



PROCUREMENT POLICY

COMMERCIAL AND CONTRACTING TEAM
GITAM INSTITUTE OF TECHNOLOGY AND MANAGEMENT
DEPARTMENT OF FINANCE

INDEX

Sl. No.	Description
1	GITAM Procurement Policy Overview
2	Procurement Process Work Flow
3	Process Narrative
4	Activities and Formats
4.1	Form 1: Format for Purchase Requisition (PR)
4.2	Form 2: Technical Evaluation Report (PRTER)
4.3	Form 3: Confirmation from Indenting Dept (PRCNF)
4.4	Form 4: Final Proposal (PRFP) to C&C
5	Tendering Activities by C&C Department
5.1	Floating of Tender
5.2	Tender Evaluation Stage
5.3	Approval
5.4	Issue of Purchase / Work Order
6	Post Order Monitoring
7	Enclosures: Forms 1,2,3 & 4



OVER VIEW

INTRODUCTION

This Policy shall be called “**GITAM Procurement Policy**” or “**GPP**” and shall come into force on 16.07.2021.

OBJECTIVES

Policy to consolidate the existing procedures, written or otherwise, and lay down new workflow, process and procedure for various procurements within the University, to have an uniform procurement policy across all the campuses / departments / institutes.

INTENDED USES OF THIS PROCUREMENT POLICY

- Increase efficiency and transparency
- Maximise cost-effectiveness
- Achieve standardization across the campus
- Automate the process in ERP
- Provide access to standardized data
- Facilitate on-line paperless implementation

SCOPE

This Procurement Policy applies to all types of procurement including operational and capital expenditure, applicable to all the Campuses including GIMSR and out-of-campus establishments such as CDL etc.

SUPPLEMENTARY POLICIES

This Procurement Policy is the basic framework, based on which Supplementary Policies can be tailored to specific categories of goods and services, for example for perishable items, annual maintenance contracts, rate contracts, special software / networking equipment, high-end medical equipment, project grant purchases and sports items etc.

For Non Budgeted items the HOD/HOI shall seek special approval from the Competent Authority before raising the **PR**.

OWNERSHIP

This Policy document shall be maintained and updated from time to time by the Department of Finance, Contracts & Commercial Team

THE COMPETENT AUTHORITY FOR FINAL APPROVAL AND AMENDMENTS TO THIS POLICY IS:

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PROCUREMENT POLICY

COMMERCIAL AND CONTRACTING TEAM



Procurement process workflow

STEP 1	Raising of Purchase Requisition (PR)	Designated employee of the User Department will raise the Purchase Requisition (PR).
STEP 2	Finance - Budget Checking	Budget Checking will be done by the Finance Dept.
STEP 3	Approval by User Dept. HOD	Dept HoD will Approve the Indent and Forward to Service Providing Division (SPD) for detailed analysis and providing drawings, technical specifications etc.
STEP 4	Review by SPD (CATS / Hospitality/CE Office/Projects)	HOD of Service Providing Department will evaluate the Indent either internally or through external consultant and forward to HoI for approval (Technical Evaluation Report – Form2) which includes Indented Items and any other ancillary items required including detailed plan of execution with drawings, specifications etc. for scope completeness.
STEP 5	Approval of PR by HoI with communication to SPD & C&C Depts.	Head of Institution may Approve / Reject the requisitions. If approved, PR will be sent to C&C for Tendering and ordering process. Simultaneously an email will be generated to HOD of SPD approving the recommendations (Confirmation from Indenting Dept. - Form3) enabling SPD to send Finalized PR (Form 4) to C&C Dept.

LEGEND:

SERVICE PROVIDING DEPARTMENTS (SPDs) SHALL MEAN

Directorate of Hospitality (DH)

Directorate of Projects (DP)

Chief Engineer's Office (CE)

Centre for Advanced Technology Solutions (CATS)

Directorate of Sports (DS)

PROCUREMENT POLICY

COMMERCIAL AND CONTRACTING TEAM



FLOATING OF TENDERS

Further to the above process (from raising PR till approval of the same by the Head of the Institution, C&C receives Final Proposal from HOD SPD which includes clear BOQ, Technical specifications & Drawings), the Contracts & Commercial department would float the Tender inviting the proposals from the bidders.

The Contracts & Commercial team shall seek proposals from the prospective Vendors (C&C Department shall float the tenders to the Vendors suggested by SPD and to reputed Vendors known in the market for specific requirement), to submit their competitive offers.

TENDER EVALUATION

Once the Offers/Proposals are received from the bidders, the technical portion of the Offers/Proposals shall be forwarded by the C&C team to the Service Providing Department for their evaluation.

