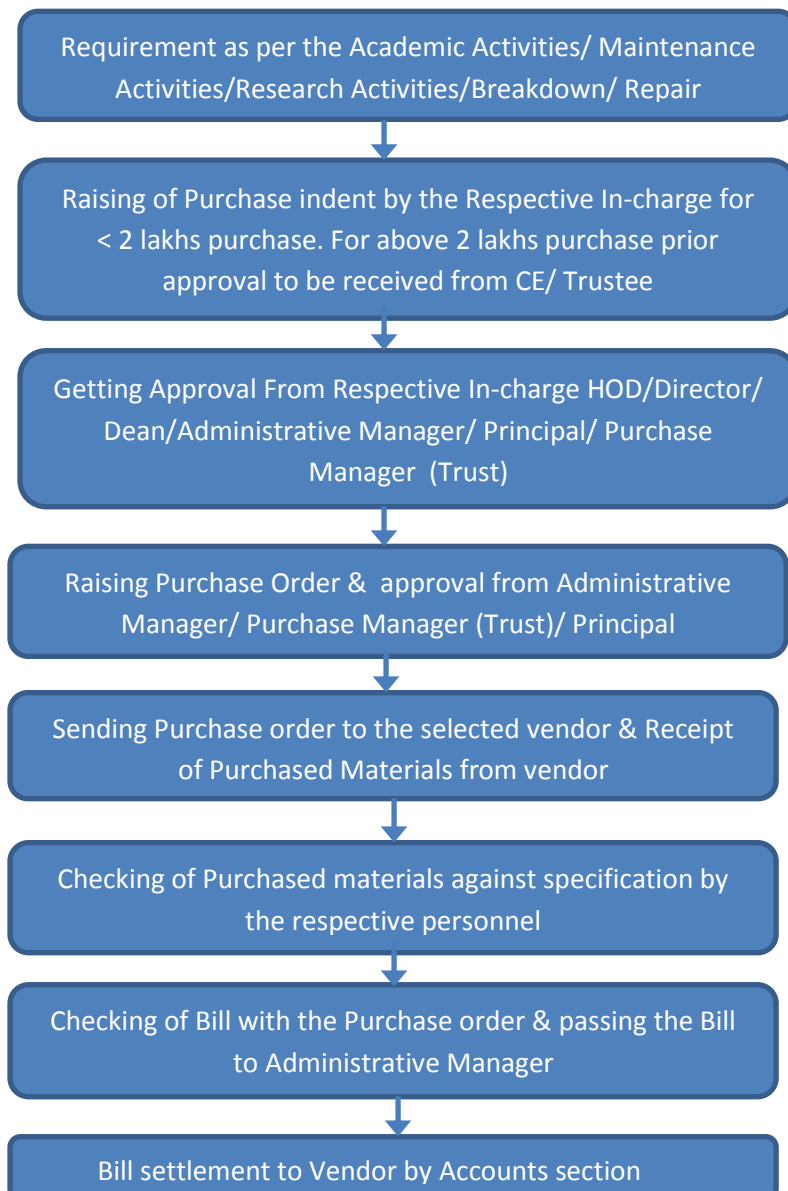


Procedure for Procurement of New Equipment/ Any Requirement:

1. Identify the requirement for the Academics/ Maintenance/ Research/ Breakdown/ Repair etc.,
2. List out the specifications of the requirements/ system.
3. Estimate the approximate cost of the system from the vendor's input and apply for financial approval from the management/ Trust.
4. Identify the vendors and call them for the quotations.
5. Enquire about the equipment/ items quality and reliability from the users of the items/ equipment.
6. Prepare Comparative statement for the price and technical specifications.
7. After getting confirmation from the management call the vendors for price negotiations before the purchase committee.
8. On recommendations of purchase personnel, the vendor will be finalized.
9. And the Purchase is done as per the below process flow.
10. Based on the terms and conditions of the purchase order the vendor will supply and install or show the system/ equipment/ item.
11. Supervise the work done by the vendor as per our requirements and training will be provided by the vendor to the staff members concern.
12. After satisfactory completion of the work, Bill will be settled by the accounts section after the details of the system are entered in the respective department Stock Register.



Purchase of Regular day to day Requirements/ Consumables is done as and when required & distributed through Material Requisition Slip.