

PURCHASING COMMITTEE
MARANGI MAHAVIDYALAYA

Purchasing Committee:

Definition – A purchase committee is a group of designated staff established for independent review and evaluation of purchasing documentation. Its main role is to recommend most appropriate supplier based on price, quality, stock availability, references etc.

Objectives of the committee:

1. To ensure that quality materials are procured and standard purchase procedures are followed to any purchases.
2. To carry out discussions and negotiations with suppliers and procure the best quality items with competitive price
3. To coordinate all the purchases of various departments and ensure the procurement of required items as per items as per schedule.

K. Mahanta
15/11/2022
PRINCIPAL, i/c
Marangi Mahavidyalaya

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Proceeding of the purchasing Committee

Date - 15/11/2022

Venue - Principal's Cabin

Signature of the attendants

1. Mamoni Mahanta
2. Yugal Jyoti Barah
3. Diply Samuly
4. Binod Choudhary
5. Reha Kanta Gazi

Agenda :

1. To discuss about the formation of purchasing committee.
2. To discuss about the purchasing of the materials for partition of library and conference hall and the platform of conference hall.
3. To discuss about the purchasing of paint and putin and other materials for painting the first floor of college building.
4. To discuss about the buying of fans for the first floor.

Today on 15/11/2022 a meeting has been organised to discuss about the formation of purchase committee of the college. The meeting has been organised in the principal's cabin. According to the decisions of the governing body of the college the purchase committee has been formed. Dr. Mamoni Mahanta, principal is mentioned about the necessity of purchase committee in the college. Mr. Yugal Jyoti Barah, IBAC coordinator also agree with principal's view. After a healthy discussion

M Mahanta
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a purchase committee has been formed. The following are the members of purchasing committee.

1. Dr. Mamani Mahanta, Principal in charge - Chairman
2. Mr. Yugal Jyoti Borah, IQAC Coordinator - Member
3. Mr. Binod Xensar, Secretary, Teachers Unit - Member
4. Mrs. Dipty Tamuly, Sr. Teacher - Member
5. Mr. Reba Xanta Gosai, Accountant - Member.

Resolutions:

1. Decision is taken to formation of the purchasing committee.

2. Decision is taken to purchase quality goods for the making of partition of library, conference hall and platform.

3. Decision is taken to purchasing paint, putty and other materials for the painting of first floor of the college building.

4. Decision is taken to buying of fans for the first floor.

After the vote of thanks the meeting is ended.

Approved

~~Ullabank~~
Marangi Mahavidyalaya

Ullabank
PRINCIPAL, i/c
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