



ADITYA COLLEGE OF ENGINEERING

Approved by AICTE, Permanently Affiliated to JNTUK & Accredited by NAAC
Recognized by UGC under Sections 2(f) and 12(B) of UGC Act, 1956
Aditya Nagar, ADB Road, Surampalem - 533 437, E.G.Dist., Ph: 99631 76662.

Ref: ACOE/PC/2020-21/Constitution of Purchase Committee

05-08-2020

NOTICE

The undersigned is pleased to constitute the Purchase Committee with the following members for the academic year 2020-21 to strengthen the academic facilities.

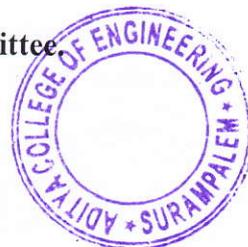
S.No	Name of the person	Designation	Role
1	Dr.A Ramesh	Principal	Chairman
2	Prof.K Manoj Kumar Reddy	HOD-EEE	Coordinator
3	Prof.G Rama Krishna	HOD-ECE	Member
4	Dr.G S N Murthy	HOD-CSE	Member
5	Prof.Y K S Subba Rao	HOD-ME	Member
6	Prof.M Srinivasu	HOD-HBS	Member
7	Prof.Ch Naresh	HOD-CE	Member
8	Mr.N Praveen	Assistant Professor	Member
9	Mr.K Sangeet Kumar	Assistant Professor	Member
10	Mr.T N V S Ramachandran	AO	Member
11	Mr.N Raghunath	Maintenance Manager	Member
12	Mr.T S S N V Sai Sampath	Student of ECE	Student Member
13	Ms.U Prameela	Student of CE	Student Member
14	Mr.Y Vijaya Raju	Student of CSE	Student Member
15	Ms.P V L S Pranathi	Student of CSE	Student Member

PRINCIPAL

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Aditya College of Engineering
SURAMPALAM - 533 437

Copy to members of Central purchase committee





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Ref: ACOE/PC/2020-21/SOP

10-08-2020

CENTRAL PURCHASE COMMITTEE STANDARD OPERATING PROCEDURE (SOP)

Academic Year 2020-2021

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. Consignments 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 receiving fitness certificate from supplier's technical team and approval of Head of the department concerned.

