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K.S. Rangasamy College of Technology
(Autonomous Institution)
Tiruchengode - 637 215



Purchase Committee Manual

Prepared by

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**K.S.RANGASAMY COLLEGE OF TECHNOLOGY (AUTONOMOUS)
TIRUCHENGODE – 637215**

PURCHASE COMMITTEE MANUAL

A. Preamble:

A Purchase Committee (PC) is a group of designated staff established for independent review and evaluation of purchasing documentation whose main objective is to recommend the most appropriate supplier or service provider based on price, quality, stock availability, references, credentials etc. Purchase Committee (PC) is established and managed by a senior professor in the college with the responsibility for the successful outcome of the evaluation process under the guidance of the Principal. The Principal may act as the chairperson with a non-voting role in all PC meetings.

B. Objectives:

- To ensure that equipment / accessories are procured through standard procedure in major & minor purchases of the institution.
- To prepare the annual procurement plan of the institution.
- To provide support to the department HoDs/Lab In-charge Faculty members for procurement of goods / services in efficient, economic and transparent manner.
- To facilitate the management to allocate the required fund.

C. The constitution of the PC:

PC is comprised of the following members:

- | | |
|----------------------------------------------------|----------------|
| 1. The Principal, KSRCT | - Chair Person |
| 2. Senior Professor of the Institution | - Member |
| 3. HoDs of Dept. concerned | - Member |
| 4. Faculty In-charge of the Lab concerned | - Member |
| 5. Technical Staff In-charge of the Lab concerned | - Member |
| 6. Members nominated by the Management & Principal | - 2 Members |



D. Roles & Responsibilities:

The roles and responsibilities of the PC should include;

- The HoDs of departments concerned / Lab In-charge / Lab Technicians make arrangements for getting the quotations based on the intended specifications.
- Comparative chart is prepared with the help of indenter.
- Based on the recommendations of the department, usually by the respective HoD, purchase committee will deliberate on the quotations, specifications and negotiate.
- Recommend the suitable vendor for the procurement.
- The committee meets as and when needed.
- To maintain constant touch with the market condition and explore possibilities of identifying new sources of supply at competitive rates.
- To ensure equitable treatment of suppliers and promotion of competition in procurement.



PURCHASE PROCEDURE REGULATION

1. Definition of Goods

- a) The definition 'goods' includes all articles, material, commodities, spares, instruments, machinery, equipments etc., purchased or otherwise acquired for the use of Institute including books, publications, periodicals, etc. for a library.
- b) Every purchase case should be initiated on receipt of a written requirement/ requisition with the detailed specification. (vide: *Annexure – I*)

2. Purchase procedure

The Institution may follow either of the two procedures given below:

- a) Non- Centralized Goods / Services – Department related
- b) Centralized Goods / Services – Computers & accessories, Stationery, Electrical items, Furniture & Fixtures, raw materials, AC, Refrigerator, carpentry items, purchase of sports materials, fittings, plumbing materials and printing of pamphlets.

All the purchase of material and services will be made through the normal purchase procedure as indicated below:

- a) Quotations would be invited in respect of purchases above Rs.25,000/- by all the departments/ offices with specifications of the material clearly laid down. Quotations would be invited from a good number of leading and relevant reputed manufacturers/ dealers.
- b) Provided further that purchase may be made by the Purchase Committee or any HoDs of the Departments authorized by the Principal. The HoDs may enter into contracts with supplier firms in respect of purchases they are competent to make.



3. Approved Items

The purchase for the following items may be made at their fixed rates without the call of quotations with the due sanction of the amount of expenditure by the Principal.

- a) Stationery
- b) Electrical items – Materials for Internet & Electric cables
- c) Raw materials
- d) Carpentry items
- e) Printing of pamphlets

4. Purchase Committee

The Principal of the Institution shall appoint Purchase Committee once in 3 years for the purchase of various items.

4.1. Functions:

- a) This Committee shall act for purchase of articles in bulk i.e. valuing Rs.25,000/- and above subject to the rules regarding delegation of financial powers in force.
- b) The requirements of various departments received by the Principal shall be consolidated and placed before the Committee for scrutiny. The Committee will then recommend for calling of quotations or for negotiations as it may deem fit.
- c) In order to expedite supplies or to ensure the quality and standard of goods, the Committee shall have the power to allot the supply of articles to any agency by negotiations, if the circumstances so require, even at higher than the lowest quotation.
- d) The Committee or any member or members authorized by it shall inspect the articles supplied and would approve the same.
- e) In the event of disagreement in the Purchase Committee, the matter will be



referred to the Principal for final decision.

