

General Purchase Procedure for Sponsored Research Projects



The NorthCap University Gurugram

General Purchase Procedure for Sponsored Research Projects

Classification of Purchase Items

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graph TD; A[Classification of Purchase Items] --> B[Non-consumables]; A --> C[Consumables];
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Non-consumables

- **Personal Computers including Laptops, computer accessories, software, fax machines, digital cameras, projectors, etc.**

Consumables

- **Chemicals, Stationary items, printer ribbons and cartridges, electronic storage media like floppies, CD ROMS, Magnetic tape, Pen Drives, etc, computer parts (like; mother board, RAM, hard disc), electronic components (electrical wires, resistors, plug switches)**

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- Budgetary estimate for any purchase in university needs to be **approved by Governing body** before the purchase of any equipment is initiated.
 - The purchase requirement needs to be assessed by a **purchase committee (PC)** constituting of at least 3-4 members (**specialized in the area of requirement**), lead taken by a **chairman** (from any department).
- (a) **Purchase up to Rs. 25, 000** – can be initiated by the PI without constitution of a Purchase Committee. However, the Financial sanction of GB is essential.
 - (a) **Purchase within limit of Rs. 25, 000 - Rs. 1.00 Lac** – This requires the formation of purchase Committee (PC) and the chairman of the committee will be nominated by the Director, SOET/SOM/SOL. The PC will regulate the purchase process. The quality, pricing, after sales service need to be ensured by this purchase committee.
 - (a) **Purchase above Rs. 1.00 Lac** – Any purchase above **Rs. 1.00 Lac** requires the approval on the constitution of the purchase Committee (PC) and its Chairman by Vice-Chancellor. In certain high costing items, the constitution of the committee may need the approval of GB.

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- Requirement for the purchase is to be finalized by the user and to be discussed with the duly constituted purchase finalization committee. Thereafter the **Notice inviting Quotations (NIQ) duly signed by all members** is to be put on **NCU website**. The minimum time for receiving quotations is proposed to be **1 week**. **The request can also be sent by the user directly to the vendors.**
- Quotations may be invited or received either through **post/ courier services**.
- Quotations should be received in a **sealed envelope** and opened in presence of the chairman of the committee and the other members and quotations need to be signed by the all committee members. **No photo-copy will be entertained.**
- The purchase finalization can be made on the basis of technical specifications, the quality of product, after sales service and the cost. Subsequently the purchase of item along with all the minutes of the meeting need to be routed through Head, Director, VC for final approval to GB.
- Normally, the purchase shall be processed on the basis of **at least three quotations**. If the number of quotations received is less than three in 1 week, then another 1 week time may be extended and the case may be put to the Director.

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- A justification for the particular price choice, being the lowest quotation or on technical grounds, after sales services should be recorded in the minutes.
- The buyer shall then place the order with the vendor approved by the Purchase Committee and competent authority by following the standard process.
- Payment to supplier has to be released only after the **Performance Acceptance Test**. Record of consumable items (in the form generated specifically for this purpose) and record in the register is to be maintained.
- **All non-consumables (copy of Non-consumable form) items shall go into the inventory of lab/ PI.**
- The maintenance of all purchase records shall be maintained systematically in a **stock register by PI and Department**, in addition to the university account section.
- Reallocation of funds in a project can be considered as per the consent of the sponsoring agency.
- Any deviation in money spent will be the liability of PI and not the University.