

SOPS FOR PURCHASE PROCESS

(Punjab Procurement Rules 2014)

SUBMISSION OF DEMAND TO PURCHASE CELL

Demands for the purchase of Items are submitted to the Purchase Cell. Demands are of following types:-

- i. Departmental Demand(Annual Budget, Training & Exam of students)
- ii. General Items demand(Electronic, Furniture & IT Equipment)
- iii. Repair of equipment/machines
- iv. Students approved Research Projects (M.Phil, M.phil MLS, Phd)
- v. Funded (i.e HEC or PSF) Projects
- vi. Hiring of services (Janitorial etc)

REQUIRED DOCUMENTS

Demands are put up to the Purchase cell with the following documents;

- i. Justification of demand regarding requirement, quantity and quality.
- ii. Bulk store availability of Items if required.
- iii. Price estimate of Items.
- iv. Performa for submission of application for Purchase of chemicals etc., repair of equipment, departmental demand and general orders demand.
- v. Funding application or approval letter(in case of approved grant)
- vi. Approval of Advanced Studies & Research Board.
- vii. Letter of approval of synopsis by registration department.
- viii. Ethical review committee Approval.
- ix. Copy of MoU and Approval of Competent Authority in case of Collaborative Research Project.

ADMINISTRATIVE APPROVAL

- The demand is forwarded to Finance department for funds availability and then forwarded to Vice Chancellor for administrative approval.

QUOTATION CALL

- It shall make purchases/procurement below the financial limit of **Rs. 75,000/-** on basis of single quotation and of purchases beyond PKR 75,000 but less than **Rs. 200,000** on basis of 3 quotations.

TENDER

- If the total estimated cost of demand is more than **Rs.200,000/-** and up to **Rs.3,000,000/-**, then the quotation are invited through open tender advertised on PPRA(Punjab/Federal) & UHS websites. (02 weeks are required for this)
- If the total estimated cost is more than **Rs.3,000,000/-** then quotations are invited through open tender advertised on PPRA (Punjab/Federal) & UHS websites and at least in two National Daily News Papers one English and one Urdu (04 weeks are required for this).
- The **Tender Committee** shall be responsible for finalizing and vetting the bidding/tender documents prior to publication in newspapers or uploading on UHS/PPRA Websites.

TENDER EVALUATION

- It shall also be responsible to open bids at the date of opening on tenders and comparison of all formalities before handing over the process to **TECHNICAL COMMITTEE** for technical evaluation as approved evaluation criteria.
- As per PPRA Punjab 2014 provisions the **Technical Committee** shall upload the Technical Bid Evaluation Report within 24 hours on the UHS website after completing the formalities. Minimum ten days will be provided to bidders to response.
- The Technical committee shall be responsible for evaluating the technical bids as per the evaluation criteria keeping in view the specifications of the product as mentioned in the bids.

- The **Finance Committee** supervises the tender financial bid opening process and checks and sign the bids received.
- Financial Bid Evaluation Report uploaded on UHS website, ten days will be provided to bidders to response before the issuance of purchase orders, with the approval and signatures of Finance Committee.

PURCHASE ORDER

- After the recommendation of Purchase Committee & Finance Committee, case is forwarded to Vice chancellor for Financial Approval. Purchase orders issued to successful venders/ suppliers.

DELIVERY OF ITEMS

- Material is received in the presence of Enduser and supplier in main store and entered in the main stock register.
- The material is issued to the indenting department (Enduser) who will maintain a departmental stock register.

APPROVAL OF BILL

- The **Inspection Committee** shall be responsible for checking and approving the quality and quantity of procured items, materials, equipment supplied/procured/purchase as per the specification mentioned in the purchase order/contract before taking the items, materials, equipment on the MSR (main Stock Register) of main store of UHS and recommend for approval.

Punjab Procurement Rules 2014

(<https://ppra.punjab.gov.pk/system/files/PPRA%20Rules%20%28Amended%2031-12-2021%29.pdf>) are followed.