

PURCHASE PROCEDURE FOLLOWED BY THE ANNA UNIVERSITY:

| S.No. | Purchase Value | Dept./Centres/Offices | PO is to be placed by |
|-------|--|---|-----------------------|
| 1. | Single item costing < Rs.20,000 (Small Order) | Single Quotation | HOD/Director |
| 2. | Single Item costing > Rs.20,000/- | Minimum three quotations | HOD/Director |
| 3. | Multiple items Costing upto Rs.50,000/- and any individual item also costing less than Rs.20,000/- | Single Quotation | HOD/Director |
| 4. | Total Cost exceeds Rs.50,000/- upto Rs.1,00,000/- | a. Minimum three quotations b. Approval of Department/Local Purchase Committee is to be obtained | HOD/Director |
| 5. | Total cost exceeds Rs.1,00,000/- upto Rs.2,00,000/- | a. Minimum three quotations b. Agreement should be executed with the firm. c. Approval of Department/Local Purchase Committee is to be obtained | HOD/Director |
| 6. | Total cost exceeds Rs.2,00,000/- to Rs.5,00,000/- | a. Minimum three quotations b. Agreement should be executed with the firm. c. Recommendation of University Purchase Committee is to be obtained | HOD/Director |
| 7. | Total Cost exceeds Rs.5,00,000/- to up to Rs.10,00,000/- | a. Minimum three quotations b. Agreement should be executed with the firm. c. Approval of University Purchase Committee is to be obtained d. Before placing the Purchase Order Bank Guarantee is to be obtained from the firm @ 10% of total order value | HOD/Director |

contd.,

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| 9. | Pre Purchase Audit | Purchase Order value exceeds Rs.5.00 lakh Internal Audit Remarks should be obtained before releasing the Purchase Order | |
| 10. | Post Purchase Audit | Internal Audit remarks has to be obtained before passing the bill if the value: (a) > Rs.2.00 lakh for Equipment (b) > Rs.1.00 lakh for other than equipment | |

(Refer: Circular No.6804-3/PP3/Revision of Purchase Norms/2017, Dated:04.06.2019)

contd.,

Note: 1

The following items of equipment and furniture should NOT be purchased without the prior approval of the Vice-Chancellor:

- Frigidaire/Refrigerator
- Television Sets
- Photographic Equipment such as Cameras, etc.,
- Cycles, Motor-cycles, Scooters and Car
- Computer, Fax, Copier Machine and Other Office Equipment
- Audio/Video Recorders
- Musical Instruments and Systems
- Air-Conditioner and
- Furniture of any Kind

Note: 2:

- Department/Local Purchase Committee's recommendation should be obtained for the Purchase/Maintenance of Stores & Equipment value ranging from Rs.50,001 to Rs.2,00,000/- as per the guidelines issued in the Proceedings No.6804-4/PP3/Dept./Local PC/2017, Dated:05.07.2019.
- Departments/Centres/O/o.Dean/University Office/Estate Office/ACOE/NSS/NCC/NSO/ YRC can purchase proprietary software through their own department/local purchase committee, besides a member/invitee from RCC/CSE/IST/ECE (CEG Campus), CT, IT and Computer Centre (MIT Campus) to take care of the technical aspects.
- Computers, Printers, Scanners, Servers and Photocopier machines should be purchased with the approval of Vice-Chancellor through RCC/GeM/ELCOT only.

Note 3:

- Rate Contract Systems should be followed while procuring the items of Network Components (Active & Passive) as per the guidelines issued in the Circular.

Note 4:

- Repeat Purchase Orders can be placed within three months from the date of previous Purchase Order but in the case of Computer Software and Hardwares, it is restricted to fifteen days.

Note 5:

- For importing of the equipment in foreign currency, payment has to be made :
 - Through Letter of Credit (or)
 - Wire Transfer with the approval of the Vice-Chancellor

Note 6:

- The Customs Duty Exemption/GST Concession Certificate is being issued for the item imported/purchased for Research purposes based on the recommendation of the Research Advisory Council.

Note 7:

- For printing work the above procedure to be followed, besides GSM of the Sample material mentioned in the specification should be verified before placing the work order through the Professor and Head, Department of printing Technology, Anna University, Chennai-600 025.

Note 8:

- Procurement of goods and services can also be made through online Government E-Marketplace (GeM) as per the norms laid down in the Circular No. 6804-2/PP3/Purchase Norms in GeM/2017, Dated:04.06.2019.