

# **BMS COLLEGE OF ENGINEERING PROCUREMENT GUIDELINES 2025**

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Bengaluru 560 019**

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## I. INTRODUCTION

The “**BMSCE Procurement Guidelines**” is aimed at providing necessary information and step-by-step procedures for procurement of goods and services. This document is intended to guide all the stakeholders directly involved in the procurement activities. The process is detailed for Non-Recurring and Recurring activities. The manual gives an understanding on the procurement processes and to achieve uniformity in procurement processes followed. Further the manual throws light on budgetary limits, review and approval threshold limits. The guide is applicable to all the BMSCE procurements funded by BMSET/BMSCE and other externally funded projects which specifically mandate to follow the institutional procurement guidelines.

However, these guidelines are not applicable for externally funded projects wherever the exclusive procurement process is mandated by the funding agency.

BMSCE establishes Best-value-for-money (BVM) as one of the general principles and BVM is defined as the optimization of whole life costs and quality needed to meet the user requirements while taking into consideration potential risk factors and resources available. Technical evaluation and shortlisting of the available products is mandated to achieve to get the Most Economically Advantageous Pricing (MEAP). Evaluation of Best-value-for-money (BVM) shall consider the Environmental sustainability, optimum fuel/power consumption, use of environmental-friendly materials, reduced noise and emission levels and BMSCE Environmental policies. These guidelines’ goal is to achieve the maximum benefit for the organization by applying the BVM in our transparent procurement process.

The rights and obligations of the purchaser and the contractor of goods and services will be governed by terms and conditions in the tender documents, contracts signed and purchase orders.

This “**BMSCE Procurement Guidelines**” shall supersede all the existing guidelines/manual in vogue. In the event of any discrepancies/disagreements, the decisions of the Board of Governors (BoG) or Committee appointed by BoG shall supersede these guidelines. The Guidelines shall be in force unless and till specifically revoked.

## **II. PROCUREMENT PLAN AND APPROVAL**

All the Procurement proposals shall be processed and monitored through Central Procurement Committee (CPC) and Procurement & Stores Management manual / ERP process.

### **PROCUREMENT PLAN**

The Department-wise annual budget approved by the Chairman shall form the basis for the procurement plans of the departments

### **REVISION/ UPDATION OF PROCUREMENT PLAN**

The procurement plan shall be approved annually the BoG and other revisions and re-appropriation required during the year shall need the approval of the BoG/appointed Committee/authority.

### **COMMITTEES**

College Procurement Committee (CPC)

Departmental Procurement Committee (DPC)

Sub-Committees & Special Committees as appointed by the CPC/Principal as may be required

### **APPROVAL ARRANGEMENTS**

The Board of Governors (BoG) will review and approve all the expenditure in the annual budget:

- Non-Recurring Goods/Services/ Single Source/Proprietary Goods & Software:  
All proposals with specific nomenclature with documentary proofs enclosed.
- Recurring Expenditure: all procurements limiting to a specific total allowable value
- Only procurement proposals which are approved in the annual budget or re-appropriated or specially approved by the BoG/nominated committee shall be considered for further process by CPC/DPC/other authorities.
- All the high value items valued above Rs.3 Lakhs approved by the BoG in the budget are in principle and subject to the consideration of the CPC/DPC.
- All the high value items valued less than Rs.3 Lakhs approved by the BoG in the budget are in principle and subject to the consideration of the Sub-Committee of CPC/DPC.
- An increase in the value of budgeted cost (exclusive of taxes) by 10% and above shall need the approval of the Chairman.

The College Procurement Committee (CPC) will prior review the following procurements:

- Goods: All proposals with an estimated value of Rupees Three Lakhs and above.
- Services: All proposals with an estimated value of Rupees Three Lakhs and above.
- Single Source/Proprietary Goods & Software: All proposals with an estimated of value Rupees Three Lakhs and above.
- All the Goods/Services/ Single Source/Proprietary Goods & Software with an estimated value of less than Rupees Three Lakhs shall be prior reviewed by the Sub-Committee of the College Procurement Committee (CPC).

The Departmental Procurement Committee (DPC) shall forward all the proposals to the College Procurement Committee (CPC) / the Sub-Committee of the College Procurement Committee (CPC) by prior reviewing and monitor the post procurement utility.

The final approving authority of all the procurement processes, orders and procurement committees shall be the Principal.

### III. Value threshold Limits & Approval Arrangements

Category	Value in Indian Rupees (₹)	Procurement Method	Approval/Recommendation
Goods, Learning Resources and other services	₹3 lakhs to 49 Lakhs	Limited Competitive Tenders (LCT)	Prior & Pre Order Approval of College Procurement Committee (CPC)
Goods, Learning Resources and other services	Above ₹50 Lakhs	National Competitive Tenders (NCT)	Prior & Pre Order Approval of College Procurement Committee (CPC)
Any other special products/services of Foreign Origin for direct import	Case by case (with necessary GoI approvals)	International Competitive Tenders (ICT)	Prior & Pre Order Approval of College Procurement Committee (CPC) and BoG
Rate contracts	All	Limited Competitive Tenders (LCT)	Prior & Pre Order Approval of College Procurement Committee (CPC)
Goods & Learning Resources	Less than ₹2.99 Lakhs	Limited Competitive Tenders (LCT)	Pre Order Approval of Vice Principal & Principal through Sub-Committee of CPC
Certified Proprietary Products/Single Source	Above ₹1 lakhs	Direct Order	Prior & Pre Order Approval of College Procurement Committee (CPC)
Certified Proprietary Products/Single Source	Less than ₹1 lakh	Direct Order	Pre Order Approval of Vice Principal & Principal through Sub-Committee of CPC
Books & library e-resources	Above ₹3 lakhs	Direct order	Prior Approval of College Procurement Committee (CPC) through Library Committee
Books & library e-resources	Less than ₹2.99 Lakhs	Direct order	Pre Order Approval of Vice Principal & Principal through Library Committee
R&D and Departmental Lab Recurring items	₹25,000/- to ₹.50,000/-	Local Enquiry Shopping	Pre Order Approval of Vice Principal & Principal through Departmental Procurement Committee & HoD
R&D and Lab Recurring items	₹10,000/- to ₹.25,000/-	Local Enquiry Shopping	Pre Order Approval of Vice Principal & Principal through Departmental Procurement Committee & HoD
R&D and Lab Recurring items	Equal & less than ₹10,000/-	Local Petty Purchase	Pre Order Approval of Vice Principal & Principal through Departmental Procurement Committee & HoD

Note: Local Enquiry/Local Petty Purchase Methods should not be used as an expedient to by-pass other methods or portion large procurement into smaller ones to use of Local Methods. Procurement of Equipment, Software, Furniture & Fixtures, Interiors are not permitted under Local Enquiry/Local Petty Purchase Methods. No splitting of the financial powers is to be done.

