



## Axis Institute of Higher Education, Kanpur

### OFFICE OF PURCHASE

Ref. No.: AC/AIHE/PC/2024-25/002

Date: 12.08.2024

### MINUTES OF PURCHASE COMMITTEE MEETING

Date: 12.08.2024

Timing: 11:00AM-12:00PM

Venue: Conference Room

Subject: Purchase Committee Meeting 2024-25

#### **Agenda:**

1. Discussion on new requirements submitted by departments.
2. Collection of quotations from vendors for departmental requirements.
3. Any other matters with the permission of the chair.

#### **Discussion Points:**

##### **1. Discussion on New Requirements**

Requirements from various departments were presented and discussed in detail.

Prioritized items were identified, focusing on essential academic and administrative needs.

##### **2. Collection of Quotations from Vendors**

It was decided that quotations would be invited from multiple vendors for the finalized requirements.

The committee will evaluate these quotations in the next meeting based on quality, pricing, and delivery timelines.

##### **3. Any Other Matters**

The committee suggested implementing a centralized system for collecting and reviewing departmental requirements.

A deadline was set for receiving all quotations by 30-08-2024.



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#### Decisions Taken:

1. Vendors will be contacted to submit their quotations by **30.8.2024**.
2. The next meeting to evaluate quotations is scheduled for **2-09-2024**.

#### Meeting Adjourned:

The meeting was adjourned at **12:00 PM**. The next meeting will be scheduled on **1.09.2024** to review final preparations and resolve any pending issues.

#### Minutes Prepared By:

Dr. Amit Sabharwal Members, Secretary, Purchase Committee

#### Minutes Approved By:

Dr. Ashish Malik, Chairperson, Purchase Committee


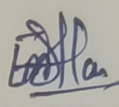


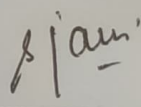


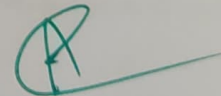
# Axis Institute of Higher Education, Kanpur

## OFFICE OF PURCHASE

Attendees:

Date: 12.08.2024

S. No.	Attendee's Name	Role	Signature
1.	Dr. Ashish Malik	Chairperson	
2.	Mr. Emroj Siddiqui	Coordinator	
3.	Mr. Amit Sabharwal	Member Secretary	
4.	Dr. Esha Yadav	Member	
5.	Dr. Shubha Jain	Member	





# Axis Institute of Higher Education, Kanpur

## OFFICE OF PURCHASE

Ref No: AC/AIHE/PC/2024-25/04

Date: 02.09.2024

### Minutes of Purchase Committee Meeting

Subject: Review of Quotations from Vendors for Departmental Requirements

Date: 02-09-2024

Time: 12:00 PM to 01:00PM

Venue: Conference Room

#### Members Present:

- |                       |                  |
|-----------------------|------------------|
| 1. Dr. Ashish Malik   | Chairperson      |
| 2. Mr. Emroj Siddiqui | Coordinator      |
| 3. Mr. Amit Sabharwal | Member Secretary |
| 4. Dr. Esha Yadav     | Member           |
| 5. Dr. Shubha Jain    | Member           |

#### Agenda:

1. Review and analysis of quotations received from vendors.
2. Comparative evaluation based on quality, pricing, and terms.
3. Finalization of vendors for departmental procurements.

#### Discussion Points:

##### 1. Quotation Review:

Quotations from vendors were reviewed for each department.

Each quotation was analyzed based on the specifications, pricing, delivery timelines, and terms of service.

##### 2. Comparison and Evaluation:

A comparative matrix was prepared for detailed evaluation.

Preference was given to vendors offering cost-effective solutions without compromising on quality.

##### 3. Departmental Inputs:

Heads of respective departments provided their specific requirements and preferences.

Adjustments were made to ensure alignment with departmental needs.

##### 4. Finalization of Vendors:

Vendors for the following categories were finalized:

Category 1: Dilkhush Traders Chowk Kanpur

Category 2: Maheshwari Brothers Anandpuri Kanpur



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#### **Decisions Taken:**

1. The final list of vendors for departmental requirements was approved unanimously.
2. A follow-up meeting will be held with the selected vendors to negotiate delivery schedules and payment terms.
3. Departments are required to prepare detailed purchase orders for approval by .

