

DOCUMENTS

ON

PROCUREMENT

OF

LABORATORY EQUIPMENT &
CONSUMABLES

POLICY AND PROCEDURE

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Procurement of Non-Recurring (Equipment) and Recurring (Consumable Items)

Preamble

It is well known that higher education and particularly professional education are primarily associated with the aim of training and inspiring the students to get prepared for using their skills attained through this education, for applications and developments in the respective fields. It is rightly principled that a kilogram of action is worth quintals of theory.

Such professional education is always associated with the curriculum having its substantial portion devoted to strong laboratory support and its usage to understand intricacies involved in applications. Labs facilitate experimentation ability of students, enabling them to convert the concepts and ideas into innovations. Innovation hence could be looked upon as the better way of learning. In order to make these laboratories, really effective, special attempts will have to be made to develop, modify and upgrade them, as per the needs. Attempt therefore should be made by one and all to keep oneself abreast with newer and cutting edge technologies. It is expected that every faculty member delves into the information about latest equipment, devices, software suitable for strengthening the laboratories embedded with curriculum, project development and also the research work to be carried out against suitable grants. Departments will have to be alert and on constant vigil to meet their requirements in the best manner from time to time. It is here to connote that any connivance at this expected vision of prudence may prove to be detrimental to the standards of education being imparted.

Methodology

For efficient implementation with systematic approach following procedure may be adopted.

- a) The Principal will direct all HoDs that the incharges of the laboratories in their department will work out in detail their requirements for processing.
- b) The Principal will identify one senior faculty member from the institute who will keep liaison on behalf of the Principal with HoDs for coordinating the procurement process.
- c) The Principal with the help of HoDs and the coordinator will work and contribute towards the preparation of annual budget for procurement of non-recurring/recurring items, to be utilized during the ensuing academic session.

ROLE OF THE HEAD OF THE DEPARTMENT

The Head of the Department plays a leading role for the technical development of the department, inclusive of the conventional lab developments, and also project and research related ones. The HoD shall work out the requirements (Non recurring / Recurring) for the department, needed as per the curriculum or for modernization or for establishment of new laboratories. All attempts should be made to study the details of the requirements and suggestions for procurement should be associated with perfect technical specifications in appropriate quantity for the items required. The details of the procedure to be adopted are as follows.

A) Requisitioning of Non-Recurring (Equipments) items.

The Coordinator of the institute, on behalf of the Principal of the institute shall monitor the procurement requisitions for non-recurring items.

1) Collection of requisitions for budgeting

For collection of the required non-recurring items, Format 'A' has been developed. This format 'A' along with the covering note may be sent to all the departments. The list of requisitioned items (hard and soft copy) should be invited from all the departments with proper endorsements. The final consolidation of this list will give the estimate for procurement of these items. This estimate should be included in the annual budget or put up for approval for a special case (if necessary).

2) Procurement of items (Non-recurring)

Once the proposed estimate is approved, the list of non-recurring items may be finalized in Format 'B', to be sent for further processing of quotation invitation from the vendor/dealer. If quotations are received from various vendors a comparative statement in Annexure-I (Format 'B') will have to be prepared for final recommendation. It is essential that all the standards (free) and special (priced) accessories are included in the recommendation. Also while recommending, cost-performance ratio of the equipment should be taken into account.

3) Test and Demo Reports

After receipt of the equipment to the department, the equipment should be properly tested and supplier should be asked to give comprehensive demonstration before the faculty members.

Test and Demo Reports formats have been given along with format B (Non-recurring/Equipment). These reports should be submitted along with the bill of payment, produced by the supplier.

B) Requisitioning of Recurring (consumable) items

The Coordinator of the institute, on behalf of the Principal of the institute shall monitor the procurement requisitions for recurring items.

1) Collection of requisitions for budgeting

For the collection of the required recurring items, Format 'C' has been developed. This Format 'C' may be sent to all the departments. This list of the requisitioned items should be collected (hard and soft copy) from all the departments. This final consolidation of these list in Format 'C', will give the estimate for procurement of these items. This estimate should be included in the annual budget or put-up for approval as a special case (if necessary).

2) Procurement of items (Recurring)

Once the proposed estimate is approved, the list of recurring items may be finalized in Format 'B', to be sent for further processing of quotation invitation from the vender / dealer. If quotations are received from various vendors / dealers a comparative statement given in Annexure-II (Format 'B') will have to be prepared for final recommendation.

