

## Purchase Committee

### Objectives

- The Purchase Committee is formed to ensure consistent and correct norms of procurement practices. The Committee members meet as and when required and are primarily responsible for monitoring, verifying and ensuring that approved procurement procedures have been applied properly.
- To support the educational activities by providing necessary infrastructure for the smooth functioning of the College
- To procure material at the reasonable cost consistent with quality required

### Scope of the Committee

- Looking after the maintenance of the infrastructure
- Looking after the safety and security of the college infrastructure
- It will not cover the purchases related to Library books, magazines etc. However, purchases required for the Library Infrastructure will be covered under this policy.
- Purchases made under the instructions and orders received from the Management will not be covered under this policy.
- Any other responsibility entrusted by the Head of the college with written orders



Secretary  
Purchase Committee



Chairperson  
Purchase Committee



**Shri Binzani City College**  
**Umrer Road, Nagpur**

Date: 08/08/2017

**Notice and Agenda (2017-18 Meeting 1)**

Meeting of purchase committee will be held on 12/08/2017 at 11:00 am at staff room.

The agenda of the meeting will be as follows:

1. To discuss repair of photocopiers.
2. To discuss equipments to be purchased for psychology lab and sports department.
3. To invite the requirements of the teaching and administrative departments.
4. To form a committee to check the existing stock.



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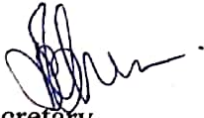
**Shri Binzani City College**  
**Umrer Road, Nagpur**

Date: 12/08/2017

**Minutes of Meeting (Meeting 1)**

Meeting of purchase committee was held on 12/08/2017 at 11:00 am at staff room. The meeting was attended by Dr. Afroz Sheikh, Dr. Mohini Bherwani, Dr. Sandeep Tundurwar, Dr. Sanjay Choudhary and Ms. Arti Shukla. Following points were discussed in the meeting.

1. Three photocopiers are at standstill condition, one will be repaired which costs Rs.6000/-.
2. Quotations will be called for equipment purchase and will be sent to the society office for sanction.
3. Staff has been informed to send the infrastructural requirement for their department.
4. Stock was verified with the existing record.



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**Shri Binzani City College**  
**Umrer Road, Nagpur**

Date: 03/04/2018

**Notice and Agenda (Meeting 2 2017-18)**

Meeting of purchase committee will be held on 07/04/2018 at 11:00 am at staff room.

The agenda of the meeting will be as follows:

1. To confirm minutes of last meeting.
2. To review stock taking report
3. To discuss printing of prospectus and library borrower tickets
4. Repair of water filter of staff room

  
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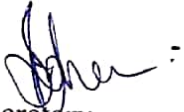
**Shri Binzani City College**  
**Umrer Road, Nagpur**

Date: 07/04/2018

**Minutes of Meeting (Meeting 2, 2017-18)**

Meeting of purchase committee was held on 07/04/2018 at 11:00 am at staff room. The meeting was attended by Dr. Afroz Sheikh, Dr. Mohini Bherwani, Dr. Sandeep Tundurwar, Dr. Sanjay Choudhary and Ms. Arti Shukla. Following points were discussed in the meeting.

1. The stock taking report was reviewed and was found ok.
2. Three quotations will be called for the printing of prospectus and fabrication of library borrower tickets.
3. The quotation for repair of water filter will be sent to society office.
4. Filling of the requisition as and when required.



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**Umrer Road, Nagpur**


Date: 24/07/2018

**Notice and Agenda (2018-19 Meeting 1)**

Meeting of purchase committee will be held on 29/07/2018 at 11:00 am at staff room.

The agenda of the meeting will be as follows:

- To discuss repair of broken benches and desks.
- To discuss repair of broken stairs at the entrance to college.
- To discuss construction of ramp at the entrance of hall.
- To discuss budget requisition for various purposes.

  
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**Umrer Road, Nagpur**

Date: 29/07/2018

**Minutes of Meeting (Meeting 1      2018-19)**

Meeting of purchase committee was held on 29/07/2018 at 11:00 am at staff room. The meeting was attended by Dr. Afroz Sheikh, Dr. Mohini Bherwani, Dr. Sandeep Tundurwar, Dr. Sanjay Choudhary and Ms. Arti Shukla. Following points were discussed in the meeting.

- A list of broken furniture was prepared.
- Budget estimate of Rs 4000.00 was calculated for repair of stairs and requisition was sent to management office.
- Construction of ramp at the entry point leading to hall from classrooms was approved.
- Budget requirement for various purposes was discussed and sent to management office.