## VI. PROCUREMENT STEPS

Steps	Activities
One	Establish a Departmental Purchase Committee (DPC) with the approval of Principal/CPC
Two	Secure budgetary approval for the items under current financial budget request
Three	Proposer to submit for the budgeted proposals with Forms RFP-1/RFP-2/BMSCE SS and DPC to consider the same to review, scrutinize and secure budget reallocation, if any, and recommend to CPC/Principal
Four	Principal / CPC / DPC reviews and recommends the proposal for procurement process initiation
Five	Stores Section to initiate Technical Tender process, collects Technical Bids and call of meeting
Six	Proposer/DPC/Central Technical Committee conducts a pre-bid meeting and finalizes a Revised Specifications with technical mandated comparative statement (BMSCE Form-1) so that all the eligible, minimum of three, can participate in the tender enhancing the competition.
Seven	A. Stores Section to initiate Commercial Tender process, collects Commercial Bids/Quotations and call of meeting. B. For single source proposals; valid proprietary certificate and justification documents are to be submitted by proposer.
Eight	CPC /Vice Principal/DPC/any other approved committee based on the thresholds to open quotations, finalize negotiation and recommends for placing orders (BMSCE Form-1)
Nine	Stores Section to place order on the shortlisted vendor as per the agreed terms.
Ten	In case of advance payment; vendor shall submit Bank Guarantee / Indemnity Bond (BMSCE BG / BMSCE VG)
Eleven	Vendor shall submit the invoice after completing the delivery, installation, training and other terms agreed
Twelve	Proposer shall submit the invoice with necessary approvals with ledger entry details to Stores Section for further payment process.

### APPROVALS

**PRIOR REVIEW:** Review of proposal for approval to initiate the procurement.

**PRIOR APPROVAL:** Granting of approval at the Proposal stage for further process

**PRE-ORDER APPROVAL:** Granting of approval the Purchase Order/Contract Stage to proceed further to issue order.

**POST REVIEW:** Audit of the procurement at any time after completion.

### DISCLOSURE

For all procurements, information on enquires/tenders and award of purchase orders shall be posted on the institutional website.

### PROCUREMENT AUDIT

Post reviews of procurements shall be carried out as part of the college annual audits.

### METHODS OF PROCURMENT OF GOODS & SERVICES

- V. Limited Competitive Tenders
- VI. National Competitive Tenders
- VII. International Competitive Tenders
- VIII. Direct Order
- IX. Local Enquiry Shopping
- X. Repeat Order at the same price or lower negotiated price.
- XI. Local Petty Purchase

## **V. LIMITED COMPETITIVE TENDER (LCT)**

The following consideration should be kept in view for adopting this procedure:

1. Limited Competitive Tender is a Procurement method based on comparing price quotations obtained from several suppliers, at least three to ensure competitive prices.
2. Prior & Pre Order approval of College Procurement Committee (CPC)/ Departmental Procurement Committee (DPC)/other authority in line with value limits and approval arrangements is mandated.
3. The process shall be carried out by the Stores Section based on the approved Request for Procurement RFP1 and other documents submitted by the end-user department.
4. To procure off-the-Shelf goods or Standard Specification equipment/other items for which expensive & time consuming methods are not justified on the basis of cost or efficiency.
5. Request for quotation shall be written and sent by letter, email and such mode (with proof of receipt and record keeping) and shall also be displayed in the College website.
6. The request shall detail the generic specification/description and quantity of the goods as well as the required delivery time and place for the goods or services, including any installation and training requirements as appropriate;
7. The request shall indicate the last date before which the quotations are submitted.
8. Prices for goods supplied from within the country (including previously imported items) are to be quoted with Incoterm DDP (Delivered Duty Paid) BMSCE Bengaluru. The DDP Price includes all custom, excise duties, GST and other taxes already paid or payable on the raw materials and components; for imported goods offered.
9. Payments shall be 100% after delivery, installation, training and final acceptance by the end-user department. For advance payment requests for the value above 1 lakh; vendor shall issue a Bank Guarantee in the prescribed format (Form BMSCE BG) by Scheduled/Nationalized Bank. For advance payment requests for the value less than 1 lakh; vendor shall execute a indemnity bond in the prescribed format (Form BMSCE VG) in a e-stamp paper valued at ₹.300/-issued by Government of India.
10. Requests shall be addressed to limited number of vendors and advised to be more than five firms that are reputable, well established, registered may be considered after diligent verification.

11. A vendor is considered to be eligible to participate if registered under GST, PAN, GoI Ministry of Corporate Affairs or any other mandated prevailing rules under Government of Karnataka / Government of India and into the related business.
12. Eligible vendors shall have Environmental sustainable practices, optimum fuel/power consumption policies, use of environmental-friendly materials, reduced noise and emission levels, proper biomedical waste disposal, construction debris discarding procedures and other necessary compliances as per the rules Central and State Governments.
13. Technical and Commercial Quotation should be submitted in writing or soft form as requested in the enquiry.
14. Minimum of the three comparable quotations are mandated.
15. No bid securities are required. However, CPC/DPC shall mandate bid securities in specific cases as CPC/DPC considers fit to mandate bid security.
16. Enquiry for quotes should indicate the expected date of submission of quotes with a minimum of 14 days from the date of issue of email request. However, the last date may be extended for justified reasons.
17. If the Stores Section has not received at least three quotations within the time set, it should verify with the suppliers who have not submitted quotation, whether they intend to do so and how soon.
18. Technical and Commercial Quotations shall be opening in the presence of DPC/Vice Principal.
19. Quotation should be technically compared (BMSCE Comp1) and commercially compared (Format BMSCE Comp2) after adding to the quoted price for goods, the estimated cost of inland transportation and insurance, if any, to the final destination. The lowest responsive offer is selected.
20. Proposer may exercise discretion in selecting a quotation that is not the lowest priced as far as there is good technical justification on the quality of the offered item, suitability of delivery schedule, etc. In such cases, such requirements should be indicated in the request for quote as well as in the evaluation note with detailed justification for not shortlisting the lowest bidder.
21. Award decision and its rationale should be documented/ and kept for review by CPC/Principal. The record should contain the list of firms invited, and the list and value of quotations received, comparative statements etc. The documents should clearly show that the award is based on sound technical and commercial criteria.
22. Proposer/DPC shall explore the possibilities of Customs Duty Exemption, GST and other Exemption through the Stores Section.
23. Purchase order shall incorporate the terms of accepted offer.
24. Bengaluru shall be the legal jurisdiction
25. Principal shall reserve the right to cancel the process at any level.
26. Expected Request to Purchase Order lead time is 20 Days