- f) This Committee may also consider such other matters relating to purchases as may be referred to it by the Principal.
- g) In such cases where it is not possible to follow the normal procedure due to emergent purchases and also in case of such items where the purchase through quotations is not feasible for the reasons to be assigned in writing, the PC may recommend to the Principal to release the purchase order.

4.2. Financial Powers of the Principal

The Principal shall be competent to incur expenditure within the provision included in the budget estimates, pass bills and make payments relating thereto. He shall also pass the bills for making payments as forwarded by the HoDs in accordance with the powers delegated to them.

The detail of financial powers to be exercised by the Principal, is as under:-

1.	Purchase on lowest quotation basis	Full Powers
2.	Lower of two/ higher quotation basis	Rs.50,000/-
3.	Single quotation basis	Rs.50,000/-
4.	Emergent purchase without quotation	Rs.50,000/-
5.	Writing off of losses in case of unserviceable articles	Rs.10,000/-
6.	Writing off of Losses	Rs.10,000/-
7.	Execution of work / maintenance	Rs.50,000/-
8.	Journey by Taxi	Full powers on approved rates against entitlement in respect of journey for attending meeting of the Executive Bodies of the other Institution and authorized meetings.
9.	Drawal of Advances	Up to Rs.10,000/-



10.	Journey out of Project Funds	Full powers
-----	------------------------------	-------------

4.3. Financial Powers of the Head of Departments

Heads of the Departments shall be competent to incur expenditure within the provision, included in the Budget Estimates and communicated to them as follows:-

Any individual bill upto

- | | |
|------------------------------------|--------------------------------------------|
| 1. All the HoDs of the Departments | i. Rs. 3,000/- (without quotation) |
| | ii. Upto Rs.25,000/- (on lowest quotation) |
| 2. Librarian | Rs. 3,000/- |

The Librarian shall make purchases of books and periodicals for the Institution Library within the sanctioned Budget Grant, on the recommendation of the HoDs of Departments concerned and in accordance with allocations made by the Library. For general books, the Librarian shall make purchases with the approval of Library Committee and the Principal.

Stationery shall be supplied generally by the Institution for which the Head of the Department shall send an indent to the Institution's Store through the Principal. The supply will be made according to the requirements up to the extent of existing budget provision. Heads of the Depts. would exercise their powers relating to the purchase of stationery only after obtaining a certificate of non-availability of stationery from the Institution's store.



5. Minimum Three Quotations

5.1. Irrespective of any of the above procedure adopted for purchase minimum Three Quotations will be required for effecting the purchase on competitive rates unless, otherwise, it is not possible to obtain three quotations for the reasons to be recorded and approved by the Principal. Every effort be made to ensure the purchase on the lowest quotation basis and if it is not possible and the purchase is proposed to be made on single quotation, lower of two or on higher rates the reasons there of may be recorded in writing while seeking sanction.

5.2. To ensure that the interests of the Institution are well-safe guarded, comprehensive proforma for Notice Inviting Quotations can be used. The Departments may incorporate any additional conditions as per their requirements to safeguard their interest.

5.3. At least fifteen days of clear notice is given excluding the day of dispatch and receipt at the time of floating quotations. The steps be taken well in advance so as to ensure that if the response in the first instance is poor there is enough time for re-inviting the quotations.

5.4. To achieve the above, departments may maintain an exhaustive list of firms manufacturing/ dealing in the materials required by them and they should update their lists with the help of trade directories/ Year Book available in the Library, apart from calling the information from the sister Institutions.

5.5. Full specifications of the items required be given in the enquiry letter mentioning all the requirement of size, quality of material brands to be used etc. depending upon the nature of the item.



5.6. It may be ensured that the letters inviting quotations are dispatched under certificate of posting, courier or through E-mail. The envelope / E-mail copy received with the quotations may invariably be preserved and attached with the respective quotations.

The quotations may be received by the HoD's or the person incharge for procuring articles. HoD's may consolidate the quotation for a particular item and submit to the purchase committee. The purchase committee fixes the schedule to conduct meeting in order to go through the quotations received and finalise the vendor after due negotiation.

