



JSS MAHAVIDYAPEETHA
JSS COLLEGE OF ARTS, COMMERCE & SCIENCE

(An Autonomous College of University of Mysore)
B N ROAD, MYSURU-570 025 KARNATAKA

Re-accredited by NAAC with 'A' grade
Recognised by UGC as "College with Potential for Excellence"

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PURCHASE POLICY

- 1. Introduction:** JSS College of Arts, Commerce, and Science is committed to maintaining a transparent and efficient procurement process for academic and administrative needs. This Purchase Policy outlines the procedures for identifying, evaluating, and procuring items of various costs while emphasizing environmental sustainability.
- 2. Requirements Identification:** The college shall create a detailed list of academic and administrative requirements for the college, departments, offices, and individuals. Items of lesser cost will be directly indented, while quotations will be invited from suppliers for higher-cost items.
- 3. Quotation Process:** For items of higher cost, the college will invite quotations from reliable suppliers. A comparative statement will be prepared to assess the safety, quality, and reliability of the items. The college is dedicated to prioritizing environmentally friendly products during the evaluation process.
- 4. Deliberations in Purchase Committee:** A Purchase Committee will be formed to deliberate on the quotations received. The committee will assess the technical aspects, features, and overall suitability of the proposed items. Environmental considerations will be integral to the committee's decision-making process.
- 5. Negotiation:** Negotiations will be conducted with selected suppliers to finalize technical specifications, features, and pricing. The college aims to ensure that procured items meet the required standards, technical specifications, and align with environmental sustainability goals.
- 6. Order Placement:** Upon successful deliberations and negotiations, the college will issue purchase orders specifying quantity, quality, delivery schedules, and terms. All purchase orders will be documented and maintained for future reference.
- 7. Procurement and Delivery:** The college will oversee the procurement process to ensure timely delivery. Upon receipt, items will undergo inspection to verify compliance with

quality and technical standards. Environmental considerations will be emphasized, with a focus on procuring products that are environmentally friendly.

8. Placement and Utilization: Upon delivery, items will be placed at appropriate locations according to the needs of the college, departments, offices, or individuals. The college is committed to efficient utilization and maintenance of the purchased items.

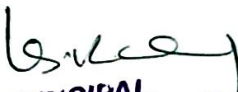
9. Compliance and Documentation: The college will adhere to all relevant laws and regulations governing procurement. Comprehensive records, including indents, quotations, comparative statements, committee deliberations, orders, and delivery documentation, will be maintained for audit and reference purposes.

10. Environmental Sustainability: JSS College of Arts, Commerce, and Science is dedicated to promoting environmental sustainability. The college will actively prioritize the procurement of environmentally friendly products, considering factors such as recyclability, energy efficiency, and minimal environmental impact.

11. Review and Revision: This Purchase Policy will be subject to periodic reviews and revisions to ensure continued relevance and effectiveness. Stakeholder feedback will be considered, and necessary adjustments will be made to enhance the efficiency and transparency of the procurement process.

Adherence to this Purchase Policy is mandatory for all college departments, offices, and individuals involved in the procurement process. Violations of this policy may result in disciplinary action.

Principal


PRINCIPAL
JSS College of Arts, Commerce & Science
Ooty Road, MYSURU-23