

SCHEDULE-I

Sl. No	(i) Name of Boards, Council, Committee etc.	(ii) Composition	(iii) Dates from which constituted	(iv) Term/ Tenure	(v) Powers and Functions	(vi) Whether their meetings are open to the public	(vii) Whether the minutes are open to the public	(viii) Place where the minutes if open to the public are available
1	Junior Purchase Committee (JPC)	Technical members and members from Accounts and Purchase	From different dates	No fixed tenure	As per enclosures-I	No	No	N/A
2	Senior Purchase Committee (SPC)/ Contract Finalization Committee-III(CFC-III)/ Contract Finalization Committee-II(CFC-II)							
3	Contract Finalization Committee-I (CFC-I)							
4	Need Aspect Review Committee (NARC)- 01 to 05							
5	Vendor Management Committee (VMC)- Electrical & Electronics/ Chemicals/ Mechanical/ Other items							
6	Vendor Evaluation Committee (VEC)							
7	Survey Committee							

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PURCHASE COMMITTEE

2.0 Terms of Reference

- a) The Committee will scrutinize the tendering process;
- b) Scrutinize the recommendations of Need Aspect Review Committee (NARC);
- c) Scrutinize the financial appropriateness of the recommendations of the Indenting Officer;
- d) Scrutinize the recommendations of the Technical Evaluation Committee, if any;
- e) Consider Lack of Competition, if any;
- f) Check funds availability / certification;
- g) Consider Payment Terms;
- h) Take appropriate decision with reference to the difference in "Estimated Cost" and proposal, "Proprietary / Specific Brand Goods / Single Source" Certificate in detail, suggest re-tendering or other mode of Purchase, if feasible;
- i) Scrutinize the draft pre-audited Purchase Orders / Amendments;
- j) Consider the terms and conditions of the Vendors, which are deviating from the tender terms and conditions;
- k) Address Pre-Audit remarks.

3.0 Guidelines

- a) The Chairman of the Committee may co-opt any specialist Member to the Committee, wherever necessary;
- b) In case of absence of any member of the Committee, alternate members may be nominated with prior approval of the Chairman;
- c) The Committee may constitute Sub-Committee, if necessary;

- d) Cases referred to the Committee shall be got pre-audited and Audit Remarks together with the confirmation on the availability of funds shall be reflected in the Agenda circulated among Members, atleast 7 days before the scheduled date of the Committee Meeting;
- e) The Committee may ensure that the commercial comparative statements prepared by the Purchase are authenticated by the concerned Pre-Audit Officer / Head, Accts-IFA before final decision is taken;
- f) The Committee may also ensure that in respect of the machineries, equipment and instruments, technical comparative statement is prepared by the Indenting Officer / Technical Evaluation Committee concerned;
- g) The proceedings of the Committee shall invariably contain the basis of approval very clearly;
- h) The Committee shall specifically discuss the cost difference between the indent estimated cost and the landed cost, and record its comments on the reasonableness of the price;
- i) The Committee being an approving authority shall discharge the most crucial duty in the whole process of procuring Stores, Services and Fabrication with utmost vigil;
- j) The minutes of the Meeting shall be invariably signed by all the Members present and a copy endorsed to the undersigned;
- k) The Committee's quorum shall be above 50% excluding Chairman;
- l) In the absence of the Chairman and Alternate Chairman, the available Senior Most Member shall chair the meeting with the concurrence of the Chairman;
- m) The Committee may be convened as and when required.

SURVEY COMMITTEE

Terms of reference:

1. Divisions/Groups are advised to send the proposals (Form No.CS:F:023) to the Convener of the respective Committee for obtaining recommendations, in case of any doubt regarding jurisdiction of the Committee for a particular item, the Convener may refer the case to the Chief Controller, VSSC through Sr. Head, PSD.
2. The Committee is required to meet as and when required, at least once in two months for review/processing of the case referred to them.
3. The conveners should send a report to Chief Controller, VSSC through Sr. Head, PSD along with minutes of meeting indicating the number of cases received/disposed by them division wise.
4. All Committees are required to process the recommendation of the survey through the Stores Disposal Management Systems Software developed in-house, in order to expedite the disposal process.
5. A report indicating the progress of disposal shall be submitted by the respective Conveners every quarter to the Chief Controller through Sr. Head, PSD.
6. The guidelines issued by the Department from time to time shall be strictly be adhered to by all Committees.

