K J Somaiya Institute of Engineering and Information Technology An Autonomous Institute permanently affiliated to University of Mumbai.

Ref No: KJSIEIT/Committees/6/ 21-22 Date: June 01, 2021

## PLANNING EVALUATION AND PURCHASE COMMITTEE (PE-PC)

## **About Planning Evaluation and Purchase Committee (PE-PC)**

To ensure that quality materials are procured and standard purchase procedures are followed in major & minor purchases.

## **Functions and Responsibilities of committee:**

- 1. To prepare guideline for procurements of materials, equipment's and items for the Institution.
- 2. To coordinate all the purchases of various Departments.
- 3. To scrutinize requisitions for equipment of various Departments and decide upon the necessity of purchasing the equipment, keeping in view that the requirements specified by the University or AICTE etc.
- 4. To arrange to call and scrutinize tenders/ quotations for items of purchase
- 5. To carry out discussions and negotiations with suppliers and procure the best quality items with competitive price.

## **Committee Members:**

Sr. No.	Name	Designation
1	Dr. S. K. Ukarande	Chairman, Principal
2	Dr. Sunita Patil	Director, Vice-Principal
3	Dr. Namrata Ansari	Co-ordinator
4	Dr. Milind U. Nemade	Member
5	Dr. Jayashree Khanapuri	
6	Dr. Sarita Ambadekar	
7	Dr. Radhika Kotecha	
8	Dr. Harsha Mishra	
9	Dr Hariram Chavan	
10	Ms. Kavita Kadam	
11	Mr. Ankush Gaikwad	
12	Mr. Prabhakar Raut	Stores In-charge-Member

Dr. Suresh K Ukarande Principal

Dr. Sunita R Patil Vice Principal