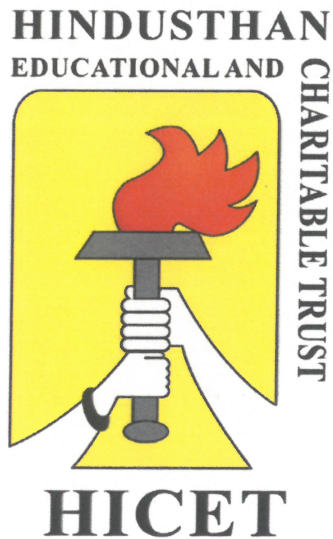


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PURCHASE POLICY

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

RESPONSIBILITY

a) Accounts Officer acting as Purchase Officer

- The Purchase Officer will make enquiries with the suppliers and other traders regarding the quality, price etc. of the items required.
- All the local purchases are arranged by the Purchase Officer.
- He will make negotiations to his level with the suppliers prior to approval of the Management.
- He will organize the purchase committee meetings.
- He will ensure the speedy arrival of the products.
- He will manage the purchase section and all other purchase activities.

b) Store Keeper

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.
- Issue of items to the faculties and other staff members as per their demand.

c) Purchase Assistant

- All the clerical works related to the local purchase and all other purchases.
- Preparation of Note files
- Maintenance of purchase registers & other records.
- Issue of purchase order.
- Verification of bills and submission of the same to Accounts department.
- Maintenance of files and register etc.

PROCEDURE

a) 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.

b) 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.

c) Purchase Committee

The purchase committee consists of the Principal as the Chairman. Further, a senior faculty member as Nodal officer (e-tender), Accounts officer of the institution and department level concerned faculty will be part of the committee. The other purchases including management funds needs tender notice to be published in the college website. A minimum of three tenders should be there, which will be further scrutinized by the Internal purchase committee. Then the purchase order is issued to the supplier in a printed format. 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.

d) Supplier Communications

For all high value purchase items, a file will be built 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.

e) 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.

f) 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

On this basis, evaluation about each supplier is made, 60% weightage is given for the quality and 40% for the delivery.

g) Supplier re-evaluation Procedure & Records

If the supply is found delayed abnormally 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.



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