



A Unit of Vikramshila Educational & Welfare Society, Patna

Ref. No. MCTE/18/PC-01

PURCHASE COMMITTEE

Date 02.02.18

The Mundeshwari College for Teacher Education has constituted the PURCHASE COMMITTEE as per the guidelines provided by the NAAC for the overall betterment of the Institution during 2018. The primary objective of the Committee is to ensure that the College's procurement practices are consistent and correct.

- (a) The Purchase Committee consists of:
- | | |
|-------------------------------------|---------------|
| (i) Principal | (Chairperson) |
| (ii) Senior College Staff | (Convenor) |
| (iii) Others nominated by Principal | (Member) |

- (b) Objectives :

Identifying and monitoring purchases

- The committee is responsible for identifying and monitoring purchases for academic, administrative, and amenity requirements.

Recommending suppliers

- The committee recommends the most appropriate supplier or service provider based on price, quality, stock availability, and references.

Ensuring quality

- The committee ensures that the equipment received meets specified quality standards and all stated performance criteria.

Maintaining transparency

- The committee maintains credibility and transparency in all transactions.

- (c) **Functions Of the Committee:**

- Collect and compile list of equipment, computers and any other miscellaneous items required throughout the year by the office and by the different departments.
- Invite sealed tenders quoting the rates for the supply of items from the manufacturers, suppliers and dealers (Depending on the value of the items).
- Open the tenders in presence of the Principal and scrutinize the validity of the tenders.

- Record the resolutions of the meeting.
- Recommend the purchase of the items in case of valid tenders and also on the request of teaching or non-teaching staff.
- Periodic scrutiny of the different items within the institute.

The members of the Committee (Session 2018-19) are given below;

Sl. No.	Name	Designation
1.	Dr. Kumari Sunita Singh	Chairperson, Principal-in-charge
1.	Mr. Arvind Kumar	Convenor
2.	Mr. Birendra Kumar	Account Assistant-Member
3.	Ms. Asmita Ray	Student - Member
4.	Mr. Deepak Kumar	Student - Member

Birendra Kumar
Asmita Ray
Deepak Kumar

Sunita Singh
Chairperson 02/02/18
MCTE, Patna

Principal - In-charge
Vandeshwar College for Teacher Education
Saran Patna-801105

Arvind Kumar
02/02/18
Convenor
Purchase Committee

Notice

Ref. No. - MCTE/23/PC-02

Date: 01/10/18

This is to inform to all the members of the Purchase Committee that a meeting is proposed on 04/10/18. (Thursday) at 03:00 PM in the college staff room. All the members of the committee are hereby informed to be present in the meeting to re-structure the team members.

Thanks & Regards,



Arvind Kumar
(convenor)

M.C.T.E, Patna



Mundeshwari College for Teacher Education
Sarari-Usri Road, Khagaul, Patna - 801105
Affiliated to Aryabhata Knowledge University, Patna

Ref. No. MCTE/18/PC-03

Date: 04/10/2018

PURCHASE COMMITTEE NOTIFICATION

With the onset of new academic session, Mundeshwari College for Teacher Education has restructured the members of the Committee. It is a policy matter of Mundeshwari College for Teacher Education that to restructure the Purchase Committee every year. The new members of the Committee for the Session 2018-19 are given below;

Sl. No.	Name	Designation
1.	Dr. Kumari Sunita Singh	Chairperson, Principal-Incharge
1.	Mr. Arvind Kumar	Convenor
2.	Mr. Birendra Kumar	Account Assistant-Member
3.	Ms. Asmita Ray	Student - Member
4.	Mr. Deepak Kumar	Student - Member

Birendra Kumar

Asmita

Deepak

Sunita Singh
Chairperson
MCTE, Patna
04/10/2018

Arvind Kumar
Convenor
Purchase Committee



Mundeshwari College for Teacher Education
Sarari-Usri Road, Khagaul, Patna - 801105
Affiliated to Aryabhata Knowledge University, Patna

Ref. No. MCTE/18/PC-03

Date: 13/05/2019

PURCHASE COMMITTEE NOTIFICATION

With the onset of new academic session, Mundeshwari College for Teacher Education has restructured the members of the Committee. It is a policy matter of Mundeshwari College for Teacher Education that to restructure the Purchase Committee every year. The new members of the Committee for the Year 2019-20 are given below;

