



St. Bode's College
Shimla-171002
(UGC-NAAC "A+" Grade Re-Accredited)
College with Potential for Excellence
Phone: 0177-2842304, Fax:- 0177-2842498
www.stbedescollege.in, E-mail:- bedescollege@gmail.com

Purchase Committee:

The **Purchase Committee** is formed to ensure consistent and correct norms of **procurement** practices. The **Committee** members meet as and when required and are primarily responsible for monitoring, verifying and ensuring that approved **procurement** procedures have been applied properly.

Roles, Duties, and Responsibilities

*Purchase committee helps procure goods and services designed to meet operational needs while providing the highest possible value.

*They ensure that the organization operates with integrity while purchasing the required products.

The college requirements are purchased from GeM (Government e-Market). GeM is a dynamic and user- friendly portal making procurement easy for its buyers. It is completely paperless, cashless and system driven e-market place that enables buying of goods and services with minimal human interface.

Names of the committee members for 2021-22

1. Sr.Dr. Molly Abraham -Principal *mollym*
2. V.K Sanoria, staff *Sanoria*
3. Anuja Sharma, staff *Sharma*
4. Shramja Munjal, staff *Shramja*
5. Sushil Gupta, staff *Sushil Gupta*
6. Nishant Sharma, staff *Nishant*
7. Salil Sood, Accounts Office *Salil Sood*

A meeting of the committee was held on July 26, 2021, at 11 a.m. in the principal's office to decide upon the procurements for the upcoming session.



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Minutes of the meeting of the Purchase Committee.

A meeting of the Purchase Committee was held on March 7, 2022, in the principal's office at 2.30 p.m.

The quotations for setting up the Skill Lab were received and were signed and opened in the presence of the committee members. The quotations received were thirteen in number.

Textile and Stitching equipment-3

Cookery related lab equipment -10

It was decided to make a comparative statement of the rates and quotations received and then to take the final call.

Members present at the meeting:

Principal, Sr. Dr. Molly Abraham

Dr. Shramja Munjal – HoD Botany

Mr. Vijay Kumar Sanoria – HoD Physics

Ms. Anuja Sharma – HoD English

Mr. Mohit – Assistant professor, Psychology.

Mr. Salil Sood – Accounts office.

Molly
Shramja
Sanoria
Anuja
Mohit
Salil





Purchase Committee

Minutes of the meeting held on April 8, 2022, at 2 p.m. in the principal's office.

The following matters were discussed and decided upon;

1. The renovation of the three A-block washrooms for the students are to be re-done. Two washrooms will be completely renovated and for the third one only the flooring needs to be changed.

The doors too had to be re-positioned and if budget permits then new ready-made plastic doors will be fitted.

The plumbing would be concealed in the walls and Vishvanath (college plumber) is to over-see the renovations.

The quotation of Lalit Sharma, Govt. contractor for civil work was approved for the above renovation.

2. For Stitching Labs, B.S Chanan Singh was approved as dealer for replacement of parts and repairing of sewing machines.

3. For Cooking Labs, the approved dealer is Jamna Lal who will supply the required equipment to run the lab.

The money for the Stitching and cooking labs has been received from SDBI – Centre for Financial Education and Incubation.

4. To replace the Fire Extinguishing equipment which is old and outdated, the quotation of the dealer Maha Mansa was approved who would re-fill and replace the cylinders.

5. For the new cloud - based Bio-metric attendance machine, the quotation of ESSL Biometric Time Attendance was approved.

6. Finally, the quotations for printing of the college magazine were opened and the least quoted by Mahajan Printing press was approved by the committee.

With this the meeting ended at 3.15 p.m.

Members present ;

Prof. Sr. Molly Abraham, Principal

Ms. Anuja Sharma (Faculty)

Dr. Shramja Munjal (Faculty)

Mr. Mohit (Faculty)

Mr. Salil Sood (office)