



# GANDHI INSTITUTE OF TECHNOLOGY AND MANAGEMENT

(Deemed to be University)

Visakhapatnam | Hyderabad | Bengaluru

F. No. GDU/CAO/R/15/FCR/2023

31.01.2023

## OFFICE ORDER

The Board of Management at its 67<sup>th</sup> meeting held on 20.01.2023, has approved the financial outcomes for six months, starting from 1<sup>st</sup> April to 30<sup>th</sup> September 2022, during the financial year 2022-23, and also approved the "Revised Procurement Policy and Delegation of Financial Powers" as per the recommendations of the Finance Committee made at its 40<sup>th</sup> meeting held on 20<sup>th</sup> January 2023,

The Chief Financial Officer is requested to take necessary action and implement the decisions of the Board accordingly.

  
Registrar

Encl: As stated above

To:  
Chief Financial Officer

Copy to:  
All Pro VCs/ Deans / Heads of Schools / Directors / HoDs/ CMO / CTO / Chief Advisor /  
CIO / CAO / Senior Director Research & Innovation / Senior Director Faculty  
Development / Director Academic Operations

PS to President / Ps to Vice-President / PS to Secretary / PS to Vice-Chancellor



# PROCUREMENT POLICY

COMMERCIAL AND CONTRACTING TEAM  
GITAM INSTITUTE OF TECHNOLOGY AND MANAGEMENT  
DEPARTMENT OF FINANCE

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## OVER VIEW

### INTRODUCTION

This Policy shall be called “**GITAM Procurement Policy**” or “**GPP**” and shall come into force on 16.07.2021.

### OBJECTIVES

Policy to consolidate the existing procedures, written or otherwise, and lay down new workflow, process and procedure for various procurements within the University, to have an uniform procurement policy across all the campuses / departments / institutes.

### INTENDED USES OF THIS PROCUREMENT POLICY

- Increase efficiency and transparency
- Maximise cost-effectiveness
- Achieve standardization across the campus
- Automate the process in ERP
- Provide access to standardized data
- Facilitate on-line paperless implementation

### SCOPE

This Procurement Policy applies to all types of procurement including operational and capital expenditure, applicable to all the Campuses including GIMSR and out-of-campus establishments such as CDL etc.

### SUPPLEMENTARY POLICIES

This Procurement Policy is the basic framework, based on which Supplementary Policies can be tailored to specific categories of goods and services, for example for perishable items, annual maintenance contracts, rate contracts, special software / networking equipment, high-end medical equipment, project grant purchases and sports items etc.

For Non Budgeted items the HOD/HOI shall seek special approval from the Competent Authority before raising the **PR**.

### OWNERSHIP

This Policy document shall be maintained and updated from time to time by the Department of Finance, Contracts & Commercial Team

**THE COMPETENT AUTHORITY FOR FINAL APPROVAL AND AMENDMENTS TO THIS POLICY IS:**

A handwritten signature in blue ink, located on the left side of the page.

A handwritten signature in blue ink, located on the right side of the page.

PROCUREMENT POLICY

COMMERCIAL AND CONTRACTING TEAM



### Procurement process workflow

STEP 1	Raising of Purchase Requisition (PR)	Designated employee of the User Department will raise the Purchase Requisition (PR).
STEP 2	Finance - Budget Checking	Budget Checking will be done by the Finance Dept.
STEP 3	Approval by User Dept. HOD	Dept HoD will Approve the Indent and Forward to Service Providing Division (SPD) for detailed analysis and providing drawings, technical specifications etc.
STEP 4	Review by SPD (CATS / Hospitality/CE Office/Projects)	HOD of Service Providing Department will evaluate the Indent either internally or through external consultant and forward to HoI for approval (Technical Evaluation Report – Form2) which includes Indented Items and any other ancillary items required including detailed plan of execution with drawings, specifications etc. for scope completeness.
STEP 5	Approval of PR by HoI with communication to SPD & C&C Depts.	Head of Institution may Approve / Reject the requisitions. If approved, PR will be sent to C&C for Tendering and ordering process. Simultaneously an email will be generated to HOD of SPD approving the recommendations (Confirmation from Indenting Dept. - Form3) enabling SPD to send Finalized PR (Form 4) to C&C Dept.

