



VIIT/Principal Office/PC/2020-21/9/1

Dt: 8<sup>th</sup> Sep 2020

**PROCEEDINGS OF THE OFFICE ORDER**

A committee consisting of the following members is hereby reconstituted as "Purchase Committee (PC)" for the Academic Year 2020-21.

Sl. No	Name of Faculty	Designation	Position
1.	Dr.B. Arundhati	Principal	Chairperson
2.	Dr.V. MadhusudhanRao	Rector	Member
3.	Mr.K.Pavan Krishna	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

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





# VIGNAN'S

INSTITUTE OF INFORMATION TECHNOLOGY

(AUTONOMOUS)

(Approved by AICTE-New Delhi & Affiliated to JNTUK, Kakinada)  
Beside VSEZ, Duvvada, Vadlapudi Post, Gajuwaka, Visakhapatnam - 530 049.

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

Dt: 05-11-2020

## CIRCULAR

It is here by informed that there will be "Purchase Committee (PC)" meeting on 06-11-2020 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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Member Secretary

### **Copy to:**

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



Lr. No. VIIT (A)/Dean Admin /PC/MoM/2020-21/01

6th Nov 2020

### Minutes of the Purchase Committee Meeting

Chaired By: Dr. B. Arundhati, Principal

Venue: Dharithri Seminar Hall

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#### 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.K.Pavan Krishna	CEO, VIIT-VSP	Member
4.	Dr.P. Sekher	HoD-EEE	Member
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8.	Dr.T. V. MadhusudhanRao	HoD-AI&DS	Member
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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

Dr. K. MadhusudhanRao, Member Secretary, warmly welcomed all committee members and conveyed his heartfelt appreciation for their continuous support.

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

- Conducted a comprehensive examination of all acquisitions executed in line with the previous session, committee members meticulously validated every detail.
- A wide spectrum of observations was recorded among the members.
- The subsequent discussion involved a thorough evaluation of supplier negotiations, encompassing a multitude of factors including pricing, contract terms, delivery schedules, quality assurance, and any other pertinent details.
- In this context, the Vice Principal delivered a comprehensive overview of the unique proposals received from diverse departments for procurement.

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

- A recommendation to procure computer hardware equipment valued at Rs. 300,000.
- An idea to settle previous balances and dues to the vendors.
- A proposition to acquire water storage unit 1 No. and Diesel equipment for internal building and infrastructure projects, totaling Rs. 50,000.
- The committee suggested to procure a diverse assortment of electrical equipment, amounting and annual maintenance of Rs.25,00,000
- To procure Gym and sports equipment, such as Arm Pullers, Fitness Walkers, Shuttle Bats, and Basket Ball Rings, were proposed for acquisition at a value of Rs. 3,00,000.
- Additionally, as part of lab maintenance, the acquisition of batteries worth Rs. 4,00,000 was proposed, with the recommendation to consolidate purchases from the same vendor.

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

- During the discussion, Heads of Departments (HoDs) and relevant In-Charges concurred on obtaining multiple quotations from vendors for substantial equipment acquisitions.
- They acknowledged the difficulty in finding multiple vendors for specialized materials like cartridges, color xerox toners, and CC Camera Accessories.
- To resolve this challenge, the Finance Manager, Principal, and members of the Governing Body advised them to include explanatory remarks on quotations in such instances, aiding the approval process.

- Mr. Srikant, the CEO of VIIT Vizag, called upon all Heads of Departments (HoDs) and In-Charges to strictly follow the guidelines established by the Finance Committee for all planned purchases.
- Dr. V. MadhusudhanaRao, Rector and member of the Governing Body, emphasized the importance of adhering rigorously to timelines for both procurement and payment disbursement.

#### **Agenda Item 4: Other Points Discussed:**

- A proposition was made to introduce a performance evaluation mechanism for vendors, aimed at fostering accountability and upholding stringent standards in the procurement process.
- The idea of cultivating collaborations with local businesses and suppliers was raised as a means to promote community engagement and bolster the regional economy.

#### **Suggestions by the Members:**

- Highlighting the significance of remaining attuned to market dynamics, a committee member recommended conducting ongoing research to identify emerging trends, technologies, and avenues for cost-efficiency while maintaining uncompromised quality.
- The committee deliberated on the prospect of adopting sustainable procurement practices, encompassing the procurement of environmentally friendly products and materials to nurture a culture of environmental awareness.

#### **Conclusions**

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

## Action Taken Report on Purchase Committee Meeting held on 06-11-2020

- Heads of Departments (HoDs) and relevant In-Charges agreed to obtain multiple quotations from vendors for significant equipment acquisitions.
- Acknowledgment of difficulty in finding multiple vendors for specialized materials like cartridges, color xerox toners, and CC Camera Accessories.
- Resolve: In such instances, include explanatory remarks on quotations to aid the approval process.
- Mr. Srikant, CEO of VIIT Vizag, called for adherence to Finance Committee guidelines for all planned purchases.
- Dr. V. MadhusudhanaRao, Rector and Governing Body member, stressed adhering to timelines for procurement and payment disbursement.