Sl. No.	Name	Designation
1.	Dr. Radha Krishna Singh	Chairperson
1.	Mr. Arvind Kumar	Convenor
2.	Mr. Birendra Kumar	Account Assistant-Member
3.	Ms. Asmita Ray	Student - Member
4.	Mr. Deepak Kumar	Student - Member

Radha Krishna
A

Radha Krishna
13/5/19
Chairperson
MCTE, Patna

A
13/05/2019
Convenor
Purchase Committee

Notice

Ref. No. - MCTE/19/PC-024

Date :- 21/8/2019

This is to inform to all the members of the Purchase Committee that a meeting is proposed on 24/08/2019 (Saturday) at 03:00 PM in the college staff room. All the members of the committee are hereby informed to be present in the meeting to discuss the agenda & resolution.

Thanks + Regards.


Arvind Kumar

(convenor)
M.C.T.E., Patna

Mundeshwari College for Teacher Education

Sarari-Usri Road, Khagaul, Patna - 801105

Affiliated to Aryabhata Knowledge University, Patna

Ref. No. MCTE/18/PC-05

Date: 24/08/2019

RESOLUTION/ATR PURCHASE COMMITTEE

It is our pleasure to inform you that the meeting of the Purchase Committee is scheduled to be held on 24/08/2019 at 03:00 PM in the college staff room. The agenda of the meeting is enclosed herewith you are therefore requested to kindly attend the meeting.

Following were the members of the committee

Sl. No.	Name	Designation
1.	Dr. Radha Krishna Singh	Chairperson
1.	Mr. Arvind Kumar	Convenor
2.	Mr. Birendra Kumar	Account Assistant-Member
3.	Ms. Asmita Ray	Student - Member
4.	Mr. Deepak Kumar	Student - Member

The agenda for the meeting:-

1. Maintenance of records in the Purchase register.
2. Purchase of Office Printer.
3. Purchase of Scanner in the Office.

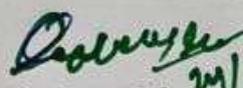
Discussion & Resolution:

Agenda 1: Maintenance of records in the Purchase register: It was unanimously decided by the committee members that all the future purchases related to the college be maintained in the Purchase register to keep a track of the items bought & needed.

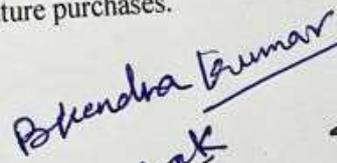
Agenda 2: Purchase of Office Printer: All the members agreed that an office printer be bought so that the print & scan related works are done efficiently without any hassle. It is the prime need in the office.

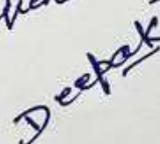
Agenda 3: Purchase of Canon Scanner: The admin office is in need of a dedicated scanner so that the scan related works can be carried out without which it is difficult to save the pdf records of various important documents.

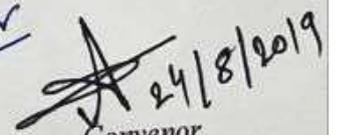
Agenda 4: Any other items with the permission of Chair: There was nothing found in need urgently and we shall meet again to decide on future purchases.


Chairperson 24/8/19
MCTE, Patna


Asmita


Birendra Kumar


Deepak


Convenor
Purchase Committee

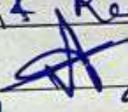
Notice

Ref. No - MCTE/20/PL-08

, Date :- 26/09/20

This is to inform to all the members of the Purchase Committee that a meeting is proposed on 29/09/2020 (Tuesday) at 03:00 PM in the college staff room. All the members of the committee are hereby informed to be present in the meeting.

Thanks & Regards


Arvind Kumar
(Convener)

M.C.T.E, Patna



Mundeshwari College for Teacher Education

Sarari-Usri Road, Khagaul, Patna - 801105
Affiliated to Aryabhatta Knowledge University, Patna

Ref. No. MCTE/20/PC-09

Date: 29/09/2020

RESOLUTION/ATR PURCHASE COMMITTEE

It is our pleasure to inform you that the meeting of the Purchase Committee is scheduled to be held on 29/09/2020 at 03:00 PM in Principal's chamber. The agenda of the meeting is enclosed herewith you are therefore requested to kindly attend the meeting.

