

SANT LONGOWAL INSTITUTE OF ENGINEERING & TECHNOLOGY,
(DEEMED-TO-BE-UNIVERSITY)
LONGOWAL, DISTT. SANGRUR

SLIET STORE & PURCHASE RULES-2010

1. PREAMBLE

These rules for purchase and accounting of equipment/consumable for Departments/ Centres/Sponsored/Consultancy Projects/Laboratories have been framed in order to provide a conducive working environment for faculty and students to promote excellence expected from SLIET, Longowal and as such should be interpreted in that context, so that the procurement of the needed equipment/stores is done in time and without procedural wrangles, which permits laboratory and research work to be pursued with greater vigour. These rules also contain details of accounting, maintenance of records, disposal and write off of stores/equipment.

2. APPLICABILITY

They shall govern the purchase of all equipment machinery, instruments, spare parts, chemicals, hardware, furniture, stationery, consumable and non consumable articles, and other goods excluding the purchase of books, journals and periodicals by Central Library and the institute works department

- (i) These rules be called the SLIET Purchase Rules-2010. They shall come into force on the day it is approved in the BOM.
- (ii) They are promulgated with the approval of the Board of Management, SLIET, Longowal
- (iii) Any amendment in these rules shall need the approval of the Board of Management, SLIET, Longowal
- (iv) Any relaxation in these rules shall need the approval of the Board of Management, SLIET, Longowal
- (v) In case of anything not contained in these rules or these are silent on any point, the Government of India rules will be followed.

3. DEFINITIONS :

- i. **Buyer** means any faculty/group A officer who draws advance or signs as purchaser.
- ii. **Seller:** A seller refers to the company/ vendor/dealer/agent/individual from whom the institute may buy goods or services.
- iii. **Director** means the Director of the Institute
- iv. **Department** means Department/Inter-Disciplinary Program/Centre/ Central Facility/Section or any entity in the Institute which has a separately allocated budget
- v. **Extra Charges** means packing, forwarding, collection, delivery, handling, loading, unloading and insurance charge.

- vi. **Faculty** means any member of academic staff
- vii. **Institute** means Sant Longowal Institute of Engineering & Technology, Longowal.
- viii. **Indentor** means any faculty/officer who raises the indent.
- ix. **Imprest** means a rolling advance which is taken to meet day to day contingent expenditure.
- x. **Project** means any sponsored consultancy project or any other activity which has a valid project number given by the R&D of the institute.
- xi. **Project/Principal Investigator** means any faculty of the Institute whose name is recorded as a project/principal investigator in the records pertaining to the project in the R&D office.
- xii. **Quotation** means any offer for supply of goods or services received or collected from a supplier other than through a tender.
- xiii. **Rate Contract** means any rate contract with the DGS&D, New Delhi, the Controller of Stores Punjab State or Central Govt. or the rate contract for any item entered into with standard firms by the institute.
- xiv. **Store Purchase Officer** means the Officer-in-charge of Store and Purchase Section.
- xv. **Supplier** means firm, organization, party, individual, who makes an offer to the institute to supply goods or services or who supplies goods or services to the institute.
- xvi. **Tender** means any offer for supply of goods or services received from a supplier in response to an invitation to tender published in newspaper or website.
- xvii. **Temporary Advance** means the advance drawn to meet contingent expenses on MAS/MIA/Consumable Stores/Miscellaneous items.
- xviii. **Taxes** mean VAT, Sales Tax, Customs Duty, Excise Duty, Octroi etc. prescribed by Central or State Governments and local administration.

4. ABBREVIATIONS

Expansion of the abbreviations used in these Rules shall be as below :

A/Cs	Main Accounts Section
ACSS	Administrative Computerized Support Service
AUDIT	Internal Audit Section
BOM	Board of Management
CFA	Competent Financial Authority
CS	Consumable Store
CSR	Consumable Stores Register
Director	Director, SLIET

Dean	Dean of the institute
DGS &D	Directorate General Supplies & Disposal
DR(Accounts)	Deputy Registrar(Accounts)
DR(Admn.)	Deputy Registration(Administration)
GIS	Goods Inwards Slip
HOD	Head of the Department
ICN	Inventory Control Number
MAS	Major Asset (Non-consumable)
MAS-R	Major Asset (Non-consumable) Register
MIA	Minor Asset (Non-consumable)
MIA-R	Minor Asset (Non-consumable) Register
NC	Non-Consumable
NCR	Non Consumable-Stock Register(MAS or MIA)
PFC	Purchase Finalisation Committee
PI	Principal Investigator of Sponsored/ Consultancy Projects.
PR	Purchase Requisition
SO	Supply Order
SPO	Officer incharge of Store and Purchase Section
SPS	Store Purchase Section

5. CLASSIFICATION OF STORES

5.1 All stores procured shall be classified into three categories viz., MAS Major Assets (Non Consumable Stores), MIA – [Minor Assets (Non consumable stores) and CS-Consumable Stores.

5.2 **Major Assets (MAS)** Stores satisfying anyone of the following conditions shall be classified as MAS.

- I) Stores which are intended to be used over a period of more than five years and costing above Rs. 10,000/-.
- II) Stores having a significant disposal value.
- III) Wooden and Steel furniture and office equipment.

Example: The examples are indicative and not exhaustive. viz., plants, machinery, instruments, printers, motors, assembled instruments and fabricated equipment.

5.3 MINOR ASSET (MIA)

Stores satisfying anyone of the following conditions shall be classified as MIA.

- I) Stores costing any amount and having useful life of less than 5 years (which lose rapidly the value/relevance with the lapse of time or have very little or negligible disposal value).

