

SRI DEVARAJ URS ACADEMY OF HIGHER EDUCATION AND RESEARCH

**A Deemed to be University
Tamaka, Kolar, Karnataka.**

**Declared under Section 3 of the UGC Act, 1956
vide MHRD, Government of India Notification
No.F-9-36/2006-U.3 (A) dated 25th May 2007**



SOP FOR FINANCIAL PROCESS OF ENGINEERING WORKS



SRI DEVARAJ URS ACADEMY OF HIGHER EDUCATION AND RESEARCH

A DEEMED TO BE UNIVERSITY, (DECLARED UNDER SECTION 3 OF THE UGC ACT. 1956)
TAMAKA, KOLAR - 563103, KARNATAKA, INDIA

Name of the Policy/ Guidelines	SOP FOR FINANCIAL PROCESS OF ENGINEERING WORKS	
Short Description	Standard operating Procedure for the financial process in Engineering Department	
Scope	This policy is applicable to all teaching and non-teaching staff of SDUAHER	
Policy status	<input checked="" type="checkbox"/> Original	<input type="checkbox"/> Revised
Date of approval of Version 1		
Policy No.	SDUAHER/KLR/POLICY/032	
Brief description of last revision	Not Applicable	
Date of approval of current revision	Not Applicable	
Effective date	23 rd September 2021	
Approval Authority	Vice Chancellor	
Responsible officer	Registrar	
Name of the Policy/ Guidelines	SOP FOR FINANCIAL PROCESS OF ENGINEERING WORKS	
Details of Revision	Date of Revision	Approved by



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Constituent unit of Sri Devaraj Urs Educational Trust for Backward Classes (Regd.)
Declared under Section 3 of UGC Act, 1956, MHRD GOI No.F.9-36/2006-U.3(A) Dt. 25th May 2007
Post Box No. 62, Tamaka, Kolar - 563 103, Karnataka, INDIA

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SOP FOR FINANCIAL PROCESS OF ENGINEERING WORKS

1. SDUAHER is huge complex having multiple buildings spread across a vast area of approximately 85 acres. Engineering section is responsible for all Civil, Electrical and Mechanical works besides providing the furniture items.

2. The works are broadly classified on financial basis as under:-

(I) Maintenance Works

a) Petty works/repairs- Works/Repairs costing up to Rs 5 Lakhs.

b) Small Value works- Works/Repairs costing up to 10 lakhs.

(II) Capital works- Works/Repairs costing above 10 lakhs.

3. Registration of Vendors:-

For execution of any type of work, the vendors have to be identified and registered with SDUAHER. Engineering Section will identify and evaluate the vendors for their capabilities before recommending them for registration with SDUAHER.

4. Execution of Maintenance Works

Engineering section will execute the day to day Maintenance Works either using in house stores and manpower or through a contractor on "as and when it is required based" to ensure operational efficiency of all departments and submit the bills to finance section duly approved by GM(IPMAS) accordingly.

5. (I) Execution of Small value Works/Repairs:

(a) The Engineering Section will initiate requirement of any small value works/repairs to meet the day to day functional requirements of any



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department or to provide requisite services. In normal circumstances, the work will be assigned to the registered vendors on competitive basis. The Engineering Section will evaluate requirement of the work/repairs with technical details and submit to the vice chancellor through purchase section, Chief Finance Officer and Registrar for acceptance of necessity (AON) duly quoting the budget allocation if any. In case of emergency, the works/repairs may be initiated to meet the operational efficiency even without allocation of budget for the proposal.

(b) After AON sanction, the engineering section will prepare a BoQ (schedule of work) and forward the same to purchase section along with list of suggested vendors for the proposed works/repairs. The purchase section will initiate Tender Process. On conclusion of Tender Process and Negotiations, the work order duly approved by the Engineering Section will be issued to the contractor duly specifying all terms and conditions like advances, completion period, penalty charges and Retention amount and etc. as required. The contractor will execute the works/repairs under the direct supervision of engineering section and final bills duly approved by Registrar along with MB books will be submitted to finance section through purchase section for payment. The Engineering section will detail an engineer for execution of the works/repairs under the guidance of GM (IPMAS) from starting to completion. A completion certificate will be forwarded along with the final bills duly signed by in charge engineer and GM (IPMAS)

6. (II) Capital works:

(a) All the capital works has to be approved by Works Committee and also in Annual Budget.

(b) Proposal for the budgeted works will be initiated by Engineering Section and be submitted to Vice Chancellor through Purchase section, Chief Finance Officer and Registrar for Acceptance of Necessity (AON). On



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approval of AON by the Vice Chancellor, the engineering section will submit the BoQ (schedule of works) along with time line and suggested vendors and also type of Tender to be floated to purchase section.

7. Limited Tender Enquiry (LTE)

The Tender Enquiry for works costing up to 100 lakhs will be carried out through Limited Tender Enquiry. i.e., Tender Enquiry will be floated to only registered vendors with SDUAHER).

8. Global Tender Enquiry (GTE):

The Tender Enquiry for works costing more than 100 lakhs will be carried out through Global Tender Enquiry (GTE) clearly specifying the eligibility of firms to participate in the tender enquiry through advertisement in at least two national /local newspapers.

9. Technical Evaluation:

The Technical Evaluation of all tender enquiries received will be carried out by a Technical Evaluation Committee (TEC) comprising as under:-

Presiding officer	-	GM (IPM&AS)
Members	-	AEE (Civil)
		AEE (Electrical)

10. Commercial bids:

On evaluation of the bids by the TEC, the commercial bids will be opened by a committee comprised as under as under:-

Presiding officer	-	Vice President (HR&A)
Members	-	Chief Finance Officer
	-	GM (PI &S)



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11. Price Negotiation by Works and Purchase Committee

All the budgeted works will be processed through price negotiation by Works and Purchase Committee of SDUAHER. On conclusion of price negotiation, the work order will be issued to the selected firm by the committee as per terms and conditions finalized by the Committee.

12. Execution of Works

A separate engineer will be detailed as Project Engineer for each work for execution from start to completion who will work under the guidance of GM (IMP&AS). He will prepare all MB books and authenticate all the contractor bills in association with Architecture and Project Management Committee as nominated by the Management.

13. Completion Certificate

On completion of the construction, a completion certificate will be submitted by GM (IPM&AS) along with the final bills.

23/9/21
GM(IPMAS)

GM(PI&S)

23/9/2021
Chief Financial Officer

23/9/21
Registrar SDUAHER

23/9/2021
vice Chancellor SDUAHER