The agenda for the meeting:-

1. Discussion on the previous agenda
2. To purchase sports equipment.
3. To purchase Canon Printer for official use.
4. To purchase Logitech Headphone.
5. To purchase webcam
6. HP Desktop
7. HP 20" LED Monitor
8. Extension Board
9. 2 GB DDR RAM
10. Computer Accessories

Discussion & Resolution

Agenda 1: Discussion on the previous agenda: A detailed discussion on the previous agenda took place between the members.

Agenda 2: To purchase sports equipments: Purchasing sports equipment was the need of the hour. Sports always provide holistic development among students and promote sportsmanship.

Agenda 3: Purchase canon printer: It was unanimously decided that a canon printer is the necessity in the admin office.

Agenda 4: Purchase Headphone: Head phone is required in the language lab and that is why it is of utmost priority. The convenor was asked to take quotation from different companies and submit the final status ASAP.

Agenda 5: Purchase webcam: All the members agreed upon purchasing webcam for conducting online classes.

Agenda 6: Purchase Desktop: The convenor along with the members agreed upon purchase of HP Desktop for official purpose.

Agenda 7: Purchase HP 20" LED Monitor: The members unanimously agreed to Purchase HP 20" LED Monitor.

Agenda 8 Extension Board: To connect the different accessories, extension cord was needed. Chairperson asked the convenor to purchase the extension board.

Agenda 9: 2GB DDR RAM – To upgrade the office PC we needed to extend the RAM slot to increase the efficiency of the PC.

Agenda 10: Purchase computer accessories. It was mutually agreed that to upgrade iur UCT Lab, we need to add different accessories to make them user friendly.

Chairperson
MCTE, Patna
29/09/2020


29/09/20
Convenor
Purchase Committee

Notice

Ref. No - MCTE/21/PC-10

Date : 23/03/2021

This is to inform to all the members of the Purchase Committee that a meeting is proposed on 25/03/21 (Thursday) at 03:00 PM in the College Staff room. All the members of the committee are hereby informed to be present in the meeting to re-structure the team members.

Thanks & Regards


23/03/2021

Arvind Kumar

(Convener)

M.C.T.E, Patna



MCTE PATNA

Mundeshwari College for Teacher Education

Sarari-Usri Road, Khagaul, Patna - 801105

Affiliated to Aryabhatta Knowledge University, Patna

Ref. No. MCTE/21/PC-11

Date: 25/03/2021

Re-STRUCTURING

With the onset of new academic session, Mundeshwari College for Teacher Education has restructured the members of the Committee. It is a policy matter of Mundeshwari College for Teacher Education that to restructure the Purchase Committee every year. The new members of the Committee for the Session 2020-21 are given below;

The members of the Committee (Session 2020-21) are given below;

Sl. No.	Name	Designation
1.	Dr. Kumari Sunita Singh	Chairperson; Principal
1.	Mr. Arvind Kumar	Convenor
2.	Mr. Birendra Kumar	Account Assistant-Member
3.	Chanda Kumari	Student - Member
4.	Mr. Deepak Kumar	Student - Member

Birendra Kumar
Chanda
Deepak

Chairperson
MCTE, Patna
Sunita Singh
25/03/21

25/3/21
Convenor
Purchase Committee

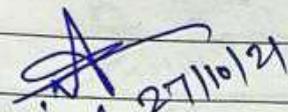
Notice

Ref. No. - MCTE/21/PC-12

Date: 27/10/2021

This is to inform to all the members of the Purchase committee that a meeting is proposed on 30/10/2021 (Saturday) at 03:00 PM in the College Staff room. All the members of the committee are hereby informed to be present in the meeting.

Thank & Regards


Arvind Kumar
(convenor)

M. C. T. E, Patna



Mundeshwari College for Teacher Education

Sarari-Usri Road, Khagaul, Patna - 801105
Affiliated to Aryabhata Knowledge University, Patna

Ref. No. MCTE/21/PC-13

Date: 30/10/2021

DISCUSSION/ATR PURCHASE COMMITTEE

It is our pleasure to inform you that the meeting of the Purchase Committee is scheduled to be held on 27/03/2021 at 03:30 PM in Principal's chamber. The agenda of the meeting is enclosed herewith you are therefore requested to kindly attend the meeting. Following members are the part of the committee.

