

ADITYA COLLEGE OF ENGINEERING

Approved by AICTE, Affiliated to JNTUK, Kakinada

Recognized by UGC under Section 2(f) of UGC Act, 1956

Aditya Nagar, ADB Road, Surampalem - 533 437, E.G.Dist., Ph: 99631 76662.

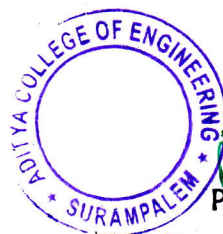
Ref: ACOE/PC/2018-19/Constitution of Purchase Committee

08-05-2018

NOTICE

The undersigned is pleased to constitute the Purchase Committee with the following members for the academic year 2018-19 to strengthen the academic facilities.

S.No	Name of the Person	Designation	Role
1	Dr. T.K. Rama Krishna Rao	Principal	Chairman
2	Prof.A.Ramesh	Vice Principal	Coordinator
3	Mr.G.Rama Krishna	HOD-ECE	Member
4	Dr.P.S.V.V.S.Ravi Kumar	HOD-CSE	Member
5	Mr.K.Manoj Kumar Reddy	HOD-EEE	Member
6	Mr.Y.K.S.Subba Rao	HOD-MECH	Member
7	Dr. T. Anil Kumar	HOD-PT	Member
8	Mr.M.Srinivasu	HOD-HBS	Member
9	Dr.N.Visalakshi	HOD-MBA	Member
10	Dr. R. Giri Prasad	HOD Civil	Member
11	Mr. T.Tata Rao	Associate Professor	Member
12	Mr.N. Praveen	Assistant Professor	Member
13	Mr. T.N.V.S. Ramachandran	AO	Member
14	Mr .N. Raghunath	Maintenance Manager	Member
15	Mr. Mote Sai Sohan	II Year CSE Student	Student Member
16	Miss.S. Durga Priya	IV Year CSE Student	Student Member
17	Mr.Balem Siva	IV Year EEE Student	Student Member
18	Mr.Kamineni B Anudeep	IV Year EEE Student	Student Member



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Aditya College of Engineering
SURAMPALEM-533 437

Copy to all members



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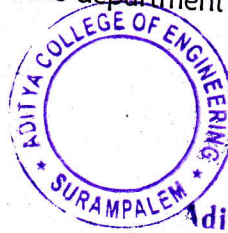
Ref: ACOE/PC/2018-19/SOP


10-05-2018

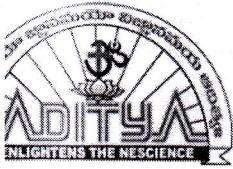
CENTRAL PURCHASE COMMITTEE STANDARD OPERATING PROCEDURE (SOP) Academic Year 2018-2019

1. Purchase Committee meeting will be conducted at the beginning of each academic year or as and when required.
2. Coordinator acts as a means of communication between the committee and Heads of all Departments to provide the details of requirements of their concerned departments.
3. Heads of department raise the indent for consumables and non consumables and submit to the principal for approval.
4. All the consumables will be procured in local markets
5. The requirement of non-consumables such as laboratory equipment or any other major equipment based on the regulations in force will be identified by heads of departments and the requirement will be submitted to the principal for discussion and approval.
6. All the approved indents will be received by the purchase committee.
7. Purchase Committee (PC) will identify the vendors based on the given technical specifications.
8. PC will call for quotations from suitable 3 or 4 vendors.
9. PC will prepare comparative statement after receiving quotations and submit to the principal.
10. The principal will discuss all possibilities in terms of quality, service after sales, price, discounts, with Members of PC and other people concerned.
11. After elaborated discussion the supplier will be decided and the decision will be approved by the principal after getting clearance from governing body.
12. Based on the approval, purchase order will be prepared and dispatched either through mail or by post.
13. PC will keep track of the order based upon agreed conditions by releasing the amount as an advance.
14. Consignment of items as per the Purchase Order(PO) will reach to college at a stipulated date.
15. Consignment of goods received in college will be inspected for damages and compliance the defects will be notified to supplier.
16. The equipment /devices/items will be handed over to the Head of the department concerned for installation/entry in stock register.
17. PC will follow up for technical/service personnel for installation and commissioning of equipment.
18. PC recommends paying the balance amount after receiving fitness certificate from supplier's technical team and approval of Head of the department concerned.


