

## **Finance and Purchase policies**

All the departments including the library and the administrative division of XIE should critically analyze their requirements taking into account the syllabus, technology up-gradation, quality/quantity, etc. and prepare the budget estimates for the next academic year before the beginning of every financial year.

Each laboratory of a department shall prepare the estimate in a **given format**. This has to be carried out separately for recurring and nonrecurring items. Each department shall consolidate them and review them in their Departmental faculty/Staff meeting before submitting that budget proposal(s) to the Institute's Finance and Purchase Committee.

The same shall be modified or accepted and shall be ratified by the Governing Body (Governing Council) for implementation. The implementation shall be carried out in a phased manner and that shall be monitored by the Finance and Purchase Committee of the Institute and the Director.

The following are the various committees that shall look after the purchase of Stores/Equipments of the college and the departments including the projects.

### **Purchase committee. (PC)**

There shall be three committees for regulating, recommending and deciding the procurement of stores/equipments to the Institute. It could be of the Administrative Division of the Institute/of Departments/of Sponsored projects of the Institute depending upon the need/requirement of the item(s). The three committees are as given below:

- i) Institute's Purchase Committee (IPC) (For centralized purchases)**
- ii) Departmental Purchase Committee (DPC) (For each department)**

### **iii) Project Purchase Committee (PPC) (For sponsored projects)**

#### **i) Institute Purchase Committee (IPC) (For centralized purchases)**

The Institute Purchase Committee (IPC) shall consider procurement of goods; equipment, machinery, and furniture etc. of more than Rs. 1 (one) Lakh for the centralized purchases of items that are required by the departments and the administrative division including the Library. IPC's recommendation shall be placed before the Director and the Director intern puts them in front of the Governing Council in a meeting for the GC's approval and or for ratification. The IPC's Composition and functions are as given below:

#### **(a) Composition of the Institute Purchase Committee (IPC)**

The IPC shall be constituted by the Director of the Institute. The Director and the Administrator of the Institute shall act as Chairman and the Co-Chairman of the IPC. However, in the absence of the Director (Chairman), the Director may nominate the Administrator or the Dean Finance or a senior faculty member to act as the Chairman. The members of the IPC shall be as given below:

- (1) Director (Chairperson)
- (2) Administrator (Co-Chairman)
- (3) Dean Finance or a senior faculty member nominated by the Director
- (4) The Chief Accounts Officer or Assistant Accounts Officer (F&A)
- (5) The Registrar or Assistant Registrar (AR)
- (6) Co-opted Member(s) by the Chairperson
- (7) Any other invitees as guests (if needed)
- (8) The Librarian or the Chairman of the library committee
- (9) The HOD's of all the departments. and
- (10) The Principal of XIE (Ex-officio member Secretary of the Institute)

It is important that the Chairman and Co-Chairman of the Institute's Purchase Committee and the members of IPC are all present in all the meeting/s. The frequency of the meeting shall be once in a year. However, the committee can decide and have more than one meeting as and when there is a necessity. The meeting shall be convened by the Chairman/Co-Chairman or the Dean Finance of IPC.

**(b) Functions of Institute Purchase Committee (IPC).**

The Institute's Purchase Committee (IPC) will consider procurement of goods, equipment, machinery, and furniture, when the cost of equipments to be purchased is more than Rs. 1 Lakh. The proposals are given by the various departments with their recommendations to the Institute's purchase Committee (IPC), for all such items that are required by the Institute and the departments in general. IPC shall discuss and recommend them to be placed before the Director and the GC for the final approval. However, the committee shall decide the periodicity of procurement of the repetitive items required by fixing the minimum and maximum number of items to be purchased. The function of the IPC is as given below:

- i. The Institute's purchase committee shall evaluate all the relevant specifications and recommend all the items to be purchased when it feels that there is a necessary for purchasing such items as mentioned in the proposals.
- ii. The Director and the Institute Purchase Committee (IPC) will decide and choose a vendor from among all the quotations received based on the vendor's technical qualifications, his capability to deliver the stores/equipments and also based on his background. The Dean Finance of the Purchase Committee shall act as the convener of the Institute's Purchase Committee (IPC). The Dean shall coordinate with the Director in deciding the stores/equipments that are to be purchased after analyzing the technical specifications of all the vendors with the committees consent and then place the purchase order with one vendor who fulfills all the conditions and the purchase order shall be signed by the Director.

**(ii) Departmental Purchase Committee (DPC) (For each department)**

All the departments including the library and the administrative division of XIE shall critically analyze their requirements taking into consideration the syllabus, technology, up-gradation, quality/quantity, etc. and prepare the budget estimates for the next academic year before the beginning of every financial year.

Each laboratory of a department shall prepare the estimate in a **given format**. This is to be carried out separately for recurring and nonrecurring items. Each department shall consolidate all the requirements of stores/equipments to be purchased after obtaining the lists from each laboratory and review them with their Departmental Faculty in a meeting before submitting the purchase proposal to the Institute's Purchase Committee. The frequency of DPC could be 2 (two) times in a year.

