




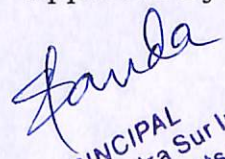
**DR. SUDHIR CHANDRA SUR INSTITUTE OF
TECHNOLOGY AND SPORTS COMPLEX**

540, Dum Dum Road, Suremath, Kolkata- 700074, West Bengal



**Policy for
Purchase Management
(W.e.f 2021-22)**

Revised and Approved by BOG
Dated on 03/07/2021
Under Agenda No. 3

Ref. No: <i>DSE/SITSC/POLI/2021-22/3</i>	Compiled & Checked By:  (IOAC Convener)	Approved By:  (Principal)
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Issue No- 4

Dr. Sudhir Chandra Sur Institute
of Technology and Sports Complex
540, Dum Dum Road, Kolkata - 700074

PRINCIPAL
Dr. Sudhir Chandra Sur Institute
of Technology and Sports Complex
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Policy for Purchase Management

Preface

Purchasing is one of the basic processes common to all organizations. It is the process of acquiring goods, services, and equipment from another organization in a legal and ethical manner. Purchasing was initially a tactical contributor to the organization, focusing on transactional relationships and low price. However, over time, the role of the purchaser and the purchasing department has changed significantly, and the function has become strategic to organizational competitiveness.

This SOP for Purchase Operation has been developed keeping focus on standard universal purchase function and JIS Group operational perspective in consideration. This is to be noted that this SOP is not permanent in nature and can be updated/edited from time to time depending on the necessity, organizational policies, and Government policies.

1. INTRODUCTION:

“Purchasing is a Challenging Never-Ending Job with a Significant Financial Gain for Effective Work”

Purchase function is described as the business activity directed to securing the materials, supplies and equipment required in the operations of an organization. It has a long-range objective of ensuring continuity of cost-effective supplies of materials and services.

The purchase function operates within a framework determined by the management. No other function has greater inter-relationships not only within the organization but also with outside supplier organizations. It is a managerial activity that includes planning and policy activities covering a very wide range of related and complimentary activities such as:

Market research for new materials and development of new sources of supply

Follow up to ensure timely delivery.

Inspection of materials for quality and compliance with specifications

Development of proper systems and procedures to enable the purchase function to be carried out efficiently.

Coordination with other activities within the materials department like transportation, receiving, storekeeping, inventory control, accounting, etc.

Considering that the purchasing rupee forms a significant percent of total expenses, the importance of the purchasing function need not be overemphasized in today s economic environment.

2. PURPOSE:

To provide a framework for managing the purchase function in an ethical, effective, and uniform manner by:

- Defining the Objectives and Scope of the purchase function
- Establishing the Purchasing Policies
- Describing the Procedures to be followed in the implementation of the policies.
- Issuing Authority Level / Limits / and Guidelines to purchasing officials

3. OBJECTIVES:

Make purchase commitments for materials, equipment, and services at the lowest possible price, consistent with quality and delivery requirements.

Ensure deliveries of purchase materials are available to meet Training, Operational and Maintenance requirements and that equipment is delivered, and services are performed as required and agreed to by user, buyer and supplier.

Explore and capitalize on all legally permissible opportunities for cost reduction on purchase of materials.



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Ensure suppliers adhere strictly to brand or make and test specifications and those materials and equipment received meet specified quality standards and all stated performance criteria.

Develop local suppliers.

Establish and maintain good relations with suppliers.


4. SCOPE:

This Standard Operating Procedure (SOP) covers all the purchasing activities of the following:

- All materials required for college.
- Repair and Maintenance of machinery including spares, parts, tools, and equipment.
- All lab equipment / items (including R & D, Project grants, etc.)
- Office equipment and stationery
- Housekeeping materials.
- Uniforms for students/ staff (D)
- Minor civil & electric maintenance
- Annual Maintenance Contract (AMC)
- All other items of purchase of goods and / or services relevant to the execution of a college

5. EXCEPTIONS

- Personnel services
- Advertising services
- Data processing software services
- Mementos, souvenirs, and gifts to employees
- Hiring office space/residential space, etc.
- Civil work related to New Projects


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6. POLICIES:

Except as otherwise specified under Exceptions entire purchase for College and its constituent units shall be made by the nominated purchasing officials only.

