

Yenepoya Institute of Technology provides guiding principles/ procedures for the procurement of Goods for institutional use.

The Intent of this policy is to provide more reliable procurement in terms of delivery time, cost and quality effectiveness. The procurement policy is also defined in the ISO 9001:2015 purchase procedure manual. The above policy is in-line with the above procedure and is as follows.

Purchase Objectives:

- a. To ensure that all purchases of all items are followed through a standard operating procedure.
- b. To prepare an annual procurement plan for the institution.
- c. To provide support to all department head, faculty members and department in charge for its efficient and smooth functioning.
- d. To enable the management/ finance department in allocation of the required funds.
- e. To effectively assess all purchases so that possibility of wastage, spoilage, obsolescence is eliminated.

Purchase Procedure:

1. A purchase meeting is held, preferably towards the end of the financial year to get inputs from respective departments for departmental purchases.
2. Purchase items are then sorted on priority basis and submitted to the Principal and Campus Administrator for final approval.
3. Indent is prepared from the respective departments and forwarded to the Principal and Campus Administrative Officer for approval.
4. All requirements will be clearly mentioned in detail with correct specification so that there is no confusion in placing order.
5. The approved intent is forwarded to the purchase department for final evaluation or approval.
6. The purchase department decides upon the nature of the purchase and other details are scrutinized before finalization.
7. In case of items which are covered under the approved vendors list, the purchase committee decides to place an order from the vendors list.
8. In case of new items, the purchase department submits the quotations along with comparative statement to take a final decision on such suppliers.
9. The purchase order is issued to the items duly mentioning all terms and conditions, specifications & mode of payments etc.

10. The items which are required for construction are deleted from the purview of this policy.
11. The relevant forms should be used for indenting, evaluating and issue of purchase order in well-defined format.
12. The goods on receipt pass through the security and relevant goods inward register is maintained.
13. On arrival, the ordered items are handed over to the concerned department and the delivery voucher is counter signed. The bill is handed over to the account section for payments.
14. The payment will be processed with support of all relevant back documents after approval from the Campus Administrator.

Purchase Committee:

SL. No	NAME	DESIGNATION	ROLE IN THE COMMITTEE
1	Dr. Rajesh D'Souza	Principal	Chairman
2	Mohammed Shahid	Campus Adm	Member
3	Representative from IT Dept	IT Dept	Member
4	HOD of Departments concerned	HOD/ Experts	Member
5	Technical Staff for Dept Concerned	Lab in Charge	Member
6	Member nominated by Principal		Special Invitee

Enclosed Formats below



YENEPOYA INSTITUTE OF TECHNOLOGY

N. H. 13, Thodar, Moodbidri - 574 225, Mangaluru,D.K.

INDENT

Date: / /2023

Department:

To,

The Principal,
Y.I.T, Thodar.

Dear Sir,

Sub: Requirements of following Items.

Sl. No.	Name of the Item	Rate (in Rs.)	Qty. Required	Amount (in Rs.)	Remarks
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

Signature of the Indenter: _____ Recommendation: _____

Campus Administrator: _____

Signature of the Principal with remarks:



YENEPOYA INSTITUTE OF TECHNOLOGY

N. H. 13, Thodar, Moodbidri - 574 225, Mangaluru,D.K.

APPROVED SUPPLIER LIST

Sl. No	Code	Supplier	Contact Person	Telephone	Recommended For

Approved by:

Signature of Purchase

Signature of Administrator

This Approved Supplier List is valid till _____

SUPPLIER (VENDOR) QUESTIONNAIRE

CATEGORY (Tick the Following)	Service	Maintenance	Supplier(IT)	Supplier(Non IT)
Company Name				
Name of Owner			Mobile No	
PAN No			GST No	
Landline No			Year of Establishment	
Contact Person			Mobile No	
Full Address				
List of product / service provided (Enclose Catalogues, if any)				

*Recommended for inclusion in the ASL based on verification / visit.

Authorized Signature with Seal