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# **PURCHASE POLICY**

## **DARRANG COLLEGE**

### **TEZPUR-784001, ASSAM**

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## **1. Objective**

The purpose of this policy is to establish guidelines and procedures for the procurement of goods and services by Darrang College. This policy applies to all departments and individuals involved in purchasing activities on behalf of the college. Basic objectives of the policy are:

- i) To define procedures and responsibilities so as to facilitate the purchase of any commodity.
- ii) To ensure proper responsibility and accountability in procurement of items.
- iii) To ensure efficiency, economy, and transparency in procurement.

## **2. Commencement**

This Purchase Policy came into effect from 1st of March 2022 and has been approved by the Executive committee (EC) of the College on 6-2-2022. The Purchase Policy will be reviewed by the EC every three years or as and when required.

## **3. Authority and Responsibility**

The principal of the college is responsible for overseeing and enforcing compliance with this policy. Purchase Committee is authorized to make purchasing decisions within a designated budget and in accordance with this policy.

## **4. Mode of Purchase & Payment**

- a. Request for payment should be submitted to the accounts section using either a payment requisition or the original invoice from the vendors.
- b. Cash payment is allowed up to Rs. 5000/- for the payment of more than Rs. 5000/- the vendors are to collect cheques from the account's office. Exception of this policy may be allowed with the approval of Finance committee and Principal.
- c. Purchase bills or vendors' invoice without GST are not recommended by the purchase committee.

- **Stationary Items:**

Stationary items can be directly purchased from vendor/vendors approved by the purchase committee. All such purchases will be through requisition from Senior Assistant or other authorized person. Purchase order will be issued based on the requisition. Payments will be made after receiving the items according to the specifications and requirements.

- **Laboratory Chemicals/Perishable**

Purchase of chemicals, consumables, perishable as required by respective laboratories may be directly purchased from reputed vendors without inviting quotations or bids by the college authority in consultation with head of the respective departments/committees etc. The purchase should be made through an appropriate purchase order against requisitions from head of the departments.

- **Examination/Evaluation**

All items related to examination/evaluation can be directly purchased from approved or unapproved vendor by the Centre In-charge of the examination with requisition and purchase order.

- **Research expenditure**

- a) The expenditure for research activities (books, equipment's and software) are done by individual researchers following the rules of the granting agency.
- b) Researchers who move to other institutions cannot take or move equipment's purchased with grant funds. Those items remain the property of Darrang College.

- **Conferences and Workshops**

No approval of Purchase Committee is required for the refreshment and other expenditure of any conference and workshop organized by IQAC or any other department. The respective departments are asked to submit the utilization of the grants received from the college or any external agencies.

## **5. Maintenance and Repairs**

All maintenance and repairing work of the college are done by the maintenance committee according to the maintenance and repairing policy of the college. The

maintenance committee undertakes preventive maintenance and repair of all academic and administrative buildings and equipment's on campus in consultation with the building committee and other committees (if required). Approval of the purchase committee is not required for any maintenance work. Almost all the electronic and electrical equipment's (viz. Green Generators, Water purifiers, software) are executed under AMC through some popular agencies. For the routine works (viz. cleaning, use of green generators) there is no need of recommendation of Purchase Committee. Services are provided in these cases through some fixed contractors. The maintenance committee provides the following maintenance services according to the demands of different academic and administrative departments through some external agencies or regular service providers:

- Carpentry services
- Electrician Service
- Plumbing services
- Gardening & landscape
- Waste disposal/management
- Pest control

#### **6. Conflict of Interest**

- a) Darrang College employees, consultants and suppliers must disclose their involvement with a supply chain activity if it constitutes an actual or potential conflict of interest.
- b) The college will not accept former Darrang College employees as suppliers or supplier representatives.



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