



भारतीय विज्ञान शिक्षा एवं अनुसंधान संस्थान मोहाली

मानव संसाधन विकास मंत्रालय, भारत सरकार द्वारा स्थापित
सैक्टर 81, नॉलेज सिटी, पी. ओ. मनोली, एस. ए. एस. नगर, मोहाली, पंजाब -140306
INDIAN INSTITUTE OF SCIENCE EDUCATION AND RESEARCH MOHALI
Sector-81, Knowledge city, P.O.-Manauli, SAS Nagar Mohali-140306, Punjab
PAN NO. - AAAAI1781K GST No. 03AAAAI1781K2ZS

• Phone : +91-172-2240086,2240121 • Fax : +91-172-2240124, 2240266 • http://www.iisermohali.ac.in • Email: stores@iisermohali.ac.in

IISERM(S&P)19/20-OM/01-1

22nd October, 2019
23rd January, 2020

Office Memorandum

Director, IISER Mohali has been pleased to re-constitute the following Standing Purchase Committee for all Departments (Biology, Chemistry, Physics, E &ES, Mathematics & HSS) to deal with the Purchase other than *single quotation and Local Purchase Committee* proposals in the Institute for a period of 1 year:

The committee comprises of following members:

- 1) Dean- Research & Development-Chairman
- 2) HoD- Biology or his nominee-Member
- 3) HoD- Chemistry or his nominee-Member
- 4) HoD- Physics or his nominee-Member
- 5) HoD- E&ES or his nominee-Member
- 6) HoD- Mathematics or his nominee-Member
- 7) HoD- HSS or his nominee-Member
- 8) Executive Engineer cum EO-Member
- 9) Internal Audit Officer-Member
- 10) Assistant Registrar (P&S): Member-Convener

HoD/Nominee will represent in the meetings, if purchases related to that Dept. is taken up/processed

The broad function of the Committees will be as under:-

1. To examine and vetting of the specification and making it broad based where ever necessary.
2. To decide one of the following modes of procurement:-
 - a. To invite single tender if it is satisfied that the item of proprietary nature.
 - b. To invite limited tenders where the sources of supplies are known.
 - c. To invite open tender by sending advertisement in the regional/national newspapers and put in on our website.
 - d. To make recommendations after receipt of tenders/quotations.
3. Further, it has been resolved that the said Committee will meet at least once in a Fortnight i.e. specified day in 2nd & 4th Week of a month in routine manner in order to clear the documentation/procedures of all purchase files (one-time or routine procurements). Rest all terms and conditions shall remain in force as per previous OM.

This is issued with the approval of the Director, IISER Mohali

B.S. Majumdar

Registrar, IISER Mohali

Copy to:-

1. All members
2. Registrar, IISER Mohali
3. PS to Director