



Ref.No.VVP/Estt./2022-23/ 435/1

Date: 21.07.2022

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, Mechnaical 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