

## ITM University – Purchase Process Policy

### 1. General Principles

The University aims to ensure that all purchases are made in a fair, transparent, and cost-effective manner, while maintaining quality standards and operational efficiency. The process applies to all schools, departments, and administrative units.

### 2. Tender Requirement for Purchases Beyond ₹5 Lakhs

- For any purchase where the estimated cost exceeds ₹5,00,000 (Five Lakhs), a **tender process involving quotations from at least three qualified vendors** shall be mandatory.
- Tender documents shall clearly specify the **scope of supply, technical specifications, terms & conditions, and evaluation criteria**.
- A comparative statement shall be prepared and placed before the **Central Purchase Committee (CPC)** for approval before awarding the purchase order.

### 3. Quotation Calling and Receipt Process

To maintain neutrality and fairness:

#### 1. Initiation

- The requesting department will raise a purchase requisition with complete specifications and justification. This should be as detailed as possible.

#### 2. Quotation Invitation

- Quotations will be invited from multiple vendors (minimum three) through email, formal letters, or public notice.

#### 3. Receipt & Documentation

- All quotations must be submitted in sealed envelopes or via official university-approved e-procurement channels or a sealed box for the purpose. This tender box will be maintained at the office of Deputy Registrar (Admin).

#### 4. Opening & Evaluation

- Box carrying quotations will be opened in the presence of at least two CPC members.
- A comparative chart will be prepared by the concerning department highlighting price, quality, delivery terms, warranty, and other relevant factors.
- Minutes of meeting will be prepared on the same day by the concerned department.

### 4. Rate Contract for Recurring Items

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- For items or services that are purchased frequently (e.g., stationery, laboratory consumables, IT peripherals, printing), the University may establish a **Rate Contract** with approved vendors.
- The Rate Contract will be valid for a fixed period (generally one financial year) and will specify:
  - Fixed unit prices
  - Delivery timelines
  - Payment terms
- Periodic performance review of Rate Contract vendors will be conducted by the CPC.

#### **5. Approved Brands and Products**

- Certain brands or products that have consistently demonstrated **good quality, durability, and performance** may be finalized by the CPC.
- Once approved, such brands/products can be procured without repeating the quotation process each time, provided:
  - The price is within the last approved rate or with reasonable market variation.
  - Justification for using the approved brand is documented in the purchase file.

#### **6. Annual Maintenance Contracts (AMCs)**

- The University shall, wherever practical, enter into **AMCs** for equipment and systems to ensure their optimal functioning and longevity.
- AMCs shall be:
  - Time-bound (usually 1–3 years)
  - Clearly defining scope of maintenance, preventive visits, and breakdown response time.
  - Evaluated based on past service records and cost-effectiveness.
  - Invitation for the same shall be taken by the concerned department.

#### **7. Purchase Order Award Criteria**

- While **lowest cost (L1)** will be the primary factor in awarding a purchase order, the following considerations will also be evaluated:
  - Brand reputation
  - Past performance of the vendor
  - Product quality
  - After-sales service and warranty support

- Compliance with technical specifications
- The CPC reserves the right to select a vendor **other than L1** if justified by quality or service parameters, with reasons recorded in writing.

#### **8. Roles & Responsibilities**

- **Requisitioning Department:** Prepare accurate specifications and justification.
- **Purchase Office:** Manage tender/quotation processes, maintain records, and coordinate with CPC.
- **Central Purchase Committee:** Evaluate, approve, and recommend final vendor selection.
- **Finance Office:** Verify budget availability and process payments.