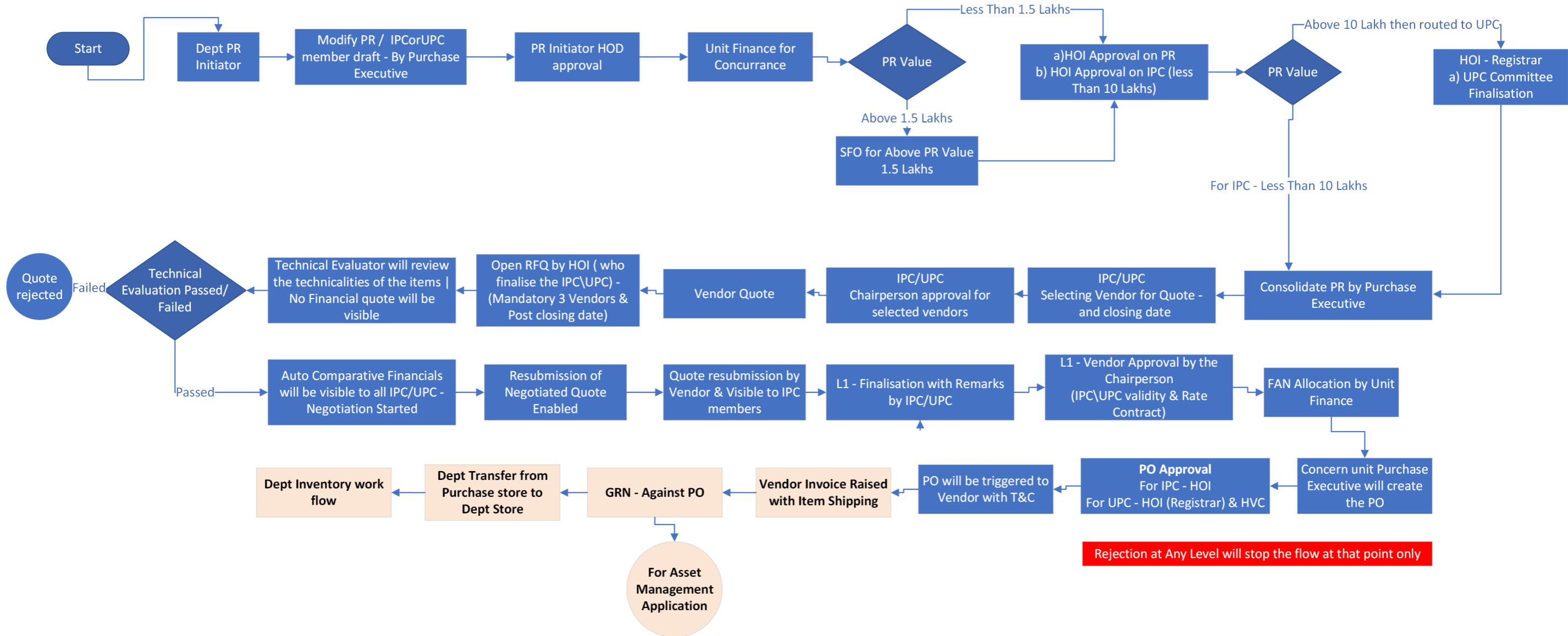


**E-Procurement Flow as on 21-05-2024
as per latest instruction on SMU Purchase Policy**



Rejection at Any Level will stop the flow at that point only

Under Development

Prepared By
Bitopan Sarma Baruah
Head - IT, Sikkim Manipal University



SMU SIKKIM
MANIPAL
UNIVERSITY

Established under Govt. of Sikkim, Act 9 of 1995, recognised under 2(f) of the UGC Act, 1956

173/SMU/REG/Policy/ 107/2021

16 June 2021

To

Director SMIT.
Dean SMIMS
Medical Superintendent, CRH
Addl MS & Head Operations, CRH
Officiating Principal, SMCON
Principal SMCPT
Deputy Controller of Exams (Technical)
Deputy Controller of Exams (Medical)
Associate Director, DH&SS
Addl Registrar, SMUDDE
Coordinator Para medical Courses
Coordinator Hospital Administration
Prof & Head, Dept of Medical Biotechnology
Senior Finance Officer, SMU
Head, General Services, SMU
Head IT, SMU
Finance Department, CRH
Finance Department, SMIT
Finance Department, SMIMS

