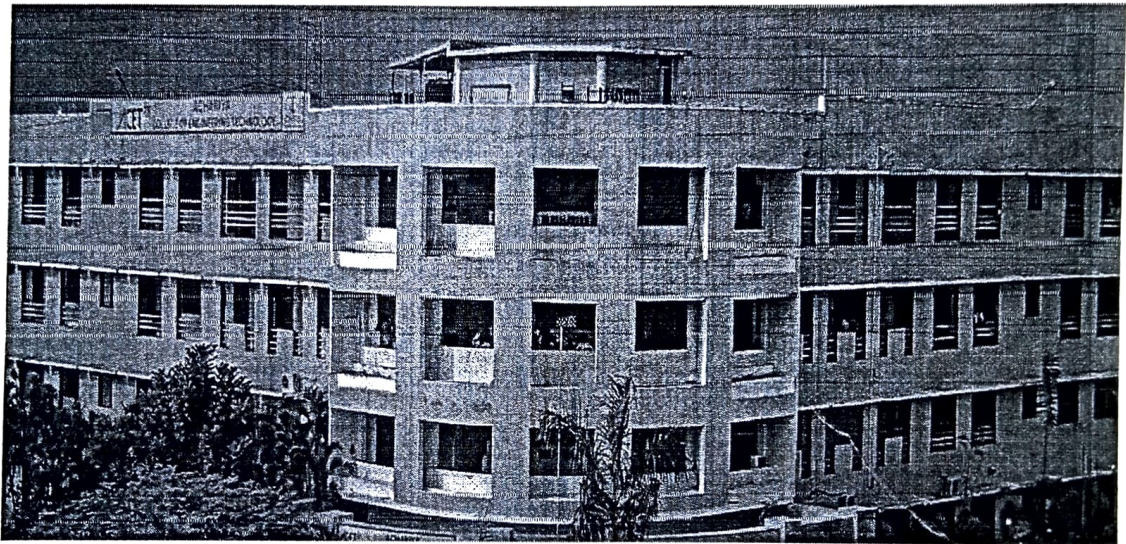
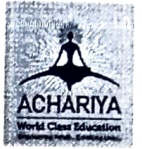




ACHARIYA
COLLEGE OF ENGINEERING TECHNOLOGY
(Approved by AICTE New Delhi & Affiliated to Pondicherry University)
An ISO 9001 : 2008 Certified Institution



PURCHASE POLICY



Policy No	18
Issue No	01
No. of Pages	01
Date	10.03.2021
Next Revision	2026

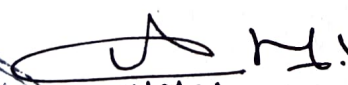

[Signature]
PRINCIPAL
ACHARIYA COLLEGE OF ENGINEERING TECHNOLOGY
ACHARIYAPURAM, VILLIANUR,
PUDUCHERRY 605 110

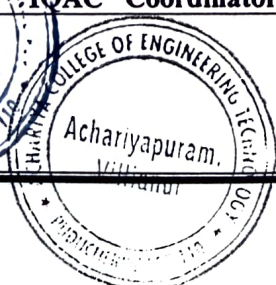
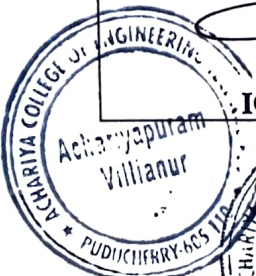
PURCHASE POLICY

Acharya College Of Engineering Tehnology (ACET)- ACET 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 duly 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.

Verified by	Approved by
 1013121 IOAC Coordinator	 Principal PRINCIPAL



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