The Service Providing Department shall provide their recommendations to the C&C team, for furthering the tendering process.

On receipt of technical recommendation from Service Providing Department, the C&C department will go ahead with the further tendering process (like evaluating the bids commercially, obtaining clarifications if any etc.) and conclude the tendering process.

APPROVAL OF COMPETENT AUTHORITY

The C&C department will seek Purchase Committee / Competent Authority Approval ("**Approval**") to place order on technically and commercially competent bidder.

PLACEMENT OF PURCHASE / WORK ORDER

Once the Approval is obtained, the C&C department shall prepare the Purchase / Work Order and will send for the same for signature by the signing authority. Once the Purchase / work Order is signed the same shall be issued to the successful bidder with a copy to the Head of the Department of the Service Providing Department.

POST ORDER MONITORING:

Upon issue of Purchase / Work Order to the Vendor, the Service Providing Department shall interact With the Vendor for obtaining all documents required under the PO/WO and get the works executed.

SPD ensures that all statutory requirements are adhered to, by the Vendor and submits all statutory documents like insurances, royalty paid (if applicable), PF,ESI and other relevant documents before commencing the work and update them with each running bill. SPD shall check and certify running and final bills for finance department to process the Vendor's payment.

SPD shall submit Cash flow against each Purchase/Work order, to be submitted to Finance department on monthly basis.

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PROCUREMENT POLICY

COMMERCIAL AND CONTRACTING TEAM

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GITAM (Deemed to be University)
Purchase Requisition

Doc Date: 18/07/2021

Doc No. : PR-U/VTZ/21-22/18

Form-1PR

Indenter							
Name : admin		Designation: admin			Employee ID : admin		
Department							
Campus : Vizag		Institute : Institute of CDL			Department : Dept of CDL		
Whether out of Gitam funds or with any research grant:	GITAM	If external funding, details:			If part of GITAM's budget forecast, details:		
					Printing and Stationary Exam		
Items to be Procured							
SNo	Description	UOM	Qty	Est Rate	Est Value	Make/Brand/Cat	Required ByDt
1	A4 Papers (75 Gsm)	NOS	1.00	5,000.00	5,000.00	Test	26/07/2021
Drawings, if any, prepared by whom: Attach copy		0.00		Basis for prices: Enter one of: Last Procurement Price (LPP), Market Price, Inhouse Estimate, Consultant's Estimate, preliminary quotations		LPP	
How are the specifications selected:							
Basis for selection of Model / Cat #							
Whether similar items were procured by GITAM, earlier	Campus:		Vizag		Details:		
	Inst / Dept :		/				
Suggested vendor type		OEM					
Suggested Vendors (names)		Justification / Reasons					

Enclosures:

- 1 Copy of budgetary provision
- 2 Drawings, if any
- 3 Specifications, if any
- 4 Price basis (estimate, any recent Order, quotation)
- 5 References for any procurement in the past
- 6 Any other as required

admin

Prepared By

Budget Checked By

Dept HOD



Technical Evaluation Report

Form-2PRTER

Doc No.	PR-U/VTZ/21-22/18		UID:	PR-U/VTZ/21-22/18			
PR UID Date	18/07/2021						
Campus	Institute	Department		Type of Procurement			
Vizag	Institute of CDL	Dept of CDL		Goods			
Whether out of Gitam funds or with Research Grant:	GITAM	If external funding, details:		If part of GITAM's budget forecast,			
Comments, if any, on the above							
Feasibility, Enclose Separate Sheet if Required	Space:		Existing room		Room Ceiling:		
	Power:		AC:		Networking:		
	Others:						
Enabling items / works required: List/Describe & Possible Vendors							
Cost breakup of enabling items / works							
SNo	Description	UOM	Qty	Est Rate	Est Value	Make/Brand/Cat	Remarks
Remarks on indenter's proposal:		Qty	Pricing	Make/Brand/Cat	Timeline	Remarks	
		1.00	LPP	Test	26/07/2021		
Whether any external consultant is to be involved				If yes, Name:			
Comments on quotations shared by Identor:		Inhouse Consultant:					
Drawings, if any, prepared by whom:				Basis for prices:		LPP	
How are the specifications selected:							
Basis for selection of Model / Cat #							
Whether similar items were procured by GITAM, earlier		Campus:		Details:			
		Inst / Dept		/			
Suggested vendor type		OEM					
Suggested Vendor			Justification / Reasons				
Detailed Estimate			Enclosed herewith				

Enclosures:

- 1 Drawings, if any
- 2 Specifications, if any
- 3 Price basis (estimate, any recent Order, quotation)
- 4 References for any procurement in the past
- 5 Detailed Estimate
- 6 Any other as required

admin

Prepared By

Budget Checked By

Dept HOD

Evaluation By

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Gandhi Institute of Technology and Management
Procurement Process for Goods / Services

Confirmation from Indenting Dept.

