



Ref NO. /VU/Circular/2022-23/001

Date: 01/08/2022

CIRCULAR

Revised Purchase Procedure

This is related to the revised purchase procedure applicable with effect from AY 2022-23. As per the revised procedure, all the concerned faculty members shall initiate the requirements through the email (in IQAC form No 1001A or 1001B) addressed to Central Purchase Office, with CC to the concerned HoD, Dean, and Vice-Chancellor. The email ID of the Vice Chancellor for the same is university.purchase@vupune.ac.in.

The mail IDs of the Central Purchase Office (for different types of purchases) are as follows-

- For IT purchase: vishwakarma.itpurchase@gmail.com
- For Non-IT purchase: vishwakarma.eqpurchase@gmail.com
- For Infrastructure, campus, estate purchase: vishwakarma.campus@gmail.com

Purchase Procedure:

1. Faculty members will raise the purchase requisition through IQAC form no. 1001A or 1001B as per requirement
2. The duly signed form should be sent to the above mentioned email id well in advance
3. If found suitable, the concerned HOD or Dean will recommend the requirement through the email with "reply to all" so that the mail will be addressed to the Central Purchase Office and CC to the Dean, Vice Chancellor (university.purchase@vupune.ac.in).
4. If found suitable, Vice Chancellor will approve this email with CC to Central Purchase Office, HOD and Dean.
5. Faculty members may suggest the name of the vendors and their contact details in preferential order in the above-mentioned email, if any with reason
6. On receipt of approval from the Vice Chancellor, the Central Purchase Office will invite quotations directly through the central office from recommended vendors or any other vendors.
7. In case required, Central Purchase Office may seek the assistance of the concerned faculty member, HoD/Dean, and Vice Chancellor for technical query solving/analysis/comparison
8. Central Purchase Office will prepare a comparative statement, have negotiation meetings with various vendors, finalize the vendor, finalize all terms and conditions, and issue the Purchase Order for further processing of the requirement.





9. Once the material is received, the concerned faculty member and HOD/Dean will confirm (and sign) the delivery of material along with successful installation & training on the delivery challan provided by the vendor.
10. Based on this signed delivery challan, the Central Purchase Office will pass the bill for the payment and inform Central Accounts Dept to release the payment as per the payment terms.
11. Central Accounts Dept will preserve the Invoice & make an entry in the dead stock register

It is hereby informed to all faculty and staff members of Vishwakarma University, Pune to follow the revised purchase procedure for purchasing the requirements of the department/section.




Registrar

For information:

1. All faculty/staff of Vishwakarma University
2. Office Copy

CC To:

1. Registrar office
2. Vice Chancellor Office
3. BRACK office

 