



# Krishna Kanta Handiqui State Open University

## GUWAHATI-781006

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**Dr. Deepak Kalita**  
Finance Officer

Head Office: Patgaon, Rani, Guwahati-781017, Assam, India  
City Office: Resham Nagar, NH 37, Khanapara, Near Bodoland Guest House

### Proposal for Constituting Purchase Committee (Maximum Amount upto Rs. 2,50,000.00)

For smooth functioning of the procurement of the University a local purchase committee may be constituted consisting of the following members –

- |  |   |          |
|--|---|----------|
| 1. Finance Officer                     | - | Chairman |
| 2. One Sr. Officer from Administration | - | Member   |
| 3. One Sr. Faculty                     | - | Member   |

**Objective :** To maintain the uninterrupted supply of Goods / Services and to avoid the lengthy process of procurement such as inviting quotations / bid, preparation of comparative statement, tender committee meeting etc. a purchase committee may be constituted and empowered to approve the procurement upto the maximum amount of Rs. 2,50,000/- (Rupees Two Lakh Fifty Thousand) only.

#### Rules & Functions :

1. Purchase committee will receive the requisition and prepare an estimate of the total value. If the total value comes under the amount of Rs. 2,50,000/- (Rupees Two Lakh Fifty Thousand) only than the committee will accept the requisition for further process. (GFR)
2. Purchase of goods upto the value of Rs. 10,000/- (Rupees Ten Thousand) only on each occasion is made without inviting quotations on the basis of a given undertaking by the indenting officer and duly approved by the Purchase Committee. (KKHSOU Purchase Manual)
3. Purchase of goods upto the value of Rs. 25,000/- (Rupees Twenty Five Thousand) only on each occasion may be made without inviting quotations or bids on the basis of a certificate to be recorded by the Purchase Committee in the following format –  
“I, am personally satisfied that these goods purchased are of the requisite quality and specification and have been purchased from a reliable supplier at a reasonable price”. (GFR 154 of Chapter – 6)
4. Purchase of goods above Rs. 25,000/- and upto Rs. 2,50,000/- (Rupees Two Lakh Fifty Thousand) on each occasion may be made on the recommendations of the Purchase Committee. The Committee will survey the market to ascertain the reasonableness of rate, quality and specifications and identify the appropriate supplier. Before recommending placement of the purchase order, the members of the committee will jointly record a certificate as under –  
“Certified that we, members of the purchase committee are jointly and individually satisfied that the goods recommended for purchase are of the requisite specification and quality, priced at the prevailing market rate and the supplier recommended is reliable and competent to supply the goods in question, and it is not debarred by Department of Commerce or Ministry / Department concerned.” (GFR 155 of Chapter – 6)

*Shahid*  
05/10/2020  
Finance Officer

Office of the Registrar  
Krishna Kanta Handiqui State Open University  
Patgaon :: Rani Gate :: Guwahati - 17

Ref. No. KKHSOU/Committee/36/2017/41/172

Date : 09-10-2020

NOTIFICATION

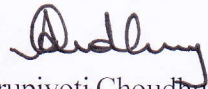
Pending approval of the Finance Committee, a Purchase Committee has been constituted with the following members for a period of 3 (three) years -

- |  |   |             |
|--|---|-------------|
| 1. Finance Officer                                     | - | Chairperson |
| 2. Dr. Dipankar Malakar, Assistant Professor, Commerce | - | Member      |
| 3. Dr. Samar Bhattacharyya, Assistant Registrar (SLM)  | - | Member      |

The above notification will come into force with immediate effect.

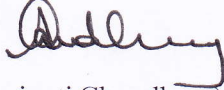
This is issued with the approval of the Vice Chancellor.

Memo No. KKHSOU/Committee/36/2017/41-A dated 09-10-2020

  
(Arupiyoti Choudhury)  
Registrar  
09/10/2020

Copy to :

1. Secretary to the Vice Chancellor
2. Finance Officer
3. Dr. Dipankar Malakar, Assistant Professor, Commerce
4. Dr. Samar Bhattacharyya, Assistant Registrar (SLM)
5. Systems Analyst – with a request to circulate the notification
6. Guard File

  
(Arupiyoti Choudhury)  
Registrar  
09/10/2020