

## **PURCHASE COMMITTEE**

A Purchase Committee is a designated group of staff established to independently review and evaluate purchasing documentation. Its main role is to recommend the most suitable supplier or service provider based on criteria such as price, quality, stock availability, and references.

### **Responsibilities of the Purchase Committee:**

- Analyzing quotations provided by the logistics department and making recommendations for approval.
- Ensuring accurate completion of all documentation.
- Verifying that the supplies/services quoted comply with the requested specifications.
- Seeking clarification from suppliers/service providers when necessary.
- Requesting technical input from relevant staff members as needed.
- Addressing queries from the approving authority regarding the committee's recommendations.
- Participating in the supplier pre-qualification process as assigned.
- Potentially being involved in the collection of quotations.
- Upholding proportionality, transparency, accountability, and fairness throughout the procurement process.
- Ensuring all relevant documentation is prepared before committee meetings.
- Participating in evaluation discussions.
- Ensuring accurate completion of the Quote Evaluation Form.
- Ensuring compliance with all procurement procedures, including any donor-specific procedures.
- Arranging for samples to be available for review if necessary and returning them to unsuccessful bidders.

### **Constitution of the Committee:**

Committee Coordinator: **Dr. M. Vijaya Bhargavi**

Committee Members: **Dr. K. V. Ratnamala, Mrs P.Archana**