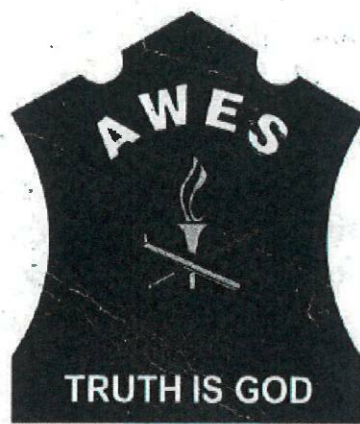


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ARMY WELFARE EDUCATION SOCIETY

REGISTERED 1983



VOLUME - II

FINANCIAL MANAGEMENT OF ARMY PROFESSIONAL COLLEGES / INSTITUTIONS

March 2007


Director
AIMT
Greater Noida


Registrar
AIMT
Greater Noida

CHAPTER - 4

PURCHASE

31. **General Instructions.** The following instructions for purchase of items for the colleges will be complied with:-

- (a) Items to be purchased would be entered in demand register for sanction of competent authority. Items will only be purchased after sanction by the competent authority.
- (b) All purchases of major items costing Rs 10,000/- and above will be planned well in advance and approved by the Chairman/Managing Committee. It will be ensured that the items are not purchased from the same dealer time and again.
- (c) All payments above Rs 5000/- will be made through cheques only.

32. **Purchase Committee.** A purchase Committee comprising of two members, one Faculty and one Adm staff will be detailed by the Principal/Director for a period of three months. Members of the purchase committee will be changed after every three months. The purchase committee would survey the market for the items demanded. It will be responsible to Managing Committee through Principal/Director for the purchase of items.

33. **Quotations.** The parties should be requested by the purchase committee to send their quotations in sealed covers. The quotations will be kept with Registrar and opened by the purchase committee on given date and time. Purchase of articles/group of articles costing above Rs 5000/- will always be done by inviting quotations. It will be ensured that the total amount (above Rs 5000/-) for which an item/group of items is purchased is not further broken into successive Rs 5000/- to defeat the essence of this clause. For purchase beyond Rs 25000/- the quotations will be opened by a Board of Officers detailed by the Chairman. It is desirable that quotations are opened in the presence of parties who have submitted the quotations.

34. **Comparative Statement.** A Comparative Statement of the quotations received would be prepared and the lowest rate of each article would be indicated in red ink. The purchase committee will endorse its recommendations for the purchase of items. The recommendations of the purchase committee would be submitted to competent authority for approval. Minimum three quotations would be required. In case it is felt that the lowest quotation is not acceptable, detailed reasons will be included in the noting to justify its rejection and acceptance of higher quotation.

35. **Exemptions from Procedure.** The above procedure will not be followed in the following cases :-

- (a) Items purchased through DG S&D.
- (b) Items purchased from CSD/Kendriya Bhandar.

(c) Purchase of books and teaching aids.


(d) Scientific equipment and apparatus from manufacturing firm on catalogue basis.

36. **Quality of Items Received.** It will be the responsibility of Registrar to check that the quality of the items received is as per sample provided by the concerned dealer. He would endorse the same on the invoice and sign the same. Sub standard and inferior items will be outrightly rejected.

37. **Items to be taken on Ledger Charge.** All items purchased will be taken on ledger charge. The ledger will show the details of price/rates, quantity, date of purchase and distribution etc. The entry in the respective register will be duly initialled by the officer incharge.

38 to 40 Blank


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