- II) Stores which can be upgraded either by replacing components/parts or which can be rendered obsolete by the release of new versions or additions.
- III) Stores which are intended to be used over prolonged period and costing less than Rs. 10,000/-

Example: Personal computers(PCs) disks, Computer peripherals derives, computer accessories, software.

5.4. CONSUMABLE STORES (CS)

Stores satisfying anyone of the following conditions shall be classified as CS :

- a. Stores which exhaust with the lapse of time.
- b. Stores which are rendered unusable due to normal wear and tear.
- c. Stores which do not have significant disposal value or negligible disposal value.
- d. Spares of equipment etc. under MAS or MIA category.

Example : Chemicals, glassware, medicines, stationery items, printer ribbons and cartridges, floppies, CD Roms, magnetic tapes, chips, electronics components like resistors, capacitors, connectors, electrical components, wire, switches, plugs, bulbs, tool kits and hand tools, wood, plywood, cement, brick and pipes etc.

6. FINANCIAL AND SANCTIONING POWERS

Competent Financial Authority (CFA) for the approval of purchase and write off and disposal of stores on normal wear and tear.

6.1 Purchase of Stores and Service

CFA	Individual Item (Costing (Rs.))
PI	Upto 1,00,000/-
HOD/Dean	Upto 5,00,000/-
Director	Above 5,00,000/-

6.2 Write-off and Disposal stores

CFA	Individual Item Costing (Rs)
Director	Upto 5,00,000/-
Board of Management	Above 5,00,000/-

7. GENERAL PROCEDURE AND RULES FOR ALL PURCHASES

7.1 Purchase/upgradation/exchange of equipments, components, minors furnishing, office equipment, consumables, stationary, hiring of services/AMC etc. shall be effected through the following system of purchase except which stated otherwise. This shall be applicable to all the purchases through recurring/non-recurring budget heads and through funds received for sponsored/consultancy projects:

- I) Petty Purchase.
- II) Purchase through Rate Contract.
- III) Purchase through Purchase Committee.
- IV) Purchase through quotations/Tenders.
- V) Purchase of medicines
- VI) International Purchase.

Flow diagram for different systems as in para 7.1 are given in Annexure I.

8. PETTY PURCHASES

8.1 A buyer may make purchases upto a ceiling of Rs.15,000/- per item(s) without quotation at one time after ensuring the reasonability of prices. The purchase may be effected either through a permanent imprest held in the name of the HOD or his nominee/PI or through a temporary advance of upto Rs. 15,000/- that may be specifically drawn for the purchase in the name of a buyer or through credit after obtaining the approval of the CFA.

- 8.2** The imprest may be recouped monthly/quarterly. The processing of the imprest through audit/accounts branch should normally be completed within 3 working days of receipt of adjustment account from the departments/centre/project incharge. Only one advance can be drawn at a time for the purpose of effecting petty purchase. However, a fresh advance may be drawn on submission to the audit/accounts section, the adjustment account of the previous advance without waiting for its adjustment. Records, of all purchases made through the system of petty purchases must be made in the stock register.

9. PURCHASE THROUGH RATE CONTRACT

- 9.1** Goods or services may be purchased without calling for **quotation or tender** against rate contract executed by DGS&D, State Govt. Kendriya Bhandar, Govt./Deptt./Emporia/Govt., approved supplier including Khadi Gram Udyog, Mandal Khadi Ashram/Govt., Public undertaking, any University, proprietary manufacturer and their authorized stockiest or agents, Co-operative stores, Super bazaar and authorized distributors, in case of medicines and medical instruments and accessories from the manufacturers of their sales depots.
- 9.2** The rate contract for items such as chemicals, glassware or those regularly required may be entered into with standard firms by the head of the departments/centers/officer in charge store on behalf of the institute. Copies of the rate contracts entered into by the head of the departments/centers, office-in-charge stores shall be sent to the SPS, to all HODs/Centre/Project incharge as well as to Audit/Accounts Section.
- 9.3** Purchase of MAS and MIA will be processed through PFC (see 11.2). However, for purchase of consumables through rate contract can be done directly by placement of order by PI/HOD after approval of CFA and pre-audit.

10. PURCHASE THROUGH PURCHASE COMMITTEE

- 10.1** The purchase through purchase committee consisting of at least three members of appropriate level may be made for purchase of total value upto **Rs. 1,00,000/-**. In order to ensure reasonability of the prices, the committee will obtain the limited quotations from reliable suppliers. If necessary, the committee may draw advance upto **Rs.50,000/-** for making cash purchases.

Note: Large Purchase should not be split into small lots

11. PURCHASE THROUGH QUOTATIONS/TENDERS

- 11.1** Purchase of goods upto **Rs.25.0 lakh** will be made through quotations. The purchases with estimated values beyond 25 lakh shall be made by inviting tender through press.
- 11.2** **Purchase Finalisation Committee (PFC)**
The constitution of the Purchase Finalisation Committee will be as under :
- i) Chairperson (CFA or to be nominated by CFA)
 - ii) Two experts (to be nominated by buyer)
 - iii) Buyer/Indenter (concerned faculty/PI/Officer)
 - iv) Deputy Registrar (Accounts) or his nominee
 - v) SPO or his nominee

11.3 Constitution and function of Purchase Finalization Committee(PFC)

The buyer will initiate a note through HOD/PI proposing the name of Chairperson and two faculty experts for the approval of the CFA, with a brief mention of the items to be purchased. On approval, the buyer will call the first meeting of the committee in consultation with the chairperson and members. In this meeting, the committee will discuss and finalize the specifications of items(s), the list of the vendors from whom to invite quotations and any other point considered relevant. The PFC will finalize and recommend the purchase after deliberations. The PFC may negotiate with vendors(s) if felt necessary. Then the file will be sent to the HOD/PI/SPS for placing an order after it is pre-audited by the audit section. The main emphasis of the PFC will be on time saving and therefore, it is left to the committee to organize its proceedings, once constituted.