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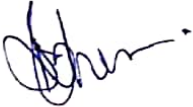
Date: 23/03/2019

**Notice and Agenda (Meeting 2 2018-19)**

Meeting of purchase committee will be held on 28/03/2019 at 11:00 am at staff room.

The agenda of the meeting will be as follows:

- To confirm minutes of last meeting.
- To discuss the matter of name plates for various departments.
- To discuss printing of prospectus and library borrower tickets.
- Repair of biomatrix machine.



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Date: 28/03/2019

**Minutes of Meeting (Meeting 2, 2018-19)**

Meeting of purchase committee was held on 28/03/2019 at 11:00 am at staff room. The meeting was attended by Dr. Anil Shende, Dr. Mohini Bherwani, Dr. Sandeep Tundurwar, Dr. Sanjay Choudhary and Ms. Arti Shukla Following points were discussed in the meeting.

1. Minutes of last meeting were read and approved by the members.
2. The requirement of various flaps and name plates was checked out and approved.
3. The matter of printing of college prospectus and library borrower tickets was approved.
4. Repair of bio matrix machine was approved.



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**Umrer Road, Nagpur**

Date: 28/07/2019

**Notice and Agenda (Meeting 1 2019-20)**

Meeting of purchase committee will be held on 03/08/2019 at 11:00 am at staff room.

The agenda of the meeting will be as follows:

- To discuss purchase of new computers for computer lab.
- To discuss the matter of clogged tube lights and fans.
- To discuss other budgetary requirements.

  
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**Shri Binzani City College**  
**Umrer Road, Nagpur**

Date: 03/08/2019

**Minutes of Meeting (Meeting 1      2019-20)**

Meeting of purchase committee was held on 03/08/2019 at 11:00 am at staff room. The meeting was attended by Dr. Sujit Metre, Dr. Mohini Bherwani, Dr. Sandeep Tundurwar, Dr. Sanjay Choudhary and Mr. Sandip Dongre. Following points were discussed in the meeting.

- Requisition for purchase of new computers for computer lab was received and sent to the management office.
- A list of clogged tube lights and fans was prepared and quotation for repair was called.
- It was decided that the requisition will be sent to the management office as and when required.



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Date: 25/03/2020

**Notice and Agenda (Meeting 2 2019-20)**

Meeting of purchase committee will be held on 28/03/2020 at 11:00 am at staff room.

The agenda of the meeting will be as follows:

- To confirm minutes of last meeting.
- To review the stock taking of college.
- To discuss printing of prospectus and library borrower tickets.



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**Shri Binzani City College**  
**Umrer Road, Nagpur**

Date: 28/03/2019

**Minutes of Meeting (Meeting 2, 2019-20)**

Meeting of purchase committee was held on 28/03/2019 at 11:00 am at staff room. The meeting was attended by Dr. Sujit Metre, Dr. Mohini Bherwani, Dr. Sandeep Tundurwar, Dr. Sanjay Choudhary and Mr. Sandip Dongre. Following points were discussed in the meeting.

- Minutes of last meeting were read and approved by the members.
- Stock taking of various instruments, purchases and library will be taken during summer vacation.
- The matter of printing of college prospectus and library borrower tickets was approved.

  
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**Umrer Road, Nagpur**

Date: 01/08/2020

**Notice and Agenda (Meeting 1      2020-21)**

Meeting of purchase committee will be held on 04/08/2020 at 11:00 am at staff room.

The agenda of the meeting will be as follows:

- To discuss purchase of new computers for computer lab.
- To discuss the matter of clogged tube lights and fans.
- To discuss other budgetary requirements.



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**Shri Binzani City College**  
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Date: 04/08/2020

**Minutes of Meeting (Meeting 1      2020-21)**

Meeting of purchase committee was held on 04/08/2020 at 11:00 am at staff room. The meeting was attended by Dr. Sujit Metre, Dr. Mohini Bherwani, Dr. Sandeep Tundurwar, Dr. Sanjay Choudhary and Mr. Sandip Dongre. Following points were discussed in the meeting.

- Requisition for purchase of new computers for computer lab was received and sent to the management office.
- A list of clogged tube lights and fans was prepared and quotation for repair was called.
- It was decided that the requisition will be sent to the management office as and when required.



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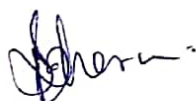
Date: 28/03/2021

**Notice and Agenda (Meeting 2 2020-21)**

Meeting of purchase committee will be held on 03/04/2021 at 11:00 am at staff room.

