# MALLA REDDY VISHWAVIDYAPEETH

**(DEEMED TO BE UNIVERSITY)**

**Recognised Under Section 3 of The UGC Act, 1956, Vide Notification No.9-4/2024-U.3(A) by Department of Higher Education, Ministry of Education, Government of India.**


**Ref. No: MRV/Policies/039** **Date: 05.10.2026**

## NOTIFICATION

In pursuance of the resolution passed by the Executive Council at its meeting held on 03/10/2026 **vide Resolution No. EC-8-07 as adopted in 3rd October 2026.**

It is hereby notified for the information of all concerned that **Malla Reddy Vishwavidyapeeth**, has published the **"Purchase and Procurement Policy"** for information to all concerned. The **Purchase and Procurement Policy Document** mainly comprises the following parts:

- **Principles, Scope and Planning**
- **Procurement Methods and Requisitions**
- **Bid Evaluation and Contracts**
- **Payment, Ethics and Compliance**

The **Purchase and Procurement Policy Document** will serve as detailed guidelines and will be useful to all concerned. It will come into force with immediate effect.

**Registrar**

MALLA REDDY VISHWAVIDYAPEETH ★ Suraram Hyderabad ★ (Deemed to be University)

Copy to

1. Hon'ble Chancellor, Malla Reddy Vishwavidyapeeth
2. Hon'ble Vice Chancellor, Malla Reddy Vishwavidyapeeth
3. Pro Vice Chancellor, Academics & Accreditation, Malla Reddy Vishwavidyapeeth
4. Pro Vice Chancellor, MRTC, Malla Reddy Vishwavidyapeeth
5. Deans/Principals/Directors of all Constituent Colleges/Schools of Eminence, Malla Reddy Vishwavidyapeeth
6. Director (Research), Malla Reddy Vishwavidyapeeth
7. Controller of Examinations, Malla Reddy Vishwavidyapeeth
8. Finance Officer, Malla Reddy Vishwavidyapeeth
9. IQAC Coordinator, Malla Reddy Vishwavidyapeeth
10. Web Master for uploading on the Malla Reddy Vishwavidyapeeth Website



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# MRV PURCHASE AND PROCUREMENT POLICY

# PURCHASE AND PROCUREMENT POLICY

## 1. PREAMBLE

Malla Reddy Vishwavidyapeeth (hereinafter referred to as "MRV" or "the University"), a Deemed-to-be University, recognises that transparent, economical, fair and accountable procurement is essential for the effective delivery of its academic, research, clinical, administrative and institutional functions. This Policy establishes a consistent framework for the procurement of goods, works and services, while safeguarding quality, value for money, competition, integrity and proper financial control.

This Policy shall be read together with the University's applicable Memorandum of Association, Rules, Memorandum/Articles where applicable, UGC requirements, MRV Statutes and Ordinances, approved financial regulations, delegation of financial powers, and other applicable laws and directions. In the event of inconsistency, the applicable law and the University's governing instruments shall prevail.

## 2. OBJECTIVES

- To ensure that procurement is conducted in a transparent, fair, competitive, economical and accountable manner.
- To obtain the required quality, quantity and specifications at a reasonable and justifiable total cost.
- To promote open and adequate competition and equal opportunity for eligible suppliers and service providers.
- To establish clear responsibilities, approval processes, documentation and audit trails.
- To prevent conflicts of interest, collusion, favouritism, fraud, waste and unauthorised commitments.
- To ensure timely procurement in support of teaching, learning, research, healthcare, infrastructure and administration.



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- To encourage standardisation, lifecycle-cost consideration, sustainability and responsible sourcing wherever practicable.

## 3. SCOPE AND APPLICABILITY

This Policy applies to all Schools, Departments, Centres, constituent institutions, hospitals/clinical units, offices, projects and other units of MRV, and to all employees, officers, committees and authorised representatives involved in initiating, recommending, approving, processing, receiving, inspecting, recording or paying for procurement.

It covers procurement of:

- Goods, equipment, furniture, computers, software, books, journals, laboratory and research materials, medical and clinical equipment, consumables and stores.
- Works, construction, renovation, repairs, maintenance and infrastructure development.
- Services, including consultancy, professional services, annual maintenance contracts, facility management, security, housekeeping, transport, event support and outsourced services.
- Subscriptions, licences, cloud services, digital platforms and other technology-related procurements.