**ADDENDUM TO SMU PURCHASE POLICY:
CONSTITUTION OF PROCUREMENT COMMITTEE AS COLLEGIATE
MECHANISM AT INCEPTION (BEGINNING) OF PROPOSAL FOR
EFFICIENCY AND TRANSPARENCY**

1. Ref SMU Purchase Policy issued vide SMU/ VC/ 2016 - 63 dated 21st October 2016 and discussion during 41st SMU Coordination Meeting dated 04 Jun 2021.
2. Addendum to SMU Purchase Policy (Constitution of Procurement Committee as Collegiate Mechanism at Inception (Beginning) of Proposal for Efficiency and Transparency) is forwarded herewith as per Appendix to this letter for compliance & dissemination please.
3. Kindly acknowledge receipt.



(Prof (Dr) K.S. Sherpa)
Registrar



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UNIVERSITY

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Appendix

**(Refers to para 3 of SMU Letter No. 173/SMU
/REG/Policy/107/2021 dated 16 Jun 2021.**

**ADDENDUM TO SMU PURCHASE POLICY:
CONSTITUTION OF PROCUREMENT COMMITTEE AS COLLEGIATE
MECHANISM AT INCEPTION (BEGINNING) OF PROPOSAL FOR
EFFICIENCY AND TRANSPARENCY**

1. Ref SMU Purchase Policy issued vide SMU/ VC/ 2016 - 63 dated 21st October 2016 and discussion during 41st SMU Coordination Meeting dated 04 Jun 2021.
2. The following Addendum is hereby made to the above SMU Purchase Policy from the date of issue of this (Addendum).

Introduction.

3. It has been observed that the UPC/ IPC is constituted towards the end of process & procedure of the purchase/ procurement/ contract/ services/ major maintenance/ major repair. There is a need to constitute Procurement Committee(s), at the beginning (inception) of the purchase/ procurement/ contract, with a view to create a Collegiate Mechanism. This modification will bring in credibility, transparency, objectivity & integrity in the procurement/ purchase/ contract/ services & major repairs.

The Competent Financial Authority (CFA),

4. (Hol concerned for IPC & Registrar as delegated by VC for UPC) will ensure accountability, objectivity, economy, fairness, propriety, probity & transparency in exercise of delegated financial powers, as per SMU Purchase Policy. However, with immediate effect collegiate-based mechanism will be adopted from the inception (beginning of the proposal) to various stages of all procurement/ maint/ repair/ services/ contract, to fast track the procurement-cycle. This will help in avoiding delays in procurement/ contracts and will also facilitate more informed decision-making at various stages of procurement/ purchase/ contract evaluation/ major repair/ services. Meetings on MST & secure email groups of PC will enable expediting the procedure.



5. Accordingly, HoIs & Registrar (as delegated) (CFAs) will ensure that 'Procurement Committee(s) (PC) is/ are constituted at the conceptualization/ inception (beginning) of the procurement process. **'Standing PCs,'** if considered necessary, may be constituted by CFAs for dealing with specific/ different kinds of procurement specially for regular recurring procurements/ purchases/ contracts/ services etc.

6. **e-Procurement** with adequate checks & safeguards will be the preferred mode of tendering & purchase. Deviation therefrom if unavoidable, will be duly justified and need financial concurrence & approval of CFA.

Composition of PC

7. These PCs will preferably constitute the CFA/ HoI concerned as Chairperson, Member Secretary, Technical/ Domain Expert and Finance Member with representative(s) of dept(s) concerned. SFO SMU will be included for all procurement above Rs 02 lakhs. Any deviation from above composition will be approved by CFA concerned with intimation to VC through Registrar.

