



Purchase Committee:

The Purchase Committee in Nutan Mahavidyalaya, Selu is responsible for overseeing the procurement and acquisition of goods, services, and equipment required for the functioning of the institution. The committee ensures transparency, fairness, and efficiency in the procurement process. The specific authorities and responsibilities of a Purchase Committee can vary based on the Nutan Mahavidyalaya, Selu policies and regulations, but here are some common areas of focus:

1. Procurement Planning:

- Develop a procurement plan based on the institution's needs, budget, and strategic goals.
- Determine priorities and timelines for procurement activities.

2. Vendor Selection and Evaluation:

- Identify potential vendors or suppliers for goods and services.
- Evaluate vendors based on factors such as quality, pricing, reputation, and delivery capabilities.

3. Bid Process Management:

- Organize competitive bidding processes, including requests for proposals (RFPs) or requests for quotations (RFQs).
- Ensure that bidding processes are fair, transparent, and in accordance with institutional policies and regulations.

4. Bid Evaluation and Award:

- Evaluate bids received from vendors based on predefined criteria.
- Recommend the selection of the best-suited vendor based on evaluation results.

5. Contract Negotiation:

- Negotiate terms and conditions with selected vendors, including pricing, delivery schedules, warranties, and service agreements.

6. Cost Control and Budget Management:

- Monitor and manage procurement costs within the allocated budget.
- Ensure that procurement decisions are financially responsible.

7. Quality Assurance:

- Ensure that the goods and services procured meet quality standards and specifications.
- Implement quality control measures for received items.



8. Compliance and Legal Considerations:

- Ensure that procurement activities comply with relevant laws, regulations, and institutional policies.
- Maintain proper documentation for audit and compliance purposes.

9. Ethical Standards and Transparency:

- Uphold ethical procurement practices and transparency in vendor selection and procurement decisions.
- Avoid conflicts of interest and maintain a fair and competitive procurement environment.

10. Vendor Relationship Management: - Foster positive relationships with vendors and suppliers. - Address vendor concerns, disputes, and issues in a timely manner.

11. Purchase Authorization: - Review and approve purchase requisitions submitted by various departments within the institution. - Ensure that purchases align with the Nutan Mahavidyalaya, Selu needs and priorities.

12. Inventory Management: - Coordinate with relevant departments to manage inventory levels, monitor stock, and prevent stockouts.

13. Sustainability and Social Responsibility: - Consider sustainable and socially responsible procurement practices, such as sourcing from environmentally friendly vendors.

14. Disposal and Asset Management: - Oversee the proper disposal of obsolete or surplus assets in compliance with Nutan Mahavidyalaya, Selu guidelines.

15. Reporting and Documentation: - Maintain records of procurement activities, bids, contracts, and vendor communications. - Prepare reports on procurement processes and outcomes as required.

16. Continuous Improvement: - Review and refine procurement procedures to enhance efficiency and effectiveness.

17. Crisis Management and Contingency Planning: - Develop contingency plans for procurement disruptions, emergencies, or supply chain issues.

The Purchase Committee's responsibilities contribute to efficient procurement practices, cost-effective resource allocation, and the overall operational effectiveness of the institution. Ensuring transparency, fairness, and ethical conduct in procurement is essential to maintaining the institution's reputation and integrity.


Director

IQAC

Nutan Mahavidyalaya, Selu



Principal

Nutan Mahavidyalaya, Selu