



**G.L. BAJAJ**  
**INSTITUTE OF TECHNOLOGY AND MANAGEMENT**  
PLOT NO. 2, KNOWLEDGE PARK-III, GREATER NOIDA

**PROCUREMENT POLICY**

(Approved in the 20th BOG meeting held on 19-05-2018 vide agenda Item no. 20.8)

Registrar

G.L. Bajaj Institute of Technology & Management  
Plot No. 2, Knowledge Park - III,  
Greater Noida - 201306 (U. P.)

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Managed By : Rajiv Memorial Academic Welfare Society, Mathura  
Approved By : All India Council for Technical Education, New Delhi  
Affiliated To : Dr.A.P.J. Abdul Kalam Technical University, Lucknow



## PROCUREMENT POLICY

(Note: Approved in the 20<sup>th</sup> BOG meeting held on 19.05.2018)

### GUIDELINES AND PROCESS:

1. The Procurement policy of the institute is to ensure transparency, fairness and fraud prevention, equal opportunity, economy and efficiency through effective means.
2. The Procurement processes consist of identification of requirements, developing specifications, identifying suppliers /service providers, inviting proposals, evaluating and awarding contracts, contract management, receipt and certification of goods/services.
3. Goods can be procured by the following three ways in the institute;
  - a) Purchase up to Rs. 5000/- pertaining to a particular department/section would be made by the Head of Department / Section – I/c of respective departmental.
  - b) Direct purchase less than Rs. 1,00,000/-(One lac only) is allowed with approval of Director-GLBITM and it must be raised through respective Departmental Procurement Committee (DPC).
  - c) Purchase of Rs. 1,00,000/- or more by way of calling minimum 3 different vender quotations and will be done through CPC only.
4. Important Aspects of purchase are:
  - a) No need for advertisement in newspapers, however the advertisement can be displayed in the institution website.
  - b) Minimum three quotations of different vender should be received.
  - c) After approval of chairman CPC, normally advance payment, up to maximum of 50% of the payable amount can be made and the balance 50% amount will be paid after receiving, installation & testing of goods within 2 month of items delivery or as per the recommendation of Chairman CPC.

The entire procurement process is divided into four stages, which are as detailed below:

- Stage-1: Proposal by the concerned faculty/group of faculty (Proposer)**
- Stage-2: Departmental Procurement Committee (DPC)**
- Stage-3: Central Procurement Committee (CPC)**
- Stage-4: Post Procurement Process (PPP)**

### **STAGE-1: Proposal by the concerned faculty/group of faculty(Proposer)**

The request for any procurement of equipment/item shall be initiated by an individual faculty or group of faculty members within a department or section; hereinafter called as the Proposer(s).

It is the primary responsibility of the Proposer(s) to follow the guidelines of the institution while preparing a proposal. The Proposer(s) shall initiate the process by submitting a duly filled Procurement Proposal to the concerned HOD. In case, the proposers are faculty members of a section, then the Procurement Proposal shall be submitted to the Head of the section. If the proposers are from multi-disciplines, then it shall be submitted to the Director-GLBITM with approval of respective DPC.

A proposal submitted without following above guidelines shall not be entertained and will be returned to the concerned department for resubmission by following due procedure.

  
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## STAGE-2: Departmental Procurement Committee (DPC)

### a) Composition:

- |                                       |                    |
|---------------------------------------|--------------------|
| 1. Head of Department                 | Head               |
| 2. Department Procurement Coordinator | Member-Coordinator |
| 3. Two Faculty Members*               | Member             |
| 4. Proposer(s)                        | Member             |

\*Members may be selected from the same department or any other department in the institute (deciding factor would be the knowledge & experience of the faculty in respective field). If there is a need of one/two external experts, DPC can opt the same.

**Quorum:** Three members, Presence of Head and Member-Coordinator is mandatory

b) **Responsibility:** The DPC shall evaluate & ensure that the proposal conform the guidelines of the institution. The DPC may accept/reject the proposal by recording its observation. The proposal will be forwarded to the Director-GLBITM with the recommendation of respective DPC.

c) **Functions:** After receiving the proposal (stage-1), the Member-Coordinator will place it in front of DPC (stage-2). The DPC will evaluate & ensure that the submitted proposal conforms to the guidelines of the institution. The DPC has the power to accept/reject a proposal in the event of non-conformation to the guidelines specified. The DPC shall record its observation (Minutes of the Meeting) and return the proposal seeking resubmission. The proposal will be forwarded by the Head – DPC after due recommendation of DPC.

Based on the recommendations of the DPC, quotations will be called. After receiving the quotations, the Department shall prepare the comparative statement as per the guidelines. After this, the matter will be referred to the CPC for its consideration.

## STAGE-3: Central Procurement Committee (CPC)

### a) Composition:

- |                                       |                |
|---------------------------------------|----------------|
| 1. Chairman – BOG or his Nominee      | President      |
| 2. Director-GLBITM                    | Vice-President |
| 3. One Professor nominated by BOG     | Member         |
| 4. Head/Coordinator of Respective DPC | Member         |
| 5. Accounts Officer                   | Member         |
| 6. Chief Administrative Officer       | Convener       |

The CPC shall be headed either by the President / Vice-President (in case of absent of President). Four members shall constitute the quorum (Presence of Head/Convener of respective DPC is mandatory).

b) **Responsibility:** The CPC shall ensure that the proposal has been made in accordance with guidelines of the institution. The CPC shall verify that all the committees have accorded necessary recommendation.

c) **Function:** The CPC will review the proposal for its correctness in all respects. If everything is correct, the president of CPC has to approve and recommend for initiate procurement process. After approval, the concerned office shall generate the Purchase Order (PO). The PO duly signed by the Director-GLBITM / Chief Administrative Officer shall be sent to the concerned vendor and a copy to the concerned HOD. It is the responsibility of the purchase office to follow up the matter, since it is time bounded.

  
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#### **STAGE-4: Post Procurement Process (PPP)**

It is the responsibility of the Purchase Office for the follow-up action pertaining to the supply of goods by the vendor. It is also the responsibility of the concerned department to arrange for the post procurement process after procurement of goods. Store officer will receive goods/items from the vendor.

The HOD and proposer:

- a) Shall receive the goods/items from the central store as per the PO & record the date & time of receipt of the goods on the delivery challan.
- b) Shall certify that all the goods/items received are as per the PO.
- c) Shall record & inform any deviations in the supply immediately to concerned office for further action.
- d) Shall ensure proper commissioning/installation.
- e) Shall label the goods/items/equipment
- f) Shall make appropriate entries in the Stock ledger.

After all the above actions, the HOD/Purchase Officer shall make necessary entries and recommend for passing bills for payment to the chairman CPC [refer Procurement Form 4 (PF-4)]. In all financial respect i.e. advance/balance payment of the vendor; account officer will only be responsible. After payment by account department, a copy of the same should be sent to concern HOD for record purpose. The Purchase office/ Accounts office shall maintain the acknowledgement for the payments made in the respective files for a scrutiny of the entire process by the internal auditors.

NOTE: This Procurement process is to be followed against the budget sanctioned during the financial year for the purchase of items approved by the institute Financial/Governing committee. The department has to produce the MOM of the Financial Committee approving the budget/purchase of the items.

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