

JAIPURIA INSTITUTE OF MANAGEMENT INDORE
PURCHASE

2.1. Authorization Matrix for Signing of Purchase orders:

Particulars	Range	Authorized person
Purchases other than capital items & books	Up to 5000	Admin in charge/HOD, Without PO.
	5001 – 50000	Admin incharge + Approval of director + PO to be issued after taking minimum 3 quotations.
	50001 & above	Admin Incharge after prior Approval of purchase committee: Committee members : (Admin in charge, HOD of indenting department and Dean Students affairs / one senior faculty nominated by director) + Approval of director + PO to be issued after three competitive quotations unless item is proprietary for which specific approval from director needed.
Capital items	Up to 50000	Admin in charge +approval of director + PO to be issued after three competitive quotation (No PO & competitive quotation is needed if value of purchase is upto Rs 5000/- per order.
	50001 – 250000	Admin Incharge after prior Approval of purchase committee: Committee members : (Admin in charge, HOD of indenting department and Dean students affairs / one senior faculty nominated by director) + Approval of director + PO to be issued after three competitive quotation) +reference to corporate office for rate verification. .
	250001 and above	Purchases to be made by corporate office (CO) unless specifically authorized by CO alongwith name of party, rates & Other terms & conditions. If authorized , then to be purchased by Admin in charge on approved terms by issuing PO + Director approval
Books	Up to 1000	Librarian without PO
	1001 – 5000	Admin in charge without PO
	5001 & above	Admin in charge after prior Approval of purchase committee: Committee members : (Admin in charge, Librarian and Dean students affairs / one senior faculty nominated by director) + Approval of director + PO to be issued after three competitive quotation unless item is proprietary

Note:

- Book purchase should be covered within the budget. If, total purchase (including intended purchase) till date during financial year exceed from approved budget (up to 25%) then specific approval of director is needed. If excess expenditure is more than 25% from budget, then prior approval from corporate office is necessary.
- For the routine items like stationery, once rates are decided, order can be issued for period up to 6 months and delivery can be taken as and when required.

	<p>/ Dean with the specific approval of Director. However, subsequently PO to be issued as per authorization matrix given in 2.1 above.</p>		
<p>2.4 Competitive Quotations & Comparative Statement:</p> <p>2.4.1 Competitive Quotations:</p> <p>Wherever any single item costing above Rs. 5,000 /-or single order costing above Rs 5000/ as the case may be, is proposed to be placed competitive quotations will be invited from at least three vendors.</p> <p>One contract/order to a single vendor cannot be broken into small contracts of Rs 5,000/- to avoid this control process.</p> <p>In case of major value items, (when order value exceeds Rs 50,000/- or regular consumption items , yearly consumption of which exceeds Rs 50,000/- p.a (such as stationery) the Admin. in charge will call vendors and negotiation both prices & technical details (wherever applicable) shall be done jointly by purchase committee as described in authorization matrix given in 2.1</p> <p><i>Note: - similar nature item such as various stationery items shall be treated as one item for the purpose of this clause.)</i> Quotation should be from three independent & non related parties.</p>		<p>Admin in charge</p>	<p>As and when require</p>
<p>2.4.2. Comparative Statement:</p> <p>Admin. in charge will prepare comparative statements of the quotations and obtain approval of rates on</p>		<p>Admin in charge</p>	<p>As and when require</p>

<p>comparatives as per authorization matrix. However, where approval from committee is needed, rates shall be negotiated by committee only)</p> <p>For the routine items once the rate is decided then repeat orders can be issued for period up to 6 months on the same terms & conditions.</p> <p>Fresh quotations will be called and comparative will be prepared after six months (six months shall be counted from date of order) even if there is no change in rates during the past six months and fresh order is proposed to be placed on terms which was approved six months ago) .</p> <p>However, in case of service contracts (such as maintenance contract, courier contract, security contract), fresh quotation will be invited if increase is more than 5% p.a. However, every increase in rates in service contract would require prior approval of director.</p>		
<p>2.5. Master Register of requisitions, Purchase order and material receipt:</p> <p>Admin in charge shall prepare a master register in format XII.</p> <p>Master register shall be kept updated after receipt of indent, receipt of challans/bill for purchase etc.</p>	Admin in Charge	As and when require
<p>2.6. Purchase Order:</p> <p>Admin. in charge will raise Purchase Order for items valuing more than 5,000/- (2 hard copy and 2 soft copies), as per format XIII.</p> <p>One hard copy of Purchase Order duly signed by Admin. In charge will be sent to the Vendor & another copy to be retained by Admin. In charge in the “Purchase Order file”.</p>	Admin in Charge	After approval of rate.

<p>Soft copy of Purchase Order to be forwarded to user and accounts department.</p> <p>It will be duty of Admin In charge to ensure delivery of material as per terms of Purchase Order.</p>		
<p>2.7. Receipt of material:</p> <p>2.7.1. Gate Entry:</p> <p>A goods inward and outward register (separately) will be maintained at gate for the purpose of recording inward & outward movement of goods.</p> <p>In case of receipt of goods the Quantity received will be checked (only limited to the extent of number of boxes received and not exact articles inside packing) with challan/bill issued by vendor.</p> <p>Security guard will make an entry in the goods inward register maintained at gate and give a Gate entry Number as per the gate register on the bill / Challans received with the goods. Security Guard will also mark (stamp) on the bill specifying the</p> <ol style="list-style-type: none"> i. Gate Entry No. ii. Date. iii. Signature of guard 	<p>Security Guard</p>	<p>At the time of movement of goods</p>
<p>2.7.2. Material Received:</p> <p>Goods along with bills/ challans will be sent to concern department for specific items like computer items to IT, Books to librarian and other items to Admin in charge.</p>	<p>Receiver of Goods</p>	<p>At the time of receipt of goods.</p>
<p>2.7.3. Verification of Goods:</p> <p>Receiver of goods will mark on the Bill with stamp “Material Received” after verification of Quality & Quantity.</p> <p>In case of short quantity or damaged quantity, concern person will mark the same on the Bill/ challans. After receipt of the material, concerned person will sign</p>	<p>Concern Department Person</p>	<p>As and when material received.</p>