1/ Member Secretary

Copy to

- All Deans & HoDs
- Principal office
- Rector office
- CEO office
- All members of the committee
- Master file.



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VIIT/Principal Office/PC/2020-21/1/1

Dt: 8<sup>th</sup> Jan 2021

## PROCEEDINGS OF THE OFFICE ORDER

A committee consisting of the following members is hereby reconstituted as "Purchase Committee (PC)" for the Academic Year 2020-21

Sl. No	Name of Faculty	Designation	Position
1.	Dr.B. Arundhati	Principal	Chairperson
2.	Dr.V. MadhusudhanRao	Rector	Member
3.	Mr.K.Pavan Krishna	CEO, VIIT-VSP	Member
4.	Dr.P. Sekher	HoD-EEE	Member
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12.	Dr.T. Satya Guru	HoD-BS&H	Member
13.	Dr.Ch.HaroGovindaRao	HoD-MBA	Member
14.	Dr.K.MadhusudhanRao	Vice Principal & Dean Admin	Member Secretary

The Prime tasks of the Committee are as follows:

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VIIT/PC/Cir./2020-21/01/1

Dt: 22-01-2020

## CIRCULAR

It is here by informed that there will be “Purchase Committee (PC)” meeting on 25-01-2021 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

*14*  
Member Secretary

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- Concerned Library members
- Library Notice Board





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*Lr. No. VIIT (A)/Dean Admin /PC/MoM/2020-21/02**25th Jan 2021*

## Minutes of the Purchase Committee Meeting

**Chaired By:** Dr. B. Arundhati, Principal

**Venue:** Dharithri Seminar Hall

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### *Agenda Points:*

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

### **Members Participated:**

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1.	Dr.B. Arundhati	Principal	Chairperson
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12.	Dr.T. Satya Guru	HoD-BS&H	Member
13.	Dr.Ch.HaroGovindaRao	HoD-MBA	Member
14.	Dr.K.MadhusudhanRao	Vice Principal& Dean Admin	Member Secretary

Dr. K. MadhusudhanRao, the Member Secretary, extended his warm welcome to all committee members and expressed his gratitude for their continuous support.

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

- After the preceding meeting, the committee diligently examined all acquisitions, carefully considering the specific observations shared by members.
- Deliberations revolved around a comprehensive assessment of supplier negotiations, covering facets such as pricing, contract terms, delivery schedules, quality assurance, and other relevant particulars.
- In this context, the Vice Principal provided an informative overview of the procurement proposals received from diverse departments.

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

- In response to the requisition initiated by the system cell, a proposition emerged to acquire computing devices, communication equipment, and computer hardware components, including SSDs and RAM.
- The procurement, with a total valuation of Rs. 1,00,00,000, was put forward for consideration. Additionally, there was a suggestion to acquire construction equipment worth Rs. 2,00,000 to cater to the needs of internal building and infrastructure projects.
- Furthermore, a funding request amounting to Rs. 10,00,000 was presented to enhance library services, encompassing a range of offerings such as eBooks, Journal subscriptions, online text-based resources, and printed books. The idea of consolidating these purchases through a single vendor garnered endorsement.

### **Agenda Item 4: Other Points Discussed:**

- Dr. B. Arundhati, the Institute's Principal, emphasized the importance of timely submission of purchase proposals by HoDs and In-Charges, along with diligent follow-up with the Finance Team for prompt payments.
- Dr. V. MadhusudhanRao, Rector and member of the Governing Body, suggested fostering collaboration by exploring the establishment of a cross-functional team comprising representatives from diverse departments. This team would collaboratively evaluate and propose procurement strategies for the institution.

### **Suggestions by the Members:**

- All the Members have unanimously suggested the concerned HoDs and the In-Charges to emphasize the importance of adhering to timelines for equipment/item/good procurement and timely payment.
- A recommendation was made to gather multiple quotations from vendors to facilitate a comprehensive comparison of prices and quality before finalizing procurement decisions in a competitive manner.
- All the negotiations 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.

*WY*  
Member Secretary



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## Action Taken Report on Purchase Committee Meeting held on 25-01-2021

Approval granted for:

- Purchase proposals to be submitted promptly by HoDs and In-Charges, with diligent follow-up on payment with the Finance Team.
- Negotiations with vendors to be conducted with the support of the Finance Team.
- Acquisition of computing devices, communication equipment, and computer hardware components worth Rs. 1,00,00,000.
- Procurement of construction equipment valued at Rs. 2,00,000 for internal projects.
- Funding request of Rs. 10,00,000 to enhance library services.
- Formation of a cross-functional team to evaluate and propose procurement strategies.
- Emphasis on gathering multiple quotations for competitive procurement decisions.

*WY*  
Member Secretary



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