


The following shall be the Terms of reference:

1. To ensure that the Indentor (Principal investigator of Project/Sectional Head/ Department Head) has followed appropriate purchase procedure/s based on the University's purchase rules/guidelines and General Financial Rules (GFR) proposed by the Government from time to time.
2. To advise the Indentor/s of corrective measures required if any, with reference to the above.
3. To ensure conformity of technical /financial bids submitted by outside Parties to the technical specifications provided by the Indentor for the intended purchase.
4. To conduct discussions with the selected (Lowest quoting amongst accepted Parties based on technical specifications/bid) party to apprise them of general/specific requirements if any pertaining to the purchase etc.
5. To suggest (if required) names of appropriate experts for technical scrutiny of Tenders/quotations etc.
6. To suggest (if required) names of reputed suppliers from whom quotations for a particular item could be obtained.

The Purchase Committee shall invite the concerned/respective Principal investigator of Project/Sectional Head/Department Head for whom the purchases are to be made while conducting the proceedings of the Committee.

The tenure of the committee shall be for a period of three years from the date of issue of this order.


03.2.16
(Prof. V. P. Kamat)
REGISTRAR

To,
All the members of the Committee

- Copy to: ✓ 1. P.S. to Vice- Chancellor
2. P.A. to Registrar
3. Finance Officer
✓ 4. Head of University Teaching Departments/Sections