

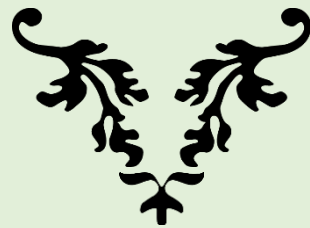


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# **PROCUREMENT POLICY**

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## **Under E-Governance**



**JWALA DEVI VIDYA MANDIR  
P.G. COLLEGE, KANPUR**

POLICY DATE -

## Preface

J.D.V.M. PG College, Kanpur, is a premier institution dedicated to academic excellence and fostering responsible leadership qualities in its students. Recognizing the importance of efficient and ethical resource management, the College has established this Procurement Policy. This Policy outlines the principles and procedures that will govern all purchases of goods, services, and works undertaken by the College.

The College is committed to:

- **Transparency:** Upholding open and competitive procurement processes that ensure fairness and eliminate any ambiguity for potential suppliers.
- **Accountability:** Taking full responsibility for adhering to the highest ethical standards in all procurement activities.
- **Value for Money:** Obtaining the best possible combination of price, quality, reliability, and service for every purchase made.
- **Efficiency:** Streamlining procurement processes to minimize delays and optimize resource allocation.

This Policy serves as a cornerstone for responsible financial management and fosters trust with stakeholders, including suppliers, students, faculty, and the community. By adhering to these principles, the College strives to create a procurement environment that is fair, transparent, and efficient, ultimately supporting the College's mission of academic achievement and social responsibility.

**Principal**

# Procurement Policy

## Procurement Policy for JDVM PG College under E-Governance

### Introduction

JDVM PG College, Kanpur, recognizes the importance of responsible and efficient procurement practices in fostering academic excellence and institutional growth. In line with the evolving landscape of e-governance, the college is committed to implementing a transparent and streamlined procurement system that leverages electronic platforms for acquiring goods, services, and works (construction projects). This policy outlines the guiding principles, objectives, and specific processes for e-procurement at JDVM PG College.

### Vision and Objectives

JDVM PG College aspires to be a leader in e-governance practices within the educational sector. Our e-procurement policy aims to achieve the following key objectives:

- **Transparency and Fairness:** Foster a procurement environment free from bias and favouritism, ensuring all qualified vendors have a fair opportunity to compete.
- **Value for Money:** Optimize resource allocation by maximizing competition and securing the best possible value for every purchase.
- **Efficiency and Speed:** Reduce administrative burdens by streamlining the procurement process through electronic workflows and minimize procurement cycle times.
- **Accountability and Auditability:** Maintain comprehensive electronic records of all procurement activities to ensure accountability and facilitate efficient auditing processes.
- **Compliance with Regulations:** Adhere to relevant national and state procurement regulations, including utilization of mandated e-procurement platforms.

### Applicability

This policy applies to all faculty, staff, and departments within JDVM PG College engaged in procurement activities. It defines the expectations and procedures for acquiring goods, services, and works necessary to support the college's academic and operational functions.

### E-Procurement Methods

JDVM PG College will primarily utilize the following e-procurement methods, leveraging the benefits of each to optimize the procurement process:

- **Government e-Marketplace (GeM):**
  - The college will actively participate in GeM, a national platform established by the Government of India for public procurement. GeM offers a vast database of pre-registered vendors and a user-friendly interface for listing requirements, searching for suppliers, and placing online orders for a wide range of commonly used goods and services.
  
- **Tender Management System (TMS):**
  - For larger or more complex procurement needs, the college may implement a dedicated TMS. This electronic platform facilitates the entire tendering process, including online bid submission, bid evaluation tools, and electronic award notification.
  
- **E-Procurement Portals of Other Institutions:**
  - Collaboration with other educational institutions or government agencies that have established e-procurement portals may be explored for specific needs. Partnering with institutions with similar procurement requirements can potentially expand the pool of qualified vendors and enhance competition.

## **Procurement Process**

The college will adhere to the following comprehensive e-procurement process:

### **1. Needs Identification & Requisition:**

- Departments initiating a procurement process will submit a requisition form electronically through a dedicated portal or system.
- The requisition form must clearly outline the specific need, including detailed product/service/work specifications and justification for the procurement.
- The requisition form will also specify the estimated value of the procurement to facilitate the selection of the appropriate e-procurement method.

### **2. Budget Allocation & Approval:**

- The Procurement and Finance committee will review all submitted requisitions and verify the availability of funds within the relevant budget heads.
- Only requisitions supported by adequate budget allocation will be approved for further processing.
- Budgetary constraints may necessitate alternative solutions, such as exploring substitutes or delaying non-essential purchases.

### **3. E-Procurement Method Selection:**

- Based on the estimated value and complexity of the procurement, the most appropriate e-procurement method will be chosen.
- **GeM:** If the requirement aligns with the product/service categories offered on GeM and the estimated value falls within the platform's limits, it will be the preferred method.
- **Tender Management System (TMS):** For larger or complex purchases exceeding GeM limitations, a dedicated TMS will be employed to manage the tendering process electronically.
- **E-Procurement Portals of Other Institutions:** Collaboration with other institutions' portals may be considered for specific niche requirements or to access a wider pool of qualified vendors.