Actions by PC

8. The following activities will be performed by PCs in various stages of procurement once Acceptance of Necessity (AoN) (in principle approval) has been accorded by CFA concerned with financial concurrence of SFO/ Unit Finance (as applicable) to commence the action on the procurement proposal **within defined time-frame.**

- (a) Obtain Acceptance of Necessity with financial concurrence with SFO/ Unit Finance (as applicable) & approval of CFA for all non-budgeted items/ purchases.
- (b) Preparation/ finalization of Request for Proposal (RFP) (tender document) with clearly defined parameters, QRs/ tech specs, terms & conditions, quantity, delivery period (**liquidated damages if delayed**) and uniform template for submission of Bid (RFP/ tender document) period, along with post contract liability.
- (c) **Establish reasonability of rates bench-marking of cost/ rate for Bids through market survey, last purchase price (of SMU/ Unit/ reputed agencies)**
- (d) Issue of RFP(tender) for max vendor participation, preferably through e-procurement module.
- (e) Amendments to RFP (to be done transparently only if necessary/ unavoidable with approval of CFA, preceded by concurrence of SFO/ Finance)



(f) Extension of Bid opening date (only if unavoidable/ necessary) with approval of CFA preceded by concurrence of SFO/ Unit Finance.

(g) Opening of Bids by PC on specified date in the presence of PC (minimum quorum : 03 including Chairperson/ Member Secretary & 02 members).

(h) Preparation of Comparative Statement of Bids/ Tenders (CTC) and Declaration of L-1 Bidder

(j) Cost analysis of quoted rates (with benchmarked rate) and Holding negotiations with L-1bidder

(k) Submission of Report containing final recommendations through SFO/ Unit Finance (for financial concurrence) for CFA for approval.

(l) Preparation and finalization of Draft Contract/ Draft Supply Order.

9. The above mentioned activities will be performed through MST/ secure official email within specified timelines by PC in collegiate manner. Movement of files should be minimized within PC. When essential/ necessary (i.e. for financial concurrence, approval of CFA & archival thereof), the issues may be processed on file by PC for taking decision of finance and CFA and in case e-concurrence & e-approvals are considered, proper archival & repository will be made for the various steps of procurement, emails approval & software records. PC with CFA & SFO/ Unit Finance will be empowered to take decisions with due approvals, (as specified) on above mentioned activities. The decisions taken by PC will be carefully recorded & archived (in soft & hard copy), with justification for purposes of record. 'PC Report', will contain their final recommendations for decision on sanction by CFA after financial concurrence by SFO/ Unit Finance (as applicable).

10. Depending on the common nature of procurement, It will be desirable to constitute a Standing PC (in the beginning of financial year by each CFA), so that necessity of taking concurrence of finance & approval of CFA for its constitution on each occasion is avoided. In case if it is not feasible to do so, it should be ensured that proposal for constitution of PC is included in AoN (inception) proposal, for taking concurrence of SFO/Unit Finance for nominating his/ her rep and approval of CFA for constituting PC.

11. **Emergency Procurement.** Any emergent purchase/procurement will be processed on fast track basis for expediting the approval by CFA and concurrence of SFO/Unit Finance. In case in principle approval/prior standing approval is accorded the ex-post facto approval of CFA & financial concurrence will be expedited.



12. **Splitting of Sanction** – The procurement orders shall not be split to bring them within the delegated financial powers of a lower CFA in order to avoid the necessity of obtaining the sanction of the higher CFA, or concurrence of Unit Finance (instead of SFO) as required, with reference to the total amount/ quantity of the order. This implies that a lower CFA shall not sanction proposals in instalments, which requires the sanction of a higher authority and/ or concurrence of SFO. This will be treated as “major deviation” under the category of “Splitting of Sanction”.
13. The levels & modalities of financial concurrence by SFO will be Rs 02(Two) lakhs & above for budgeted items, & Rs 75,000/- & above for non-budgeted items/ procurement.
14. The financial powers of CFA will be as per SMU Purchase Policy (as amended from time to time) in alignment with the above paras.
15. CFA/ HoIs will institute checks & monitor smooth functioning of PCs within defined timelines & with economy, transparency, financial propriety, objectivity & probity.
16. VC/ (for UPC) will be the CFA for financial powers above that of HoIs concerned. This will be intimated at inception/ beginning of the procurement process for constitution of UPC.
17. This is issued based on the agenda and discussion with HoI, HoOs & Unit Heads during 41st Coordinating Conference dated 04 Jun 2021, with the concurrence of SFO, and approval of VC.
18. The relevant contents of the SMU Purchase Policy on this subject are hereby modified.



