase.

2. The Principal will check on the comments given by the Purchase Committee and will accord formal approval for the purchase based on that.

For cases where there is no budgetary provision, the Principal may decide to defer the Purchase or take necessary steps to obtain the sanction for the same from the appropriate higher authorities for reappropriation of funds from other planheads.

For cases where the Purchase amount is above the financial limits set for the Principal, the Principal will take necessary steps to get the sanction from the appropriate higher authorities.

After the Principal's approval / approval by Higher Authorities, the Principal will forward the Purchase Proposal for initiating Purchase Process.

Proposals not approved will be returned to the originating Department with reasons for the non-approval mentioned.

### **Purchase Process.**

1. All purchases are to be done by the Purchase Committee.
2. The Purchase Committee in consultation with the Principal may co-opt a member of the requisitioning Department to help them out if they so desire.
3. The Purchase process will depend on the value of the Purchase as follows:
  - a) **For Purchase value up to and including Rs. 5,000/-**
    - i. Purchase will be done on cash basis and a cash memo obtained  
Accounts will issue cash to the Purchase Committee as advance for making the Purchase
    - ii. The Purchase Committee will check on the rates mentioned in the cash memo and certify them to be correct.
    - iii. The advance taken for the Purchase must be settled with the cash memo within 7 days of the date of purchase.
    - iv. The Purchase Committee will not receive any further advance from Accounts till previous advances are settled.
  - b) **For Purchase value above Rs. 5,000/- and upto and including Rs. 10,000/-**
    - i. At least 2 members of the Purchase Committee will go to the Market / contact paneled / established suppliers and get at least 3 quotations for the items.
    - ii. A comparative statement of the merits and the demerits of the quotations will be made by the Purchase Committee and the same will be forwarded to the Principal with the recommendations of the Committee.
    - iii. Orders will be placed by the Accounts Department only after approval of the Principal.

**c) For Purchase value above Rs. 10,000/- and up to and including Rs. 200,000/-**

i. A detailed specification for the items to be procured must be obtained from the ordering department.

At least three vendors from the paneled vendor list will be requested through post ( under certificate of posting ) to supply quotations for the items in sealed covers . The covers are to be opened by the Accounts Deptt. in the presence of at least two authorised members of the Purchase Committee.

ii. A comparative statement on the merits and demerits of the offers must be prepared by the Purchase Committee and forwarded to the Principal with their recommendation.

iii. The Principal will give her approval for the purchase/ forward the comparative statement with all the relevant papers to the higher sanctioning authority depending on the value of the Purchase for approval.

iv. Orders will be raised by the Accounts Deptt. only after receiving the approval of the Sanctioning Authority.

**d) For Purchase Value above Rs. 2,00,000/-**

i. A detailed specification for the items to be procured is to be made, preferably by an Expert Committee.

ii. A press advertisement is to be issued calling for tenders.

iii. For purchases above Rs. 10 Lakhs, each vendor must be asked to make separate technical and financial quotations in two sealed envelopes.

iv. A tender box is to be maintained for posting quotations

v. Tender box should be opened in presence of at least two authorized members of the Purchase Committee.

vi. A register is to be maintained where particulars in respect of Quotations received against each Tender has to be recorded separately under signature of an authorized member of the Purchase Committee.

vii. Quotations are to be opened by the Accounts Deptt. in presence of at least two authorized member of the Purchase Committee and the concerned vendors.

viii For Purchases for an amount of more than Rs.2.00 Lakhs and below Rs.10.00 Lakhs, the Purchase Committee may furnish its observation after studying the Comparative Statement and place the same before the Technical Committee consisting of three experts in the relevant field to be constituted by the Principal.

ix. The Technical Committee will then make technical evaluation from the technical quotations and pass the same to the Purchase Committee with its recommendations.

x. The Purchase Committee will then make its evaluation based on the recommendation of the technical committee.

xi. The comparative statement and the recommendations of the Purchase committee along with all the relevant papers will be forwarded to the Principal who would then forward the same to the sanctioning authority for approval.

xii. On the basis of approval of the Sanctioning Authority, Purchase Order has to be issued by the Accounts Deptt.