COORDINATOR




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Aditya College of Engineering

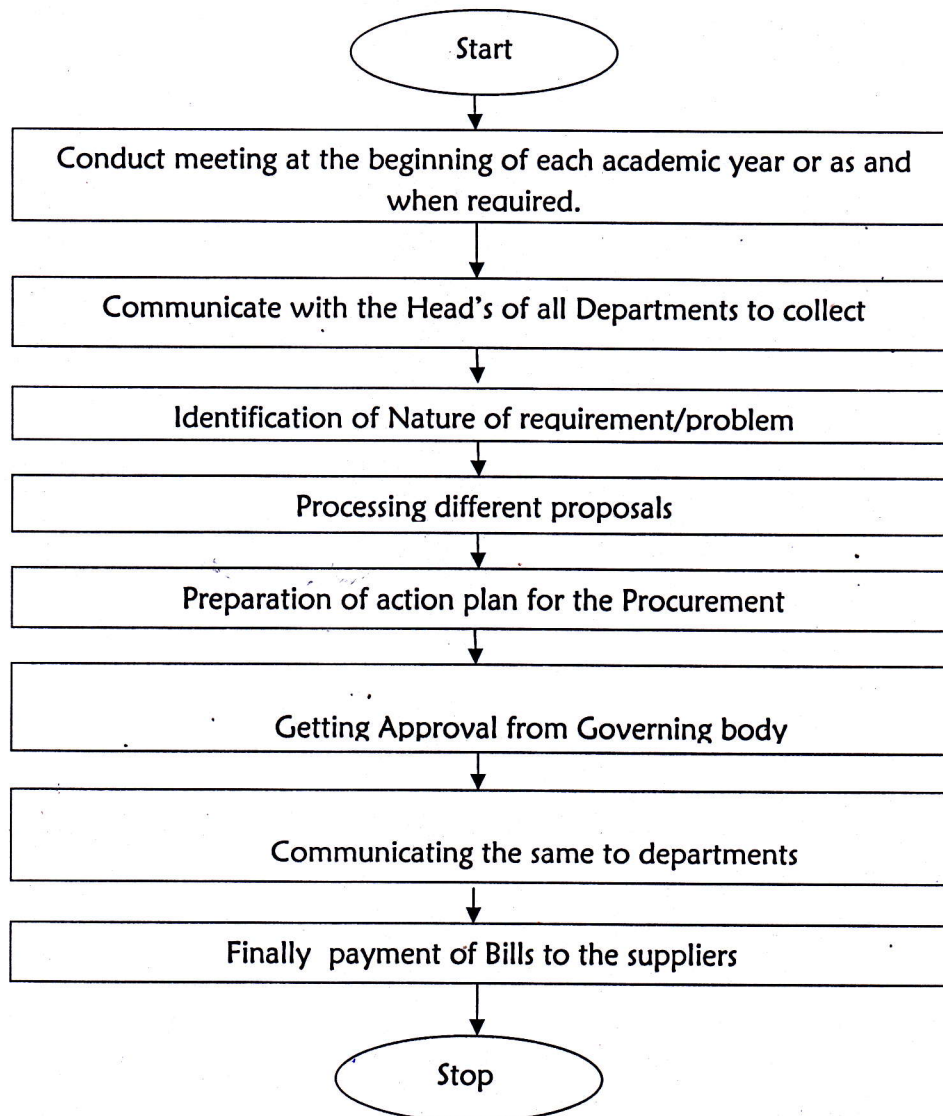


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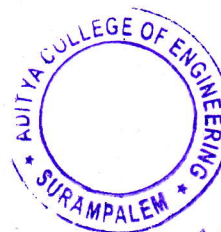
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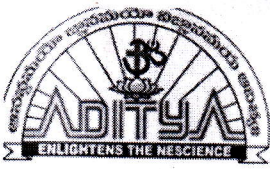
STANDARD OPERATING PROCEDURE FOR PURCHASE COMMITTEE




