



**CHANDIGARH
UNIVERSITY**

Discover. Learn. Empower.

**NAAC
GRADE A+**
ACCREDITED UNIVERSITY

Policy for Sustainable Purchase/Procurement

Chandigarh University

Contents:

1. Objective	3
2. Scope	5
3. Abbreviations and Definitions	
A. Abbreviations	5
B. Definitions	Error! Bookmark not defined.
4. Process Flow	7
5. Illustrations of Standard/ Non- Standard Item	8
6. Detailed Process Narrative	9
• Capital & Operational Expenditure Authority Matrix	8
• Request for Quotations (RFQ) / Request for Proposal(RFP)	8-9
• Technical Evaluation of proposals.	9
• Purchase Requisitioning	9
• Exception to Purchase Requisitioning	10
• Purchase Order	10
• PO Authority Matrix	11
• Delivery of Goods/Services - Stores Operations	12
• Open Purchase Requisition Management	12
• Open Order Management	13
• Invoice Verification	13
• Payment	13
• Grant for Purchases	13
7. Document & Record	16
8. Guidelines	17 - 17
9. Exceptions	20
A. Emergency Procedures	20

Sustainable Procurement/ Purchase Policy

At Chandigarh University, we are always driven by our Vision & Mission—To be globally recognized as a Centre of Excellence for Research, Innovation, Entrepreneurship and disseminating knowledge by providing inspirational learning to produce professional leaders for serving the society. We also contribute towards creation of healthy, vibrant and sustainable society by involving in Institutional Social Responsibility (ISR) activities like rural development, welfare of senior citizens, women empowerment, community service, health and hygiene awareness and environmental protection.

Sustainable procurement/purchase is described as obtaining or gathering services for a company keeping in mind that they are eco-friendly and have negligible impact on the environment and society at large. All the procurement done ought to be strictly moral. Through sustainable procurement a company can build a complete price, earn larger share of monetary advantages because it helps in price reduction.

The Internal Procurement Policy and Procedures (the "Policy") contained within this document is designed to ensure that all Purchasing (as defined in Section II - Procurement Procedures) required for Chandigarh University are handled in a transparent, timely, efficient and effective manner.

All personnel are required to comply with this Policy when he/she is involved in any Purchasing for and on behalf of the Chandigarh University during his/her duty, whilst maintaining high ethical standards at all times. To enable good Institutional governance and to have procurement policies & procedures aligned to the University Act.

This document can also be used as a reference document for audits.

1. Objective :

To safeguard the lives of the local people and to reduce the negative impact on the environment by using the eco-friendly products.

At Chandigarh University procurement is followed underneath these Core Principles of Procurement:

- * Human Rights
- * Compliance with Applicable International, National, State and Regional Laws
- * Avoiding Forced Labor
- * Avoiding Child Labor
- * Equality and Diversity
- * Human Capital.
- * Disciplinary Practices
- * Freedom of Association

Through this procural policy, we tend to build our operations additionally sustainable by following these principles. In accordance with our commitment to be globally recognised as centre of Excellence we tend to be a part of hands with our suppliers/stakeholders to aim and adopt constant standards in their business activities, together with however not restricted to:

Environment:

- * Follow and strictly adhere to any or all the environmental laws applicable within the country/jurisdiction.
- * Undertake initiatives to push larger environmental responsibility such as:
 - a) Accountable waste management and disposal mechanism ought to be adopted to lose the waste to authorized waste processors.
 - b) Reduction of waste effluents.
 - c) Conservation of non-renewable natural resources.
 - d) Appropriate arrangements for Recycling/Re-use of waste materials.

Business Ethics:

We conduct our business activities in a truthful and crystalline way associated with honesty, integrity, high moral & ethical standards and respect for human rights. We tend to powerfully believe that prime moral standards are essential for sound business relationships.

- * Follow all relevant international and domestic laws concerning moral business practices in the or among the countries of operation.
- * Demonstration of existence of procedures to prevent: hiding, fraud, bribery, corruption, conflicts of interest.

