

Standard Operating Procedure for placing procurement request (indent)

1. Write a request email/letter addressing reporting manager (CC- Principal and Dean).
2. If the standard indent form is available please fill the same and submit to the reporting manager.
3. Reporting manager recommends the decision to the Principal on email/paper (CC- Dean). Principal to direct the office to check the existing stock and make remarks. Send back the document to the Principal for approval.
4. Principal approves/rejects.
5. Dean approves/rejects.
6. Approval copy sent to office on email/paper.
7. Procurement process (to be handled by the procurement officer)
 - a. Make BOQ/BOM of the requirement along with the copy of the indent signed by Dean.
 - b. Send the BOQ/BOM to vendors and obtain at least three quotations.
 - c. Make a comparative statements and submits the abstract for approval along with approved indent and all quotations.
8. Dean recommends chairman approval.
9. Once approved the items are procured from the selected vendor.
10. Item handed over to concerned employee/department for stock verification and entry to stock register.
11. Account settlement by the indenter with the bills along with stock register signed by Dean at the office.
12. Approval of the bills against approved quotation by the Dean and payment of bills/invoice.
13. Staff requesting for routine items like stationeries, papers, decorative items, pooja/function related items may follow steps 1 to 5. If there are items to be returned, follow step 11.