

GEM – purchase committee

To support the educational activities by providing necessary infrastructure and procure material at the reasonable cost consistent with quality required and maintain standards of quality and suitability of equipment, materials, supplies the smooth functioning of the college the committee has formed for purchasing the goods in Government e Marketplace (GeM) - Ministry of Commerce and Industry, Government of India.

**Composition:** Two head of the department and one assistant professor

**Members :** 1. Dr REETA RANI MANDAL,  
HOD, ENGLISH LANGUAGE EDUCATION  
LADY WILLINGDON IASE, TRIPLICANE, CHENNAI 600005

2. Mr R. SELVARAJ,  
HOD, COMPUTER SCIENCE EDUCATION  
LADY WILLINGDON IASE, TRIPLICANE, CHENNAI, 600005

**Objectives of the committee-**

- ✓ To support the educational activities by providing necessary infrastructure for the
- ✓ smooth functioning of the College
- ✓ To procure material at the reasonable cost consistent with quality required
- ✓ To maintain continuity of supply
- ✓ To provide prompt, courteous and effective service to all the stake holders
- ✓ To award tenders impartially

**Functions of the committee**

- ✓ Maintain standards of quality and suitability of equipment, materials, supplies
- ✓ Collect and compile list of equipment, computers and any other miscellaneous items required throughout the year by the office and by the different departments
- ✓ Open the tenders in presence of the Principal and scrutinize the validity of the tenders
- ✓ Invite sealed tenders quoting the rates for the supply of items from the manufacturers, suppliers and dealers (Depending on the value of the items)
- ✓ Maintenance of the stock register for the different items
- ✓ Periodic scrutiny of the different items within the institute
- ✓ Recommend the purchase of the items in case of valid tenders and also on the request