

Dr. A. Azad
REGISTRAR

Ref.No.011/reg/2022

Date: 01.02.2022

CIRCULAR

**Standard Operating Procedure for Purchase of Equipment/Machinery/Instruments/
Computers/Software/Vehicles and Construction work including New Projects**

Deans/HoDs/Directors are instructed to follow the SOP attached to this circular for the Purchase of Equipment/Machinery/Instruments/Computers/Software/Vehicles/services and Construction work including New Projects.


REGISTRAR

To

1. All HoDs, Deans and Directors
2. Senior General Manager
3. Additional Registrar

Copy Submitted to:

Vice Chancellor

**Standard Operating Procedure for Purchase of Equipment/
Machinery/Instruments/ Computers/ Software/ Vehicles, Construction work
including New Projects.**

General:

The Important considerations in purchasing of equipments or services are: (a) Quality (b) Reliability (c) Timeliness and (d) Cost competitiveness. The best quote will be chosen based on all the factors listed above.

Procedure

1. Administrative Sanction from Registrar has to be obtained for all purchases with respect to allocation and availability of the Budget. The details of the sanction are to be entered in the **Sanctions Register** of the Department/School/Centre/Estate Office/Admin Office.
2. Any Purchase requiring the estimated expenditure of exceeding Rs.1,00,000 needs a minimum number of three quotations with detailed technical specifications.
3. A comparative statement of vendors should be prepared by the Dean/ Director/ HOD with specific reference to the price, quality, delivery schedules etc.
4. **Recommendation/ Approval of the Purchase Order :**
 - a) Up to Rs 20,000 the request should be certified by Dean/Director/ HOD and will be submitted to Registrar directly for approval.
 - b) Above Rs 20,000 to Rs 50,000 the purchase request will be recommended by two members of BCC Committee.
 - c) Above Rs 50,000 and Rs. 1,00,000 the purchase request will be recommended by three members of BCC Committee.
 - d) Above Rs 1,00,000 the purchase request will be recommended by all the members of BCC Committee.

Budget and Cost Committee (BCC) Members:

The BCC comprises the following Members:

- | | |
|--|------------|
| 1. Dr. D. Ayub Khan Dawood, Dean SSH | - Chairman |
| 2. Dr. N. Raja Hussain, Additional Registrar | - Member |
| 3. Mr. V.N.A. Jalal, Director (P&D) | - Member |
| 4. Dr. S. Rasool Mohideen, Dean, School of Mechanical Sciences | - Member |
| 5. Dr. Latha Tamilselvan, Director, Data Centre | - Member |
| 6. Expert-1 | - Member |
| 7. Expert-2 | - Member |

5. Any purchases need technical support/ expert advice can be certified by the experts/ faculty members available in other departments of our institution.
6. Based on the approval of the Registrar, the Dean/ Director/ HOD will issue Purchase Order to the vendor for purchases up to Rupees one lakh. For purchases more than one lakh, the Purchase Order to the vendor will be issued by the Registrar.
7. All Bills / Invoices and delivery challan for the receipts of materials/equipments as per the supply order should be verified and signed by the Dean/ Director/HOD.
8. Installation Certificate and stock entry in the appropriate stock register of the Department/ School will be certified and signed by the Dean/ Director/HOD.
9. The original Bills / Invoices will be forwarded by the Dean/ Director/HOD to the Finance Office for Payments.
10. Payments will be made by the Finance Office directly to the Vendor / Supplier based on the above documents and receipt for the payment will be obtained from the vendor/ Supplier for documentation purpose.
11. Regular / recurring Maintenance expenses (Renewal of AMC/ subscription for Journals / Professional Bodies/ Internet Connections/ Electricity Bills/ Home Tech Bills) which already have one approval from the BCC need not submit to BCC up to One Year.
12. Any proposal put back by the BCC for clarification / additional documents, the concerned department should submit the proposal along with the clarification / documents required by BCC within 15 days, otherwise a fresh proposal needs to be submitted to BCC.

