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



SRI DEVARAJ URS ACADEMY OF HIGHER EDUCATION & RESEARCH A DEEMED TO BE UNIVERSITY, (DECLARED UNDER SECTION 3 OF THE UGC ACT, 1956)

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	☑ Original □_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



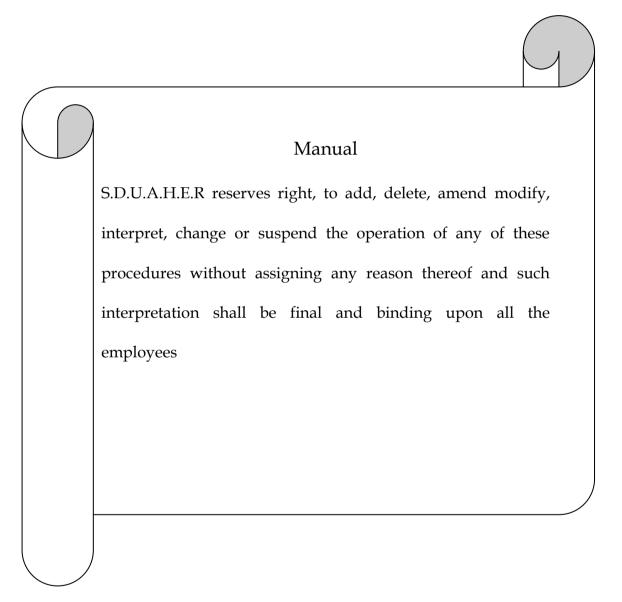
(A Deemed to be University declared under Section 3 of UGC Act 1956)

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





(A Deemed to be University declared under Section 3 of UGC Act 1956)

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

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 $2^{nd} / 3^{rd}$ 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.



(A Deemed to be University declared under Section 3 of UGC Act 1956)

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

6. A notice will be communicated to all members and vendors involved at least3 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.



(A Deemed to be University declared under Section 3 of UGC Act 1956)

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

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.