

## Purchase procedure & rules

1. Below Rs. 5000/- : No quotation is required, however the purchase will be made only after making enquires to the vendors/shops.
2. Between Rs. 5000/- and Rs.15000/- : Telephonic/e-mail enquiry will be made by the Administrative Officer (AO) and quotations will be obtained from minimum three parties. A comparative statement with signatures from the committee members (minimum three members and Chair) will be prepared before placing the order.
3. Between Rs. 15000 /- and Rs. 50000/- : The indent should be submitted to the purchase committee through AO, which will be evaluated by the committee before floating enquiry by the AO.
4. For all purchases, indent form should be filled and submitted to the AO.

### Miscellaneous:

- For all items, indent should be filled by the indenter/user.
- All purchases will be made by the AO in consultation with the indenter (wherever it is required)
- Indent form is available at [USO purchase web site](#) or a hard copy with AO.
- All the indents should be approved by the Supervisor of the students.
- All items above Rs. 15,000/-: After purchase will be verified by the Section Head and signature will be obtained on the indent form.
- Regarding purchase/work order above Rs. 15,000/-: Full specification should be given by the indenter before submitting the indent.
- Committee will meet on every Wednesdays of the week to take stock of the indents and requirements and check the availability of funds.
- Minimum one week time should be given for purchase of any items. On exigency it may be relaxed with approval of the Chair.