



Swarnnim Startup & Innovation University

Procurement Policy



1. Purpose and Scope

- **Objective:** The purpose of the procurement policy is usually to establish guidelines for the acquisition of goods, services, and works in a transparent, fair, and accountable manner.
- **Scope:** It applies to all procurement activities conducted by the university, including purchasing, tendering, and contracting.

2. Procurement Principles

- **Transparency:** All procurement processes should be open and clear to all stakeholders.
- **Fairness:** Procurement decisions should be made based on objective criteria, ensuring no unfair advantage or bias.
- **Value for Money:** The university aims to get the best quality goods or services at the most competitive price, considering factors like quality, service, and cost.
- **Efficiency and Effectiveness:** Ensuring that procurement is carried out in a timely and cost-effective manner.

3. Procurement Methods

- **Open Tendering:** Public invitation for bids where any supplier can submit a bid.
- **Limited Tendering:** Used when there is a need to limit competition, perhaps due to time constraints or specialized requirements.
- **Direct Procurement:** In some cases, direct purchase without competitive bidding, often for low-value items or services.
- **Quotations:** Seeking a limited number of quotes from suppliers, often used for smaller purchases.

4. Roles and Responsibilities

- **Procurement Committee:** The policy typically outlines the composition and role of a procurement committee, which oversees and ensures adherence to the policy.
- **University Department Heads:** They may be responsible for initiating procurement requests and ensuring that needs are met within the prescribed budget.
- **Procurement Officers:** Responsible for conducting the procurement process, ensuring compliance with policy, and managing vendor relationships.

5. Procurement Process

- **Needs Assessment:** Identifying and defining the need for goods, services, or works



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- **Vendor Selection:** Evaluation of potential vendors based on specified criteria such as experience, quality, cost, and reputation.
- **Contract Awarding:** Formal award of the contract to the selected vendor.
- **Contract Management:** Ongoing management of the contract, ensuring that all terms and conditions are met.

6. Ethical Standards

- Procurement policies usually emphasize adherence to ethical standards, such as avoiding conflicts of interest, ensuring integrity, and not engaging in corrupt practices.

7. Conflict of Interest

- University staff involved in procurement must disclose any potential conflict of interest, and such conflicts should be managed according to the policy.

8. Documentation and Record Keeping

- The university may require that all procurement activities be well-documented to ensure transparency and accountability.
- Records should be kept for a certain period for auditing purposes.

9. Compliance with Laws and Regulations

- The procurement process should comply with relevant local, national, and international laws and regulations governing procurement.

10. Dispute Resolution

- Procedures for addressing any disputes or complaints related to the procurement process are typically outlined, including an appeals process

If you're specifically looking for the **Procurement Policy of Swarnnim University**, I would recommend:

1. **Visiting the Official Website:** Look for a "Procurement" or "Public Tender" section in the administration or finance section of the website.
2. **Contacting University Administration:** Reach out to the finance or procurement department for a copy of the policy.
3. **Checking University Resources:** Sometimes universities provide such policies to students or faculty in internal portals or handbooks.



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