The Policy applies irrespective of the source of funds, including University funds, grants, sponsored projects, donations and other authorised funding sources, subject to any additional conditions imposed by the funding agency or applicable law.

## 4. GUIDING PRINCIPLES

- Transparency: Procurement requirements, evaluation criteria, decisions and approvals shall be documented and traceable.
- Competition: Competition shall be encouraged to the extent practicable, with no artificial restriction of eligible bidders.
- Value for money: Decisions shall consider quality, fitness for purpose, price, delivery, warranty, maintenance, lifecycle cost and service support, as relevant.
- Fairness and non-discrimination: Suppliers shall be treated consistently and evaluated against pre-disclosed criteria.

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- Accountability: Every procurement shall have an identified requirement owner, approving authority and responsible procurement function.
- Integrity: Employees and committee members shall act impartially and disclose actual, potential or perceived conflicts of interest.
- Need and economy: Procurement shall be based on genuine requirements, budget availability and avoidance of unnecessary or excess purchases.

## 5. REGULATORY AND INSTITUTIONAL FRAMEWORK

Procurement shall comply, as applicable, with the UGC (Institutions Deemed to be Universities) Regulations and other UGC directions, MRV Statutes and Ordinances, approved financial rules and delegation of financial powers, applicable tax and labour laws, environmental and safety requirements, and conditions attached to grants or sponsored projects.

Where public funds, government grants or specific funding-agency conditions are involved, the procurement requirements prescribed by the relevant authority, including applicable Government of India procurement instructions or General Financial Rules, shall be followed to the extent applicable to the funds and transaction. The Finance Office shall advise the procuring unit on the applicable requirements.

The Executive Council is the competent statutory authority of the University in accordance with the University's governing instruments. The Finance Committee, Vice-Chancellor, Registrar, Finance Officer and other authorities shall exercise procurement and financial powers only to the extent provided under the applicable Statutes, Ordinances, approved regulations and current delegation of powers. This Policy does not independently confer financial or statutory powers.

## 6. PROCUREMENT PLANNING AND BUDGETARY CONTROL

1. Each School, Department or Unit shall prepare an annual procurement plan based on approved academic, research, clinical, infrastructure and administrative requirements.
2. Every requisition shall state the purpose, justification, quantity, technical specifications, estimated cost, required delivery schedule, proposed funding source and budget head.
3. Procurement shall ordinarily be initiated only where sufficient provision is available in the approved budget or where specific additional approval and funding authorisation have been obtained.



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4. Requirements shall be consolidated, wherever feasible, to obtain economies of scale and avoid repetitive purchases or splitting of orders to bypass approval or competition thresholds.
5. Multi-year commitments, subscriptions, leases, annual maintenance contracts and recurring service arrangements shall disclose the total estimated financial commitment and renewal implications.
6. Urgent or unforeseen requirements shall be supported by written reasons and processed under the applicable emergency procedure and delegated authority.

## 7. INITIATION OF PURCHASE REQUISITIONS

The Indenting Department/Unit shall submit a purchase requisition in the prescribed format through the University's approved ERP or other authorised workflow. The requisition shall include, as applicable:

- Description of the goods, works or services and the functional requirement.
- Detailed, generic and non-restrictive specifications, including performance, safety, compatibility and quality standards.
- Quantity, estimated unit cost and total estimated value, including taxes, freight, installation, training and other incidental charges.
- Budget availability and funding source confirmation.
- Justification for the procurement and, where relevant, reasons for replacement, upgrade or single-source requirement.
- Preferred delivery, installation, commissioning and acceptance requirements.
- Suggested vendors, if any, with a clear statement that such suggestions do not guarantee selection.

The Purchase/Procurement Function shall review the requisition for completeness, procurement method, competition requirements and documentation. Technical specifications shall be approved by the competent technical authority or user department before solicitation.

