Purchase Procedure

<u>(Effective from August 1, 2015)</u>

(Revised and reinforced from February 2, 2026)

The procurement procedure of BNM Institute of Technology aims to ensure the procurement of high-quality goods and services at the best value, while maintaining the highest standards of ethics, transparency, and integrity in all dealings with suppliers. For this purpose, the department's indent shall be processed either by the department itself or by the department responsible for the specific items, after obtaining approval from the Principal/Director.

Purchase needs may arise in a variety of circumstances. In some cases, the Institution may engage prospective suppliers directly for preliminary discussions. In other cases, the Institution may request the concerned Purchasing Department to coordinate and communicate with prospective suppliers.

For purchases up to ₹5 lakhs, the Chairman of the Governing Body may take the final decision. For purchases exceeding ₹5 lakhs, quotations shall be invited from multiple vendors, and a comparative statement shall be prepared. The Purchase Committee shall evaluate and negotiate with the vendors and award the contract based on quality, durability, and quoted value, with appropriate justification for the final selection.

Only staff members or officials specifically authorized by the Institution shall be permitted to sign purchase agreements on its behalf.