Labor and Human Rights:

- * Suits all the relevant standards and applicable laws, in accordance with the principles of the Indian labour act.
- * Suppliers shall forbid use of forced, guaranteed or child labour at any stage of their business method. We tend to expect that our suppliers won't use someone below the age of fifteen.
- * Forbid unlawful discrimination and harassment to supply a secure and comprehensive work setting.

Community Development:

- * Compensate staff with some earnings to suit applicable wage and hour laws, laws and obligatory trade standards referring to minimum wages, overtime pay, operating hours and rest periods.
- * Association with regional governments to boost the academic, cultural, economic, and social well-being of communities within which they operate.

We at Chandigarh University perceive that procural performance improvement may be a continuous method. To realize the goal of procural performance the organization ought to play a significant role between natives and society. We tend to forever contribute to social and economic development of our communities within which we exist. We tend to be a part of hands of our associates to become more sustainable.

2. Scope :

The Procurement Policy applies to Chandigarh University. This Procurement policy will apply to all departments and employees carrying out procurement on behalf of the Chandigarh University. The Procurement Policy shall be subject to the Authority Matrix and shall automatically stand modified whenever there is any relevant change in the Authority Matrix.

The Procurement Policy applies to procurement of all goods and services except certain types of Procurements based on the nature and value of spend. These exclusions are set out in section 9 of this Policy. Any procurement done under Government guidelines (Grant received for purchases), then such guidelines should also be referred to and complied with.

In respect of policies related to procurement, this Procurement Policy shall supersede any other policy unless specifically stated otherwise in respect of any particular item in the Procurement Policy.

3. Abbreviations and Definitions:

A. Abbreviations:

- PO- Purchase Order
- SO- Service Order
- GRN- Goods Receipt Note
- SRN- Serviced Receipt Note
- EC- Expert Committee
- ProC – Pro Chancellor
- VC- Vice Chancellor
- ProVC – Pro Vice Chancellor
- ED – Executive Director

- CFO/ CFAO- Chief Financial Officer/ Chief Financial and Accounts Officer
- HOD- Head of Department
- RFP- Request for Proposal
- RFQ- Request for Quotation
- OEM- Original Equipment Manufacturer
- OPEX- Operational Expenditure
- CAPEX- Capital Expenditure
- UOM- Unit of Measurement
- ERP- Enterprise Resource Planning
- DOA- Delegation of Authority

B. Definitions:

Expert Committee (EC): The Expert Committee should consist of 4-5 members (Headed by Pro VC and CFO, Director Projects, Head Purchase as permanent members and the representative of the concerned department along with the representatives from the concerned domain as special invitee.

Department: In what follows, Department shall imply Department/ Inter- Disciplinary Program/ Centre/Central Facility/Section or any entity in the Institute which has a separately allocated budget.

Purchaser: The individual who signs as purchaser in the purchase order shall be referred to as a purchaser.

Supplier: A seller refers to the company/vendor/dealer/agent/individual party from whom the institute may potentially buy goods or services.

Rate Contract: A Rate Contract (commonly known as RC) is an agreement between the purchaser and the suppliers for supply of specific goods and allied services, if any, at specified price and terms and conditions during the period covered by the Rate Contract.

GRN: Goods Receipt Note (GRN) is a document of physical receipt of material in Stores against the specific Purchase Order.

SRN: Service Receipt Note (SRN) is a document verifying that the service of the supplier was consumed against specific Service/ Purchase Order.

Academic Purchase: Purchase of Goods/ Services pertaining to Laboratories, Library, Books and Periodicals will

be considered as Academic Purchases. It includes furniture, IT infrastructure for all department entities, software licences etc.

Non- Academic Purchase: Purchase of all Goods/ Services except Academic Purchases will be considered as Non- Academic Purchases.

