



MAGANBHAI ADENWALA MAHAGUJARAT UNIVERSITY

Purchase Committee

Preamble

The Purchase committee of Maganbhai Adenwala Mahagujarat University has been constituted for reviewing, recommending, and overseeing procurement requests to ensure transparency, efficiency, and compliance with university policies.

Purchase Committee

No	Name	Designation	Category	Contact No.
1	Shri Bhaskarbhai T Desai	Chairman	Representative of Governing Body- MAM University	9825056887
2	Prof. Dr. S. N. Gupta	Member	Vice Chancellor – MAM University	9825261305
3	Shri Anupbhai Desai	Member	Representative of Governing Body- MAM University	9825160843
4	Shri Janmejyabhai H. Patel	Member	Representative of Governing Body- MAM University	9427372200
5	Shri Dushyantbhai Patel	Member	Representative of Governing Body- MAM University	9825187111
6	Shri Umeshbhai Dhagat	Member	Representative of Governing Body- MAM University	9825184266
7	Dr Hardik Yagnik	Member Secretary	Deputy Registrar	9724567890

Role and Functions of Admission Committee

The committee is responsible for the following tasks: -

- Reviewing purchase requests submitted by various departments.



- Evaluating the necessary, budgetary implications, and alignment with university goals for each purchase.
- Ensuring compliance with university procurement policies and relevant legal regulations.
- Assessing the technical specifications, quality, and sustainability of the proposed purchases.
- Conducting cost – benefit analyses for major purchases.

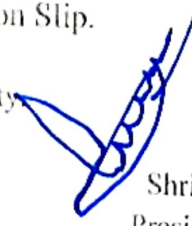
SOP-Purchase

Procedure for Procurement of New Equipment/ Any Requirement:

- Identify the requirement for the Academics/ Maintenance/Research/ Breakdown/ Repair Store/ Exam section etc.,
- List out the specifications of the requirements/ system.
- Estimate the approximate cost of the system from the vendor's input and apply for financial approval from the president/management.
- Identify the vendors and call them for the quotations.
- Enquire about the equipment/ item's quality and reliability from the users of the items/ equipment.
- Prepare Comparative statement for the price and technical specifications.
- After getting confirmation from the president/management call the vendors for price negotiations before the following purchase committee:
- On recommendations of purchase committee, the vendor will be finalized.
- Based on the terms and conditions of the purchase order the vendor will supply and install or show the system/ equipment/item.
- Supervise the work done by the vendor as per our requirements and training will be provided by the vendor to the staff member's concern.
- After satisfactory completion of the work, Bill will be settled by the accounts section after the details of the system are entered in the Central Stores and respective department Stock Register.
- Purchase of Regular day to day Requirements/ Consumables is done as and when required & distributed through Material Requisition Slip.

Approved by the competent authority of the MAM University

Date: 11/01/2023


Shri Bhaskarbhai T Desai
President – MAM University