

## **PURCHASE POLICY**

### **Objective:**

The purchase policy of the Institution aims to ensure Transparency, Fairness, fraud prevention, and Economic efficiency through effective means.

### **Purchase Process:**

The purchase process involves the identification of requirements, development of specifications, identification of suppliers/services, invitation of bids/proposals, evaluation and awarding of contracts, contract management, and receipt/certification of goods/services.

### **Procurement Methods:**

**Direct Contract:** For proprietary items.

### **Shopping:**

The purchase includes all lab equipment, consumables, Softwares, Computer Systems and Peripherals, Modern Educational tools, Library books, electrical commodities such as Light, fan, Air conditioner etc., Furniture, Board, Networking, CCTV cameras, Stationaries, RO plant installation, Water cooler etc.,

### **Procurement Oversight:**

All procurement will be processed and monitored through the Purchase Committee. Procurement outside these committees will not be recognized.

The committee comprises of:

1. Correspondent (Management Representative)
2. Principal
3. Convener (Nominated by Management / Principal)
4. Professor / Associate Professor / Assistant Professor nominated from every department

### **Shopping Guidelines:**

1. Calling a minimum of 3 to 4 quotations.
2. Preparation of comparative statement
3. Negotiating with one to one
4. Finalizing with decent bid without compromising quality
5. Releasing of PO.

(Competitive Bidding on construction items materials rules not covered in this document).

### **Procurement Process Stage**

1. Proposal Submission:

- Initiated by concerned Faculty / group through online / offline requisition to the HOD. The HOD recommends to the Purchase committee. Non-compliant proposal subject to revision by appropriate authorities.
- The Purchase committee verifies the compliances and reviews the proposal for approval by the Management Representative to issue the Purchase Order.

## 2. Post Procurement Process:

- The HoD of the respective department is responsible for follow up actions, including goods receipt, certification, handling deviations, commissioning /installation, labelling and stock register entries.
- The Purchase committee convener inspects the above and submits a report to the Management through the Head of Institution for payment release.
- The policy ensures a systematic and accountable procurement process for the Institution.

## **FACILITY MAINTENANCE POLICY**

### **Policy Statement:**

The institute's Maintenance policy aims to ensure effective handling and management of various resources, including buildings, computers, classrooms, equipment, and laboratories.

### **Objective:**

- Maintain equipment and amenities in classrooms and laboratories.
- Ensure proper maintenance of the Central Library's print and digital resources.
- Regular maintenance of buildings with minimal disturbance to stakeholders

### **Scope:**

Applies to the entire SAEC campus, covering academic blocks, hostel blocks, sports facilities, canteen, and staff/student amenities

### **Implementation:**

Facilities Maintenance Committee oversees policy implementation. Faculty, staff, and laborers are involved in planned and unplanned maintenance

### **Administration:**

Maintenance department manages all maintenance activities, with assistance from other staff.

### **Procedure:**

Problems reported to maintenance through letter/mail. Skilled personnel resolve issues on-site or obtain materials through proper channels. Annual stock verification conducted for furniture, lab equipment, etc. Discarded items recommended by maintenance department following government norms. Consideration of Annual Maintenance Contract (AMC) terms for new equipment purchases

### **Academic Facilities:**

#### **Laboratories:**

- Departments and technicians maintain equipment; major issues addressed following Purchase procedure.
- Computers, Modern Teaching tools may be maintained through AMC by the Vendors
- Networking Peripherals and connectivity will be taken care of internal skilled personalities.

#### **Classrooms:**

- Faculty in-charge resolves issues through the Head of the Department by registering the complaint register.

#### **Library Maintenance:**

- Librarian oversees library maintenance.
- Library committee schedules and coordinates maintenance activities.

**Infrastructure (Building) Maintenance:**

- Includes civil work modifications, repairs, internal roads, plumbing, pest control, and painting. Annual inspection for Fire Safety and certification

**Electrical Systems Maintenance:**

- Daily/weekly monitoring of electrical systems.
- AMC for major electrical equipment; regular checks for transformers, UPS, batteries, and lifts

**Fire and Safety:**

1. Regular checks and maintenance of fire systems and extinguishers.
2. Availing / Renewing Fire and Safety Certificate annually.

**Furniture Maintenance:**

- Customized fabrication and repairs handled by supporting staff available in the campus.
- If required external vendors will be called following the purchase procedure.

**Sports and Games Facilities:**

- Supervision and maintenance by the Physical Director and supporting staff

**Gardening:**

- Full-time gardeners and scavengers maintain green cover.

**Canteen / Hostel Maintenance:**

- Canteen managed by canteen manager under the food committee of the institution.
- Availing Food Quality Certificate annually.
- Hostel maintenance handled by in-house maintenance team.

**RO / Sewage Treatment Plant :**

- Scheduled and unplanned maintenance for sewage treatment plant\
- AMC for RO plant may be availed from the Vendor.

**Other Facilities:**

- Water purifier maintenance and regular cleaning of water tank/sump.
- Transport facilities overseen by a designated faculty member.
- In-house maintenance for minor plumbing problems; major issues by contract labor.
- Security monitored through surveillance cameras and maintained by a supplier under AMC.

This Maintenance Policy ensures the effective and systematic maintenance of all facilities within the SAEC campus.