VENDOR MANAGEMENT COMMITTEE

Terms of Reference

- a) To review the vendor directory already generated and to decide on addition or deletion on the way new inputs wherever essential.
- b) To analyse the performance of existing vendors and to decide the requests for registration of new Vendors for enlistment in the Directory.
- c) To finalize the recommendations on preferred vendors to supply aerospace products meeting the quality norms.
- d) To ensure compliance with vendor management procedures as per DOS Purchase Manual.

VMCs shall finalize the recommendations for updating Vendor Directory for formal review and clearance from Purchase Committees of respective units and subsequent approval of Director, VSSC.

VENDOR EVALUATION COMMITTEE

Terms of reference

1. Performance of the vendor shall be evaluated based on the following:
 - a) **Quality of the products** - To verify the performance of the products supplied based on the report from I/Os, the number of times the items are replaced after rejection, response time for carrying out repair etc.
 - b) **Delivery** - Stores Section to provide a report duly indicating the number of orders executed within the original delivery schedules, number of orders for which delivery schedule was extended, number of times part supplies were made, number of times orders were cancelled for non-delivery).
 - c) **Product/Maintenance**: The vendor support for the product maintenance to be obtained from the I/Os.
 - d) **Facilities/Expertise/Human resource/Financial** : The capability of the vendors are to be reviewed.

NEED ASPECT COMMITTEE

Need Aspect Review Committee-04 shall review and approve the Need Aspect of all Indents that is covered under Centre Budget/Project Budgets for the following:

- i. Cases/Indents where the estimated unit value of single stores item/service exceeds Rs.5 Lakhs
- ii. Cases/Indents where the estimated value (quantity X rate per unit) exceeds Rs.10 Lakhs.
- iii. Specific brand/Proprietary/Single Source indents where estimated value is Rs.5 Lakhs or above.
- iv. Cases where the recommended order value for procurement exceeds 25% of the original estimated value cleared by NARC or Rs.10 Lakhs whichever is less.
- v. Cases where the initial estimated value of the indents is less than the limits indicated above but subsequently, after obtaining the quotations, the value crosses the limits concerned.
- vi. Cases where VSSC management insists for the approval of NARC, irrespective of the value of stores item/service.

Terms of reference

- Review/examine the need aspect of proposed item/service.
- Review the appropriateness of the specifications of the indented stores item.
- Consider the reasonableness of the estimated value of the indented stores item.
- Check the budget provision/availability of funds.
- Recommend mode of tendering.
- To see the site requirement and its readiness wherever civil works are involved.
- To see the applicability of Warranty and Performance Bank Guarantee for indented stores item.
- Budget availability certificate from COINS must be attached to NARC request in cases where the estimate amount is more than Rs 50,000/-.
- The NARC shall discuss and clear the cases based on full justification furnished by the Indenting Officer in the prescribed format.
- Variation in value due to taxes, duties and foreign exchange variations need not be referred to NARC.
- Heads of Purchase & Stores, Accounts shall regularly update/appraise the committee about the changes in procedures/policies taken or concerns raised at Centre/DOS/HQ level.
- NARC shall meet on fixed date and timings. NARC should necessarily meet for the approval and should not be by circulation. Quorum of NARC shall be 70% and above excluding Chairman.
- The Chairman may co-opt specialist members for the meetings or appoint sub-committees for detailed review and recommendations whenever the need arises. The above committee shall take reference of the current DOS Purchase Manual and its amendments as applicable to ISRO Centres/Units.

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