Purchasing official will have the following responsibilities: -

Identify suppliers from approved Vendor list of HOs, obtain appropriate information, such as quality, delivery, pricing etc. and make all purchasing commitments after obtaining approval from Purchase Committee (PC) of the college. The constituent of PC has been given below:

PURCHASE COMMITTEE CONSTITUENTS

Chairperson - HOI (Principal/Director)

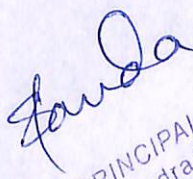
Members Secy - Registrar/ Admin In-charge/Asst. Registrar (Whichever is applicable- Only one).

Members

- All Head of the Departments
- Accounts Head
- Store Head
- Library Head
- Dean(s)
- Any other member nominated by the HOI

Head Office will provide a list of registered suppliers to the colleges.

Solicit quotations only from suppliers who are qualified or can be qualified to meet all requirements. Any approved supplier must possess ESI/PF (as applicable) and GSTIN. If a supplier is not approved Examination of the financial status of a company, facilities, and its ability to perform timely, meet commitments should be part of the criteria considered to select a supplier. For new suppliers, Vendors Registration request should be sent to HO for approval and registration.


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The user and Purchase Committee shall be jointly responsible for identifying acceptable suppliers with the user responsible for the technical evaluation and Purchase Committee responsible for financial and service evaluation. Once acceptable suppliers have been identified, the Purchase Committee will recommend to Head of the Institution for the selection of a supplier who can best respond to the organizational requirements.

The materials specifications shall take into consideration the price and availability factors without compromising on quality. The quality standards shall not be unnecessarily rigid to preclude competition or economic purchasing.

All items and service purchases must be properly covered by an appropriate and duly authorized purchase requisition or indent setting forth all the required information including date, specifications, delivery instructions and available budget provisions.

Items of regular consumption shall be bought on agreement based on the price finalized at the beginning of the semester by sending annual/bi-annual enquiries every year and as approved in the budget. Other items shall be purchased as per the flow chart approved for the procurement process.

Enquiries shall indicate the approximate quantity likely to be purchased to take advantage of bulk purchases. The quantities to be indicated in the enquiry letters shall first be cleared by the authorized purchasing official with the indenter.

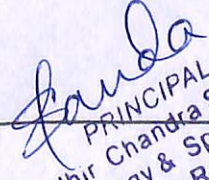
Sealed Quotations / Bids shall be obtained for all purchases.

Items cost below Rs.500/- can be directly purchased by paying cash (maximum up to Rs.10000/ in a month).

Minimum one written quotation shall be obtained for items less than Rs.5000/- and more than Rs.500/- after proper assessment of market rates.

Purchasing officials are responsible for obtaining at least three written quotations for purchase of materials, services, or equipment in excess of Rs.5000/-

If quotations from less than three suppliers are obtained, appropriate justification should be recorded in the Comparative Study Report and purchase approval form as to the reasons why three quotations are not obtained.


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All PO/WO shall normally be awarded to the lowest bidder with favorable payment terms. In case of deviations from this policy, proper justification must be recorded in the Comparative Study Report.

No delivery of goods or work should begin without an approved PO/WO in place. In exceptional cases such confirmatory orders must be approved by the HO.

A normal credit period of 30 days from the date of receipt of the bill shall be obtained from suppliers. Advance payments against orders, cash against delivery shall not be allowed.

Settlement of suppliers' bills for procurement of materials and / or services shall be by way of cheque crossed Payees Account only or Online Payment.

All rejections and returns from the suppliers shall, as far as possible, be at the suppliers cost and risk. The Purchase Committee shall inform the supplier of such rejection for replacement or return within 7 days from the date of delivery/installation (as applicable).

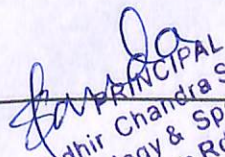
Other things being equal, local suppliers shall be given preference over outstation suppliers. Development of alternate suppliers should be pursued as an objective of reducing costs, provide flexibility and improve quality.

The relationship of purchasing personnel with suppliers and their representatives should be in a manner that will always promote public goodwill in every respect and dealings with suppliers will be conducted with the utmost integrity, adhering to the highest standards of ethical and just conduct.