The list is required to be ratified by Governing Body (Governing Council) for implementation. The implementation needs to be carried out in a phased manner and that shall be monitored by the Institute Purchase Committee after the respective Departmental committee reviews it and submits to IPC.

**(a) Constitution of Departmental Purchase Committee (DPC)**

The DPC shall be constituted by the Director of the Institute. The Director and the Administrator of the Institute shall act as the Chairman and the Co-Chairman of the DPC. However, in the absence of the Director (Chairman), the Director may nominate the Administrator or any other senior faculty member to act as the Chairman.

The Head of the Department or his nominee or a senior faculty/staff member of the department shall act as the convener of the DPC. However, in the absence of the regular Chairperson, the Dean finance, of the DPC may also be made as the Chairperson. The composition of the Departmental Purchase Committee is given below:

- (1) Head of the department or his/her representative.
- (2) The Dean finance or a senior faculty member nominated by the Director.
- (3) All faculty/at least three faculty members of the concerned Department.
- (4) In-charges of Laboratories and the Lab assistants of the Department.
- (5) Co-opted Member(s) by the Chairperson (if any)

Please note that the presence of HOD/Convener shall be mandatory in all the meetings.

### **(b) Functions of Departmental Purchase Committee (DPC)**

The Departmental Purchase Committee (DPC) shall study and prepare proposal(s) for procurement of all items both consumable and non-consumables (equipment, machinery etc.). However, the HOD and the Dean finance are vested with a right to spend and purchase equipments under emergency conditions up to a maximum of Rs. 1 (one) Lakh. The DPC shall recommend all purchases required of stores and equipments within its purview after taking prior approval from the Director of the Institute and then place the order. They shall prepare a consolidated list of all equipments and stores items for all labs that comes under their department with the consent of all teachers and the staff of their department, after holding a meeting.

The function of DPC shall broadly include the following:

- i) It shall check relevant specifications of items required and recommend all such items listed to the IPC and the Director to obtain their approval.
- ii) It shall make its recommendations of purchases that are to be made under its purview as per rules.

If a need is felt, the Departmental purchase committee can also constitute a Technical Subcommittee for examination/modification of the specifications of any

item submitted in the indent and for subsequent evaluation before placing the purchase order with the vendor.

### **(iii) Project Purchase Committee (PPC) (For sponsored projects)**

All the departments of XIE should critically analyze their project requirements taking into account the syllabus, technology, up-gradation, quality/quantity, etc. and prepare the budget estimates for the next academic year before the beginning of every financial year. The frequency of the meeting shall be as per the requirements.

Each principal investigator of a department shall prepare the estimate in a **given format**. This shall be carried out separately for recurring and nonrecurring items. Each investigator of the department shall consolidate the same and review them along with the Departmental Faculty in a meeting before submitting them to the Institute's Purchase Committee.

The same is required to be ratified by Governing Body (Governing Council) for implementation. The implementation needs to be carried out in a phased manner that is being monitored by the Purchase Committee of the Institute and after obtaining the consent of the respective Departmental committee.

### **(a) Functions of Project Purchase Committee (PPC)**

The Project Purchase Committee (PPC) shall consider procurement of all items both consumable and non-consumables (equipment, machinery etc.) up to a maximum of Rs. 1 (one) Lakh on their own with the consent of their HOD. The PPC will be empowered to recommend all purchases of stores and equipments of Rs. 1 lakh within its purview after taking prior approval from the Director.

The PPC is also empowered to recommend other cases that are above Rs. 1 (one) lakh to the higher authorities of the Institute i.e., the Director and the IPC for further approval/ratification.

**(b) The Composition of PPC shall be just similar to that of DPC.**

The Head of the Department and his/her nominee (a senior person) shall be the chairman of PPC. The members of the PPC shall be as given below:

- (1) Head of the Department and his/her representative
- (2) The Dean Research and Development. (Chairperson)
- (3) The Dean of Finance.
- (4) Principal Investigator
- (5) Co-Principal Investigator (if any)
- (6) At least two members of the Department of the concerned course
- (7) Co-opted Member (s) by the Chairperson (if any)

