

**NOIDA INSTITUTE OF ENGINEERING & TECHNOLOGY,
PHARMACY INSTITUTE, GREATER NOIDA**

Date: 20/04/2012

Institute Policy For Purchase of Equipments and Maintenance of Laboratories

The Institute has framed a policy for obtaining quotations for chemicals, instruments and glassware which are required for conduction of the under graduate and post graduate courses in the institute. The guidelines for this policy are as follows:

- New equipments for laboratory will be purchased through Pharmacy Institute Purchase Committee (PIPC)
- List of equipments required along with specifications, numbers and tentative cost will be procured by store in-charge in consultation with members of purchase committee and Director.
- After receiving the quotations from various suppliers by store in-charge a comparative statement will be prepared which will further be approved in Meetings of institute held by purchase committee.
- Finally the Director will discuss with Managing Director for his final consent.
- Purchase order will then be prepared and signed by Director and Managing Director before being dispatched to the concerned vendor.
- Copy of the purchase order will be maintained in store for record.
- For urgent purchase/ maintenance of equipment, Director is given an impressed amount of ₹ 5000/-
- Laboratory technicians of individual laboratories shall maintain the stock registers in the store, issue-return and breakage registers and also the job cards.


20/4/12

Dr. A. Mazumder
(Director)

- Hon`ble MD/AMD for kind Information pl.
- All HODs for needful
- All faculty members
- Registrar for record