Gifts, entertainment or consideration of any kind or value from any source will not be accepted unless recognized as proper. (Inexpensive advertising / promotional items carrying the supplier's logo like calendars, pens etc. are not considered as gifts within the definition of this policy).

7. PROCUREMENT PROCESS:

All procurement of materials and / or services covered by this policy shall be initiated through a Purchase Requisition as approved in Department Academic Committee Meeting duly approved by HOD.


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Designated person from a department shall submit the requisition along with specifications like quality, quantity and brand / trade name or make (if any), in case of proprietary items in the ERP.

The HOD will approve the requisition in our ERP system after checking the feasibility, actual Requirement, current stock etc.

Items required to be purchased will be grouped into category - wise for the purpose of calling of quotations i.e., separate quotations for Computer, Laboratory Equipment items, Chemicals Items, Stationery Items, books and so on.

The Store of the respective college will verifying the current stock, if the requested materials are not in stock, the store will raise the indent. If any material is available in the store, they will not raise any indent and will inform the concerned department.

The person nominated by Purchase Committee shall check the Indent with requisition and stock.

Purchase Committee shall review the Indent with consent of the HOI.

Purchase Committee shall then collect Tender/Quotation from at least three authorized / enlisted vendor / supplier.

A list of registered suppliers under various categories to be maintained by the Purchase Committee. The suppliers should be categorized according to the nature of the supply. These Registered suppliers will be reviewed once a year by the purchase committee.

The endeavor should however be to issue quotations to as many as possible. Three to five days' time will be allotted to enable the addresses (suppliers) to receive and dispatch the quotations. All quotations will be sent by courier/email and a proper record to be kept. But the Quotations must reach to the email of the person nominated by Purchase Committee. Quotation coming through anybody else's email ID will not be considered.

The quotation form will clearly elaborate the following: -

- Name of the consignee.
- Place of delivery of stores.
- Supplier's rates required to be indicated in figures and words.

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Whether rates quoted be for free delivery to the consignee or transportation charges being levied.

Whether rates quoted are inclusive or exclusive of CGST/SGST/IGST, discount etc.

The time allowed for making supplies should be specified. In case of large supplies, a phased delivery programmed to complete the supply may be carried out.

A person/officer nominated by the Purchase Committee authorized to place the order will open the quotations on the due date and time in the Purchase Committee meeting. Quotations due for the date of opening will be sorted out and balance quotations received on subsequent time and date will not be opened and recorded.

No corrections / overwriting will be allowed in the final quotation submitted. The Comparative Study Report from accepted quotation with complete details of the offer made specifications, delivery period offered, terms / place of delivery, terms regarding applicable taxes or any other conditions enumerated will be prepared.

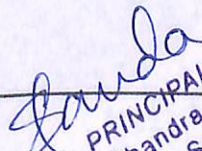
The quotations will be scrutinized by the Purchase Committee.

Purchase Committee to select Vendors against quotation ensures that the quotations are uploaded in ERP.

The Comparative Study Report should be generated through the ERP (supported by the justification). In case of suitability of an offer which is higher than the lowest quoted, reasons for its acceptability will be recorded on file. The recommendations will cover the suitability of materials offered, delivery period and reasonableness of rates based on experience or the advisability of recalling of quotations for specific items quoted for but not considered for placing of the order. The total cost of the order against each supplier recommended for placement of order and the availability of budgetary support to meet the proposed expenditure will also be indicated.

HOI will approve the indent (1st stage) thus prepared by stores.

Purchase Committee will send the soft copy of Comparative Study Report of quotation received along with the budget to md_approval@jisgroup.org with a copy marked to simarpreet@jisgroup.org and director@jisgroup.org. The hard copy of the same along with the


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quotations and other relevant documents received should be sent to Mr. Simarpreet Singh, Director, JIS Group at Head Office.

HO will give final Indent approval within 15 days after receiving Purchase Committee report.

Generation of PO / WO will be at college level based on recommendation of Purchase Committee finally approved by HO. PO/WO to be generated within 7 days after receiving final approval of indent from HO through ERP. The officer authorized by the Purchase Committee to place the order will prepare the PO/WO and submit the same for the signature of the officer authorized to place the PO/WO, certifying the correctness of the PO/WO, as approved both in terms of actual, price and PO/WO amount. HOI will sign the PO/WO.