The purchase committee shall submit the proceedings of the negotiation to the Principal with recommendations to place the orders with the designated vendors. The Principal shall authorize the HoD's of the intender to place order for the items. The Principal shall have the power to cancel the order in case the vendor has not supplied in-time and not meeting the specifications. In such case, the Principal shall refer to the purchase committee to place order to other vendors.

6. Repair of Air Conditioning/ Refrigeration Equipment, Electrical Motors

The repair of Air- Conditioning / Refrigeration Equipment and Electrical motors be got done through the Maintenance unit. The department may inform the maintenance unit for maintenance and repair. The maintenance unit will depute the representative for follow-up. The payment of repair charges will, however, be made by the Principal.

7. Repair of Scientific Instruments/ Equipments/ Apparatus

The HoDs of the departments have powers to repair or service Scientific Instruments/ Equipments/ Apparatus.



8. Instructions for Purchase Committees

The Purchase Committee shall observe the following guidelines for strict compliance:-

- a) The purchase committee will collect at least three quotations and will effect the purchase at the lowest markets as far as possible where it is not possible to collect the quotations in writing the Purchase Committee will invariably record reasons for the same in proceedings.
- b) While recording the proceedings it will be ensured that all the details are recorded in the proceedings giving the nomenclature of items purchased, their make & model, quantity, rates and incidentals paid there on. The dates of journey of the Purchase Committee, amount of advance drawn with date and amount refunded as unspent balance with date be also indicated.
- c) The Purchase Committee are constituted to effect the purchases and not only to approve the rates. As such if the material is not available at that time and the purchase committee has only placed the order then the proceedings be recorded. The user Departments and one of the members of the Purchase Committee to be nominated by the said Committee for the purpose will certify after the receipt of the material categorically stating there in that the material ordered by the Purchase Committee has been received by the Department in accordance with the quantity and quality for which the order was placed by the Purchase Committee.
- d) It will be the joint responsibility of all the members of the Purchase Committee to ensure that the instructions are followed strictly and every possible care is taken to ensure in the best interests of the Institution. The technical members on the Committee will, however, be responsible to ensure that the material has been purchased in accordance with the specification/ quality.
- e) The GST may be kept in mind before finalizing the cost.



- f) The purchase committee is also required to submit the proceedings to the Principal within three working days.
- g) The purchase /financial rules and the administrative instructions issued from time to time will have to be kept in view.

9. Import Cases

Unless otherwise considered necessary, the import of equipment will be made only for such items on which the benefit of exemption from the payment of Custom Duty can be availed under the Pass Book system after obtaining Certificate of Registration and Certificate of Custom Duty Exemption from the Trust/Principal

10. Statutory Deduction of Income Tax at Source

Statutory Deduction of Income Tax is required to be made at source and on other payments as may required under Income Tax Act from time to time.

11. Sanction for incurring expenditure

Nothing contained in these rules should be construed to convey any sanction or to be cited as an authority in incurring expenditure. Sanction of the competent authority is to be obtained invariably in advance before incurring expenditure against the approved budget allocation.

12. Frequency of Meetings

The Purchase Committee shall meet as and when needed.

13. Tenure of the Purchase Committee

Tenure of the Purchase Committee shall normally be three years. The Principal, if not satisfied with the performance of the existing Committee, may reduce its tenure, and if satisfied, may extend the tenure for another three years.



14. Stock Assessment and Collection of Requirements

14.1. Stock Assessment

Timely anticipation of requirements, estimation of demand, purchase and maintenance of adequate stock for a reasonable period is the necessary elements required to be built in the purchase system. Over-stocking and the associated loss owing to depreciation or deterioration in quality in stock must be avoided. Demands of Departments should be first discussed in the Departmental Committee before the proposal for purchase is submitted.

14.2. Collection of Requirements

The Principal shall, therefore, issue circulars to collect requirements from all the Departments/ Offices in the month of April, consolidate the requirements of common items, and take necessary actions for effecting purchases or finalizing rate contracts well in time to avoid hardships to the Departments or last minute rush for purchases. The HOD in consultation with the Departmental Committee shall send the demands within the time frame failing which they will be responsible for delay in purchase or lapse of funds.

The indenting Departments shall submit their requirements with detailed specifications to the Principal in the prescribed Performa (*Annexure-I*).

