

**VIGNAN'S****INSTITUTE OF INFORMATION TECHNOLOGY**
(AUTONOMOUS)(Approved by AICTE-New Delhi & Affiliated to JNTU-GV, Vizianagaram)
Beside VSEZ, Duvvada, Vadlapudi Post, Gajuwaka, Visakhapatnam - 530 049.

VIIT/Principal Office/PC/2021-22/6/1

Dt: 4th June 2021**PROCEEDINGS OF THE OFFICE ORDER**

A committee consisting of the following members is hereby reconstituted as "Purchase Committee (PC)" for the Academic Year 2021-22.

Sl. No	Name of Faculty	Designation	Position
1.	Dr.B. Arundhati	Principal	Chairperson
2.	Dr.V. MadhusudhanRao	Rector	Member
3.	Mr.N. Srikant	CEO, VIIT-VSP	Member
4.	Dr.P. Sekher	HoD-EEE	Member
5.	Dr.K.Murali Krishna	HoD-ECE	Member
6.	Mr.B.Dinesh Reddy	HoD-CSE	Member
7.	Dr.G. Rajendra Kumar	HoD-IT&MCA	Member
8.	Dr.T. V. MadhusudhanRao	HoD-AI&DS	Member
9.	Dr. RambabuSarimalla	HoD-ME	Member
10.	Mr.M. Padmakar	HoD-CE	Member
11.	Mrs.R. Umamaheswari	HoD-ECM	Member
12.	Dr.T. Satya Guru	HoD-BS&H	Member
13.	Dr.P. Ramesh	HoD-MBA	Member
14.	Dr.K.MadhusudhanRao	Vice Principal & Dean Admin	Member Secretary

The Prime tasks of the Committee are as follows:

- Review vendor options, negotiate terms, and approve purchases that align with organizational objectives and budgetary constraints.
- Verifying vendor credentials, evaluating bids, and monitoring contract execution

Copy to:

- All Deans & HoDs
- Principal Office
- Rector Office
- All members of the committee
- Master file



PRINCIPAL
VIGNAN'S INSTITUTE OF
Information Technology (A)
Beside: VSEZ, Duvvada, Visakhapatnam-49



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VIIT/PC/Cir./2019-20/7/1

Dt: 05-07-2021

CIRCULAR

It is here by informed that there will be "Purchase Committee (PC)" meeting on 06-07-2021 at 10.00 am in Principal Office. Therefore all the members of the "Purchase Committee (PC)" are hereby requested to attend with the meeting.

Agenda:

1. To verify the purchases recommended in the previous meeting.
2. To review the purchase proposals and study the quality and price.
3. Make recommendations to the Management for placing the purchase orders
4. Any other points with the discretion of the Chairperson

Member Secretary

Copy to:

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- CEO office
- Principal Office
- Concerned Library members
- Library Notice Board



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Lr. No.VIIT (A)/Dean Admin /PC/MoM/2021-22/01

6th July 2021**Minutes of the Purchase Committee Meeting****Chaired By: Dr. B. Arundhati, Principal****Venue: Dharithri Seminar Hall**

Agenda Points:

1. To verify the purchases recommended in the previous meeting.
2. To review the purchase proposals and study the quality and price.
3. Make recommendations to the Management for placing the purchase orders
4. Any other points with the discretion of the Chairperson

Members Participated:

Sl. No	Name of Faculty	Designation	Position
1.	Dr.B. Arundhati	Principal	Chairperson
2.	Dr.V. MadhusudhanRao	Rector	Member
3.	Mr.N. Srikant	CEO, VIIT-VSP	Member
4.	Dr.P.Sekher	HoD-EEE	Member
5.	Dr.K.Murali Krishna	HoD-ECE	Member
6.	Mr.B.Dinesh Reddy	HoD-CSE	Member
7.	Dr.G. Rajendra Kumar	HoD-IT&MCA	Member
8.	Dr.T. V. MadhusudhanRao	HoD-AI&DS	Member
9.	Dr. RambabuSarimalla	HoD-ME	Member
10.	Mr.M. Padmakar	HoD-CE	Member
11.	Mrs.R. Umamaheswari	HoD-ECM	Member
12.	Dr.T. Satya Guru	HoD-BS&H	Member
13.	Dr.P. Ramesh	HoD-MBA	Member
14.	Dr.K.MadhusudhanRao	Vice Principal & Dean Admin	Member Secretary

