



TECHNO INTERNATIONAL NEW TOWN

(Formerly known as Techno India College of Technology)

Block - DG 1/1, Action Area 1, New Town, Kolkata - 700156, West Bengal, India

Contact: +91-33-2324-2050/2090/2091 • <https://tint.edu.in> • info@tint.edu.in

Purchase Committee

Date: 12/01/22

Objective:

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

Committee Members

Prof. (Dr.) R. T. Goswami	Director	Chairman
Prof. Bikash Chandra Sadhukhan	HoD, CSE Dept.	Convenor
Dr. Tapas Kumar Nandi	HoD ME Dept.	Member
Dr. Sanjay Das Neogi	HoD, CE Dept.	Member
Mr. Debjit Sengupta	Account & Finance Dept.	Member
Mr. Debkumar Kundu	Inventory Section	Member

Roles and responsibility of the Purchase Committee:

1. To get the necessary indents from the respective departments.
2. To get the approval of the indents from the purchase committee.
3. To ensure that the supplies/services quoted for comply with what was requested and Seek clarification from suppliers/service providers where necessary
4. Request technical input from HOD and relevant staff if required
5. Ensuring proportionality, transparency, accountability and fairness in the procurement process.
6. Ensuring all relevant documentation is prepared prior to meeting.
7. Involvement in the evaluation process.
8. Ensuring that the Quote Evaluation Form is completed accurately.
9. Ensuring all necessary procurement procedures are properly followed.
10. Ensuring samples are available for review, if required.
11. To finalize and issue the purchase order.
12. To Ensure the Quality of the equipment

Prof. (Dr.) R. T. Goswami

Director