



# MEGHNAD SAHA INSTITUTE OF TECHNOLOGY

Nazirabad, P.O. Uchhepota, Kolkata:700 150.

Ref. no. MSIT/PO/2022-23/NOTICE/COMM/014

Date: 22.09.2022

## NOTICE

This is to inform all concerned that **CENTRAL PURCHASE COMMITTEE** has been constituted with effect from 28.09.2022 to identify and monitor the purchases required for all the academic, administrative and other requirements. The following will be the constitution and guidelines of the Committee.

### Members:

SL. NO.	MEMBERS NAME	DESIGNATION BY PROFESSION	POSITION IN COMMITTEE
1	Prof. (Dr.) Tirthankar Datta	Principal	Chairman
2	Dr. Arindam Roy	Member-BOG	Member
3	Prof. (Dr.) S. K. Bhattacharya	Sr. Professor, Dept. of EE	Member
4	Mr. Chinangshuk Nayek	Administrative Officer	Coordinator
5	Dr. Sumit Som	Assoc. Professor & HOD, BSH	Member
6	Mr. Subhrapratim Nath	Asst. Professor & HOD, CSE	Member
7	Mr. Subir Hazra	Asst. Professor & HOD, IT	Member
8	Dr. Manash Chanda	Assoc. Professor & HOD, ECE	Member
9	Dr. Susmita Adhikary	Asst. Professor & FIC, EE	Member
10	Dr. Sheak Hasim	Assoc. Professor & HOD, CE	Member
11	Dr. Manish Mukhopadhyay	Asst. Professor & HOD, ME	Member
12	Ms. Aparna Datta	Asst. Professor & FIC, CA	Member
13	Mr. Debarshi Ghosh	Asst. Professor & FIC, BA	Member
14	Mr. Arup Muhuri	Officer Accounts	Member
15	Ms. Shampa Sarkar	Assistant Librarian	Member
16	Ms. Oindrila Santra	Executive-Admission & Operations	Convener

### Roles & Responsibilities:

- To frame necessary guidelines related to purchase and exercise its powers judiciously.
- To ensure proportionality, transparency, accountability and fairness in the procurement process.
- To take indents from the departments/committees etc. against requirement.
- To supervise all the purchases made in the campus.
- To analyze quotations received from vendors and provide recommendation for approval by the HOI.
- To verify the deliverables of the vendors as per the purchase/ work order.
- To seek clarification from suppliers/service providers whenever necessary for any discrepancy.
- Ensuring all relevant documentation is maintained pertaining to the Committee.
- To upload the documents related to purchase in the Procurement & Inventing module of TCS-iON ERP.
- Submit a detailed report to the HOI at the end of each semester.

**Terms of Members:** Two years for nominated members.

**Meetings:** At least twice per semester and as and when deemed fit by the Committee.

  
Prof. (Dr.) Tirthankar Datta  
Principal

Principal

Meghnad Saha Institute of Technology

CC: All Deans, Administrative Officer, Controller (E&UA), Members of the committee, SPOC - TCS-iON, Admin Office, Accounts Office, HR Office, T&P Office, Library, Notice Board, Website, Guard File.