3) Acceptance Report

After the receipt of recurring/ consumable items to the department, all the items should be checked for quality and quantity as per the purchase order, released on the basis of the procurement recommendations made.

Acceptance Report format has been given along with format D (Recurring/ Consumable). This report should be submitted along with the bill of payment produced by the supplier.

Date :

NOTE

Subject : Requisition for the Non-Recurring (Equipment) items.

Please find enclosed the Format-A (Non-recurring/Equipment) for requisitioning of non-recurring /equipment items for the department. The Format-A should be circulated among all the Lab-Incharges and faculty members for suggesting the equipment for the laboratories, they are looking after. The heads of the department are requested to consolidate all the lists and forward to the undersigned (along with soft copy as MS WORD document).

It is also requested that the instruction given along with Format-A (Non-recurring/Equipment) should be carefully followed. These lists will be used for preparation of the budget for approval.

Co-ordinator

Encl. : Format-A (Nonrecurring/equipment)

To

All Heads of the Department.

Format 'A' (Non-Recurring / Equipment) – Requisition

Name of the Institution :
Name of the Department :
Name of the Laboratory : Year Semester

S. N.	Item /Equipment	Make / Model or Equivalent	Quantity		Cost / Unit (Approx.)	Total Cost	Remarks
			Available	Required			
1							
2#	<u>20 MHz Dual Trace Oscilloscope</u> <u>Specifications:</u> Bandwidth : DC – 20 MHz Sensitivity : 1 mV / div Time base : 40 nS/div to 0.2 S/div Independent Channels : CH1, CH2 Alternate / Chop : CH1, CH2 Input Impedance : 1 M ohms & 25 pF Sweep Speed : 18 Calibrated steps, 0.5 nS/ div to 0.2 S/div in 1, 2 & 5 sequence. Sweep Magnifier : X 5 Magnification extends to 100 nS/div. Trigger : Automatic or Normal with level control. Accessories : i) Standard. ii) High Impedance Switch probe with x1 or x 10 switchable, 60 MHz Bw.	<u>Aplab</u> <u>3305 S</u> Or Equivalent	02	02	12,800.00	25,600.00	Necessary for Conventional Lab Supporting curriculum and should be made available by 20 th June 2010, i.e. at the beginning of the semester
Total Rs.							

Example shown

Laboratory Incharge

Faculty Incharge

Head of the Department

Instructions

Following instructions should be followed while requisitioning of the Equipment.

1. Details of the equipment to be procured should be carefully studied before requisitioning.
2. Requisition should be completed with all perfect technical specifications along with make and the model.
3. Accessories i.e. standard (free) and special (Priced) should be properly mentioned with the specifications.
4. Utility of the equipment should be ascertained before hand, and written in the last column of requisition format 'A'.
5. Alternative or new updated models of the equipment should also be studied. Outdated equipment should not be requisitioned.
6. Cost – performance ratio of the equipment should be always taken into account at all levels of requisitioning and recommendation for procurement.
7. Quantity should be mentioned in Format 'A' without fail.
8. Delivery date expected, should be mentioned in the remark.
9. Any other information be mentioned if felt necessary.

Name of the Institute :

NOTE

Subject : Estimate of expenditure towards procurement of non-recurring/Equipment items.

Please find enclosed the approximate estimate of expenditure for the procurement of non-recurring items for academic session 2010-11. The details are as follows.

S.N.	Department	UG/PG	Estimate (Approx.) in Lakh
1			
2			
3			
4			
5#	Electronics & Telecommunication	UG	
	--- do ---	PG	
	Total Estimate		

The Estimate is hence put-up for the perusal. The approval may please be accorded.

