



SOP-Purchase GGU

Procedure for Procurement of New Equipment/ Any Requirement:

1. Identify the requirement for the Academics/ Maintenance/ Research/ Breakdown/ Repair etc.,
2. List out the specifications of the requirements/ system.
3. Estimate the approximate cost of the system from the vendor's input and apply for financial approval from the management/ Trust.
4. Identify the vendors and call them for the quotations.
5. Enquire about the equipment/ item's quality and reliability from the users of the items/ equipment.
6. Prepare Comparative statement for the price and technical specifications.
7. After getting confirmation from the management call the vendors for price negotiations before the following purchase committee:
 - Registrar - Chairman
 - Dean/Principal/HoD - Member
 - Dy Registrar (Admin)- Member
 - Accounts Officer - Member
 - Technical Expert - Member
 - Purchase Manager - Convener
8. On recommendations of purchase committee, the vendor will be finalized.
9. Based on the terms and conditions of the purchase order the vendor will supply and install or show the system/ equipment/ item.
10. Supervise the work done by the vendor as per our requirements and training will be provided by the vendor to the staff member's concern.
11. After satisfactory completion of the work, Bill will be settled by the accounts section after the details of the system are entered in the Central Stores and respective department Stock Register.
12. Purchase of Regular day to day Requirements/ Consumables is done as and when required & distributed through Material Requisition Slip.

Process flow:

Requirement as per the Academic Activities/ Maintenance Activities/Research Activities/Breakdown/ Repair-Hols

Raising of Purchase indent by the Respective Hols for < 1 lakh purchase. For above 1 lakh purchase prior approval to be received from the President or his nominee through the Registrar Office

Getting Approval from the President or his nominee /Registrar - Purchase Manager

Raising Purchase Order on approval from The President or his nominee/Registrar- Purchase Manager





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Approved By Govt. of Gujarat
(Gujarat Act No. 4 of 2018)

Sending Purchase order to the selected vendor & Receipt of Purchased Materials from vendor-Purchase Manager

Checking of Purchased materials against specification- By the respective personnel

Checking of Bill with the Purchase Order & passing the Bill for final approval-PS to President Sir

Bill settlement to Vendor - Accounts Section




Registrar
Gokul Global University, Sidhpur