



# ATMIYA UNIVERSITY

(Established under the Gujarat Private University Act 11, 2018)

Yogidham Gurukul, Kalawad Road, Rajkot - 360005, Gujarat (INDIA)

## Procurement Policy

Atmiya University's purchase policy typically outlines the procedures and guidelines for acquiring goods and services necessary for its operations. Here's a general outline of the policy

**Request for Purchase:** When a faculty member or department or Faculty needs to procure items, they must submit a formal request for purchase to the finance committee/designated purchasing authority. This request should include details such as the description of the items needed, quantity, specifications, estimated cost, and justification for the purchase.

**Quotations or Bids:** Depending on the university's procurement thresholds (As mentioned in Annexure A) and policies, the finance committee/designated purchasing authority may require the solicitation of quotations or bids from multiple vendors to ensure competitive pricing and quality. This step helps in selecting the most suitable vendor for the purchase.

**Evaluation and Selection:** The finance committee/designated purchasing authority evaluates the quotations or bids received and selects the vendor offering the best value for the university. Factors considered may include price, quality, delivery time, vendor reputation, and compliance with university policies.

**Purchase Order:** Once a vendor is selected, a purchase order is issued detailing the items to be purchased, quantity, price, delivery terms, and any other relevant terms and conditions. The purchase order serves as an official authorization for the vendor to supply the goods or services.

**Delivery and Inspection:** Upon receipt of the ordered items, the faculty or department responsible for the purchase inspects the delivery to ensure that it meets the specifications and quality standards outlined in the purchase order. Any discrepancies or issues are reported to the finance committee/designated purchasing authority for resolution.





**Invoice Processing and Payment:** After satisfactory delivery and inspection, the vendor submits an invoice to the University for Payment. The finance committee/designated purchasing authority or designated finance department verifies the invoice against the purchase order and other supporting documentation before processing payment in accordance with the university's payment terms and procedures.

## Annexure A

### I. Expenditure up to Rs. 5000/-

Designated Purchasing Authority & Responsibility: Head of Department (HOD)

Steps:

- Ensure budgetary provision.
- Obtain market prices/price lists.
- Can include emergency procurement for contingency.

### II. Purchase up to Rs. 10,000/-

Designated Purchasing Authority & Responsibility: Head of Department (HOD)

Steps:

- Ensure budgetary provision.
- Obtain at least three quotations.
- Can include emergency purchases for contingency.

### III. Purchase up to Rs. 1 Lac/-

Designated Purchasing Authority & Responsibility: University Level Purchase Committee

Composition of Committee:

- HOD of Purchasing Department
- Lab-in-charge
- One or two experts of the field
- HOD of Department other than the Purchasing Department







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## Steps:

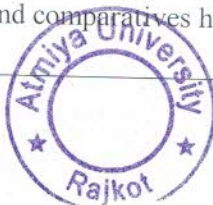
- Invite quotations through approved vendors (by HOD or Registrar).
- Registrar approves vendors.
- Minimum three quotations to be invited.
- Open quotations and prepare comparative statement.
- Evaluate quotations technically and commercially in a meeting.
- Call vendors for negotiations if necessary.
- Release purchase order by the same signatory who invited the quotation.
- Perform due diligence on payment terms, guarantees, warranties, tax implications, etc.
- Accept delivery and conduct testing/commissioning by the appropriate department.
- Forward purchase order and bills to the University for payment after entry into the asset register and successful testing/commissioning.

## IV. Purchase above Rs. 1 Lac/-

Responsibility: University level Purchase Committee

Steps: Not specified, but likely involves a more extensive process involving both Faculty and University-level efforts.

