

## Name of Boards, Council, and Committees constituted as part of the Public Authority.

SN	(i)	(ii)	(iii)	(iv)	(v)	(vi)	(vii)	(viii)
	Name of Boards, Council, Committee etc.	Composition	Dates from which constituted	Term/ Tenure	Powers and Functions	Whether their meetings are open to the public	Whether the minutes are open to the public	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-1	NO	NO	NA
2	SENIOR PURCHASE COMMITTEE (SPC)							
3	CONTRACT FINALIZATION COMMITTEE –(CFC III)							
4	CONTRACT FINALIZATION COMMITTEE –(CFC II)							
5	CONTRACT FINALIZATION COMMITTEE –(CFC I)							
6	NEED ASPECT REVIEW COMMITTEE (NARC-01 TO 07)							
7	VENDOR MANAGEMENT COMMITTEE (VMC)- ELECTRONICS & ELECTRICALS/ MATERIALS & MECHANICAL & COMPOSITES/CHEMICALS/ OTHER ITEMS							
8	SURVEY COMMITTEE							
9	UPSET VALUE COMMITTEE							

## ***Vendor Management Committee (VMCs)***

### **Terms of Reference:**

- a) The Committee shall review the existing vendor directory and decide on addition or deletion wherever essential.
- b) The Committee shall analyze the performance of existing vendors.
- c) In case sufficient number of vendors are not available, the VMCs shall invite potential vendors for registration in vendor directory from/through registered vendor lists of other Centres/Units, Industrial directories / Indian trade journals, brochures, catalogues, literature, media advertisements, responses received against open tender enquiries or through ISRO website and review the advertisement process for the same.
- d) Purchase and Stores Division shall submit the necessary vendor related documents including their request from new vendors to respective VMCs for performance evaluation of existing vendors and new registration. They shall also provide vendor list of other Centres/Unit, if required by VMC.
- e) The Committee shall finalize the recommendations on preferred vendors for enlistment in the vendor directory taking into account the competence, product quality, past performance/adherence to supply schedule, fulfilment of statutory requirements and inspection of manufacturing facilities, if necessary.
- f) The Committee shall ensure the conduct of a Vendors' meet by Purchase and Stores Division at least two times a year.
- g) All the above activities shall comply with vendor management procedures as per DOS Purchase Manual and its amendments thereof, Special Purchase Procedure (SPP) document for Gaganyaan, and Standard Operating Procedures (SOP) for Gaganyaan procurement.

## ***Senior Purchase Committee***

### **Terms of reference:**

- a. The Committee shall scrutinize the tendering process.
- b. Scrutinize the recommendations of Need Aspect Review Committees (NARCs).
- c. Scrutinize the financial appropriateness of the recommendations of the Indenting Officers.

- d. Scrutinize the recommendations of the Technical Evaluation Committees, if any.
- e. The Committee shall specifically review Lack of Competition if any, and recommend accordingly.
- 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.

**Guidelines:**

- i. The Chairperson of the Committee may co-opt any specialist Member to the Committee, wherever necessary.
- ii. The Committee may constitute Sub-Committee, if necessary.
- iii. 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 in advance.
- iv. The Committee may ensure that in respect of the machineries, equipment and instruments, technical comparative statement is prepared by the Indenting Officer / Technical Evaluation Committee concerned.
- v. The Committee may also 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.
- vi. The proceedings of the Committee shall invariably contain the basis of approval very clearly.
- vii. 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.

- viii. 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.
- ix. The minutes of the Meeting shall be invariably signed by all the Members present and a copy endorsed to the undersigned.
- x. The Committee's quorum shall be minimum of 8 excluding Chairperson.
- xi. In the absence of the Chairperson and the Alternate Chairperson, the available senior most member shall chair the meeting with the concurrence of the Chairperson.
- xii. The Committee shall meet twice in a month or as and when required.

