



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

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IISERM(S&P)24/25-OM/01

22nd August 2024

Office Memorandum

Director, IISER Mohali has been pleased to re-constitute the same 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 year:

The Committee comprises of following members:

- 1) Dean- Research & Development-Chairman
- 2) HoD- Biology or Nominee-Member
- 3) HoD- Chemistry or Nominee-Member
- 4) HoD- Physics or Nominee-Member
- 5) HoD- E&ES or Nominee-Member
- 6) HoD- Mathematics or Nominee-Member
- 7) HoD- HSS or Nominee-Member
- 8) Superintending Engineer/Nominee-Member
- 9) Deputy Registrar (F&A)/Nominee-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 Quorum for above meeting and broad function of the Committees will be as under:-

1. Quorum:

- a) The quorum is fixed as presence of six (06) members required, out of ten(10).
- b) The presence of S&P, Finance & Accounts, Audit and respective purchasing of departments is mandatory.
- c) Associate Dean/DORD or in his/her absence the Seniormost HoD may chair the meeting in the absence of Deans.

2. Functions: To examine and vetting of the specification and making it broad based where ever necessary.

3. 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 bids/quotations against e-tenders.

4. 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)

प्रतिलिपि में /Copy to:-

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