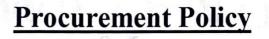


Swarrnim Startup & Innovation University



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Gandhinaga



1. Purpose and Scope

- Objective: The purpose of the procurement policy is usually to establish guidelines for the acquisition of goods, services, and works in a transparent, fair, and accountable
- Scope: It applies to all procurement activities conducted by the university, including • purchasing, tendering, and contracting.

2. Procurement Principles

- Transparency: All procurement processes should be open and clear to all stakeholders.
- Fairness: Procurement decisions should be made based on objective criteria, ensuring
- no unfair advantage or bias. • Value for Money: The university aims to get the best quality goods or services at the most competitive price, considering factors like quality, service, and cost.
- Efficiency and Effectiveness: Ensuring that procurement is carried out in a timely and cost-effective manner.

3. Procurement Methods

- Open Tendering: Public invitation for bids where any supplier can submit a bid. .
- Limited Tendering: Used when there is a need to limit competition, perhaps due to time constraints or specialized requirements.
- Direct Procurement: In some cases, direct purchase without competitive bidding, often for low-value items or services.
- Quotations: Seeking a limited number of quotes from suppliers, often used for smaller • purchases.

4. Roles and Responsibilities

- Procurement Committee: The policy typically outlines the composition and role of a procurement committee, which oversees and ensures adherence to the policy.
- University Department Heads: They may be responsible for initiating procurement requests and ensuring that needs are met within the prescribed budget.
- Procurement Officers: Responsible for conducting the procurement process, ensuring • compliance with policy, and managing vendor relationships.

5. Procurement Process

Needs Assessment: Identifying and defining the need for goods, services, or works.



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- · Vendor Selection: Evaluation of potential vendors based on specified criteria such as experience, quality, cost, and reputation.
- · Contract Awarding: Formal award of the contract to the selected vendor.
- · Contract Management: Ongoing management of the contract, ensuring that all terms and conditions are met.

6. Ethical Standards

 Procurement policies usually emphasize adherence to ethical standards, such as avoiding conflicts of interest, ensuring integrity, and not engaging in corrupt practices.

7. Conflict of Interest

University staff involved in procurement must disclose any potential conflict of • interest, and such conflicts should be managed according to the policy.

8. Documentation and Record Keeping

- The university may require that all procurement activities be well-documented to ensure transparency and accountability.
- Records should be kept for a certain period for auditing purposes.

9. Compliance with Laws and Regulations

The procurement process should comply with relevant local, national, and international laws and regulations governing procurement.

10. Dispute Resolution

Procedures for addressing any disputes or complaints related to the procurement • process are typically outlined, including an appeals process

If you're specifically looking for the Procurement Policy of Swarrnim University, I would recommend:

- 1. Visiting the Official Website: Look for a "Procurement" or "Public Tender" section in the administration or finance section of the website.
- 2. Contacting University Administration: Reach out to the finance or procurement department for a copy of the policy.
- 3. Checking University Resources: Sometimes universities provide such policies to students or faculty in internal portals or handbooks.



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