



GANDHI INSTITUTE OF TECHNOLOGY AND MANAGEMENT (GITAM)

(Approved by AICTE, New Delhi & Affiliated to BPUT, Odisha)

Campus: Gramadiha, Gangapada, Bhubaneswar, Khurdha, 752054, Odisha, INDIA

Web : www.gitam.ac.in Mail: principal@gitam.ac.in, Mob: 7978380513, 9438133221

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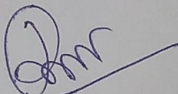
Date: 11/04/2022

NOTICE

A meeting of the purchase Committee will be held to discuss the following agenda in the college Board Room, Bhubaneswar at 03:00 P.M. on 11.04.2022. All the Hon'ble members are requested to make it convenient to attend the meeting.

Agenda:

1. Confirmation of the proceeding of the last meeting.
2. Review of previous Resolutions.
3. Finalization of the procurement of stationary items.
4. Discussion on selection of vendor for lab equipment's.
5. Any other points with the permission of chairman.



Chairman

Copy to: Principal. Dean A&A. All HODs. All members of purchase committee.



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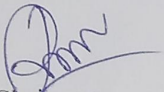
Date: 30/04/2022

NOTICE

A meeting of the purchase Committee will be held to discuss the following agenda in the college Board Room, Bhubaneswar at 03:00 P.M. on 30.04.2022. All the Hon'ble members are requested to make it convenient to attend the meeting.

Agenda:

1. Confirmation of the proceeding of the last meeting.
2. Comparative statement.
3. Compliance and documentation.
4. Any other points with the permission of chairman.


Chairman

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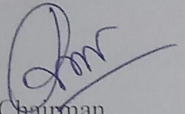
Date: 05/12/2022

NOTICE

A meeting of the purchase Committee will be held to discuss the following agenda in the college Board Room, Bhubaneswar at 02:00 P.M. on 05.12.2022. All the Hon'ble members are requested to make it convenient to attend the meeting.

Agenda:

1. Confirmation of the proceeding of the last meeting
2. Analysis of requirement.
3. Annual maintenance service.
4. Any other points with the permission of chairman.


Chairman

Copy to: Principal. Dean A&A. All HODs. All members of purchase committee.



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Minutes of the meeting of the Purchase Committee, GITAM, Bhubaneswar

1. **Members present:**
2. Dr. Ajoya Kumar Pradhan
3. Dr. Arunku. Parida
4. Dr. Biswajit Swain
5. Dr. S. S. Shing
6. Dr. Tushar Kanta Das
7. Mr. Bhabani Sankar Sahani
8. Mr. Jyoti Prakash Jena
9. MD Arif
10. Mr. Sunandaku. Sahoo

A meeting of the purchase Committee of Gandhi Institute of Technology & Management, Bhubaneswar was held in the board Room of the College at Gangapada, Bhubaneswar at 02:00 pm on 05.12.2022 with Dr. Ajoya Kumar Pradhan Chairman on the chair.

The proceedings of the last meeting were read out thoroughly by the Chairman and all the members unanimously agreed to confirm.

To discuss and identify the basic need of the requirement items of various departments.

Find out the requirement of various items in all the departments collected by committee members and finalize the required items

The required items should be finalized and the required items list of various departments should be submitted to the management.



After a vivid discussion, the following resolutions are made –

Resolution- 1(Confirmation of the proceeding of the last meeting)

After through discussion it is resolved that the proceedings of the last meeting were confirmed.

Resolution- 2 (Review of previous Resolutions)

After vivid discussion about the purchase committee, it is resolved and directed to purchase of required items.

Resolution- 3 (Finalization of the procurement of stationary items)

After through discussion about that the Board of Directors/Management Team (or appropriate governing body) of [Organization/Company Name] hereby approves the finalization of the procurement of stationary items from [Supplier Name] as per the terms and conditions outlined in their proposal.

Resolution- 4 (Discussion on selection of vendor for lab equipment's)

After discussion about the topics, the [Compliance Committee/Designated Officer] will be responsible for the implementation and enforcement of these policies and shall report regularly to the Board of Directors on the status of compliance and documentation efforts.

Resolution- 5 (Comparative statement)

After vivid discussion about the purchase committee, is authorized to proceed with negotiating and finalizing the contract with the selected supplier, ensuring that all terms and conditions are in accordance with the organization's procurement policies and best interests.

