



**SHRI DHANWANTRY AYURVEDIC COLLEGE & HOSPITAL
SECTOR 46-B, CHANDIGARH, 160047**

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INSTITUTIONAL PURCHASE COMMITTEE

Objectives-

- The main objective of the committee is to facilitate in administering procurement process so as to maintain uninterrupted flow of materials/ services to support the academic & development activities in the institute.
- To ensure that quality materials are procured and standard purchase procedures are followed.
- To develop and sustain good buyer-seller relationship with suppliers so as to get timely service with optimum costs.

Functions and Responsibilities-

- The core function of the committee is to review, evaluate and recommend the most appropriate supplier or service provider based on price, quality, stock availability etc.
- The committee has to ensure that quality materials are procured and standard purchase procedures are followed in major & minor purchases.
- The committee has to analyse quotations provided by the logistics department, and provide recommendation for approval by the person who is assigned for this work.
- The committee has to ensure that all documentation is accurately completed.
- The committee has to ensure proportionality, transparency, accountability and fairness in the procurement process.
- The committee has to seek clarification from suppliers/service providers where necessary.
- The committee has to ensure that all relevant documentation is prepared prior to meeting.
- The committee has to prepare a standard format of “Quote Evaluation form” and to ensure that the Form is completed accurately.

Members of Institutional Purchase Committee-

1.	Chairman	Dr.Naresh Mittal
2.	Representative of College	Prof. Ramadas Maganti (Principal)
3.	Member Secretary for College	Dr.Viraj V. Jadhav
4.	Member Secretary for Hospital	Dr.Sumit Srivastava
5.	Member	Dr.Sanuj Muralidharan
5.	Member	Mr.Arun

Meeting Schedule: Twice in a year (4th Saturday of January and July)