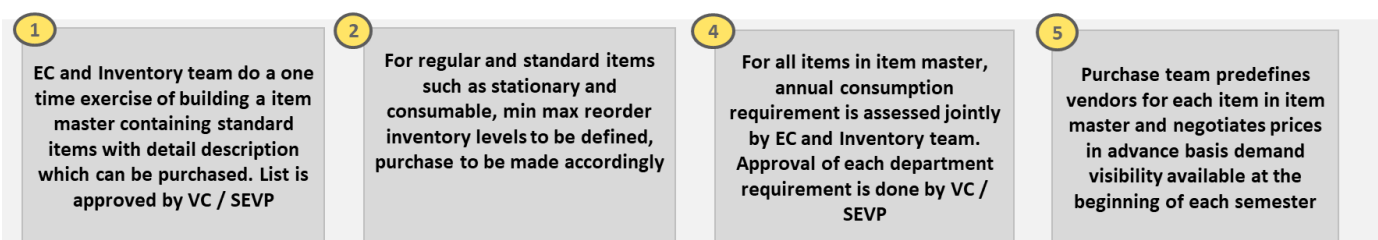
Regular & Standard Items: These are those items which are commonly used, low value and consumables Items. Such Items are worth less than INR 500 per Unit. Per Unit means Per Kg, Per Litre, Per Meter and Count.

Regular & Non- Standard Items: These are those items which are commonly used, having high value and to be issued basis authorization. Such Items are worth more than INR 500 per Unit. Per Unit means Per Kg, Per Litre, Per Meter and Count.

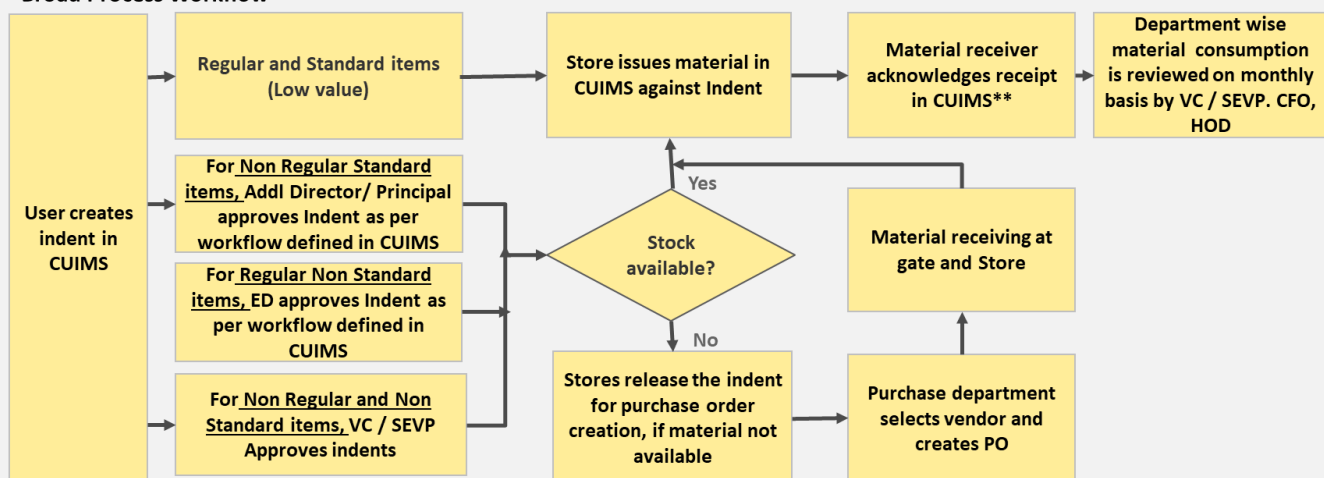
Non- Regular & Standard Item: These are non-consumable items which are not issued / used on a recurring basis as defined in company policy from time to time.

Non- Regular & Non- Standard Item: These items are not used in routine and classified as non-recurring items. It requires special approval process as defined and needs to be added in Item master.

4. Process Flow



Broad Process Workflow*



* Work Flow to be configured in CUIMS by IT department

** In case receipt of material is not acknowledged in CUIMS, issuance will be stopped to respective user in CUIMS after 5 days of store issue.

