



Gyanoday College of Education Janjgir

Akaltara Road Janjgir, Distt- Janjgir-Champa (C.G.)

Contact No: 94252-30437

E-Mail-sureshyadavsky27@gmail.com Website:<http://www.gyanodaycollege.com>

date - 06/01/18

Purchase Committee of Gyanoday College of Education

The Purchase Committee of Gyanoday College of Education is primarily responsible for monitoring and verifying procurement actions and ensuring that approved procurement procedures have been applied properly. The Purchase Committee is established to ensure consistent and correct application of procurement practices, are followed.

Composition of the Purchase Committee:

The Purchase Committee members are the following: -Convenor and 3 Members


The Management of the Institute has appointed a lead/ permanent member to serve as the permanent leader of the Purchase Committee. In the absence of the permanent member/ leader, the Management may designate an acting permanent member/ leader.

Matters for Purchase Committee Consideration:

The following matters are submitted to the Purchase Committee for decisions on whether or not to concur with executing/implementing agency recommendations:

- a proposal or decision to prequalify applicants for contracts estimated at One Lakh or more;
- a proposal or decision that changes the essential terms and conditions that formed the basis of a decision taken previously by the Purchase Committee (either on a no-objection basis or a formal meeting) in the same case;
- a proposed contract modification to a works, goods, or design-supply-install contract that, when combined with prior contract modifications, would increase the original contract amount by more than 15% in the aggregate;
- any procurement matter that a department deems complicated or has issues requiring broader discussion, irrespective of value; and
- any procurement matter that may be referred to the Purchase Committee by Management.

For the above cases where prior review is prescribed, proposals are to be submitted for approval, prior to taking the decision (for example, a proposal to award a contract must be approved by the Purchase Committee before the contract is actually awarded). Where post review is applied, contracts are to be submitted to the Purchase Committee prior to processing for disbursement or for retroactive review.


Principal
Gyanoday College of Education
Janjgir, Distt.-Janjgir-Champa (C.G.)

Reviewing staff are responsible for ensuring that all facts, issues, representations, and recommendations regarding the particular procurement are accurately and completely reflected and discussed. The members of the Purchase Committee are entitled to rely on the completeness and accuracy of the submission in providing their recommendations and/or decisions.


All matters to be considered by the Purchase Committee are normally acted upon on a no-objection basis if the recommendations of the project division, procurement specialist, and project counsel are in agreement. Copies of representations received are also to be attached and addressed in the submission.

Any procurement matter that is overly complicated or has issues requiring broader discussion, as might be requested by any division or the procurement specialist is referred to the Purchase Committee by Management.

The complete requirement is sent by the concerned division to the chair of the Purchase Committee, with copies to all committee members. Purchase Committee approval shall be required for any proposal to modify a work or design-supply-install contract, such that, when combined with prior contract modifications, would increase the original contract amount. Staff should ensure that sufficient funds are available to finance the contract modification and consult with the Finance Department as needed.

The Purchase Committee renders decisions unanimously. Without unanimity, the leader will refer the matter to the head of the originating department or office to resolve the differences and reach a unanimous decision. If a unanimous decision is still not reached, the head of the originating department or office will refer the case to the Management for a decision. The decision thus taken is final.

Prequalification and evaluation reports are matters to be considered by the Purchase Committee to be submitted to the management for final consideration.


Principal
Gyanoday College of Education
Janjgir, Distt.-Janjgir-Champa (C.G.)