(Prof (Dr) K.S. Sherpa)
Registrar


OFFICE ORDER
STANDING OPERATIONS PROCEDURE (SOP)
CALL OF QUOTATIONS

1. A Standard Operation Procedure is hereby framed for the Call of Quotations by the University and its constituent units/ offices with the objective to maintain transparency and confidentiality of the process of procurement. *The same is implemented with immediate effect.*
2. Following are the points for compliance related to the purchase items:
 - (a) Quotations call shall have bidding on technical specifications and commercial specifications separately, *wherever required.*
 - (b) Emphasize getting Guarantee than Warranty.
 - (c) Include L2 also on price negotiations after L1 during proceedings of IPC/ UPC.
 - (d) Registration of vendors with required documents (as specified by SFO) along with their proof of establishment to be completed by 31 March 2024.
 - (e) HoIs shall maintain the list of registered vendors for the item(s) under purchase and shall select the registered vendors from whom the quotations to be called.
 - (f) Include Government e-Market price from relevant online portal.
 - (g) The price of common items to be same for both the campuses, Majhitar & Tadong Campus.
 - (h) Quotations under UPC/ University IPC shall be invited in the specified e-mail id to Registrar, SMU. Quotations for IPC shall be invited in the specified e-mail ids of HoIs. During leave of HoIs, the officiating head will access the e-mail id.

Unit/ Office	Accessing Authority	E-Mail Id
SMIMS & CRH	Dean, SMIMS	quotations@smims.smu.in
SMIT	Director, SMIT	quotation@smit.smu.edu.in
SMU, FHSSLA, CD&E, DoR & CoE	Registrar, SMU	quotations.smu@smu.edu.in

- (i) These e-mail ids have been linked to outlook official e-mail id of HoIs (for any issue Mr Tabrez, SMU IT may please be contacted @ 9735928888).
- (j) This has approval of Hon'ble Vice Chancellor, SMU.

NOTE: E-Procurement procedure will be strictly followed *with effect from* April 2024


Registrar, SMU

Letter No: 162/SMU/REG/00/03/2024

Date: 8 Jan'24

SMIT	
Director	
Addl. Director	
Associate Director (
HOD	
HOO	
Project files	
Any Other	
Office Supdt.	
Date	09/1/24

To:

Please discuss
✓ for Swarup Gaster - Please
discuss and implement
without exception.
Amf
10.01.24.

Dean, SMIMS

Director, SMIT

COO, CRH

AMS, CRH

In-charge, Purchase, SMIMS

In-charge, Purchase, SMIT

HGS

SFO

Head, HR

Head, IT

Principal, SMCON & SMCPT

Coordinator & Convenor, FHSSLA

Director, CDoE

CoE, SMU

DoR, SMU

Coordinator, HA & Allied Health Professions

Head, Medical Biotechnology



**HIGH PRIORITY: REQUEST PERSONAL ATTENTION OF HoIs, HoOs, HoUs, SFO
& UNIT FINANCE & PURCHASE DEPTS.**

173/SMU/REG/Policy/130/2022

Date: 09 May 2022

To

Director SMIT
Dean, SMIMS
Medical Superintendent, CRH
Senior Finance Officer, SMU
Head GS, SMU
Head IT, SMU
Head HR, SMU

Offg Principal, SMCON
Principal, SMCPT
Convenor D&SS
Finance Department, SMIT
Finance Department, SMIMS
Finance Department, CRH

**IMPLEMENTATION & MONITORING OF STRINGENT MEASURES TO
MINIMIZE NON ESSENTIAL EXPENDITURE WITH FINANCIAL
PRUDENCE, CHECK MECHANISM AND REGULAR FEEDBACK**

1. Please refer directions of MEMG Leadership, discussions & decisions in various Monthly Coordination Meetings, SMU Purchase Policy 2016 & Addendum thereof (issued vide this University Letter No. 173/SMU/REG/Policy/107/2021 dated 16 Jun 2021), Office Memorandum No 162-A/SMU/REG/OI/01/2021 dated 16 Jun 2021, Financial Advisory circulated vide 162-A/SMU/OI/2021/04 dated 09 Sep 2021, 173/SMU/REG/Policy/120/2021 dated 01 Nov 2021 and discussions during 51st Finance Committee Meetings held on 28 Oct 2021 & 02 Apr 2022.

