

Purchase Procedure

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Department Purchase order Procedure

Management / Director will initiate the process of annual budgeting by calling a meeting of Principal, HODs, Unit Heads, and Financial Controller. Financial controller updates members about the supporting documents required for each of the requirements and the procedure to be followed in preparing the budget proposal. HODs will discuss the departmental preferences with departmental faculty members and invite proposal(s) from lab in-charges for the next financial year. HODs will scrutinize the proposal(s) received based on the need and merit of the proposal. A consolidated statement of department proposal is submitted to the Principal by HODs and other units. Principal with the Accounts in charge will make the institute level consolidated budget Proposal, based on the proposals received from the departments and making provisions for institute level purchases, student activities etc. and place the same in front of the Executive Committee. Funds for capital procurement are allocated as per requirement and priority. After incorporating the amendments, based on the discussions in the Executive Committee, Principal will submit the final budget proposal from the institute to the Trustees. The Financial Controller and trustees, if required, will seek clarifications form the Principal. The institute budget is merged into the budget of the Fr. Agnel Technical complex, Bandra and presented to the LCM for approval. The same is then put up for approval to the Governing Council of the Society. Final approved sanctioned budget is communicated to the Principal. In case of any expenditure escalating beyond the approved budget, special approval may be sought form LCM, for escalation up to 10%, beyond which approval by the Governing Council of the Society is required. Principal can utilize the contingency fund for urgent extraordinary/special requirements. Head of Departments are empowered to procure items as per the approved budget by following the set purchase procedures. They are also empowered to take decision on sponsorship, department level maintenance etc.

Head of the Departments, in consultation with faculty members, propose departmental budget for the financial year. Principal, in consultation with Accounts in-charge and faculty in-charges for various activities, prepares estimated expenditure for institute level expenses and student activities. The proposed consolidated budget is discussed in the Executive Committee meeting and finalized. Budget is further approved by the Local Council Management and the Governing Council of the Society. Budget is also presented in the Local Management Committee and Governing Council for formal approval.

Budget copy

Sr.N	Head of Expenditure	Budget Estimate for the year 2020 - 2021						Total
		Prod/Mech	Flex/ECS	Comp	I.T	Hum & Scie	Common	
1	Lab. Equipment							
A	Lab Equipment for Advance Communication Lab(As per List)				60,000.00			60,000.00
B	Digital Polariscpe [3 Nos]							50,000.00
C	Lathemachine Refburfication [11 Nos.]	50,000.00						4,40,000.00
D	Lathe machine - Procument [2 Nos.]	4,40,000.00						10,50,000.00
E	Floating carriage Micrometer	10,50,000.00						1,23,500.00
F	Impact of Jet Apparatus	1,23,500.00						1,95,000.00
G	Polishing Mc	1,95,000.00						64,000.00
H	IOT Development Boards(Rasbery Pi)	64,000.00						45,000.00
I	IOT Development Boards(Ardino)		45,000.00					10,000.00
J	Sensors & Actuators		10,000.00					20,000.00
K	IOT Trainer Kits		20,000.00					75,000.00
L	Library WiFi		75,000.00					
M	Phisics Lab Equipments						35,000.00	2,04,000.00
N	Chemistry Lab						2,04,000.00	2,82,000.00
		19,22,500.00	1,50,000.00	.00	60,000.00	4,86,000.00	35,000.00	26,53,500.00
2	Computer							
A	Workstations (4 Nos)	7,29,750.00			7,29,750.00			14,59,500.00
		7,29,750.00						4,00,000.00
3	Software							
A	UG NX 12 Upgrade S/W [1 Set]							4,00,000.00
B	Koha S/W For library	4,00,000.00						1,15,000.00
		4,00,000.00						1,15,000.00
4	Furniture & Fitting							
A	Chairs [5 Exam, 5 Office 10 Placement]							54,000.00
B	L Shape Table - Exam Cell							12,000.00
C	Storage Racks (3 Units of 20 Ft)							2,25,000.00
D	Water Cooler [6 No]							2,10,000.00
		.00	.00	.00	.00	.00	5,01,000.00	5,01,000.00
5	Library Books (Print and E books)							
A	Library Books (Print)							2,00,000.00
B	eBooks							71,000.00
		.00	.00	.00	.00	.00	2,71,000.00	2,71,000.00
6	Major Repairs of Building							
A	Coridoor Flooring							30,00,000.00
								30,00,000.00
7	Other Expenditure							
A	Principal Contingency and Server Room Contingency Fund							20,00,000.00
B	HRV Airconditioning							30,00,000.00
								50,00,000.00
	GRAND TOTAL	30,52,250.00	1,50,000.00	7,29,750.00	60,000.00	4,86,000.00	89,22,000.00	1,34,00,000.00

