



B. P. PODDAR INSTITUTE OF MANAGEMENT & TECHNOLOGY

Approved by AICTE, New Delhi & Affiliated to MAKAUT, W. B.
137, V. I. P. Road, Poddar Vihar, Kolkata-700052, West Bengal, India



PURCHASE POLICIES



About the Institute

Established in 1999, B. P. Poddar Institute of Management & Technology (BPPIMT) stands as a tribute to Late B. P. Poddar, a visionary philanthropist, educationist, and the founding father of the B. P. Poddar Group. The Institute was founded with the mission to uphold his legacy of promoting excellence in education and social development.

Supported by the B. P. Poddar Foundation for Education, a trust devoted to enhancing the quality of technical education in India, BPPIMT is affiliated to the Maulana Abul Kalam Azad University of Technology (MAKAUT), West Bengal, and approved by the All India Council for Technical Education (AICTE).

The Institute strives to elevate society through transformative education, guided by a unique learning culture that emphasizes collaboration, communication, and innovation. Its dedicated and experienced faculty, drawn from diverse academic and professional backgrounds, nurture students to become competent professionals and responsible citizens.

Vision of the Institute

To emerge as a progressive and premier Institute for Engineering and Technology education with ethical values for creative engineering solutions commensurate with global changes.

Mission of the Institute

- Offer quality education through modern accessible, comprehensive and research oriented teaching-learning process.
- Create opportunities for students and faculty members in acquiring knowledge through research and development.
- Providing effective interface with industry by strengthening Industry-Institute interaction and developing entrepreneurial skills.
- Meet ever-changing needs for the nation through rational evolution towards sustainable and environment friendly technologies.

PURCHASE POLICY

Introduction

This policy establishes a structured, transparent, and accountable procurement framework to ensure efficient utilization of institutional resources. It aligns with principles of financial prudence, transparency, fairness, and regulatory compliance.

Objective

The objectives of this policy are:

- 2.1. To procure goods and services of appropriate quality and specifications.
- 2.2. To ensure timely procurement within approved budgets.
- 2.3. To promote transparency, competitiveness, and fairness in vendor selection.
- 2.4. To ensure compliance with statutory, financial, and audit requirements.
- 2.5. To maintain proper documentation for traceability and quality audits.

Scope

This policy applies to all departments, administrative units, laboratories, and sections of the Institute for procurement of:

- Equipment and machinery
- Consumables and recurring items
- Furniture and fixtures
- IT infrastructure and services
- Maintenance and service contracts

Procurement Process

4.1. Requisition Submission

- 4.1.1. All procurement shall begin with a formal requisition.
- 4.1.2. The requisition must include specifications, estimated cost, and justification.
- 4.1.3. It shall be routed through proper administrative channels.

4.2. Approval Mechanism

- 4.2.1. Purchases under HOD financial authority shall follow departmental procedures.
- 4.2.2. Institutional purchases require approval from the Principal/Director.
- 4.2.3. Approval thresholds shall be defined as per financial delegation norms.

4.3. Procurement Methods

4.3.1. Vendor Selection (Standard Method)

- a) Invitation of quotations from multiple vendors
- b) Comparative evaluation by Purchase Committee
- c) Technical validation (if applicable)

Evaluation Criteria:

- Price competitiveness
- Technical specifications and quality
- Vendor credibility and past performance
- After-sales service and warranty

- d) Negotiation with selected vendor (minimum two committee members present)

4.3.2. Direct Purchase Method

Permitted under the following conditions:

- Urgent requirement
- Non-availability of suppliers
- Low-value or recurring items
- Better pricing in open market/online

Must be approved or ratified by Purchase Committee.

Purchase Order (PO)

5.1. PO shall be issued only after approval of the competent authority.

5.2. PO must include:

- Item specifications
- Quantity and price
- Delivery schedule
- Payment terms
- Warranty/AMC clauses

Receiving and Inspection

- 6.1. All items shall be received through the Purchase Section.
- 6.2. Physical verification and inspection shall be conducted by the concerned department.
- 6.3. Installation and functionality must be verified before acceptance.
- 6.4. must be reported immediately.

Payment Procedure

- 7.1. Payment shall be processed only after:
 - Verification of delivery
 - Quality inspection
 - Installation certification (if applicable)
- 7.2 Payment approval must be authorized by the competent authority.

Flow Chart of Purchase Process