#### 4. Bidding/Proposal Process:

- **GeM:** For GeM purchases, the college will publish a detailed description of the requirement on the platform, adhering to GeM's guidelines for product/service specifications and bidding procedures.
- **Tender Management System:** For purchases managed through the TMS, a comprehensive bidding document outlining the required specifications, evaluation criteria, and timelines for submission will be electronically published through the system.
- **Transparency:** All bidding documents will be readily accessible to potential vendors via the chosen e-procurement platform. Open access to bidding documents fosters transparency and encourages participation from qualified vendors.

#### 5. Evaluation and Selection:

- **A designated Procurement Committee:** This committee will be responsible for overseeing the e-procurement process, including:
  - Evaluating bids/proposals based on pre-defined criteria (e.g., price, technical specifications, quality, past performance, vendor experience).
  - Shortlisting qualified vendors for further evaluation or negotiations (if applicable).
  - Recommending the award of the contract to the most qualified vendor based on a comprehensive evaluation.

#### 6. Award Notification:

- Upon completion of the evaluation process, the successful vendor will be electronically notified of the award decision through the chosen e-procurement platform.
- A formal contract document outlining the terms and conditions of the agreement, including delivery timelines, payment schedules, and quality standards, will be electronically signed by both parties.

## 7. Payment and Delivery:

- Payments for procured goods, services, or works will be processed electronically through the college's financial management system.
- Payments will be contingent upon successful delivery and acceptance of goods/services/works by the designated college department.

## 8. Recordkeeping:

- All electronic records related to the e-procurement process will be archived securely within the college's designated data management system.
- These records will include:
  - Requisition forms
  - Budgetary approvals
  - E-procurement platform records (e.g., bid documents, vendor responses)
  - Evaluation reports
  - Contract documents
  - Payment records
- Maintaining a comprehensive electronic recordkeeping system is crucial for ensuring transparency, accountability, and facilitating efficient auditing processes.

## Roles and Responsibilities:

- **Departments:** Identifying procurement needs and submitting electronic requisitions with detailed specifications and justifications.
- **Finance Department:** Reviewing requisitions for budget allocation and ensuring sufficient funds are available.
- **Procurement Committee:** Overseeing the e-procurement process, evaluating bids/proposals, and recommending award decisions.
- **IT Department:** Providing technical support for e-procurement platforms and maintaining system integrity.
- **Internal Audit:** Conducting periodic reviews of the e-procurement process to ensure compliance with policy guidelines and regulations.

## Amendments

This policy will be reviewed and amended periodically to adapt to evolving technology advancements, changes in legal requirements, and best practices in e-procurement. The college will actively monitor national and state e-governance initiatives and incorporate relevant updates into this policy document

# **Integrating Sustainability, Social Responsibility, and Grievance Redressal**

## **Sustainability:**

### **Promoting Sustainable Practices:**

JDVM PG College is committed to fostering sustainable procurement practices that minimize environmental impact. Therefore, during the evaluation process, the college will give preference to vendors who demonstrate a commitment to sustainability in the following ways:

- **Use of recycled or recyclable materials:** The College will encourage vendors to provide products made with recycled content or that are themselves recyclable at the end of their lifespan.
- **Energy-efficient products:** For the procurement of electronic equipment or appliances, the college will prioritize vendors offering energy-efficient models.
- **Sustainable packaging:** The College will favour vendors who utilize minimal or environmentally friendly packaging materials.
- **Sustainable production processes:** When feasible, the college may consider factors like responsible waste management and energy-efficient production practices employed by vendors.

## **Social Responsibility:**

### **Encouraging Ethical Sourcing:**

JDVM PG College is committed to upholding ethical standards in its procurement practices. The college will encourage vendors to demonstrate their commitment to social responsibility by:

- **Fair labour practices:** Vendors should adhere to fair labour standards, including fair wages, safe working conditions, and non-discrimination in the workplace.
- **Ethical sourcing of materials:** The College will encourage vendors to only source materials from suppliers who practice ethical sourcing, avoiding conflict minerals or materials obtained through exploitative labour practices.
- **Commitment to diversity and inclusion:** The College may consider giving preference to vendors who demonstrate a commitment to diversity and inclusion within their workforce.

## **Grievance Redressal Mechanism for Vendors:**

JDVM PG College is committed to maintaining a fair and transparent e-procurement process. A grievance redressal mechanism is established to address any concerns raised by vendors regarding the procurement process. Vendors can submit grievances electronically through a dedicated portal or via email to a designated grievance officer.

The grievance officer will investigate the complaint and provide a written response within a specified timeframe. If the vendor is not satisfied with the initial response, they can escalate the grievance to a designated Grievance Redressal Committee (GRC) comprising representatives from the Procurement Committee and the college administration.

The GRC will review the case and provide a final decision. All decisions related to grievances will be communicated electronically to the vendor.

### **Conclusion:**

By integrating these additional considerations, JDVM PG College demonstrates its commitment to not only efficiency and transparency in procurement but also to environmental responsibility, social justice, and a fair and responsive approach to vendor relations. This comprehensive e-procurement policy strengthens the college's commitment to ethical and sustainable practices.