## 8. PROCUREMENT METHODS

The procurement method shall be selected according to the estimated total value, nature and complexity of the requirement, market conditions, urgency, funding conditions and applicable



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rules. Thresholds and approval levels shall be those specified in the latest approved Delegation of Financial Powers or procurement procedure issued by MRV.

**8.1 Direct Purchase / Low-Value Procurement**

Low-value and routine items may be procured through a simplified process where permitted by the approved financial limits. The file shall contain a requisition, price reasonableness evidence, supplier details, approval and proof of receipt. Splitting a requirement to bring it within a lower threshold is prohibited.

**8.2 Request for Quotations**

For purchases requiring quotations, the Procurement Function shall obtain quotations from an adequate number of eligible suppliers, as prescribed by the applicable threshold and procedure. Quotations shall be comparable in terms of specifications, taxes, delivery, warranty and other commercial conditions. The basis for selection shall be recorded.

**8.3 Limited Tender / Restricted Enquiry**

Limited tendering may be used where permitted by the applicable rules, including cases involving specialised markets, a limited supplier base, continuity or compatibility requirements, or other justified circumstances. The reasons for restricting competition and the list of invited suppliers shall be documented.

**8.4 Open Tender / Competitive Bidding**

High-value, complex or strategically significant procurement shall ordinarily be undertaken through open competitive bidding or another transparent competitive process prescribed by the University and applicable rules. The tender document shall specify eligibility conditions, scope, specifications, bid submission requirements, evaluation criteria, delivery schedule, contract conditions and other material terms.

**8.5 E-Procurement**

Where required by applicable rules, funding conditions or University procedure, procurement shall be undertaken through an authorised e-procurement platform. Electronic records, bid security, submissions, evaluation and approvals shall be preserved in accordance with the applicable system and record-retention requirements.

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### 8.6 Proprietary / Single-Source Procurement

Proprietary or single-source procurement shall be exceptional and shall not be adopted merely for convenience or to avoid competition. It may be considered only where the requirement is genuinely available from a single source, compatibility or standardisation makes an alternative impracticable, or another recognised justification exists. The file shall include a detailed justification, appropriate proprietary/single-source certificate where relevant, price reasonableness assessment, technical recommendation and approval of the competent authority.

### 8.7 Emergency Procurement

In a genuine emergency involving safety, patient care, essential academic or research continuity, critical infrastructure or prevention of serious loss, procurement may be expedited to the extent permitted by the delegation of powers and applicable rules. The urgency, reasons for not following the normal process, items/services procured, rates and approvals shall be recorded. Post-facto reporting or approval shall be obtained only where expressly permitted by the governing rules.

## 9. INVITATION, RECEIPT AND OPENING OF BIDS

- Invitations and tender documents shall provide clear, complete and non-discriminatory requirements and sufficient time for response, proportionate to the complexity of procurement.
- Eligibility and qualification criteria shall be relevant, proportionate and disclosed in advance.
- Bid submission and opening shall follow the prescribed procedure, with confidentiality and a verifiable audit trail.
- Late bids shall be dealt with strictly in accordance with the tender conditions and applicable rules.
- Any clarification or amendment that materially affects the bid shall be communicated uniformly to all participating bidders, with an appropriate extension where necessary.
- Bid information shall remain confidential until the authorised stage of disclosure.

## 10. EVALUATION AND SELECTION

1. Technical evaluation shall be carried out by the authorised technical committee or designated experts against the specifications and criteria stated in the tender.



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2. Commercial bids shall be evaluated only in accordance with the disclosed evaluation method and applicable procurement rules.
3. Evaluation shall consider total cost and relevant factors such as taxes, freight, installation, training, warranty, maintenance, consumables, delivery, service support and lifecycle cost.
4. Clarifications may be sought only in a manner permitted by the tender conditions and applicable rules; material changes to bids or unfair opportunities to revise offers shall not be permitted.
5. The evaluation committee shall record its observations, comparative statement, reasons for rejection or acceptance, and recommendation.
6. The lowest-priced offer shall not automatically be selected where it fails technical requirements or where another disclosed evaluation method applies. Any award other than the lowest evaluated responsive offer shall be supported by recorded reasons and competent approval.
7. All committee members shall declare conflicts of interest before participating in evaluation.

