

**BEANT COLLEGE OF ENGINEERING & TECHNOLOGY, GURDASPUR-
143521**

**GUIDELINES PROVIDED IN THE PROCUREMENT MANUAL OF TEQIP-II (IN
BRIEF – REFER THE MANUAL ON COLLEGE/NPIU WEBSITE)**

1. The Procurement policy of TEQIP II is to ensure Transparency, fairness and fraud prevention, Equal opportunity, Economy and Efficiency through Effective means.
2. The Procurement processes as per TEQIP II guide lines consist of Identification of requirements, Developing specifications, Identifying suppliers/service providers, Inviting bids/proposals, Evaluating and awarding contracts, Contract management, Receipt and Certification of goods/services.
3. Goods can be procured under TEQIP-II in the following three ways in the college;
 - a) Direct Contract –All Proprietary items
 - b) Shopping – Items worth less than Rs. 10 Lakhs (inclusive of all taxes) by way of calling minimum 3 Quotations.
 - c) National Competitive Bidding-Items worth Rs.10 Lakhs and more
4. All procurements under TEQIP II will be fully processed and monitored through Procurement Management Support System (PMSS) and any procurement outside it will have no recognition.
5. Important Aspects of Shopping are:
 - a) No need for advertisement in newspapers, however the advertisement can be displayed in the institution website.
 - b) Minimum three Quotations to be received
 - c) Not less than 2 weeks' time for bid submission
 - d) There should not be any negotiations either for price or terms & conditions of the tender submitted with suppliers
 - e) Bidders are required to submit tender valid for the period specified in the tender documents & Generally 30 to 40 days for shopping.
 - f) Earnest Money/Bid security is not required.
 - g) The Procurement Authorities entrusted with evaluation of Tender shall ascertain whether the tenders meet the eligibility requirements specified, Tenders have been properly signed are valid for the period specified in the tender document and substantially responsive (commercially and technically) to the tender documents and are otherwise generally in order.
 - h) If the bidder meets the above stipulation indicated in the bid documents, it is determined as substantially responsive and is considered further for evaluation.
 - i) Payment terms should be 90% payment after delivery to the consignee and the balance 10% after receiving the goods or in accordance with the practices applicable to the specific goods and works.

GUIDELINES TO BE ADOPTED FOR INITIATING PROCUREMENT PROCESS

The entire procurement process is divided into four stages, which are as detailed

below: Stage1: Proposal by the concerned faculty/group of faculty (PROPOSER/S)
Stage2: Departmental Procurement Committee (DPC) **Stage3:** Institute Procurement Committee (IPC) **Stage4:** Post Procurement Process (PPP)

Stage1: PROPOSAL BY THE CONCERNED FACULTY/GROUP OF FACULTY

The request for any procurement of equipment/item shall be initiated by an individual faculty or group of faculty members within a department or cluster; hereinafter called as the PROPOSER(S).

It is the primary responsibility of the PROPOSER/PROPOSERS to follow the guidelines of the TEQIP-II/Institution while preparing a proposal. The PROPOSER/PROPOSERS shall initiate the process by submitting the duly filled-in Procurement Format-1(PF-1) to the concerned HOD. If the proposers are from multi-disciplines then it shall be submitted to the Principal. A proposal submitted without following the above guidelines shall be liable for reversion by the appropriate authorities (HOD/DPC/IPC), for resubmission of the proposal.

Stage 2: DEPARTMENTAL PROCUREMENT COMMITTEE (DPC)

a) Composition of the committee:

- | | |
|-------------------------|-------------|
| 1. Concerned HOD | Chairperson |
| 2. Two faculty members* | Member |
| 3. PROPOSER(S) | Indentor(s) |

*The two faculty members may be drawn from the same department or from cluster or any other department in the college (deciding factor would be the knowledge & experience of the faculty in the matter). If need be the DPC can opt for one or two external experts.