2. **Serious Constraints.** The Budget of the current financial year is already under severe strain due to huge unforeseen and un-factored increase in expenditure across various heads, spiralling inflationary trends in the foreseeable future, envisaged reduced revenue, and review of expenses incurred in April-May 2022, including OPEX & CAPEX expenditure plans. As we are all aware, the challenges of the ongoing COVID pandemic may impose further constraints which are likely to prevail for some more time. This may have a further adverse impact on the planned cash flows, forcing us to exercise stricter controls & checks on avoidable expenditure.

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3. Therefore, it is incumbent to reiterate that stringent controls and checks have to be exercised and institutionalised by HoIs, HOOs, HOU's & HoDs, including SFO & Unit Finance & Purchase Depts., to strictly restrict expenditure to only inescapable, unavoidable and absolutely essential requirements with institution of proper oversight & monitoring mechanisms.

4. As imperative actions of this important exercise. HoIs, HoOs & Units are requested to ensure the following with immediate effect: -

(a) Any expenditure proposal for more than Rs. 1.50 lakhs (for Budgeted items) and Rs. 0.50 lakh (for Non-Budgeted items) will be submitted to SFO for concurrence at the inception (initial pre tendering stage), under intimation to Registrar, SMU. In principle, approval of the Competent Financial Authority (HOI concerned)/Vice Chancellor (as applicable), will be taken accordingly. Draft IPC/UPC composition (as applicable) will also be specified at the beginning, with this initial proposal.

(b) In case of proposals for procurement of non-budgeted items, detailed note shall be initiated by the indenting dept. with appropriate justification which shall be approved in principle by the concerned HoI, as per para 4 (a) above, under intimation to Registrar, SMU.

(c) Laid down procedure (as specified at Para 1 above), will be strictly followed for all procurements. Corporate & Group HEIs guidance/advice and rates/costs should be availed in all major purchases, particularly where estimated cost is exceeding Rs. 10 lakhs.

(d) In all major projects/contracts/works & purchase of high cost & in equipment (exceeding Rs 1 lakh), detailed estimates with proper justification shall form part of the proposals, along with tech specifications (QR), supported by the copies of commensurate supply orders/last purchase price/market survey, inputs from Govt./reputed depts./proc agencies/ companies/ firms, & importantly Manipal Group Universities/ Institutions/ MHEPL/ MaGE etc, w.r.t. their purchase price /rate. This Estimate shall be accorded in principle approval by the concerned HoI/VC (as applicable) with concurrence of SFO, under intimation to Registrar, SMU.

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- (e) Procurement/Purchase/Contract shall NOT be based through single vendor/single tender enquiry (unless it is confirmed as proprietary item which will be duly certified by HoI). In single vendor cases/PAC procurements, due justification will be mentioned by initiating dept. with recommendations of HoI/HoO concerned and financial concurrence by SFO. All such cases will also be intimated to Registrar, SMU before initiating procurement/purchase/contract proceedings.
- (f) Budgeted expenditure of both OPEX & CAPEX should be comprehensively reviewed on monthly basis with detailed checks, to restrict it to the inescapable and absolutely essential items/services/repairs which are required mandatorily or statutorily, (**irrespective of the approved Budget**). Financial concurrence of SFO and analysis & endorsement of HoI/HoO, under intimation to Registrar, SMU will be ensured.
- (g) Hols & HoDs should monitor all Receivables on monthly basis and shall intimate the recovery progress update by the 7th of the succeeding next month, along with the efforts made, recoveries received, milestones & timelines for realization of the pending dues, including reasons for outstanding amounts.
- (h) All Hols/HoOs & Unit Finance will make concerted efforts to improve on the projected budget revenue inflows and explore new/additional sources, Minimization of the expenditure to only unavoidable/absolutely essential procurements/purchases will be a leadership imperative of all Hols, HOOs & HoUs.
- (i) All progressive measures, innovative strategies & result oriented actions (as applicable) to improve revenue & reduce expenditures should also be shared by 10th of each month with progress of their implementation & sustainability.
- (k) Monthly forecast budget estimate of revenue, expenditure, cash flows, recoveries & other important points/actions/strategies to improve EBITDA should also be submitted by 10th of each month.