**VI. NATIONAL COMPETITIVE TENDER (NCT)**

NCT generally known as Open Tender is the competitive bidding procedure which shall provide adequate competition among participants in order to ensure competitive prices.

- A. Prior & Pre Order approval of College Procurement Committee (CPC)/ Departmental Procurement Committee (DPC)/other authority in line with value limits and approval arrangements is mandated.
- B. The process shall be carried out by the Stores Section based on the approved Request for Procurement RFP<sup>1</sup> and other documents submitted by the end-user department.

The procurement steps for NCT consist of the following activities:

**STEP 1: TENDER DOCUMENT**

1. The tender documents, prepared by Stores Section with necessary approvals, shall furnish all information necessary for a prospective bidder to prepare a tender for the goods/ works to be provided.
2. The bid document should invariably contain standard bidding and contract conditions to make it self-explanatory. Some of the mandatory requirements in a bid document may include Invitation for bids, Instructions to Bidders, Contract Data including Bill/ Schedule of Quantities (BOQ), General Terms & Conditions, Award Criteria, Notification of Award, Execution of Contract, Quality Control, Payment Terms, Taxes and Duties, Completion Certificate, Warranty/ Defect Liability, Drawings, Dispute Resolution, Arbitration, Force Majeure, etc.
3. Bill/ Schedule of quantities (BOQ) shall indicate the description of items to be provided along with quantities and the phased manner in which the goods/ works are required to be delivered or constructed.
4. Bidding documents should state clearly whether the bid prices will be final or price adjustments will be made to reflect any changes in major cost components of the goods/ works.

**STEP 2: ADVERTISEMENT/NOTIFICATION**

5. Timely notification of bidding opportunities is essential in national competitive tender and shall be published in daily newspapers with wide circulation all over India, at least in one national English and one regional language daily. However, the CPC shall decide whether an advertisement in Newspaper is required.
6. The advertisement should be placed in institutional website, widely circulated emails and may be publicized through online platforms like Trade India, GeM CPPP and such websites.
7. The minimum time given for submission of bids shall be not less than 30 days or as advised by CPC from the date of sale of bid document.
8. The last date and time of sale and receipt of bid document should be clearly indicated in the notification/ advertisement.

**STEP 3: ISSUE OF TENDER DOCUMENT**

9. Sale of tender documents at the rate of Rs.200/- per document shall begin only after the publication of notification for tender in newspapers.
10. Tender documents should be made available to all who seek them after paying the requisite fees, if any, regardless of registration status and they should be allowed to bid.
11. No bid securities are required. However, CPC/DPC shall mandate bid securities in specific cases to the maximum tune of 1% of the estimated value of the project/product/budget.
12. Tenders can be sold from different places but the bid/ tenders shall be received at one place only, to avoid problems arising out of late/delayed tender submission.
13. Tender documents shall be made downloadable from Institute website. However, the downloaded tender documents must be submitted with requisite tender fees, if any, in the form of bank DD/Cheque/Online transfers without which the tender shall be rejected summarily.
14. A vendor is considered to be eligible to participate if registered under GST, PAN, GoI Ministry of Corporate Affairs, MSME or any other mandated prevailing rules under Government of Karnataka / Government of India and into the related business.
15. DPC/Central Technical Committee conducts a pre-bid meeting and finalizes a revised generic Specifications so that all the eligible, at least minimum of three, can participate in the tender enhancing the competition.
16. A technical and commercial pre-bid meeting shall be conducted to make necessary changes to enhance the competition and encourage wide participation.

**STEP 4: OPENING OF BIDS**

17. The time, date and venue for the tender opening shall be mentioned in the tender and bid documents.
18. Tenders/bids should normally be opened immediately after the deadline of time fixed for submission on the same day.
19. CPC shall be the tender opening committee.
20. Tenders shall be opened in public. The bidders or their representatives shall be allowed to be present at the time of opening of bids.
21. All tenders received should be opened. No bid should be rejected at the time of bid opening except for late tenders. Late tenders shall be returned to the bidders unopened.
22. The name of the bidder and total amount of each bid along with important conditions like excise duty, sales tax, delivery terms, delivery period, special conditions and discounts, if any, shall be read out at the time of bid opening. Withdrawal notices and modifications to the tender shall be read out first followed by the tender of the bidder.
23. Minutes of bid opening must be prepared by bid opening officials and should be signed by all members' present including bidders.

24. Any kind of discounts offered shall be mentioned in the bid opening document clearly.

#### **STEP 5: BID EVALUATION AND COMPARISON**

25. The criteria to be used in the evaluation of tenders and the award of contracts shall be made known to all bidders and not be applied arbitrarily.
26. Eligible vendors shall have Environmental sustainable practices, optimum fuel/power consumption policies, use of environmental-friendly materials, reduced noise and emission levels, proper biomedical waste disposal, construction debris discarding procedures and other necessary compliances as per the rules Central and State Governments.
27. The purpose of tender evaluation is to determine substantially responsive tender with the lowest evaluated cost, but not necessarily the lowest submitted price, which should be recommended for award.
28. The bid/ tender price read out at the bid opening shall be adjusted at the time of evaluation with correction for any arithmetical errors for the purpose of evaluation with the concurrence of the bidder/ contractor. Where there is a discrepancy between the rates in figures and in words, the rate in words will prevail. Where there is a discrepancy between the unit and the line item total resulting from multiplying the unit rate by the quantity, the unit rate will prevail.
29. The conditional discounts offered by the bidder shall not be taken into account for evaluation. This however does not apply to unconditional discounts.
30. The purchaser shall prepare a detailed report on the evaluation and comparison [technically evaluated with BMSCE Comp1 - and commercially compared with Format BMSCE Comp2] of tenders setting forth the specific reasons on which the recommendation is based for the award of the contract.
31. Reasonability of the evaluated or finalized rate should be justified in detail.