Resolution- 6 (Compliance and documentation)

After through discussion about this, the purchase committee is tasked with developing and implementing standardized procedures for the documentation of procurement processes, ensuring that all transactions are accurately recorded and maintained.

Resolution- 7 (Analysis of requirement)

After discussion about the topics, the commit is enhancing the quality and accuracy of requirement analysis, thereby improving project outcomes and stakeholder satisfaction.



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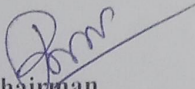
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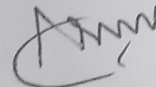
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Resolution- 8(Annual maintenance service)

After through discussion about this, the Committee hereby approves entering into an annual maintenance contract with [Name of Service Provider] for the period [Start Date] to [End Date]. The contract includes [details of services covered, duration, cost, etc.].

The meeting ended with a vote of thanks to the chair.


Chairman


Convener



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ATTENDANCE SHEET

The following members are present in the Governing Body meeting held in the Corporate Office of the College Board Room, Gangapada, Bhubaneswar at 03.00PM on 16.09.2021.

| SL.NO | NAME | SIGNATURE |
|-------|---------------------------|-----------|
| 1 | Dr. Ajoya Kumar Pradhan | |
| 2 | Dr Arunku. Parida | |
| 3 | Dr. Biswajit Swain | |
| 4 | Dr S. S. Shing | |
| 5 | Dr. TusharKanta Das | |
| 6 | Mr. Bhabani Sankar Sahani | |
| 7 | Mr. Jyoti Prakash Jena | |
| 8 | MD Arif | |
| 9 | Mr. Sunandaku. Sahoo | |



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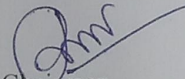
Date:12/04/2021

NOTICE

A meeting of the purchase Committee will be held to discuss the following agenda in the college Board Room, Bhubaneswar at 02:00 P.M. on 12.04.2021. All the Hon'ble members are requested to make it convenient to attend the meeting.

Agenda:

1. Confirmation of the proceeding of the last meeting.
2. Regarding arrangement of quotation at least 3 agency.
3. Preparation of comparison statement.
4. Finalization of requirement consumable and stationery.
5. Any other points with the permission of chairman.



Chairman

Copy to: Principal. Dean A&A. All HODs. All members of purchase committee.



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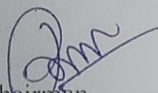
Date: 28/04/2021

NOTICE

A meeting of the purchase Committee will be held to discuss the following agenda in the college Board Room, Bhubaneswar at 02:00 P.M. on 28.04.2021. All the Hon'ble members are requested to make it convenient to attend the meeting.

Agenda:

1. Confirmation of the proceeding of the last meeting.
2. Discussion and finalization on comparison statement.
3. Recommendation on finalization agency for procurement.
4. Budget fixation of consumable and stationary.
5. Any other points with the permission of chairman.


Chairman

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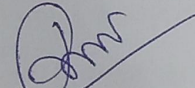
Date: 27/11/2021

NOTICE

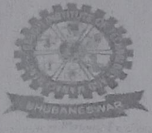
A meeting of the purchase Committee will be held to discuss the following agenda in the college Board Room, Bhubaneswar at 02:00 P.M. on 27.11.2021. All the Hon'ble members are requested to make it convenient to attend the meeting.

Agenda:

1. Confirmation of the proceeding of the last meeting.
2. Finalization of list of consumables & stationeries.
3. Finalization of vendor for procurement of books & journals.
4. Any other points with the permission of chairman.


Chairman

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Minutes of the meeting of the Purchase Committee, GITAM, Bhubaneswar

Members present:

1. Dr. Ajoya Kumar Pradhan
2. Dr Arunku. Parida
3. Dr. Biswajit Swain
4. Dr S. S. Singh
5. Dr. TusharKanta Das
6. Mr. Bhabani Sankar Sahani
7. Mr. Jyoti Prakash Jena
8. MD Arif
9. Mr. Sunandaku. Sahoo

A meeting of the purchase Committee of Gandhi Institute of Technology & Management, Bhubaneswar was held in the board Room of the College at Gangapada, Bhubaneswar at 02:00 pm on 27.11.2021 with Dr. Ajoya Kumar Pradhan Chairman on the chair.