No.	Action	Faculty Level	University Level
1	A Specification Committee shall decide the specifications of the equipment. The committee will comprise of HOD (of Purchasing Dept.), Lab-in-Charge Teacher and one or two expert.	✓	
2	Before inviting quotations permission of Vice Chancellor / Registrar should be taken.	✓	
3	Quotations shall be invited. At least three quotations may be invited.	✓	
4	Sealed Quotations will have to be opened by the Faculty officials and comparatives have to be made	✓	





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5	Technical equivalence evaluation will be done by specification committee.	✓	
6	Comparative etc. should be forwarded to University	✓	
7	Registrar will convene Purchase Committee meeting.		✓
8	Vendors may be called on the same day		✓
9	Purchase order will be placed with a copy to appropriate Faculty/department		✓
10	Appropriate Faculty/department will take delivery	✓	
11	Testing/ Commissioning by appropriate Faculty/department	✓	
12	Bills have to be forwarded to University for payment after ensuring entry into Asset Register of the laboratory and ensuring successful testing and commissioning.	✓	



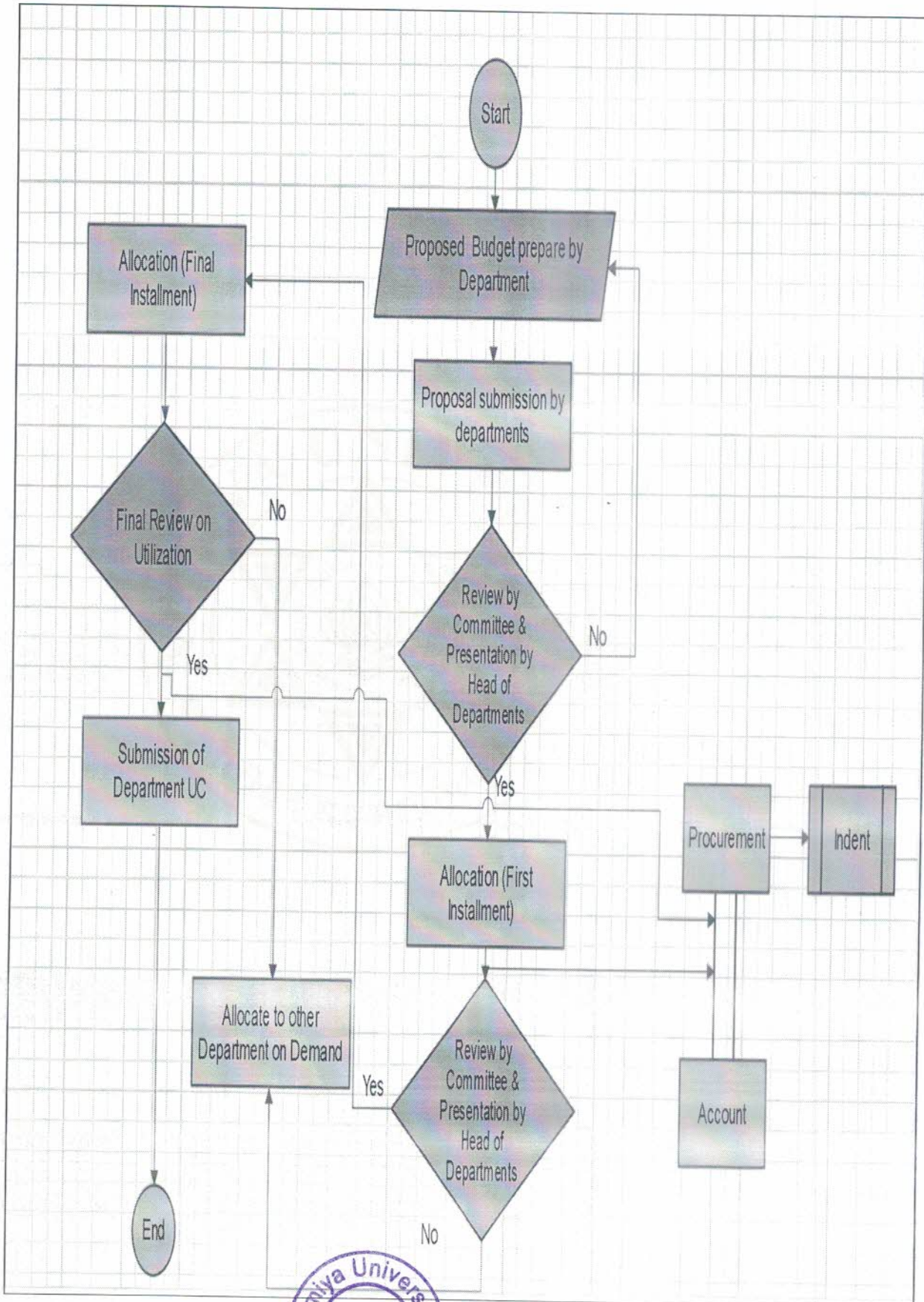




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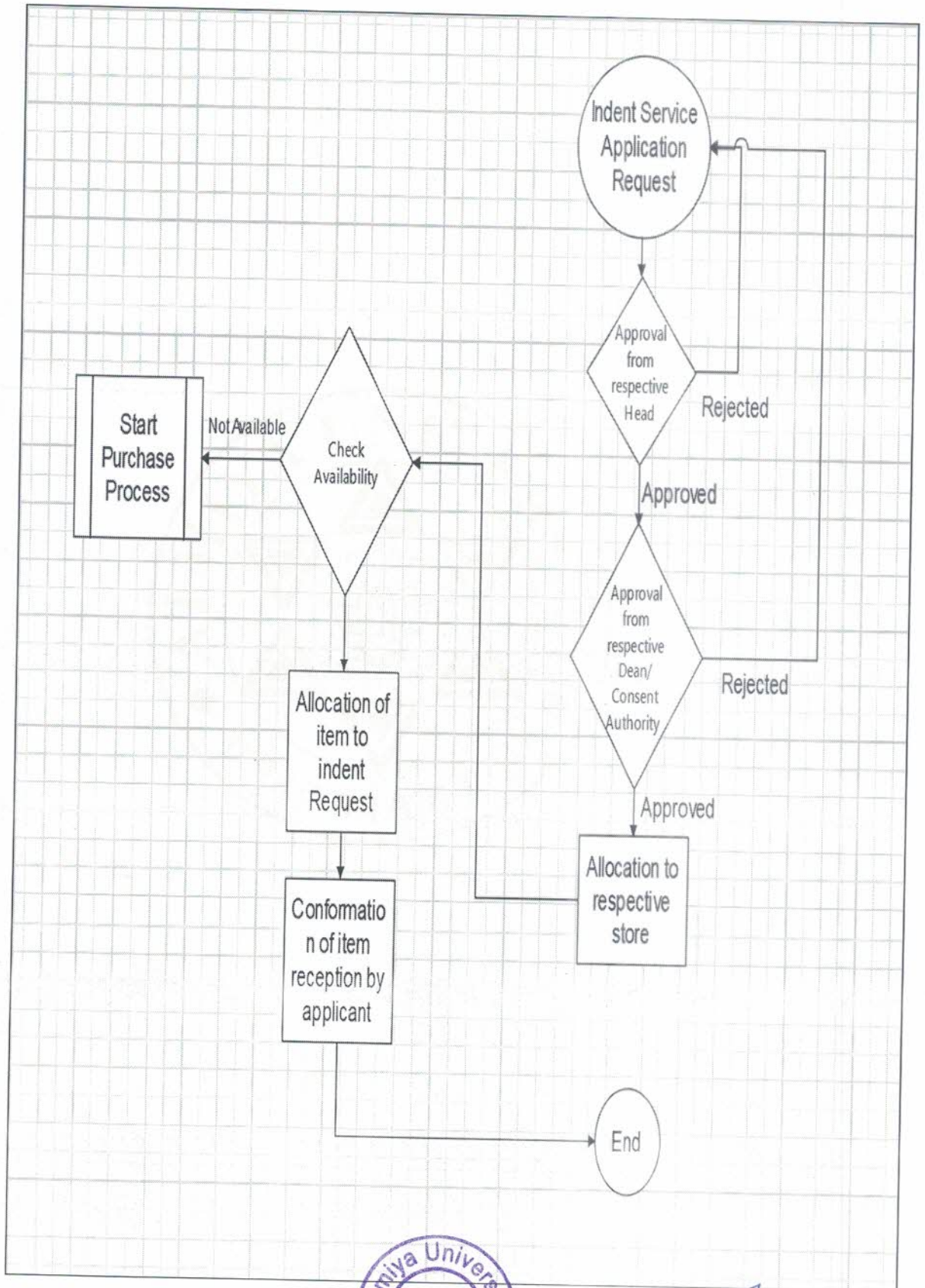




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Registrar  
Atmiya University  
Rajkot