Purchase of equipment was approved at department level during informal meeting discussion between HOD ,lab incharge and lab assistant

Indent Raising

FR. CONCEICAO RODRIGUES COLLEGE OF ENGINEERING
 DEBIT VOUCHER NO. 300
 PAYEE MR. / MS. / M/S Fine Manufacturing Industries
 Amount in words Rupees Fifteen thousand four hundred fifty eight only
 DATE 18 AUG 2022

PARTICULARS	Rs.	P.
Being amount paid to vendor Equipments for Mech Eng Dept vide Bill No. 23 dt 10/8	131000	00
Add 9% GST	11790	00
9% SGT	11790	00
Less paid in advance vide D.V. No. 672 dt 28/3/22	154580	00
DR. A/c. Equipments Mech Dept	139122	00
Prepared by: <u>[Signature]</u>	TOTAL	154580
Authorised by: <u>[Signature]</u>	Receiver's Full Signature: <u>[Signature]</u>	Paid by Cash/Cheque No. _____
Fin Controller: <u>[Signature]</u>		Dated _____

INTERNAL AUDITOR
 CHIEF EXECUTIVE OFFICER
 INTERNAL AUDIT
 SIG.: [Signature]

(1315)

Fr. Conceicao Rodrigues College of Engineering
Department of Mechanical and Production Engineering

Comparative Statement

Name of the item: - **Fatigue Testing Machine**

Name of the Laboratory: - **Materials Testing Laboratory**

Sr. No.	Name of Supplier / Vendor	Detailed Specification and Features	Price in Rs. (excluding taxes and freight)	Remarks
1	Fine Manufacturing Industries	Fatigue Testing Machine of 200 kg-cm, Model: FTG-8-D	1,25,000/-	Lowest quoted price with all the required features. No enclosure.
2	Fine Spavy Associates and Engineers Pvt. Ltd	Fatigue Testing Machine of 200 kg-cm, Model: MFT-8-D	1,30,000/-	Little expensive with all the required features. No enclosure.
3	Blue Star Engineering & Electronics Limited	Fatigue Testing Machine, Model: Fatigue Pro-200	1,80,000/-	Compact, sturdy and enclosed chamber with all features. But highest quoted price.

Recommendation:

Sr. No. 1 suppliers, Fine Manufacturing Industries, are recommended.

Dr. Vasim A. Shaikh
Incharge – Materials Testing Lab

Quotation



Our Ref: FCRCE/TMD/AK/64/2021-22
Date: November 17, 2021

Blue Star Engineering & Electronics Limited
Ramkrishna Chambers, 7th Floor
Productivity Road, Alkapuri,
Vadodara, Gujarat-390 007, India
Tel : +91 285 861 4000
Fax : +91 285 861 4015
www.bluestarindia.com/e&e

To,

Fr. Conceicao Rodrigues College of Engineering
Mumbai

Dear Sir,

Sub: Your requirement of Fatigue Testing Machine.

We thank you for your inquiry and take pleasure in submitting our offer for subject machine.

Technical Data : As per Catalogue enclosed

Machine : As per Catalogue enclosed

Price : As per Price list attached

Delivery : As per Price list attached

The delivery period indicated is subject to confirmation on receipt of your technically/commercially clear Purchase Order along with advance.

Sales Tax : GST @ 18% extra.

Any statutory variation in the rate of taxes or any fresh Governmental levy over which we have no control at the time of supply will be to your account.

Terms of Payment: 50% advance along with purchase order and balance payment against Proforma Invoice before dispatch.