(Coordinator)

(Principal)

To
The Director (GB)
LTJSS

cc : Shri Abjijeet Deshmukh,
LTJSS, Central Office,
Laxminagar, Nagpur

Format 'B' (Non-Recurring / Equipment) – Quotation

Name of the Institution :

Name of the Department :

Name of the Laboratory :YearSemester

S.N.	Item /Equipment	Make / Model or Equivalent	Quantity Required	Cost / Unit	Total Cost
1					
2#	<p><u>20 MHz Dual Trace Oscilloscope</u></p> <p><u>Specifications:</u></p> <p>Bandwidth : DC – 20 MHz</p> <p>Sensitivity : 1 mV / div</p> <p>Time base : 40 nS/div to 0.2 S/div</p> <p>Independent Channels : CH1, CH2</p> <p>Alternate / Chop : CH1, CH2</p> <p>Input Impedance : 1 M ohms & 25 pF</p> <p>Sweep Speed : 18 Calibrated steps, 0.5 nS/div to 0.2 S/div in 1, 2 & 5 sequence.</p> <p>Sweep Magnifier : X 5 Magnification extends to 100 nS/div.</p> <p>Trigger : Automatic or Normal with level control.</p> <p>Accessories : i) Standard.</p> <p style="padding-left: 20px;">ii) High Impedance Switch probe with x1 or x 10 switchable, 60 MHz Bw.</p>	<p><u>Aplab</u></p> <p><u>3305 S</u></p> <p>Or</p> <p>Equivalent</p>	02		
3					
Total Rs.					

Example shown

- nb : i) Total cost should be inclusive of all taxes and F.O.R. (Institute), Nagpur.
 ii) Warranty clauses should be properly specified.
 iii) Detailed Technical literature/leaflets should be provided with quotation.
 iv) Standard accessories along with documentation/manuals should be supplied with equipment.

Name of the Institute :

NOTE

Subject : Comparative Statement and Recommendation for procurement of Non-recurring / Equipment items.

Please find enclosed the comparative statement and the recommendations for the procurement of non-recurring items required for the department.

It is proposed that the purchase order for the non-recurring items recommended may be released.

(Coordinator)

(Principal)

To

The Director (GB)
LTJSS

cc : Shri Abjijeet Deshmukh,
LTJSS, Central Office,
Laxminagar, Nagpur

ANNEXURE – I (FORMAT – B)

COMPARATIVE STATEMENT AND RECOMMENDATIONS

Name of the Institute :

Name of the Department :

Name of the Laboratory :

S.N	Item/Equipment/Software	Make / Model / Equivalent	Firm – I Model Price/Unit	Firm – II Model Price/Unit	Firm – III Model Price/Unit	Remark & Recommendation
1						
2#	<p><u>20 MHz Dual Trace Oscilloscope</u></p> <p><u>Specifications:</u></p> <p>Bandwidth : DC – 20 MHz</p> <p>Sensitivity : 1 mV / div</p> <p>Time base : 40 nS/div to 0.2 S/div</p> <p>Independent Channels : CH1, CH2</p> <p>Alternate / Chop : CH1, CH2</p> <p>Input Impedance : 1 M ohms & 25 pF</p> <p>Sweep Speed : 18 Calibrated steps, 0.5 nS/div to 0.2 S/div in 1, 2 & 5 sequence.</p> <p>Sweep Magnifier : X 5 Magnification extends to 100 nS/div.</p> <p>Trigger : Automatic or Normal with level control.</p> <p>Accessories : i) Standard. ii) High Impedance Switch probe with x1 or x 10 switchable, 60 MHz Bw.</p>	<p><u>Aplab</u></p> <p><u>3305 S</u></p> <p>Or Equivalent</p>	<p>Aplab</p> <p>3305 S</p> <p>12,800=00</p>	<p>Scientech</p> <p>Caddo 823</p> <p>12,300=00</p>	<p>Signat</p> <p>1023 P</p> <p>13,450=00</p>	<p>i) Although the quotation for Model of Firm-II is lower, its performance is inferior and is less steady.</p> <p>ii) Quotation for model of Firm-III does not match the required specification.</p> <p>iii) Hence, Model 3305 S Aplab Make quoted by Firm-I is acceptable, suitable, hence recommended for procurement of two units.</p> <p style="text-align: right;">Signature of Lab Incharge</p>
3						

Example shown.

Lab Incharge

Head of the Department

TEST REPORT

The Equipment supplied to the department has following details.

Name of Equipment :

Make :, Model No. :

Supplied by :

Delivery Memo No. / Bill No. Dated :

A) Preliminary Test Report

SN	Report	Observation	Remarks
1	The Container / Packing of Equipment was sealed and intact.	Yes / No	
2	Equipment received is in physically good condition (Not in damaged condition)	Yes /No	
3	Container possessed correct packing / dispatch slip from the manufacturer	Yes / No	
4	Container contained standard (free) and special (priced) accessories	Yes / No	

B) Functional Test Report

The Equipment has been tested for the following functional tests.

