



Dr. D. Y. PATIL
EDUCATIONAL FEDERATION
Varale Campus

Dr. D. Y. Patil Educational Federation's

Dr. D. Y. PATIL COLLEGE OF ENGINEERING & INNOVATION

Approved by AICTE, Recognized Govt. of Maharashtra & Affiliated to Savitribai Phule Pune University

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Dr. D. Y. Patil

Founder Dr. D. Y. Patil Group

Dr. Sushant Patil

President, DYPEF

Dr. Suresh Mali

Principal, DYP COEI

Purchase Policy of DYP COEI

The Purchase requirements of various departments and sections of this institution are being met by the Purchase and Store section under the guidance of the Purchase Committee. The members of the Purchase Committee are as follows:

Purchase Committee

Sr. No.	Name	Designation
1.	Dr. Suresh Mali, Principal, DYP COEI	Chairman
2.	Mr. Sanjay Bhor, Account Officer, DYP COEI	Purchaser Officer
3.	Pranali Veer, Store In-charge, DYPEF	Store Keeper
4.	Mr. Atul Dhumal, Jr. Clark, Establishment	Member
5.	Respective Head of the Department as per the requirement*	Member
6.	Faculty / Staff member from the respective Department as per the requirement*	Member

*Members are responsible for preparing the comparative Statement of the goods/ Equipment to be purchase



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Pranali

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Responsibility:

Responsibility of Accounts Officer acting as Purchase Officer and Store Keeper

- The Purchase Officer will make enquiries with the suppliers and other traders regarding the quality, price etc. of the items required through **Store Keeper**
- All the local purchases are arranged by the Purchase Officer through **Store Keeper**
- He will organize the purchase committee meetings.
- The **Principal** along with **Purchase Officer** and the **store keeper** make negotiations with the suppliers prior to approval of the Management.
- The **Store Keeper** will ensure the speedy arrival of the products.
- The **Store Keeper** will manage the purchase section and all other purchase activities.
- The **Store Keeper** will are enter all the purchases in the purchase register.
- The **Store Keeper** will verify all the purchased items and the items to be kept in the store will be arranged in the order.
- All the bills are then submitted to the account section.
- The **Store Keeper** has to place indents to the purchase officer to purchase the needed items.
- Issue of items to the faculties and other staff members as per their demand and requisition
- All the clerical works related to the local purchase and all other purchases.
- The **Store Keeper** preparation of Note of approval to the management
- Maintenance of purchase registers & other records.
- The **Store Keeper** Issue purchase order to the party
- The **Store Keeper** verify the bills and submission the same to the Accounts department.

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- Maintenance of files and dead stock register etc.

Procedure for Procurement of Equipment

a) Purchase Order

For all items other than local purchase items, purchase order is issued to the supplier after considering the concerned department's suggestions. The purchase order is issued in printed format after completing all formalities such as inviting quotations in necessary cases, confirmation of the quality of goods, suitability in accordance with our specification.

b) Supplier Selection

For all high value items, quotations are invited from competent suppliers. The quotations so received will be verified and a comparative statement is prepared. This statement along with the quotations and the file is sent to the respective department in order to find out whether the product conforms to specified purchase requirements. The expected time of delivery of the product will also be checked. After getting the consent of the respective department, the file is placed before the purchase committee.

c) Purchase Committee

The purchase committee consists of the Principal as the Chairman and one member from the respective department. Further, a senior faculty member as of the department or HoD, Accounts officer of the institution and department level concerned faculty will be part of the committee.

d) Members of the respective department

Members of the respective department gives the requisition in prescribed format or put a note to the principal for their requirement/s of equipment or maintenance

work. responsible for preparing the comparative Statement of the goods/ Equipment to be purchase

e) A minimum of three quotations should be there, which will be further scrutinized by the Internal purchase committee. Then the purchase order is issued to the supplier in a printed format. The terms of the supply agreed by both the parties are mentioned in the purchase order. The ability of the supplier to supply the required product in accordance with the institution's requirements will also be verified. For low value items, enquiries are made with various traders and considering the quality and the price, order is given and local purchase is made.

f) Supplier Communications

For all high value purchase items, we will build a file in which communication will be made in writing with the suppliers and finally purchase order is issued in a printed format. Communications regarding local purchase are made over phone/e-mail. For all essential communications, records are made in the file. The department and the user department will ensure the adequacy of specified purchase requirements prior to the issuance of the purchase order to the supplier. The respective department will make the inspection and other activities to ensure that the product ordered meets the specified purchase requirements.

g) Goods Receipt stamp

All the items purchased are entered in the dead stock register kept in the store and the entry will be recorded on the bill and goods receipt stamp is issued. Entries are made by the respective department in their dead stock register of the respective LAB also.

h) Supplier evaluation procedure and record

The performance of the supplier is assessed on the basis of the quality of the goods, time taken for the delivery of the goods etc. and grade is given to each party annually. While preparing the performance related data, the following things are considered.

- Expected date of delivery

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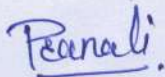


- Actual date of delivery
- Quality of the product as certified by the user department

On this basis, evaluation about each supplier is made, 70% weightage is given for the quality and 30% for the delivery.

i) Supplier re-evaluation Procedure & Records

If the supply is found delayed abnormally and the products are of substandard, there is no other alternative, but to blacklist such suppliers. After a given period, if the services of the supplier are found to be worthy, it should again assess his performances from other buyers. Samples of his goods and leaflets will be invited to assess and re-evaluate his performance. If necessary, spot inspection by the respective department will be made.



Pranali Veer,
Store In-charge,
DYPEF



Mr. Sanjay Bhor,
Account Officer,
DYPCOEI



Dr. Suresh Mali,
Principal,
DYPCOEI

