

Vivekanand Education Society's BUSINESS SCHOOL

(Recognized by Higher & Technical Education Dept, Govt. of Maharashtra State & Approved by A.I.C.T.E.,
Ministry of HRD, Govt. of India.) NBA Accredited and Member of AACSB.

Ref. No.: -VESBS/Purchase Dept./Policy/ 21922/2022

Date- 01/12/2022

Office Order

This is to notify that there shall be a committee of VES Business School for the procurement of equipment's, goods & Services from the vendor and agencies in VESBS. This committee shall be responsible to regulate & control the procurement in all respect and to approve the purchase/services under.

Committee Member

- | | |
|--------------------------|----------------------|
| 1) Dr Sachin Deshmukh | -Director |
| 2) Dr Sandeep Bhardwaj | -Dean Academics |
| 3) Mr Nandkishor Narwade | -Assistant Registrar |
| 4) Dr Debjani Banerjee | -Head, IQAC |
| 5) Mr Pramod Jadhav | -Purchase Assistant |
| 6) Mr Hari Om Singh | -Manager-Procurement |

Working/ Function of the Committee shall be as below:-

- 1) To compare verify and recommend the rates in terms with quality and, durability and requirement of quantity based on the price quotation submitted by the purchase Officer.
- 2) To ensure genuineness of the service provider/Supplier.
- 3) To suggest the other available sources and vendors from the market.
- 4) To ascertain the need and to recommend the same to the Director for Purchase.

Procedure/Functions

Purchase Above Rs10,000/-

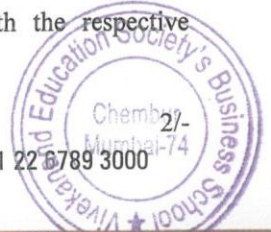
- 1) For every purchase/ Services to be hired the Purchase Officer shall obtain the Prior approval from the Director by way of Indent or Requisitions duly signed by the Director.
- 2) For the procurement costing above the Rs10,000/- all the requirement, including approve indent or requisition and quotation shall be placed before the committee for the approval.
- 3) The Committee shall cross check and verify the submitted documents and quotations with aspects like make of Product, quality standard and user requirement, durability, rates and availability in the market of the goods& Services to be ordered/hired.
- 4) The committee shall approve the same and shall recommend for purchase to the purchase officer.
- 5) The procurement committee may contract the vendors, service provider in person for the rates, quotations, purchase enquiries, negotiations and solve any difficulties or the issues in the area.

Procurement below Rs10,000/-

- 1) The quotation/Purchase Order/Work Order less that Rs.10,000/- shall be verified in all respect by registrar and shall be recommended for purchase after recommendation, The Purchase Officer shall prepare and place the respective work order before the Director for approval.

Miscellaneous Purchase & Approval of the Requisitions and Bill:-

- 1) There shall be a prior approval for such a purchases from the Director in any form in order to enable the Purchase Department to start the purchase process. However requisition form for such a purchase should be approved by registrar. The requisition Form and Purchase/Work Order along with the respective recommendation shall be produce by the Purchase Section before the director approval.



- 2) In urgent cases where the total purchase cost amount is small which is not more than Rs.3000/- in such a case no Purchase/Work order shall be necessary but this should be strictly against the requisition duly approved by the Registrar/Director.
- 3) There shall be no purchase without the approved requisition, but in certain exceptional/urgent cases the purchase without approval will be permitted up to the limit of Rs 3000/- only, provided Registrar shall ascertain the need and can recommend the same for post sanction of the expenses from the Director
- 4) For petty purchases and services, registrar may approve the requisitions, indent, cash memo and bills of such nature.

Purchase Order for hiring Sound System, Canteen Food & Catering Services:-

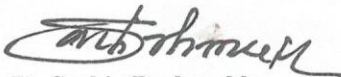
- 1) For the expenses on the account of more than Rs.10,000/-, these also shall be processed through this system, while deciding the rates for major events for the canteen/catering services, the concern event in-Charge shall sit with the vendor and Registrar and /or the concern Dean and shall finalize the rates for placing the Purchase Order.

Sanction of Conveyance Vouchers:-

- 1) All conveyance vouchers incurred on account of purchase and hiring services shall be signed by the Registrar.

General Notes

- 1) Staff/Faculty shall submit the Requisition of requirements to Purchase Dept. duly endorsed and recommended by their HOD/In Charge of the section/area Chair Person.
- 2) The Purchase Officer shall prepare Purchase Order/ Work Order only after the comparative statements are approved by the committee and the Director
- 3) Without the copy of the approval indent, quotations and recommendations for such a purchase as mentioned above, the Accountant shall not entertain the bills for processing the payments.
- 4) Purchase Office shall continue to maintain the Stock Register of the Equipment's, Capital Good, Semi Consumable and Major Stationery items.
- 5) The Purchase Section shall also follow the existing Purchase Policy laid down by the VESBS which is applicable.
- 6) The Office Order is effective from immediate effect.



Dr Sachin Deshmukh
Director VESBS



CC to-

- 1) Dr Sandeep Bhardwaj -Dean Academics
- 2) Mr Nandkishor Narwade -Assistant Registrar
- 3) Dr Debjani Banerjee -Head, IQAC
- 4) Mr Pramod Jadhav -Purchase Assistant
- 5) Mr Hari Om Singh -Manager-Procurement