

Purchase & Stores

(Academic Year 2022-23)

An institute level purchase and stores Committee is constituted every year along with separately for each Academic Department, Research Centre, Study Centre, Other Functional and Administrative Department. Certain guidelines are issued for observance while procuring the required items such as machinery, equipment, furniture, chemicals, stationery, services (such as repairs and maintenance) etc., required by the Schools/Departments/Centres (academic) of the Institute and by the Office Administration (other than academic).

Table : Composition of Purchase & Stores.

S.No	Purchase & Stores		
	Name	Programme	Designation
1	Dr. P. Parthasaradhy	Engineering	Chairman
2	Dr.B Kedarnath	Engineering	Member
3	Dr. M. Harinath Reddy	Engineering	Member
4	Dr. Omer	Engineering	Member
5	Dr. S. Sivaiah	Engineering-First Year	Member
6	Jitendra Debata	Pharmacy	Member
7	Dr K. Ravi Shankar	MBA	Member

Functions & Responsibilities:

- To analyze quotations provided by the logistics department, and provide recommendation for approval.
- To ensure all documentation is accurately completed.
- To ensure that the supplies/services quoted for comply with what was requested.
- Seek clarification from suppliers/service providers where necessary.
- Where the person with authority to approve the Quote Evaluation Form (QEF) has a query on the PC's recommendation, this should be directed back to the committee stating clearly the nature of the query.
- The PC should also be assigned a role within the supplier pre-processing process.
- In certain contexts, it may be appropriate for some or all members of the PC to be directly involved in the collection of quotations.
- Ensuring proportionality, transparency, accountability and fairness in the procurement process.
- Ensuring all relevant documentation is prepared prior to PC meeting.
- Involvement in the evaluation discussion.
- Ensuring that the Quote Evaluation Form is completed accurately.
- Ensuring all necessary procurement procedures are properly followed including any relevant donor procedures.
- Ensuring samples are available for review if relevant and are returned to all unsuccessful bidders.
- To Ensure the Quality of the equipment.
- Scrutiny of the indents for purchase of equipments, furniture and fixtures and other items, received from the departments and recommending procurement, subject to availability of budget provision.