



Think Excellence, Live Excellence

MAHARAJA RANJIT SINGH PUNJAB TECHNICAL UNIVERSITY

Dabwali Road, Bathinda (Pb.) - 151001

(Estd. by Govt. of Punjab Vide Punjab Act No. 5 of 2015) ONLY TECHNICAL UNIVERSITY OF PUNJAB HAVING UGC APPROVAL UNDER 2(f) AND 12 B OF UGC ACT, MEMBER AIU.



Purchase Policy



Prepared by:

INTERNAL QUALITY ASSURANCE CELL

MAHARAJA RANJIT SINGH PUNJAB TECHNICAL UNIVERSITY

(DABWALI ROAD, BATHINDA (PB.)- 151001)

PURCHASE POLICY



2021

**INTERNAL QUALITY ASSURANCE CELL
MAHARAJA RANJIT SINGH PUNJAB TECHNICAL UNIVERSITY
BATHINDA 151001**

PURCHASE POLICY

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PURCHASE POLICY

Purchase Procedure/Policy

(A) Purchase Procedure/Policy

1. University purchase procedure is followed as per University regulations approved in 6th BOG and notified by Registrar vide MRSPTU/Purchase/19-20/Reg./118/981 dated 09/04/2020 Chapter-VI, Purchase of Goods, Finance and Library Procurement regulations.
2. The purchase in the University is executed through the Deans, Directors, HODs and Incharges as per the Notification/Reg./085/3485 dated 15/11/2018 issued by the Registrar.

In General, The Purchase is executed by various committees directly, through quotations, e-tender, GeM Portal and also using online platform depending upon the purchase cost as below:

Sr. No.	Financial Limits (In Rs.)	Approving Authority	Purchase Committee
1.	Up to 5.000/-	Dean/Director/HOD of concerned Dept.	No Committee formed.
2.	Between 5,000-1,00,000/-	Registrar	Purchase Committee is formed in which nominee of Finance Officer and Registrar are member.
3.	Between 1,00,000-2,00,000	Vice Chancellor	Purchase Committee is formed in which nominee of Finance Officer and Registrar are member. This case will be sent to the Central Purchase Committee (CPC). on the recommendations of CPC, Financial approval will be taken from the Vice Chancellor and after approval the purchase is done by the Indenting department.
4.	2,00,000/- and above	Vice Chancellor	Purchase Committee is formed in which nominee of Finance Officer and Registrar are member. This case will be sent to the Tender Finalization Committee (TFC). On the recommendations of TFC, Financial approval will be taken from the Vice Chancellor and after approval the purchase is done by the Central Store of the University.

(B) Monitoring

The Purchase process is duly monitored from the approval/sanction stage till the payment of bills by various committees constituted for monitoring at different levels of purchase.

1. For the purchase, online sanction Performa is filled in which the nominee of Finance Officer & Registrar are put to ensure that rules & regulations are followed properly.
2. After the due process of quotations/tender etc., the complete purchase file is submitted to pre-audit committee for checking the documents & after that Supply Order is given to the firm for the purchase.
3. After receiving the material, It is inspected by duly constituted inspection committee to see that received material as per the supply order so if found ok then the bills are submitted for payment to account section.
4. The complete bills and related documents are checked by Internal Audit Committee & are processed for payment if found ok.

(C) Quality Improvement

Quality of work in S&P section has been improved by maintaining proper file record, timely execution of work, proper dealing with staff and others. Also for following steps have been taken for execution of purchase related works.

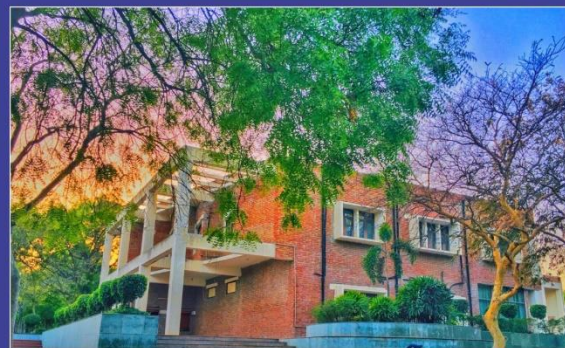
1. To smoothen the purchase process, Simple steps for of each type of purchase have been provided to the staff which are easily understandable & followed.
2. Also to ensure uniformity, the formats for calling quotations with all terms & conditions, preparing the CST & to issue Supply Order to the firm.



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