



DATTA MEGHE

INSTITUTE OF HIGHER
EDUCATION & RESEARCH

(DEEMED TO BE UNIVERSITY)

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LOCAL PURCHASE SOP (R1)

Dated: 03-01-2023

To further streamline and expedite the process of procurement, it has been decided by the competent authority on behalf of the Sub-committees of Finance, to delegate the powers for the purchase of certain items which are within the approved budget of the respective financial year. These items can be regular, branded, and fast-moving and can be procured with the approval of local designated authorities as per the SOP below. However, the purchase rates of these items will be as per the reference rates, rate contracts, or from Branded Mega Stores like D'Mart, Choupal, Reliance Smart, Online/ Amazon / Moglix, etc.

Item List:

Civil, Construction, and Carpentry Items	Minor Quantity of Cement Bags and Steel, Mirrors, Glass Items, Minor Quantity Blinds, Frost films, Wallpapers, Urgent minor quantity of Plywood / Shera Sheets / bidding Patti, etc, Door Kits, Nails, Screws, Gujje, Channels, Fevicol, Curtain Rods, Abro Tape, Hinges / Aldrops / Baby Latches, Urgent minor quantity of Aluminium Pipes, MS Angles, etc.
Minor Electrical items	Switches, boards, small quantity of cables/wires, Tubelight, Bulbs, Casing Patti, Clips, Fan Rods, Modular Boxes Fan Rod & Accessories, Insulation Tapes, Transformer Oil, Aluminium lugs, MFD Capacitors, etc.
IT, CCTV, and Networking	Computer Peripherals (as per RC), Network cables, and minor items like connectors, adapters, and points.
Stationary and Printing	Copier Papers, Minor Printing, Stationery Items (as per RC).
Cleaning Chemicals	Cleaning Chemicals and Material (as per RC)
Biomedical	Instruments and Consumables (as per RC)
Furniture	Minor Items, Single Quantity Items (as per RC)
Minor AC Repair Items	Branded GAS Can (Sealed), Remotes, PCB, Stands, etc.
Minor RO Repair & Consumable Items	Membrane 75 & 300 GPD, Booster Pumps, Raw Water Pumps, CTO, PP Spun, Filters, RO Pipe, Solenoid Valve, Anti-Scalant Liquid.
Minor Plumbing Items	Non-Branded CP Sanitary, Branded CP Sanitary (as per Discount) for less quantity, CP Sanitary Accessories, UPVC / CPVC / PVC Pipes & Fittings, Tapes & Accessories.
White Goods	Branded Items such as LED TV, Fridge, Electric Kettle, Induction Chulah, Water Dispenser, RO, etc.
AMC & CMC	Recurring which are @ less than 5% incremental yearly.

Note- the above list is illustrative and not exhaustive

SOP:

- 1) Approved Item rates/reference rates /rate contracts to be given by Head Office for the respective financial year. and Online rates
- 2) The Approving authority has to cross-verify the requirement with the help of their subordinates and if justifiable then only approve the same for local purchase. (Approval Matrix as per annex.)
- 3) The Total Purchases made during the month will be shown by the stores in-charge in the Monthly MIS to the finance officer in a proper format.
- 4) Notified purchase policy has to be strictly adhered to. (attached annex.)

- Formerly known as **Datta Meghe Institute of Medical Sciences** (Deemed to be University)
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- Re-accredited by NAAC (3rd Cycle) with 'A+' Grade

Office: DMIHER (DU), Sawangi (Meghe), Wardha 442107 Maharashtra, India
P: 07152-287701-06 | E: info@dmimsu.edu.in
Office (Off Campus): Datta Meghe Medical College, Wanadongri,
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E: meghesmshealth@gmail.com



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5) The Local Purchase Team:

For Wardha: Sagar Shelke & Prayag Tambekar; **For Nagpur and Wana:** Nilesh Meghe & Narendra Bhute

6) Quarterly MIN-MAX stock should be finalized on basis of the last 6 months' consumption data and to be strictly followed

Competent Authority
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LOCAL PURCHASE POLICY