15. Inspection of the material

The material shall be inspected by the Sub- Committee entrusted with the responsibility to purchase. The Inspection Committee shall record the following certificate on the Invoice:-

Certificate to be recorded if installation is not required

Certified that the material has been inspected and found as per specifications given in the order”.



Details of Stock entry and Bill status

“Certified that the goods (Consumables & Chemicals) have been received in good conditions as per the details of the purchase order indent. Stock entered in the department purchase register for equipment / consumables. The bill may be passed for payment of Rs. (Rupees).

Purchase Incharge

HoD

Office:

Checked and found to be correct as per purchase order. The bill may be passed.

HoD

Principal

Or

Certificate to be recorded if installation is required.

“Certified that the material has been inspected and installed. The specifications and the quantity of the material are same as given in the order and installation is satisfactory”.

16. Sanction for Incurring Expenditure

The HOD shall obtain administrative approval and financial sanction of the competent authority to incur expenditure against the approved budget allocation as defined in “Delegation of Financial Powers”. A Proforma for obtaining sanction of the Principal has been devised for the convenience of the Departments (*Annexure-II*). The departments shall invariably use this Proforma. The Principal shall process the case for purchase after obtaining approval from the indenting Department.



17. Stock Entry

The Departments shall take all the items- purchased or received in gratis- on stock in the Stock Registers. Articles of permanent nature shall be entered in the Permanent Stock Register, while consumable articles shall be entered in the Consumable Stock Register. The details such as name of the article, quantity, specifications, serial No. of the equipment, cost, bill no., date of purchase etc. shall be entered in the stock registers.

18. Drawal of Temporary advances for purchase of Store items

- a) The Principal shall be competent to sanction temporary advances.
- b) The advance shall be drawn after obtaining administrative approval and financial sanction of the authority for the purchase of item(s). It shall be utilized within a month from the date of its drawal. In case the advance is not utilized within the stipulated period, it shall be deposited in the Institution account unless the sanction of the Principal has been obtained to retain it beyond this period.
- c) That advance will be utilized for the purpose for which it is drawn.
- d) The unspent amount of advance shall be deposited in the Institution account immediately after the transaction has been completed, but in no case later than seven days from the date of the last payment made.
- e) The accounts of advance shall be submitted for adjustment soon after the date of the last payment and will be got adjusted within 15 days from the date of last payment. The Officer/ Official who has drawn the advance shall be personally responsible for its timely adjustment. An advance drawn for the purpose of opening of Letter of Credit in the Bank for making advance payment for import of material shall be got adjusted within one month from the date of receipt of such material in the Institution.



- f) Ordinarily, not more than three temporary advances will be sanctioned until the advance already drawn have been got adjusted. The Finance Officer may, however, sanction two additional temporary advance(s) considering the special circumstances of the given case. The limit of advances in the case of Purchase by the department / Store Purchase Office shall not exceed ten thousand. The approval of the Principal may be obtained if the no. of advances exceeds the prescribed limits. However the Principal shall be competent to modify this rule.

19. Purchase of Non- Centralized Items

All the non-centralized items i.e. the items other than the centrally stored items shall be purchased by PC on case to case basis by inviting quotations.

20. Cycle of Rate Contracts

The cycle of Rate Contract shall, as far as possible, be for a period of one year from first day of October to the last day of September. However this cycle may change depending upon the circumstances. The PC shall ensure that all rate contracts are in position one month before the expiry date of the existing rate contracts. All the rate contracts, finalized by the PC, shall be circulated amongst the Depts. after verification by the Audit.

21. Transparency, competitiveness, fairness and elimination of arbitrariness in purchases

The following criteria shall be followed to maintain transparency, competitiveness, fairness and eliminate arbitrariness in purchases:

- a) At least 15 (fifteen) days clear notice excluding the dates of dispatch and receipt shall be given for filing of quotations.
- b) Quotation shall be self- contained and comprehensive, and full specifications/



details of goods shall be clearly spelt out without any ambiguity.

- c) All the Quotations shall be sent to the prospective suppliers.
- d) The HoD's may open the quotations.

22. Payments

As far as possible, all purchases shall be made on credit/ bill basis. However, payments may be made against delivery after satisfactory installation and inspection report where the suppliers do not agree to make supply on credit. To ensure that the firm does not hesitate from supplying the material on bill basis, and to enlist their full cooperation and earn good will, the payment of all bills shall be made within the stipulated period.