COORDINATOR




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SURAMPALAM-533 437



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Ref: ACOE/PC/2018-19/1/Circular

10-05-2018

CIRCULAR

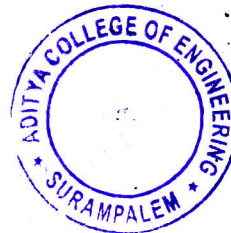
All the members of the Purchase Committee are hereby informed that a meeting will be held on 14th May 2018 at 2.30 PM in the Seminar Hall 101, Ramanujan Bhavan with the following agenda:

AGENDA

1. To form Department wise purchase committees.
2. Framing the rules for finalizing the procurement proposal of departments.
3. Procedure to select the supplier and placing purchase order.
4. Procedure to be adapted for Payment of Bills to the suppliers.
5. Any other Points with the permission of the chair.

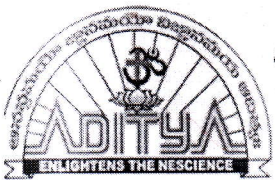

COORDINATOR
Purchase Committee

Cc to: All members of Purchase committee




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Ref: ACOE/PC/2018-19/1/MOM

14-05-2018

MINUTES OF PURCHASE COMMITTEE

Academic Year 2018-19

Date of meeting	14 th May 2018	Duration	2.30 PM to 4 PM
Venue	Seminar Hall 101, First floor, Ramanujan Bhavan		
Reference	ACOE//2018-19/1/Circular dated 10 May 2018		

The meeting of Purchase Committee of Aditya College of Engineering held on 14th May 2019 with the following agenda:

- To form Department wise purchase committees.
- Framing the rules for finalizing the procurement proposal of departments,
- Procedure to select the supplier and placing purchase order.
- Procedure to be adapted for Payment of Bills to the suppliers.
- Any other Points with the permission of the chair.

The meeting of Purchase Committee Cell was commenced with the welcome note by Coordinator - Prof.A.Ramesh to all the members present. The Coordinator presented the agenda along with recommendations and requested the Chairman to throw light on the issues and the discussion was started. The points of the agenda were discussed and the following resolutions were made.

The Chairman Purchase Committee welcomed all the members to the meeting and appreciated for their contribution. Further, Chairman reviewed and discussed about the proposals by considering the points of agenda.

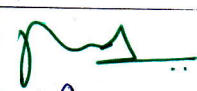
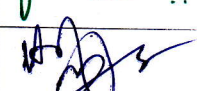
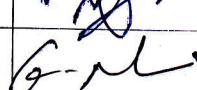
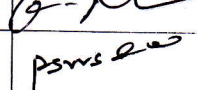
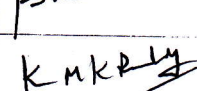
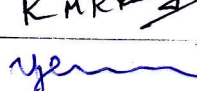
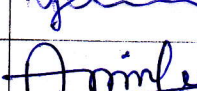
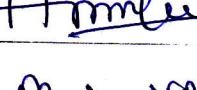
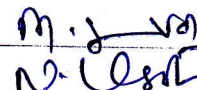
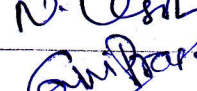
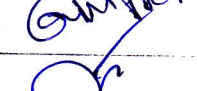
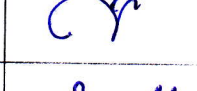

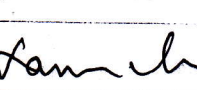
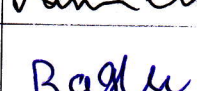



MINUTES AND RESOLUTIONS

1. It is resolved to form purchase committees at Department level with the following members.
 - a) Head of the Department - Chairman.
 - b) Senior Faculty of Concerned Subject/Lab - Members.
 - c) Concerned Lab In-Charge -Member.
2. It is resolved that the Departmental Committees are authorized to call for quotations and prepare comparative statements and submit the same to the Central Purchase Committee for finalizing supplier.
3. It is resolved that based on the departmental purchase committee recommendations, orders will be placed to the suppliers.
4. It is resolved that On supply and installation of equipment based on the certificate from the HOD the bills will be forwarded to the Principal for payment to the suppliers.

