



GURU NANAK DEV ENGINEERING COLLEGE, BIDAR

PURCHASE COMMITTEE Academic Year - 2021-22

A Purchase Committee is a group of designated staff established for independent review and evaluation of purchasing documentation whose main role is to recommend the most appropriate supplier or service provider based on price, quality, stock availability, references etc.

Frequency of Meeting: Once in a Semester & as and when required.

Duties and Responsibilities:

- To get the necessary indents from the respective departments.
- To get a minimum of two quotations from the approved vendors as recommended by respective department.
- Making comparative statements of the quotations supplied by vendors on the basis of technical, commercial and service conditions.
- Analysis of the comparative statement with respect to the technical specifications, budget sanction and required service conditions.
- Seek clarification from suppliers / service providers where necessary, either orally / in writing without effecting the time frame.
- Making recommendations for placing the purchase order to the vendor who makes the best commercial, technical and service conditions.
- Preparing purchase order.
- Verification of material / goods / equipment after receipt of the same as per conditions in purchase order.

The detail of committee is as under:

SI No	Name	Constituency	Position
01	Dr. Ravindra Eklarker	Principal	Chairman
02	Mr. Shankar Kulkarni	Registrar	Member
03	Dr. Nagraj R G, Mech Engg.	Purchase officer	Member
04	Senior faculty from respective dept.	Senior Faculty	Member
05	Devadhan Abraham, Account. Supt.	Account Supt.	Convener Member

Principal
PRINCIPAL
Guru Nanak Dev Engg. College
BIDAR