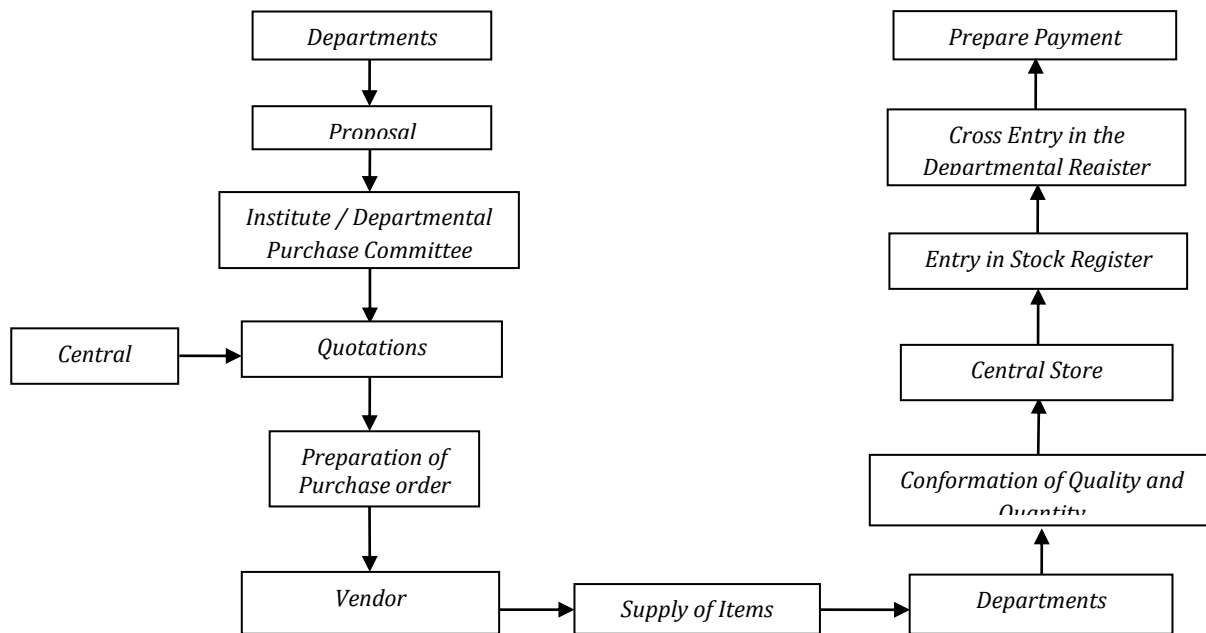
The recommendations of the PPC Committee shall be placed for approval by the Dean R and D and the IPC committee and then it shall be placed before the Director of the Institute for his approval.

**Purchase procedure.**

The Purchase Committee, headed by the Director and the Dean R&D and the IPC committee members shall meet and decide on the purchases to be made and call for quotations from all the Vendors who have the capacity, capability, financial soundness and reputation of the firm in the society. The quotations shall be called by the central stores department as directed by the Institute's purchase committee. The performance of the Vendors may be ascertained from the market reports; discrete enquires that may help to form the basis for final selection of the Vendor.

A complete database of comparative statement of the products relevant to the concerned departments, their specifications, supplier's qualifications and their prices are to be prepared and used at the time of taking the decisions. Instances of poor quality/difference in quality shall be brought to the notice of the Institute's

purchase committee (IPC) for taking corrective measures and reviewing them to select a particular vendor.



**Flow chart of Purchase procedure**

The Dean Finance and the Chief Accounts officer are responsible for all the receipts, issues and balance. They shall be accountable for all the actions and they have to maintain proper records and the records shall be made available as and when they are called for by the higher authorities.

The purchases can also be made (in case of emergency) by paying cash for some of the items to avoid undue delay. However, such amount shall not be more than Rs. 1 (one) lakh. If the unit cost of equipment is more than one lakh, a meeting of IPC must be held with the Director and the approval must be taken.

### **Stores**

- (a) The enquiries of quotations are to be invited from the Stores/ HOD as per the format from the suppliers asking them to send their lowest quotes.



- (b) The Institute Purchase Committee shall forward the quotations received to HOD for compilation & preparation of comparative statement.
- (c) The Institute Purchase Committee shall decide upon a vendor and place the purchase order that is issued by the Director to the supplier/vendor.
- (d) The stores receipt for all purchases shall be prepared by user dept. and after inspection of the material; it shall be recorded as either accepted or rejected.
- (e) The materials accepted are to be entered in Central Stores Procurement Register.
- (f) The Central stores shall issue the item on receipt of a requisition from the concerned head of the department.
- (g) The departments shall maintain the inward equipment register for each laboratory, as given below:
- (h) The asset Register (for non-consumable item)
- (i) The Consumable stock Register (item wise folio, details of receipts, issue, and balance)
- (j) And any other Relevant registers as required and prescribed from time to time by the IPC and DPC.

Notwithstanding any statement written above, the Director / the Principal can amend alter or change the contents of this policy at any time, leaving aside the contents of University regulations or its mandate.

### **Resolution**

These rules and regulations of the Purchase policy is accepted by the Board of Trustees of Bombay Xavierian Corporation Pvt. Ltd in its meeting held on \_\_\_\_ and adopted. Therefore, the trust (Bombay Xavierian Corporation Pvt. Ltd) has directed Xavier Institute of Engineering Society to follow it as the **purchase policy document** in a meeting of its Governing Council. This shall come in to the force from \_\_\_\_\_ and shall be **referred to as the purchase policy document of Xavier Institute of Engineering, Mahim.**