5. Action plans of the committee are discussed and decided to hold a meeting of the committee at least twice in an academic year to review the working of the committee.

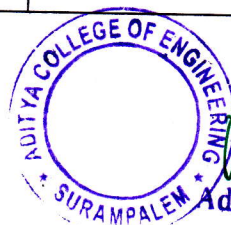
The meeting was concluded with thanks to the Chair.


Members attended the meeting on 14th May 2018

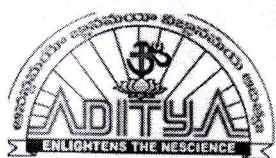
S.No	Name of the Person	Designation	Role	Signature
1	Dr. T.K. Rama Krishna Rao	Principal	Chairman	
2	Prof.A.Ramesh	Vice Principal	Coordinator	
3	Mr.G.Rama Krishna	HOD-ECE	Member	
4	Dr.P.S.V.V.S.Ravi Kumar	HOD-CSE	Member	
5	Mr.K.Manoj Kumar Reddy	HOD-EEE	Member	
6	Mr.Y.K.S.Subba Rao	HOD-MECH	Member	
7	Dr. T. Anil Kumar	HOD-PT	Member	
8	Mr.M.Srinivasu	HOD-HBS	Member	
9	Dr.N.Visalakshi	HOD-MBA	Member	
10	Dr. R. Giri Prasad	HOD Civil	Member	
11	Mr. T. Tata Rao	Associate Professor	Member	
12	Mr.N. Praveen	Assistant Professor	Member	
13	Mr. T.N.V.S. Ramachandran	AO	Member	
14	Mr. N.Raghunath	Maintenance Manager	Member	
15	Mr. Mote sai Sohan	II Year CSE Student	Student Member	
16	Miss.S Durga Priya	IV Year CSE Student	Student Member	
17	Mr. Balem Siva	IV Year EEE Student	Student Member	
18	Mr. Kamineni B Anudeep	IV Year EEE Student	Student Member	


COORDINATOR

(Central Purchase Committee)




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Ref: ACOE/PC/2018-19/PP

16-05-2018

PURCHASE COMMITTEE
PRESPECTIVE PLAN
Academic Year 2018-2019

The following procurement plan was made for the academic year 2018-19 to strengthen the academic facilities

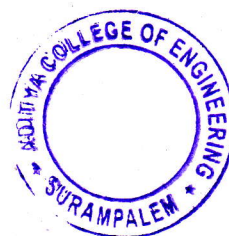
Electronics & Communication Engineering Department		
S.No.	Name of the Item	Qty
1	Digital communication kits	8
2	Digital communication kits.	2
3	Digital storage oscilloscope	4
4	Analog communication kits	2
5	Analog communication kits	2
6	Gunn Oscillator	1
7	Klystron Tube	2
8	Klystron Bench setup	1
9	ZED Development board	1
10	FPGA BOARD	7
11	Detector Mount	2
Civil Engineering Department		
S.No.	Name of the Item	Qty
1	Heater	2
2	Sieve Brass frame 20cm dia*2.36mm	1
3	Sieve Brass frame 20cm dia*1.70mm	1
4	Filter paper 480*mm600 mm	1 Bundle
5	Enamel Bowls (4 inches)	2
6	Container	20
7	BEAM MOULD, 100MM*100MM*500MM	6
8	CYLINDRICAL MOULDS 150*300MM	6
9	BEAM MOULD, 750*150*150MM	6