- 1) Indent should be raised in the prescribed format as per the requirement of the user/indenter
- 2) The indent should be Recommended by the HOI / CMS / competent authority within the department of the user/indenter with a justification of the same.
- 3) The indent should be sent to the Centralised (Campus) store.
- 4) If the said material is available in the store, it should be issued there-of or else procured locally, post the approval as per the matrix.
- 5) The local procurement should be on basis of Reference Rates / Rate Contracts / Approved Vendors from the head office.
- 6) Formal Purchase orders (above Rs. 5,000) should be prepared by the Local Purchase Executive and the stores in charge to check and authorize the same. P
- 7) The approved order should be sent to the vendor for delivery of the material
- 8) For procurement of Less than Rs. 5,000/- and through Online and Megastores, the note sheet should be prepared after the material is ordered online / picked up from the store on basis of the actual bill, before submitting to accounts.
- 9) For Online & Mega Store Purchases –The payment will be made by debit card only.
- 10) The proper gate entry (GRN) at the main entry gate of the campus should be made by the security at the time of delivery
- 11) The stores should accept the material at the warehouse after checking the same for Specs, quantity, and quality as per the requirement/purchase order
- 12) Proper MRN must be made by the stores before issuing the material to the user/indenter
- 13) The store should submit the Bills along with the GRN, MRN, Issue Slip, Installation Certificate, and User Certificate, to the accounts for payments.
- 14) The purchase order and the payments (Above Rs. 25,000) should be pre-audited together before releasing the payments for local credit purchases

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Approval Authorities for Local Purchase

The Indent will be vetted out by the stores as per amount/item list/rate contract/urgency, the following personnel has been authorized the same.

However, the approving authorities should cross-verify the same, and if justified then only approve.

Institute / Campus Name	1 st Level Checker	Requirement Approving Authority	Finance Approving authority
AVBRH, Cancer Hospital, SMSC	Mr. Mayur Thakre	Dr. Chetan Chaudhary	CA Bhavesh
JNMC & SPDC and University	Mr. Manish Deshmukh	Dr. Rajiv Borle	Shri Brajesh Lohiya
MGAC, SRMMCON, FNCTN	Mr. Manish Deshmukh	Dr. Sweta Kale	CA Jahid Wahab
FEAT, SOAS, CDOE, DMCP, RNPC, SMCN	Mr. Mayur Deshpande	Mr. Manisha Meghe	CA Shrikrishna Ambarkar
Wardha Hostels	Mr. Mayur Thakre	Dr. Chetan Chaudhary	CA Shrikrishna Ambarkar
SMHRC	Mr. Roy Thomas	Dr. Anup Marar	CA Amit Prajapati
DMMC	Mr. Anshul Lanjekar	Dr. Brij Sing	CA Amit Prajapati
Nagpur Hostels	Mr. Anshul Lanjekar	Dr. Brij Sing	CA Amit Prajapati

Steps to be followed while closing local Purchase Indent (Nilesh/ Narendra for Wana and Sagar/ Prayag for Wardha, Hereby referred as Local Purchase Team) w.e.f 04/08/2022

Step 1: Indenter will submit the indent to AO (to justify the requirement) who in turn will get it approved from respective HOD/HOI. Once the indent gets approved from HOD/HOI, it will be submitted to stores.

Step 2: Stores will then scrutinize the indent and categorize it under HO Purchase or Local Purchase, if it comes under **local purchase**, then AO/ Person bringing the indent to the stores will take signature of Management on the indent (Requirement Approving Authority according to above table) and submit the indent back to the stores

Step 3: Post Approval from Management, Local Purchase Team needs to take approval from respective Finance Approving Authority (As mentioned in above table) on Comparative/Reference Order.

Step 4: Purchases as per rate contract can be processed directly with the approval of respective HOIs. The civil or maintenance related rate contract items will have to be approved by the HOD construction for the respective location (Wardha/ Wana). They will be audited as per regular process

Step 5: Finally Local Purchase Team needs to take signature of Respective Requirement Approving Authority and Finance Approving Authority on Purchase Order to issue the PO.

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For Indents where no Reference Cost or Rate Contract Available:

For PO Value < INR 10000: No Approval from finance approving authority required.

For PO Value Greater than INR 10000 and Less than INR 25000: In such cases, comparative needs to be approved by respective Finance Approving Authority.

For PO Value > INR 25000: Under Emergency Requirement (which is required within 48 Hours), Local Purchase Team has to take approval from respective Purchase HOD (HO) as per DOP and then submit the same to Finance Approving Authority for regular process.

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