



# AVANTHI INSTITUTE OF ENGINEERING AND TECHNOLOGY

(Approved by A.I.C.T.E., New Delhi & Permanently Affiliated to J.N.T.U-GV, Vizianagaram)

NAAC "B++" Accredited Institute

Cherukupally (Village), Near Tagarapuvalasa Bridge, Vizianagaram -531162.

www.aietta.ac.in, principal@aietta.ac.in

## 16. Central Purchase Committee Academic Year-2023-24

The following is the committee framed for the academic year 2023-24 to drive the Institute towards the quality enrichment and for better functioning of various academic and administrative activities. The coordinators are directed to take the charge with immediate effect and act as per the standard operating procedure of respective committee, the convening order along with the members of the committee.

| S. No | Name of the Member    | Designation |
|-------|-----------------------|-------------|
| 1     | Dr. A Chandra Sekhar  | Chairperson |
| 2     | Dr.G.Chinna Rao       | Coordinator |
| 3     | Mr.B.Gangadhar, BS&H  | Member      |
| 4     | Mr.T. Srinivas, MBA   | Member      |
| 5     | Mr.S.Suman Datta, MBA | Member      |
| 6     | Mr.K.Dhanujaya,BS&H   | Member      |

Principal

PRINCIPAL

AVANTHI INSTITUTE OF ENGG. & TECH.

Cherukupally (V), Near Tagarapuvalasa Bridge  
Bhogapuram (M), Vizianagaram (D)-531162

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## **Functions – Roles and Responsibilities**

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