5. Illustrations of Standard/ Non- Standard Item:

Item Group	Item Category	Item Code	Item Name	UOM	Item Usage Type/ Nature of Usage	Definitions
STATIONARY	PRINTING & STATIONERY	PS-1	Refill Ball Pen	NOS	Regular / Consumable	<u>Regular and Standard items</u> – These are those items which are commonly used, low value and consumable items.
STATIONARY	PRINTING & STATIONERY	PS-2	Cross Ink Pen	NOS	Regular / Consumable	<u>Regular and Non- Standard items</u> – These are those items which are consumables, having high value and to be issued basis authorization.
COMPUTER ACCESSORIES	OFFICE EQUIPMENTS	CA-3	Keyboard Lenovo wired	NOS	Non- Regular / Need based	<u>Non- Regular and Standard items</u> – These are non-consumable items which are not issued / used on a recurring basis as defined in company policy from time to time.
COMPUTER ACCESSORIES	OFFICE EQUIPMENTS	CA-2	iBall Keyboard wireless	NOS	Non- Regular	<u>Non- Regular and Non-Standard items</u> - These items are not used in routine and classified as non-recurring items. It requires special approval process as defined and needs to be added in Item master.

6. Detailed Process Narrative:

1. Business Case Preparation and Approval - Capital and Operational Expenditure Authority Matrix

Role	INR Lacs	
	Budgeted	Unbudgeted*
Board of Governors / Finance Committee	>25.00	>5.00*
VC	<25.00	< 5.00*
CFO	<10.00	< 1.00*
Essential Divisions including Projects, Student Services	<2.00	< .50*
ED	<1.00	< .25*
Director/Principal including Heads of Admin and Transport Deptt	< 0.50	-
Department Head including Branch heads	< 0.10	-

*All the above figures are on Per month basis for Unbudgeted spent, such cases need to have recommendations from Pro VC office mandatorily.

*All files to be approved by Vice Chancellor should have recommendation by Pro VC

Note:

- For budgeted items, all capital & operational expenditure items must first be included in the annual budget that has already been approved by the Board.
- Revised Budget approval is needed in case Actual Expenditure exceeds Budgeted amount more than 10%

2. Request for Quotation (RFQ) / Request for Proposal (RFP)

The minimum number of quotes that are required to be taken for Each Line Item Procurement shall be based on the following Competitive Sourcing Guidelines:

Table 1: Competitive Sourcing Guidelines

Min Vendor quotes required	Threshold level – CAPEX Procurement	Threshold level – OPEX Procurement
Three Vendors at least	<= INR 50,000	<= INR 25,000
Four or more vendors	>INR 50,000	>INR 25,000

Any other procurement not adhering to the Competitive Sourcing Guidelines shall require an approval by the Chancellor / VC.

The following categories are **excluded** from the above deviation protocol and can be concluded based on Single Quote / Supplier Offer:

1. Regular and Standard Procurement is done based on Rate Contract.
2. Incumbent suppliers (E.g. growth, upgrades, expansion, compatibility with existing systems)
3. Purchase of spares for the existing equipment, Consumables, Maintenance support from authorized support agents or Original Equipment Manufacturer (“OEM”)
4. Emergency Procurement (refer section 8 Point A)

3. Technical Evaluation for Proposals including specific requirements/ project/ Monopoly/ Monopolistic procurement: -

The Technical Evaluation are a set of guidelines to be utilized for Quotation / Vendor assessment by Expert Committee (EC), all Quotations / Vendors need to be evaluated based on these guidelines. Technical Evaluation Guidelines are as follows: -

1. Technical Criteria
2. SLA and Support
3. Market Reputation and Experience
4. Contractual terms including Delivery
5. Pricing

6. Expected life of Item offered by supplier
7. Evaluation of advanced product if available with the supplier

** For every transaction lowest cost vendor shall be selected unless the Functional Head recommends Technical Evaluation requirement.