### ***Junior Purchase Committees***

#### **Terms of Reference:**

- a. The Junior Purchase Committees shall consider all cases of purchase whose landed cost is Rs.5 Lakhs to Rs.100 Lakhs.
- b. The Committee shall scrutinize the tendering process.
- c. Scrutinize the recommendations of Need Aspect Review Committee (NARC).
- d. Scrutinize the financial appropriateness of the recommendations of the Indenting Officers.
- e. Scrutinize the recommendations of Technical Evaluation Committee, if any.
- f. The Committee shall specifically review Lack of Competition if any, and recommend accordingly.
- g. Check funds availability / certification.
- h. Consider payment terms.
- i. 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.
- j. Scrutinize the draft pre-audited Purchase Orders / amendments.
- k. Consider the terms and conditions of the vendors, which are deviating from the tender terms and conditions.

- I. Address Pre-Audit remarks.

**Guidelines:**

- i. The Chairperson of the Committee may co-opt any specialist member to the Committee, wherever necessary.
- ii. The Committee may constitute Sub-Committee, if necessary.
- iii. Cases referred to the Committee shall be pre-audited, and audit remarks together with confirmation on availability of funds shall be reflected in the agenda circulated among members, in advance to the scheduled date of the Committee meeting.
- iv. The Committee may ensure that in respect of the machineries, equipment and instruments, technical comparative statement is prepared by the Indenting Officer / Technical Evaluation Committee concerned.
- v. The Committee may also 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.
- vi. The proceedings of the Committee shall invariably contain the basis of approval very clearly.
- vii. The Committee shall specifically discuss the cost difference between indent estimated cost and the landed cost, and record its comments on the reasonableness of the price.
- viii. 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.
- ix. The minutes of the meeting shall be invariably signed by all the Members present and a copy endorsed to the undersigned.
- x. The Committee's quorum shall be above 50% excluding Chairperson.
- xi. In the absence of the Chairperson and Alternate Chairperson, the available senior most member shall chair the meeting with the concurrence of the Chairperson.
- xii. The Committee shall meet twice in a month or as and when required.

***Need Aspect Review Committees***

**Terms of reference:**

- a. Review/examine the need aspect of proposed item/service.
- b. Review the appropriateness of the specifications of the indented stores item.
- c. Consider the reasonableness of the estimated value of the indented stores item in compliance with appropriate documentary evidence.
- d. Check the budget provision/availability of funds. In case of PC/Printers, the fund availability to be certified by Entity Head PPEC/Project PMO in single line item code.
- e. Recommend mode of tendering as per the prevailing norms.
- f. To see the site requirement and its readiness wherever civil works are involved.
- g. To see the applicability of Warranty and Performance Bank Guarantee for indented stores item.
- h. To verify the quantity requirement and unit.
- i. To check the quantity tolerance.
- j. To confirm the status of free issue materials and its value.
- k. To confirm the supply status of earlier Order in case of Repeat Order.
- l. To check the sources of supply/potential suppliers (in case there is no list of registered vendors for the particular item of procurement or if there is a list of registered vendors and the Indentor desires to suggest other potential vendors taking into account the specialised nature of the item being procured).
- m. To check the applicability of GTE and relaxation like spares/add-ons/ augmentation.
- n. To check on the split order provision and specify the split order ratio.
- o. Budget availability certificate from COINS must be attached to NARC request in cases where the estimate amount is more than Rs.50,000/-.
- p. The NARC shall discuss and clear the cases based on full justification furnished by the Indenting Officer in the prescribed format.
- q. Variation in value due to taxes, duties and foreign exchange variations need not be referred to NARC.
- r. Heads of Purchase and Stores, Accounts shall regularly update/appraise the committee about the changes in procedures/policies taken or concerns raised at Centre/DOS/HQ level.

- s. NARC shall meet twice in a month or as and when required. NARC should necessarily meet for the approval and should not be by circulation. Quorum of NARC shall be 70% and above excluding Chairperson and Member Secretary. Attendance of Members from Purchase and Accounts are mandatory for all meetings.
- t. Chairpersons may co-opt specialist members for the meetings or appoint sub-committees for detailed review and recommendations whenever the need arises. NARC shall take reference of the current DOS Purchase Manual, General Financial Rules and its amendments as applicable to ISRO Centres/Units.