	<b>MADANAPALLE INSTITUTE OF TECHNOLOGY &amp; SCIENCE</b>		
	<b>SOP FOR PURCHASE OF EQUIPMENT</b>		
	Issue No : 01	Revision No: 00	Doc. No: EOMS-MITS/SOP/15
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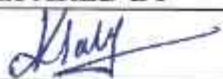
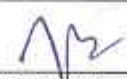
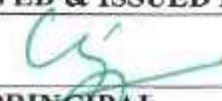
**Objective:** To elaborate the procedure for purchasing equipment


**Responsibility:**

- All the teaching/non-teaching staff members
- Lab in-charges
- Expert team
- Purchase Committee in charge
- Heads of the Departments




**Procedure:**

Sl. Activities	Responsibility	Target days
1. List of equipment required for individual labs as per new revised curriculum is to be submitted by the Lab in-charges	Lab in charges	1 <sup>st</sup> week of Feb
2. An expertise team (set of Faculty members) within the Department will scrutiny the requirements. Justifications have to be given for the requirements if necessary.	Expert team and Lab in-charges	4th week of Feb
3. After the finalization of the requirements, the individual lab-in charges have to identify the reputed suppliers (minimum of 3) and should inform the same to the expertise team.	Expert team and Lab in-charges	1st week of March
4. With the approval of the expertise team regarding the suppliers, quotations have to be collected from those companies.	Expert team and Lab in-charges	2nd week of March
5. Based on the quoted price, the approximate cost for the entire requirements should be calculated and the approval of the purchase for the approximate amount has to be received from the Management.	Purchase Committee in-charge, HOD and Principal	4th week of March


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<b>EOMS Team member</b>	<b>EOMS Team Leader</b>	<b>PRINCIPAL</b>

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6.	A demo should be made available to the set of Faculty members about those equipment's functions and specifications from all companies.	Non-teaching staff, Faculty members	1 <sup>st</sup> week of April
7.	The expert team should clarify all necessary queries including the functionalities, warranty, replacements, service backups, compatibility when changes occur in future and so on.	Faculty members	2 <sup>nd</sup> week of April
8.	A meeting should be organized with Department Purchase committee in charge and the expertise to discuss about the outcome of the demonstrations made by the companies.	Purchase committee in-charge and Faculty members	3 <sup>rd</sup> week of April
9.	Recommendations are collected by the Department purchase committee in charge from the Faculty members and the expertise team and the pros and cons are to be discussed.	Purchase committee in-charge and Faculty members	3 <sup>rd</sup> week of April
10.	The Department Purchase committee in charge may request all the companies to give the best revised price again after the demonstrations.	Purchase Department committee in- charge	4 <sup>th</sup> week of April
11.	With the new revised cost, a comparative statement has to be prepared and remarks should be given suitable under each product and the minimum cost of different equipment for different companies should be highlighted.	Purchase committee in- charge and HOD	4 <sup>th</sup> week of April
12.	The college Purchase committee in charge should give a final recommendation for the purchase of the product based on the feedback given by expertise team. Different products can be from different suppliers.	Purchase committee in- charge and HOD	4 <sup>th</sup> week of April

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13.	The purchase approval along with the comparative statement is sent to the Management for the final approval.	Purchase committee in-charge, HOD and Principal	1 <sup>st</sup> week of May
14.	The Purchase committee in charge has to give the justification to the Management regarding the recommendations if required.	Purchase committee in-charge and HOD	1 <sup>st</sup> week of May
15.	Once after getting the final approval, the purchase order should be made ready and sent to the supplier and the terms and conditions should be followed strictly.	Purchase Committee in-charge and HOD	3 <sup>rd</sup> week of May
16.	The details of the order placed with the one supplier should not be known to the other supplier and there should not be any personal communication regarding the purchase, failing in which will leads to enquiry and memo.	Purchase Committee in-charge and Faculty members	3 <sup>rd</sup> week of May
17.	Follow up should be made regarding the delivery	Purchase Committee in-charge	3 <sup>rd</sup> and 4 <sup>th</sup> week of May
18.	Once after the delivery, all the equipment should be thoroughly verified by the lab in charges in manager inventory terms of quantity, functionalities, help manuals, warranty cards and bills	Lab in charges and Faculty members, Non-teaching staff	1 <sup>st</sup> week of June.
19.	From the date of delivery, the bill has to be settled with the office within two weeks	Purchase Committee in-charge	3 <sup>rd</sup> week of June

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