## 11. PURCHASE / WORK ORDER AND CONTRACT MANAGEMENT

No supplier shall be instructed to commence supply, work or service, and no financial commitment shall be made, before the required approval and issuance of a formal purchase order, work order, service order or executed agreement, except where an authorised emergency procedure expressly permits otherwise.

The order/contract shall clearly state the scope, specifications, quantities, price, taxes, delivery or completion schedule, installation and commissioning obligations, inspection and acceptance requirements, warranty, service levels, payment terms, liquidated damages or other remedies where appropriate, termination provisions, dispute resolution and applicable legal conditions.

Any variation, extension, additional quantity, change in scope or price revision shall be supported by reasons, budget confirmation and approval under the applicable delegation. Contract renewals shall not be automatic unless specifically authorised and supported by performance and value-for-money review.

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## 12. RECEIPT, INSPECTION AND ACCEPTANCE

1. All goods and equipment shall be received at the designated receiving point and recorded in the goods receipt or equivalent system.
2. The receiving department shall verify quantity, description, condition and supporting delivery documents against the purchase order.
3. Technical inspection, testing, installation and commissioning shall be carried out by the user department or an authorised inspection committee, wherever required.
4. Defective, damaged, short-supplied or non-conforming items shall be recorded and reported promptly for replacement, rectification, rejection or other contractual remedy.
5. Acceptance shall be documented through a goods receipt note, installation/commissioning certificate, service completion certificate or other prescribed record.
6. Assets shall be tagged, entered in the fixed asset register and assigned to a responsible custodian, where applicable.

## 13. PAYMENT AND FINANCIAL CONTROLS

Payment shall be processed only after verification of the purchase order/contract, invoice, receipt and acceptance evidence, applicable tax documents, approvals and other required records. The Finance Office shall ensure that payment is within the approved amount and budget, that statutory deductions and tax requirements are addressed, and that duplicate or unsupported claims are prevented.

Advance payments, mobilisation advances, retention money, performance security, bank guarantees and milestone payments may be made only where contractually justified and permitted under the applicable rules and delegation of powers. Appropriate safeguards shall be obtained and monitored.

No employee shall divide orders, alter specifications, certify receipt without verification, approve their own requisition and payment, or otherwise circumvent financial controls.

## 14. ETHICS, CONFLICT OF INTEREST AND PROHIBITED PRACTICES

- Employees and committee members shall act in the best interests of MRV and shall disclose any actual, potential or perceived conflict of interest.



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- No employee shall seek or accept gifts, commissions, hospitality, favours or benefits intended to influence a procurement decision, except nominal items permitted under the University's applicable conduct rules.
- Collusion, bid-rigging, bribery, coercion, fraud, misrepresentation, favouritism, manipulation of specifications and leakage of confidential bid information are prohibited.
- Any employee having a personal, financial or close relationship with a bidder shall disclose it and recuse themselves where appropriate.
- Suspected irregularities shall be reported through the prescribed institutional channel and may be referred for inquiry, audit or disciplinary action.

## 15. SUSTAINABLE AND RESPONSIBLE PROCUREMENT

Where technically suitable and economically reasonable, MRV shall consider energy efficiency, durability, repairability, resource conservation, reduced packaging, safe disposal, accessibility, environmental compliance and total lifecycle cost. Procurement of hazardous materials, biomedical or laboratory equipment, chemicals and regulated items shall comply with applicable safety, storage, handling and disposal requirements.

The University may encourage eligible local suppliers, start-ups, micro and small enterprises, women-led enterprises and other categories where permitted or required by applicable law, funding conditions and University rules, without compromising fairness, quality or value for money.

