



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/CPC/2021-22/Constitution of Purchase Committee

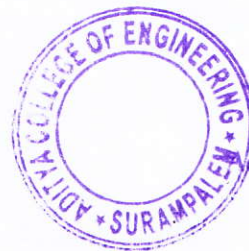
06-09-2021

NOTICE

The undersigned is pleased to constitute the Purchase Committee with the following members for the academic year 2021-22 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	Dr 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.Y Durga Prasad	Assistant Professor	Member
9	Mr.K Sangeet Kumar	Assistant Professor	Member
10	Mr.T N V S Ramachandran	AO	Member
11	Mr.M Raghunath	Maintenance Manager	Member
12	Mr.T S S N V Sai Sampath	IV B Tech ECE Student	Student Member
13	Mr P Siva Subramanyam	IV B Tech CE Student	Student Member
14	Ms.P V L S Pranathi	IV B Tech CSE Student	Student Member

Copy to members of Central purchase committee.



H. S. S.
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Ref: ACOE/CPC/2021-22/SOP

09-09-2021

CENTRAL PURCHASE COMMITTEE STANDARD OPERATING PROCEDURE (SOP)

Academic Year 2021-2022

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.

K. N. K. Reddy

COORDINATOR

[Signature]

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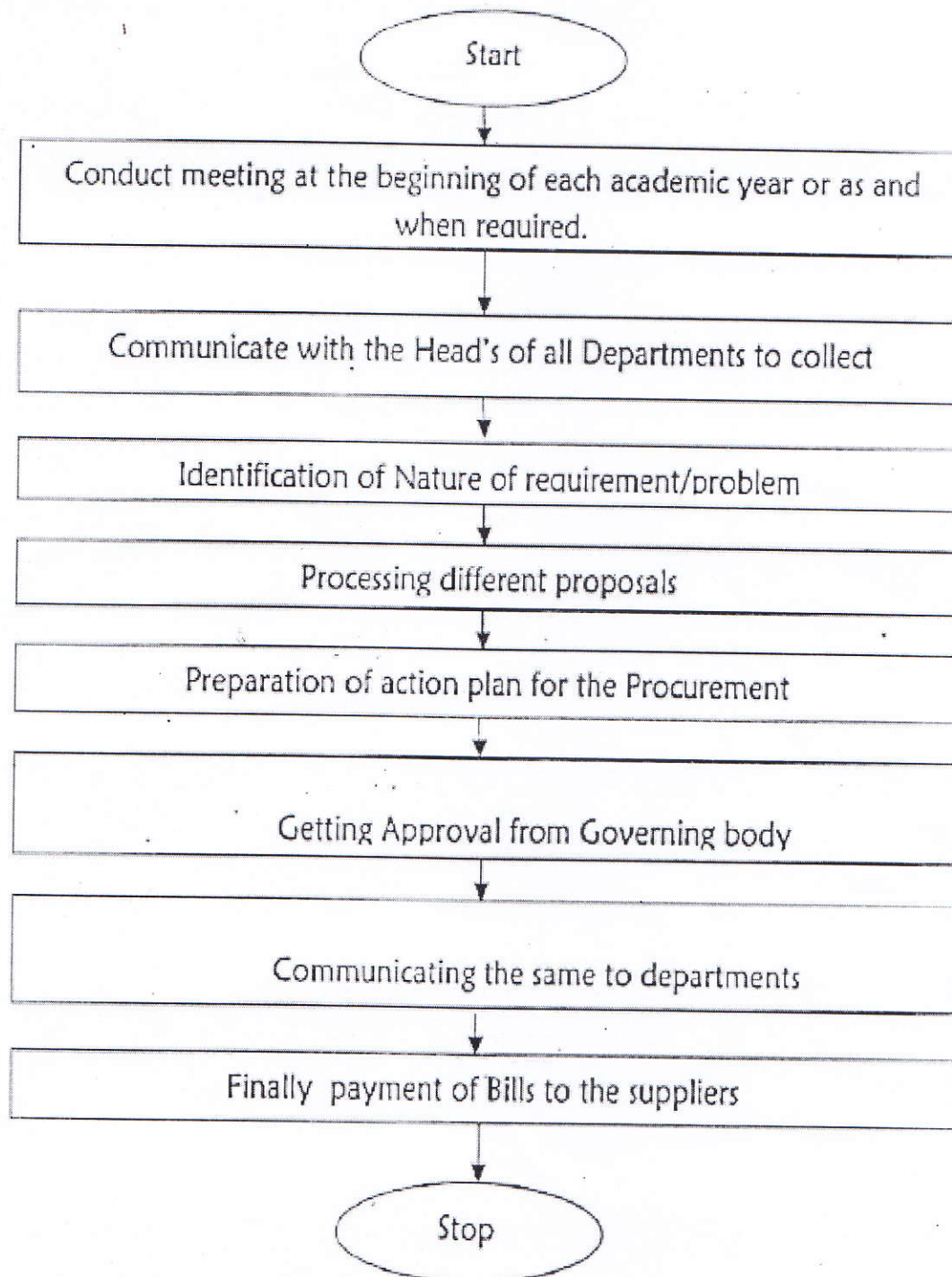


