Services By

Sparkline

complete solution for material handling

Trida
Engineering Services

Admin Purchase policy

2.0 Table of content:

2.1 Introduction

- This handbook will serve as a guide to the admin department for benefits and other related matters.

- The company serves the right to amend, delete or annex (extend) any terms and conditions of the policy whenever necessary with the permission of CEO and MD.

- The content of this book is to be kept strictly confidential and is intended to be used as a reference for the company and the staff.

- Any doubt or query concerning the content of this handbook should be forwarded to the Admin department.

2.2 Vision-

- To achieve highest customer satisfaction with quality product and services.
- To become a world-class company with long term success

2.3 Mission-

- To capitalize on the efficiency of Material Handling Industry to serve Clients.
- We strive constantly to make SPARKLINE a winning competitor both today and in the future. We embrace bold strategies that will lead to our success in the marketplace. We aggressively leverage our unique set of assets to provide exceptional value for our Clients.

2.4 Objective:

The Objective of Admin Purchase policy is smoothing the process and timely fulfillment of the requirements of the assets. Also ensuring the procurement is consistent with the SPARKLINE standards.

2.5 Purpose:

The purpose of the admin purchase policy is to adhere to the guidelines, terms and conditions which should be also followed by the suppliers. It ensures vendor development, safety of SPARKLINE assets, Purchases, Housekeeping on the bases of better quality.

2.6 Scope:

Scope of the Admin purchase policy is procurement of all the assets other than capital and direct material. The scope includes- purchase of furniture, IT equipments, maintaining Cash records, building alterations & renovation.

2.7 Responsibility & Authority:

- Admin head is the senior most authority in the admin hierarchy. He/ She is responsible for all the transactions and approval of admin purchase related to consumables and non IT commodities.

- Next level in the hierarchy of Admin department is the admin executive who is responsible to report to the admin head for providing the necessary information regarding the transactions.

- Similarly for Capital Purchase, IT and Building & maintenance MD/ CEO is the approving authority and will be reported by the IT administrator and maintenance engineer respectively.

The following table clarifies the above in much detail:

Type of Admin Purchase	Responsible Person	Approving authority
Cash & Consumables	Admin executive	Admin head
Capital purchase other than IT, Furniture & fixtures	Admin executive	MD
IT equipments	IT administrator	MD
Building & maintenance	Maintenance engineer	MD

2.8 Admin Purchase Process:

- The concerned department will identify the requirement and get the purchase requisition form filled and approved by the concerned authorities as mentioned in 2.7.
- Various Quotations will be analyzed and vendors will be finalized on the basis of better quality by indenting department & in best price by commercial depart. In case of indenting & commercial depart don't agree then the issue will be escalated to the top management.
- The indenter will raise the indent; PO will be issued by the Purchase department for that indent.
- Indent should be approved by the concerned authority then the order should be placed.
- The bills along with the PO should be submitted to the accounts department.
- Stock should be maintained into GRN/GIN i.e. General note register and also it should be submitted to Admin & Accounts department both.

2.9 Consumables:

Consumables mean goods which are used up (not returned) after issuance from stores or become incorporated into other goods or cannot be used for their intended purpose without extinguishing or transforming their substance.

- According to the above definition, consumables include Tea, Coffee, Sugar, stationary etc.

- It is to be known that purchase of consumables below Rs 2000 will be treated as cash purchases and for consumables costing above Rs 2000 the process is mentioned in the point number 2.8

3.1 Non IT office equipments and Furniture/fixtures:

○ Non IT Office equipment can be defined as a long term asset account reported on the balance sheet under the heading of property, plant and Non IT equipment. Included in this account would be commodities not related to software developments but chairs, tables, fan etc.

○ Office furniture and fixtures include the following but not limited to file cabinet, article of furniture or pieces of furniture. Furnishing that make a room or other area ready for occupancy can be included under this heading.

3.1 Building Alterations & Renovations:
- ○ The process will be the same as it is for Admin purchase.
- ○ This includes all building, alteration, maintenance and facilities of Unit I as well as Unit II.
- ○ Maintenance engineer will be taking care of this section.

3.2 Computer Software, Equipments & Gadgets:

- ○ The process will be the same as it is for Admin purchase.
- ○ These include all IT related Software, Hardware & Gadgets. This may also include mobile phones & services.
- ○ IT administrator will be taking care of this section.

Approved By:

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Managing Director

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Date