VENDORS EVALUATION SYSTEM (Mandatory as per ISO Internal Audit)

Vendor evaluation for all materials will have to be done in an objective manner with a view to improve vendor performance and vendor relations. Suppliers will have to be monitored constantly with reference to quality, price, deliveries, response to changes, documentation, and feed-back on performance provided to the vendors periodically. This would help in identifying vulnerable areas and would help to take timely actions in improving vendor performance. The details of the system to be followed would be as under:

Each delivery is considered 100 points. The 100 points are distributed as follows:

QUALITY - 35 points, PRICE - 25 points, DELIVERY - 30 points, Response to change and documentation - 10 points.

Quality:

For no rejection 35 points. For part rejection or re-approval after restoring/reworking 30 points. For minor quality problems which are accepted on conditional basis 25 points. For supply in improper packing or not as specified in supply order 20 points.

If the rejection or complaint was caused by other than the Vendor's error, such as incorrect specifications or other incorrect instructions being given to the vendor, no points shall be deducted.

Price:

Vendor performance reflects directly upon the unit price paid for purchased materials and therefore any price increase requested by the vendor must become part of the overall evaluation process.

For lowest price 25 points. For second lowest price 20 points. For third lowest price 15 points. For others 0 points. Delivery, If required quantities that are delivered at the required time 30

points. In case of short delivery or delayed delivery (part supply) 20 points. For delayed delivery of full quantity 15 points.

Performance:

Vendor performance is evaluated at the end of every year.

Vendor scoring 90 points and above would be rated as A class. Vendor scoring 80 points and above but less than 90 would be rated as B class. Vendor scoring 65 points and above but less than 80 would be rated as C class. Vendor scoring less than 65 points would be rated as D class.


01.02.2020
REGISTRAR

Date: 04-05-2023

DATA CENTRE – BSACIST
Computer Systems Purchase Procedure

1. Lab wise computer system requirement for the laboratories with configuration details are to be prepared by the Lab in charge faculty member along with the Lab subject faculty member before the commencement of every semester.
2. HOD & Dean will review the Department's systems purchase request and send it for the Registrar's approval.
3. Registrar will form a committee along with the Data centre personnel to finalize the number of systems & configuration particulars.
4. Based on the committee recommendation the Registrar will approve the number of systems and configuration for the department.
5. Quotations will be collected by the Data Centre from various companies from the approved list of vendors and suppliers.
6. Data Centre Team will prepare a comparative statement along with **Step 1 form** and submit for Registrar's approval.
- 7) Purchase request after the approval of Registrar (**Step 1**), it will be sent to BCC Committee with **Step 2 -form** for further processing.
- 8) After getting the approval from the BCC committee members, the selected vendors will be called for final round of negotiations.
- 9) Comparative statement will be prepared after the final negotiation meetings.
- 10) The BCC committee will decide and submit the recommendation to the Registrar and Vice Chancellor
- 11) After the final approval of Registrar and VC the Purchase Order will be released to the vendor.



Director- Data centre



Registrar

(Dr. N. AYYANATHAN)

B.S. Abdur Rahman

Crescent Institute of Science & Technology
Vandalur, Chennai-48.

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Hardware Installation Procedure

- 1) The items will be delivered to the DATA CENTRE Office by the vendor as per the purchase order along with the Bills after the payment.
- 2) The Data Centre Team checks the configuration and quantity as per the purchase order and Bills in the presence of the respective lab in charge faculty member and HOD.
- 3) After the delivery, the data Centre team member calls the vendor for installation.
- 4) The vendor visits the place, unpacks the material and installs the required system software as per the standard hardware & software installation procedure.
- 5) After the installation of the systems software in the computer systems, they will be sent to the respective department as per the department's lab wise requirement.
- 6) After the delivery and successful installation, necessary signature is obtained from the System Staff, Lab In charge faculty member along with the HOD in the Non recurring stock register.
- 7) In case of up gradation or condemning the systems, the working components like (Hard disc, RAM etc...) are to be retained by the department.



Director-Data Centre

(Dr. N. Ayyanathan)
Director (Data Centre)
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Registrar

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