KMK Reddy

COORDINATOR



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SURAMPALAM - 533 437



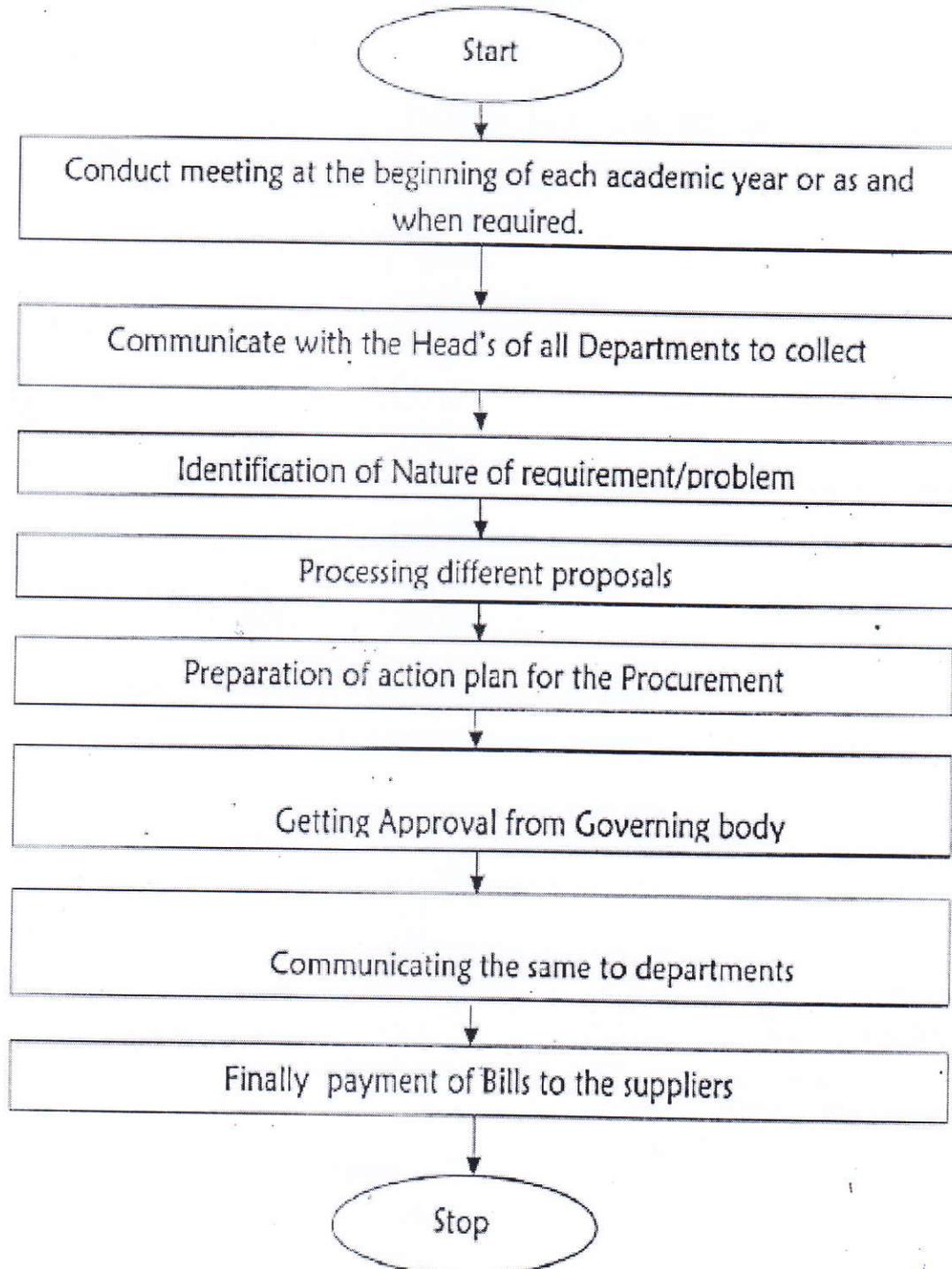
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STANDARD OPERATING PROCEDURE FOR PURCHASE COMMITTEE





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Ref: ACOE/PC/2020-2021/Circular

12-08-2020

CIRCULAR

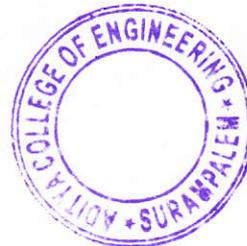
All the members of the Central Purchase Committee are hereby informed that a meeting will be held on 13th August 2020 at 2.30 PM in the seminar Hall 101, Ramanujan Bhavan with following agenda:

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 adopted for payment of Bills to the suppliers.
- 5) Any other Points with the permission of the chair.

KMK Reddy

COORDINATOR
Central Purchase Committee



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SURAMPALAM - 533 437

Cc to: Members of Central Purchase committee



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Ref: ACOE/PC/2020-21/1/MOM

14-08-2020

MINUTES OF PURCHASE COMMITTEE Academic Year 2020-21

Date of meeting	13 TH AUG 2020	Duration	2.30 PM to 4 PM
Venue	Seminar Hall 101, First floor, Ramanujan Bhavan		
Reference	ACOE/2020-21/1/Circular dated 12 th AUG 2020		

The meeting of Central Purchase Committee of Aditya College of Engineering, Held on 13-08-2020 at 2.30 pm in the Seminar Hall with following agenda:

1. To form departmental Purchase Committee.
2. Rules for finalizing the procurement proposal of departments.
3. Selecting the supplier and placing purchase order.
4. Payments of Bills to the suppliers.
5. Points suggested by Chairman.

The meeting of Purchase Committee Cell was commenced with the welcome note by Coordinator-K Manoj Kumar Reddy to all the members present. The Coordinator presented the agenda along with recommendations and requested the Chairman to throw light on the issues and 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.

