



Purchase Policy

Universal Engineering College

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Purpose

To define the purchasing system to ensure a transparent, efficient, and fair process.

Scope

The Purchase Department is responsible for meeting the requirements of various departments and sections within the institution.

Responsibility

Purchase Officer:

1. Enquire with suppliers about the quality and price of required items.
2. Arrange local purchases as needed.
3. Invite quotations for products when approved by management.
4. Negotiate with suppliers prior to management approval.
5. Organize P & M Committee meetings.
6. Ensure timely arrival of ordered products.
7. Oversee all purchasing activities.
8. The college store is outsourced, and its operations and rates are monitored by management.

Procedure

Purchase Order

- Purchase orders will be issued only for credit purchases.
- For purchases above ₹1 lakh, a minimum of three quotations will be invited as per availability.
- A comparative analysis of quotations will be conducted, and the final decision will be made by the P & M Committee, along with the respective head of the department.





- For lab purchases, the workshop superintendent will also be part of the finalization process.
- Once finalized, a printed purchase order will be issued to the supplier.

Supplier Selection

- Requirements from different departments are documented in a purchase file.
- For high-value items exceeding ₹1 lakh, at least three quotations are invited.
- A comparative statement is prepared, and the user department verifies the suitability of the product.
- The P & M Committee finalizes the supplier after the user department's confirmation.

Supplier Communication

- Documented communication is maintained for high-value items.
- For local purchases, communications can be made by phone, but important details are documented.
- User departments ensure that the product meets purchase requirements before finalizing the order.

Supplier Performance

- Suppliers are evaluated based on product quality, delivery time, and adherence to agreed terms.
- Performance records are kept for future reference.

