



GUJARAT TECHNOLOGICAL UNIVERSITY

(Established by Government of Gujarat under Gujarat Act No. : 20 of 2007)

ગુજરાત ટેકનોલોજીકલ યુનિવર્સિટી

(ગુજરાત સરકારના ગુજરાત અધિનિયમ ક્રમાંક : ૨૦/૨૦૦૭ દ્વારા સ્થાપિત)

Ref: GTU/OO/Committee/2022 / 1646

Date: 14.03.2022

OFFICE ORDER

- Read:** (1) GTU Regulations, 2017: Chapter: II Authorities of University, R6: Additional Authorities of University, 6.14: Purchase Committee.
(2) Approval of Honorable Vice Chancellor on submission dt: 02.03.2022.

With reference to above, The Purchase Committee is revised w.e.f. 01.04.2022 and following will be the Purchase Committee members:

1	Representative of Vice Chancellor	Prof.(Dr.)Chetan B. Bhatt, Principle, Government MCA College, Maninagar.
2	The Registrar	Dr. K. N. Kher
3	Chief Account Officer – Member (Ex-Officio)	Shri. M. V. Patel
4	Internal Auditor	CA Chitrani Parmar
5	Director	Dr. S. D. Panchal
6	IT Expert – Member	Dr. S. D. Panchal
7	Estate Engineer/Dy.Engineer of Estate – Member	Shri Hemal Patel
8	Section Head (Relevant Section Head) – Member	<i>Relevant Section Head</i>
9	Head Store & Purchase – Member Secretary	Shri Anilkumar C. Solanki
10	One or two VC Nominees as and when needed	<i>Nominated as and when required</i>

The Functions of the Purchase Committee shall be:

- (1) The committee shall be responsible for the routine Purchase of the University stores and other materials.
- (2) To Discuss and finalize the requisition raised for purchase of any item (other than items related to IT and Estate) with detail specification in University building or at other office and as may be directed by Vice Chancellor.
- (3) To monitor and control the process for inviting tenders and to take decision thereto after consultation with appropriate authority within time limit.
- (4) To design and create unique and cost effective Vendor tie-ups for minimum 3 years where in Price Contract may be subject to revision after one year.
- (5) Allocation of resources as per the requirement approved by respective Authorities.
- (6) To take decisions in line with State Government Purchase Policy and to deviate from policy as may deem fit by committee and directed by Vice -Chancellor.

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Winners of: "Most Promising University of India 2020" ❖ "1st rank Among All Universities in Gujarat 2020 by Uni Rank"

❖ "1st Rank in Gujarat State Institutional Ratings Framework (GSIRF) 2019" ❖ "National Leadership Excellence Award 2019 in Technical Education" ❖ "India's Most Trusted State University 2019" ❖ "Outstanding University in West India 2019"



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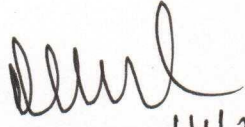
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(ગુજરાત સરકારના ગુજરાત અધિનિયમ ક્રમાંક : ૨૦/૨૦૦૭ દ્વારા સ્થાપિત)

(7) For any purchase of Rs.100000/-or more approval of Vice-Chancellor shall be required.

The Meeting of Purchase Committee:

- (1) The committee shall meet minimum once in a month.
- (2) Member Secretary for the committee shall be responsible for finalization of agenda and minutes of the meetings with the approval of Chairman of the Committee.
- (3) 1/3 members shall form a quorum for a meeting of the any Committee and the Vice-Chancellor or in his absence Officer nominated by him/her, shall preside at a meeting of the Committee, and in the absence of both, the members present shall elect the Chairman from amongst them.
- (4) In case of equal voting, the presiding Chairman shall have power to record his casting vote.
- (5) All the members nominated to the Committee shall hold office for the term of 1 year only, unless otherwise specifically mentioned.
- (6) Vice-Chancellor, if deems fit, can invite any expert as an Invitee to attend the meeting of the Committee. Invitee member will be entitled to Travelling Allowance and Seating Fees as may be prescribed per norms.
- (7) If any post is vacant, shall filled up by the Registrar in consultation with the Vice-Chancellor.


Registrar 14/3/20

Copy to:

1. All the members of the committee for necessary action
2. Section Head- Store & Purchase Section
3. PA/PS to Vice Chancellor- GTU Ahmedabad
4. PA to Registrar, GTU Ahmedabad
5. Concern file

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