#### **STEP 6: AWARD OF CONTRACT**

32. CPC shall award the contract within the period to all aspects to the bidders who has the necessary technical capability and financial resources and whose bid is substantially responsive to the tender documents and has the lowest evaluated cost.
33. Single bids should also be considered for award, if it is determined that publicity was adequate, bid specification/ conditions were not restrictive or unclear and bid prices are considered reasonable in comparison to estimated price.
34. Proposer/DPC shall explore the possibilities of Customs Duty Exemption, GST and other Exemption through the Stores Section.
35. Bengaluru shall be the legal jurisdiction
36. CPC shall reserve the right to cancel the process at any level.
37. Expected Request to Purchase Order lead time is 30 Days

## VII. INTERNATIONAL COMPETITIVE TENDER (ICT)

INTERNATIONAL COMPETITIVE TENDER (ICT) is generally adopted where supplies cannot be met from indigenous sources and need import, and/ or foreign firms are expected to participate resulting in more competition.

1. Prior & Pre Order approval of College Procurement Committee (CPC)/ Departmental Procurement Committee (DPC)/other authority in line with value limits and approval arrangements is mandated.
2. The process shall be carried out by the Stores Section based on the approved Request for Procurement RFP<sup>1</sup> and other documents submitted by the end-user department.
3. The advertisement should also be placed in institutional website, widely circulated emails to related vendors and publicize the tender through online platforms like Trade India, GeM and such websites.
4. Apart from wide publicity nationally, advertisement of invitation for bids shall be published in United Nation's Development Business (UNDB)/ International Market online and project website.
5. Sale of bid documents should start only after publication of invitation of bids.
6. Bidding period shall be 45 to 90 days from the start of the sale of the bid documents.
7. Domestic preference shall be allowed to domestic bidders with respect to foreign bidders as mentioned in the bid documents.
8. A vendor is considered to be eligible to participate if registered under GST, PAN, GoI Ministry of Corporate Affairs or any other mandated rules under Government of Karnataka / Government of India, registered under the Government regulation of the home country with Tax residence code and into the related business.
9. DPC/Central Technical Committee conducts a pre-bid meeting and finalizes a revised generic Specifications so that all the eligible, at least minimum of three, can participate in the tender enhancing the competition.
10. Eligible vendors shall have Environmental sustainable practices, optimum fuel/power consumption policies, use of environmental-friendly materials, reduced noise and emission levels, proper biomedical waste disposal, construction debris discarding procedures and other necessary compliances as per the rules Central and State Governments.
11. Bengaluru shall the legal jurisdiction for compliance and redressal.
12. Proposer/DPC shall explore the possibilities of Customs Duty Exemption, GST and other Exemption through the Stores Section.
13. Bengaluru shall be the legal jurisdiction
14. CPC shall reserve the right to cancel the process at any level.
15. Other procedures for ICT will broadly be same as that of National Competitive Tender (NCT) in respect of bid opening, bid evaluation, notification & publishing of award of contract, complaint redressal etc.
16. Expected Request to Purchase Order lead time is 90 Days

## VIII. DIRECT ORDER

1. Prior & Pre Order approval of College Procurement Committee (CPC)/ Departmental Procurement Committee (DPC)/other authority in line with value limits and approval arrangements is mandated.
2. The process shall be carried out by the Stores Section based on the approved Request for Procurement RFP<sup>1</sup> and other documents submitted by the end-user department.
3. The procedure for Direct Contracting may be followed if any one of the following four conditions is met.
  4. 1. Articles including equipment/books, which are specifically certified as of proprietary in nature, or where only a particular firm is the manufacturer of the articles demanded.
  5. 2. Standardization of equipment or spare parts to be compatible with existing equipment may justify additional purchases from the original supplier.
  6. 3. Extension of existing contracts for goods/works awarded with the prescribed procedures, justifiable on technical and economic grounds.
  7. 4. Small and scattered products or vendors are situated in remote locations where mobilization costs for contractors would be unreasonably high.
8. Proprietary Certificate with patents/trademarks and other mandated orders to prove proprietary nature and sole vendor/dealer/distributor shall be provided by the Original Equipment/Software Manufacturer (OEM) and Sole Distributor.
9. The Proposer shall provide justification for proposing the single source in the prescribed format (BMSCE SS)
10. Proposer/DPC shall explore the possibilities of Customs Duty Exemption, GST and other Exemption through the Stores Section.
11. A vendor is considered to be eligible to participate if registered under GST, PAN, GoI Ministry of Corporate Affairs or any other mandated rules under Government of Karnataka / Government of India, registered under the Government regulation of the home country with Tax residence code and into the related business.
12. Eligible vendors shall have Environmental sustainable practices, optimum fuel/power consumption policies, use of environmental-friendly materials, reduced noise and emission levels, proper biomedical waste disposal, construction debris discarding procedures and other necessary compliances as per the rules Central and State Governments.
13. Expected Request to Purchase Order lead time is 7 Days
14. Bengaluru shall be the legal jurisdiction
15. CPC shall reserve the right to cancel the process at any level.