11.4 Processing of Quotations/Tender

11.4.1 The indentors shall issue an indent (purchase requisition) for every purchase above **Rs.15,000/-** per item on prescribed form for approval of CFA before any purchase action is taken.

Quotations may be invited or received either through post/courier service/press, by the department or SPS from the firms listed on the approved panel of suppliers. A panel of approved vendors for various items shall be maintained by SPS. The buyer may also recommend names of firms for inclusion in the approved panel.

A copy of all enquiry letters may be displayed on the Notice Board. The requirements of expensive equipments may also be displayed on institute website.

Thereafter, on the due date/time the individual quotations shall be opened in the presence of at least **three members** by the buyer or SPS depending upon who initially invited the quotations. All the quotations will be signed by the officials present at the time of opening. A comparative statement shall be prepared either by the buyer or the SPS as the case may be. The comparative statement along with the quotations will be submitted to the PFC for necessary recommendations.

The accepted quotations will be ringed (circled) in ink on the original quotation and on the comparative statement. Also a justification for the particular choice, i.e. being the lowest quotation or on technical grounds should be recorded on the comparative statement.

Normally, the purchase shall be approved on the basis of at least three quotations. However, the Director/his nominee can relax this condition on sufficient grounds on the recommendations of the PFC. In case of tenders there shall be no limitation in respect of the minimum numbers of tenders received. In case of proprietary items, the item may be procured from the proprietary source on the basis of a single quotation after certification of the proprietary nature of the item by the seller/supplier. In such cases, wherever possible, the purchase price of similar item paid previously may be used as a benchmark to ensure reasonability of price.

The purchase requisition for the recommended items(s) shall then be raised by official of the Department/PI/SPS depending upon who initiated the purchase. HOD/PI/SPS (as the case may be) will prepare the supply order and send the file to audit/A/Cs. The Audit and account shall pre-audit the supply order and certify availability of funds. During the pre-audit, if any discrepancy is observed then the A/C official/staff will discuss with the official concerned for the removal of the same without sending the file back. Thereafter, approval for the

purchase shall be obtained from the CFA and the Supply Order duly stamped "checked" shall be sent to the department/PI/SPS for issue to vendor.

- 11.4.2** Tender shall be invited through press by officer in **charges** stores for items valued more than the postal quotation limit **inclusive** of taxes and extra charges. Advertisements in such case should be given in at least one National daily having wide circulation and one local Newspaper. The tender will be published on the web site of the institute and institute web site address will be given in the advertisement. In case of global Tenders the advertisement will be given in Indian Trade Journal, Kolkata also.

The tenders will be obtained in two parts.

- a) Technical Bid consisting of technical details alongwith commercial terms and condition
- b) Financial bid indicating price for the items mentioned in the Technical bid.

The tenders/quotations received after due date and time shall not be considered.

The bidders shall furnish the earnest money alongwith their tenders @ **2% to 5%** of the estimated value of the goods (or minimum lump sum amount Rs. 5000/-) to be procured in form of Account Payee, demand draft, fixed deposit receipt, bankers cheque or Bank guarantee from any of commercial banks. The earnest money (EM) will remain valid for a period of 45 days beyond the final bid validity period.

The condition regarding EM may be waived off at the discretion of the Director. Tender fee of Rs. 400/- shall be charged from the venders who may like to participate. Tender shall be opened on the prescribed date and time by the at least three members of PFC. No tender or quotation received after prescribed date and time shall be entertained. Revised or late tender/quotations fax/ telegraphic or telephonic quotation/tender shall not be entertained. Any tender received from supplier other than a prospective supplier who has obtained tender documents shall not be entertained.

The quotations/ tenders received by the SPS will be sent to the indenter for processing through PFC as out lined in 11.4.1.

12. CENTRAL PURCHASE

- 12.1** For purchase of MAS/MIA/CS items such as stationery, uniforms or other material which are centrally purchased from separate budget allocation officer in charge stores shall initiate the procurement. Dean (P&D) will be the CFA for purchase of individual item below Rs. 5,00,000/-.

13. PURCHASE OF MEDICINES

- 13.1** All purchases for the medicines shall be initiated by the institute's Medical Officer using the system of procedure outlined above.

14. INTERNATIONAL PURCHASE

- 14.1** The procedure laid down para 11 shall be followed for procurement of items through import. However, following is specially applicable for import.
- 14.2** Any category of stores can be purchased from foreign supplier subject to restriction on import as imposed by Govt. of India from time to time. Provision of exemption of Customs duty must be availed.

14.3 Import should normally be made directly from foreign principals. In the event of a purchase made through an Indian Agent of foreign company, proof that the agent is an authorized Agent of the foreign company must be obtained and must be part of the documents pertaining to the purchase. Any agency commission which is payable to Indian Agent can be paid in Indian Rupees (unless there is a change in Govt. of India rules which allows payment in foreign currency) All imports shall be done through store and purchase section. Payment for import shall normally be made through a letter of credit, payment can also be made by a draft /wire transfer subject to the restriction placed by Reserve Bank of India. Advance payment by a foreign draft can be made upto a value of US \$ 5000 or equivalent in foreign currency. All further processing including pre-audit and placement of orders shall be through SPS irrespective of the value of purchase. The procedure of processing subsequent to receipt of goods shall be the same as that for purchases of indigenous stores.

14.4 Institute may avail services of clearing/consolidation agent for foreign consignments arriving at Air Port/Sea. Such clearing agent can be appointed on term basis or single consignment basis which ever may be advantageous to the institute.

