

PURCHASE POLICY

B V Raju college maintains a centralized purchase policy of SVES .Only authorized staff have the authority to finalize and issue purchase order or a contract or service. The purchase department of Head office, college office and college staff acts in cohesion in procurement of goods or services. The method of purchase for budget goods and local purchases (for urgent and daily needs) differ.

The method used for local purchases will vary depending upon the estimated value of the procurement. Requirements valued over Rs 10,000/- for local purchases should be permitted by accounts department. The local purchases below Rs 10,000/- can be procured by HODs/AO with principal's permission.

Requirements of Departments, Exam cell, Office, Library and sports should be finalized by march 31st every year and send to Accounts, Head office. All the indenting process should be done through PACT software only. The indenting process should be done by office staff under supervision of AO. Principal should give permission to indents before the Quotations. Getting Quotations, finalizing L1, L2 and L3 and raising a purchase order are only done by authorized persons in accounts section of Head office at Hyderabad. However stores in charge with the help of AO/HODs can change the items or seller on technical grounds. Before procuring the items or services Purchase order details will be shared to stores in charge by Head office.

Receiving of items, Gate pass generation, GRN process will be done by office staff with the help of stores in charge. HODs/AO should check the items and their condition within one week and inform the same to Head office through stores in charge.

Maintenance of goods/lab equipment can be done with the help of office. If the items are under warranty lab in charges should get the maintenance by the seller with the help of stores in charge.