



Marathwada Mitra Mandal's Polytechnic

Sr. No. 4/17, Thergaon, Pimpri-Chinchwad, Pune- 411 033.

Automobile Engineering | Computer Engineering | Electrical Engineering | Mechanical Engineering | Mechatronics | AIML |
Automation & Robotics

Contact No.- 9657728182, Email ID- office@mmpolytechnic.com

Shri. Shivajirao D. Ganage
President

Prin. Bhausaheb G. Jadhav
Exe. President

Shri. Kishor H. Mungale
Secretary

Ref. No.

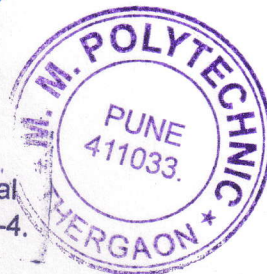
Date: 15/07/2025

Standard Operating Procedure (SOP) for Purchasing

1. The concerned department should submit a formal purchase requirement of the item/equipment to the Principal.
2. The Principal reviews the necessity of the required item/equipment & as per the requirement, the Principal will instruct the admin staff to prepare a note and send it for approval of the Hon'ble Executive President.
3. Once the approval is received, quotations from at least 3 different suppliers are invited by the concerned department for the items/equipment to be purchased.
4. Then a comparative statement is prepared after negotiations.
5. As per quality specifications and negotiated cost, the comparative statement will be sent to the central purchase officer. The purchase officer then prepares the schedule and agenda for the purchase committee from the Management & conveys the schedule to the college.
6. Then the concerned staff of the department will inform all three vendors to remain present on the scheduled date & time before the purchase committee for the negotiations. The concerned staff, along with the Principal, will also attend the purchase committee.
7. After finalising the vendor, the purchase committee signs the comparative statement stating the remark on whom to give the order of purchase.
8. Then admin staff of the college have to prepare the 'Purchase Order (PO)' & send it with approved note & comparative statement to the central office for getting signed it by honb'le Executive President.
9. After getting the signed Purchase Order in the college, a copy of this PO has to be given to the concerned staff/department by the store in-charge. That staff/department will provide it to the vendor.
10. The vendor will supply the item/equipment as per the PO within the stipulated time & gives the 'Tax Invoice'.

Here, the purchase procedure will be over. The accounts department will then process the bill for payment to the vendor.

Mun
Exe President
Marathwada Mitra Mandal
Deccan Gymkhana, Pune-4.



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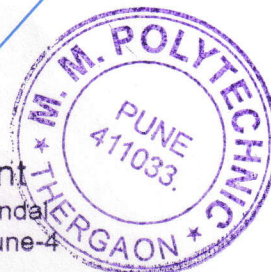
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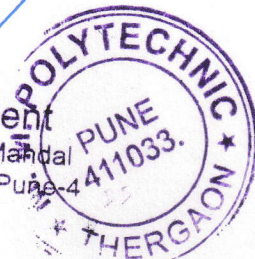
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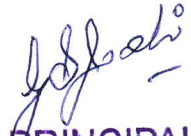
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