The PO/WO can be dispatched by courier/postal/Email/Fax. To ensure that there is no ambiguity in the PO/WO.

The following points / conditions will be fully covered: -

A reasonable period should be allowed to the supplier to remove and replace the rejected materials. In the event of failure, action for the return of such materials will be done at the risk and cost of the supplier. Any discrepancy in the quality of materials received will be promptly brought to the notice of the supplier in writing, including any damage that may have accrued during transit. Materials which have been inspected and accepted will be promptly taken on charge on respective stores registers.

Materials delivered as per PO/WO to be received by store. The store will prepare the UGRN.

Inspection & Installation Report to be submitted by the concerned department within 7 days of delivery of the material.

The Store shall prepare the GRN within 1 day after submission of Inspection & Installation Report by the concerned department.

No delivery of goods or work should begin without an approved PO/WO in place. In exceptional cases such confirmatory orders must be approved by the HO.

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8. TERMS AND CONDITIONS:

The standard terms and conditions are printed on the purchase order form.

As a normal policy, purchasing officials shall negotiate for free on-site delivery.

All other terms would be applicable unless otherwise stated depending upon the nature of PO/WO.

No delivery of goods or work should begin without an approved PO/WO in place. In exceptional cases such confirmatory orders must be approved by the HO.

Other terms & conditions to be mentioned in PO/WO are attached as Appendix II.

DISPUTE:

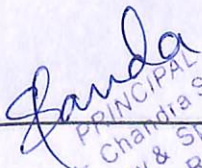
In case of any dispute in supplies the decision of our Board of Director / M.D. will be final and binding on you.

All legal disputes are subject to be Kolkata's jurisdiction.

10. CONCLUSION:

There are many advantages in standardizing procedures and laying them down in detail. However, flexibility is desirable, and changes should be adopted whenever an improved method can be thought of. It should be the Buyers function to critically appraise existing procedures and make continuous efforts to promote efficiency and economy.

One of the important matters to know is the legal aspects of purchasing. Every buyer should know the legal implications of the acts which he/she performs in the name of the organization. Without this essential knowledge he/she may unconsciously commit acts which are more expensive to the organization than the savings affected by several lakhs worth of careful buying. He/she should have a thorough knowledge of the Law of Contracts and the Sales of Goods Act. He/she should also know the extent of his personal liability. For example, an officer making the purchase can be liable for any loss that the organization may suffer if he has acted outside the scope of his authority or has performed an illegal act even with the authority of his employer.


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Appendix I: Terms & conditions to be mentioned in PO/WO

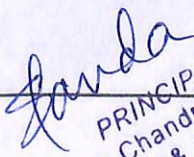
Your Offer No.: Mail; Requirement of

Delivery: At our college campus at

Payment: Within 30 days after receiving the bill. Freight: Inclusive/Exclusive.

Note:

1. Please sign the duplicate copy as token of acceptance of order.
2. All materials delivered at our college campus must be recorded and security CHECKED-IN STAMP in the Security Gate before reporting to store. Challan / Bill will not be accepted without Original Security CHECKED-IN STAMP.
3. Receiving time for incoming materials from 10:00 a.m. to 4:00 p.m. [on all working days].
4. Inspection Procedure: Material will be inspected at site as per existing procedure by our authorized person and his decision will be final and binding on you.
5. Imp. Note: The Books confirmed available ordered on you and as such all the books must be delivered within the delivery schedule and no escalation in price will be considered. By failure in supply may result procurement from other source at your risk & Cost.
6. In case of any dispute in supplies the decision of our Board of Director / M.D. will be final and binding on you.
7. The rate quoted by you must be competitive in comparison to prevailing market rate and in case any rate is found higher than the prevailing rate the difference of amount will be deducted from your outstanding dues.
8. Price: Firm during the pendency of the contract.
9. Bill / Invoice should be submitted along with the receipted challan & Photocopy of Order at college campus reception. Final bill to be submitted after completion of the entire supply.