The Technical Evaluation Committee is formed as under: -

Particulars	UPTO 25,000	25001 – 50000/-	More than 50000
User	HOD	HOD/Dy. Director	Director
Purchase	Manager	Head Purchase	Head Purchase
Pro VC	Rep	PVC	PVC/VC
Finance	Manager	CFO	CFO

Special Invitee: As desired by the Management from time to time.

However, all approvals of above technical evaluation are routed through Matrix of Authority as per table.

4. Purchase Requisition

- Requestor shall raise the Requisition in CUIMS. **Only One Login will be given to each department.** Requisition should be raised before any costs and expenses are incurred. Requisition if raised after receipt of invoices without prior approval in accordance to the Chandigarh University DOA are considered as non-compliances to the process, such Requisition will not be converted to PO and payment will not be processed. However, exception approval may be obtained from Chancellor's Office only. Such deviations will be reported on monthly basis by each department to Chancellor / VC / indicating frequency and values.
- Requisition revision is required if there is a change of value. If there is an increase of value, requestor will be required to raise a revision to the Requisition, and seek approval in accordance to the Chandigarh University DOA. Approval must be sought in accordance to the latest total Requisition value, and not on the incremental value. When there is a decrease of value, requestor will be required to send an email confirmation to Procurement to support the change.
- Purchase department should obtain quarterly requirement of regular and standard items to facilitate vendor selection and better negotiation of price.

Requisition can be raised by Functional Head and above. However, respective HOD will remain responsible for all the requisitions raised. Services – generated by user department and approved by respective HOD. Utilities (except diesel for buses and gas for mess) – approval by concerned HOD. Hostels – validated by dept. / wardens, routed to projects for validation and final approval.

Mess Utilities to be finally approved by Director- Students Welfare.

5. Exceptions to Purchase Requisition

Requisition is not required for payments made from a non-procurement activity. Examples of such non-procurement payment include Sponsorship, Memberships, Subscriptions, fines, Regular utility payments including electricity bill water bill etc. and regulatory fees: -

- Memberships / subscriptions less than Rs.25000/- per annum shall be approved by ED.
- Above Rs. 25000/- per annum shall be approved by VC.
- All other than above should be approved by Chancellor.

6. Purchase Order (PO)

Purchaser shall create and release PO in CUIMS as per Authority Matrix (refer Table 4 below for Procurement Order Authority Matrix). Duly approved PO shall be sent to the vendor.

All POs issued must include the Chandigarh University's standard Purchase Order Terms and Conditions unless governed by any contractual agreement executed between the parties.

POs related to Services shall be created after finalization of Contract with Vendor.

7. Procurement Order Authority Matrix

Table 4: Procurement Order Authority Matrix - Department Users

PROCESS	WORKFLOW		
	Upto Rs 50,000/-	Upto Rs. 5,00,000/-	Above Rs. 5,00,000/-
STORE INDENT FOR STOCK	STORE WIL INITIATE, HOD WILL RECOMMEND AND CFO WILL APPROVE.	STORE WILL INITIATE, HOD AND CFO WILL RECOMMEND AND VC/PVC WILL APPROVE.	STORE WILL INITIATE, HOD,CFO and VC/PVC WILL RECOMMEND AND CHAIRMAN BOG WILL APPROVE.
PURCHASE REQUISTION /SERVICE REQUISITION	USER WILL INITIATE, MANGER ACCOUNTS WILL REC FOR BUDGET ,CFO WILL RECOMMEND	USER WILL INITIATE, MANGER ACCOUNTS WILL REC FOR BUDGET ,CFO WILL	USER WILL INITIATE, MANAGER ACCOUNTS TO RECOMMND FOR BUDGET,