#### LEGEND:

**SERVICE PROVIDING DEPARTMENTS (SPDs) SHALL MEAN**

Directorate of Hospitality (DH)

Directorate of Projects (DP)

Chief Engineer's Office (CE)

Centre for Advanced Technology Solutions (CATS)

Directorate of Sports (DS)

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PROCUREMENT POLICY

COMMERCIAL AND CONTRACTING TEAM

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#### **FLOATING OF TENDERS**

Further to the above process (from raising PR till approval of the same by the Head of the Institution, C&C receives Final Proposal from HOD SPD which includes clear BOQ, Technical specifications & Drawings), the Contracts & Commercial department would float the Tender inviting the proposals from the bidders.

The Contracts & Commercial team shall seek proposals from the prospective Vendors (C&C Department shall float the tenders to the Vendors suggested by SPD and to reputed Vendors known in the market for specific requirement), to submit their competitive offers.

#### **TENDER EVALUATION**

Once the Offers/Proposals are received from the bidders, the technical portion of the Offers/Proposals shall be forwarded by the C&C team to the Service Providing Department for their evaluation.

The Service Providing Department shall provide their recommendations to the C&C team, for furthering the tendering process.

On receipt of technical recommendation from Service Providing Department, the C&C department will go ahead with the further tendering process (like evaluating the bids commercially, obtaining clarifications if any etc.) and conclude the tendering process.

#### **APPROVAL OF COMPETENT AUTHORITY**

The C&C department will seek Purchase Committee / Competent Authority Approval ("**Approval**") to place order on technically and commercially competent bidder.

#### **PLACEMENT OF PURCHASE / WORK ORDER**

Once the Approval is obtained, the C&C department shall prepare the Purchase / Work Order and will send for the same for signature by the signing authority. Once the Purchase / work Order is signed the same shall be issued to the successful bidder with a copy to the Head of the Department of the Service Providing Department.

#### **POST ORDER MONITORING:**

Upon issue of Purchase / Work Order to the Vendor, the Service Providing Department shall interact With the Vendor for obtaining all documents required under the PO/WO and get the works executed.

SPD ensures that all statutory requirements are adhered to, by the Vendor and submits all statutory documents like insurances, royalty paid (if applicable), PF,ESI and other relevant documents before commencing the work and update them with each running bill. SPD shall check and certify running and final bills for finance department to process the Vendor's payment.

SPD shall submit Cash flow against each Purchase/Work order, to be submitted to Finance department on monthly basis.

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**GITAM (Deemed to be University)**  
**Purchase Requisition**

Doc Date: 18/07/2021

Doc No. : PR-U/VTZ/21-22/18

**Form-1PR**

Indenter							
Name : admin		Designation: admin			Employee ID : admin		
Department							
Campus : Vizag		Institute : Institute of CDL			Department : Dept of CDL		
Whether out of Gitam funds or with any research grant:	GITAM	If external funding, details:			If part of GITAM's budget forecast, details:		
					Printing and Stationary Exam		
Items to be Procured							
SNo	Description	UOM	Qty	Est Rate	Est Value	Make/Brand/Cat	Required ByDt
1	A4 Papers (75 Gsm)	NOS	1.00	5,000.00	5,000.00	Test	26/07/2021
Drawings, if any, prepared by whom: Attach copy		0.00	Basis for prices: Enter one of: Last Procurement Price (LPP), Market Price, Inhouse Estimate, Consultant's Estimate, preliminary quotations			LPP	
How are the specifications selected:							
Basis for selection of Model / Cat #							
Whether similar items were procured by GITAM, earlier	Campus:	Vizag					Details:
	Inst / Dept :	/					
Suggested vendor type	OEM						
Suggested Vendors (names)		Justification / Reasons					

