

Purchase Policy

MSRUAS/REG/PUR POL/2014-15



Pro Vice Chancellor
M.S. Ramaiah University of Applied Sciences
Bangalore - 560 054.

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This Policy entitled "Purchase"
is applicable to Faculties of MSRUAS
from the Academic Year 2014-15
(As per the SRAs of the respective Faculty)



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A. Purchase

A.1 Preamble

MSRUAS recognizes that Purchase or Procurement serves as cornerstone of its commitment to ethical practices, transparency, and fiscal responsibility. MSRUAS realizes that a well-defined, responsible, diligently implemented, and transparent procurement practice is critically important in supporting the academic and research mission of the University. MSRUAS is dedicated to fostering an environment of academic excellence, research advancement, and community engagement through the procurement of goods, services, and works that are not only of the highest quality but also obtained through a process that upholds the principles of integrity, fairness, and accountability.

A.2 Scope of the Policy

The scope of the policy covers all the Faculties of MSRUAS.

A.3 Purchase Process

1. Head of the user Department shall identify requirements for their operations as and when required
2. Requirements shall be put up for approval with justification
3. Vice-Chancellor and Chief Financial Officer (CFO) shall review requirements submitted for approval
4. Purchase Department, in consultation with Head of user Department, shall
 - a. Contact vendors/supplies and collect quotations for approved requirements identified by the Departmental Heads for the specification mentioned for purchase.
 - b. Prepare comparative statements and submit for approval.
 - c. Call all the Vendors for negotiation and based on the specification provided by user department
5. Vice Chancellor, CFO and Head of the Department shall negotiate and approve vendor
6. Purchase order shall be placed manually on the approved vendor as per negotiated guidelines

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7. The Head of the user Department shall verify materials /service delivered and certify for satisfactory installation and working
8. The purchase department shall verify the invoice (duly certified by the Head of the Department) with the purchase order and put up for the release of payment as per agreed norms
9. The Office of CFO shall release payment after verification of supplies and its working, duly certified by the Heads of the Departments.
10. The Purchase Department shall
 - a. Maintain documentation (Purchase Order, Invoices, Delivery Notes) of requirements and procurement head-wise and submit for review and audit
 - b. On certification from the Departmental Heads, the Invoices of the procured items will be processed for payment to release the payment from the Accounts Department
 - c. Verify and reconcile supplies with release of payments from Accounts Department
 - d. Submit annual reports to the Chief Financial Officer (CFO) and Vice-Chancellor of procurements made under various heads