APPROVAL	AND WILL BE APPROVED BY VC/PVC	RECOMMEND AND WILL BE APPROVED BY VC/PVC	CFO, VC/PVC WILL RECOMMEND & CHAIRMAN WILL APPROVE
COMPARATIVE STATEMENT	PURCHASE OFFICER WILL INITIATE, MANAGER PURCHASE WILL RECOMMEND & CFO WILL APPROVE.	PURCHASE OFFICER WILL INITIATE, MANAGER PURCHASE, CFO, & VC/PVC WILL RECOMMEND & CHAIRMAN BOG WILL APPROVE.	
PURCHASE ORDER	PURCHASE OFFICER WILL INITIATE, MANAGER PURCHASE WILL RECOMMEND & CFO WILL APPROVE.	PURCHASE OFFICER WILL INITIATE, HEAD PURCHASE WILL RECOMMEND & CFO WILL APPROVE.	
SERVICE ENTRY SHEET	USER WILL INITIATE, USER HOD WILL RECOMMEND AND CFO WILL APPROVE	USER WILL INITIATE, USER HOD AND CFO WILL RECOMMEND AND VC/PVC WILL APPROVE	USER WILL INITIATE, USER HOD, CFO, VC/PVC WILL RECOMMEND AND CHAIRMAN BOG WILL APPROVE.

Note: Following aspects must be considered and checked before approving the Purchase Order:

- Overall Budget must be prepared and approved for the head of expenditure.
- Specifications of Item needed are duly defined and confirmed by User department.
- Due diligence has been done in selecting Vendor as per University guidelines.
- Multiple Vendor Quotations were obtained from Vendors as per policy (defined above).

Turn Around Time (TAT) of creating Purchase Order from receipt of Purchase Requisition should be defined and monitored on monthly basis.

- For Local items – 7 working days from the date of receipt of PR duly approved & clear in all terms i.e. specifications, sample approval.
- For Rate Contract items – PR must be converted into PO within 3 days.
- For Outstation items – will depend on Lead time of Manufacturer.

8. Delivery of Goods and Services / Store Operations

- Requestor shall check and ensure that the goods and/or services are received in good order and in accordance with the PO and/or contract. Where there is non-conformity, Purchaser is required to rectify directly with the vendor to ensure conformity of delivery. Requestor / store must submit the Service / Goods Receipt Note (SRN / GRN) through the system on a timely basis to ensure payment to vendor.
- Gate Entry needs to be created for all vehicles entering the university premises to deliver material / goods and for this process gate No. 3 is dedicated where we have deputed Stores & Security Personnel especially for store gate Entries. Payment of the supplier will only be processed for invoices supported by Gate Entry. All exceptions to be approved by the Vice Chancellor for Academic purchases and / Pro VC for Non-Academic Purchases.
- All goods must be received by the Stores Department and subsequently issued to the user department on the approved requisition basis. Direct delivery of goods to the department needs to be approved by the Head – Stores.
- CFO to ensure 100% physical verification of inventory is carried out at least once in 6 months for all store locations of all material types and report of the same is submitted to Hon'ble Chancellor and / Pro VC.
- Physical Verification must be conducted by team containing personnel from atleast 3 departments (other than Stores department) such as User, Finance and Purchase department.
- Adjustments (Increase/ Decrease) in Inventory Post Physical verification shall be done with written approval from Hon'ble Chancellor and / Pro VC.

9. Open Purchase Requisition Management:

- Purchase Requisition can be put “On Hold” by approving authority for discussion irrespective of the approved budget. However, the same should be resolved for approval or rejection within 7 days of putting “On Hold” otherwise it will go for automatic **cancellation**.
- For Pending Purchase Requisitions, the same must be approved / rejected / on hold within 3 days otherwise it will be automatically escalated to one level higher of approving authority where it must be approved within next 3 days. In case of further delay, it will be automatically put “On Hold”.
- Automatic approved Purchase Requisitions must be converted into Purchase Order after due diligence is done by CFO and Purchase Department on need assessment.

10. Open PO Management

- a. ERP system shall auto-close the Purchase orders within the following limits:
 - Upon 90 days of delivery date mentioned in the PO,
 - Or, no creation of GRNs/SRNs from 90 days of delivery date mentioned in the PO.
- b. To re-open such POs in ERP system, approval shall be required from Functional head.

