

**BIRLA INSTITUTE OF TECHNOLOGY AND SCIENCE PILANI
K K BIRLA GOA CAMPUS**

**STANDARD OPERATING PROCEDURES
Purchase and Store**

• **Process Flow for procurement NFA using Institute budget**

1. Department Indent raised by the HoD/In-Charge (through the office) mentioning complete specifications/BOQ
 - a. For purchase of computers, servers and printers, technical advice / suggestion can be obtained from FIC CC before raising the indent.
2. Approval by Dean Administration. If required, Dean Admin to forward to
 - a. Estate Manager in case of purchase of UPS, ACs, electrical works etc for feasibility and technical advice.
 - b. Infrastructural committee in case of renovation, infrastructural changes, etc forwarded to for approval.
3. Forwarded to Purchase team for further processing.
4. Inquiry floated to prospective vendors (Request for Quotation – RFQ) by purchase team.
5. Response from vendors received (minimum 3). For proprietary items/OEM supply, single quotation may be allowed as per SOP (refer point 1.2).
6. Purchase Team prepares Comparative Statement (CS) before Negotiation
7. Negotiation with vendors by the purchase team as per guidelines mentioned in SOP
8. Comparative Statement (CS) after Negotiation prepared by purchase team
9. Note for approval prepared. Signed by HoD→Purchase manager → Head Accounts →Dean Administration→ Director (> INR 1L)
10. PO prepared and sent to party by purchase team.
11. Goods delivered by the vendor to the stores with receipt entry stamps and received by the user. *In case of material receipt by the user; entry stamp shall be obtained on priority from stores on the next succeeding working day.*
12. Original Bills duly signed and stamped by vendor (Digitally signed in case of e-invoices) to be forwarded by user along with Bill Forwarding note and delivery challans / courier docket to the stores for GRN preparation. *Bills need to be submitted within seven working days of receipt of material/services failing which justification for late submission needs to be mentioned along with Dean Admin approval.*

13. EMU verification and certification on bill mandatory across all departments for billing done by vendor on the basis of measurements, area, etc (eg. Sq ft., cubic meters, etc.), along with all documents in support of work done (eg: Joint measurement records, supporting drawings (if applicable) along with delivery challans with respect to the material used for completion of the work). *Following up with EMU for verification and certification of bills in a timebound manner for payment will be the responsibility of the user department.*
14. Stores will forward bills to accounts for payments
15. Payment to vendor released by Accounts

- **Process Flow for Procurement through Externally Sponsored Projects**

1. Indent raised by the PI mentioning complete specifications/BOQ
 - a. For purchase of computers, servers and printers, technical advice / suggestion can be obtained from FIC CC.
2. Forwarded to Purchase team for further processing.
3. Inquiry floated to prospective vendors (Request for Quotation – RFQ)- by purchase team/ PI.
4. Response from vendors received (minimum 3). For proprietary items/OEM supply, single quotation may be allowed as per SOP (refer point 1.2).
5. Purchase Team prepares Comparative Statement (CS) before Negotiation
6. Negotiation with vendors by the purchase team as per guidelines mentioned in SOP. PI to be part of the negotiations for technical input.
7. Comparative Statement (CS) after Negotiation prepared by purchase team
8. Note for approval prepared. Signed by the Purchase manager → HoD (only for equipment)→Associate Dean GCIR→ Head Accounts → Dean Administration→Director (> 1L).
9. PO prepared by the purchase team and sent to party
10. Goods delivered by the vendor to the stores with receipt entry stamp and received by the user. In case of material receipt by the user; entry stamp shall be obtained on priority from stores on the next succeeding working day.
11. Original Bills duly signed and stamped by vendor (Digitally signed in case of e-invoices) to be forwarded by user along with Bill Forwarding note and delivery challans / courier docket to the stores for GRN preparation. *Bills*

need to be submitted within 7 working days of receipt of material/services failing which justification for late submission needs to be mentioned along with Dean Admin approval.

12. EMU verification and certification on bill mandatory across all departments for billing done by vendor on the basis of measurements, area, etc (eg. Sq ft., cubic meters, etc..), along with all documents in support of work done (eg: Joint measurement records, supporting drawings (if applicable) along with delivery challans with respect to the material used for completion of the work). *Following up with EMU for verification and certification of bills in a timebound manner for payment will be of the responsibility of the user department.*
 13. Stores will forward bills to accounts for payments
 14. Payment to vendor
- **Direct purchase for upto 25k.**

Responsibility of the appropriate purchase is with the User (Project PI/HOD/ADs/FICs/ICs).

Purchase of goods without NFA :

1. Purchase of goods upto the value of 25,000.00* (Twenty Five thousand only) only on each occasion may be made without approval on a basis of certification from the respective HOD/In-charge/PI in the following format.

I, _____, am personally satisfied that these goods purchased are of the requisite quality and specification and have been purchased from the reliable supplier at a reasonable price also in compliance with GFR 17.

2. Bills to be forwarded along with Bill Forwarding note and self-declaration to the stores for GRN preparation.
3. Stores will forward bills to accounts for payments.
4. Payment to vendor.

***Terms and conditions for Direct purchase for upto 25k:**

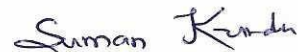
1. Rate contract to be implemented wherever applicable.
2. Splitting of the bill for an item above 25K is not allowed and payment for such cases identified will be put on hold.
3. Staff welfare expenses are not allowed

4. Limit of 1.5L INR per semester to be followed.
5. All capex purchases to be made in the name of BITS Pilani, K K Birla Goa Campus and not on personal name.
6. Previous Financial year bills will not be accepted whatsoever reasons.
7. Original bills are mandatory for processing any payment. Online wallet (Gpay, Payu, Paytm, etc) payment screenshots will not be accepted in lieu of original bills, No declarations for missing bills will be entertained.
8. Purpose of expenditure should be mandatorily filled in also stating the details of the person to whom the amount is to be reimbursed.

Approved By:



PROF. MEENAL KOWSHIK
(DEAN – ADMINISTRATION)



PROF. SUMAN KUNDU
(DIRECTOR)

16 AUG 2024

Dated: 16th Aug 2024
