AIR UNIVERSITY
SOPs FOR PROCUREMENT : PROCESS & PROCEDURE

1.   The aim of the SoPs is to put newly designed and approved procurement process under a procedure. The prerequisite for implementation of these SoPs are dependent on implementation of **SEAL** (Standard Equipment Authorization List) System and compliance by all in true letter and spirit. However, in the absence of SEAL, Budget Forecast, approved PC-1 and Management Approval would be pre-requisites for initiation of case for Procurement.

2.   AU is now a seasoned university with around 18 years of well-earned reputation. Present Procurement Process has been considered as missing numerous improvements to cater for technological developments and requirements of **PPRA**. Therefore, a need for re-designing of the process was evidently clear. It is also understood that initially new system should run on paper efficiently and subsequently, must be converted to locally developed small **ERP**. Resultantly, procurement must become process dependent from initiation of requirement to logical utilization. Based on this, **SEAL** system has been proposed for approval.

3.   The newly designed procurement process is based on Item Categorization in the following manner: -

        (a)   Lab Equipment

        (b)   Durable Goods

        (d)   Expendable Items

Lab Equipment

4.   Any Item required by Lab for experiments of any Department and authorized through SEAL falls into this category. Furniture, Desktop, Laptop, AVRs and etc are considered as durable goods and does not fall in this category.   The Lab Equipment procurement will follow **Process-1** (Appendix "**A**"). The user will be responsible to maintain valid SEAL and Inventory Lists and will raise **Form "A"** (Appendix "**B**").

Durable Goods

5.   Any Item required by any Department and authorized by management like Furniture, Desktop, Laptop, AVRs and etc are considered as durable goods. User will have to provide data on already available such items from Inventory Lists and Utilization prior to addition of quantities. The Durable Goods procurement will follow **Process-2** (Appendix "**C**"). The user will be responsible to raise **Form B** placed at Appendix "**D**".

Expendable Items

6.   Any Item not categorized above like Stationary, Cleaning Material, Crookery, cutlery and etc fall in this category. Presently, all such requirement is met through LP on cash. However, a tender for each group of items may be floated at the start of the year. Any expendable item not included in these tenders may be met through Local Purchase. None the less, it is understood that some additional tax would be paid but the system will

become more transparent and process dependent. The Expendable Items procurement will follow **Process-3** (Appendix "**E**"). The user will be responsible to raise **Form "C"** placed at Appendix "**F**".

7.   The Procedures out lined in this SoPs will remain effective till a revision is issued.

(ABDUL HAYEE SHAIKH)
Air Commodore (Retd)
Director Administration & Support
Air University, Islamabad

Dated: 06August, 2020

1 MASTER

USER Deptt

Category

- Expendable → **FORM C** → **3**
- Durable → **FORM B** → **2**
- Lab Eqpt → **FORM A**

FORM A
- New Eqpt → **Check SEAL** → **New Eqpt**
- Additional Qty → **Check SEAL & Inventory** → **Funds Availability by User**
- New Approved Equipment → **Funds Availability by User**

New Eqpt → **User Deptt to Approach SEAL for Authorization** → **User Deptt to raise FORM C after Authorization by SEAL**

Funds Availability by User → **Specs by User** → **CAT**

CAT
- NO LIMIT → **RFQ Under PPRA Rule 42**
- 2.0 Mil & Above → **Tender PPRA & NEWS Paper**
- 0.5 to 1.99 Mil → **Tender PPRA Only**

Tender PPRA & NEWS Paper / **Tender PPRA Only** → **Evaluation Committee** → **TVR** → **Financial Opening** → **V C Approval**

RFQ Under PPRA Rule 42 → **V C Approval**

V C Approval
- → **FoR Case** → **Work Order** → **Receipt of Stores** → **Invoice Approval A&S**
- → **Invoice Approval A&S** → **Record & Inventory Addition** → **PAYMENT**
- → **C&F Case** → **Work Order** → **PPR & Invoice Approval** → **Draft LC Approval & LC Estab** → **Arrival of Shipment & GD Submission via weboc** → **Receipt of Stores** → **PAYMENT**

FORM "A"

S No	Item Name	Qty	Lab	Deptt	Specs	SEAL No	Qty Held	Inv No	Remarks
1									
2									
3									
4									
5									
6									

Additional Instructions

```
                              ( 2 )
                                │
                                ▼
        Electrical/Electronic  ┌──────────┐  Project Funded
            Items          ◄───│   Item   │───►  Items
   ┌─────────┐                 │Classifi- │              ┌──────────┐
   │ Form B  │                 │ cation   │              │ Proj Req │
   │Analysis │                 └──────────┘              │ Analysis │
   └─────────┘                      │                    └──────────┘
        │                    Furniture Items                  │
        │                           ▼                          ▼
        │                     ┌──────────┐              ┌──────────────┐
        │                     │ Form B   │              │Mngmt Approval│
        │                     │ Analysis │              └──────────────┘
        │                     └──────────┘                    │
        │                           │                         │
        ▼                           ▼                          │
  Less Than              ┌───────────────┐                     │
  0.5 Mil                │     Funds     │◄────────────────────┘
  ┌──────────────┐       │ Availability  │
  │              │◄──────│   &Status     │
  ▼              │       └───────────────┘
┌──────────────┐ │            │ 0.5 Mil & More
│Three         │ │            ▼
│Quotations    │ │   ┌─────────────────┐
└──────────────┘ │   │Specs for Tender │
        │        │   │   by User       │
        ▼        │   └─────────────────┘
┌──────────────┐ │            │
│  Work Order  │ │           ◇CAT◇
└──────────────┘ │
```

