

Purchase Policy

Policy: College implements the procurement strategy by creating a structured policy that is aligned with guidelines of University of Mumbai and HSNC Board for purchasing goods and services. All requirements deemed essential are by the institution are taken up in time as per SOP. In order to streamline the purchases, the institution ensures a policy in place.

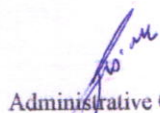
Objective: To have a check on price, quality and performance of vendors for purchases as per budgetary provisions made to Departments and Offices.

Procedure:

- A College purchase committee comprising of 5 members is constituted for decisions on purchases.
- All purchases to be made as per requisitions detailed specifications by Departments/ Offices with a minimum of 3 sealed envelopes from Vendors.
- All requisitions to be duly signed by HOD and approved by Principal.
- Prior to purchase verification of available stock before purchase is mandated.
- Purchase Committee is called as per requirement.
- The consent of Chairperson (Management) and Principal on requisition as per approved budgetary provisions allocated to depts./offices is to be placed before Committee.
- All the sealed Quotations to be opened before the Committee and verified. Signatures of all members to be obtained on all envelops and quotations opened.
- Comparative Statement to be drawn and scrutinized on the merit of the Vendor to be considered in terms of quality and service.
- Post approval, the order to be placed as per the selected quotation.



Accountant
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Administrative Officer
Mr Gulab Khanchandani



Principal
Dr. Manju Lalwani Pathak

PRINCIPAL
Smt. CHANDIBAI HIMATHMAL
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