14.5 Custom and Excise Duty Exemption

The Institute is exempted from payment of custom and excise duty on items mentioned in this para under notification No. 51/96 dated 23rd July, 1996 and 10/97 dated 1st March, 1997 respectively. The Institute is required to submit a consolidated report on the exemptions availed during the financial year. Therefore SPS shall issue the custom and excise duty exemption forms on submission of one copy of the proforma invoice to SPS.

Description of items exempted from payment of custom & excise duty.

- a) Scientific and technical instruments, apparatus, equipment (including computers);
- b) Accessories, spare parts and consumables thereof;
- c) Computer software, CD-ROM, recorded magnetic tapes, microfilms, microfiches.

15. PURCHASE ORDER

15.1 Purchase order will be signed by HOD/PI/SPO as mentioned earlier. However, all the central purchase and international purchase order will be signed by Director/nominee.

16. REPEAT ORDER

16.1 When a purchase is to be made where the specifications are identical to a purchase made earlier, a repeat order for item(s) may be placed within **06 months** of the date of 1st order after enquiring that there is no significant change/reduction in cost of the item(s) subject to the condition that there should be no change in the terms & conditions of supply. Further repeat orders placed shall not exceed the amount of original(initial) order.

17. PAYMENT

17.1 For the mode of payment is 100% against collection of goods or services. However, for expensive items or when the installation is pending, the PFC may recommend 90% payment. Accounts Department will release payment within 30 days on receipt of goods in good condition under intimation to indenter /HOD/PI/SPO through payee cheque or crossed bank draft, and remaining 10% after satisfactory installation as the case may be. Advance payment may be made against dispatch documents through bank if considered necessary and only to standard/well reputed suppliers to avoid apparent risk involved. Advanced payment may also be drawn on the basis of proforma invoice of supplier. Any advance payment to the supply shall normally be made only against a bank guarantee of the requisite amount.

18. DELIVERY

18.1 Normally the delivery is done at the indenter/ buyer/HOD/Store Purchase Section, as the case may be.

19. DISCREPANCY IN SUPPLY

19.1 Where stores supplied are found not acceptable due to damage in transit, wrong supply and are consequently rejected, the department concerned of SPS shall immediately notify such rejection specifying the grounds on which such rejection has been made to the supplier directly depending upon who initiated the purchase and take necessary action for getting the items as the specification of the Supply order.

19.2 In case of IMPORTS the following will apply :

19.2.1 Where stores are found partially defective and are considered to be capable of being rectified at the department or in the workshops of the institute, the particulars thereof shall be notified to the SPS at an early date specifying the exact nature of the defect and the estimated cost of repair/rectification. Extra expenditure, if any, in this regard shall be borne by the supplier for which necessary intimation shall be given to the supplier by the SPS.

19.2.2 When stores are found defective and it is considered necessary to have them repaired at the site under arrangement made by the supplier, particulars of such defects shall also be notified to the SPS at an early date specifying the exact nature of defect.

19.2.3 Where stores are found defective and it is necessary to have the defects rectified by returning the articles to the supplier, the particulars thereof shall also be notified to the SPS immediately specifying the exact nature of the defect.

19.2.4 In all such cases indicated above, the SPS shall report the discrepancy to the supplier concerned and ask for immediate action. Copies of such reports shall also be endorsed to the department concerned.

19.2.5 Where packages of containers have been found damaged, broken and where such damages and breakages are attributable to handling in transit a claim shall be lodged with the transport agency immediately by the SPS on the basis of a certificate on shortage/damages granted by the railway and intimation should be sent to the supplier concerned and the indenter.

19.2.6 Notwithstanding anything contained herein, where a consignment is covered by insurance in transit and where defects/damages or breakages are attributable to handling in transit, appropriate claims for compensation shall be lodged by the SPS with the under writers concerned additionally.

19.2.7 In case of the stores being rejected outright, these should be returned by the departments to the Store Purchase Section duly packed, who shall return such rejected stores to the supplier promptly.

19.2.8 Where stores and equipment, partially or fully paid are found defective or otherwise rejectable the firms should be asked by the SPS to replace or to rectify the stores under their own arrangement and at their own cost at site. All expenditure for repair or replacement of defective stores supplied shall be borne by the Supplier.

20. NEGOTIATION

20.1 As post tender negotiations could often be a source of corruption it is directed that there should be no post-tender negotiations with L-1, except in certain exceptional situations. Such exceptional situations would include procurement of proprietary items, items with limited sources of supply and items where there is suspicion of a cartel formation. The justification and details of such negotiations should be duly recorded and documented without any loss of time.

20.2 In cases where a decision is taken to go for re-tendering due to the unreasonableness of the quoted rates, but the requirements are urgent and a re-tender for the entire requirement would delay the availability of the item, thus jeopardizing the essential operations, maintenance and safety, negotiations would be permitted with L-1 bidder(s) for the supply of a bare minimum quantity. The balance quantity should, however, be procured expeditiously through a re-tender, following the normal tendering process.

20.3 Negotiations should not be allowed to be misused as a tool for bargaining with L-1 with dubious intentions or lead to delays in decision-making. Convincing reasons must be recorded by the authority recommending negotiations. Competent authority should exercise due diligence while accepting a tender or ordering negotiations or calling for a re-tender and a definite time frame should be indicated so that the time taken for according requisite approvals for the entire process of award of tenders does not exceed one month from the date of submission of recommendations. In cases where the proposal is to be approved at higher levels, a maximum of 15 days overall time frame exceed the validity period of the tender and it should be ensured that tenders are invariably finalized within their validity period.