NO LIMIT

2.0 Mil & Above

0.5 to 1.99 Mil

| Tender on PPRA Only | Tender on PPRA & NEWS Paper | RFQ Under PPRA Rule 42 |

Evaluation Committee

TVR → **Financial Opening**

Mngmt Approval

IT Eqpt

Work Order for Elect & Furniture

C & F Case

FoR Case

Work Order

Work Order

Receipt of stores & Acceptance

Inventory Addition & Markig

Receipt of Stores

PPR & Invoice Approval

Invoice Approval

Draft LC Approval & LC Estab

Shipment Arrival & GD Submission via WEBCO

PAYMENT ← **Reciept of Stores**

FORM "B"

S No	Item Name	Qty	Deptt	Specs	Qty Held	Inv No	SA/US	Remarks
1								
2								
3								
4								
5								
6								

Additional Instructions
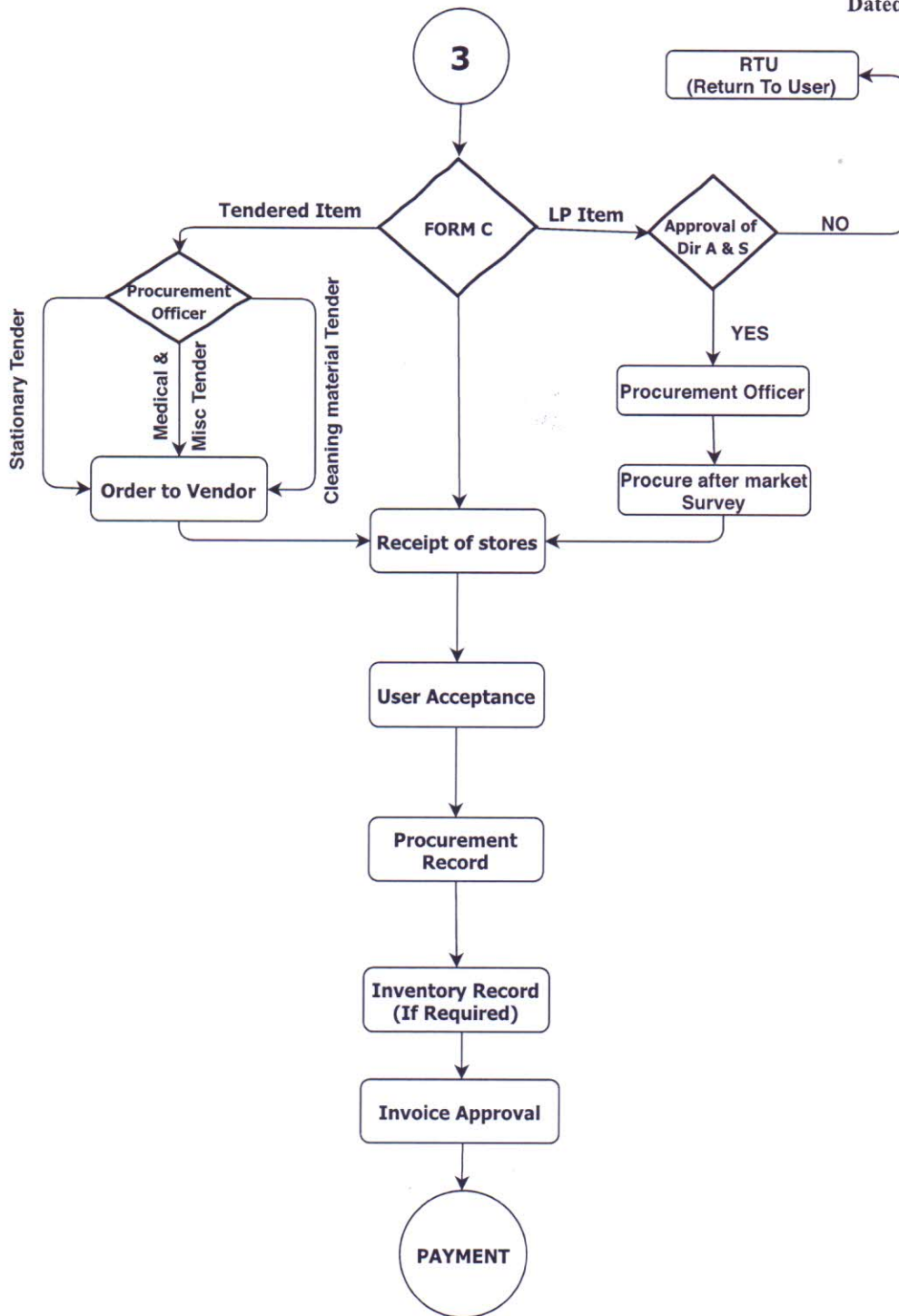
FORM "C"

S No	Item Name	Qty	Type	Deptt	Requirement & Authorization	Qty Held	Remarks
1							
2							
3							
4							
5							
6							

Additional Instructions