Sl. No.	Name	Designation
1.	Dr. Kumari Sunita Singh	Chairperson; Principal
1.	Mr. Arvind Kumar	Convenor
2.	Mr. Birendra Kumar	Account Assistant-Member
3.	Chanda Kumari	Student - Member
4.	Mr. Deepak Kumar	Student - Member

Birendra Kumar
Chanda
Deepak

The agenda for the meeting:-

- Agenda 1: Asus Prime motherboard (20 Pc)
- Agenda 2: CPU Core (20 Pc)
- Agenda 3: 4 GB DDR RAM
- Agenda 4: ITB Hard disk & Cabinet
- Agenda 5: Keyboard & Mouse - 20 Pc.+20Pc
- Agenda 6: 18" LED Monitor
- Agenda 7: ASUS Desktop

Discussion & Resolution: As all the members agreed that all the above agendas are essential for smooth functioning of ICT Lab, hence the above mentioned item shall be purchased at the earliest.

Chairperson
MCTE, Patna

Sunita Singh
30/10/21

Arvind Kumar
30/10/21
Convenor
Purchase Committee

Notice

Ref. No. - MCTE/22/PC-14

Date: 25/02/22

This is to inform to all the members of the Purchase Committee that a meeting is proposed on 28/02/22 (Monday) at 03:00 PM in the College Staff Room. All the members of the committee are hereby informed to be present in the meeting to restructure the members of the committee.

Thanks & Regards.


25/2/22

Arvind Kumar
(convenor)

M.C.T.E, Patna

Mundeshwari College for Teacher Education

Sarari-Usri Road, Khagaul, Patna - 801105

Affiliated to Aryabhata Knowledge University, Patna

Ref. No. MCTE/22/PC-15

Date: 28/02/2022

PURCHASE COMMITTEE NOTIFICATION

With the onset of new academic session, Mundeshwari College for Teacher Education has restructured the members of the Committee. It is a policy matter of Mundeshwari College for Teacher Education that to restructure the Purchase Committee every year. The new members of the Committee for the Session 2021-22 are given below;

The members of the Committee (Session 2021-22) are given below;

Sl. No.	Name	Designation
1.	Dr. Kumari Sunita Singh	Chairperson; Principal
1.	Mr. Arvind Kumar	Convenor
2.	Mr. Birendra Kumar	Account Assistant-Member
3.	Khushboo Kumari	Student - Member
4.	Shubham Kumar	Student - Member

Birendra Kumar
Khushboo
Shubham

Sunita Singh
Chairperson
MCTE, Patna
28/02/2022

Arvind Kumar
28/2/22
Convenor
Purchase Committee

Notice

Ref. No. - MCTE/22/PC-16

Date: 11/07/2022

This is to inform to all the members of the Purchase Committee that a meeting is proposed on 13/07/2022 (Wednesday) at 03:00 PM in the college staff room. All the members of the committee are hereby informed to be present in the meeting.

Thanks & Regards.

 11/7/22

Arvind Kumar
(convenor)

M.C.T.E. Patna



MCTE PATNA

Mundeshwari College for Teacher Education

Sarari-Usri Road, Khagaul, Patna - 801105

Affiliated to Aryabhata Knowledge University, Patna

Ref. No. MCTE/22/PC-17

Date: 13/07/2022

DISCUSSION/ATR PURCHASE COMMITTEE

It is our pleasure to inform you that the meeting of the Purchase Committee is scheduled to be held on 13/07/2022 at 03:00 PM in College Staff Room. The agenda of the meeting is enclosed herewith you are therefore requested to kindly attend the meeting.

The agenda for the meeting:-

1. To discuss about the completion of previous agenda.
2. Purchase of BENQ Projector
3. HDMI Cable 20 Mtr.
4. PEN DRIVE 16 GB-HP
5. Computer Accessories
6. Kone Elevators
7. AC Blue star – 4 Pc
8. Desktop(Asus)+Pen drive

Discussion & Resolution

All the above mentioned agendas were discussed in detail. These gadgets are of extreme importance in order to run ICT Lab. As the building is 7 floor high, there was a need of installation of lift. Also, members agreed upon installation of AC in the Principle and admin office. Rest of the agendas were also discussed in detail and agreed upon.

