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Checklist and Standard Operating Procedure (SOP) for purchasing the items

Sl. No.	Details	Page No.
01.	Indent/Requisition form dully filled in all respect including approximate cost and source of funds.	
02.	Examined and forwarded by HoD/In-charge of concerned Department/Section.	
03.	Examined and recommended by College Level Purchase Committee (CLPC), as applicable.	
04.	Recommendation of Dean/Controlling Officer (as applicable) and send the proposal to Purchase Section for further process.	
05.	Central Purchase Office examined the proposal and forwarded to University Level Purchase Committee (ULPC), as applicable (for centrally purchase item/items related with various offices/sections of the university/items costing above 5.0 lakhs). This office will also decide the method of purchasing (GeM/Quotation/Tender etc.)	
06.	ULPC examined the proposal in all respect & recommended for further process.	
07.	Fund availability obtained on note sheet from the concerned unit by Purchase Section.	
08.	Administrative approval obtained from the Competent Authority through proper channel.	
09.	Booking of items by Purchase Section on GeM.	
10.	In case of bid, scrutiny of specifications by the Standing Technical Committee/CPC, as applicable.	
11.	Technical Evaluation of bids by the Standing Technical Committee and recommended for Financial Evaluation of bids to CPC.	
12.	Financial Evaluation of Bid by the standing CPC.	
13.	Sanction of actual amount by the Competent Authority.	
14.	Supply order/work order placed by procurement/purchase unit.	
15.	Goods Received in Store and entered in Register.	
16.	Verification by the verification committee for quality & quantity as per supply/work order.	
17.	Stock entry of verified items in purchase section store of University/College and transferred to Indenter.	
18.	Process for payment.	

Signature : _____
Date : _____