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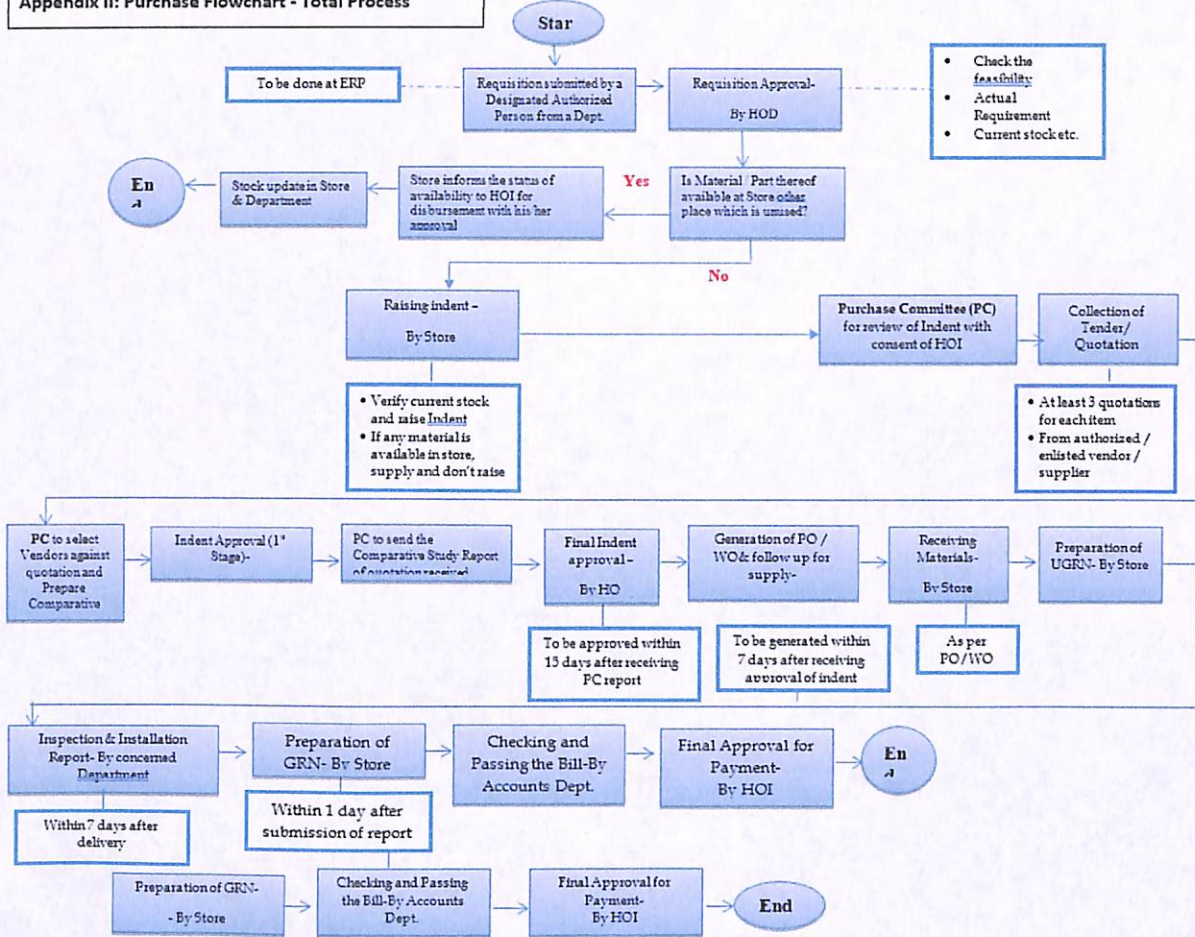
10. All legal disputes are subject to be Kolkata's jurisdiction.

11. Please refer to our (helpline@jisgroup.org) for any difficulties experienced by you in dealing with us.

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Appendix II: Purchase Flowchart - Total Process



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**DR. SUDHIR CHANDRA SUR DEGREE
ENGINEERING COLLEGE**

540, Dum Dum Road, Suremath, Kolkata- 700074, West Bengal





**Policy for
Purchase Management
(W.e.f 2018-19)**

Approved by BOG

Dated on 03/07/2018

Under Agenda No. 3

Ref. No: <u>DSDEC / POLI / 2018-19/8</u>	Compiled & Checked By:  (IQAC Convener)	Approved By:  Dr. Sudhir Chandra Sur Degree Engineering College (Principal) 540, Dum Dum Road, Suremath Kolkata - 74
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Issue No- 3

Coordinator, IQAC
Dr. Sudhir Chandra Sur Degree
Engineering College
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Policy for Purchase Management

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Follow up to ensure timely delivery.

