

**SIR C.R.R. EDUCATIONAL INSTITUTIONS,  
ELURU- 534 007.**

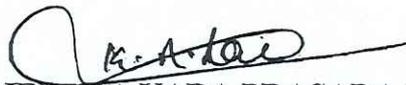
**Purchase of Equipment, Consumables. Furniture, Library Books, Stationary etc. : Procedures to be followed:**

- 1) Proposals for the requirement of items shall be initiated by the Lab In-charges / Librarians / Office Superintendents / Office In-charge depending upon the nature of items required with a detailed note stating the need for the said items along with the probable expenditure involved. The proposal must be self explanatory clearly justifying the need.
- 2) In case of equipment / consumables, the Heads of the Departments concerned examine the proposals and after satisfying themselves that the proposals are justified forward the same along with their remarks to the Principals.
- 3) The Principals then scrutinize the proposal and ensure that the expenditure shall be within the limits of the Budget approved and forward the same to the Secretary through Correspondent of their respective institutions along with their recommendations.
- 4) The Secretary on receiving such proposal will place them before the Office Bearers meeting for discussing each proposal and depending on the amount of expenditure involved may approve the same and sanction the amounts or may place them before Managing Committee for approval and sanctions. Sanctions shall be made by the Office Bearers or by the Managing Committee as per the permissible limits.

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- 5) Quotations shall be called for items of purchases exceeding Rs.5,000/- worth will be prepared by the concerned institution in writing and same shall be forwarded to the Administrative Office for initiation. Quotations for any item in any institution shall be received by the Administrative Office and will be opened before the Convener / any member of the Purchasing Committee. The Convener of the Purchasing Committee should convene the Purchase Committee meeting as and when need arises. Single quotation is not acceptable.
- 6) Comparative Statements will be prepared by the concerned Dept. and placed before the Purchasing Committee for negotiations and finalization of the purchase of items. Negotiations shall be made by the Purchasing Committee with the suppliers. In case the Purchase Committee considers it desirable in not accepting the lowest quoted rate and opt for higher quoted brand, reasons justifying to do so be recorded clearly on the Comparative Statement.
- 7) The Principals of the concerned institutions shall place orders for the purchases as per the terms and conditions agreed during negotiations.
- 8) All institutions shall prepare and keep a list of the reputed firms / suppliers, approved manufacturers, fabricators and their accredited dealers.

Eluru,  
Dt.31/12/2013

  
(K.RAJENDRA VARA PRASADA RAO)  
Convener  
Purchasing Committee.