

BAHRIA UNIVERSITY



FINANCIAL RULES

**APPROVED BY
THE 34TH BOG MEETING
ON 29TH JANUARY 2016**

Record of Amendments

[illegible]

Note: Amendments are to be recorded, cross-checked and their incorporation in the document authenticated (with name, designation and signatures).

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Chapter 7 - PURCHASE, PROCUREMENT, INVENTORY, ASSETS AND DISPOSALS

7.1 General

7.1.1 The procurement should be aimed at getting the best quality of goods, services and works while paying as less as possible through fair and transparent competitive bidding. Procurement requires good planning, understanding of the market trend and adherence to BU and PPRA Rules. PPRA Rules nearly address all the needs of procuring agency. However, a good understanding of these rules is equally important in order to undertake procurement efficiently. In order to ensure timely and cost effective procurement, guide lines covered in ensuing paragraphs are to be complied. The word procurement/purchases in this document include:

- a. Purchases
- b. Civil Works
- c. Maintenance
- d. Renovation/Refurbishment
- e. Consultancy Services

7.2 Financial Authorities

7.2.1 Following are the Competent Financial Authorities (CFAs) of Bahria University. Their financial powers are specified from time to time & given in schedule-1 of these rules:

- a. Rector
- b. Pro-Rector
- c. Director Generals
- d. Registrar
- e. Director Campuses/Principals

7.3 Procuring Authorities

7.3.1 Following are the Procuring Authorities in BU:

- a. Director (P&D)
- b. Director Campuses/Principals

7.4 Projects

7.4.1 Expenditure of more than Rs.5.0 M in BUHO or Campuses will be termed as Project and handled by Director (P&D). Campuses will be required to forward their detailed requirements to Director (P&D) on file who will process financial approval etc. Detailed instructions on all Projects will be issued by Director (P&D) as per PPRA and BU rules. However, procurement will be done as per normal purchase procedure narrated in this chapter.

7.5 Procurement at BUHO

7.5.1 After the sanction/approval of Competent Financial Authority (CFA).