Commissioning: The commissioning charges quoted to you are applicable provided you offer the machine for commissioning within 2 months from the date of dispatch. If you cannot offer the machine for commissioning within this period then revised commissioning charges applicable will be intimated to you vide a separate offer.

We shall commission the machine at your site. It will however be your responsibility to complete all the preparatory work such as,

- a) Foundation/table should be laid as per drawing provided by us.
- b) Machine should be installed on the foundation.
- c) Power connections should be brought near the machine.
- d) Hydraulic oil or any other oil required for commissioning the machine should be procured as per our advice. Also hoisting facilities (if required) and all other items/work not specifically included in our offer should be provided by you. You should commissioning.

Register office: Kasturi Buildings, Mohan T Advani Chowk, Jamshedji Tata
Road, Mumbai 400 020, India. Tel: +91 22 6665 4000 Fax: +91 22 6665 4152
CIN: U 31400MH2010PLC 204612

After sales service: In the event of a breakdown, we shall provide free service during the warranty period. After the warranty period, our standard service charges will apply. We have regular after – sales –



service facilities and should you desire machines shall also be enrolled under Annual Maintenance Contract after the warranty period.

We are also accredited by NABL for UTM, Impact and Hardness calibration.

Warranty: The Machines quoted are warranted (exclusive of electricals & wearable parts) ex-Mumbai, against defective materials and workmanship for a period of 12 months from the date of commissioning or 15 months from the date of supply, whichever is earlier.

Validity: 30 days from this offer date

Thanking and looking forward to the pleasure of receiving your valued order at an early date.

Very truly yours
FOR BLUE STAR ENGINEERING & ELECTRONICS LTD.

Ajinkya Kulkarni
Assistant Manager
Testing machines
Cell: 09979878092
Email: ajinkyakulkarni@bluestarindia.com



PRICE LIST

Sr.No.	Description	Qty	Unit Price (Rs.) F.O.R. Ex Works
1	Fatigue Testing Machine Model : Fatigue Pro-200	1	1,80,000/-
2	Installation Charges	1	15,000/-
	Delivery Period : Ex Stock		

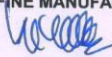
Purchase order:

FR. C. Rodrigues College of Engineering					
Fr. Agnel Ashram, Bandstand, Bandra(W), Mumbai, India-400050			Tel	67114000	
			Fax	67114100	
To,			PURCHASE ORDER		
Fine Manufacturing Industries			PO No.:-	2020-21/CRCE/075	
B-7/12, MIDC Area,			Date:-	24.03.2022	
Miraj, Maharashtra - 416410.			Indent No.:-	3441	
Mobile No. 8390799777 (Varsha)			Indent Recd Date:	30.11.2021	
Email : mktg@chennaietco.com			Department:-	CRCE - Mechanical	
With reference to your Quotation/Invoice No. _____ Dated _____ please supply the following material/services as per terms and conditions given below.					
Sr. No.	Descriptions	Unit	Qty.	Rate (Rs.)	Total (Rs.)
1	Fatigue Testing Machine	No	1	125,000	125,000
	Discount 7.5%				9,375
	Freight				6,000
	Insurance charges				121,625
	Installation charges				1,700
					8,000
	Less : Rounded off			Sub Total	131,325
					325
	Add: GST 18%			Total	131,000
					23,580
	Materials & Services should be delivered/provided to our store/complex between 9.00 A.M. and 4.00 P.M. only on working days. No supply/services will be accepted if delivered on a weekly off day or on a holiday. Exceptions to this should be intimated to us in writing well in advance.				
	Total				154,580
Price	:	FOR Bandra			
Taxes	:	As Above			
Delivery	:	Within 4-6 weeks from receipt of advance.			
Unloading	:	Within our scope of work.			
Warranty	:	Warranty against defective material and workmanship for a period of 15 months from the date of supply or 12 months from the date of commissioning whichever is earlier. The warranty is limited to free repair / replacement of defective parts only and does not cover worn out parts due to normal wear and tear and also damages to the machine / parts due to mishandling.			
Payment	:	30% advance against PI, 60% before dispatch against PI and balance 10% within 7 days on installation of machine.			
All bills should be GST Compliant					
Bills should be in the name of Society of St. Francis Xavier, Pilar - CRCE					
GST NO :	27AABTS9182Q1ZI				
Superior /Director		Audit Supervisor		Principal	
24/3/22		25/03/22			
				Head (Purchase)	
Purchase Dept. Copy/Audit Copy/Store Copy/User Department copy					
(PLEASE SEE REVERSE FOR TERMS & CONDITIONS)					

