

B.N.M. Institute of Technology

(Approved by AICTE, Affiliated to VTU, ISO 9001:2008 Certified)

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Purchase Procedure – BNMIT (Effective from 01.08.2015)

The procurement procedure of BNM Institute of Technology is to ensure that the best quality material with the best value for the goods, and services that is purchased from, and to maintain the highest ethical standards in dealing with, its suppliers. For this purpose, the indent of the department will be processed by it or by the department connected with the specific items as the case may be after approval from the Principal/Director.

Purchase needs arise in a variety of contexts. In some cases, the Institution with a purchasing need may wish to engage prospective suppliers in preliminary discussions. In other cases, the Institution may decide to ask the particular Purchasing department to deal with prospective suppliers.

Purchase requirements has to be brought to the notice of the purchase committee or get it ratified by the committee by the respective head of department.

The purchase committee will examine the merits of each vendor if required ask further details from the vendor before purchase is finalized.

The purchase committee, after verifying the quality, benefits and terms & conditions decide upon the supplier

The approved guidelines for purchasing processes must be used in every case, to ensure that the supplier is selected objectively. Frequently, competitive bids will be used in order to obtain best value and sometimes the least quoted material may not be the best. Keeping quality and durability in mind a higher quote may be recommended while justifying the choice.

Only staff/officials specifically authorized may sign purchase agreements on behalf of the Institution.

Narayan Rao
For B.N.M Institute of Technology
Secretary