

SOPs for the Procurement

Government College Women University Faisalabad



GOVT. COLLEGE WOMEN UNIVERSITY
FAISALABAD (REGISTRAR OFFICE)



Phone: +92-41-9220695

Ref. No. GCWUF/Reg/Estt/20/6510

Dated: 30-12-2020

- All Coordinators of the Faculties
- All Chairpersons/ Incharges of Teaching Departments
- All Principal/ Incharge Officers of Administrative Offices

Subject: STANDARD OPERATING PROCEDURES FOR DP&IC

On the proposal of Convener Tender Committee, the Competent Authority is pleased to approve the following SOPs in order to stream line the activities of DP&IC and align the procedure of the payments:

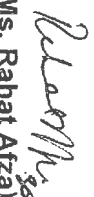
1. A checklist of documents prepared by the Treasurer Office (as a prerequisite of payment) should be incorporated in all tender documents.
2. Tenders will be floated, by keeping in view the requirements, time constraints and sensitivity of the items accordingly.
3. In order to conduct smooth disposal, the tenders belonging to funding like TDF, NRP, HEC, etc will be floated separately in lots or as appropriate. (Mingling of tenders will be avoided).
4. Record should be maintained properly and the dealing official will be responsible to keep the scanned file of each document/ tender with page number containing the following pre-requisite
 - a) Receive proper BOQ's with complete specifications from end users duly signed by the respective Dean/ Director/ HOD/ Incharge/ Directorate of P&D, etc along with approval of the Competent Authority and budget endorsement/ allocation Proforma from Treasurer Office.
 - b) Preparation of Tender Notice/ Tender Document according to BOQ.
 - c) Admin and Financial approval with permission to call the tender form Competent Authority and submission of tender fee by maintaining a register. The Registrar Office will forward the tender notices, etc to DGPR for publishing in newspaper and forward a copy to DP&IC.
 - d) Newspaper Advertisements/ uploading on PPRa and University website by maintaining a record. The relevant team leaders will ensure the publishing/ uploading of tender on PPRa and University website accordingly. IT services will make sure the uploading of tender on University website. Media Cell will coordinate with DGPR and provide the original newspaper/ copy of advertisement of published tender etc to DP&IC/ relevant department of the University.
 - e) Prompt submission of Cheques/ CDR's related to tender document fee to Treasurer Office. by maintaining a register. The Treasurer Office without any delay will ensure the deposit of said fee and others to University account.
 - f) Submission and opening of tenders through committee.
 - g) Technical Evaluation through Committees that scrutinize the documents submitted by the vendors as mentioned in tender documents and according to the check list of Treasurer and DP&IC Office.
 - h) Intimation to vendors about their rejection/ acceptance as reported in Technical Evaluation.
 - i) Opening the Financial bids of technically qualified/ accepted bidders.
 - j) Preparation of Technical / Financial Comparative Statement of Qualifying /successful bidders duly signed by the relevant Committee and upload on PPRa website.
 - k) Issuance of acceptance letter/ Supply order or extension in delivery time by maintaining a register.

teams accordingly, other formation of the tender committee will remain intact as Notified vide No. GCWUF/Reg/Estt/20/6148 dated 24-07-2020. Mr. Hassan Abbas shall continue the task of uploading the tenders and Comparative Statements on PPRa website from DP&IC as per previous practice, however conformity of uploading the tenders and Comparative Statements timely on PPRa / university website will be the responsibility of team leaders.

11. The routing/assigning of tenders or purchases to the teams will be through Incharge DP & IC. The teams shall perform the above stated activities independently and shall be liable till the completion.

12. Mr. Atif Saleem, Office Assistant currently working in Store and Inventory Section of DP&IC will work as Incharge Store and Inventory Section till the arrival of regular incumbent and shall continue to perform as Secretary Inspection Committee in replacement of Mr. Ahsan Iqbal, Ex-Incharge Store and Inventory Section/ Secretary Inspection Committee.

13. Mr. Ramzan Junior Clerk will work with team A & B as and when required in addition to his own duties of dispatcher and member of team C till the arrival of regular incumbent. Moreover, the staff of DP&IC will coordinate each other for internal and external audit and shall follow the above stated prerequisite.


(Ms. Rahat Afza)
Registrar

Copy for information & necessary action to:

1. PS to Vice Chancellor
2. Members/ Convener Tender Committee
3. Treasurer
4. Resident Auditor
5. Incharge DP&IC
6. Record File.

22/12/14

Standard Operating Procedure Adopted by GC Women University Faisalabad

Government College Women University Faisalabad has been adopted the standard operating procedure under the GC Women University Faisalabad procurement Rules 2014 and Punjab Procurement Regulatory Authority defined rules 2014.

University campus procurement through Tendering and Alternative Methods of Purchasing like Petty Purchase or direct contracting.

Following Steps adopted in Alternative Methods of Purchasing

7/3/14

- Step #1 Administrative approval received in Purchase section from End User
- Step #2 Budget sanction
- Step #3 Financial approval sanction from Competent Authority
- Step #4 Quotation invitation letter upload on University Website
- Step #5 Quotation Opening in Purchase Committee Meeting
- Step #6 Preparation of Comparison statement of received quotations
- Step #7 Supply Order issue according to lowest quoted price
- Step #8 Delivery Received
- Step #9 Inspection of received goods by Nominated inspection committee
- Step #10 Stock Entered in store
- Step #11 Case compiled and forward to payment section

Procurement through Tendering

- Step #1 Administrative approval received in Purchase section from Particular Department
- Step #2 Budget sanction
- Step #3 Financial approval sanction from Competent Authority
- Step #4 Advertisement of Tender Notice published on Daily National Newspaper, PPRA website and University website.
- Step #5 Tender documents uploaded on website and also available in purchase department.
- Step #6 Tender opening committee open the sealed tender and technical and financial bids segregate and technical bids forwarded to technical committee for evaluation
- Step #7 Financial bids opened only those firms who will qualify from technical committee.
- Step #8 Preparation of financial comparison of all bids and award supply order to lowest quoted price in financial bids.
- Step #9 Delivery received in store
- Step #10 Inspection committee inspect all article according to tender specification.
- Step #11 Inventory entered in stock