PROCEDURE FOR PROCUREMENTS

CDCE is delegated to precede the procurements the tender value less than 1Mn. Over the 1Mn will be proceeded by the Local Supplies Division.

01	Purchasing Request to SAB
02	•Estimating the cost
03	Nominating a TEC (for the estimated cost less than 1Mn)
04	• Preparing Specifications with TEC/Experts or the standard Specifications will be used
05	• If the estimated value is over 500,000/= the documents will be sent to the University Supply committee.
06	• If the Estimated Value is over 1Mn, the procurement will be handled by the Local Supplies Division
07	Quotations will be called from registered supplies/Yellow pages/sole agent
08	•a serial number will be given and the suppliers will be given at least 21 days / 14 days / 07 days as applicable in items of Government procurement guidelines
09	• Bid opening (with minimum 2 members in front of the bidders or their representatives)
10	Preparing Price Schedules and the required documents before the TEC.
11	• TEC will be held to select the suitable supplier
12	•TEC recommendation will be sent for the approval of the procurement committee if the estimated value is over Rs 500,000/=
13	•TEC recommendation/University procurement committee approval (as applicable) will be sent for the approval of the Vice chancellor with the recommendations of the AR/SAR and SAB of CDCE and through the Bursar.
14	Indent will be issued for the selected supplies
15	•Supplied items will be accepted by the store keeper
16	Goods Acceptance committee will check the items before proceed the payments
17	•Payments voucher will be prepared
18	•Supplier will be paid by a cheque