## 16. ROLES AND RESPONSIBILITIES

| Authority / Function | Key Responsibilities |
|---|---|
| Executive Council | Exercises the powers assigned to it under the MRV Statutes, Ordinances and other governing instruments, including approval of matters reserved to it. It does not automatically approve every procurement transaction. |
| Finance Committee | Considers and recommends financial matters within its statutory and delegated role, including budgetary and financial-control matters referred to it. |
| Vice-Chancellor | Exercises procurement and financial approval powers assigned under the University's governing instruments |



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| | |
|---|---|
| | and approved delegation of financial powers. |
| Registrar | Provides administrative oversight and ensures that procurement processes follow approved institutional procedures and competent-authority decisions. |
| Finance Officer / Finance Office | Confirms budget availability, advises on financial and tax compliance, verifies financial documentation, processes eligible payments, maintains accounts and supports financial reporting and audit. |
| Purchase / Procurement Function | Coordinates procurement planning, market enquiries, tendering, bid records, comparative statements, purchase orders, vendor records and procurement documentation. |
| Indenting Department / Unit | Establishes the need, prepares specifications and estimates, confirms budget, participates in technical evaluation, verifies delivery and certifies satisfactory performance. |
| Technical / Evaluation Committees | Evaluate technical compliance and bids objectively, record reasons and recommendations, and disclose conflicts of interest. |
| Stores / Asset Custodian | Maintains receipt, stock, issue, tagging, custody and asset records, as applicable. |
| Internal Audit | Examines compliance, controls, documentation, value-for-money indicators and procurement risks, and reports observations through the approved audit mechanism. |

## 17. RECORDS AND DOCUMENTATION

The procuring unit and Procurement Function shall maintain a complete procurement file, physically or electronically, containing as applicable:

- Approved procurement plan, requisition and justification.
- Budget confirmation, estimate and market survey/price discovery.
- Specifications, tender/quotation documents, invitations and proof of publication or issue.
- Quotations/bids received, bid opening records and clarifications.
- Technical and financial evaluation reports, comparative statements and committee declarations.
- Approval notes, purchase orders, contracts, amendments and correspondence.



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- Delivery challans, goods receipt notes, inspection, installation and acceptance certificates.
- Invoices, payment approvals, tax records, guarantees and performance securities.
- Vendor performance records, complaints, deviations, audit observations and corrective actions.

Records shall be retained for the period prescribed by applicable law, funding conditions and the University's records-retention schedule, and shall be made available to authorised internal and statutory auditors.

## 18. DEVIATIONS AND EXCEPTIONS

Any proposed deviation from the normal procurement process shall be exceptional, justified in writing, supported by relevant evidence and approved by the authority competent under the current delegation of financial powers and applicable rules. A deviation shall not be used to defeat competition, avoid approval limits or regularise an unauthorised commitment. All approved deviations shall be recorded and reported to the appropriate authority as required.

## 19. NON-COMPLIANCE

Violation of this Policy, unauthorised procurement, deliberate splitting of orders, false certification, conflict-of-interest concealment, manipulation of bids or misuse of University funds may result in cancellation of procurement, recovery of loss, vendor action, audit objection, disciplinary proceedings or other legal action, in accordance with applicable rules and principles of natural justice.

## 20. MONITORING, REVIEW AND AMENDMENT

The Registrar, Finance Officer and Purchase/Procurement Function shall monitor implementation of this Policy within their respective responsibilities. Internal Audit may periodically review procurement transactions, compliance, contract management, inventory and asset controls, and report significant observations to the authority or committee designated under the University's governing instruments.

This Policy shall be reviewed at least once every three years or earlier if required due to changes in law, UGC directions, funding conditions, MRV Statutes/Ordinances, audit findings or



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institutional requirements. Amendments shall be approved by the competent authority in accordance with the University's governing instruments.

## 21. APPROVAL AND IMPLEMENTATION

This Policy shall come into force from the date of approval by the competent authority of Malla Reddy Vishwavidyapeeth. The Registrar shall communicate the approved Policy to all Schools, Departments, Centres, constituent institutions and administrative units for implementation.

The detailed procurement thresholds, tendering methods, committee composition, approval matrix and financial limits shall be governed by the latest approved Delegation of Financial Powers and procurement procedures of MRV. Until such schedules are formally approved or updated, no threshold or approval power shall be inferred from this Policy.

## PROCUREMENT PROCESS FLOW

Indenting Unit raises requisition → Budget and specification review → Procurement method determined → Quotations/tender invited → Bids received and opened → Technical and commercial evaluation → Competent authority approval → Purchase order/contract issued → Goods/services received and inspected → Asset/stock entry and acceptance → Invoice verification and payment → File closure and audit trail.

**Sd/-**

**Registrar**