4. The above purchase procedure will be followed for purchases under both capital and revenue accounts. However, for revenue purchases of machinery spares where the items are to be obtained from the manufacturer of the equipment only, purchase approval may be given on the basis of a single quotation from the Manufacturer at the discretion of the sanctioning authority.
5. For the repair of computers and other electronic equipments where it is not always possible to find out the value of the repair work before opening the equipments and testing the components, a rate contract with the vendors on the various components and types of labour charges may be entered.
6. For selection of vendors for rate contract jobs, procedures as detailed in point 3.c above will be followed. The vendor will be required to return all the damaged items for which he has done the material billing in this case.
7. When materials are received against a Purchase Order, it is the responsibility of the requisitioning dept. to ensure that the materials have been received in good condition meeting the ordered specifications and certify the same on the challan.
8. When Bills are received, the Purchase Committee needs to approve it before forwarding the same to the Accounts Dept. for payment.

(RCCIT)

It has been observed for last few months that due to overall price increase of each and every material in the market, purchase procedure of the institution needs to be amended to augment the procedure of procurement. Therefore Purchase Committee recommends for amendment of Clause 3(a), 3(b) & 3(c) to enable the institution to organize the purchase procedure in a smoother way.

**Amendments:-**

1. For clause 3(a) mentioned as "For purchase value up to and including Rs.5000/-" may now be read as " For purchase value up to and including Rs.10,000/-"
2. For clause 3 (b) mentioned as "For purchase value above Rs.5000/- and up to and including Rs.10,000/-" may now be read as " For purchase value above Rs. 10,000/- and up to and including Rs.25,000/- in case of all the items except Off The Shelf Computer/Peripheral & Furniture/Fixture where the upper ceiling will be Rs.45,000/-"
3. For clause 3( c ) mentioned as " For purchase value above Rs. 10,000/- and up to and including Rs.2,00,000/-" may now be read as "For purchase value above 25,000/- and up to and including Rs.2,00,000/- and for Off The Shelf Computer/Peripheral & Furniture/Fixture purchase value above Rs.45,000/- and up to and including Rs.2,00,000/-."

All other terms and conditions of the purchase procedure may remain same.

Submitted for approval please.

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23-10-2008  
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## INTER-OFFICE MEMO

June 25, 2014

**From: Dean (Academic)**

**To: Principal**

① D(A)  
② Registrar.

In the past few weeks a number of requisitions have been forwarded to me – some on laboratory furniture and some others on laboratory instruments – for my views/recommendations. All these requisitions have been raised by the concerned departments and forwarded by their Heads.

In the absence of any standard institution-wide policy regarding procurement of materials it becomes very difficult to recommend or reject proposals originated at the departmental levels. Even the Institutional Technical Committee, it was observed, hardly ever questioned such proposals in the past.

It would be much better, in my humble opinion, to frame a set of guidelines to streamline the requisitioning process. These may include the following.

1. For procurement of equipment for laboratories
  - Name of the lab course and experiment (based on WBUT syllabus, if existing) the equipment will be primarily used in.
  - If it is a new equipment (in contrast to a replacement), proper justification of the need for the same must be given by the department.
  - Whether the equipment will be used in a dedicated or shared mode. If shared, whether such sharing will be intra-departmental and/or inter-departmental in nature and it should be accompanied similarly by name(s) of the course and experiment.
  - In case the equipment being procured is for any beyond-the-syllabus lab or experiment, details of the same should be provided.
2. For procurement of furniture, etc.
  - To the extent possible, furniture for laboratories, class-rooms, seminar room, library etc. should be of some standard design. (Earlier such an effort was initiated by the then Admin.-in-charge – but probably it was never concluded. This task may now be given to someone else, if you so desire.)
  - For special needs, however, the design given by the department along with proper justification could be approved as it is subject to budgetary clearance.

Submitted for your kind perusal and necessary direction. On obtaining the same the pending requisitions will be dealt with accordingly.

Your recommended guidelines are agreed upon and should be made operational till such time a policy on the same is framed and approved. Registrar would be advised to circulate the above guidelines to the various departments.

*DK*  
25.06.2014

hw26/6/14