

## Purchasing Policy

**Policy No.PPI 2024**

**KARE/IQAC/PPI/2024/01**

Approved by BoM on 29.06.2024

**KALASALINGAM ACADEMY OF RESEARCH AND EDUCATION**  
(Deemed to be University)

(Under the section 3 of the UGC Act 1956)

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**KALASALINGAM ACADEMY OF RESEARCH AND EDUCATION**

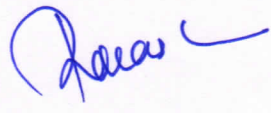



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**Policy Preparation and Verification Team**

Prepared : 2024

Prepared and Reviewed by	Dr.C. Balasubramanian Director Procurement Finance Officer	 
Recommended by	Dr. C. Sivapragasam Director/IQAC	
Approved by	Dr. S. Narayanan Vice Chancellor/KARE	





# **KALASALINGAM**

## **ACADEMY OF RESEARCH AND EDUCATION**

### **(DEEMED TO BE UNIVERSITY)**

Under sec. 3 of UGC Act 1956. Accredited by NAAC with "A++" Grade



## **DEPARTMENT OF PROCUREMENT**

### **PURCHASING POLICY – 2024**

#### **1. Purpose**

The purpose of this Purchase Policy is to establish a structured, transparent, and efficient procurement system at Kalasalingam Academy of Research and Education (KARE) to ensure responsible financial management, value for money, and compliance with institutional, regulatory, and legal requirements.

This policy applies to the procurement of all goods, equipment, services, and works required for the academic, research, administrative, and infrastructural activities of the institution.

#### **2. Scope**

This policy applies to:

- All academic and administrative departments of KARE
- Faculty, staff, and committees involved in procurement
- Vendors, suppliers, and service providers engaged with the institution

#### **3. Principles of Procurement**

The procurement process at KARE shall be governed by the following principles:

##### **3.1 Transparency**

- Procurement decisions must be clear, documented, and open to review.
- Competitive bidding should be encouraged to ensure fairness and accountability.

##### **3.2 Value for Money**

- Purchases should be cost-effective while meeting quality and durability standards.
- Selection should be based on overall benefits, including quality, service, and reliability.

##### **3.3 Efficiency**

- The procurement process should be streamlined to ensure timely availability of goods and services.

##### **3.4 Compliance**

- All purchases must adhere to government regulations, tax laws, and institutional financial policies.

##### **3.5 Ethics and Integrity**

- No favoritism, bribery, or conflicts of interest should influence procurement decisions.
- Vendors should be selected based on merit, quality, and institutional requirements.



#### 4. Procurement Process

The procurement process involves several stages, which ensure that all purchases meet institutional needs while maintaining financial discipline.

##### 4.1 Purchase Request (Requisition Process)

- The **Department Head/Faculty/Office** identifies a need for goods/services.
- A **Purchase Requisition Letter** is filled out, detailing:
  - Description of goods/services
  - Estimated cost
  - Justification for the purchase
  - Budget approval
- The PRL is submitted to the Vice President through proper channel for review.

##### 4.2 Approval Process

- All procurement requests must be approved based on **predefined approval limits:**  
**Purchase Amount Approval Authority**  
Below ₹10,000      Department Head  
₹10,000 – ₹50,000      Director - Procurement  
Above ₹50,000      Board of Management
- If the request is approved, a **Purchase Order (PO)** is generated.

##### 4.3 Vendor Selection & Competitive Bidding

###### 4.3.1 Vendor Registration

- The institution maintains a **list of approved vendors**.
- New vendors must register and submit:
  - Company profile
  - GST registration
  - Bank details and PAN
  - Quality certifications, if applicable

###### 4.3.2 Competitive Bidding Process

- Purchases exceeding ₹50,000 require **at least three quotations**.
- A **Request for Quotation (RFQ)** or **Tender Process** is initiated.
- Bids are evaluated based on:
  - Cost competitiveness
  - Quality and specifications
  - Past performance with the institution

##### 4.4 Issuance of Purchase Order (PO)

- After vendor selection, a **formal Purchase Order (PO)** is issued based on vendor quotation.
- The PO includes:
  - Details of goods/services
  - Agreed price
  - Delivery schedule
  - Payment terms

## 5. Categories of Purchases

### 5.1 Routine Purchases

- Low-value items such as stationery, lab consumables, and office supplies.
- Can be purchased from **approved vendors** without formal bidding.

### 5.2 Capital Equipment Purchases

- Expensive assets like laboratory equipment, furniture, and IT infrastructure.
- Require **competitive bidding and approval from the Purchase Committee/Board of Management**.

### 5.3 Library and Academic Resources

- Books, journals, software, and online subscriptions.
- Must be approved by the **Library Committee** and procured from accredited publishers.

### 5.4 Research & Development (R&D) Purchases

- Specialized equipment or software for research projects.
- Research grants should be used as per funding guidelines.
- Must be approved by Purchase Committee formulated by Director(R&D) for each grants.

### 5.5 Emergency Purchases

- Urgent procurement for breakdowns, safety, or academic requirements.
- The **Head of Institution** may authorize emergency purchases, followed by documentation and approval.

## 6. Payment Process

- Payments shall be made as per the **terms agreed in the PO**.
- Payment modes:
  - Direct bank transfer
  - Cheque payments
  - Letter of Credit (LC) for international purchases
- **Advance payments** shall be restricted unless vendor credibility is established.
- **Final payments** shall be processed only after satisfactory delivery of goods/services.

## 7. Vendor Performance Evaluation

- The **Purchase Committee** shall assess vendor performance based on:
  - Timely delivery
  - Product quality
  - Customer support
- Poor-performing vendors may be **blacklisted**.

## 8. Conflict of Interest Policy

- Employees involved in procurement must disclose any **personal or financial interest** in vendor selection.
- Accepting gifts or favours from vendors is **strictly prohibited**.

## 9. Record Keeping & Auditing

- All procurement records must be maintained for **at least 3 years**.
- An **annual audit** will be conducted to ensure compliance with this policy.

#### **10. Non-Compliance & Penalties**

- Any violation of this policy may result in **disciplinary action**, including:
  - Revocation of procurement privileges
  - Financial penalties
  - Legal action if fraud is detected

#### **11. Review & Amendments**

- This policy will be **reviewed annually** by the **Purchase & Administration Committee**.
- Any changes must be approved by the **Governing Body of the Institution**.

#### **12. Contact Information**

For any queries related to procurement, please contact:

**Director - Procurement,**  
**Kalasalingam Academy of Research and Education,**  
Email: [directorprocurement@klu.ac.in](mailto:directorprocurement@klu.ac.in)  
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This policy ensures **accountability, transparency, and efficiency** in procurement at **Kalasalingam Academy of Research and Education**. All employees must adhere to these guidelines to maintain financial integrity and operational effectiveness.