



# Walchand College of Engineering

(Government-Aided Autonomous Institute)

Vishrambag, SANGLI - 416415 (M.S.) India

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Ref: WCE/OO/Procurement Cell/ 231

Date: 24/04/2023

## OFFICE ORDER

The Central Purchase/Procurement Cell of the college is constituted for next three years or till further orders:

- |   |                    |
|---|--------------------|
| 1. Shri P. A. Mane (Faculty UG)                 | – Convener         |
| 2. Dr. U. B. Chavan (Faculty, UG)               | – Member Secretary |
| 3. Dr. N. L. Gavankar (Faculty, UG)             | – Member           |
| 4. Shri N. N. Kamble (Faculty, PW)              | – Member           |
| 5. Shri A. R. Bhosale (Faculty, PW)             | – Member           |
| 6. Dr. S. B. Kadam (Registrar-Ex Officio)       | – Invitee          |
| 7. Shri A. N. Paliwal (Adm. Officer-Ex Officio) | – Invitee          |
| 8. Shri R. J. Mohite (Store Keeper-Ex. Officio) | – Invitee          |

Roles and responsibilities of Purchase Committee is as under: -

- To prepare guidelines for purchase and procurement
- To analyse quotations provided by the store and provide recommendation for approval
- Ensuring all necessary procurement procedures are properly followed
- To ensure that the supplies / services quoted for comply with that was requested from relevant staff and approve
- Seek clarification from suppliers/service providers whenever necessary
- Ensuring transparency, accountability and fairness in the procurement process
- Involvement in the evaluation discussion
- To check and ensure all documents in procurement are in prescribed format and as per requirement.
- Organizing and record keeping of Equipment and Purchase Subcommittee meeting
- Review of purchase/procurement on quarterly basis as per budget allotted

This office order will come into force with immediate effect.



(Prof. Dr. U. A. Dabade)  
I/C DIRECTOR

Copy to,

1. All Deans and Heads of the Departments
2. Vice-Principal (PW)
3. Accounts Section
4. Personal files of the members