

Internal Office Note

EQUIPMENT AND GENERAL PURCHASE COMMITTEE

Equipment and general purchase committee has been constituted as follows:

- | | |
|--|----------|
| 1. Dr. Rakesh Shukla, CSIR-CDRI, Lucknow | Chairman |
| 2. Dr. K.N. Tiwari, Asst. Professor, NIPER-Raebareli | Member |
| 3. Dr. Sanjiv Singh, Lecturer, NIPER-Raebareli | Member |
| 4. Mr. R.K. Shukla, Office Asst., NIPER-Raebareli | Member |
| 5. Mr. Niraj Kumar, Office Asst., NIPER-Raebareli | Member |

Roles & responsibilities:

The roles and responsibilities of the committee are:

- (i) To analyse quotations provided by the logistics department, and provide recommendation for approval.
- (ii) To ensure all documentation is accurately completed.
- (iii) To ensure that the supplies/services quoted for comply with what was indented.
- (iv) Seek clarification from suppliers/service providers where necessary.
- (v) To request technical input from relevant staff as required.
- (vi) In certain contexts, it may be appropriate for some or all members of the committee to be directly involved in the collection of quotations.
- (vii) Ensuring proportionality, transparency, accountability and fairness in the procurement process.
- (viii) Ensuring all relevant documentation is prepared prior to committee meeting.
- (ix) Involvement in the evaluation discussion.
- (x) Ensuring that the Quote Evaluation Form is completed accurately.
- (xi) Ensuring samples are available for review if relevant and are returned to all unsuccessful bidders.

Holding of Meeting:

The committee shall meet as circumstances dictate.

The committee shall be operative from the date of this notification.


Dr. S.J.S. Flora
Director
NIPER-Raebareli

Copy to:

1. All the above members