## IX. LOCAL ENQUIRY SHOPPING

1. Local Enquiry Shopping is intended to be a simple and rapid procurement method and less competitive procurement method. The method is to be carried out in compliance with procedure and observing a minimum formality in the process and with appropriate record keeping for verification and audit.
2. To procure small amounts of off-the-Shelf goods or Standard Specification equipment/other items for which more competitive methods are not justified on the basis of cost or efficiency.
3. Prior & Pre Order approval of College Procurement Committee (CPC)/ Departmental Procurement Committee (DPC)/other authority in line with value limits and approval arrangements is mandated.
4. The process shall be carried out by the End-user Department based on the approved Request for Procurement RFP1 and other documents submitted by the end-user department.
5. Local Enquiry Shopping is a Procurement method based on comparing price quotations obtained from several suppliers, at least three to ensure competitive prices.
6. Quotation shall be collected in hard-copy/soft-copy form through emails, market visits, by hand and such mode directly by the end-user department. Prices obtained from online portals are also considered as a quotation.
7. Prices for goods supplied from within the country (including previously imported items) are to be quoted with free delivery to site or collection by the end-user department. The Price shall include all taxes & levies namely custom, excise duties, GST and other taxes already paid or payable.
8. Payments shall be 100% after delivery, installation, training and final acceptance by the end-user department.
9. Payments shall be made through BMSCE Accounts Section or the Departmental Head of Department (HoD) Advance Account as may be permitted by the Vice Principal/Principal.
10. Minimum of three Quotations should be collected from GST/PAN/Government of Karnataka /Government of India registered vendor.
11. A vendor is considered to be eligible to participate if registered under GST, PAN, GoI Ministry of Corporate Affairs or any other mandated rules under Government of Karnataka / Government of India and into the related business.
12. Eligible vendors shall have Environmental sustainable practices, optimum fuel/power consumption policies, use of environmental-friendly materials, reduced noise and emission levels, proper biomedical waste disposal, construction debris discarding procedures and other necessary compliances as per the rules Central and State Governments.
13. No bid securities are required.
14. Quotations should be opening, compared, negotiated, finalized and certified by the end-user department/DPC (Format BMSCE Comp-3).

15. Proposer may exercise discretion in selecting a quotation that is not the lowest priced as far as there is good technical justification on the quality of the offered item, suitability of delivery schedule, etc. In such cases, such requirements should be indicated in the request for quote as well as in the evaluation note.
16. Award decision and its rationale should be documented/ and kept for review by CPC/Principal. The record should contain the list of firms invited, and the list and value of quotations received, comparative statements etc. The documents should clearly show that the award is based on sound technical and commercial criteria.
17. Certified comparison Format BMSCE Comp-3 shall be submitted to the office of Stores Section for the further approval of Vice Principal/Principal.
18. Purchase order shall be issued by the Stores Section incorporating the terms of accepted offer.
19. Purchase order shall incorporate the terms of accepted offer.
20. Proposer shall submit the invoice with necessary approvals with ledger entry details to Stores Section/HoD accordingly for further process for payment.
21. Expected BMSCE Comp-3 to Purchase Order lead time is 7 Days
22. Bengaluru shall be the legal jurisdiction
23. Principal shall reserve the right to cancel the process at any level.

## **X. REPEAT ORDER REQUEST**

1. Prior & Pre Order approval of College Procurement Committee (CPC)/ Departmental Procurement Committee (DPC)/other authority in line with value limits and approval arrangements is mandated.
2. To procure products/equipment/other items which have been procured following due process and vendor confirmation to supply at the same terms & conditions.
3. The process shall be carried out by the End-user Department based on the approved Request for Procurement RFP1 and other documents submitted by the end-user department requesting repeat order of an existing or already executed purchase order.
4. Stores Section shall issue Purchase Order on approval.
5. Other procedure shall be broadly same as the local enquiry shopping.
6. Expected Request to Purchase Order lead time is 7 Days
7. Bengaluru shall be the legal jurisdiction
8. Principal shall reserve the right to cancel the process at any level.

## **XI. LOCAL PETTY PURCHASE**

24. Local Petty Purchase is intended to be an urgent and very small value procurement method and less competitive procurement method for products and services to the value less than Rs.25,000/-. The method is to be carried out in compliance with procedure and observing a minimum formality in the process and with appropriate record keeping for verification and audit.

25. To procure small amounts of off-the-Shelf goods or Standard Specification equipment/other items for which more competitive methods are not justified on the basis of cost or efficiency
26. Prior & Pre Order approval of Departmental Procurement Committee (DPC)/other authority in line with value limits and approval arrangements is mandated.
27. The process shall be carried out by the End-user Department based on the approved Request for Procurement RFP1 and other documents submitted by the end-user department.
28. Local Petty Purchase is a Procurement method based on comparing price quotations obtained from several suppliers, at least three to ensure competitive prices.
29. A vendor is considered to be eligible to participate if registered under GST, PAN, GoI Ministry of Corporate Affairs or any other mandated rules under Government of Karnataka / Government of India and into the related business.
30. Prices shall be collected in through verbally, messages, emails market visits, online portal pricing and such mode directly by the end-user department.
31. The Price shall include all custom, excise duties, GST and other taxes already paid or payable on the raw materials and components; for imported goods offered.
32. Payments shall be 100% after delivery, installation, training and final acceptance by the end-user department.
33. Payments shall be made through the Departmental Head of Department (HoD) Advance Account as may be permitted by the Vice Principal/Principal.
34. Vendors considered shall be GST/PAN/Government of Karnataka /Government of India registered vendor.
35. Quotations should be compared and certified by the end-user department/DPC (Format BMSCE Comp-4) and DPC shall issue PO/supply request.
36. Proposer may exercise discretion in selecting a quotation that is not the lowest priced as far as there is good technical justification on the quality of the offered item, suitability of delivery schedule, etc. In such cases, such requirements should be indicated in the request for quote as well as in the evaluation note.
37. Award decision and its rationale should be documented/ and kept for review by CPC/Principal. The record should contain the list of firms invited, and the list and value of quotations received, comparative statements etc. The documents should clearly show that the award is based on sound technical and commercial criteria.
38. Proposer shall submit the invoice with necessary approvals with ledger entry details along with Format BMSCE Comp-4 shall be submitted to the Accounts office through Stores Section for the further approval of Vice Principal/Principal towards the advance drawn/reimbursement.
39. Expected BMSCE Comp-4 to Purchase Order lead time is 7 Days

## **XII. DISPOSAL OF OBSOLETE / UNSERVICABLE / OUTDATED/ SCRAPE**

1. Prior & Pre Order approval of College Procurement Committee (CPC)/

Departmental Procurement Committee (DPC)/other authority in line with value limits and approval arrangements is mandated.