**Enclosures:**

- 1 Copy of budgetary provision
- 2 Drawings, if any
- 3 Specifications, if any
- 4 Price basis (estimate, any recent Order, quotation)
- 5 References for any procurement in the past
- 6 Any other as required

admin

Prepared By

Budget Checked By

Dept HOD



### Technical Evaluation Report

Form-2PRTER

Doc No.	PR-U/VTZ/21-22/18		UID:	PR-U/VTZ/21-22/18			
PR UID Date	18/07/2021						
Campus	Institute	Department		Type of Procurement			
Vizag	Institute of CDL	Dept of CDL		Goods			
Whether out of Gitam funds or with Research Grant:	GITAM	If external funding, details:		If part of GITAM's budget forecast,			
Comments, if any, on the above							
Feasibility, Enclose Separate Sheet if Required	Space:		Existing room		Room Ceiling:		
	Power:		AC:		Networking:		
	Others:						
Enabling items / works required: List/Describe & Possible Vendors							
<b>Cost breakup of enabling items / works</b>							
SNo	Description	UOM	Qty	Est Rate	Est Value	Make/Brand/Cat	Remarks
Remarks on indenter's proposal:	Qty	Pricing	Make/Brand/Cat	Timeline	Remarks		
	1.00	LPP	Test	26/07/2021			
Whether any external consultant is to be involved		If yes, Name:					
Comments on quotations shared by Identor:	Inhouse Consultant:						
Drawings, if any, prepared by whom:		Basis for prices:			LPP		
How are the specifications selected:							
Basis for selection of Model / Cat #							
Whether similar items were procured by GITAM, earlier	Campus:			Details:			
	Inst / Dept	/					
Suggested vendor type	OEM						
Suggested Vendor	Justification / Reasons						
Detailed Estimate	Enclosed herewith						

**Enclosures:**

- 1 Drawings, if any
- 2 Specifications, if any
- 3 Price basis (estimate, any recent Order, quotation)
- 4 References for any procurement in the past
- 5 Detailed Estimate
- 6 Any other as required

admin

Prepared By

Budget Checked By

Dept HOD

Evaluation By

*W*

*B...*





Gandhi Institute of Technology and Management  
Procurement Process for Goods / Services

**Confirmation from Indenting Dept.**

Form-3PRCNF

Date of this Confirmation:		UID:		PR-U/VTZ/21-22/18	
Confirmation by:		Name:			
		Emp ID:			
Campus	Institute	Department		Type of Procurement	
Vizag	Institute of CDL	Dept of CDL		GOODS	
Technical Evaluation Report	Date	Received From		if part of GITAM's budget forecast,	
				For Indented Items	Enabling Items/Works
Points for attention:	#	#		#	
Based on the following documents attached herewith, this is to confirm to C & C that further action be taken on the subject Procurement Request and subject to the Remarks appended below:					
1	Details as per Technical Evaluation Report, in respect of		Remarks, if any		
	a) Item Specifications, makes				
	b) Quantities				
	c) Pricing				
	d) Mode of Procurement				
	e) Enable Items/Works				
	f) Timeline				
2	Approval of competent authority / President	Date	Copy attached herewith		
Further Remarks, if any		#			

