

Procurement Policy



AMAR SHAHEED KANCHAN SINGH AUTONOMOUS P.G College

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0		Issued for Implementation
Rev.	Date	Description
		Procurement Policy

Introduction

Amar Shaheed Kanchan Singh Autonomous P.G College, Shivpuri Fatehpur, is committed to implementing a transparent, efficient, and equitable procurement process. This policy outlines the principles, procedures, and responsibilities involved in the procurement of goods, services, and works to ensure that the college's resources are used effectively and ethically.

Objectives

The primary objectives of the Procurement Policy are:

- To maintain a transparent and accountable procurement process that is open to scrutiny.
- To achieve value for money by ensuring that procurement processes are efficient and cost-effective.
- To provide equal opportunities to all eligible suppliers and contractors, fostering fair competition.
- To uphold high standards of integrity, honesty, and fairness in all procurement activities.
- To ensure compliance with all relevant laws, regulations, and policies governing procurement.

Scope

This policy applies to all procurement activities undertaken by Amar Shaheed Kanchan Singh Autonomous P.G College, Shivpuri Fatehpur, including the purchase of goods, services, and works.

Policy Framework

1. Procurement Principles

1.1 Transparency and Accountability

- All procurement processes shall be conducted in a transparent manner, with clear documentation and open communication.
- Records of all procurement activities shall be maintained and made available for audit and review.

1.2 Efficiency and Cost-Effectiveness

- Procurement activities shall aim to achieve the best value for money.
- Consideration shall be given to the total cost of ownership, including acquisition, maintenance, and disposal costs.

1.3 Fair Competition

- All eligible suppliers and contractors shall have equal opportunity to participate in the procurement process.
- Procurement processes shall be free from bias and favoritism.

1.4 Integrity and Ethics

- All individuals involved in procurement activities shall act with integrity, honesty, and fairness.

- Conflicts of interest shall be declared and managed appropriately.

1.5 Compliance

- Procurement activities shall comply with all applicable laws, regulations, and policies.
- Regular training shall be provided to ensure that all staff involved in procurement are aware of their legal and regulatory obligations.

2. Procurement Process

2.1 Needs Assessment and Planning

- A thorough needs assessment shall be conducted to determine the requirements for goods, services, or works.
- Procurement planning shall be undertaken to ensure that all procurement activities are aligned with the college's strategic objectives and budgetary constraints.

2.2 Specification Development

- Clear and comprehensive specifications shall be developed for all procurement activities.
- Specifications shall be designed to ensure that the goods, services, or works meet the required standards and performance criteria.

2.3 Supplier and Contractor Selection

- A competitive selection process shall be used to identify suitable suppliers and contractors.
- Selection criteria shall be established to evaluate the suitability of suppliers and contractors based on factors such as price, quality, capacity, and past performance.

2.4 Solicitation and Bidding

- Invitations to bid or requests for proposals shall be issued to identified suppliers and contractors.
- Bids and proposals shall be evaluated based on the established selection criteria.

2.5 Contract Award and Management

- Contracts shall be awarded to the supplier or contractor that offers the best value for money.
- Contract management processes shall be established to ensure that all contractual obligations are met and that performance is monitored.

2.6 Payment and Record-Keeping

- Payments shall be made in accordance with the terms and conditions of the contract.
- Accurate and complete records of all procurement activities, including contracts, invoices, and payment records, shall be maintained.

3. Procurement Methods

3.1 Open Tendering

- Open tendering shall be the preferred method for procurement of goods, services, and works above a certain threshold value.

- All eligible suppliers and contractors shall be invited to submit bids through a public advertisement.

3.2 Restricted Tendering

- Restricted tendering may be used where open tendering is not practical or appropriate.
- A limited number of pre-qualified suppliers or contractors shall be invited to submit bids.

3.3 Request for Quotations (RFQ)

- RFQ may be used for procurement of goods, services, and works below a certain threshold value.
- A minimum of three quotations shall be obtained from eligible suppliers or contractors.

3.4 Direct Procurement

- Direct procurement may be used in exceptional circumstances, such as emergencies or where there is only one suitable supplier or contractor.
- Justification for direct procurement shall be documented and approved by the appropriate authority.

4. *Supplier and Contractor Management*

4.1 Pre-qualification

- A pre-qualification process shall be established to identify and assess potential suppliers and contractors.
- Pre-qualified suppliers and contractors shall be included in a supplier database for future procurement activities.

4.2 Performance Monitoring

- The performance of suppliers and contractors shall be monitored and evaluated on an ongoing basis.
- Feedback shall be provided to suppliers and contractors to support continuous improvement.

4.3 Supplier Development

- Opportunities for supplier development shall be identified and implemented to enhance the capacity and capability of suppliers.
- Support shall be provided to local and small suppliers to encourage their participation in the procurement process.

5. *Ethical and Environmental Considerations*

5.1 Ethical Procurement

- All procurement activities shall be conducted in an ethical manner, with due consideration for human rights and labor standards.
- Suppliers and contractors shall be required to adhere to ethical standards and practices.

5.2 Environmental Sustainability

- Environmental sustainability shall be a key consideration in all procurement activities.
- Preference shall be given to goods, services, and works that have a minimal environmental impact and promote sustainability.

6. Roles and Responsibilities

6.1 Procurement Committee

- A Procurement Committee shall be established to oversee all procurement activities and ensure compliance with the policy.
- The committee shall be responsible for approving procurement plans, evaluating bids, and awarding contracts.

6.2 Procurement Officer

- A Procurement Officer shall be appointed to manage the day-to-day procurement activities.
- The Procurement Officer shall be responsible for coordinating procurement processes, maintaining records, and ensuring compliance with the policy.

6.3 Department Heads

- Department Heads shall be responsible for identifying procurement needs within their departments and ensuring that procurement activities are conducted in accordance with the policy.
- Department Heads shall work closely with the Procurement Officer to ensure that all procurement activities are aligned with the college's objectives and budget.

6.4 Finance Department

- The Finance Department shall be responsible for processing payments and maintaining financial records related to procurement activities.
- The Finance Department shall work closely with the Procurement Officer to ensure that all payments are made in accordance with the terms and conditions of the contracts.

7. Monitoring and Evaluation

7.1 Internal Audits

- Regular internal audits shall be conducted to ensure compliance with the Procurement Policy and identify areas for improvement.
- Audit findings shall be reported to the Procurement Committee and appropriate corrective actions shall be taken.

7.2 Performance Reviews

- Performance reviews of procurement activities shall be conducted on a regular basis to assess the effectiveness and efficiency of the procurement process.
- Key performance indicators (KPIs) shall be established to measure the performance of procurement activities.

7.3 Feedback Mechanisms

- Feedback mechanisms shall be established to gather input from suppliers, contractors, and other stakeholders on the procurement process.
- Feedback shall be used to identify areas for improvement and enhance the procurement process.

Conclusion

The Procurement Policy at Amar Shaheed Kanchan Singh Autonomous P.G College, Shivpuri Fatehpur, aims to ensure that all procurement activities are conducted in a transparent, efficient, and equitable manner. By adhering to the principles and procedures outlined in this policy, the college can achieve value for money, promote fair competition, and maintain high standards of integrity and ethics. This policy will be reviewed and updated regularly to ensure its continued relevance and effectiveness in meeting the college's procurement needs.

Approved by



Principal