Receipt:

TAX INVOICE

(DUPLICATE FOR TRANSPORTER)

FINE MANUFACTURING INDUSTRIES B-7/12, MIDC AREA, MIRAJ - 416 410 DIST- SANGLI STATE - MAHARASHTRA TEL NO 0233 - 2644237 / 238 GST NO.27AAAFF3133F1ZX VAT NO.27100407681V GSTIN/UIN: 27AAAFF3133F1ZX State Name : Maharashtra, Code : 27 E-Mail : finemanufacturingindustries@gmail.com		Invoice No. FMI/22-23/83	Dated 10-Jun-2022				
Consignee FR.C. RODRIGUES COLLEGE OF ENGINEERING FR.AGNEL ASHRAM, BANDSTAND, BANDRA (W), MUMBAI: 400050 TEL.: 67114000 GSTIN/UIN : 27AABTS9182Q1ZI State Name : Maharashtra, Code : 27		Delivery Note 395	Mode/Terms of Payment 30% ADV, 60% BA DISP, 10% WITHIN 7 DAYS AFTER INSTAL				
Buyer (if other than consignee) FR.C. RODRIGUES COLLEGE OF ENGINEERING FR.AGNEL ASHRAM, BANDSTAND, BANDRA (W), MUMBAI: 400050 TEL.: 67114000 GSTIN/UIN : 27AABTS9182Q1ZI State Name : Maharashtra, Code : 27		Supplier's Ref. 395	Other Reference(s)				
		Buyer's Order No. 2020-21/CRCE/075,DT.24.03.2022	Dated 25-Mar-2022				
		Despatch Document No.	Delivery Note Date				
		Despatched through ACPL TRANSPORT	Destination MUMBAI				
		Terms of Delivery 04-06 WEEKS FREIGHT PAID DOOR DELIVERY					
Sl No.	Description of Goods	HSN/SAC	Quantity	Rate	per	Disc. %	Amount
1	FATIGUE TESTING MACHINE WITH STD. ACCESSORIES MODEL: FTG-8-D (PRICE INCUSIVE OF : FREIGHT, INSURANCE, INSTALLATION) SR.NO.: 2022/228 OUTPUT SGST - 9% OUTPUT CGST - 9%	90249000	1 NOS	1,31,000.00	NOS		1,31,000.00
Total			1 NOS				₹ 1,54,580.00
Amount Chargeable (in words)							E. & O.E
Indian Rupees One Lakh Fifty Four Thousand Five Hundred Eighty Only							
HSN/SAC	Taxable Value	Central Tax		State Tax		Total Tax Amount	
90249000	1,31,000.00	Rate	Amount	Rate	Amount	23,580.00	
Total	1,31,000.00	9%	11,790.00	9%	11,790.00	23,580.00	
Tax Amount (in words) : Indian Rupees Twenty Three Thousand Five Hundred Eighty Only							
Company's PAN : AAAFF3133F		Company's Bank Details Bank Name : HDFC BANK 26912000000315 A/c No. : 26912000000315 Branch & IFS Code : MIRAJ & HDFC0002691					
Declaration We declare that this invoice shows the actual price of the goods described & that all particulars are true & correct. NOTE: WE ARE NOT RES. FOR ANY LOSS / DAMAGE OF MATL. WHILE DESP. TH. COURIER / TRANSPORT. YOU ARE REQUIRED TO DO THE TRANSIT INSURANCE AT YOUR END BEFORE DISPATCH OF MATERIAL/MACHINE.		for FINE MANUFACTURING INDUSTRIES  Authorised Signatory					

SUBJECT TO SANGLI JURISDICTION

This is a Computer Generated Invoice