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5. 10% Expenditure Cut. Based on discussion & decisions communicated during Coordination Committee Meeting held on 05 May 2022, it is re-emphasised that an across the board 10% cut on expenditure (in all heads) is hereby imposed in both OPEX, & CAPEX, with immediate effect. This will be comprehensively reviewed periodically.

6 Moratorium of new (non-regulatory/non critically essential) hiring of HR It is also hereby intimated that with immediate effect there will be a complete moratorium on new hiring/employment (on rolls & outsourced) till further notice. Exceptions will be made only in case of essential statutory &/or regulatory requirement or critically unavoidable need. Each of the above will be thoroughly examined by HoI/HoO concerned; and recommended (if absolutely inescapable) to Registrar SMU, for final approval by VC, SMU

7. Meetings on Monthly Income & Detailed Expenditure Statement Analysis will be held with VC & all stakeholders between 7th & 11th of each month for the preceding month; This will include envisaged revenue/income and approved/concurred unavoidable /inescapable/ critically essential expenditure of succeeding (following) two months. Receivables Status Updates will also be presented by HoI & Unit Finance for each Institute & HOO concerned.

8. Proper A/ABC & VED analysis of all high cost (A) & high volume/high consumption of Vital (V) & Essential (E) items will be undertaken and completed on priority. These will be based on credible, verified & validated data of annual (financial year) consumption and utilisation of these regular/recurring /predictable high cost (A) & high volume, vital & essential items/ services/ works/contracts for financial years 2019-20, 2020-21 and 2021-23 with due diligence The above data with anticipated annual (financial year) of these requirements (from July 2022 to June 2023 will be submitted to SFO, under intimation to Registrar & VC, SMU, by 18 May 2022 POSITIVELY.

RGC



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7.. **Central Rate Contracts (CRC) Imperative.** It is essential that all high cost & high volume/high consumption, regular/recurring/predictable requirements of vital & essential items/goods/consumables/spares/services are placed under Central SMU Central Rate Contracts. This will ensure economy of scale and significant savings on expenditure. These will be based on the VE of VED Analysis & AB of ABC analysis. The lead responsibilities for concluding Central Rate Contracts will be as follows:-

Ser No	Items	Lead Responsibility
(a)	Stationery, Office & General (non-medical/healthcare stores items)	Dean, SMIMS
(b)	Engg & General Service Items, including utilities & services	Director SMIT
(c)	All patientcare related non pharmacy, medical/general stores, including med consumables, lab items/reagent	MS CRH
(d)	All IT equipment, hardware, software, items & requirements including products & services	Registrar SMU with Head (IT)
(e)	Remaining/misc items (not covered above)	Shri T T Mohamed Ali, CRH

8. All Hols, HoOs & SFO will nominate one SPOC per institute/unit and Unit Finance & Purchase Depts. respectively, for UPC of each. Col Manoj Kumar, Head Engg, SMIT & Lt Col D B Chettri, Head (Admin), SMIT are nominated as co-opted Consultants for the 4 UPCs. Of the above (para 7 (a) to (e)) Central Rate Contracts (CRC) will be concluded taking into account validated anticipated annual requirement (July 22 to June 23) by following procedures as mentioned at para 1 above. **Fortnightly progress will be submitted by 10th and 25th of each month.** **Date of finalisation of all CRCs is 30 June 2022**

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✓9. **e-Procurement**: With adequate checks & safeguards will be the preferred mode of tendering & purchase. Deviation therefrom if unavoidable, will be duly justified and need financial concurrence & approval of CFA.

10. HoI, HoOs & Unit Heads are requested to ensure compliance of the above and also monitor implementation, institute course corrections & submit timely feedback please.

11 Please acknowledge receipt by 11th May 2022.




(Dr (Lt Gen) Rajan S. Grewal)
Vice Chancellor
Sikkim Manipal University

Copy to:-

Registrar, SMU

All concerned