Member Secretary Dr.K.Madhusudhan Rao welcomed all the members of the committee and thanked all of them for their support.

Agenda Item 1: To verify the purchases recommended in the previous meeting.

All the purchases made according to the previous meeting were strictly verified by the members. Members were recorded different observations. The discussion around supplier negotiations were reviewed which involve various aspects such as pricing, contract terms, delivery schedules, quality assurance, and any other relevant details. In this direction, Vice Principal has presented the details of proposals received from different departments for procurement.

Agenda Item 2: To review the purchase proposals and study the quality and price.

As per the requisition made by the system cell, it was proposed to procure computer hardware equipment worth Rs. 300000. It was also proposed to clear previous balance Rs. 80000 with this vendor.

It was proposed to procure water storage unit 1 No. and Diesel equipment worth Rs 50000 for internal building/infrastructure related works. Various items were proposed related to electrical equipment worth Rs. 100000.

It was proposed to procure Gym and Sports equipment worth Rs.3,00,000 such as open gym items like Arm Puller, Fitness Walkers etc and sports items like Shuttle Bats, Basket Ball Ring and other sports equipment.

As part of lab maintenance, System cell has been requested to purchase Batteries worth Rs. 400000. It was recommended to purchase items with the same vendor.

Agenda Item 3: Make recommendations to the Management for placing the purchase orders

- HoDs and the concerned In-Charges accepted to invite more quotations from the vendors for major equipment procurement. They also expressed that they are not able to find more vendors for some specialized materials like cartridges, colourxerox toners, CC Camera Accessories, etc. Finance Manager, Principal and GB members suggested them to write remarks on quotations in such cases so that they can be approved.
- CEO of VIIT Vizag, Mr.Srikant has requested all the HoDs and the In-Charges to follow the guidelines of Finance Committee for any purchases they want to make. Another GB member, Rector, Dr.V.Madhusudhana Rao has recommended them to follow timelines for procurements and disbursement of payments.

Agenda Item 4: Other Points Discussed:

- Principal of the Institute, Dr.B.Arundhati has asked the HoDs and the In-Charges to submit purchase proposals well in advance and follow up with the Finance Team for the timely payments.
- Dr.V.MadhusudhanRao, GB Member has suggested all the members to maintain good relations with the vendors so that they respond as and when it is required. He also suggested them to purchase small items and basic needs at earliest to avoid inconvenience at various levels.

Suggestions by the Members:

- All the Members have unanimously suggested the concerned HoDs and the In-Charges to follow timelines for the purchase of equipment/items/goods and also the payments as well.
- Obtain more quotations from the vendors, to compare price and quality before it is recommended for the procurement in a competitive way.
- Any Negotiation with the vendors should happen with the support of the finance Team.

Conclusions

- All the proposals submitted by the purchase committee have been recommended for further process.

Action Report:

- Following the previous meeting, the committee meticulously examined all acquisitions, taking into account the specific observations shared by members.
- Deliberations centered on a thorough assessment of supplier negotiations, including pricing, contract terms, delivery schedules, quality assurance, and other relevant details.
- The Vice Principal provided an informative overview of procurement proposals from diverse departments.

Member Secretary



Principal

**VIGNAN'S INSTITUTE OF
Information Technology (A)**
Beside: VSEZ, Duvvada, Visakhapatnam-49

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- CEO office
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VIIT/PC/Cir./2021-22/1/1

Dt: 05-01-2021

CIRCULAR

It is here by informed that there will be "Purchase Committee (PC)" meeting on 16-01-2021 at 10.00 am in Principal Office. Therefore all the members of the "Purchase Committee (PC)" are hereby requested to attend with the meeting.