2. To dispose equipment/tools other lab related items which were procured under the funding of other external agencies; the proposer/end-user department shall follow the guidelines of the respective funding agency and submit the duly signed and certified documents to the Principal / CPC.
3. The process of disposal shall be carried out by the Building section based on the approved Request for BMSCE Form-5 and other documents submitted by the end-user department requesting disposal of obsolete/unserviceable/outdated/scrape.
4. To dispose equipment/tools other lab related items which were procured under BMSET/BMSCE funding; the end-user department should submit a letter to HOD by respective Lab-in-charge/office staff mentioning reason with necessary justification.
5. Upon receipt of the letter, the HOD shall consolidate the list of items to be declared and propose to constitute three-member department level committee seeking Principal approval.
6. The three-member Committee shall verify if the equipment is to be scrapped. In the event the Committee recommends that the equipment is not to be scrapped the reason as to why such action could not be taken shall be recorded. Further, the Committee shall submit its recommendation to the HOD for further process.
7. The Committee shall condemn the Laboratory equipment / IT equipment on the following grounds:
  - I. Equipment unserviceable or damaged beyond repair.
  - II. Life served by the equipment/Machine over as per manufacturer specifications.
  - III. Efficiency improvement and economy of repair and retention.
  - IV. Obsolescence of technology – the equipment which has become obsolete technology-wise and can-t be upgraded and support from vendors either paid or unpaid does not exist and their use may result in security threat / unauthorized access to data.
  - V. Beyond economical repair – when repair cost is considered too high (exceedingly more than 50% of residual value of the equipment taking depreciation into account) and the age of the equipment.
  - VI. Equipment that has been damaged due to fire or any other unforeseen reason and has been certified as beyond repair by the authorised service agency.
8. Based on the recommendation of the Committee, the HODs shall take necessary approval from the Principal for every scrap disposal to be carried out.
9. Environmental sustainable practices, optimum fuel/power consumption policies, use of environmental-friendly materials, reduced noise and emission

levels, proper biomedical waste disposal, construction debris discarding procedures and necessary guidelines should be followed during the process of disposal.

10. The building section shall initiate the process of auction based on the request of Form-5 and other documents submitted by the end user department requesting disposal of obsolete/unserviceable/outdated/scrap.
11. The income earned through scrap sale shall be accounted in a separate register. No department and office staff is allowed to sell the scrap of any kind (paper, plastic, metal & glass) on their own.
12. The intimation to the Accounts Department need to be given in order to remove the said item from the books of accounts.
13. Periodicity of the disposal shall twice in a year in the months of January and July.

### **XIII. BILL PASSING PROCEDURE**

1. The end-user Department shall receive the items as per the Purchase Order (PO) from the vendor and verify whether the specification, quantity and other details are per the PO and the vendor shall complete the installation, testing, training and other terms as per the PO.
2. On completion of the delivery, installation and other terms as required; the end-user Department shall collect the documents viz., GST Invoice, Warranty Certificate, Training Report, Test & Calibration Reports and other documents as applicable.
3. The end-user Department shall fill in the details and certify in the Stores Goods Received Seal (SGRS) on the back of the original invoice with BMSCE Gate Entry Seal, Ledger Folio Seal, Budgetary Code, Equipment Serial Number/Software Unique Number, Date of Receipt, Invoice Number and enter the same in the Departmental Ledger
4. The end-user Department shall send the original invoice with filled in and certified with BMSCE Gate Entry Seal and Stores Goods Received Seal (SGRS) to the Stores Section for further accounting and payment process.
5. In case of partial/short supply; the end user department shall follow with the vendor to complete the delivery as PO and follow the above process. In case of partial supply with vendor's inability to supply the balance; if the objective of procurement is met without the balance quantity; the invoice could be passed with specific note towards the same.
6. In case of other discrepancies in the supply or terms; the end-user department do the needful to reject the product or certify necessary deductions as per the terms agreed or contact the Stores Section for clarifications.
7. All the bills/invoices submitted with necessary details shall be passed to the Accounts with 4 days from the date of submission

**XIV.FORMS****Form RFP-1****BMSCE REQUEST FOR PROCUREMENT OF  
EQUIPMENT/GOODS/ITEMS**

[for all Non-Recurring (Assets) procurements with an estimated cost  
of more than Rs.1 Lakh]

1.	Name of Proposer(s)				
2.	Qualification and Area of Specialization	BE/ M.Tech/ PhD Specialization:-			
3.	Department				
4.	Email Id				
5.	Mobile Number				
6.	Name of the Equipment proposed				
7.	BMSCE Budget code & Financial year (OR) Details of External Funding Received	<i>Attach details – Budget Code/Re appropriation/External funds document</i>			
8.	Whether the proposed item is under the current / proposed curriculum of UG/PG? Details	UG	PG	R&D	others
9.	Whether the Equipment is required for Lab of existing UG/ PG/R&D (If 'Yes', please mention the name of Lab)				
10.	Whether the same Equipment requested is earlier procured and available in your department (if Yes, provide details and reason for additional requirement)				
11.	Whether the same Equipment requested is earlier procured and available in the college/any other department (if Yes, provide details and reason for additional requirement)				
12.	Whether the Equipment is required for Lab of new/ yet to start UG/ PG/R&D (If 'Yes', please mention start date of UG/PG/R&D course and name of Lab)				
13.	No. of Students likely utilize with the proposed Equipment in Lab annually	UG	PG	R&D	others
14.	No. of Students likely to take up projects using	UG	PG	R&D	PhD

	the equipment annually				
15.	No. of Research Scholars already registered/ likely to register for PhD during project period (You may lease furnish list of research scholars with Name of Scholar, Name of Guide, Area of Research and the Name of University registered with)	Part time: Full time:			
16.	Expected academic outcomes - a write up				
17.	Expected IRG (Internal Revenue Generation) through Consultancy using the proposed item	₹			
18.	Expected External R&D Funding using the proposed item	₹			
19.	Are the goods proposed are proprietary in nature	YES/NO			
20.	If the goods are Proprietary, attach a copy Certificate of Proprietary (With patent details)	Attached/Not Attached/Not Applicable			
21.	If the goods are Proprietary, attach a copy Certificate of sole dealer authorization to the Vendor	Attached/Not Attached/Not Applicable			
22.	Whether the Market Survey is done recently (Provide the at least 4 comparable vendors: addresses of REGISTRED GST vendors with their contact number and email ids.)				
23.	Whether the demo of the equipment is seen	Yes		No	
24.	Approximate Cost in Indian Rupees (Exclusive of taxes)	₹			
25.	Furnish detailed generic specification of the equipment proposed				
26.	Whether the proposer(s)/ any faculty/ technical staff are familiar with operation of similar type of equipment(s); has hands on experience. If yes, please provided details				

27.	Whether training is required to operate the equipment for the proposer or any other faculty/staff in the department. If yes, please provide the details: Number of persons to be trained, duration, etc.,	<i>(please provide details of training required with Nos.of training days and persons to be trained)</i>	
28.	Whether the space for installation of equipment is available/ identified <i>(in case of space to be identified, please provide required letter to Principal)</i>	Yes	No
29.	Whether there is any need for further civil/ electrical works needed for the installation of the equipment <i>(in case of civil works are required, please provide required letter to Principal)</i>	Required	Not required
30.	No Objection and signed Checklist of BMSCE EMS Committee		
31.	Signature of the applicant & date		

The DPC hereby certify that the proposal of procurement is in accordance with the guidelines of BMSCE and the DPC hereby recommend for further processing the procurement.