The proceedings of the last meeting were read out thoroughly by the Chairman and all the members unanimously agreed to confirm.

To discuss and identify the basic need of the requirement items of various departments.

Find out the requirement of various items in all the departments collected by committee members and finalize the required items

The required items should be finalized and the required items list of various departments should be submitted to the management.



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After a vivid discussion, the following resolutions are made –

Resolution- 1(Confirmation of the proceeding of the last meeting)

After through discussion it is resolved that the proceedings of the last meeting were confirmed.

Resolution- 2 (Regarding arrangement of quotation at least 3 agency)

After through discussion about this, it is suggested to Requesting detailed quotations specifying costs, timelines, and terms of service from each agency then Evaluating the received quotations objectively based on the predetermined criteria, which may include price competitiveness, quality, reliability, and compliance with standards.

Resolution- 3 (Preparation of comparison statement)

After through discussion about this, it is suggested to effectively manage the procurement of stationary items, contributing to cost savings and operational efficiency within your organization.

Resolution- 4 (Finalization of requirement consumable and stationery)

After discussion about the topics, it is confirmed that, Each department or unit shall conduct a thorough assessment of their consumable and stationery requirements based on operational needs and usage patterns.

Resolution- 5(Discussion and finalization on comparison statement)

After through discussion it is resolved that Based on the discussion and evaluation, the comparison statement shall be finalized. The final version should clearly document the rationale for selecting the preferred proposal, bid, or quotation.

Resolution- 6(Recommendation on finalization agency for procurement)

After through discussion it is resolved that All documentation related to the procurement process, including the recommendation, approval, and contract negotiations, shall be accurately recorded and maintained for audit and compliance purposes.

Resolution- 7(Finalization of list of consumable and stationary)

After through discussion it is resolved that, through-out the fiscal year, departments or units shall monitor their consumable and stationery expenditures against budget allocations. Regular reviews and adjustments may be made as necessary to ensure adherence to budgetary limits.

Resolution- 9(Finalization of vendor for procurement of books & journal)



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After through discussion it is resolved that an updated catalog of library resources shall be maintained and made accessible to all staff and members, facilitating easy access and promoting utilization of the available resources.

The meeting ended with a vote of thanks to the chair.


Convener


Chairman



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ATTENDANCE SHEET

The following members are present in the Governing Body meeting held in the Corporate Office of the College Board Room, Gangapada, Bhubaneswar at 02.00PM on 16.09.2021.

| SL.NO | NAME | SIGNATURE |
|-------|---------------------------|-----------|
| 1 | Dr. Ajoya Kumar Pradhan | |
| 2 | Dr. Arunku. Parida | |
| 3 | Dr. Biswajit Swain | |
| 4 | Dr. S. S. Shing | |
| 5 | Dr. Tushar Kanta Das | |
| 6 | Mr. Bhabani Sankar Sahani | |
| 7 | Mr. Jyoti Prakash Jena | |
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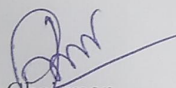
Date: 10/04/2023

NOTICE

A meeting of the purchase Committee will be held to discuss the following agenda in the college Board Room, Bhubaneswar at 02:00 P.M. on 10.04.2023. All the Hon'ble members are requested to make it convenient to attend the meeting.

Agenda:

1. Confirmation of the proceeding of the last meeting.
2. Analysis of requirement of
 - Equipment
 - Book/journal
 - Stationary
3. Call for quotation.
4. Verification of new or required equipment.
5. Any other points with the permission of chairman.


Chairman

Copy to: Principal. Dean A&A. All HODs. All members of purchase committee.



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Ref No.

Date: 24/04/2023

NOTICE

A meeting of the purchase Committee will be held to discuss the following agenda in the college Board Room, Bhubaneswar at 02:00 P.M. on 24.04.2023. All the Hon'ble members are requested to make it convenient to attend the meeting.

Agenda:

1. Confirmation of the proceeding of the last meeting.
2. Issue of purchase order or work order.
3. Annual maintenance service.
4. If any points with the permission of chairman.


Chairman

Copy to: Principal. Dean A&A. All HODs. All members of purchase committee.