20.4 As regards the splitting of quantities, some organizations have expressed apprehension that pre-disclosing the distribution of quantities in the bid document may not be feasible, as the capacity of the L-1 firm may not be known in advance. It may be stated that if, after due processing, it is discovered that the quantity to be ordered is far more than what L-1 alone is capable of supplying and there was not prior decision to split the quantities, then the quantity being finally ordered should be distributed among the other bidders in a manner that is fair, transparent and equitable. It is essentially in cases where the

organization decides in advance to have more than one source of supply (due to critical or vital nature of the item) that the Commission insists on pre-disclosing the ratio of splitting the supply in the tender itself. This must be followed scrupulously.

20.5 Counter-offers to L-1, in order to arrive at an acceptable price, shall amount to negotiations. However, any counter-offer thereafter to L-2, L-3 etc. (at the rates accepted by L-1) in case of splitting of quantities, as pre-disclosed in the tender shall not be deemed to be a negotiations.

21 MAINTENANCE OF RECORDS, DISPOSAL/WRITE-OFF OF STORES, TRANSFER OF STORES

This section describes the records pertaining to stores that must be maintained by SPS and Departments. This section also describes the procedure for Stock Verification, the procedure for Write-off, Disposal, Transfer of stores from one department to another. Upgradation as well as Processing of documents.

21.1 MAINTENANCE OF RECORDS:

A record of all purchases including the purchases through project funds shall be maintained by the Institute. Stores in the MAS category, shall be recorded in the MAS-R and the MIA category in the MIA-R of the Institute . For consumable stores, an issue record as per summary sheet 'Form C' shall be maintained at the department level, in two files one for purchases through funds of Institute and another for R&D Projects and consultancy projects. Proper care, needs to be taken by HOD/PI to monitor the consumption of consumable stores. Two Stock registers one each for MAS and MIA shall also be maintained at the department level. These stock registers shall be generated through the ACSS System by raising a computerised GIS, however, GIS shall not be raised for consumable stores. To raise the GIS the buyer shall fill in the relevant "Summary Sheet" with issue details (details in para 5) and send the same to SPS. The officials of the SPS shall raise the computerized GIS. SPS shall also raise a computerized Issue Voucher. These entries shall facilitate computerized generation of Central Asset Registers, Stock Register or each department and Inventory Register of each official. Each entry shall also allocate an Inventory Control Number (ICN) to each Asset automatically. ICN shall be unique for each item. The MAS & MIA Stock Register of each department will be generated at the end of each financial year and sent by SPS to respective department for record, however additions and deletions to the stock during the quarter shall be sent quarterly. The Stock Register generated at the end of each financial year will be got hard bound by the department. The first page will have the signatures of the Head of Department certifying the total number of pages, number of entries and the total value of assets in MAS & MIA categories separately. Till the computerized system is enforced the manual stock entry will be used in the stock registers. Both the practice will be used.

In summary the following records need to be maintained by department and SPS:

Department

- i) Existing Stock Register for consumables and assets;
- ii) Existing inventories of officials;
- iii) New Computerised Stock Register for assets;
- iv) Summary Sheet for consumables one each for Institute, R&D and consultancy funds;
- v) New Computerised inventories(to be generated & sent by SPS).

SPS

- i) Existing Asset Register one each for Institute, R&D and consultancy Projects and free aid gifts.
- ii) New Computerised Asset Register one each for Institute, R&D Projects and free aid/gift.

21.2. Processing of documents:

21.2.1 Consumable Stores:

On receipt of stores, the buyer shall get the Summary Sheet filled on Form 'C' in triplicate. There shall be no need to put a pass order on any of the individual cash memos/bills. The pass order will be put on the copies of the summary sheet. The first copy alongwith the bills/cash memos will be sent to A/Cs/ R&D A/Cs as the case may be for adjustment/payment purposes. The second copy will be kept in the respective department file pertaining to Institute/R&D cell for records in the department. The HOD or his nominee shall ensure that a proper serial number is given on the summary sheet and kept in the respective file. The third copy may be retained by the buyer . On the back of this Summary Sheet, columns are provided for getting signatures of the officials to whom the consumables are issued. Each official shall put his signature and employee code number before getting the consumables store issued.(Summary Sheet on Form 'C' is given at Annexure-II).

The HOD will ensure the completion of this record. At the end of the financial year all the summary sheets will be hard bound and kept for record. The hard bound copy will carry a certificate from the HOD to the effect that all consumables purchased by the department (including the projects) have been accounted for. The total number of pages and total value of consumables for the financial year shall also be mentioned in the files.

21.2.2. Major & Minor Assets

On receipt of stores in MAS & MIA category, the buyer shall get filled the Summary' Sheet on Form "NC' in triplicate. The buyer shall also get the signatures and employee code of the official to whom the stores have been issued, on all the three copies of the Summary Sheet. The first copy along with cash memos/ bills and other relevant documents will be sent to SPS, the second copy shall be retained in the department for record. The third copy shall be retained by the buyer. Each summary sheet shall be numbered and put in a file. Till the computerized system is enforced the manual GIS shall be raised. A pass order shall be put on all the three copies of the summary sheet. The pass order shall also be put on each and every bill. The SPS officials will raise the GIS and issue voucher in the ACSS System. This entry shall generate the ICN. The issue voucher will contain the name and employee code of the official to whom the item has been issued. A copy of each of the GIS and Issue Voucher shall be sent back to the department on regular basis. At the end of each

Financial Year departments Stock Register and Inventory Register of each official will be sent to the respective department. After the GIS and Issue Voucher entry SPS shall send the Summary Sheet alongwith the computerized GIS to R&D A/Cs / A/Cs for adjustment/payment purposes. (Summary Sheet on Form 'NC' is given at Annexure III)