Sl.	Name of the Member	Designation	Signature
1			
2			
3			
4			
5			
6	Head of the Department		

**PPL / CPC]**

**FORM RFP-2**  
**RECOMMENDATIONS OF BMSCE COLLEGE PROCUREMENT**  
**COMMITTEE FOR PROCUREMENT PROPOSAL OF EQUIPMENT/**  
**GOODS/ ITEMS**

1.	Name of the Proposer & Department		
2.	BMSCE Budget code & Financial year		
	Comments on Budget if any		
3.	Name of the Equipment proposed		
4.	If the goods are proprietary in nature, is it justified with Certificate of Proprietary/vendor authorization?	Yes	No
5.	Is the Market Survey done acceptable?	Yes	No
6.	Is the specification generated generic without ambiguity?	Yes	No
7.	Whether Generic configuration has been verified that will result in substantive responsiveness from vendors?	Yes	No
8.	Finalized list of vendors (Minimum 4 vendors, after addition/deletion) are considered equals/	Yes	No
9.	Recommendation to initiate the procurement	Approved	Not Approved

***(OR) ANY OTHER FORM OF APPROVAL, DEEMED NECESSARY FOR CPC.***

Comments of the committee:

Sl.	Name of the Member	Designation	Signature
1			
2			
3			
4			
5			
6			

**Form RFP-3****RECOMMENDATIONS OF BMSCE CENTRAL PURCHASE COMMITTEE (CPC) FOR  
PROCUREMENT OF EQUIPMENT/GOODS/ITEMS**

Sl.	Name of the Equipment proposed	
1.	BMSCE Budget code & Financial year	
2.	Name of the Proposer & Department	
3.	Whether the generic specification have been accepted by ERP for at least three vendors	
4.	Number of vendors submitted the quotes	
5.	Whether any of the vendor/s have not responded with quote or sent regret letter?	
6.	Whether all the quotations/documents received have been properly signed?	
7.	Whether minimum of three comparable quotations have been received?	
8.	Whether the Proposer & Department Coordinator have confirmed that specification quoted meets the enquiry as well as requirement	
9.	Whether the Comparative Statement generated by ERP has been duly signed?	
10.	Whether L-1 is clearly identified	
11.	Name and address of lowest bidder	
12.	Date of Meeting of the CPC	
13.	Date of Negotiation/Reverse auction Meeting of the CPC	
14.	Observations of the CPC, if any	The total value ₹

**(OR) ANY OTHER FORM OF APPROVAL, DEEMED NECESSARY FOR CPC**

Comments of the committee:

Sl.	Name of the Member	Designation	Signature
1			
2			
3			
4			
5			

**Form BMSCE SS**  
**JUSTIFICATION CERTIFICATE FOR SERVICE OF STANDARDISED/  
 PROPRIETARY ARTICLE FROM SINGLE SOURCE/BRAND**

The indented goods – **Product– 1 SET** is manufactured by M/s. **vendor name & address** is the sole reliable manufacturing firm as per our market study and details are:

- (i) No other make or model is acceptable for the following reasons:
- (a) Proprietary nature and attached is vendor proprietary certificate with patent reference. Further equivalent products to match the departmental needs are not available. (OR)
  - (b) the item/service is standardized part of an existing equipment procured during the year\_\_\_\_\_ at the total value of Rs.\_\_\_\_\_ for 10 Nos and so the service charge of -- quoted/negotiated is justified (OR)
  - (c) Extension of existing orders awarded with the prescribed terms (*Details* of PO issued and items procured)
  - (d) Procurement of Books
  - (e) We certify that the product of M/s. **Vendor name** is the only product suitable to meet our purpose and no other product is suitable.
  - (f) Orders solicited enquire/place order authorised sole dealer M/s. **. Vendor name** for The cost is Rs.xxxx/-

Date:

Expert/Proposer

Head of the Department

*Approval of the competent authority (VPPL/PPL)*

**Form BMSCE BG**  
**(For advance above 1 Lakh on E-Stamp Paper Bank Guarantee from a scheduled / nationalised bank)**

BANK GUARANTEE AGAINST ADVANCE PAYMENT

To

The Principal  
BMS College of Engineering,  
Bull Temple Road, Bengaluru - 560019

WHEREAS Name & Address of vendor, ***M/s. Company Name & address*** whereinafter called "the Supplier" has undertaken, in pursuance of Purchase Order No. xxxx dated xxx to Supply & installation of xxxxxxxxxxxxxxxxxxxx as per the terms of PO hereinafter called "the Purchase Order/Contract".

AND WHEREAS it has been stipulated in the said Purchase Order/Contract that Supplier shall furnish you with an Bank Guarantee therein towards the advance payment claimed and for compliance with the Supplier's performance obligations in accordance with the agreed terms,

THEREFORE, WE hereby affirm that we stand as the Guarantors and responsible to you, up to a total of **Rs.0,00,000/-** (Amount of the Guarantee in Words: Rupees .... only) and we undertake to pay you, upon your first written demand declaring the Supplier to be in default under the Contract and without cavil or argument, any sum or sums within the limit of **Rs.0,00,000/-** (Amount of the Guarantee in Words: Rupees ..... only) (Amount of Guarantee) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

This guarantee is valid until the .....day of.....20.... or till the completion of order whichever is later.

Signature and Seal of Guarantor Scheduled/Nationalised  
Bank

Date.....20....

Address: .....