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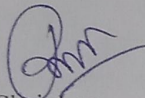
Date:04/12/2023

NOTICE

A meeting of the purchase Committee will be held to discuss the following agenda in the college Board Room, Bhubaneswar at 02:00 P.M. on 04.12.2023. All the Hon'ble members are requested to make it convenient to attend the meeting.

Agenda:

1. Confirmation of the proceeding of the last meeting.
2. Finalization of list of consumables & stationeries.
3. Finalization of vendor for procurement of books & journals.
4. Any other points with the permission of chairman.


Chairman

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Minutes of the meeting of the Purchase Committee, GITAM, Bhubaneswar

Members present:

1. Dr. Ajoya Kumar Pradhan
2. Dr. Arunku. Parida
3. Dr. Biswajit Swain
4. Dr. S. S. Shing
5. Dr. Tushar Kanta Das
6. Mr. Bhabani Sankar Sahani
7. Mr. Jyoti Prakash Jena
8. MD Arif
9. Mr. Sunandaku. Sahoo

A meeting of the purchase Committee of Gandhi Institute of Technology & Management, Bhubaneswar was held in the board Room of the College at Gangapada, Bhubaneswar at 02:00 pm on 04.12.2023 with Dr. Ajoya Kumar Pradhan Chairman on the chair.

The proceedings of the last meeting were read out thoroughly by the Chairman and all the members unanimously agreed to confirm.

To discuss and identify the basic need of the requirement items of various departments.

Find out the requirement of various items in all the departments collected by committee members and finalize the required items

The required items should be finalized and the required items list of various departments should be submitted to the management.



After a vivid discussion, the following resolutions are made –

Resolution- 1(Confirmation of the proceeding of the last meeting)

After through discussion it is resolved that the proceedings of the last meeting were confirmed.

Resolution- 2 (Analysis of requirements)

After through discussion about this, The committee shall employ structured methods for gathering requirements, including stakeholder interviews, workshops, and documentation review.

Resolution- 3 (Call for quotation)

After through discussion about this, Suppliers/vendors shall submit their quotations in accordance with the specified format and within the designated timeframe, clearly stating prices, terms of delivery, warranty, and any other relevant conditions.

Resolution- 4 (Verification of new or required equipment)

After discussion about the topics, it is confirmed that, Proper documentation of the verification process, including test results, compliance certificates, and any identified issues or corrective actions, shall be maintained in accordance with organizational policies and regulatory requirements.

Resolution- 5(Issue of purchase order or work order)

After through discussion it is resolved that Monitoring mechanisms shall be established to track the status and progress of issued purchase orders or work orders, ensuring adherence to timelines, budget allocations, and performance expectations.

Resolution- 6(Annual maintenance service)

After through discussion it is resolved that The Procurement Department (or designated authority) shall engage in a competitive process to select qualified service providers capable of delivering annual maintenance services in accordance with industry standards and organizational requirements.

Resolution- 7(Finalization of list of consumables& stationeries)

After through discussion it is resolved that, A systematic approach to finalizing and managing lists of consumables and stationeries, emphasizing clarity, efficiency, and cost-effectiveness in procurement and inventory management. Adjustments can be made to align with specific organizational needs and regulatory standards.



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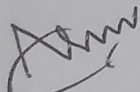
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Resolution- 8(Finalization of vendor for procurement of books& journals)

After through discussion it is resolved that the Chief Financial Officer (or appropriate officer) is authorized to negotiate and execute the necessary agreements and contracts with Vendor XYZ to facilitate the procurement process;

That all actions taken by management in this regard are hereby ratified and confirmed.

The meeting ended with a vote of thanks to the chair.



Convener



Chairman



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ATTENDANCE SHEET

The following members are present in the Governing Body meeting held in the Corporate Office of the College Board Room, Gangapada, Bhubaneswar at 02.00PM on 16.09.2021.

| SL.NO | NAME | SIGNATURE |
|-------|---------------------------|-----------|
| 1 | Dr. Ajoya Kumar Pradhan | |
| 2 | Dr Arunku. Parida | |
| 3 | Dr. Biswajit Swain | |
| 4 | Dr S. S. Shing | |
| 5 | Dr. TusharKanta Das | |
| 6 | Mr. Bhabani Sankar Sahani | |
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