

A purchase committee is to be formed to make the purchase under TEQIP – II. As such, the following committees namely (i) Central Purchase Committee (CPC) and (ii) Departmental Purchase Committee (DPC) are proposed for smooth and transparent purchase under TEQIP-II. The purchase proposal of DPC will be further re-evaluated, recommended and forwarded to the Director for his approval by the CPC as shown in the fig. 1.

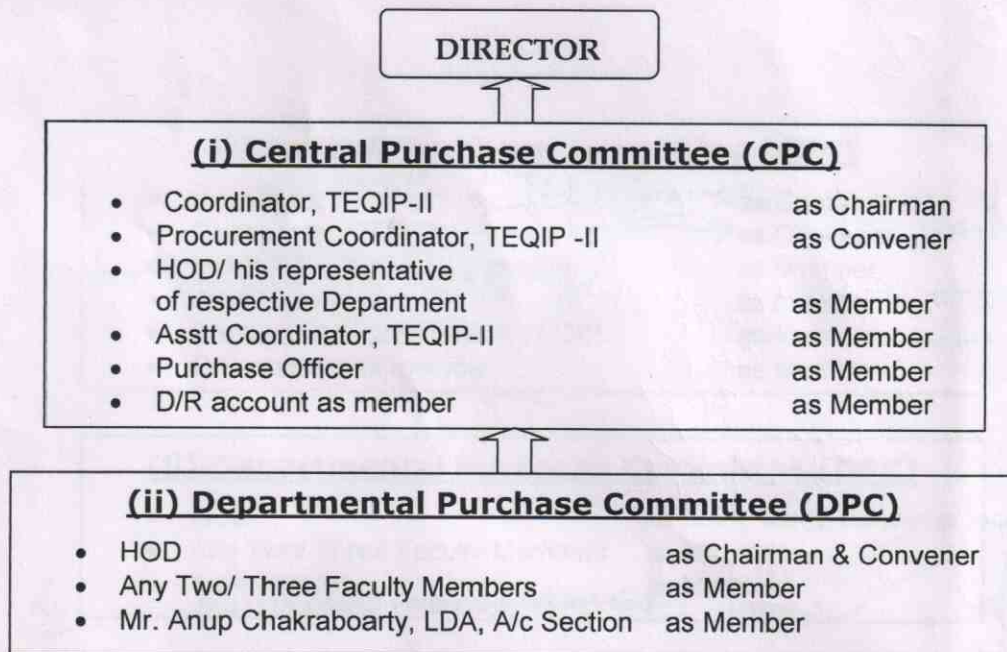


Fig. 1: The details of the committees to be formed

Roles of the proposed committees:

Stage 1:


Departmental Purchase Committee (DPC): After receiving the quotations from the Coordinator, TEQIP-II, this committee will open the quotations, prepare the comparative statements and finally propose the purchase of the chosen items. This proposal will be placed to the CPC by the HOD of the respective department.

Central Purchase Committee (CPC): After receiving the purchase proposal from the DPC the CPC will further re-evaluate the proposal and recommend this for necessary approval of the Director. The Coordinator, TEQIP-II will place these recommendations to the Director for his approval. The Purchase Officer, NIT Silchar will issue the purchase order to the approved firms for the approved items.

Stage 2:

1. After receiving the supplied items from the Store Officer, NITS the HOD will submit the commissioning/installation/supply report to the Coordinator, TEQIP-II.
2. After going through the report submitted by the HOD, the Coordinator, TEQIP-II will recommend and forward it to the account section for necessary payment.

This is submitted for your kind perusal and approval.


Director


Coordinator, TEQIP-II, NITS