

Gopal Narayan Singh University, Jamuhar, Sasaram, Rohtas (Bihar)

A State Private University established under the Bihar Private University Act-2013




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PROCUREMENT POLICY

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1. INTRODUCTION	
	Gopal Narayan Singh University is a multidisciplinary higher education institution committed to excellence in teaching, research, clinical service, and community engagement. To ensure efficient and transparent utilization of its financial resources, GNSU has adopted this comprehensive Procurement Policy. This document outlines the principles, procedures, and governance structures for the procurement of goods, services, and works, aiming to achieve the best value for money while upholding integrity, equity, and regulatory compliance.
2. OBJECTIVES	
	<p>This Procurement Policy aims to:</p> <ul style="list-style-type: none"> • Establish a transparent and standardized procurement framework. • Promote fairness and equal opportunity among vendors. • Ensure efficient and cost-effective procurement of quality goods and services. • Enhance accountability and institutional oversight. • Align procurement activities with statutory and funding agency norms. • Encourage environmentally sustainable and socially inclusive procurement practices.
3. APPLICABILITY	
	<p>This policy is applicable to all departments, administrative units, teaching hospitals, research centers, and allied institutions under the governance of GNSU. It covers the procurement of all types of goods, services, and works—irrespective of funding source—including:</p> <ul style="list-style-type: none"> • Scientific, laboratory, and medical equipment • Library resources and publications • Construction and maintenance work • IT infrastructure • Outsourced services • Office furniture and general supplies etc.
4. GUIDING PRINCIPLES	
4.1	Procurement shall be carried out through processes that are open, fair, and documented.
4.2	All eligible and qualified vendors shall be given equal opportunity to participate through competitive procedures.
4.3	Procurements shall consider total lifecycle cost, including acquisition, usage, maintenance, and disposal.
4.4	All stakeholders involved in procurement are accountable for their decisions and must act in the best interest of the university.
4.5	All procedures shall comply with UGC, State Government, and funding agency guidelines.
4.6	Preference shall be given to eco-friendly products and socially responsible vendors.
5. PROCUREMENT PLANNING	
	Each department shall prepare an Annual Procurement Plan in alignment with its academic and operational needs. The plan must include item details, quantity,

		estimated cost, funding source, and proposed procurement method. The Procurement Office shall consolidate and coordinate institutional-level planning and execution.
6.	PROCUREMENT METHODS	
6.1	Open Tendering:	Used for high-value procurement; advertised widely through newspapers, websites, and procurement portals.
6.2	Limited Tendering:	Applicable where qualified suppliers are few. At least three quotations must be invited.
6.3	Request for Quotations:	For procurement below specified thresholds. A minimum of three comparative quotations is required.
6.4	Direct Purchase	is permissible in exceptional cases such as emergencies, proprietary items, or single-source availability. Requires prior approval and justification.
6.5	For recurring supplies or services.	Vendors may be empanelled through a competitive process.
6.6	The Government e-Marketplace.	shall be used wherever applicable, especially for standardized goods.
7.	PROCUREMENT PROCESS WORKFLOW	
7.1	Submission of Purchase Requisition	by the department with technical specifications.
7.2	Financial verification and approval	by the Finance Office.
7.3	Approval by competent authority	based on procurement value.
7.4	Invitation to tender or request for quotations.	
7.5	Technical and financial review	by designated committees.
7.6	Issuance of Purchase Order or formal contract.	
7.7	Verification of goods/services	by Inspection Committee.
7.8	Invoice processing and payment	post-acceptance.
7.9	Archiving of all records	for audit and compliance.
8.	GOVERNANCE STRUCTURE	
8.1	Procurement Committee to be constituted for high-value procurement and includes:	<ul style="list-style-type: none"> a. Registrar (Chairperson) b. Finance Officer c. Concerned Head of Department d. Procurement Officer (Member Secretary) e. Internal Auditor/External Expert (as needed)
8.2	Procurement Office responsible for process coordination, vendor management, contract administration, and compliance.	
8.3	Departments initiate requests, prepare specifications, and ensure delivery compliance.	
8.4	Finance Office Verifies fund availability, processes payments, and maintains financial records.	
9.	VENDOR MANAGEMENT	
9.1	Vendors will be shortlisted through transparent prequalification.	
9.2	Periodic review of delivery, quality, and responsiveness.	
9.3	Vendors failing to meet standards or engaging in malpractices may be debarred.	

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10.	ETHICS AND INTEGRITY						
	<p>All staff and committee members involved in procurement must:</p> <ul style="list-style-type: none"> • Avoid conflicts of interest • Maintain confidentiality • Abstain from accepting gifts or undue benefits • Declare relationships with vendors, if any <p>Violations will invite disciplinary action.</p>						
11.	SUSTAINABILITY AND INCLUSION						
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13.	POLICY REVIEW						
	This policy shall be reviewed biennially by a committee under the Registrar, in consultation with IQAC, Legal, and Finance Departments. Revisions may be made in response to statutory changes or institutional needs.						
14.	CONCLUSION						
	This Procurement Policy demonstrates GNSU's commitment to efficient, fair, and sustainable procurement practices. All university personnel are expected to adhere to this policy to uphold transparency, institutional integrity, and public accountability.						



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