The agenda of the meeting will be as follows:

- To confirm minutes of last meeting.
- To review the stock taking of college.
- Purchase of bar coding machine for library.
- To discuss printing of prospectus and library borrower tickets.



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**Shri Binzani City College**  
**Umrer Road, Nagpur**

Date: 03/04/2021

**Minutes of Meeting (Meeting 2, 2020-21)**

Meeting of purchase committee was held on 03/04/2021 at 11:00 am at staff room. The meeting was attended by Dr. Sujit Metre, Dr. Mohini Bherwani, Dr. Sandeep Tundurwar, Dr. Sanjay Choudhary and Mr. Sandip Dongre. Following points were discussed in the meeting.

- Minutes of last meeting were read and approved by the members.
- Stock taking of various instruments, purchases and library will be taken during summer vacation.
- Purchase of bar coding machine for library was approved.
- The matter of printing of college prospectus and library borrower tickets was approved.



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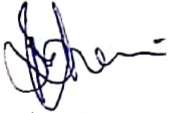
Date: 01/08/2021

**Notice and Agenda (Meeting 1 2021-22)**

Meeting of purchase committee will be held on 04/08/2021 at 11:00 am at staff room.

The agenda of the meeting will be as follows:

- Computer to be purchased for accounts and cash counter section.
- Construction of new washrooms and common room for girl students .
- To construct ramp for handicapped students at various point in the college.



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**Shri Binzani City College**  
**Umrer Road, Nagpur**

Date: 04/08/2021

**Minutes of Meeting (Meeting 1      2021-22)**

Meeting of purchase committee was held on 04/08/2021 at 11:00 am at staff room. The meeting was attended by Dr. Sujit Metre, Dr. Mohini Bherwani, Dr. Sandeep Tundurwar, Dr. Sanjay Choudhary and Mr. Sandip Dongre. Following points were discussed in the meeting.

- Purchase of computer for accounts section and cash counter was approved.
- Looking at the need of washrooms and common room for girls, a requisition letter will be sent to the management office.
- Ramp at various entry points will be constructed for easy movement of wheel chair.



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**Shri Binzani City College**  
**Umrer Road, Nagpur**

Date: 28/03/2022

**Notice and Agenda (Meeting 2 2021-22)**

Meeting of purchase committee will be held on 03/04/2022 at 11:00 am at staff room.

The agenda of the meeting will be as follows:

- To confirm minutes of last meeting.
- To review the stock taking of college.
- To discuss printing of prospectus and library borrower tickets.
- Installation of Solar panels.



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**Shri Binzani City College**  
**Umrer Road, Nagpur**

Date: 03/04/2022

**Minutes of Meeting (Meeting 2, 2021-22)**

Meeting of purchase committee was held on 03/04/2022 at 11:00 am at staff room. The meeting was attended by Dr. Sujit Metre, Dr. Mohini Bherwani, Dr. Sandeep Tundurwar, Dr. Sanjay Choudhary and Mr. Sandip Dongre. Following points were discussed in the meeting.

- Minutes of last meeting were read and approved by the members.
- Stock taking of various instruments, purchases and library will be taken during summer vacation.
- The matter of printing of college prospectus and library borrower tickets was approved.
- A request for installation of solar panel on college and library building will be sent to management office so that electricity charges can be saved.



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**Umrer Road, Nagpur**

Date: 06/07/2022

**Notice and Agenda (Meeting 1 2022-23)**

Meeting of purchase committee will be held on 08/07/2022 at 11:00 am at staff room.

The agenda of the meeting will be as follows:

- To confirm minutes of last meeting.
- Construction of washroom for handicapped students in library building.
- Construction of Ramp in library building.
- Fabrication of new borrower tickets.



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**Shri Binzani City College**  
**Umrer Road, Nagpur**

Date: 08/07/2022

**Minutes of Meeting (Meeting 2, 2021-22)**

Meeting of purchase committee was held on 08/07/2022 at 11:00 am at staff room. The meeting was attended by Dr. Sujit Metre, Dr. Mohini Bherwani, Dr. Sandeep Tundurwar, Dr. Sanjay Choudhary and Mr. Sandip Dongre. Following points were discussed in the meeting.

- Minutes of last meeting were read and approved by the members.
- Construction of washroom and ramp for handicapped students in library building was approved and requisition was sent to management office.
- As many of the old borrower tickets have become soiled and unusable, fabrication of 2500 new borrower tickets was approved.



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