



Ref. No.: zp/2024/25/37

Date : 17/07/2024

## Purchase Committee

**Subject:** Constitution of Purchase Committee for the Academic Year 2024-25.

In order to facilitate and oversee the procurement of goods, equipment, and services for the institution in a transparent and efficient manner, a Purchase Committee is hereby constituted for the academic year 2024-25 with immediate effect. The committee shall be responsible for evaluating purchase requirements, obtaining quotations, selecting vendors, and ensuring compliance with institutional procurement policies and financial regulations.

Sr. No.	Name of Staff	Committee Designation
1	Prof. Ayub A. Tamboli	Chairman
2	Prof. Vijay B. Mohite	Member
3	Prof. Prashant L. Jadhav	Member
4	Prof. Sonali N. Navale	Member
5	Prof. Neha Joshi	Member
6	Prof. Nilesh N. Kokare	Member
7	Prof. Ravi G. Yenkar	Member
8	Prof. Adinath R. Puri	Member
9	Mrs. Usha S. Poman	Member
10	Prof. Shubham S. Kadam	Member
11	Prof. Rameshwar S. Khorane	Member Secretary

The committee shall function in accordance with the rules and guidelines laid down by the institution and is expected to maintain transparency, accountability, and due diligence in all procurement processes.

A Purchase Committee is responsible for overseeing and approving procurement activities within an organization. Its primary role is to ensure that purchases are made in a transparent, cost-effective, and efficient manner while complying with policies and regulations.



  
Principal  
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## **Roles and Responsibilities of a Purchase Committee:**

### **1. Procurement Planning and Strategy**

- Define procurement needs based on organizational goals.
- Develop procurement policies and guidelines.
- Establish budgetary allocations for purchases.

### **2. Vendor Selection and Approval**

- Identify, evaluate, and approve suppliers or vendors.
- Conduct market research to compare prices and quality.
- Ensure vendors meet required compliance and standards.

### **3. Tendering and Bidding Process**

- Review and approve tenders, quotations, and bid documents.
- Ensure transparency in the selection process.
- Evaluate bids based on quality, cost, and service.

### **4. Contract Negotiation and Approval**

- Negotiate pricing, payment terms, and delivery schedules.
- Approve procurement contracts in line with organizational policies.
- Ensure fair and legal contract execution.

### **5. Quality Assurance and Compliance**

- Verify that purchased goods/services meet specifications.
- Ensure adherence to procurement policies and legal requirements.
- Maintain ethical procurement practices to prevent fraud and favouritism.

### **6. Financial Oversight and Budget Control**

- Ensure cost-effectiveness and prevent unnecessary expenditures.
- Approve procurement requests within budget limits.
- Monitor spending to avoid budget overruns.

### **7. Documentation and Reporting**

- Maintain records of all procurement transactions.
- Provide periodic reports on procurement activities.
- Ensure transparency and accountability in purchase decisions.



  
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