

## **Procurement Committee**

### **Functions:**

1. The committee is responsible for buying items using the Government e-Marketplace (GeM) platform whenever required.  
The committee reviews and ensures that the details (specifications) of items to be bought through GeM meet the college's needs.
2. For items not available on GeM or costing less than Rs. 5 lakhs, the committee can make purchases directly, following proper rules.
3. The committee must ensure suppliers provide valid receipts or vouchers for all purchases.
4. Before buying, the committee must collect price quotes from at least three suppliers to compare costs.
5. The committee must place the order with the supplier offering the lowest price, as long as they meet quality standards.
6. All payments to suppliers must be made through cheque for transparency and record-keeping.
7. The committee ensures all necessary materials for construction or renovation work at the college are provided on time.
8. The committee keeps clear records of all purchases, quotations, and payments for future reference or audits.
9. The committee ensures all purchases follow Assam government procurement guidelines and college policies.

### **Committee :**

Chairman: Principal

Coordinator: Mr. Bibhuti Borgohain

Members: Mr. Kailash Sarma

Mr. Binoy Kalita

Ms. Devajani Chiring

Mr. Kalyan Saikia (Technical)

Mr. Dhaniram Bagiri (Non-teaching

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