<p>and stamp Challans/ bill and forward the same to Admin in charge on daily basis.</p> <p>Admin in charge will update the details in master Register on the basis of challans/bill received from user.</p>	Admin in Charge	
<p>2.7.4. Stores Register:</p> <p>IT, Library and Admin In charge will maintain a stores register in a format-XIV and the same will be updated at the time of receipt and issue of material.</p>	IT, Library & Admin in Charge	At the time of receipt and issue of material.
<p>2.8. Requisition of Service:</p> <p>Requisition slip for services shall be prepared and duly approved by HOD/faculty.</p> <p>HOD/faculty will forward the requisition slip to Admin In charge.</p> <p>Admin in-charge will obtain approval from director and process the requisition as per prescribed purchase procedure & authorization matrix for purchase given in 2.1 above.</p> <p>Work order to be issued by Admin In charge if cost of service exceeds Rs. 5,000/as per authorization matrix prescribed for PO</p> <p>Services will be provided directly to the User, who will certify the receipt and completion of service on the bill and forward the bill to the Admin. In charge for processing the same.</p>	<p>HOD/Faculty</p> <p>Admin in charge</p> <p>Admin in-charge</p> <p>User</p>	<p>As and when require</p> <p>As and when require</p> <p>As and when require</p> <p>As and when service received or completed.</p>
<p>2.9 Processing of purchase / service bill</p> <p>Admin in charge will forward all purchase bills along with challans to the accounts department for recording purchases & releasing payments, immediately on receipt of bills but maximum within three days from the receipt of material.</p> <p>Bills / challans should be accompanied with following details :</p>	Admin in-charge	Immediately on receiving of bills.

<p>Gate entry no & date Signature of security guard Receiving depart name, Certificate of satisfactory services by user department in case of bills for services. Store/ other register, folio no on which entered, Signature of Admin incharge / receiver , Details of deduction to be made due to short receipt / defective item. Accounts depart. will be responsible for passing bill with respect to value & making payment as per terms of PO / works contract.</p>	<p>HOD Accounts</p>	<p>As and when require</p>
<p>2.10 Payment for purchase/ services</p> <p>Accounts depart will release payment as per terms of purchase order / works contract and hand over all cheques to Admin in charge for sending / releasing to vendors / suppliers .</p> <p>However, advance to vendors / services providers will not be automatic even if terms of PO / works order provide for the same.</p> <p>All advance payment, shall be released on the specific requisition of Admin in charge.</p>	<p>HOD Accounts</p>	<p>As and when require</p>
<p>2.11 Subsequent change in terms & conditions of PO / works contract</p> <p>All subsequent changes in PO / works contract after placement of same, can be made only after specific approval from director and by amending relevant clause by way of issuing amendment order only. However , where terms of PO were negotiated / approved by Committee , prior approval of committee before director's approval will also be required . Four copies of amendment order will be made (2 hard & 2 soft copy) and same will be distributed as in the case of PO</p>	<p>Director</p>	<p>As and when require.</p>

<p>2.12 Issue of material from store:</p> <p>All items such as Gifts/Towels/ Bed sheet and other costly items valuing more than Rs.25/- each shall be issued by Admin in charge on the receipt of issue slip format XV. Issue slip shall be authorized by Admission in charge / Placement In charge/ Program In charge/ HOD/Dean academic / Dean Students affairs /Director.</p>	Admin in charge	As and when require.
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Format- XI

Requisition Slip

Date:

	Items /Services required	Quantity	Date by which required

Prepared by

Approved by

Format- XII Master Register of requisitions, Purchase order and material receipt

Re q. No.	R eq. D at e	De pat t. m	I te m y.	Qt y.	P.O .No	P. O. Da te	Name of Supplie rs	Gate Entry /MR N No.	Gat e entr y date	I te m	Qty .	Recei ving Depa rtt	Store Folio no
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Format- XIII Purchase Order:

Ref: IES/HO/PO/BAL/2012-13/.....

Dated;

M/s.,
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.....

Sub:

Ref:

K/A:

Dear Sir,

With reference to your quotation dated and subsequent discussions you had with us on the subjected matter, we are pleased to release this order in your favour on the following terms and conditions –

1. Scope of Work :

S.No.	Description	Unit	Qty.	Rate	Amount
1					-
	TOTAL		0		-
	Excise @ Extra /included				-
	CST / VAT @ included / Extra				-
	GRAND TOTAL		0		-

2. Total Order Value : **Rs./-**

3. Taxes & Duties :

4. Freight :

5. Terms of Payment :

6. **Last date of Delivery** :
7. **Mode of delivery** :
8. **Insurance** :
9. **Contact Person** :

Kindly arrange to sign duplicate copy of this Purchase Order as a token of your acceptance of the terms and conditions.

Thanking you,

Yours faithfully,
for Jaipuria Institute of Management