

DADI INSTITUTE OF ENGINEERING & TECHNOLOGY

AN AUTONOMOUS INSTITUTE



Approved by AICTE., New Delhi & Permanently Affiliated to JNTUGV, Vizianagaram
NAAC Accredited with 'A' Grade and Inclusion u/s 2(f) & 12(B) of UGC Act
An ISO 9001:2015, ISO 14001:2015 & ISO 45001:2018 Certified Institute.
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Purchase Policy

The purchase process involves the identification of requirements, development of specifications, identification of suppliers/services, invitation of bids/proposals, evaluation and awarding of contracts, contract management, and receipt/certification of goods/services.

Procurement Methods:

Direct Contract: For proprietary items.

Shopping:

The purchase includes all lab equipment, consumables, Softwares, Computer Systems and Peripherals, Modern Educational tools, Library books, electrical commodities such as Lights, fans, Air conditioners etc., Furniture, Boards, Networking, CCTV cameras, Stationaries, RO plant accessories, Water coolers etc.,

Procurement Oversight:

All procurement will be processed and monitored through the Purchase Committee. Procurement outside these committees will not be recognized.

The purchase committee comprises of:

1. Correspondent (Management Representative)
2. Principal
3. Convener (Nominated by Management / Principal)
4. Professor / Associate Professor / Assistant Professor nominated from every department

Shopping Guidelines:

1. Calling a minimum of 3 to 4 quotations.
2. Preparation of comparative statement
3. Negotiating with one to one
4. Finalizing with decent bid without compromising quality
5. Releasing of PO.

(Competitive Bidding on construction items materials rules not covered in this document).

Procurement Process Stage

1. Proposal Submission:

Initiated by concerned Faculty / group through online / offline requisition to the HOD. The HOD recommends to the Purchase committee. Non-compliant proposal subject to revision by appropriate authorities.

The Purchase committee verifies the compliances and reviews the proposal for approval by the Management Representative to issue the Purchase Order.

2. Post Procurement Process:

The HoD of the respective department is responsible for follow up actions, including goods receipt, certification, handling deviations, commissioning /installation, labelling and stock register entries.

The Purchase committee convener inspects the above and submits a report to the Management through the Head of Institution for payment release.

The policy ensures a systematic and accountable procurement process for the Institution.

Financial Audit Report:

Audit Report for the financial year 2024-25 is herewith enclosed.