



RISE KRISHNA SAI PRAKASAM GROUP OF INSTITUTIONS::ONGOLE

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PURCHASING PROCEDURES

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PURCHASE PROCEDURES

Purpose:

To define the Purchase policy.

Scope:

The purchase committee meets the purchasing needs of several parts of this institution.

Responsibility:

Purchase committee:

1. The procurement committee (PC) will inquire about the quality, price, and other aspects of the items required with suppliers and other traders.
2. The Purchase Officer is in charge of all local purchases.
3. When the Management approves the PC, it will send out a request for quotations from suppliers for a variety of products.
4. Prior to Management clearance, PC will negotiate with the suppliers at their level.
5. Prior to Management clearance, PC will negotiate with the suppliers at their level. . PC will ensure that the things arrive on time.
6. The procurement department and all other purchasing activities will be managed by PC.

Store Keeper:

The store is connected to the purchasing department.

1. All purchases are recorded in the store's purchase register.
2. He will double-check all of the things purchased, as well as the goods to be stored in the store, to ensure that everything is in order.
3. All bills must be put into the stock register, and a Goods Receipt Note will be issued.
4. He must submit purchase requests to the Purchase Committee in order to obtain the required items.
5. Delivery of things to faculties and other members of the staff in response to their requests.
6. Keeping track of the store's records, etc.

Procedure:**Purchase Order:**

A purchase order is submitted to the supplier for all things other than local buy items after the concerned department's suggestions have been considered. After fulfilling all procedures such as soliciting quotations in relevant circumstances, validation of quality of the goods, and suitability in line with company specifications, the acquisition order is given in printed format.

Purchase Register:

This list is kept by the committee that buys things. All demands from the departments as well as other sections are recorded in this register, both in person and in writing. The request has a registration number on it, and this number is also on the request. In the register, you can see when the goods will be delivered, when the product will be delivered, and how good the goods are as suggested by the department that will use them. A purchase order is sent to the provider once it has been approved. The supplier will then follow through with the order.

Requests for bids are made for all high-value items from qualified suppliers on our list of suppliers. The quotations will be checked, and a statement comparing them will be made. This statement, including the quotations and the file, is sent to the department that will use the product to see if it meets the company's needs. The delivery time of the item will also be inspected. After getting the go-ahead from the procurement unit, the file is put in front of the purchasing group. Then, the purchase request is sent to the provider in print. In the purchase order, both parties accept these terms of the supply, and those terms are written down there as well. There will also be a check on the supplier's ability to meet the institution's needs for the product.

There are inquiries made with a number of traders about low-value items. Then, based on the quality of the goods and their prices, an order is given and they are bought in the territory. A list of companies that have been vetted: There is a list of vendors that shows each one's name and what they sell. The set is updated frequently.

Supplier evaluation procedure and record:

The supplier's performance is judged on things like the quality of goods, the time it takes for the goods to be delivered, and so on. Each year, each party is given a grade. When making performance data, the same following things are taken into account:

When the package is supposed to arrive.

Delivery date in real time

It's a good product, as declared by the department that uses it.

To make a decision about each supplier, 60% of the weight is given to quality, and 40% to how quickly they can get their products to you.

Suppliers are re-evaluated. It's about how things work and how things are kept track of: If the supply is late and the products aren't good, there is no other choice but to blacklist the supplier. After a certain amount of time, if the supplier's services are found to just be worth it, we will again look at his performance from other buyers. Specimens of his products and booklets will be brought in for people to look at and look at again. There will be a spot check by the department if it's needed.