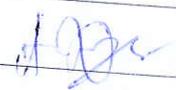
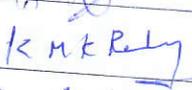
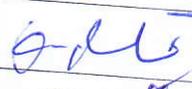
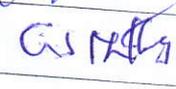
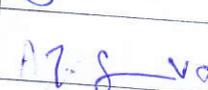
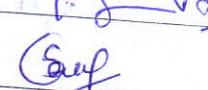
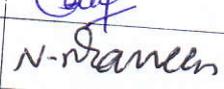
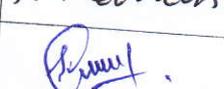
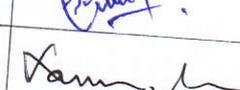
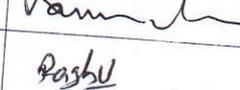
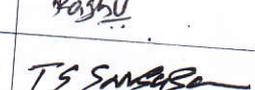
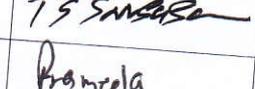
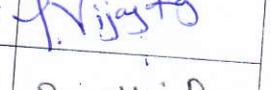
MINUTES AND RESOLUTIONS

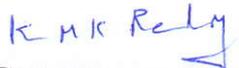
1. It is resolved to form purchase committees at Department level with the following members.
 - a) Head of the Department - Chairman.
 - b) Senior Faculty of Concerned Dept. - Members.
 - c) Concerned Lab In-Charge -Member.

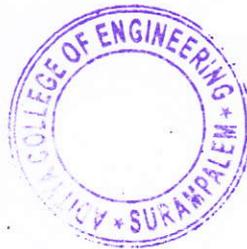
2. It is resolved that the Departmental Committees are authorized to call for quotations and prepare comparative statements and submit the same to the Central Purchase Committee for finalizing supplier.
3. It is resolved that based on the departmental purchase committee recommendations, orders will be 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 is concluded with thanks to the Chair.

Members attended the meeting on 13th August 2020

S.No	Name of the person	Designation	Role	Signature
1	Dr.A Ramesh	Principal	Chairman	
2	Prof.K Manoj Kumar Reddy	HOD-EEE	Coordinator	
3	Prof.G Rama Krishna	HOD-ECE	Member	
4	Dr.G S N Murthy	HOD-CSE	Member	
5	Prof.Y K S Subba Rao	HOD-ME	Member	
6	Prof.M Srinivasu	HOD-HBS	Member	
7	Prof.Ch Naresh	HOD-CE	Member	
8	Mr.N Praveen	Assistant Professor	Member	
9	Mr.K Sangeet Kumar	Assistant Professor	Member	
10	Mr.T N V S Ramachandran	AO	Member	
11	Mr.N Raghunath	Maintenance Manager	Member	
12	Mr.T S S N V Sai Sampath	Student of ECE	Student Member	
13	Ms.U Prameela	Student of CE	Student Member	
14	Mr.Y Vijaya Raju	Student of CSE	Student Member	
15	Ms.P V L S Pranathi	Student of CSE	Student Member	


 COORDINATOR
 Central Purchase Committee




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 SURAMPALAM - 533 437



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Ref: ACOE/PC/2020-21/PP

17-08-2020

PURCHASE COMMITTEE

PRESPPECTIVE PLAN

Academic Year 2020-2021

Basing on the requirements given by the Departments the following procurement plan was made for the academic year 2020-21 to strengthen the academic facilities

Electronics & Communication Engineering Department		
S.No	Name of the Item	Qty
1	Mentor Graphics	1
2	30Mhz Dual channel Analog Oscilloscope	4

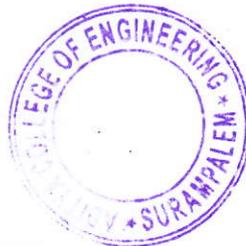
Electrical & Electronics Engineering Department		
S.No	Name of the Item	Qty
1	Core TM i3-3220 3.30GHz, DDR-3 4X2=8GB RAM, ZEBRONICS(ZEB-H61) Chipset, WD 320GB HDD, HP C2500 USB 104 Keys Keyboard, Mouse Combo COMPAQ B191 19" LED Monitor.	5

Civil Engineering Department		
S.No	Name of the Item	Qty
1	Simply Supported Beam	1
2	Cantilever Beam	1

Computer Science & Engineering Department		
S.No	Name of the Item	Qty
1	CPU Lenova M70C (DOS 10 TH Gen) LED AOC 18.5"	144

Mechanical Engineering Department		
S.No	Name of the Item	Qty
1	Refrigeration Tutor	1
2	Surface roughness tester	1
3	Gas Welding Equipment	1

K M K Reddy
COORDINATOR
Central Purchase Committee



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To

18-08-2020

The Principal,

Aditya College of Engineering,

Surampalem.