**Enclosures:**

1. Full set of Feasibility / Working Report, alongwith all its attachments
2. Approval of competent authority / President

admin

Prepared By

Budget Checked By

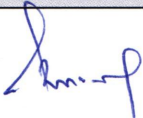
Dept HOD



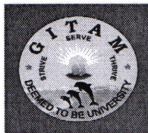
### Finalised Purchase Requisition

Form-4 FPR

<b>Date of this Finalised Proposal:</b>				<b>UID:</b> PR-U/VTZ/21-22/18				
<b>Finalised by:</b>		<b>Name:</b>						
		<b>Emp ID:</b>						
<b>Indenting Department</b>								
<b>Campus</b>		<b>Institute / Directorate</b>		<b>Department</b>				
Vizag		Institute of CDL		Dept of CDL				
<b>Type of Procurement :</b>								
GOODS								
<b>References:</b>		<b>Doc</b>	<b>Date</b>	<b>Financials</b>				
<b>1.Procurement Request</b>		1PRD		<b>Items, indented</b>				
<b>2.Feasibility / Working Report</b>		2PRFW		<b>Enabling items / works</b>				
<b>3.Confirmation from Indenting Dept.</b>		3PCNF		<b>Totals</b>				
				Amount, INR in Lakhs, incl. GST				
				0.00				
<b>Details of this Finalised Proposal</b>								
<b>Basis (Mention 1PRD and / or 2PRFW and / or 3PCNF or other)</b>			<b>Remarks</b>					
<b>Specifications</b>								
<b>Drawings</b>								
<b>Quantities</b>								
<b>Vendor choice</b>								
<b>Priced (estimate) Bill of Quantities for indented items:</b>								
Description	HSN/SAC	UOM	Qty	Est Rate Excl Tax	Est Amt Excl Tax	GST Tax	GST Amt	Tot Amt Incl Tax
A4 Papers (75 Gsm),B:Test	-	NOS	1.00	5,000.00	5,000.00	0.00	900.00	5,900.00
<b>TOTAL</b>					<b>5,000.00</b>		<b>900.00</b>	<b>5,900.00</b>
<b>Priced (estimate) Bill of Quantities for Enabling items/Works:</b>								
Description	HSN/SAC	UOM	Qty	Est Rate Excl Tax	Est Amt Excl Tax	GST Tax	GST Amt	Tot Amt Incl Tax
<b>TOTAL</b>					<b>0.00</b>		<b>0.00</b>	<b>0.00</b>
<b>Approval of competent authority / President</b>			<b>Date</b>	<b>Copy attached herewith</b>				
<b>Further Remarks, if any</b>								

  
**Chief Financial Officer (CFO)**

  
**Registrar**



# GANDHI INSTITUTE OF TECHNOLOGY AND MANAGEMENT (GITAM)

(Deemed to be University)  
Visakhapatnam | Hyderabad | Bengaluru

## Financial Approval Limits for Capex & Opex

Sl No	Level		Approval Limit Rs
1	Vice Chancellor / CAO*	VC (Academic) / CAO (Non Academic)	Above Rs 10 lakhs
2	Vice Chancellor / CAO	VC (Academic) / CAO (Non Academic)	Up to Rs 10 lakhs
3	Pro VC/ Dean/ Registrar	Pro VC/ Dean/ Registrar	5,00,000
4	CMO/CA/CFO/CTO	CXO	5,00,000
5	Head of Institution / Principal/ Functional Directors	HoI	1,00,000
6	Head of the Department / Head of Service Providing Division	HoD /SPD	50,000

**Note:**

1. The above Financial limits will be applicable to Budget/Revised Budget approved in BoM.
  2. Proposal will be moved by HOD.
  3. Proposal will be forwarded to HOI, Principal, Pro VC, Dean or Registrar for Approval.
  4. Availability of budget will be checked by CFO.
  5. Proposals up to Rs 5 lakhs can be approved by CMO/CA/CFO/CTO
  6. Proposals cleared at 4 will be forwarded to VC / CAO for approval for values above Rs 5 lakhs
- \* With the necessary approval

All Purchase Orders shall be signed by Registrar / CAO

Enabling Resolution will be passed in BOM authorizing VC /CAO to approve any proposal above Rs 5 lakhs

**Chief Financial Officer**

**Registrar**