



GOVERNMENT OF WEST BENGAL
OFFICE OF THE PRINCIPAL
Maulana Azad College



8, RAFI AHMED KIDWAI ROAD, KOLKATA 700013, INDIA
Phone: 033 2249-3737/2226-7814 e-mail: maulanaazadcollegekolkata@gmail.com
Website: <https://maulanaazadcollegekolkata.ac.in>

POLICY DOCUMENT OF PROCUREMENT/PURCHASE

A. The Policy:

As a government college, Maulana Azad College adheres to the Purchase Policy of the Government of West Bengal. This policy is governed by the following orders: No. 5400-F(Y) dated 26/06/2012, No. 3060-F(Y) dated 11/06/2014, No. 3876-F(Y) dated 14/06/2018, and No. 10005-F(Y) dated 19/11/2004.

B. Strategy:

At the beginning of each FY:

- ❖ Preparation of Budgetary Proposal by Accounts Department of the College.
- ❖ Requisitions are submitted by the respective HODs of the College to the office of the Principal/Purchase Advisory Committee
- ❖ Paper & Website Advertisement inviting Sealed Quotations from Govt. Registered/Authorized vendors, Corporations, Cooperative Society, & Organizations.
- ❖ Resolution & Purchase/Proposal prepared by the Purchase Advisory Committee, in consultation with the IQAC & the Principal
- ❖ Proposal sent to the Dept. of Higher Education, Govt. of W.B. for the issuance of administrative approval

After receiving Administrative Approval from the Dept. of Higher Education, Govt. of W.B., following Categories of purchases/procurements are made strictly following the G.O.s mentioned above:

1. General Low-value Purchase without inviting Tender Quotations from open market

- ▶ Procurement value below Rs. 10,000/- vide G.O. No -5400-F(Y) dt 26/6/12
 - ❖ Purchase or procurement up to Rs 10,000/- can be made without requiring a tender or quotation.
 - ❖ The purchasing authority must certify that the purchase has been made at a reasonable market price.
 - ❖ Splitting the purchase to avoid the Rs 10,000/- limit is not allowed.

2. Purchase Inviting Tender Quotations from at least four reliable Vendors against Paper Advertisement

- ▶ Procurement value above Rs. 10,000/- to below Rs. 1,00,000/- vide G.O. No -5400-F(Y) dt 26/6/12
 - ❖ Comparative Statement: Finalization of the Technical and Financial Comparison statements of Tender Quotations by the purchase committee to determine the L1 Supplier
 - ❖ Work Order: Work order is issued to the L1 bidder (Supplier) by the Office of the Principal
 - ❖ Procurement & Installation of the items
 - ❖ Submission of Tax Invoice/Bill & Certification of Installation/Supply of Items by the L1 Supplier
 - ❖ Stock Entry, tagging & Photographing of the Installed/supplied Items
 - ❖ Relevant Documents related to Procurement sent for the approval of Financial Sanction of fund to Dept. of Higher Education, Govt. of W.B
 - ❖ Financial Sanction of fund received & Payment made to the Supplier via WBIFMS (Pay & Accounts, Govt. of W.B.) following WBFR & WBTR
 - ❖ Utilization Certificate submitted to the Higher Education Dept. Govt. of W.B.

3. e-bidding via e-Procurement of Govt. of W.B.: <https://wbtenders.gov.in>

- ▶ Procurement value above Rs. 1,00,000/- vide G.O. No -5400-F(Y) dt 26/6/12 & G.O. No.-3060-F(Y) dt. 11/06/14
 - ❖ Online e-Bidding via e-Procurement system of Govt. of W.B. consisting of 2 Packet Bid (Technical and Financial) & Period of submission 7-14 days depending on estimated value.
 - ❖ Advertisement of the Published e-Tender Bid (BOQ) on College Website

Principal
Maulana Azad College
Kolkata
Govt. of West Bengal



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- ❖ Technical Bid evaluation by the purchase committee to finalize the qualified Bidder
- ❖ finalization of **Financial Bid** & preparation of comparison statements by the purchase committee to determine the L1 Bidder
- ❖ Work Order Work order is issued to the L1 Bidder by the Office of the Principal
- ❖ Procurement & Installation of the items
- ❖ Submission of Tax Invoice/Bill & Certification of Installation/Supply of Items by the L1 Supplier
- ❖ Stock Entry, Co-tagging & Photographing of the Installed/supplied Items
- ❖ Relevant Documents related to Procurement sent for the approval of Financial Sanction of fund to Dept. of Higher Education, Govt. of W.B
- ❖ Financial Sanction of fund received & Payment made to the Supplier via WBIFMS (Pay & Accounts, Govt. of W.B.) following WBFR & WBTR
- ❖ Utilization Certificate submitted to the Higher Education Dept. Govt. of W.B.