21.2.3. Consumable, Major and Minor Assets

In case of purchases involving both consumables and those belonging to MAS & MIA category, the buyer shall get the Summary Sheets filled on Form 'C' for consumable stores and on Form 'NC' for non consumable stores. The pass order will be put on Form 'C' for consumable stores. The pass order will also be put on each bill for non-consumable stores. Further a consolidated pass order shall be put in the appropriate column in summary sheet on Form 'NC'. Thereafter, the first copy of both the Summary Sheets along with details attached shall be sent to the SPS for processing. The second copy will go to the respective file in the department. The third copy may be retained by the buyer. The further processing for this shall also remain the same as is in the case of consumables and non-consumables given in paras 21.1 & 21.2 All original documents relating to any such purchases including call for inquiries, reports of purchase committees, sanction notes, purchase orders, invoice/bill delivery challans, inspection report etc. shall remain with SPS or department depending on who initiated the purchase. These records/ documents will be maintained for such period as stipulated by the Institute.

21.3 Stock Verification

Head shall appoint stock verifiers to conduct periodic (annually) stock verification of all items on the various stock registers of the departments and send reports to SPO for maintaining/updating of records.

21.4. Write-off and Disposal

21.4.1. The HOD shall constitute a **Stores Survey and Inspection Committee** of not less than three members, at least two of whom will be Associate Professors or equivalent. This Committee shall survey the Major Assets (MAS) and Minor Assets (MIA) stores and recommend write-off for items which are not usable and serviceable. The Committee shall record the reasons for recommending write-off. HOD shall forward the report to SPS for obtaining the approval of CFA and deletion from the MAJOR/ MINOR Assets Register. Central Disposal Committee shall be constituted by the Director consisting of two Professors. DR(A/cs) & SPO and shall be responsible for getting the best possible price for the written off items in a **speed** manner.

21.4.2. Parts/Systems/Accessories of a written off machine/instrument/ equipment can be removed if considered usable by the department. The parts so removed shall be clearly mentioned in the survey documents. These parts will be converted as assets of zero' value by making an entry in ACSS computer system. The SPS officials will make the GIS and Issue Vouchers as is done in case of new stores. The item description of such stores will contain the name & ICN of the asset from which the items were removed.

21.4.3. The disposal of written-off stores items will be the responsibility of Stores Purchase Section with the assistance/coordination of the Departments/Centres. The Departments/Centres/Sections will make list of all items to be disposed off and send the same to SPO. The Stores purchase Section will get in touch with the Vendors/Kabaries and inform the concerned Departments/Centres/Sections about the date of auction/disposal. The Stores Purchase Section will act as a facilitator in the disposal of written off stores items through the Central Disposal Committee. On the finalized date, the small items will be transferred by the concerned Department/Centre/ Section at one place and the heavy items will remain in the respective Departments/ Centres. While the smaller items will be auctioned/disposed at one place, for heavy items, the SPO will take the vendor(s) to respective Departments/Centres. The process will be periodic. The disposal shall be arranged at least twice a year. The deletion from the Assets should not be made till the final disposal.

21.5. Upgradation of Assets

In case of upgradation or purchase of assets under buy back arrangement, the old asset which has been upgraded or exchanged will be treated as written-off i.e. its value will be written-off from the records. The upgraded new asset will be entered in records by raising a computerised GIS. In case of upgradation, the sum of cost of old asset and the differential cost paid, will be considered as cost of the upgraded asset, however in case of buy back the sum of the disposal value of the old asset and the differential cost paid will be considered as cost of the new asset.

21.6. Transfer of Stores

21.6.1. Transfer of stores within the institute from one department to another and from one official to another can be done. A transfer voucher will be filled by official of the department and sent to SPS for entering in the ACSS Computer System.

21.6.2. Transfer of stores from the Institute to another Institute/college/university/industry can be done only with the explicit written approval of the Director. In case of stores purchased through R&D/consultancy projects, the transfer of stores can be done with specific instructions from the sponsoring agency. Subsequent to transfer of stores as mentioned in 21.6.1 above the appropriate Stock and Asset Registers shall be suitably updated by SPS's through ACSS System. The value of stores so transferred shall be deducted from the capitalized assets of the Institute as indicated in the Balance Sheet.

22. GENERAL REMARKS

22.1 A faculty member may draw only one advance at a time from the recurring and non-recurring grant of the Department/Centre/each Sponsored Project for purchases under any system of purchase. The total number of advances should normally be limited to 15% of faculty strength of the department. Once an adjustment account for an advance has been submitted to Audit/R&D Accounts, next advance could be drawn.

22.2 The Institute shall establish a separate R&D/Consultancy account cell and to deal with the projects, consultancy etc. Till establishment of the section, the main account section will carry out the work.

22.3 The role of the SPS is envisaged to be as follows:

22.3.1 Processing and clearance of International Purchases;

22.3.2 Maintaining approved panel of suppliers, for purchases through quotations/press tenders, in consultation with Departments/Centres/PI ;

22.3.3 Complete processing including inviting quotations through post or press for purchases of items with estimated value beyond **Rs. 25,00,000/-** on the basis of specifications/requirements of indenting Departments/Centres/PI;

22.3.4 Processing of all items such stationary for administrative section only and deliveries etc. and their subsequent issue Registrar will be the Head of the Department for operating their budget heads;

22.3.5 Maintenance of a Central Assets Register for items under MAS & MIA category' of items.

22.3.6 Conducting stock verification;

22.3.7 Issue custom duty, excise duty and sales tax exemption certificates.

22.3.8 To render assistance as per requirement of each department /section.

23 IMPLEMENTATION OF RULES

The GFR-2005 and Manual on Policies and Procedures for purchase of goods of Government of India shall be the guidelines for implementation of these Rules.

