



Ref.No.VVP/Estt. /2023-24/400-1

Date: 07.07.2023

Purchase Committee

Following committee is constituted for Purchase Process. All members should carry out the Role and Responsibilities assigned below:

| Sr.No | Name | Designation & Dept. | Committee Designation |
|-------|---------------------|---------------------------------|-----------------------|
| 01 | Dr. V. R. Rathi | Principal | Chairman |
| 02 | Mr. N. M. Garad | HOD, Chemical Engineering | Member |
| 03 | Mr. R. B. Nimbalkar | HOD, Machatronics | Member |
| 04 | Mr. R. S. Kakade | HOD, Computer Technology | Member |
| 05 | Mr. E. R. Ghogare | HOD, Automobile Engineering | Member |
| 06 | Mr. S. K. Gorde | HOD, Civil Engineering | Member |
| 07 | Mrs. V. D. Vaidya | HOD, Cloud Computing & Big Data | Member |
| 08 | Mr. V. R. Lawande | HOD, Mechinaical Engineering | Member |
| 09 | Mr. I. S. Kurkute | Lecturer, Computer Technology | Member Secretary |
| 10 | Shri.P. J. Dangat | Office Superintendent | Member |
| 11 | Mr. R. D. Bhot | Accountant | Member |

The PRES at society level has well-Structured hierarchy for purchase above five lacs. Any purchase less than 1 lac can be processed with the approval of Addl. CEO. The society has rate contract with various vendors which are done at the beginning of financial year. Any Consumable and miscellaneous items can be brought from the rate contract vendors with approval of Principal and Addl. CEO.

The institute has a Purchase Committee that must approve any capital expenditures in addition to the Institutes regular operating costs. Whenever necessary, Faculty or lab in-charges submit requests for equipment, consumables etc. in accordance with curricular requirements while taking academic demand into account. Specifications of these requirements are sent to the Head of Department. The Head of the Department submits the list of materials / equipments along with technical specifications from the vendors to the purchase committee at the Institute level along with the technical specification, comment and recommendation.

At the time of technical and financial negotiation for purchase. Principal, HOD and faculty member of respective Department are also present in purchase committee meeting held at PRES Head Office.



(Dr. V. R. Rathi)
Principal
PRINCIPAL

Padmashri Dr. Vitthalrao Vikhe Patil
Institute of Technology & Engineering
(Polytechnic) Pravaranagar