



**Maharani Lakshmi Ammanni
College for Women Autonomous**

Affiliated to Bengaluru City University

Accredited by NAAC (IV Cycle) with "A" Grade

Recognised by UGC under Section 2(f) and 12B of the UGC Act 1956

Conferred the status of 'College with Potential for Excellence' by UGC

mLAC/UGST48/2026-27

Date: 31.08.2026

Circular

Procurement Procedure

The Managing Trustee has made the following observations on the captioned subject and instructed that the following procurement procedures should be followed henceforth with immediate effect

mLAC makes a number of purchases relating to various items which may be for administrative, academic and maintenance purposes. usual practice at mLAC is to continue purchasing from the existing vendors at rate quoted by them. In some cases, this practice of the existing vendor continues for several years.

Vendors having a good reputation, prior experience and professional standing is to be identified to ensure the quality, cost effectiveness. A list of qualified vendors for various items for which procurement is made. The concerned HoD's coordinators etc., should prepare this list and submit to the Finance Officer on or before 10.09.2026.

Quotations must be sought from the above list of qualified vendors to get a competitive price for purchases above **Rs. One lakh.**

Regards,

Narayana G Subramani

Finance Officer

FINANCE OFFICER

Maharani Lakshmi Ammanni College

18th Cross Malleswaram, Bangalore-12

Dr. Nanda Kulkarni

Principal

PRINCIPAL

Maharani Lakshmi Ammanni College for Women

Bangalore - 560 012.

Malleshwaram, Science Post, Bangalore - 560 012.

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