SN	Test	Results	Remarks
1		Satisfactory / not satisfactory	
2			
3			
4			

Certified that the bill of payment is acceptable, hence recommended for the release of the payment.

Lab Incharge

HoD

DEMO – REPORT

Details of Equipment

The Equipment supplied to the department has following details.

Name of Equipment :

Make :, Model No. :

Supplied by :

Delivery Memo No. / Bill No. Dated :

The installation and demonstration of the above mentioned equipment, was performed and given by the authorized representative of manufacturer/supplier. The demo was conducted in presence of following faculty members of the department.

SN	Name of faculty member	Signature	Date
1			
2			
3			
4			

The demo given is satisfactory / not satisfactory.

Lab Incharge

HoD

NOTE

Subject : Requisitions for the Recurring (Consumable) items.

Please find enclosed the Format-C (Recurring/Consumable items) for requisitioning of Recurring/Consumable items for the department. The Format-A should be circulated among all Lab-Incharges for suggesting the required consumables for the laboratories, they are looking after. The heads of the department are requested to consolidate all the lists and forward to the undersigned (along with the soft copy a MS-WORD document).

It is also requested that the examples shown in the format-C should be carefully observed to be followed. These lists will be used for preparation of the budget for approval.

(Co-ordinator)

Encl. : Format-C (Recurring / Consumables)

To

All Head of the Department.

FORMAT 'C' (CONSUMABLES / RECURRING ITEMS) – REQUISITION

Name of the College :
Name of the Department :
Name of the Laboratory :Year Semester

Consumables : Chemicals / Glasswares / Electronics Component /Electrical Components / Mechanical Components / Workshop Materials

SN	Item/Component (with Specifications)	Make /Quality	Quantity		Rate/Unit (Rs.) (Approx.)	Total Cost (Rs.) (Approx.)	Remarks
			Available	Required			
1							
	Chemicals						
2#	Carbon Tetrachloride (500 ml) (LR)	Merk / Qualigen	01	02	110.00	220.00	Chemistry Lab
3#	Orphosphoric Acid (500 ml) (LR)	Merk/Qualigen	-	02	120.00	240.00	Chemistry Lab
	Electronic Components						
	Resistors						
1#	22 k (1/4 W) Carbon 10% (100 pcs)	Philips or Equivalent	-	03	20.00	60.00	Electronic Workshop requirement
2#	100 Ohm (5 W) wire wound 5% (10 pcs)	Stead or Equivalent	-	02	20.00	40.00	
	Digital ICs						
1#	7490 14 Pin DIP	Texas / National Semi.	-	10	12.00	120.00	Digital Electronics Lab
Total							

Example shown.

Lab incharge

Faculty Incharge

Head of the Department

.....PTO.....

FORMAT 'C' (CONSUMABLES / RECURRING ITEMS) – REQUISITION

Continued

SN	Item/Component (with Specifications)	Make /Quality	Quantity		Rate/Unit (Rs.) (Approx.)	Total Cost (Rs.) (Approx.)	Remarks
			Available	Required			
	Glassware						
1#	Beaker 100ml ((Borosilicate glass)	Borosil / Asgi	01	02	110.00	220.00	Chemistry Lab
2#	Pipette 25ml	Ordinary	01	01	60.00	60.00	Chemistry Lab
	Electronic Components						
	Electrolytic Capacitors						
1#	1 μ F, 25 V	Rubycon or Equivalent	05	15	2.50	37.50	Electronic Workshop requirement
2#	1000 μ F, 100 V	Rubycon or Equivalent	05	10	20.00	200.00	Electronic Workshop requirement.
	Analog ICs						
3#	741-DIP 8 Pin	Texas or Equivalent	-	15	7.00	105.00	E & T Workshop
Total							

Example shown.

Lab incharge

Faculty Incharge

Head of the Department

Name of the Institute :

NOTE

Subject : Estimate of Expenditure towards procurement of the recurring / consumable items.

Please find enclosed the appropriate estimate of expenditure for the procurement of recurring / consumable items for the academic session 2010-11. The details are as follows.