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STANDARD OPERATING PROCEDURE FOR PURCHASE COMMITTEE





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Ref: ACOE/CPC/2021-2022/Circular

14-09-2021

CIRCULAR

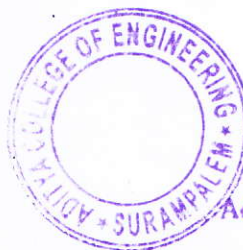
All the members of the Central Purchase Committee are hereby informed that a meeting will be held on 17th September 2021 at 2.30 PM in the seminar Hall 101, Ramanujan Bhavan with following agenda:

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.

K M K Reddy

COORDINATOR
Central Purchase Committee




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Cc to: Members of Central Purchase committee



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Ref: ACOE/CPC/2021-22/1/MOM

20-09-2021

MINUTES OF PURCHASE COMMITTEE Academic Year 2021-22

Date of meeting	17 TH SEP 2021	Duration	2.30 PM to 4 PM
Venue	Seminar Hall 101, First floor, Ramanujan Bhavan		
Reference	ACOE/2021-22/1/Circular dated 14 th SEP 2021		

The meeting of Central Purchase Committee of Aditya College of Engineering, Held on 17-09-2021 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.







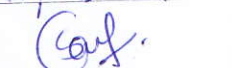
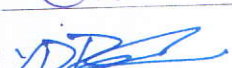

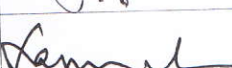
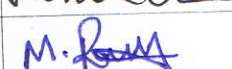
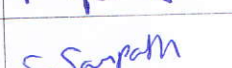

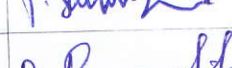
MINUTES AND RESOLUTIONS

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.

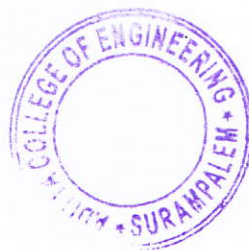
2. It is resolved that the Departmental Committees are authorized to call for quotations and prepare comparative statements and submit the same to the Central Purchase Committee for finalizing supplier.
3. It is resolved that based on the departmental purchase committee recommendations, orders will be 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 14th September 2021

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	Dr 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.Y Durga Prasad	Assistant Professor	Member	
9	Mr.K Sangeet Kumar	Assistant Professor	Member	
10	Mr.T N V S Ramachandran	AO	Member	
11	Mr.M Raghunath	Maintenance Manager	Member	
12	Mr.T S S N V Sai Sampath	IV B Tech ECE Student	Student Member	
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14	Ms.P V L S Pranathi	IV B Tech CSE Student	Student Member	


COORDINATOR
Central Purchase Committee




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Ref: ACOE/CPC/2021-22/PP

20-09-2021

PURCHASE COMMITTEE

PRESPECTIVE PLAN

Academic Year 2021-2022

Basing on the requirements given by the Departments the following procurement plan was made for the academic year 2021-22 to strengthen the academic facilities

Electronics & Communication Engineering Department		
S.No	Name of the Item	Qty
1	Lenovo Thinkcenter M800 Intel corei5-6600 , USB mouse Lenovo USB Keyboard Lenovo 19.5" LED monitor	6


Electrical & Electronics Engineering Department		
S.No	Name of the Item	Qty
1	Arduino Uno Board with cable	20
2	Raspberry pi4 24B with cable	5
3	LED	20
4	LDR sensor module	20
5	DHT II sensor	20
6	O-LED	20
7	Bluetooth	20
8	SUDC Motor	40
9	Push Sensor	20
10	Proximity Sensor	20
11	IR Sensor	20
12	Air Pollution Sensor	20
13	Fire Alarm Sensor	20
14	Smoke Sensor	20
15	ES18266-01	20
16	Bread Board 400 points	20
17	Jumperwire	350
18	5V USB Charger for pi	5
19	Core i3-3220 3.30 Ghz,DDR-3 4GB RAM,320GB HDD,19" LED Monitor	2

Civil Engineering Department		
S.No	Name of the Item	Qty
1	BOD Sensor	1
2	UV Spectrometer	1

Computer Science & Engineering Department		
S.No	Name of the Item	Qty
1	Lenovo Thinkcenter M800 Intel corei5-6600 , USB mouse Lenovo USB Keyboard Lenovo 19.5" LED monitor	6