Humanities & Basic Sciences Department		
S.No.	Name of the Item	Qty
1	Buffer capsules pH 7.0	3x10cp
2	Buffer capsules pH 4.0	3x10cp
3	Burette 50 ml (Chemistry Lab)	10

Mechanical Engineering Department		
S.No.	Name of the Item	Qty
1	Universal vibration spring mass system	1
2	Universal Governor Apparatus	1
3	Cam Analysis Apparatus	1
4	Static and Dynamic Balancing Machine	1
5	Whirling of shaft	1
6	Motorized Gyroscope Apparatus	1
7	Flywheel Apparatus	1
8	Four Bar Mechanism	1
9	Friction for belt and pulley	1
10	Simple Screw Jack	1
11	Gears - Spur, Helical, Worm And Bevel gear	1

Computer Science & Engineering Department		
S.No.	Name of the Item	Qty
1	Computer System (Core i3 3.3GHz, 8 GB RAM(DDR),ZEBRONICS(ZEB-HE1) CHIPSET 104KEYS KEY BOARD,MOUSE COMBO,COMPAC 8191, 19"LED Monitor	40

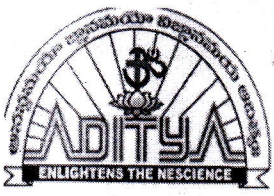

COORDINATOR




PRINCIPAL

Cc to: All members of Academic Committee
HODs to call for quotation

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Aditya Nagar, ADB Road, Surampalem - 533 437, E.G.Dist., Ph: 99631 76662.

18-05-2018

To
The Principal,
Aditya College of Engineering,
Surampalem.

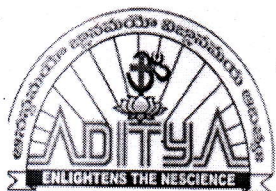
Respected Sir,

Sub: Request for permission to purchase the required items for various departments-Reg.

The member of the central purchase committee has planned to purchase the required items for various departments for the academic year 2018-19. The list of items are enclosed with this letter. So I request you to kindly grant me the approval for purchase of these items.

Thanking you Sir,

COORDINATOR
(Central Purchase Committee)



ADITYA COLLEGE OF ENGINEERING

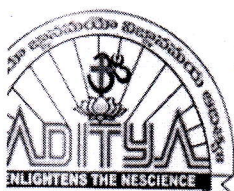
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The following procurement plan was made for the academic year 2018-19

Humanities & Basic Sciences Department				
S.No.	Name of the Item	Qty	Unit price	Amount in Rs
1	Buffer capsules pH 7.0	3x10cp	170	510
2	Buffer capsules pH 4.0	3x10cp	170	510
3	Burette 50 ml (Chemistry Lab)	10	462	4620
Electronics & Communication Engineering Department				
S.No.	Name of the Item	Qty	Unit price	Amount in Rs
1	Digital communication kits	8	3850	30800
2	Digital communication kits	2	5750	11500
3	Digital storage oscilloscope	4	19000	76000
4	Analog communication kits	2	2400	4800
5	Analog communication kits	2	4350	8700
6	Gunn Oscillator	1	12700	12700
7	Klystron Tube	2	14200	28400
8	Klystron Bench setup	1	90680	90680
9	ZED Development board	1	33000	33000
10	FPGA BOARD	7	15000	105000
11	Detector Mount	2	3500	7000
Civil Engineering Department				
S.No.	Name of the Item	Qty	Unit price	Amount in Rs
1	Heater	2	3500	7000
2	Sieve Brass frame 20cm dia*2.36mm	1	1005	1005
3	Sieve Brass frame 20cm dia*1.70mm	1	1005	1005
4	Filter paper 480*mm600 mm	1 Bundle	2000	2000
5	Enamel Bowls (4 inches)	2	600	1200
6	Container	20	30	600
7	BEAM MOULD, 100MM*100MM*500MM	6	6610	39660
8	CYLINDRICAL MOULDS 150*300MM	6	5765	34590
9	BEAM MOULD, 750*150*150MM	6	12705	76230