Smita Singh.
Chairperson
MCTE, Patna

13/07/2022

A
13/7/22

Convenor
Purchase Committee

Notice

Ref. No. - MCTE/22/PC-18

Date: 11/02/2023

This is to inform to all the members of the Purchase Committee that a meeting is proposed on 13/02/2023 (Monday) at 03:00 PM in the college Staff Room. All the members of the committee are hereby informed to be present in the meeting so that we can re-structure the members.

Thanks & Regards,


11/02/2023

(Kumari Shashi Singh)
IQAC Co-ordinator
M. C. T. E., Patna



Mundeshwari College for Teacher Education

Sarari-Usri Road, Khagaul, Patna - 801105

Affiliated to Aryabhata Knowledge University, Patna

Ref. No. MCTE/23/PC-19

Date: 13/02/2023

PURCHASE COMMITTEE NOTIFICATION

With the onset of new academic session, Mundeshwari College for Teacher Education has restructured the members of the Committee. It is a policy matter of Mundeshwari College for Teacher Education that to restructure the Purchase Committee every year. The new members of the Committee for the Session 2022-23 are given below;

The members of the Committee (Session 2022-23) are given below;

Sl. No.	Name	Designation
1.	Dr. Kumari Sunita Singh	Chairperson; Principal
1.	Mr. Arvind Kumar	Convenor
2.	Mr. Birendra Kumar	Account Assistant-Member
3.	Kumari Jyotsana	Student - Member
4.	Mr. Rajeev Kumar	Student - Member

Birendra Kumar

Sunita Singh.
Chairperson
MCTE, Patna
13/02/2023

Rajeev
Jyotsana

Arvind Kumar
Convenor
Purchase Committee
13/2/23

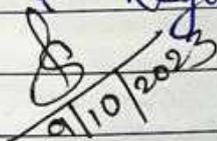
Notice

Ref. No. - MCTE/23/PC-20

Date: 09/10/23

This is to inform to all the members of the Purchase Committee that a meeting is proposed on 13/10/23 (Friday) at 03:00 PM in the college Staff room. All the members of the Committee are hereby informed to be present in the meeting.

Thanks & Regards,


9/10/2023

(Kumari Shashi Singh)
IQAC Co-Ordinator
M.C.T.E., Patna

Mundeshwari College for Teacher Education
Sarari-Usri Road, Khagaul, Patna - 801105
Affiliated to Aryabhata Knowledge University, Patna

Ref. No. MCTE/23/PC-21

Date: 13/10/2023

DISCUSSION/ATR PURCHASE COMMITTEE

It is our pleasure to inform you that the meeting of the Purchase Committee is scheduled to be held on 13/10/2023 at 03:00 PM in Principal's chamber. The agenda of the meeting is enclosed herewith you are therefore requested to kindly attend the meeting.

The agenda & resolution for the meeting:-

Agenda 1: Recap of the previous meeting: The meeting started with the convener greeting all the committee members. All the previous action items were already acted upon and the resolution has been provided to all the actionable.

Agenda 2: Requirement of Internet Connection: A separate Internet connection is required by the MCTE to carry out the Office related work. The Principal asked the convener to get quotations from different ISPs and finalize the deal with the due approval of the Principal.

Sandeep Singh.
13/10/23
Chairperson
MCTE, Patna

[Signature]
13/10/23
Convener
Purchase Committee

Notice

Ajanja

Page No. 23

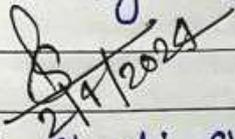
Date

Ref. No. - MCTE/24/PL-22

Date: 02/04/24

This is to inform to all the members of the Purchase Committee that a meeting is proposed on 05/04/24 (Friday) at 03:00 PM in the College Staff Room. All the members of the committee are hereby informed to be present in the meeting.

Thanks + Regards,


2/4/2024

(Kumari Shashi Singh)
IOAC Co-ordinator
M.C.T.E., Patna

Mundeshwari College for Teacher Education

Sarari-Usri Road, Khagaul, Patna - 801105

Affiliated to Aryabhata Knowledge University, Patna

Ref. No. MCTE/24/PC-23

Date: 05/04/2024

PURCHASE COMMITTEE NOTIFICATION

With the onset of new academic session, Mundeshwari College for Teacher Education has restructured the members of the Committee. It is a policy matter of Mundeshwari College for Teacher Education that to restructure the Purchase Committee every year. The new members of the Committee for the Session 2023-24 are given below;

