



Shikshan Prasarak Mandal's
Jawahar Arts, Science & Commerce College,
Anadur, Tal: Tuljapur, Dist: Osmanabad.

President: Hon. B. F. Kasture

Secretary: Hon. S. N. Alure Guruji

Principal: Dr. Umakant Chanshetti (M.Sc. M.Phil. Ph. D.) 9420488874

Ref. No. JASCCA/

Date: June 17, 2019

To,

Hon. Gopinath Bicche Guruji,

Treasure,

Shikshan Prasarak Mandal,

Anadur, Dist: Osmanabad.

**Subject: Appointment as a Chairman of College
Purchase Committee of College.**

Dear Sir,

It gives me an immense pleasure to inform you that, you have been appointed as a Convener of **Purchase Committee** of our Jawahar College, Anadur from this academic year June 2019.

Your appointment on this **Purchase Committee** as a convener is for five year. The details of this cell are enclosed with this letter.

Here with you advised that, you should communicate with other members and prepared the perspective plan for this academic year 2019-2020, and submit to the office up to June 30, 2019.

Wishing you all the best.

Encl: Manual of Purchase Committee.

For Information Copy to:

Hon. S. N. Alure Guruji,
Secretary, Shikshan Prasarak Mandal,
Anadur, Dist: Osmanabad.


PRINCIPAL
Jawahar Arts, Science & Commerce
College, Anadur,
Tal Tuliapur Dist Osmanabad

19. College Purchase Committee

Composition: As determined by the GB

Chairman: Mr. Gopinath Bicche Guruji

Secretary: Principal Dr. Umakant Chanshetti

Member: Dr. Mallinath Langade (Science Faculty)

Ms. Dr. Meena Jadhav (Arts Faculty)

Dr. Sahdev Birajdar (Commerce Faculty)

Mr. Shailesh Shaiwale (Library)

Mr. Kashinath Karape (Office Superintendent)

Tenure: 5 years

Objectives:

i) To ensure that quality materials are procured and standard purchase procedures are followed in major & minor purchases.

ii) This committee shall take the overall responsibility of developing and implementing strategies to bring in more proportionality, transparency and accountability in the procurement process in the institution.

iii) To analyze quotations submitted by the suppliers/ service providers and provide recommendations to authority for approval. And seek clarification from the suppliers/service providers where necessary.

iv) To provide the necessary expertise, advice, information to the authority with regard to the best quality of material(s) available in the market, supplier's capability and performance etc.

v) To obtain contacts and do correspondence with reputed material & equipment suppliers/ service providers through networking, based on the department wise requirements.

vi) To facilitate in administering procurement process so as to maintain uninterrupted flow of materials/ services to support the academic & development activities in the institute as per its plan/schedule.

vii) To develop and maintain good buyer-seller relationship with suppliers/ service providers so as to get timely service with optimum costs.

Functions: The sub-committee will

- i) Collect and compile list of equipment, computers, chemicals, apparatus, glassware, and other miscellaneous items required throughout the year by the office and the departments.
- ii) Invite sealed tenders quoting the rates for the supply of items from the manufacturers, suppliers and dealers.
- iii) Open the tenders in presence of the Principal and scrutinize the validity of the tenders
- iv) Record the resolutions of the meeting
- v) Recommend the purchase of the items in case of valid tenders.
- vi) Have a sub-group who will make market survey for purchase and sign rate verification certificate.
- vii) To make arrangements for purchase of the equipment's/items/devices required by any department in the college as per the guidelines.
- viii) After receiving the item /device/equipment in good quality, make arrangements for payment.

It is the responsibility of the purchase committee to make arrangements for servicing/repairing of faulty items /devices/ equipment's.



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Ref. No. JASCCA/

Date: June 17, 2019

To,

Dr. Mallinath Langade,
Head, Department of Chemistry,
Jawahar ASC College,
Anadur, Dist: Osmanabad.

**Subject: Appointment as a Member of College
Purchase Committee of College.**

Dear Sir,

It gives me an immense pleasure to inform you that, you have been appointed as a Convener of **Purchase Committee** of our Jawahar College, Anadur from this academic year June 2019.

Your appointment on this **Purchase Committee** as a convener is for five year. The details of this cell are enclosed with this letter.

Here with you advised that, you should communicate with other members and prepared the perspective plan for this academic year 2019-2020, and submit to the office up to June 30, 2019.

Wishing you all the best.

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Ref. No. JASCCA/

Date: June 17, 2019

To,

Ms. Dr. Meena Jadhav,
Head, Department of Hindi,
Jawahar ASC College,
Anadur, Dist: Osmanabad.

**Subject: Appointment as a Member of College
Purchase Committee of College.**

Dear Madam,

It gives me an immense pleasure to inform you that, you have been appointed as a Convener of **Purchase Committee** of our Jawahar College, Anadur from this academic year June 2019.

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Ref. No. JASCCA/

Date: June 17, 2019

To,

Dr. Sahdev Birajdar,
Head, Department of Commerce,
Jawahar ASC College,
Anadur, Dist: Osmanabad.

**Subject: Appointment as a Member of College
Purchase Committee of College.**

Dear Sir,

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Date: June 17, 2019

To,

Mr. Shailesh Shaiwale,

Librarian,

Jawahar ASC College,

Anadur, Dist: Osmanabad.

**Subject: Appointment as a Member of College
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Dear Sir,

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Date: June 17, 2019

To,

Mr. Kashinath Karape,

Office Superintendent,

Jawahar ASC College,

Anadur, Dist: Osmanabad.

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