Form-3PRCNF

Date of this Confirmation:		UID: PR-U/VTZ/21-22/18	
Confirmation by:		Name:	
		Emp ID:	
Campus	Institute	Department	Type of Procurement
Vizag	Institute of CDL	Dept of CDL	GOODS
Technical Evaluation Report	Date	Received From	if part of GITAM's budget forecast,
			For Indented Items
			Enabling Items/Works
Points for attention:	#	#	#
Based on the following documents attached herewith, this is to confirm to C & C that further action be taken on the subject Procurement Request and subject to the Remarks appended below:			
1	Details as per Technical Evaluation Report, in respect of	Remarks, if any	
	a) Item Specifications, makes		
	b) Quantities		
	c) Pricing		
	d) Mode of Procurement		
	e) Enable Items/Works		
	f) Timeline		
2	Approval of competent authority / President	Date	Copy attached herewith
	Further Remarks, if any	#	

Enclosures:

1. Full set of Feasibility / Working Report, alongwith all its attachments
2. Approval of competent authority / President

admin

Prepared By

Budget Checked By

Dept HOD

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Gandhi Institute of Technology and Management
Procurement Process for Goods / Services

Finalised Purchase Requisition

Form-4 FPR

Date of this Finalised Proposal:		UID:		PR-U/VTZ/21-22/18				
Finalised by:	Name:							
	Emp ID:							
Indenting Department							Type of Procurement :	
Campus	Institute / Directorate	Department						
Vizag	Institute of CDL	Dept of CDL			GOODS			
References:		Doc	Date	Financials		Amount, INR in Lakhs, incl. GST	Source of Funds	
1.Procurement Request		1PRD		Items, indented		0.00		
2.Feasibility / Working Report		2PRFW		Enabling items / works				
3.Confirmation from Indenting Dept.		3PCNF		Totals				
Details of this Finalised Proposal								
	Basis (Mention 1PRD and / or 2PRFW and / or 3PCNF or other)			Remarks				
Specifications								
Drawings								
Quantities								
Vendor choice								
Priced (estimate) Bill of Quantities for indented items:								
Description	HSN/SAC	UOM	Qty	Est Rate Excl Tax	Est Amt Excl Tax	GST Tax	GST Amt	Tot Amt Incl Tax
A4 Papers (75 Gsm),B:Test	-	NOS	1.00	5,000.00	5,000.00	0.00	900.00	5,900.00
TOTAL					5,000.00		900.00	5,900.00
Priced (estimate) Bill of Quantities for Enabling items/Works:								
Description	HSN/SAC	UOM	Qty	Est Rate Excl Tax	Est Amt Excl Tax	GST Tax	GST Amt	Tot Amt Incl Tax
TOTAL					0.00		0.00	0.00
Approval of competent authority / President		Date	Copy attached herewith					
Further Remarks, if any								

Chief Financial Officer (CFO)

Registrar



GANDHI INSTITUTE OF TECHNOLOGY AND MANAGEMENT (GITAM)

(Deemed to be University)
Visakhapatnam | Hyderabad | Bengaluru

Financial Approval Limits for Capex & Opex

Sl No	Level		Approval Limit Rs
1	Vice Chancellor / CAO*	VC (Academic) / CAO (Non Academic)	Above Rs 10 lakhs
2	Vice Chancellor / CAO	VC (Academic) / CAO (Non Academic)	Up to Rs 10 lakhs
3	Pro VC/ Dean/ Registrar	Pro VC/ Dean/ Registrar	5,00,000
4	CMO/CA/CFO/CTO	CXO	5,00,000
5	Head of Institution / Principal/ Functional Directors	HoI	1,00,000
6	Head of the Department / Head of Service Providing Division	HoD /SPD	50,000

Note:

1. The above Financial limits will be applicable to Budget/Revised Budget approved in BoM.
 2. Proposal will be moved by HOD.
 3. Proposal will be forwarded to HOI, Principal, Pro VC, Dean or Registrar for Approval.
 4. Availability of budget will be checked by CFO.
 5. Proposals up to Rs 5 lakhs can be approved by CMO/CA/CFO/CTO
 6. Proposals cleared at 4 will be forwarded to VC / CAO for approval for values above Rs 5 lakhs
- * With the necessary approval

All Purchase Orders shall be signed by Registrar / CAO

Enabling Resolution will be passed in BOM authorizing VC /CAO to approve any proposal above Rs 5 lakhs

Chief Financial Officer

Registrar