

Minutes

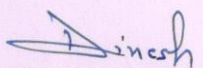
The meeting of Centralised Purchase Committee (CPC) (2018-19) was held on 24th May 2018 at 10.30 am in the Principal office. The following members were present:

- (1) Dr. Vibha Singh Chauhan (Principal)
- (2) Dr. Dinesh Khattar (Convener)
- (3) Dr. Vandana Sarin Walia
- (4) Dr. Kalpana Bhrara
- (5) Dr. Ajay Ranjan Singh
- (6) Dr. Agam Kumar Jha

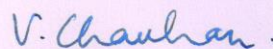
The members discussed about the modalities while procuring products and services for the college except departments. The discussion got concluded through the following steps that would be considered for finalizing the process of purchasing:

1. Check list related to pre-requisites for procuring products and services was to be made.
2. All members of CPC should get registered in the Government-e-Marketplace (GeM) portal (<https://gem.gov.in>).
3. All members again reiterated that all products and services would be procured through GeM portal only.
4. Different departments and committees except Development and Maintenance Committee would purchase products and services through their purchase committees. Conveners of the departmental purchase committees and purchase committees of different committees should also be got registered in GeM portal.

Meeting ended with vote of thanks.


Dr. Dinesh Khattar

CPC- Convener


Dr. Vibha Singh Chauhan

Principal

Pre-requisites for procuring products and services at the college
(Discussed in the meeting of CPC held on 24-25th May 2018)

All proposals for **procuring products and services** referred to the CPC should contain all documents listed below.

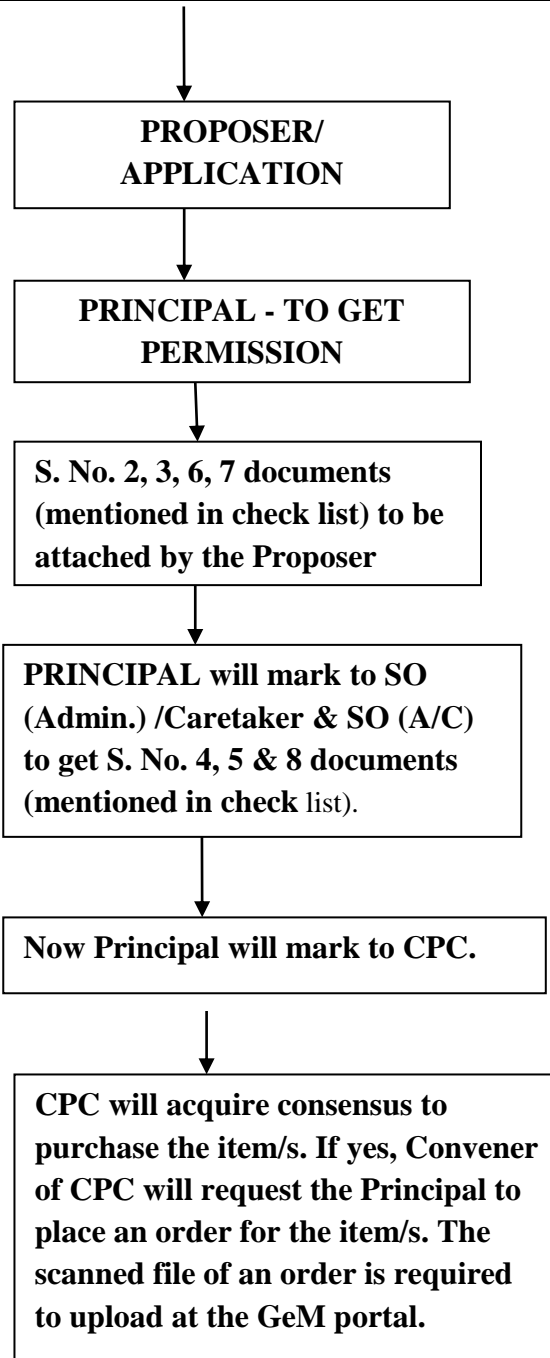
Check list of the documents to be attached.

S. No.	List of Documents	Tick(√),if including.
1.	Sanction /Permission for procurement by the Principal.	
2.	Reasons and justification of purchase of products and services.	
3.	Clear specification of requirement/s.	
4.	Certification that the proposed purchases are not in stock/there is no valid existing contract (by Caretaker).	
5.	Confirmation of budget availability along with budget head (by SO/AC).	
6.	Realistic estimate.	
7.	Proposed mode of procurement (Direct/Bid at GeM).	
8.	Financial Concurrence (by SO/AC).	

After ticking, please attach it with the proposal.

P. T. O

Procedure to acquire the pre-requisites



CPC-Convener