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Inspection of materials for quality and compliance with specifications

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Coordination with other activities within the materials department like transportation, receiving, storekeeping, inventory control, accounting, etc.

Considering that the purchasing rupee forms a significant percent of total expenses, the importance of the purchasing function need not be overemphasized in today s economic environment.

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- Defining the Objectives and Scope of the purchase function
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Ensure suppliers adhere strictly to brand or make and test specifications and those materials and equipment received meet specified quality standards and all stated performance criteria.

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PURCHASE COMMITTEE CONSTITUENTS

Chairperson - HOI (Principal/Director)


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The user and Purchase Committee shall be jointly responsible for identifying acceptable suppliers with the user responsible for the technical evaluation and Purchase Committee responsible for financial and service evaluation. Once acceptable suppliers have been identified, the Purchase Committee will recommend to Head of the Institution for the selection of a supplier who can best respond to the organizational requirements.

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Designated person from a department shall submit the requisition along with specifications like quality, quantity and brand / trade name or make (if any), in case of proprietary items in the ERP.

The HOD will approve the requisition in our ERP system after checking the feasibility, actual Requirement, current stock etc.

Items required to be purchased will be grouped into category - wise for the purpose of calling of quotations i.e., separate quotations for Computer, Laboratory Equipment items, Chemicals Items, Stationery Items, books and so on.

The Store of the respective college will verifying the current stock, if the requested materials are not in stock, the store will raise the indent. If any material is available in the store, they will not raise any indent and will inform the concerned department.

The person nominated by Purchase Committee shall check the Indent with requisition and stock.

Purchase Committee shall review the Indent with consent of the HOI.


Purchase Committee shall then collect Tender/Quotation from at least three authorized / enlisted vendor / supplier.

A list of registered suppliers under various categories to be maintained by the Purchase Committee. The suppliers should be categorized according to the nature of the supply. These Registered suppliers will be reviewed once a year by the purchase committee.

The endeavor should however be to issue quotations to as many as possible. Three to five days' time will be allotted to enable the addresses (suppliers) to receive and dispatch the quotations. All quotations will be sent by courier/email and a proper record to be kept. But the Quotations must reach to the email of the person nominated by Purchase Committee. Quotation coming through anybody else's email ID will not be considered.

The quotation form will clearly elaborate the following: -

- Name of the consignee.
- Place of delivery of stores.
- Supplier's rates required to be indicated in figures and words.


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Whether rates quoted be for free delivery to the consignee or transportation charges being levied.

Whether rates quoted are inclusive or exclusive of CGST/SGST/IGST, discount etc.

The time allowed for making supplies should be specified. In case of large supplies, a phased delivery programmed to complete the supply may be carried out.

A person/officer nominated by the Purchase Committee authorized to place the order will open the quotations on the due date and time in the Purchase Committee meeting. Quotations due for the date of opening will be sorted out and balance quotations received on subsequent time and date will not be opened and recorded.

No corrections / overwriting will be allowed in the final quotation submitted. The Comparative Study Report from accepted quotation with complete details of the offer made specifications, delivery period offered, terms / place of delivery, terms regarding applicable taxes or any other conditions enumerated will be prepared.


The quotations will be scrutinized by the Purchase Committee.

Purchase Committee to select Vendors against quotation ensures that the quotations are uploaded in ERP.

The Comparative Study Report should be generated through the ERP (supported by the justification). In case of suitability of an offer which is higher than the lowest quoted, reasons for its acceptability will be recorded on file. The recommendations will cover the suitability of materials offered, delivery period and reasonableness of rates based on experience or the advisability of recalling of quotations for specific items quoted for but not considered for placing of the order. The total cost of the order against each supplier recommended for placement of order and the availability of budgetary support to meet the proposed expenditure will also be indicated.

HOI will approve the indent (1st stage) thus prepared by stores.

Purchase Committee will send the soft copy of Comparative Study Report of quotation received along with the budget to md_approval@jisgroup.org with a copy marked to simarpreet@jisgroup.org and director@jisgroup.org. The hard copy of the same along with the


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quotations and other relevant documents received should be sent to Mr. Simarpreet Singh, Director, JIS Group at Head Office.

HO will give final Indent approval within 15 days after receiving Purchase Committee report.