4. e-bidding via Govt. of India e-Marketplace (GEM): <https://gem.gov.in/> for computer peripherals

- ▶ Procurement value above Rs. 5,00,000/- vide G.O. No. 3876-F(Y) dt. 14/06/18
 - ❖ College has different levels of GEM platform users designated for different types of work in the portal, e.g., Primary User, Secondary Users: Buyer-Places Contracts, Consignee- Receipt of Stores, and DDO- Payment to Sellers
 - ❖ Online e-Bidding via GEM-India portal is done consisting of two Packet Bid (Technical & Financial) by the Buyer (GEM) of college & period of submission of the Bid by the recognised vendors in GEM portal depends on the estimated value of the Bid.
 - ❖ Advertisement of the published GEM e- Bid on the College Website
 - ❖ Technical Bid online evaluation via GEM portal by the GEM-Buyer & purchase committee to finalize the qualified Bidder
 - ❖ Work Order Work order is issued to the L1 Bidder by the Office of the Principal
 - ❖ Procurement & Installation of the items
 - ❖ Submission of Tax Invoice/Bill & Certification of Installation/Supply of Items by the L1 Supplier
 - ❖ Stock Entry, tagging & Geo-tagged Photograph of the Installed/supplied Items
 - ❖ Consignee's Receipt & Acceptance Certificate (CRAC) issued by the GEM-Consignee of the institution
 - ❖ Relevant Documents related to Procurement sent for the approval of Financial Sanction of fund to Dept. of Higher Education, Govt. of W.B
 - ❖ Financial Sanction of fund received & Payment made to the Supplier via WBIFMS (Pay & Accounts, Govt. of W.B.) following WBFR & WBTR
 - ❖ Utilization Certificate submitted to the Higher Education Dept. Govt. of W.B.

5. Purchase from WBSIDCL/WEBEL/WTL/Govt. Statutory Body/Co-operative Consumer

- ▶ For materials mentioned in the Annexure of G.O. No -10500 -F dt 19/11/2004
 - ❖ Proposal is sent to WBSIDCL/WEBEL/WTL
 - ❖ Tender Process by WBSIDCL/WEBEL/WTL
 - ❖ Work order is issued to the L1 Bidder by WBSIDCL/WEBEL/WTL
 - ❖ Procurement & Installation of the items & Stock Entry, Co-tagging & Photographing of the Installed/supplied Items
 - ❖ Relevant Documents related to Procurement sent for the approval of Financial Sanction of fund to Dept. of Higher Education, Govt. of W.B
 - ❖ Financial Sanction of fund received & Payment made to the WBSIDCL/ WEBEL/ WTL/ Govt. Statutory Body/ Co-operative Consumer via WBIFMS (Pay & Accounts, Govt. of W.B.) following WBFR & WBTR.

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- ❖ Utilization Certificate submitted to the Higher Education Dept. Govt. of W.B.
- 6. Purchase/ Construction through funding by MPLAD through Nodal Agency (KMC)**
- ❖ Prayer letter to MP asking sanction of the Fund
- ❖ Detailed Project report prepared
- ❖ MPLAD Sanction letter received & sent to KMC & PWD
- ❖ Implementation of the Scheme
- ❖ Uploading Estimates to MPLAD portal
- ❖ e-Tendering by PWD
- ❖ Agency selection & Work order to L1
- ❖ Execution & Implementation of the Work scheme
- ❖ Inauguration by the Hon'ble MP & Stone Plaque showing details of project at the site of work
- ❖ Payment through PFMS by the KMC/ Central Govt.
- ❖ Utilization Certificate
- ❖ Submitted to the Higher Education Dept. Govt. of W.B.


Coordinator IQAC
Maulana Azad College
Co-ordinator
IQAC
Maulana Azad College
Govt. of West Bengal
8, R.A. Kidwai Road, Kol.-13


Convener
Purchase Advisory Committee
Convener
Maulana Azad College
Kolkata


Principal
Maulana Azad College
Principal
Maulana Azad College
Kolkata
Govt. of West Bengal