

INTER OFFICE MEMO

(No. SRMGPC/RO/Policy/2017-18/03, 19 April, 2018)

Constitution of Central Purchase Committee

1. A College Central Purchase Committee (CPC) has been constituted to handle the purchase amounting to Rs 1000 and above.
2. The committee will consist of the following members:
 - a. Store- In charge: Ex-Officio Member
 - b. One representative from Finance and Accounts Office:
Ex- Officio Member (To be nominated by the Deputy Finance Officer)
 - c. Technical member:
ExOfficio Member (One member nominated by the Director/Dean/HOD/Department/Admin Office requesting the purchase of the item)
 - d. Head (Computer centre): Special Invitee (To be included when the purchase request involves computer systems, computer peripherals, and other similar items).
3. The aforementioned committee will check the purchase request for quality, quantity, brand, total amount, etc before forwarding it to the competent authority for sanctioning.
4. The purchase request should include quotations from a minimum of 3 vendors. The store will demand quotations from concerned suppliers and vendors. The quotations may also be obtained by the department submitting the purchase request.
5. In the cases where quotations are not included, the prices may be verified by the Existing College vendor(s).
6. The prices may also be verified by online stores.
7. In case of the requirement of any proprietary item manufactured by a particular firm, or an item from a particular brand, it needs to be suitably justified.
8. The committee will compile the checked requests as per the Para 3, and will process for sanction every fortnightly.
9. All the purchase requests will be submitted as per the flowchart given in the Annexure -1.
10. It is recommended that the process should be completed well ahead of time the item is required.


(Dr. Satish Chand).

Registrar 19/04/2018

Annexure - L

Flowchart for submitting purchase request to the competent authority

