

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**



Registrar

Registrar
Sri Devaraj Urs Academy of Higher
Education and Research
Tamaka, Kolar - 563 103.

SOP FOR WORKS AND PURCHASE COMMITTEE OF THE ACADEMY



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TAMAKA, KOLAR 563101, KARNATAKA, INDIA

Name of the Policy/ Guidelines	SOP for Works and Purchase Committee of the Academy	
Short Description	Policy and guidelines on standard operating procedures of works and purchase	
Scope	This policy is applicable to purchase section of the Academy	
Policy status	<input checked="" type="checkbox"/> Original <input type="checkbox"/> Revised	
Date of approval of Version 1	11 August 2021	
Policy No.	SDUAHER/KLR/POLICY/028	
Brief description of last revision	Not Applicable	
Date of approval of current revision	Not Applicable	
Effective date		
Approval Authority	Hon'ble Vice Chancellor	
Responsible officer	Registrar	
Name of the Policy/ Guidelines	Sop for Works and Purchase Committee of the Academy	
Details of Revision	Date of Revision	Approved by



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Comprising Sri Devaraj Urs Medical College

[Constituent unit of Sri Devaraj Urs Educational Trust for Backward Classes (Regd.)]

TAMAKA, KOLAR-563 103, KARNATAKA, INDIA

Ph: 918152-243003, +91 9448395232, Fax : +918152 - 243008 E-mail - registrar@sduu.ac.in / office@sduu.ac.in. Website: www.sduu.ac.in

Manual

S.D.U.A.H.E.R reserves right, to add, delete, amend modify, interpret, change or suspend the operation of any of these procedures without assigning any reason thereof and such interpretation shall be final and binding upon all the employees



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- 1. Introduction:** SDUAHER is one of the premier Academy providing health care to the poor rural population of Kolar region besides excelling in medical education at the highest level. This academy is purchasing a large volume of equipment's and stores on regular basis. In order to achieve the utmost economy and quality goods, an SOP for Works and purchase committee is an essential requirement for local purchase section of the Academy.
- 2. Aim:** The aim of this SOP is to lay down the guidelines for carrying out of proper local purchase by authorities of Works and Purchase Committee at SDUAHER.
- 3.** Any purchase more than 2 lakhs will be processed through Works and Purchase Committee at SDUAHER.
- 4.** The Works and Purchase Committee will be held on every 2nd / 3rd Tuesday of every month.
- 5.** As all the technical / commercial bids are being called / received in sealed envelopes and opened by independent authorities, only the technically qualified lowest vendors L-1 and L-2 may be called of the Works & Purchase Committee meeting.



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6. A notice will be communicated to all members and vendors involved at least 3 days before the Works and Purchase Committee.
7. A pre meeting will be held with all Stakeholders (in house) one day prior at the academy council hall.
8. A presentation will be given to chairman and all member of Works & Purchase Committee explaining each item under consideration for purchase, based on a vendor/ product evaluations check test tool.
9. Vendor will be called only after conclusion of in house discussion.
10. Only technically qualified L 1 & L 2 vendor will be called for price negotiations.
11. All the discussion will be recorded in the Works and Purchase Committee register.
12. Revised price acceptance, terms and conditions will be obtained from vendors immediately on conclusion of negotiations.
13. The following will be negotiated with vendor.
 - a. Discount Offered.
 - b. Warranty period.
 - c. Delivery Period.
 - d. Penalty charges for late delivery.



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e. CMC / AMC charges after warranty period.

14. P.O will be issued only on approval of minutes of Works and Purchase Committee by the Hon'ble Chairman of W&PC.

15. This Standard Operative Procedure (SOP) supersedes all the previous instructions on the subject.