Mechanical Engineering Department		
S.No	Name of the Item	Qty
1	Reciprocating pump Apparatus	1

Humanities & Basic Sciences Department		
S.No	Name of the Item	Qty
1	Magnetic Stirrer with Hot plate	2


 COORDINATOR
 Central Purchase Committee


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20-09-2021

To

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 2021-22. 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 n k R

COORDINATOR
(Central Purchase Committee)



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The following procurement plan was made for the academic year 2021-22

Electronics & Communication Engineering Department				
S.No	Name of the Item	Qty	Unit price	Amount in Rs
1	Lenovo Thinkcenter M800 Intel corei5-5600 , USB mouse Lenovo USB Keyboard Lenovo 19.5" LED monitor	6	29,850	1,79,030

Electrical & Electronics Engineering Department				
S.No	Name of the Item	Qty	Unit price	Amount in Rs
1	Arduino Uno Board with cable	20	635	12700
2	Raspberry pi4 24B with cable	5	4110	20550
3	LED	20	1	20
4	LDR sensor module	20	40	800
5	DHT II sensor	20	90	1800
6	O-LED	20	210	4200
7	Bluetooth	20	215	4300
8	SUDC Motor	40	20	800
9	Push Sensor	20	50	1000
10	Proximity Sensor	20	180	3600
11	IR Sensor	20	32	640
12	Air Pollution Sensor	20	120	2400
13	Fire Alarm Sensor	20	45	900
14	Smoke Sensor	20	110	2200
15	ES18266-01	20	120	2400
16	Bread Board 400 points	20	40	800
17	Jumperwire	350	1	350
18	5V USB Charger for pi	5	210	1050
19	Core i3-3220 3.30 Ghz,DDR-3 4GB RAM,320GB HDD,19" LED Monitor	2	33,287	78,558

Civil Engineering Department				
S.No	Name of the Item	Qty	Unit price	Amount in Rs
1	BOD Sensor	1	2,500	99,120
2	UV Spectrometer	1	1,02,500	

Mechanical Engineering Department				
S.No	Name of the Item	Qty	Unit price	Amount in Rs
1	Reciprocating pump Apparatus	1	49,870/-	49,870/-

Humanities & Basic Sciences Department				
S.No	Name of the Item	Qty	Unit price	Amount in Rs
1	Magnetic Stirrer with Hot plate	2	20,150/-	49,972/-

Computer Science & Engineering Department				
S.No	Name of the Item	Qty	Unit price	Amount in Rs
1	Lenovo Thinkcenter M800 Intel corei5-6600 , USB mouse Lenovo USB Keyboard Lenovo 19.5" LED monitor	6	30,980/-	2,19,338
Total cost estimated in Rupees				7,36,398
Seven Lakhs Thirty Six Thousand Three hundred Ninety Eight Rupees				


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 (Central Purchase Committee)


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28-09-2021

PURCHASE COMMITTEE

LOG BOOK FOR

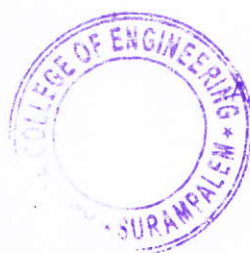
ACADEMIC YEAR 2020-2021

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

ACTION POINTS DISCUSSED IN MEETING	ACTION REQUIRED	ACTION TAKEN
Lenovo Thinkcenter M800 Intel corei5-5600 , USB mouse Lenovo USB Keyboard Lenovo 19.5" LED monitor	Yes	Purchased Electronic Lab Equipment
<ul style="list-style-type: none">○ Arduino Uno Board with cable○ Raspberry pi4 24B with cable○ LED○ LDR sensor module○ DHT II sensor○ O-LED○ Bluetooth○ SUDC Motor○ Push Sensor○ Proximity Sensor○ IR Sensor○ Air Pollution Sensor○ Fire Alarm Sensor○ Smoke Sensor○ ES18266-01○ Bread Board 400 points○ Jumperwire○ 5V USB Charger for pi○ Core i3-3220 3.30 Ghz,DDR-3 4GB RAM,320GB HDD,19" LED Monitor	Yes	Purchased Electrical Lab Equipment
1)BOD Sensor 2)UV Spectrometer	Yes	Purchased Civil Lab Equipment

Lenovo Thinkcenter M800 Intel core i5-6600 , USB mouse Lenovo USB Keyboard Lenovo 19.5" LED monitor	Yes	Purchased Computer Science Lab Equipment
Reciprocating pump Apparatus	Yes	Purchased Mechanical Engineering Lab Equipment
Magnetic Stirrer with Hot plate	Yes	Purchased Humanities & Basic Sciences Lab Equipment

KMK Rm
COORDINATOR
(Central Purchase Committee)



HAAPS
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