

## **GUIDELINES ON CONSTITUTION & FUNCTIONING OF PURCHASE COMMITTEE**

Every institute participating in the project, TEQIP III is expected to establish the appropriate mechanism of "procurement and the financial powers" keeping in view the World Bank Guidelines, with the due approval from "Competent Authority". The procurement manual for TEQIP III envisages the need of establishing "Purchase Committee" on page no. 5 of the Procurement Manual. The purchase committee shall be responsible for entire procurement process right from identification of potential suppliers to the comparison and evaluation of the responses for recommendation (page no. 14-15). Purchase committee should be formed with the approval of competent authority i.e. BoG.

The institutions where no such mechanism exists, they can follow the following guidelines till such mechanism is established.

- (a) The institute may have single Purchase Committee at institute level dealing with all the purchases of equipment/ items or may have both departmental Purchase Committee as well as Institute Purchase committee based on the estimated cost of procurement.
- (b) Department level purchase committee may consist of three members (having restriction on Delegation of Financial Powers) of an appropriate level as decided by the Head of the Department. The purchase beyond delegated financial power shall ultimately be dealt by Institute purchase committee.
- (c) Institute level purchase committee may consist of but not limited to, HOD of major departments, Procurement Nodal Officer, Finance Nodal officer, TEQIP Coordinator, Two faculty members.
- (d) Department concerned shall also appoint committee for testing the equipment delivered.

### **2. FUNCTIONS:**

- (a) To receive and accept the recommendation of the individual departments for different packages for evaluation having certified in the format as below:

*"Certified that we, members of the department committee are jointly and individually are satisfied that the goods recommended for purchase are of the requisite specification and quality, priced at the prevailing market rate and the supplier recommended is reliable and competent to supply the goods in question."*

- (b) To recommend packages for processing as per the prescribed guidelines and through PMSS software.

- (c) To expedite the supplies and to ensure the quality and standard of goods, the Committee shall have the power to take decision on the same if the circumstances so require.
- (d) To approve the testing and demonstration report of the articles submitted by department committee and take the appropriate action, if the situation arises.
- (e) In the event of disagreement in the Purchase Committee, the matter will be referred to the Competent authority for final decision.

---XX---