



PURCHASE POLICY

W.E.F: 2015

PURCHASE POLICY

Ballari Institute of Technology & Management – Ballari provides guiding principles for procurement of Goods for institutional use. Intent of this policy is to provide more reliable procurement both in-time, cost and quality effective.

The procurement policy is also defined in the ISO 9001:2015 purchase procedure manual. The above policy is in-line with the above procedure and is as follows.

1. The indents are prepared from the respective departments and forwarded to the Principal.
2. Principal in turn forwards the same to the Purchase committee for evaluation
3. The purchase committee decides upon the nature of the purchase and other details are scrutinized before finalization.
4. In case of items which are covered under the approved vendors list, the purchase committee decides to place a order from the vendors list.
5. In case of new items, the department submits the quotations along with comparative statement to take a final decision on such suppliers.
6. The purchase order is issued to the items duely mentioning all terms and conditions, specifications & mode of payments etc.
7. The items which are required for construction are deleted from the purview of this policy.
8. The relevant forms should be used for indenting, evaluating and issue of purchase order in well defined format, which are part of this policy.
9. The goods on receipt pass through the security and relevant goods inward register is maintained followed by GIR, which has a photo authentication facility for better transparency in the purchase process.

10. GIR along with the bills are submitted to departments in turn to accounts department for payment.

PURCHASE COMMITTEE:

S.NO	NAME	DESIGNATION	ROLE IN THE COMMITTEE
1	DR. YASHVANTH BHUPAL	DIRECTOR	CHAIRMAN
2	PROF. PRITHVIRAJ Y. J.	DY. DIRECTOR	MEMBER
3	SRI AMARESHAYYA	ADMIN. OFFICER	MEMBER
4	REPRESENTATIVE OF DEPT.	HOD / SUB. EXPERTS	SPL. INVITEE
5	PRINCIPAL	HEAD OF THE INSTITUTION	SPL. INVITEE

FREQUENCY OF MEETING: NEED BASED.


Chairman & Director,
Ballari Institute of Technology & Management,
BELLARY



Basavarajeshwari Group of Institutions
BALLARI INSTITUTE OF TECHNOLOGY & MANAGEMENT
 NAAC Accredited Institution*



"Jnana Gangotri" Campus, Bellary-Hospet Road, Near Allipura Village, BALLARI - 583 104 (Karnataka)

Ph: 08392-237167/237153 Fax: 237197, e-mail: bitmbly@gmail.com, Website: www.bitm.edu.in

		BALLARI INSTITUTE OF TECHNOLOGY & MANAGEMENT, BELLARY.		CONTROLLED COPY RECORD FORMATS ISO 9001 : 2008	
Doc. No. R / PP 06 / 01			TITLE : INDENT		
INDENT (Capital / Consumable)					
Indent No.....		Dept.....		Date.....	
Sl.No.	Items / Specification	Present Stock	Qty. Required	Appximate Cost	Remarks
01.					
02.					
03.					
04.					
05.					
06.					
07.					
08.					
09.					
10.					
11.					
12.					
13.					
14.					
15.					
16.					
17.					
18.					
19.					
20.					
Time to procure : _____			Total approximate cost : _____		
Probable Suppliers Name :			<u>Suppliers Rating :</u>		
1.			Good / Average / Bad		
2.			Good / Average / Bad		
Signature of the Indenter		Signature of the HOD		Forwarded by the Principal	
Note : If space is insufficient, enclose additional sheet			Approved by Deputy Director / Director		
Prepared by : Mr. T. Machappa Signature :		Approved by : Prof. Yashvanth Bhupal Signature :			
Designation : Management Representative		Designation : Director			
Issue : 03	Rev. No. : 00	Section No. : PP 06			
Date : 01-09-2010	Date : 01-09-2010	Page : 1 of 1			



Basavarajeshwari Group of Institutions
BALLARI INSTITUTE OF TECHNOLOGY & MANAGEMENT
 NAAC Accredited Institution*



"Jnana Gangotri" Campus, Bellary-Hospet Road, Near Allipura Village, BALLARI - 583 104 (Karnataka)

Ph: 08392-237167/237153 Fax: 237197, e-mail: bitmbly@gmail.com, Website: www.bitm.edu.in

BALLARI INSTITUTE OF TECHNOLOGY & MANAGEMENT. BALLARI.

GOODS INWRD / OUT WORD REPORT.

G I R. NO.

DATE. ;-

Doc. No.;-R/PP06/06.

Name & Addresss of Supplier/ Receiver ; - .

Bill/CHALLAN, No, ; -

DATE ; -

VHICLE, NO. ; -

MODE OF TRANSPORT. ; -

TIME-IN. ; -

SL.No.	PO.No,	PARTICULARS	ACTUAL QTY	REMARKS

Fright Details.

Official Inspecting.

Sig, of Security.

Director/Dy, Director.

Goods taken in to stock as per GIR.	Dept Receipt No.	De To.Accounts Section,
		Enclosed Supplier Invoice. No,_____Date,_____
Sign, Dept, Incharge.		Accounts Supervisor.



BALLARI INSTITUTE OF TECHNOLOGY & MANAGEMENT

"Jnana Gangotri" Campus, Bellary-Hospet Road, Allipur Post, Bellary - 583 104 (Karnataka)
Ph: 08392-237100 / 237190, Fax: 237197, e-mail: bitmbly@gmail.com, Web: www.bitm.edu.in

R-PP11-02



PURCHASE ORDER

Vendor's Name:	No.	Dated :
	Your Ref:	
	Date:	
	Indent No: BITM/ Date:	

Sub:

Referring to the above, we have pleasure in confirming our firm order with you for the supply of following items subject to the conditions mentioned hereunder;

Sl. No.	Description	Qty.	Rate	Amount (Rs.)
1				
GST				-
Grand Total				-

NOTE: (1) Documents to be addressed to **Director, BITM**, only.
(2) Please mention our Purchase Order No. & Date in all the documents (Invoice, DC etc.)

Terms & Conditions:	Chairman & Director Ballari Institute of Technology & Management
--------------------------------	---

If the goods supplied do not confirm to either or description and samples or defective or broken and damaged, the same shall be rejected and full amount with all connected expenses shall be paid back to us immediately. Order placed subject to Bellary Jurisdiction. **Please acknowledge and confirm.**

BALLARI INSTITUTE OF TECHNOLOGY & MANAGEMENT, BALLARI

Quotation Evaluation Form

QEF Number & Date: _____

Department: _____

Indent No. & Date: _____

SN	Type (Rec./ Non-Rec.)	Supplier Name	Supplier Rating	Item	Qty.	Rate	Category	Remarks

Terms & Conditions: _____

Recommendations by the Purchase Committee Meeting held on _____.

Expert Member

Administrative Officer

Deputy Director

Director