24 INTERPRETATION OF RULES:

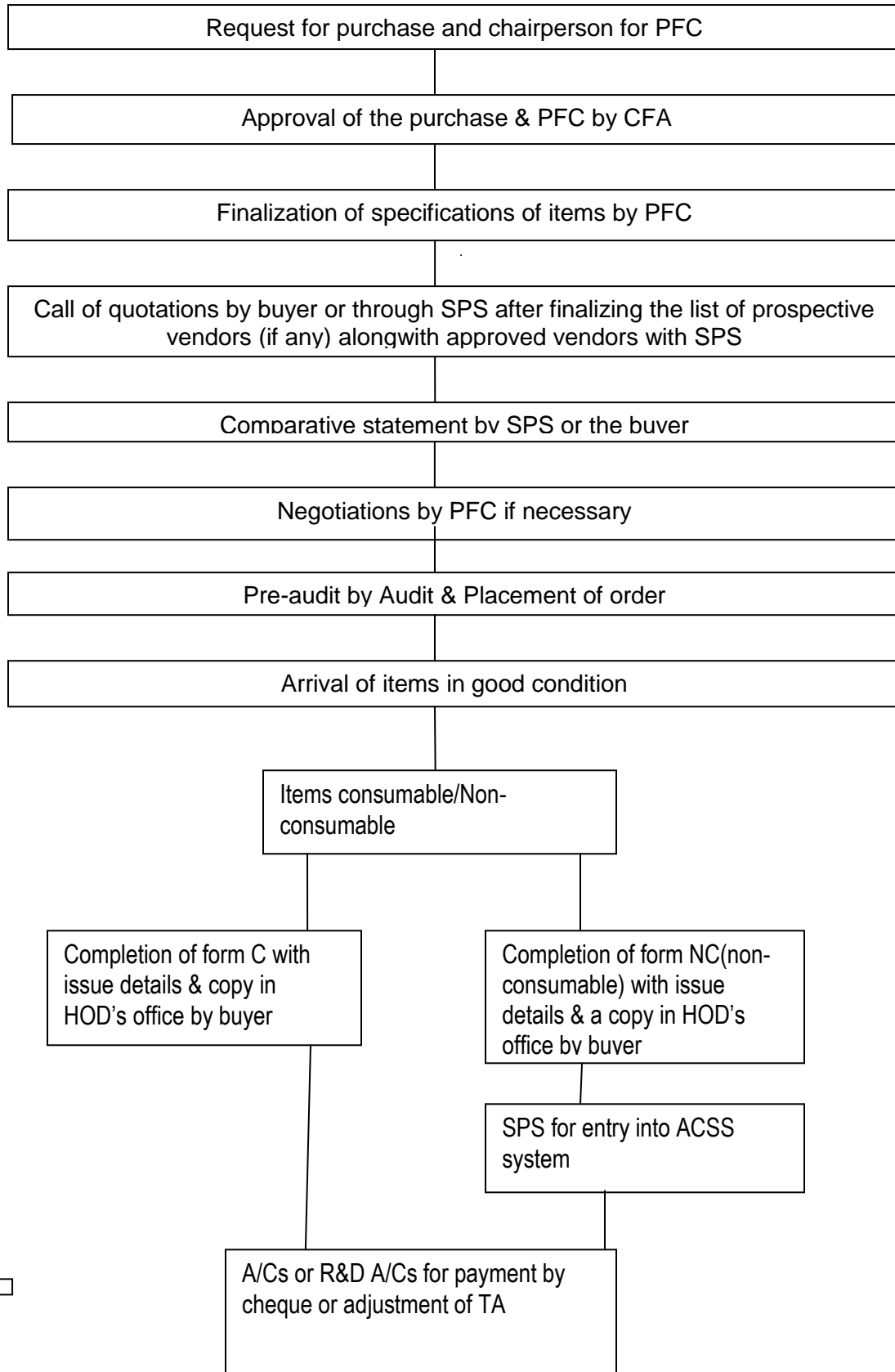
Wherever difficulties arise in interpreting these rules or relaxations are required for smooth functioning of research and teaching work, the Director shall be the Competent Authority for approval on behalf of the Board of Management.

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FLOW DIAGRAM FOR DIFFERENT SYSTEMS AS IN PARA 7.1

PURCHASE THROUGH QUOTATIONS



<p>Certified that the items on this sheet have been procured by me in good condition</p> <p style="text-align: right;">Sign. of buyer (s)</p> <p>Name(s) :</p> <p>Emp. Code(s):</p>	<p>For adjustment/For payment</p> <p>Passed for Rs. _____</p> <p>Deduction to be made Rs. _____</p> <p>On account of _____</p> <p>Already paid Rs. _____</p> <p>Balance now payable Rs. _____</p> <p>(in words)</p> <hr/> <p>By cheque directly to vender/through (name) _____</p> <p style="text-align: right;">Sign. of HOD/PI</p> <p style="text-align: right;">Emp.Code: _____</p>
<p>HOD/Nominee to sign after ensuring that S.No. as put at the top of the previous page is in order.</p>	
<p>Sign. of HOD or nominee</p>	

R&D Accounts/Main Accounts/Audit

Issue Record

Date	Particulars of items	Quantity		Balance	Issued to sign.& E.code
		Received	Issued		

<p>Certified that the items on this sheet have been procured by me in good condition</p> <p style="text-align: right;">Sign. of buyer (s)</p> <p>Name(s) :</p> <p>Emp.Code(s):</p>	<p>For adjustment/For payment</p> <p>Passed for Rs. _____</p> <p>Deduction to be made Rs. _____</p> <p>On account of _____</p> <p>Already paid Rs. _____</p> <p>Balance now payable Rs. _____</p> <p>(in words)</p> <hr/> <p>By cheque directly to vender/through (name) _____</p> <p style="text-align: right;">Sign. of HOD/PI</p> <p style="text-align: right;">Emp.Code: _____</p>
<p>HOD/Nominee to sign after ensuring that S.No. as put at the top of the previous page is in order.</p>	
<p>Sign. of HOD or nominee</p>	