**Form BMSCE VG**

**(For advance less than Rs.1 Lakh on ₹ 300/- in their official Letter Head or E-Stamp Paper Indemnity bond/franking by the vendor)**

**INDEMNITY BOND AGAINST ADVANCE PAYMENT**

To

The Principal  
BMS College of Engineering,  
Bull Temple Road, Bengaluru - 560019

WHEREAS Name & Address of vendor, ***M/s. Vendor name, address with pin code*** hereinafter called "the Supplier" has undertaken, in pursuance of Purchase Order No; xxxxxx dated xxxxxx to supply of XXXXXXXXXX in the Department of XXXXX, BMS College of Engineering hereinafter called "the Purchase Order/Contract".

AND WHEREAS it has been stipulated in the said Purchase Order/contract that Supplier shall furnish you with an indemnity bond therein towards the advance payment claimed and for compliance with the Supplier's performance obligations in accordance with the agreed terms,

THEREFORE WE hereby affirm that we stand as our own Guarantors and responsible to you, up to a total of **Rs.00/-** (Amount of the Guarantee in Words : Rupees One lakh sixty two thousands two hundred and fifty only) and we undertake to pay you, upon your first written demand declaring the Supplier to be in default under the Contract and without cavil or argument, any sum or sums within the limit of **Rs.00/-** (Amount of the Guarantee in Words : Rupees ZERO only) (Amount of Guarantee) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

This guarantee is valid until the (date) or till the completion/supply of order whichever is later.

Signature of M/s

Name of Authorised Signatory:

Date:

Witness:

1.

2.

**Form BMSCE Form-1**

BMS College of Engineering

Technical Comparison &amp; Evaluation Report of Enq:

S1	Details (Dept Specification)	Write 'Complied/YES (or) Not Complied/NO' with Remarks			
	Item Name	Vendor 1	Vendor 2	Vendor 3	Vendor 4
1	Brand				
2	Specification 1				
3	Specification 2				
4	Specification 3				
5	Specification 4				
Technical Evaluation Recommendation					
	Technical remarks if any				
	Technical responsiveness wrt to the tender specification ( Write - Qualified (or) Disqualified )				

Proposer

DPC Members

**Form BMSCE Comp-2**

BMS College of Engineering

Techno-commercial Comparison &amp; Evaluation Report of Enq:

Sl	Details	Quantity Required	Vendor 1	Vendor 2	Vendor 3	Vendor 4
1	Item name					
	Rate per Unit					
	Other accessories if any charged					
	Total value					
	Discount if any					
	Buyback offer amount					
	Any other trade discount/deduction					
	<b>Total Basic value</b>					
	Packing, Forwarding, Transport etc					
	Installation, & Commissioning					
	GST 18%					
	<b>Grand total value</b>					
	Technically qualified ( Yes/No)					
	Delivery period					
	Payment terms					
	Warranty					
	STATUS					

**BMSCE Form 3 (Local Enquiry Shopping)****BMSCE, Bangalore - 560019**

Comparative statement for \_\_\_\_\_

Sl	Particulars	Nos/Qty	Co 1	Co 2	Co 3
	Phone number				
	Quotation Number & date				
<b>Grand Total Amount</b>					

As M/s. XXXX , L1 Vendor has quoted for Rs.XXXX as per their quote and stands lowest . Further specification, quantity and other terms meet the requirement.

So it could be recommended to place order with the L1 vendor xxxx for the total amount of Rs.XXX for the purchase of the above said items

Proposer1

Prof/ Hod/ Guide 1 (if any)

Guide 2 (if any)

**BMSCE Form 4 (Local Petty Purchase)****BMSCE, Bangalore - 560019**

Comparative statement for \_\_\_\_\_

Sl	Particulars	Nos/Qty	Co 1	Co 2	Co 3
	( prices drawn from personal visit / telephonic enquiry/ web/etc				
<b>Grand Total Amount</b>					

As M/s. XXXX , L1 Vendor has quoted for Rs.XXXX as per our market study and stands lowest . Further specification, quantity and other terms meet the requirement.

So it could be recommended to place order with the L1 vendor xxxx for the total amount of Rs.XXX for the purchase of the above said items

Proposer1

Prof/ Hod/ Guide 1 (if any)

Guide 2 (if any)

**BMSCE Form 5****BMS College of Engineering, Bangalore - 560019****DISPOSAL OF OBSOLETE / UNSERVICABLE / OUTDATED/ SCRAPE**

Name of the Department:

Name of Laboratory:

Sl	Equipement/Item Details	Make/Brand/ Model	Serial No.	Ledger Folio	Value ( when procured)	Reason for Scrapping
1						
2						
3						
4						
Grand Total Amount						

Comments if any

DPC Members

HoD

To: Principal / CPC

**1. BMSCE Stores Goods Received Seal (SGRS)**

*(For reference) The seal is stamped on the rear side of the Bill/Invoice and accordingly filled in for bill passing.*

Date Received	Bill /Receipt No ( <i>Write Bill/invoice here</i> )	
PO No & Date: ( Write Po Number)	Budget Code/Recurring:( <i>Write the Budget code here</i> )	
Equipment Serial No: ( <i>Write equipment serial number provided by the manufacture / Software unique code number</i> )	Dept./Office Stock Folio No. <i>Write Ledger folio</i>	
Received in good condition, installed, functional & taken in Stock	Store Sec DBF No:	
<div style="display: flex; justify-content: space-between; align-items: flex-end; padding-top: 20px;"> <div style="width: 30%;"> <p><i>(Sign &amp; Seal)</i> Head of the Department</p> </div> <div style="width: 30%; text-align: center;"> <p>SUPTD (Stores)</p> </div> <div style="width: 30%; text-align: right;"> <p>PRINCIPAL</p> </div> </div>		

**2. BMSCE Gate Inward and Outward Seal**

*(For reference) All the items are to be verified at Gate for Inward & Outward and the seal is mandatory on the Bill/Invoice/Document to prove the entry/exit of the items.*

BMSCE GATE (INWARD)	
Inward No	
Date	
Time	
Inv./DN/Doc No	
Vehicle No & Driver	
Items Description	
Signature of the security	
Remarks	

BMSCE GATE (OUTWARD)	
Outward No	
Date	
Time	
Inv./DN/Doc No	
Vehicle No & Driver	
Items Description	
Signature of the security	
Remarks	