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

Respected Sir,

The members of the central purchase committee has planned to purchase the required items for various departments for the academic year 2020-21. 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,

K M K Rely
COORDINATOR
(Central Purchase Committee)



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The following procurement plan was made for the academic year 2020-21

Electronics & Communication Engineering Department				
S.No	Name of the Item	Qty	Unit price	Amount in Rs
1	Mentor Graphics	1	3,03,000	303000
2	30Mhz Dual channel Analog Oscilloscope	4	21,000	84000

Electrical & Electronics Engineering Department				
S.No	Name of the Item	Qty	Unit price	Amount in Rs
1	Core TM i3-3220 3.30GHz, DDR-3 4X2=8GB RAM, ZEBRONICS(ZEB- H61) Chipset, WD 320GB HDD, HP C2500 USB 104 Keys Keyboard, Mouse Combo COMPAQ B191 19" LED Monitor.	5	29,905	149521.00

Civil Engineering Department				
S.No	Name of the Item	Qty	Unit price	Amount in Rs
1	Simply Supported Beam	1	16,000	16,000
2	Cantilever Beam	1	14,500	14,500

Mechanical Engineering Department				
S.No	Name of the Item	Qty	Unit price	Amount in Rs
1	Refrigeration Tutor	1	73,337	73,337
2	Surface roughness tester	1	44,019	44,019
3	Gas Welding Equipment	1	32,500	32,500

Computer Science & Engineering Department				
S.No	Name of the Item	Qty	Unit price	Amount in Rs
1	CPU Lenova M70C (DOS 10 TH Gen) LED AOC 18.5"	144	27,021	3,891,168
Total cost estimated in Rupees				4608045/-
Forty Six Lakhs Eight Thousand Forty Five Rupees				



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Ref: ACOE/PC/2020-21/PI

24-08-2020

PURCHASE COMMITTEE

LOG BOOK FOR

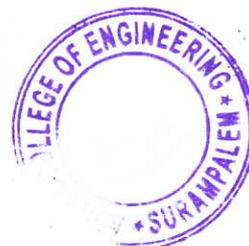
ACADEMIC YEAR 2020-2021

The following items are purchased during the Academic year 2020-21.

ACTION POINTS DISCUSSED IN MEETING	ACTION REQUIRED	ACTION TAKEN
The following items are required for Electronics and communication Engineering Department 1) MENTOR GRAPHICS 2) 30MHZ DUAL CHANNEL ANALOG OSCILLOSCOPE	Yes	Purchased Electronic Lab Equipment
The following items are required for Electrical & Electronics Engineering Department 1) Core TM i3-3220 3.30GHz, DDR-3 4X2=8GB RAM, ZEBRONICS(ZEB-H61) Chipset, WD 320GB HDD, HP C2500 USB 104 Keys Keyboard, Mouse Combo COMPAQ B191 19" LED Monitor.	Yes	Purchased Electrical Lab Equipment
The following items are required for Civil Engineering Department 1) Supported Beam 2) Cantilever Beam	Yes	Purchased Civil Lab Equipment
The following items are required for Computer Science & Engineering Department 1) CPU Lenova M70C (i3-8-256SSD-DOS 10 TH -Gen) LED AOC 18.5"	Yes	Purchased Computer Science Lab Equipment
The following items are required for Mechanical Engineering Department 1. Refrigeration Tutor 2. Surface roughness tester 3. Gas Welding Equipment	Yes	Purchased Mechanical Engineering Lab Equipment

K M K Reddy

COORDINATOR
(Central Purchase Committee)



[Signature]
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Aditya College of Engineering
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