



Sanjeevani Multipurpose Foundation's  
**Dr. Deepak Patil Ayurvedic Medical College & Research Center**

Borpadale Phata (Nebapur), Kolhapur-Ratnagiri Road, Tal- Panhala, Dist. Kolhapur, Pin - 416213, Maharashtra State, India.

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• Recognized By Central Council of Indian Medicine, New Delhi & Govt. of India, Ministry of Health & Family Welfare, Department of AYUSH, New Delhi & Govt. of Maharashtra, Medical Education & Medicine Dept. •

• Affiliated to Maharashtra University Of Health Sciences, Nashik •

## **Purchase Committee Policy**

### **1. Introduction:**

Efficient procurement processes are vital for maintaining the operational and academic excellence of Dr. Deepak Patil Ayurvedic Medical College and Research Centre, Borpadale. To achieve this, a Purchase Committee is constituted to ensure transparency, accountability, and optimal utilization of resources. This committee will oversee the procurement of goods, services, equipment, and materials essential for academic, research, and administrative purposes.

This policy document outlines the aims, objectives, vision, mission, composition, roles, functions, and expectations from the Purchase Committee. It also establishes guidelines for further developments to align with institutional and regulatory frameworks.

### **2. Aims and Objectives:**

#### **1. Aims:**

- Ensure a transparent, cost-effective, and efficient procurement system.
- Meet the academic, research, and administrative needs of the institution through timely procurement.
- Promote ethical practices and compliance with regulatory standards.

#### **2. Objectives:**

- Streamline the procurement process to avoid delays.
- Maintain quality standards in purchased goods and services.
- Foster accountability and reduce the risk of discrepancies or misuse of funds.
- Encourage competitive practices to secure the best value for money.
- Regularly review and update procurement policies to reflect institutional and regulatory changes.

### **3. Vision and Mission:**

#### **1. Vision:**

To establish a procurement system that exemplifies transparency, efficiency, and sustainability, thereby enhancing the quality of education, research, and healthcare services at the institution.



## **2. Mission:**

-To develop a fair and accountable procurement framework that meets the needs of the institution while adhering to ethical and regulatory guidelines.

-To empower the Purchase Committee with the necessary tools and guidelines to execute their roles effectively.

## **4. Members of the Purchase Committee:**

### **1. Composition:**

**Chairperson:** Principal or Director of the institution.

**Secretary:** Administrative Officer or Senior Faculty Member.

### **Members:**

Head of Departments (as applicable).

Finance Officer or Accounts Manager.

Faculty Representative (preferably senior-level).

Store Officer or Purchase Officer.

External Expert (optional, for specialized procurement).

### **2. Criteria for Membership:**

-Members must have adequate knowledge of procurement regulations and institutional policies.

-Integrity, transparency, and accountability should be key attributes.

-Members should not have any direct financial interest in procurement decisions.

### **3. Tenure:**

Members will serve for a fixed term of two years, with the possibility of extension based on performance.

## **5. Roles and Functions of the Purchase Committee:**

### **1. Planning and Budgeting:**

-Identify procurement needs in consultation with departments.

-Prepare and approve procurement budgets in alignment with institutional goals.

### **2. Vendor Selection and Tendering:**

-Prepare detailed tender documents with clear specifications.

-Float tenders and invite bids from vendors.

-Evaluate bids based on technical and financial criteria.

### **3. Approval and Procurement:**

-Approve purchase orders after thorough scrutiny.

-Ensure compliance with procurement laws and institutional policies.

### **4. Monitoring and Quality Assurance:**

Inspect delivered goods and ensure they meet specified standards.



Monitor vendor performance and maintain a database for future reference.

#### **5. Documentation and Reporting:**

- Maintain detailed records of procurement processes, including approvals, payments, and vendor communications.
- Present regular reports to the institution's governing body.

#### **6. Expected Outcomes from the Functioning of the Committee:**

1. Improved efficiency in procurement processes, minimizing delays and discrepancies.
2. Transparent and ethical use of institutional funds.
3. Enhanced quality of goods and services procured.
4. Establishment of trust with vendors and stakeholders.
5. Strengthened regulatory compliance, reducing risks of audit objections.

#### **7. Further Work Ahead:**

##### **1. Policy Updates:**

Regularly update the procurement policy to reflect changes in government regulations or institutional priorities.

##### **2. Training and Development:**

Conduct periodic training for committee members to stay updated on best practices and regulatory changes.

##### **3. Technology Adoption:**

Implement e-procurement systems to streamline processes and enhance transparency.

##### **4. Feedback Mechanism:**

Introduce a feedback system for departments and stakeholders to assess procurement efficiency.

##### **5. Vendor Relations:**

Develop long-term partnerships with reliable vendors through effective relationship management.

#### **8. Conclusion:**

The constitution of a Purchase Committee at Dr. Deepak Patil Ayurvedic Medical College and Research Centre, Borpadale, reflects the institution's commitment to excellence and integrity in resource management. By adhering to the guidelines outlined in this document, the committee will ensure the seamless procurement of resources, contributing to the overall growth and success of the institution.

This policy will serve as a dynamic framework, adaptable to evolving needs and challenges, ensuring that procurement processes remain transparent, efficient, and aligned with the institution's mission and vision.

**Principal**

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& Research Centre, Borpadale Phata, Tal. Panhala,  
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## Purchase Committee

Sr.No	Designation	Name	Sign.
1	Co-Ordinator	Dr. Prasad Mote	<i>Prasad Mote</i>
2	Member	Dr. Sujay wadkar.	<i>Sujay Wadkar</i>
3	Member	Mr. Uttam Nangare	<i>Uttam Nangare</i>
4	Member	Mr. Sandip Shete	<i>Sandip Shete</i>



*[Signature]*  
**Principal**

Dr. Deepak Patil Ayurvedic Medical College  
& Research Center, Borpadale Phata, Tal. Panhala,  
Dist. Kolhapur-416 213.

Chairperson = Principal  
Co-ordinator = Dr. Sujay Wadkar  
Members = Heads of all clinical Dept.