



भारतीय विज्ञान शिक्षा एवं अनुसंधान संस्थान मोहाली

शिक्षा मंत्रालय, भारत सरकार द्वारा स्थापित

सेक्टर 81, नॉलेज सिटी, प. ओ. मनोली, एस. ए. एस. नगर, मोहाली, पंजाब - 140306

INDIAN INSTITUTE OF SCIENCE EDUCATION AND RESEARCH MOHALI

(Estd. By Ministry of Education, Govt of India)

Sector-81, Knowledge city, PO-Manauli, SAS Nagar Mohali-140306, Punjab

PAN No. - AAAA11781K GST No. 03AAAA11781K2ZS

☎ Phone : +91-172-2240086 & 2240121 ☎ Fax : +91-172-2240124, 2240266 ☎ <http://www.iisermohali.ac.in> ☎ Email: registrar@iisermohali.ac.in

By Email

IISERM(S&P)21/22-OM/03

27th January 2022.

कार्यालय-ज्ञापन /Office Memorandum

The Director, IISER Mohali is pleased to re-constitute the 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 further period of two years:

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) Deputy Registrar(Finance & Accounts)
- 9) Executive Engineer cum EO-Member
- 10) Internal Audit Officer-Member
- 11) 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 Weekly/Fortnightly i.e. specified day every week 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

सहायक रजिस्ट्रार (भंडार और खरीद)
Assistant Registrar(Stores &Purchase)

Copy to:-

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