23. Exemption from Custom Duty/ Excise Duty

The Institution is exempted from Custom Duty/ Excise Duty. Hence the Department shall issue Custom Duty/ Excise Duty Exemption Certificates (*Annexure-III*) to the supplier duly countersigned by the Principal of the institute to avail of these benefits. Instructions to this effect shall be given while inviting quotations and placing supply order.

24. Annexure

The following are the formats developed for the convenience of the Departments and are added as Annexure.

Budget Estimation Format	–	<i>Annexure – I</i>
Proforma for purchase Approval	–	<i>Annexure – II</i>
Duty Exemption Certificate	–	<i>Annexure – III</i>



K.S.RANGASAMY COLLEGE OF TECHNOLOGY, TRUCHENGODE

Budget Estimate 20 – 20

Submitted to the Principal

Abstract

Department:

Sl.No.	Head	Cost (Rs.)
1	Non – recurring	
2	Recurring	
3	Research & Development	
	TOTAL	

Approved for Rs. _____ ()

Principal

Vice Chairman

K.S.RANGASAMY COLLEGE OF TECHNOLOGY, TIRUCHENGODE - 637 215.

PROFORMA FOR PURCHASE APPROVAL

Department:					
Budget sanctioned: Rs					
Budget utilized so far:					
Balance Amount					
Name of the Laboratories:					
Date of purchase committee meeting					
Meeting No.					
No. of Companies called for purchase committee Negotiation		No. of Companies turned for Negotiation meeting			
Recommendations of the Purchase Committee:					
The purchase committee recommends the purchase of various items as shown below.					
A. Equipment to be purchased from,					
S.No.	Equipment	Quoted Price	Discount	Quantity Required	Total Amount in Rupees
		Total			
		Tax (Included)			
		Total Amount (Price with tax)			
B. Equipment to be purchased from,					
S.No.	Equipment	Quoted Price	Discount	Quantity Required	Total Amount in Rupees
		Total			
		Tax (Included)			
		Total Amount (Price with Tax)			

C. Equipment to be purchased from,					
S.No.	Equipment	Quoted Price	Discount	Quantity Required	Total Amount in Rupees
		Total			
		Tax (Included)			
		Total Amount (Price with Tax)			
D. Equipment to be purchased from,					
S.No.	Equipment	Quoted Price	Discount	Quantity Required	Total Amount in Rupees
		Total			
		Tax (Included) & Special discount			
		Total Amount (Price with Tax)			

Total amount of purchase :		
Before Negotiation	After Negotiation	Savings
S.No.		Signature
1	Lab Incharge	
2	HOD	
3	Management Representative	
4	Purchase Committee Co-ordinator	
5	Principal	

Vice Charman

FOR OFFICE USE:

Purchases order No : Dated :

Invoice No : Amount :

Dept. Stock Register No : Page No :



सूचना का
अधिकार
RIGHT TO
INFORMATION

दूरभाष/TEL : 26962819, 26567373
(EPABX) : 26565694, 26562133
: 26565687, 26562144
: 26562134, 26562122
फैक्स/FAX : 26960629, 26529745
Website : http://www.dsir.gov.in
(आईएसओ 9001:2008 प्रमाणित विभाग)
(AN ISO 9001:2008 CERTIFIED DEPARTMENT)



सत्यमेव जयते

भारत सरकार
विज्ञान और प्रौद्योगिकी मंत्रालय
वैज्ञानिक और औद्योगिक अनुसंधान विभाग
टेक्नोलॉजी भवन, नया महरौली मार्ग,
नई दिल्ली - 110016
GOVERNMENT OF INDIA
MINISTRY OF SCIENCE AND TECHNOLOGY
Department of Scientific and Industrial Research
Technology Bhavan, New Mehrauli Road,
New Delhi - 110016



F.No.11/474/2007-TU-V

Date: 15th April, 2019

The Secretary
K.S.R.Educational & Charitable Trust
KSR Kalvi Nagar, Tiruchengode,
Nammakkal - 637 215
Tamil Nadu

Subject : Registration of Research Institution, other than a Hospital, for the purpose of availing Customs duty exemption in terms of Government Notifications No. 51/96-Customs dated 23.07.1996; No. 24/2007-Customs dated 01.03.2007; No. 43/2017-Customs dated 30.06.2017; No. 45/2017-Central Tax (Rate) & 47/2017-Integrated Tax (Rate) dated 14.11.2017; No. 9/2018-Central Tax (Rate), No. 09/2018-Union Territory Tax (Rate) & No.10/2018-Integrated Tax (Rate) dated 25.01.2018; and State Tax (Rate) as applicable and all notification, as amended from time to time.