R&D Accounts/Main Accounts/Audit

Issue Record

Date	Particulars of items	Quantity		Balance	Issued to sign.& E.code
		Received	Issued		

SANT LONGOWAL INSTITUTE OF ENGINEERING & TECHNOLOGY, LONGOWAL,
DISTRICT – SANGRUR (PUNJAB)

INDENT FOR PURCHASE OF MAS/MIA/CS

NAME OF THE INDENTER _____ EMPLOYEE CODE _____
 DEPTT. _____ INDENT NO. _____ DATED _____

S.No.	Description with complete specifications	Qty.	Justification of requirement	Approximate cost	Mode of purchase
Total					

If space is not sufficient separate sheet indicating all information be annexed duly signed by Indenter, total cost be, however indicated:-

1. Budget Provision

- a) Institute grant/Project grant _____
 c) Total allocation _____
 d) Expenditure incurred so far _____
 e) Committed expenditure _____
 f) Present Proposal _____
 g) Balance _____

PI /INDENTER

Recommendation of HOD/PI _____

HOD/PI

The fund of availability has been checked.

DR(ACCOUNTS)

Administrative approval accorded.

Competent Financial Authority (CAF)

Annexure-V

SUBJECT: OPENING OF POSTAL QUOTATIONS/TENDER

The undersigned member of the Quotation opening Committee met in the office of the _____ on dated _____ at _____ and opened quotations/Tender received from the following parties against enquiry No. _____ Dated _____ .due on _____

Sr. No.	Name of Party	Remarks
01		
02		
03		
04		
05		
06		
07		
08		
09		
10		
11		
12		
13		
14		
15		

()
Member-I

()
Member-II

()
Member - III

(Signature with date)

TECHNICAL COMPARATIVE STATEMENT (TENDER ITEMS)

S.NO.	ITEM	QTY.	NAME OF SUPPLIERS						REMARKS
			M/s	M/s	M/s	M/s	M/s	M/s	

SIGNATURE OF COMMITTEE

COMMERCIAL-CUM- RECOMMENDATION STATEMENT (for quotation items)

S.NO.	ITEM	QTY.	NAME OF SUPPLIERS						REMARKS
			M/s	M/s	M/s	M/s	M/s	M/s	

TERMS & CONDITIONS:

1. FOR
2. Sales tax/VAT
3. Excise Duty
4. Import duty
5. Delivery Period
6. Payment
7. Packaging & Forwarding

SIGNATURE OF PURCHASE COMMITTEE MEMBERS

COMMERCIAL COMPARATIVE STATEMENT (Tender items)

S.NO.	ITEM	QTY.	NAME OF SUPPLIERS						REMARKS
			M/s	M/s	M/s	M/s	M/s	M/s	

TERMS & CONDITIONS:

1. FOR
2. Sales tax/VAT
3. Excise Duty
4. Import duty
5. Delivery Period
6. Payment
7. Packaging & Forwarding

SIGNATURE OF PURCHASE COMMITTEE MEMBERS

RECOMMENDATION OF INDENTER (TENDER ITEMS)

Sr.	Item	Qty	Rate	S.T.	ED/	FOR	Pkg. Fordg	Amo	Status	Payment Te rm s	Supplier
1	2	3	4	5	6	7	8	9	10	11	12

SIGNATURE OF COMMITTEE MEMBERS

Annexure-X**MINUTES OF THE PURCHASE FINALISATION COMMITTEE MEETING HELD
ON _____ IN THE OFFICE OF THE _____.**

Purchase Committee consisting of the following members attended the meeting on
Dated _____ to consider the purchase of equipments/instruments for _____
against Indent No. _____ dated _____.

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

Recommendation of the Indentor for purchase of equipments instruments have been
examined and considered for purchase as summarized below :-

Summary/basis of recommendations**Expenditure involved**

- | | |
|---|-----------|
| 1. Items at Sr. No. _____ are
recommended for purchase at lowest rates. | Rs. _____ |
| 2. Items at Sr. No. _____ are
recommended for purchase from other than
lowest rates on technical grounds. | Rs. _____ |
| 3. Items at Sr. No. _____ are
recommended on single quotation/tender basis
being proprietary. | Rs. _____ |
| 4. | |
| 5. | |
| 6. | |

TOTAL : _____

The Committee finds the above recommendations in order and further recommends it for
expenditure sanction for Rs. _____

Signature of all Committee Members.

Sanctioned accorded

CFA

ANNEXURE-XI

INSPECTION REPORT

1. The undersigned members of inspection committee physically verified the following equipments/materials supplied by M/s. _____ against order No. _____ Dated _____ on _____ vide bill No. _____ dated _____ for Rs. _____ and report as per remarks against each item.

Sr.	Item (Make Brand if any)	Quantity		Physical condition	Acceptable quantity	Non acceptable quantity	Reason/remarks
		Ordered	Supply				
1	2	3	4	5	6	7	8

2. _____ items have been inspected technically/ got demonstrated/installed from the suppliers and accepted as per quantity shown in column 6 of Part – A above.
3. The following items out of column 6 of Part-A are not acceptable due to the technical reasons indicated against each:
Item No. _____ Reason/Remarks _____
4. The concerned party has been informed in writing/personally on _____ for replacement/repairs of items mentioned at Sr. No. 2 of Part-B

HOD/PI