Agenda:

1. To verify the purchases recommended in the previous meeting.
2. To review the purchase proposals and study the quality and price.
3. Make recommendations to the Management for placing the purchase orders
4. Any other points with the discretion of the Chairperson

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Lr. No.VIIT (A)/Dean Admin /PC/MoM/2021-22/02

16th Jan 2021**Minutes of the Purchase Committee Meeting****Chaired By: Dr. B. Arundhati, Principal****Venue: Dharithri Seminar Hall**

Agenda Points:

1. Review of the status of purchase orders placed.
2. Review of new purchase proposals received.
3. Other points.

Members Participated:

Sl. No	Name of Faculty	Designation	Position
1.	Dr.B. Arundhati	Principal	Chairperson
2.	Dr.V. MadhusudhanRao	Rector	Member
3.	Mr.N. Srikant	CEO, VIIT-VSP	Member
4.	Dr.P. Sekher	HoD-EEE	Member
5.	Dr.K.Murali Krishna	HoD-ECE	Member
6.	Mr.B.Dinesh Reddy	HoD-CSE	Member
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9.	Dr. RambabuSarimalla	HoD-ME	Member
10.	Mr.M. Padmakar	HoD-CE	Member
11.	Mrs.R. Umamaheswari	HoD-ECM	Member
12.	Dr.M.P.V.V.BhaskarRao	HoD-BS&H	Member
13.	Dr.P. Ramesh	HoD-MBA	Member
14.	Dr.K.MadhusudhanRao	Vice Principal & Dean Admin	Member Secretary

Member Secretary Dr. K. MadhusudhanRao welcomed all the members of the committee and thanked all of them for their support.

Agenda 1: Review of the status of purchase orders placed.

All the purchases made according to the previous meeting were strictly verified by the members. Members were recorded different observations. The discussion around supplier negotiations were reviewed which involve various aspects such as pricing, contract terms, delivery schedules, quality assurance, and any other relevant details. In this direction, Vice Principal has presented the details of proposals received from different departments for procurement.

Agenda 2:2. Review of new purchase proposals received.

As per the requisition made by the system cell, it was proposed to procure Computers, communication devices, computer hardware equipment such as SSDs, RAM etc. worth Rs. 1,00,00,000.

It was proposed to procure Cement bags worth Rs 200000 for internal building/infrastructure related works.

As part of library services such as eBooks, Journal subscriptions, Online text based information, Books Rs. 13,00,000 was requested. It was recommended to purchase items with the same vendor.

Agenda Item 4: Other Points Discussed:

- Principal of the Institute, Dr.B. Arundhati has asked the HoDs and the In-Charges to submit purchase proposals well in advance and follow up with the Finance Team for the timely payments.
- Dr.V.MadhusudhanRao, GB Member has suggested all the members to maintain good relations with the vendors so that they respond as and when it is required. He also suggested them to purchase small items and basic needs at earliest to avoid inconvenience at various levels.

Suggestions by the Members:

- All the Members have unanimously suggested the concerned HoDs and the In-Charges to follow timelines for the purchase of equipment/items/goods and also the payments as well.
- Obtain more quotations from the vendors, to compare price and quality before it is recommended for the procurement in a competitive way.
- Any Negotiation with the vendors should happen with the support of the Finance Team.

Conclusions


- All the proposals submitted by the purchase committee have been recommended for further process.

Action Taken Report:

- HoDs and In-Charges to emphasize adherence to timelines for equipment procurement and timely payment.
- Gather multiple quotations from vendors for comprehensive price and quality comparisons before finalizing procurement decisions.
- Conduct negotiations with vendors with the support of the Finance Team.


Member Secretary




Principal
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