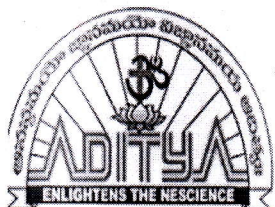
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Mechanical Engineering Department				
S.No.	Name of the Item	Qty	Unit price	Amount in Rs
1	Universal vibration spring mass system	1	48805	48805
2	Universal Governor Apparatus	1	34649	34649
3	Cam Analysis Apparatus	1	34649	34649
4	Static and Dynamic Balancing Machine	1	34649	34649
5	Whirling of shaft	1	34649	34649
6	Motorized Gyroscope Apparatus	1	34649	34649
7	Flywheel Apparatus	1	13409	13409
8	Four Bar Mechanism	1	13409	13409
9	Friction for belt and pulley	1	13409	13409
10	Simple Screw Jack	1	13409	13409
11	Gears - Spur, Helical, Worm And Bevel gear	1	13409	13409
Computer Science & Engineering Department				
S.No.	Name of the Item	Qty	Unit price	Amount in Rs
1	COMPUTER SYSTEMS (Core i3 3.3GHz, 3.4*2 8 GB RAM(DDR), ZEBRONICS(ZEB-HE1) CHIPSET 104KEYS KEY BOARD, MOUSE COMBO, COMPAC 8191, 19" LED Monitor	40	19250	770000
Total cost Estimated in Rupees				16,36,605/-
Sixteen Lakhs Thirty Six Thousand Six Hundred And Five Rupees Only				



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Ref: ACOE/PC/2018-19/PI

20-05-2018

PURCHASE COMMITTEE LOG BOOK FOR ACADEMIC YEAR 2018-2019

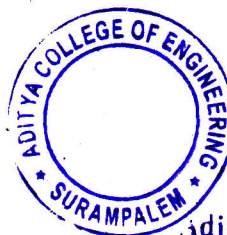
The following items purchased during 2018-19 Academic year.

ACTION POINTS DISCUSSED IN MEETING	ACTION REQUIRED	ACTION TAKEN
<p>The following items are required for Humanities & Basic Sciences Department</p> <p>Buffer capsules pH 7.0 Buffer capsules pH 4.0 Burette 50 ml</p>	Yes	Purchased chemicals Lab items
<p>The following items are required for Electronics & Communication Engineering Department</p> <p>Digital communication kits Digital communication kits Digital storage oscilloscope Analog communication kits Analog communication kits Gunn Oscillator Klystron Tube Klystron Bench setup ZED DEVELOPMENT BOARD FPGA BOARD Detector Mount</p>	Yes	Purchased Electronic Components
<p>The following items are required for Civil Engineering Department</p> <p>Heater sieve Brass frame 20cm dia*2.36mm sieve Brass frame 20cm dia*1.70mm Filter paper 480*mm600 mm Enamel Bowls(4 inches) Container BEAM MOULD, 100MM*100MM*500MM CYLINDRICAL MOULDS 150*300MM BEAM MOULD, 750*150*150MM</p>	Yes	Purchased CIVIL Lab equipment

<p>The following items are required for Mechanical Engineering Department</p> <p>Universal vibration spring mass system Universal Governor Apparatus Cam Analysis Apparatus Static and Dynamic Balancing Machine Whirling of shaft Motorized Gyroscope Apparatus Flywheel Apparatus Four Bar Mechanism Friction for belt and pulley Simple Screw Jack Gears - Spur, Helical, Worm And Bevel gear</p>	Yes	Purchased Mechanical Lab equipment
<p>The following items are required for Computer Science & Engineering Department</p> <p>Computer Systems (Core i3 3.3GHz,3.4*2 8 GB RAM(DDR),ZEBRONICS(ZEB-HE1) CHIPSET 104KEYS KEY BOARD,MOUSE COMBO,COMPAC 8191, 19"LED Monitor</p>	Yes	Purchased Assembled Systems



COORDINATOR
(Central Purchase Committee)




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