11. Invoice Verification

Requestor is to verify if the invoice is good for payment or highlight to Finance any discrepancy (i.e. Invoice value / quantity/ description does not match with the corresponding PO).

Stores to get approval from user department for confirmation of Quality of material purchased.

12. Payment

Finance shall make the payment to the vendor as per PO payment terms and shall inform to the vendor/purchase/stores by e-mail giving invoice No details after releasing the payment.

13. Grant for Purchases

- Procurement team to ensure that purchases made against grant received is strictly as per the guidelines defined by government for grant utilization.
- Utilization Certificate should be prepared as per the defined guidelines by authorized personnel in duplicate copies. One copy for sending to government and another to be retained for recording purposes.

7. Document & Record

Sr.	List of Documents	Responsibility
1	RFQ/ RFP, Quotations and Comparatives	Purchase
2	Purchase Requisition	Requestor
3	Purchase Order	Purchase
4	Contract	Purchase / User department
5	GRN/ SRN	Stores
6	Invoice	Accounts Payable

8. Guidelines

General Policy and Information

A. Principles

- Chandigarh University India Procurement team is responsible for the formulation, evaluation and implementation of procedures and practices for the purchasing and contracting for goods, services and works for the Chandigarh University and ensuring that all such Purchasing is carried out in accordance with this Policy and in a manner and to the extent to maximize the economic value for and protect the interest of the Chandigarh University.
- Requestors is to ensure that the Chandigarh University receives the best value for money in terms of various factors including without limitation price, fitness for purpose, maintenance provisions, operating costs, guarantees, timing of delivery, installation, terms and condition of payment from vendors with good track records. Accountability in terms of content, budget and usage of purchased goods, services and works remain fully with the requestors.
- Personnel shall not (i) make any commitment or promise (including any commitment in kind, sponsorship, discounts); or (ii) procure any goods and services, with any vendor, unless this policy and the Chandigarh University's DOA have been complied with.

1. Purchasing Ethics

All personnel engaged in the Purchasing activities shall observe the following code of ethics:

a. Confidentiality and Accuracy of Information

Information received during duty should be kept confidential and secure for the Chandigarh University's internal use only, specific details of suppliers' offers must not be divulged especially to their competitors. Information given to Vendors during duty should be honest and clear.

b. Gifts and Hospitality

All personnel must exercise prudence and integrity in their conduct and in their relationships with Vendors, business partners, customers and their respective officers, employees, agents, representatives and contractors. All personnel must not accept gifts, hospitality or favours of any kind exceeding value INR 1,500 from vendors, business partners, customers of their respective officers, employees, agents, representatives or contractors which may or may be construed to: (i) influence that personnel's performance of his/her duties; and/or (ii) affect his/her ability to act in the best interests of the Chandigarh University. In

any event, all personnel shall comply with all applicable laws and regulations (including without limitation, the Indian Penal Code – Prevention of Corruption, 1988) regarding the giving and receiving of gifts, hospitality (including but not limited to sponsored trips, whether partial or in full) and favours.

c. Declaration of Personal Interest

All personnel are expected to carry out their responsibilities with integrity and ethically and to discharge their duties in the best interests of the Chandigarh University. All personnel must not use their positions to profit personally, or to assist others in profiting.

All personnel must disclose any personal relationships and business activities with Vendors and/or with their respective officers, employees, agents, representatives and contractors, business partners, customers that may or be construed to give rise to any conflict of interest.