SN	Department	TG/PG	Estimate (Approx.) In Lakh
1			
2			
3			
4#	Electronics & Telecommunication	UG	
	Electronics & Telecommunication	PG	
		Total	

#Example Shown.

The Estimate is hence put-up for the perusal. The Approval may please be accorded.

(Coordinator)

(Principal)

To

The Director (GB)
LTJSS

Cc: Shri ABhijeet Deshmukh,
LTJSS, Central Office,
Laxminagar, Nagpur

Name of the Institute :

NOTE

Subject : Inviting Quotations for Recurring / Consumable items for session 2010-2011.

Please find enclosed the list/lists of recurring/consumable items to be procured (in Format-D), for the academic session 2010-2011. The list has been prepared as per the estimate approved and also to meet the laboratory requirements.

SN	Department / Laboratory	UG/PG	No. of items
1#	Electronics & Telecommunication		
	i) Basic Electronics Lab.	UG	
	ii) Digital Communication Lab		
2			
	Total		

#Example Shown.

It is proposed that quotations for recurring items mentioned in the list may be invited.

(Coordinator)

(Principal)

To
The Director (GB), LTJSS

cc-Shri Abhijeet Deshmukh,
LTJSS, Central Office,
Laxminagar, Nagpur

FORMAT 'D' (CONSUMABLES / RECURRING ITEMS) – QUOTATION

Name of the College :

Name of the Department :

Name of the Laboratory :Year Semester

Consumables : Chemicals / Glasswares / Electronics Component /Electrical Components
/ Mechanical Components / Workshop Materials

SN	Item/Component (with Specifications)	Make /Quality	Quantity	Rate/Unit (Rs.) (Approx.)	Total Cost (Rs.) (Approx.)
1					
	Chemicals				
2#	Carbon Tetrachloride (500 ml) (LR)	Merk / Qualigen	02		
3#	Orphosphoric Acid (500 ml) (LR)	Merk/Qualigen	02		
	Electronic Components				
	Resistors				
1#	22 k (1/4 W) Carbon 10% (100 pcs)	Philips or Equivalent	03		
2#	100 Ohm (5 W) wire wound 5% (10 pcs)	Stead or Equivalent	02		
	Digital ICs				
1#	7490 14 Pin DIP	Texas / National Semi.	10		
Total					

Example shown.

Name of the Institute :

NOTE

Subject : Comparative Statement and Recommendation for procurement of recurring / Consumable items.

Please find enclosed the comparative statement and the recommendations for the procurement of recurring items required for the departments.

It is proposed that the purchase order for the non-recurring items recommended may be released.

(Coordinator)

(Principal)

To

The Director (GB)
LTJSS

cc : Shri Abjijeet Deshmukh,
LTJSS, Central Office,
Laxminagar, Nagpur

ANNEXURE – II (FORMAT – D)

COMPARATIVE STATEMENT AND RECOMMENDATIONS

Name of the Institute :

Name of the Department :

Name of the Laboratory :

SN	Recurring / Consumable item	Make / Quality	Firm-I	Firm-II	Firm-III	Remarks & Recommendations
1						
	Chemical					
2#	Carbon Tetra Chloride (500 ml) (LR)	Merk / Qualigen	115.00	112.00	110.00	Lowest may be accepted, since quotation of Firm-III satisfies the make / quality. Signature of Lab Incharge
3						

#Example Shown.

(Coordinator)

(Principal)

To

The Director (GB)
LTJSS

cc : Shri Abjijeet Deshmukh,
LTJSS, Central Office,
Laxminagar, Nagpur

ACCEPTANCE REPORT

Ref. : P. O. No. Dated :

The details related to the consumables/recurring items supplied are as follows.

A) Following details are about short supplied items.

S.N.	Item	Qty		Remarks *
		Ordered	Supplied	
1				
2				

*Accepted/rejected

B) Following details are about faulty/damaged items.

S.N.	Item	Qty		Remarks **
		Ordered	Supplied	
1				
2				

**faulty/damaged/rejected.

C) The remaining items are as per the recommendation in quality and quantity. The bill of payment may be cleared for release of payment, after deducting the amount for faulty/short supplied items, with details as follows :-

Total amount of the bill :

Less the amount for faulty/rejected items : (-)

Total :

This is recommended that the bill may be passed for the amount for Rs./-
(Rs. :))

Faculty Incharge

HoD