The members of the Committee (Session 2023-24) are given below

Sl. No.	Name	Designation
1.	Dr. Kumari Sunita Singh	Chairperson; Principal
1.	Mr. Arvind Kumar	Convenor
2.	Mr. Birendra Kumar	Account Assistant-Member
3.	Ms. Swati Kumari	Student - Member
4.	Mr. Raj Kumar	Student - Member

Birendra Kumar
Swati
Raj

Sunita Singh
Chairperson
MCTE, Patna
05/04/2024

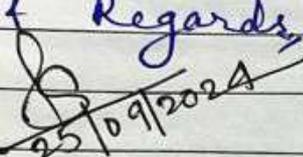
Arvind Kumar
Convenor
Purchase Committee
05/4/24

Notice

Ref. No. - MCTE/24/PC-24

Date :- 25/09/2024

This is to inform to all the members of the Purchase Committee that a meeting is proposed on 28/09/2024 (Saturday) at 03:00 PM in the College Staff room. All the members of the committee are hereby informed to be present in the meeting.

Thanks & Regards,

25/09/2024

(Kumari Shashi Singh)
IGAC Co-ordinator
M.C.T.E., Patna

Mundeshwari College for Teacher Education

Sarari-Usri Road, Khagaul, Patna - 801105

Affiliated to Aryabhata Knowledge University, Patna

Ref. No. MCTE/24/PC-25

Date: 28/09/2024

PURCHASE COMMITTEE NOTIFICATION

With the onset of new academic session, Mundeshwari College for Teacher Education has restructured the members of the Committee. It is a policy matter of Mundeshwari College for Teacher Education that to restructure the Purchase Committee every year. The new members of the Committee for the Session 2024-25 are given below;

The members of the Committee (Session 2024-25) are given below

Sl. No.	Name	Designation
1.	Dr. Kumari Sunita Singh	Chairperson; Principal
1.	Mr. Arvind Kumar	Convenor
2.	Mr. Birendra Kumar	Account Assistant-Member
3.	Ms. Krishti Kumari	Student - Member
4.	Shree Krishna	Student - Member

Birendra Kumar,
Krishti
Shree Krishna

Chairperson
MCTE, Patna
28/09/2024

Convenor
Purchase Committee
28/9/24

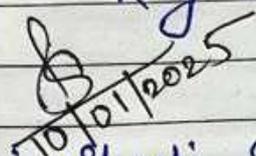
Notice

Ref. No. - MCTE/25/PC-26

Date: 10/01/2025

This is to inform to all the members of the Purchase Committee that a meeting is proposed on 13/01/25 (Monday) at 03:00 PM in the College Staff Room. All the members of the committee are hereby informed to be present in the meeting.

Thanks & Regards


(Kumari Shashi Singh)
IGAC Coordinator
M.C.T.E., Patna



Mundeshwari College for Teacher Education
Sarari-Usri Road, Khagaul, Patna - 801105
Affiliated to Aryabhata Knowledge University, Patna

Ref. No. MCTE/25/PC-27

Date: 13/01/2025

PURCHASE COMMITTEE

It is our pleasure to inform you that the meeting of the Purchase Committee is scheduled to be held on 13/01/2025 at 03:30 PM in College Staff Room. The agenda of the meeting is enclosed herewith you are therefore requested to kindly attend the meeting.

Following are the members of the committee.

Sl. No.	Name	Designation
1.	Dr. Kumari Sunita Singh	Chairperson; Principal
1.	Mr. Arvind Kumar	Convenor
2.	Mr. Birendra Kumar	Account Assistant-Member
3.	Ms. Krishti Kumari	Student - Member
4.	Shree Krishna	Student - Member

Birendra Kumar
Krishti
Shree Krishna

The agenda for the meeting:-

Agenda 1: Recap of the previous meeting: The meeting started with the convenor greeting all the committee members. All the previous action items were already acted upon and the resolution has been provided to all the actionable.

Agenda 2: Purchase of Sports Equipments & Medals: In lieu of the sports day approaching round the corner it was decided by the committee members to purchase sports equipments like Bat, 1 packet Ball, 2 set of racquet & cork, Ludo-03 PC

Sunita Singh.
13/01/25
Chairperson
MCTE, Patna

[Signature]
13/01/25
Convenor
Purchase Committee