

महिला अभियान्त्रिकी महाविद्यालय, अजमेर

MAHILA ENGINEERING COLLEGE, AJMER

(An.Autonomous Institute of Govt. of Rajasthan)

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MECA/Proc./2024-25/

Date :19.09.2024

MINUTES OF MEETING-PROCUREMENT COMMITTEE

In order for the smooth function of procurement related activities of the college a meeting of all the committee members of the college procurement committee was convened in the chairmanship of Principal on 18.09.2024 at 12.00noon.

Following members were present in the meeting:

1. Principal-MECA
2. Dr.Gaurav Bharadwaj-Nodal officer Procurement
3. Dr.R.S.Chauhan-Assistant Nodal officer Procurement
4. Sh.Pushendra Kumar Singh-I/c Registrar
5. Sh.Rakesh Agarwal-Jr.Accountant

Agenda of meeting: To discuss and resolve the matters and procedures related to procurement of Goods, Works and Services of the college as per the RTPP rules 2013.

Following are the resolution of the meeting:

1. The procedure of procurement to be made at college level was discussed and it is resolved that for procurement of any package/item a separate committee of the concern department/section will prepare the bid document and related terms and conditions. The procurement committee of the college will process the bid as per the rules and applicable procedures of RTPP rules 2013. The procurement committee may review the bid document/terms and conditions prepared by the department/section and can make necessary corrections.
2. As informed by Registrar, the registration of college/Nodal officer procurement of the college has not been made earlier on the SPPP portal (<https://sppp.rajasthan.gov.in>) for procurement, the registration of Nodal Officer Procurement on the State Public Procurement Portal (SPPP) will be made as fresh registration. Process for the same will be made by the Nodal officer Procurement.

3. The user-id and password for the e-procurement portals (<https://eproc.rajasthan.gov.in>) and GEM portal(<https://gem.gov.in>) will be handed over by the Registrar by 19.09.2024.
4. Digital signature(s) of Nodal officer, Assistant Nodal officer, Registrar and Jr.Accountant will be made for the purpose of e-procurement. The mapping of same on the e-procurement portals will be made by the procurement committee.
5. The office of faculty in charge Library will also be used as office of the procurement committee of the college.Sh.Arvind Jadam, Library clerk will look after the office records.
6. Procurement Plan of the college will be prepared and procurement of the items will be made as per the budget provisions.

The meeting ended with a vote of thanks.

Prepared by


19/09/24
NO-Procurement


Principal

Copy to :

1. Principal (by email)
2. All Hod's (by email)
3. All sections (by email)
4. Guard file