



Policies and procedures - Purchase

1. After recognising the need/demand of a product/equipment/service, prepare intent for the same and submit it to the committee by the concerned department/ person through purchase in-charge.
2. After discussion in the committee about the requirement, the intent will be approved / not approved on the purchase committee meeting (twice a week).
3. The committee will put forward the intent to the Chairman in case of single purchases costs above Rs. 25000.00.
4. The purchase in-charge will invite quotations (minimum 3 quotations) from the qualified suppliers and will prepare a comparative statement.
5. The committee will scrutinise the quotations and select the appropriate subject to the availability, cost, specifications and quality requirements.
6. Purchase Manager and Purchase in-charge will directly/telephonically do the negotiation process with the concerned Supplier/s and appropriate documents will be maintained.
7. The committee will select the suitable quotation from the alternatives.
8. The purchase in-charge should prepare the purchase order and forwarded to the committee.
9. The purchase order should contain the following as a minimum
 1. Complete specifications

2. Quantity
3. Unit prize
4. Total prize
5. Taxes and other levies if applicable
6. Delivery terms/time
7. Payment terms
8. Warranty
9. AMC if any
10. Inspection/installation and commissioning terms
11. Service terms
(As applicable)

10. The committee will verify and place the purchase order.

11. Follow up process will be done by purchase in-charge.

12. The acceptance and the quality checking of the product/equipment should be done by the purchase in charge, user and quality controller.

13. The receipt, installation, inspection and commissioning report should submit before the committee by the purchase in-charge in the next available meeting.

14. Payment clearance: As per the terms mutually agreed during negotiation process.

15. Any violation of the mutually agreed terms will attract penalty as decided by the committee.

Chairman