



Process Flow

competent financial authority

Financial Concurrence:

	SFO	Unit Fin.
- Budgeted items > 2L;		<=2L
- Non Budgeted > 75K		

AON : Acceptance of Necessity
 # RFP : Request for Proposal

IPC : Upto <= Rs. 20L
 # UPC : > Rs. 20L

SIKKIM MANIPAL UNIVERSITY

ADDENDUM OF PURCHASE POLICY

Authority : 173/SMU/REG/Policy/107/2021

Presented by

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HIGHLIGHTS COMPARED TO EXISTING POLICY

DETAILS	EXISTING POLICY	REVISED POLICY
<input type="checkbox"/> Delegated Financial Power	As per SMU Policy	No Change
<input type="checkbox"/> Competent Financial Authority (CFA)	HOI Concerned for IPC & Registrar as delegated by Hon'ble VC for UPC	No Change
<input type="checkbox"/> Constitution of IPC/UPC	Constituted at the end of Process & Procedure	Constituted at the beginning (inception) of Process & Procedure Standing PC, If considered necessary, CFA can constitute standing PC for dealing with specific / different kinds of procurement specially for regular recurring procurement / purchase / contract / services etc.
<input type="checkbox"/> Meeting	Scheduled by Chairman – Offline	Online - Meeting on MST & secure email group of PC within specified timeline.

HIGHLIGHTS COMPARED TO EXISTING POLICY

DETAILS

e-procurement

EXISTING POLICY

NA

REVISED POLICY

With adequate check & safeguards will be the preferred mode of tendering & purchase.

Deviation, therefrom if unavoidable, to be duly justified and need financial concurrence

Composition of PC

CFA/HOI or Nominee of HOI -
Chairman, Head of Concerned
department, Purchase Officer / In
charge - Secretary, Finance
Member

CFA/HOI, Chairperson, Member Secretary,
Technical / Domain Expert and Finance
Member with representative of dept(s)
concerned

Sr Finance Officer : Above 5 Laes

Sr. Finance Officer : Above 02 Laes

Any deviation from composition will be
approved by CFA Concerned with intimation to
Hon'ble VC, SMU through Registrar

❑ Action / Activities by Purchase Committee

- Obtain Acceptance of Necessity (AoN) with financial concurrence with SFO / Unit Finance (as applicable) & approval for all non budgeted items purchase
- Preparation / finalisation of Request for Proposal (RFP)
- Establish reasonability of rates bench-marking of cost/rate for bids through market survey, last purchase price (of SMU/Unit/reputed agencies)
- Issue of RFP (tender) for max vendor participation, preferably through e-procurement module
- Amendments to RFP (to be done transparently only if necessary / unavoidable with approval of CFA, preceded by concurrence of SFO/Finance)
- Opening of Bids by PC on specified date in the presence of PC (minimum quorum: 03 including Chairperson / Member Secretary & 02 members)
- Preparation of Comparative Statement of Bids / Tender and declaration of L1 Bidder
- Cost Analysis of quoted rates (with benchmarked rate and holding negotiations with L1 bidder)
- Submission of Report containing final recommendation through SFO / Unit (for financial concurrence) for CFA for approval
- Preparation and finalization of Draft contract / Draft supply order

❑ OTHERS IMPORTANT POINTS:

- All activities to be perform through MST/secure e.mail with specified timelines
- Movement of file should be minimize.
- When essential / necessary, (i.e for financial concurrence, approval of CFA & archival thereof), the issue may processed on file by PC for taking decision of finance and CFA.
- In case e-concurrence & approval are considered, proper archival & repository to be made for the various steps of procurement, e.mail approval & software records.
- PC with CFA & SFO/Unit Finance are empowered to take decision by with due approvals, (as specified in the activities of PC
- The decision taken by PC should be carefully recorded & achieved (in soft & hard copy), with justification for purposes of record.
- PC report should contain their final recommendations for decision on sanction by CFA after financial concurrence by SFO/Unit finance.
- Emergency Procurement : to be processed on fast track basis for expediting the approval by CFA and concurrence of SFO/Unit Finance Head

❑ **OTHERS IMPORTANT POINTS:**

- **Splitting of Sanction :** The procurement orders shall not be split to bring them within the delegated financial powers of a lower CFA in order to avoid the necessity of obtaining the sanction of the higher CFA or concurrence of Unit Finance (instead of SFO) as required.

This will be considered as “Major deviation” under the category of “splitting of Sanction”

- **Financial Concurrence** by SFO – Rs. 02 Lacs & above for budgeted items and Rs. 75K & above for non-budgeted items procurement.