



ANJUMAN COLLEGE OF ENGINEERING & TECHNOLOGY

Mangalwari Bazar Road, Sadar, Nagpur-440001

(Managed by : Anjuman Hami-E-Islam, Nagpur)

PHONE : 0712 2582749, 2583559, 6604502 FAX : 0712 2582749

website : www.anjumanengg.edu.in

E-mail : eng_acet@rediffmail.com / eng.acet@gmail.com

Ref. No. : ACET/P/2021/ 802(A)

Date : 06.04.2021

Policies of Purchase

1. Department initiates the requirement with estimated cost.
2. Purchase committee member will verify the requirement.
3. Permission from management is sought to call the quotations subject to provision of fund for the requirement.
4. Requirement is floated on website and various Notice Board/s.
5. Quotation formats are provided to the suppliers from the institute office.
6. After due date, the received quotations were opened in the office of Management.
7. Comparative statement is prepared and verified by the concerned incharge.
8. Technical discussion with detailed specifications and cost are briefed to the management.
9. With prior permission negotiation date is fixed and suppliers are invited for negotiation on commercial as well as specifications.
10. After negotiation, depending upon quality and cost quoted, approval is taken from management for Supply/Work Order.
11. Supply/Work Order is given to the approved Supplier with needful terms and conditions of delivery.
12. After successful completion of supply, installation, testing, entry in stock register and provision of inspection certificate/s, process of payment is initiated as per terms and conditions.
13. Payment will be made by Crossed Cheque drawn on any Local Area Nationalised Bank.

Dr. M. S. Khatib

Associate Professor, CSE
Convenor

Dr. M. Nasiruddin

Associate Professor, ETC
Member

Dr. M. Sohail Pervez

Assist. Prof., MECH
Member

Mr. Abdul Gaffar

Assist. Account Officer
Member

Dr. S. M. Ali

Principal, ACET

Copy to:

- All HOD's, Deans, Library, T&P Cell, AO for inspection and perusal.
- Principal file.
- Purchase committee

Dr. SYED MOHAMMAD ALI

Principal

Anjuman College of Engineering

& Technology, Sadar, Nagpur.



Sample Implementation of Purchase policy

To,
The Principal,
Anjuman College of Engineering & Technology,
Sadar, Nagpur.

SUB.: Permission for purchase of Halogen Light for our College.

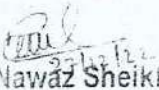
Respected Sir,

This is regarding the permission for purchase of 150W Halogen Light (Wipro Make) for our College. M/s A & S Enterprises, Nagpur quoted lowest satisfying the requirement. The total cost is Rs. 25,200/- inclusive of all.


Therefore it is requested to grant permission for purchase of Wipro Make 150W Halogen Light (06 Nos) for our College. M/s A & S Enterprises, Nagpur satisfying the requirement amounting to Rs. 25,200/- (Rupees Twenty-Five Thousand Two Hundred Only).


Thanking you.

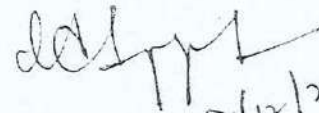
Yours faithfully,

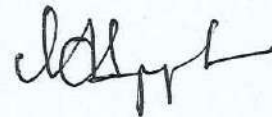

Prof. Nawaz Sheikh
Electrification Incharge

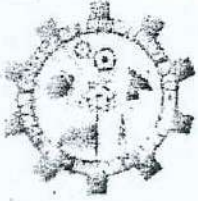
Forwarded for approval as proposed in 'A'
and sanction of Rs. 25,200/-


27/12/2022
(P. Gadge)


27/12/2022
(Dr. M. Nasiruddin)


27/12/22
Dr. SYED MOHAMMAD ALI
Principal
Anjuman College of Engineering
& Technology, Sadar, Nagpur.





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Ref. No. : ACET/P/2022/ 1073

Date : 27-12-2022

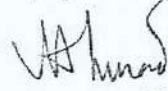
NOTE SHEET

This is regarding the purchase of Wipro Make 150W Flood Light (06 Nos) for our College. The total amount required for the 06 Flood Lights is Rs. 25,200/- @ Rs.4200/- each. The details of the same is attached herewith.

So, it is requested to grant the approval for the same and sanction Rs. 25,200/-


DR. SYED MOHAMMAD ALI
 Anjuman College of Engineering & Technology
 Principal
 Anjuman College of Engineering
 & Technology, Sadar, Nagpur.

Approved



27/12/22

ANEES AHMAD
 Advisor (General Administration)
 Anjuman Hami-E-Islam,
 Sadar, Nagpur.

Enclosure:

- Application from Electrification Incharge.
- Comparative Statement & Quotations.



TAX INVOICE

(ORIGINAL FOR RECIPIENT)

A & S ENTERPRISES 22/23
 Shop No. 103, 1st Floor,
 Rana Business Complex, Sut Market,
 Gandhibagh, Nagpur - 02
 GSTIN/UID: 27ABMFA6708N1ZW
 State Name: Maharashtra, Code: 27
 E-Mail: asenter86@gmail.com
 Buyer (Bill to):

Invoice No.
A&S-417/22-23

Dated
31-Dec-22

Anjuman College Sadar Nagpur
 Nagpur
 State Name : Maharashtra, Code : 27

Description of Goods	HSN/SAC	Quantity	Rate	per	Disc. %	Amount
Wipro 150w Flood Light 6k	9504	6 PCS	3,559.32	PCS		21,355.92
					CGST 9%	1,922.03
					SGST 9%	1,922.03
					Round Off	0.02
Total						₹ 25,200.00

RECEIVED
ACBT

Enterd in stock register *store*
 Invoice / Age No. *V/2014-15/19*
 Store Incharge *Shri...* *10/01/23*
 Principal *...*



Amount Chargeable (in words)

R Twenty Five Thousand Two Hundred Only

HSN/SAC

04

Taxable Value	Central Tax Rate	Central Tax Amount	State Tax Rate	State Tax Amount	Total Tax Amount
21,355.92	9%	1,922.03	9%	1,922.03	3,844.06
Total		1,922.03		1,922.03	3,844.06

Amount (in words) : **INR Three Thousand Eight Hundred Forty Four and Six paise Only**

Declaration
 I declare that this invoice shows the actual price of the goods described and that all particulars are true and correct. ** NO RETURN / EXCHANGE AFTER 7 DAYS FROM DATE OF INVOICE.
 Subject to Nagpur Jurisdiction.

Company's Bank Details

Bank Name : ICICI BANK
 A/c No. : 116305031913
 Branch & IFS Code : ITWARI & ICIC0001463

Buyer's Seal and Signature

for A & S ENTERPRISES 22/23

Authorized Signatory

SUBJECT TO NAGPUR JURISDICTION

This is a Computer Generated Invoice