All personnel must make such disclosures in writing to the heads of their department (Department Head) and to Human Resource (HR). If in doubt about whether a situation constitutes a conflict of interest, the matter must be fully disclosed to the Department Head and HR so that a determination shall be made. The Department Head, HR and the PSC must ensure that the relationship and the area of conflict of interest is evaluated carefully and all supporting reasons, approvals, waivers or prohibitions are expressly documented.

d. Purchases made in phases

Approvals must be sought for the final value of the total expenditure that is to be conservatively estimated. If a purchase is to be made in phases and that not all phases are going to be proceeded within a year, such as fitting out of floor space in the data centre, depending on customers' demand. Such approval is to be sought for each phase separately, if the total project costs have not already been approved by the Chandigarh University's Board. If final expenditure exceeds or is expected to exceed a delegate's authority limit, approval at the next higher authority level must be obtained.

e. No splitting of purchases

The Purchase value is determined by the higher of its individual value or an aggregate value over a period of time or per contract or per bulk quantities bought. For example, the purchase value of a purchase to buy 1 unit of PC at INR 50,000 will be INR 50,000 or if the order is for 10 units at a total bulk price of INR 5,00,000, then the purchase value is INR 5,00,000. Similarly, for a maintenance contract of INR 5,000 per month over a period of 12 months, the total purchase value for such maintenance contract will be INR 60,000.

There should be no splitting of Purchases to bring the amount of each purchase order below the relevant

authorized limits to circumvent the relevant review or approval authority. Such practice is prohibited and may lead to the withdrawal of delegated purchase authority and/or may result in the relevant personnel (the individual and/or the approving authority) being personally responsible for the relevant purchases, including the payment for all the items and/or services purchased.

2. Requirement of Legal contract / Standard PO Terms & Conditions:

It is mandatory that all Legal Contracts (described below) where the non-compliance or breach could potentially have a material adverse impact on the Chandigarh University, must be reviewed and endorsed/approved by Legal, before they are entered.

In general, Legal Contracts (and not merely POs), should be used. As a guide, Legal Contracts depending on the nature of the Purchasing, may be appropriate for the following types of Purchases.

This list is not exhaustive and when in doubt, please check with Legal and Procurement teams:

- a. Where a material part of the Purchase involves the supply of intellectual property rights (including without limitation software and/or source codes (other standard non-negotiable license arrangements));
- b. Where the products and/or services are to be supplied for a turnkey project;
- c. Where the products and/or services to be supplied have a strategic impact on Chandigarh University's business, customer service delivery or assets;
- d. Where the products and/or services to be supplied have a strategic impact on Chandigarh University's business, customer service delivery or assets;
- e. Where the supply is not one-off, and will occur repeatedly over an extended period. In this case, a master agreement may be more appropriate;
- f. Where a Chandigarh University will be required to undertake extensive obligations in exchange of the products and/or services to be supplied;
- g. Where substantial harm may be caused to a Chandigarh University Group Chandigarh University's property and/or business if the products and/or services to be supplied are not supplied, delayed and/or defective;
- h. Where it is necessary to limit a Chandigarh University Group Chandigarh University's liability and/or procure an indemnity from the supplier;

- i. Where it is necessary for the supplier of the products and/or services to take out insurance and/or provide a performance bond.
- j. Where it is necessary to limit Chandigarh university's liability to receive material/ services after Delivery date mentioned in PO/ SO.

9. Exceptions

Exceptions to Standard Procurement Procedures / Authority Matrix

A. Emergency Procedures

1. For Emergency situations, Procurement shall be conducted post email approval as follows –
 - a) Up to INR 10,000 – Principal / Director /ED (includes Additional Director, Associate Director)
 - b) Up to INR 100,000 – VC
 - c) Above Rs 100000 - Chancellor
2. Emergency Situations such as:
 - a) Requires immediate corrective action, regardless of time of day or day of the week
 - b) Seriously affect operations, maintenance and administration.
 - c) If not addressed immediately may lead to major student issue or external stakeholders experience. Example, event needs to be organized within 24 - 48 hours.
 - d) Threatens the public health, welfare, or safety,
 - e) Endangers property, or would otherwise cause injury to the students and employees, and may arise because of a flood, earthquake, epidemic, riot, equipment failure, or similar event. Value of INR 10,000 will not be applicable in these situations and approval can be on SMS, WhatsApp and in extreme situation, it can be verbal approval from Chancellor.
 - f) Other university urgencies
3. **Emergency Procurement requires regularization within 7 days from the date of receipt of service/material.**