CERTIFICATE OF REGISTRATION

This is to certify that **K.S.R.Educational & Charitable Trust, Nammakkal, Tamil Nadu** is registered with the Department of Scientific and Industrial Research (DSIR) for the purpose of availing Customs duty exemption in terms of Government Notifications No. 51/96-Customs dated 23.07.1996; No. 24/2007-Customs dated 01.03.2007; No. 43/2017-Customs dated 30.06.2017; No. 45/2017-Central Tax (Rate) & 47/2017-Integrated Tax (Rate) dated 14.11.2017; No. 9/2018-Central Tax (Rate), No. 09/2018-Union Territory Tax (Rate) & No.10/2018-Integrated Tax (Rate) dated 25.01.2018; and State Tax (Rate) as applicable and all notification, as amended from time to time. The Registration is subject to terms and conditions mentioned overleaf.

This Registration is valid upto **31.03.2022**.

Please acknowledge the receipt.

Yours faithfully,

(Dr S.K. Deshpande)
Scientist - 'G'

TERMS AND CONDITIONS FOR REGISTRATION OF SCIENTIFIC AND INDUSTRIAL RESEARCH ORGANISATIONS (SIROs)

1. The registration would be valid for the period specified in the Registration letter. The renewal of registration shall be made as and when the renewal of recognition as Scientific and Industrial Research Organization (SIROs) is granted.
2. The registration will entitle the Scientific and Industrial Research Organization to avail of customs duty exemption on the import of equipment, instruments, spares thereof, consumables, etc. during the period of recognition and subject to relevant Government policies in force from time to time.
3. The registration of the Scientific and Industrial Research Organization by Department of Scientific and Industrial Research (DSIR) does not amount to granting of Customs duty/Integrated/Central/Union Territory (UT) Tax/State Tax (Rate) exemption. The exemption part may be dealt separately with the appropriate Authorities. The SIROs should abide by the terms & conditions of the Customs/Integrated/Central/Union Territory (UT) Tax/State Tax (Rate) notifications issued/amended from time to time.
4. In case of disposal/sale of R&D equipment, clearance from Custom/Integrated/Central/Union Territory (UT) Tax/State Tax (Rate) authorities will also be required in view of the applicable notifications under which the equipment was imported/purchased in India.
5. List of the equipment, instruments, accessories, parts and consumables imported by the Scientific and Industrial Research Organization shall be furnished to Department annually along with the Annual Report.



K. S. RANGASAMY COLLEGE OF TECHNOLOGY

(Autonomous Institution), Tiruchengode – 637 215

PROCEEDINGS OF PURCHASE COMMITTEE

Proceedings of the purchase committee pre-bid meeting for the purchase of -----
-----was held on ----- (date) at----- (time)
presided over by the Chairperson of the purchase committee.

The Purchase committee meeting was convened to go through the quotation received for the procurement of equipment of the department of -----
-----, vide requisition letter to the Principal dated-----.

The Chairperson of the purchase committee extended a warm welcome to all the members present on the occasion.

Members Present:

S.No.	Members Present	Designation	Signature
1	The Principal, KSRCT	Chair Person	
2	Senior Professor of the Institution	Member	
3	HoDs of Dept. concerned	Member	
4	Faculty in charge of the lab concerned	Member	
5	Technical staff in charge of the lab concerned	Member	
6	Members nominated by the management & Principal – 1	Member	
7	Members nominated by the management & Principal – 2	Member	

The following items required by the department were taken for purchase:

- 1.
- 2.
- 3.
- 4.
- 5.

The committee verified the quotations, comparative statements and specifications. The purchase committee made negotiations with the vendors, finalized the price and gives recommendations as follows, for procurement. The Principal may authorize the HoD to release purchase order to the vendor noted against each item.

S. No.	Equipments with specifications	Quoted price	Negotiated price	Difference Amount	Tax (%)	Vendor
1						
2						
3						

Recommendation by the Principal:

Chairperson/Purchase Committee