



ENGINEERING COLLEGE, AJMER

(An Autonomous Institute of Govt. of Rajasthan)

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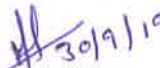
Date : 30.09.2019

FLOW CHART OF PROCUREMENT PROCESS UNDER TEQIP-III

After approval of Procurement Package form BOG, following flow chart/ procedure will be adopted for procurement :

1. Departmental Technical Committee (through Head) : For the preparation of technical specifications and other required TEQIP documents including budget.
2. Purchase Committee: This committee performs work related to quotation invitation process.
3. DR Accounts: To check the process upto this stage.
4. Principal: For decision on approval.
5. Purchase Committee: At this stage, this committee performs work related to opening the invitation letters and sends these to the technical committee.
6. Departmental Technical Committee: Preparation of comparative statement and recommends technically eligible vendors.
7. Purchase Committee: At this stage this committee performs work of preparation of financial comparative statement and preparation of Purchase Order.
8. DR Accounts: For the checking process upto this stages.
9. Principal: Approval of purchase order.
10. Coordinator TEQIP-III
11. Departmental Technical Committee(through Head) : Committee will check and report about quality and quantity of the received items.
12. Purchase Committee: Committee will ensure stock entries, the receiving of items by the department and will put recommendations for the payments as per the purchase order.
13. DR Accounts: For the checking process upto this stages.
14. Principal: Approval of payment.
15. Coordinator TEQIP-III
16. N. O. (F)
17. Coordinator TEQIP-III
18. N. O. (P)


N. O. (P) 30/09/19


N. O. (F) 30/9/19


Coordinator TEQIP-III 30/9/19


Institute Project Director
