



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
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

A *02/02/18*
Convenor
Purchase Committee

Principal
Mondeshwar College for Teacher Education
Saran Patna-801105