Note: **Three members constitute the quorum.**

- b) **Responsibility:** The DPC shall evaluate & ensure that the proposal conform the guidelines of the TEQIP-II/Institution. The DPC may accept/reject the proposal by recording its observation. The proposal will be forwarded to the TEQIP Cell by the concerned HOD, only if it is recommended by the DPC. The decision of the DPC

is critical & final.

c) **Functions:** After receiving the proposal (stage-1), the HOD will place it before the DPC.

The DPC shall evaluate & ensure that the proposal made conforms to the guidelines of the TEQIP-II/Institution. The DPC has the power to accept/reject a proposal in the event of non-conformation to the guidelines specified. The DPC shall record its observation (Minutes of the Meeting) and return the proposal seeking resubmission. The proposal will be forwarded to BCET-TEQIP Office [Procurement Format PF-2 along PF-1] by the HOD to the Chairperson of the IPC, if and only if the proposal is recommended by the DPC.

Based on the recommendations of the IPC, quotations will be called by the BCET-TEQIP office through PMSS (Procurement Management Support System).

Upon receipt of the quotations by the BCET-TEQIP office & the same shall be opened in the presence of the HOD of concern department (Department Procurement Coordinator) and Institute Procurement Committee (IPC) constituted for the purpose. [The details of IPC are mentioned at stage-3]

The committee of IPC is as follows:

- | | |
|---------------------------------------|-----------------|
| 1. IPC | Chairman |
| 2. Department Procurement Coordinator | Member |
| 3. IPC Committee | Member-Convener |
| 4. Proposer(s) | Invitee |

After opening the quotations, the Chairman, IPC TEQIP shall prepare the comparative statement through PMSS as per the guidelines. The comparative statement (generated by the PMSS) shall be verified collectively by the Proposer & Departmental Coordinator. They shall jointly certify that it matches with the technical specifications proposed. Anomalies if any shall be recorded for further suitable action by the HOD. After this, the matter will be referred to the IPC for its consideration.

Stage 3: INSTITUTE PROCUREMENT COMMITTEE (IPC)

Note: The IPC may be headed either by the Chairman or Associate Chairman (to be decided by the Chairman of IPC). Three members shall constitute the quorum.

b) **Responsibility:** The IPC shall ensure that the proposal has been made in accordance with guidelines of the TEQIP-II/Institution. The IPC shall verify that all the

committees have accorded necessary recommendation.

- c) **Function:** The IPC will review the proposal for its correctness in all respects. The IPC has to make its final recommendation for the approval of the proposal [Procurement Format PF-3] by the PRINCIPAL. After approval, the BCET-TEQIP Office shall generate the Purchase Order (PO) through PMSS. The PO duly signed by the Principal shall be sent to the concerned vendor and a copy to the concerned HOD. It is the responsibility of the HOD to follow up the matter since it is time bound.

Stage4: POST PROCUREMENT PROCESS (PPP)

It is the responsibility of the concerned HOD for the follow-up action pertaining to the supply of goods by the vendor. It is also the responsibility of the HOD to arrange for the post procurement process. The HOD

- a) Shall receive the goods/items from the Vendor as per the PO & record the date & time of receipt of the goods on the delivery challan.
- b) Shall certify that all the goods/items received are as per the PO
- c) Shall record & inform any deviations in the supply immediately to BCET-TEQIP office for further action
- d) Shall ensure proper commissioning/installation;
- e) Shall label the goods/items/equipment
- f) Shall make appropriate entries in the Stock ledger & specify in the ledger that these items are 'Procured under TEQIP II'

A detailed report consisting all the above shall be submitted to the BCET-TEQIP Office for further action. The ~~Procurement~~ Officer Assistant (BCET-TEQIP) shall make a visit to department for physical inspection of the items, document, ledger, labeling and etc., and submit a report to the IPC.

After all the above actions, the BCET-TEQIP shall make necessary entries and recommend for passing bills for payment to the TEQIP cell [Procurement Format PF-4]. The BCET-TEQIP office shall maintain the acknowledgement for the payments made in the respective files for a scrutiny of the entire process by the internal/SPFU-TEQIP auditors.