Generation of PO / WO will be at college level based on recommendation of Purchase Committee finally approved by HO. PO/WO to be generated within 7 days after receiving final approval of indent from HO through ERP. The officer authorized by the Purchase Committee to place the order will prepare the PO/WO and submit the same for the signature of the officer authorized to place the PO/WO, certifying the correctness of the PO/WO, as approved both in terms of actual, price and PO/WO amount. HOI will sign the PO/WO.

The PO/WO can be dispatched by courier/postal/Email/Fax. To ensure that there is no ambiguity in the PO/WO.

The following points / conditions will be fully covered: -


A reasonable period should be allowed to the supplier to remove and replace the rejected materials. In the event of failure, action for the return of such materials will be done at the risk and cost of the supplier. Any discrepancy in the quality of materials received will be promptly brought to the notice of the supplier in writing, including any damage that may have accrued during transit. Materials which have been inspected and accepted will be promptly taken on charge on respective stores registers.

Materials delivered as per PO/WO to be received by store. The store will prepare the UGRN.

Inspection & Installation Report to be submitted by the concerned department within 7 days of delivery of the material.

The Store shall prepare the GRN within 1 day after submission of Inspection & Installation Report by the concerned department.

No delivery of goods or work should begin without an approved PO/WO in place. In exceptional cases such confirmatory orders must be approved by the HO.


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8. TERMS AND CONDITIONS:

The standard terms and conditions are printed on the purchase order form.

As a normal policy, purchasing officials shall negotiate for free on-site delivery.

All other terms would be applicable unless otherwise stated depending upon the nature of PO/WO.

No delivery of goods or work should begin without an approved PO/WO in place. In exceptional cases such confirmatory orders must be approved by the HO.

Other terms & conditions to be mentioned in PO/WO are attached as Appendix II.

DISPUTE:

In case of any dispute in supplies the decision of our Board of Director / M.D. will be final and binding on you.

All legal disputes are subject to be Kolkata's jurisdiction.

10. CONCLUSION:

There are many advantages in standardizing procedures and laying them down in detail. However, flexibility is desirable, and changes should be adopted whenever an improved method can be thought of. It should be the Buyers function to critically appraise existing procedures and make continuous efforts to promote efficiency and economy.

One of the important matters to know is the legal aspects of purchasing. Every buyer should know the legal implications of the acts which he/she performs in the name of the organization. Without this essential knowledge he/she may unconsciously commit acts which are more expensive to the organization than the savings affected by several lakhs worth of careful buying. He/she should have a thorough knowledge of the Law of Contracts and the Sales of Goods Act. He/she should also know the extent of his personal liability. For example, an officer making the purchase can be liable for any loss that the organization may suffer if he has acted outside the scope of his authority or has performed an illegal act even with the authority of his employer.

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Appendix I: Terms & conditions to be mentioned in PO/WO


Your Offer No.: Mail; Requirement of

Delivery: At our college campus at

Payment: Within 30 days after receiving the bill. Freight: Inclusive/Exclusive.

Note:


1. Please sign the duplicate copy as token of acceptance of order.
2. All materials delivered at our college campus must be recorded and security CHECKED-IN STAMP in the Security Gate before reporting to store. Challan / Bill will not be accepted without Original Security CHECKED-IN STAMP.
3. Receiving time for incoming materials from 10:00 a.m. to 4:00 p.m. [on all working days].
4. Inspection Procedure: Material will be inspected at site as per existing procedure by our authorized person and his decision will be final and binding on you.
5. Imp. Note: The Books confirmed available ordered on you and as such all the books must be delivered within the delivery schedule and no escalation in price will be considered. By failure in supply may result procurement from other source at your risk & Cost.
6. In case of any dispute in supplies the decision of our Board of Director / M.D. will be final and binding on you.
7. The rate quoted by you must be competitive in comparison to prevailing market rate and in case any rate is found higher than the prevailing rate the difference of amount will be deducted from your outstanding dues.
8. Price: Firm during the pendency of the contract.
9. Bill / Invoice should be submitted along with the receipted challan & Photocopy of Order at college campus reception. Final bill to be submitted after completion of the entire supply.


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10. All legal disputes are subject to be Kolkata's jurisdiction.

11. Please refer to our (helpline@jisgroup.org) for any difficulties experienced by you in dealing with us.


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Appendix II: Purchase Flowchart - Total Process

