

PARVATIBAI CHOWGULE COLLEGE OF ARTS AND SCIENCE
(AUTONOMOUS)

PURCHASE PROCEDURE

Following are the Purchase Procedures to be followed in the College:

- 1 Approval for purchase of goods & materials to be obtained from the Principal.
- 2 Purchase requisition has been given by the Department to the Purchase Committee.
- 3 Sanction of the Principal being Head of Institution to Purchase goods & materials or permission to carry out repair & servicing.
- 4 Copy of Notice inviting quotations/tenders from the suppliers.
- 5 Receipt of Quotation from the supplier.
- 6 Quotation received from the supplier with Inward Stamp.
- 7 Comparative Statement
- 8 Recommendation for lowest rate by the Library Purchase Committee. (for purchase of books)
- 9 Work /Purchase order issued by the college .
- 10 A copy of Delivery Challan given by the supplier
- 11 Bill from the supplier to be entered in the Inward Register
- 12 a) Revenue stamp of Rs. 1/- affixed to the bill (amount Rs. 5000/- & above)
b) Reference of supply order quoted in the bill
c) Bank Mandate of the supplier
- 13 Bill to be certified by the concerned Department & Purchase Officer as required under Rule 101 of Goa (R & P) Rules, 1997 i.e. entry in stock register etc.
- 14 Approval of Principal & Vice President for passing of payment
- 15 Passed for Payment along with all above documents
- 16 In case of more than 2 bills, a summary giving details like Sr. No., Particulars of bill, Bill No, Date & Amount to be prepared & attached to the bills.
- 17 The enclosed certificates has to attached along with the bills

* Point no. 8 is applicable only for Library