#### **Action Items:**

1. Procurement team to communicate the decision to finalized vendors by 25.09.2024.
2. Heads of departments to submit finalized requirements to the committee by 25.09.2024.
3. Follow-up meeting to be scheduled on .

The meeting concluded with a vote of thanks to the chair.

#### **Minutes Prepared By:**

Dr. Amit Sabharwal Members, Secretary, Purchase Committee

A green ink signature, likely of Dr. Ashish Malik, consisting of a stylized 'A' and 'M'.

#### **Minutes Approved By:**

Dr. Ashish Malik, Chairperson, Purchase Committee


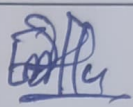

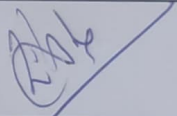
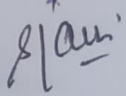


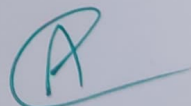
## Axis Institute of Higher Education, Kanpur

### OFFICE OF PURCHASE

Attendees:

Date: 02.09.2024

S. No.	Attendee's Name	Role	Signature
1.	Dr. Ashish Malik	Chairperson	
2.	Mr. Emroj Siddiqui	Coordinator	
3.	Mr. Amit Sabharwal	Member Secretary	
4.	Dr. Esha Yadav	Member	
5.	Dr. Shubha Jain	Member	







# Axis Institute of Higher Education, Kanpur

## OFFICE OF PURCHASE

### Minutes of Purchase Committee Meeting

Ref No: AC/AIHE/PC/2024-25/06

Date: 05-10-2024

Subject: Follow-Up Meeting with Finalized Vendors

Date: 05-10-2024

Time: 12:00 PM to 1:30 PM

Venue: Conference Room

#### Members Present:

- |                       |                  |
|-----------------------|------------------|
| 1. Dr. Ashish Malik   | Chairperson      |
| 2. Mr. Emroj Siddiqui | Coordinator      |
| 3. Mr. Amit Sabharwal | Member Secretary |
| 4. Dr. Esha Yadav     | Member           |
| 5. Dr. Shubha Jain    | Member           |

#### Agenda:

1. Discussion with finalized vendors regarding delivery schedules and timelines.
2. Negotiation of payment terms and conditions.
3. Addressing any remaining concerns or requirements.

#### Discussion Points:

##### 1. Delivery Schedules:

Both Dilkhush Traders and Maheshwari Brothers presented their proposed delivery timelines.

Dilkhush Traders agreed to deliver within 10 working days, while Maheshwari Brothers committed to 15 working days.

##### 2. Payment Terms:

Vendors requested a 50% advance payment. After negotiation, it was agreed to provide 30% advance, with the remaining amount upon successful delivery.

##### 3. Additional Requirements:

Heads of Departments emphasized the importance of timely delivery and quality checks before final acceptance.



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#### **Decisions Taken:**

1. Delivery schedules of finalized vendors were approved as agreed during the meeting.
2. Payment terms of 30% advance and 70% post-delivery were finalized.
3. Quality checks will be conducted by the respective departments upon delivery of items.

#### **Action Items:**

1. Procurement team to issue purchase orders to vendors by 10-10-2024.
2. Vendors to confirm receipt of purchase orders and provide an acknowledgment by 12-10-2024.
3. Departments to prepare for quality inspections once deliveries are made.

The meeting concluded with a vote of thanks to the chair.

A handwritten signature in blue ink, consisting of several stylized, overlapping loops and a final horizontal stroke.

#### **Minutes Prepared By:**

Mr. Amit Sabharwal, Member Secretary, Purchase Committee

A handwritten signature in green ink, featuring a large, bold letter 'A' followed by a long, sweeping horizontal stroke.

#### **Minutes Approved By:**

Dr. Ashish Malik, Chairperson, Purchase Committee



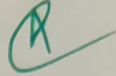


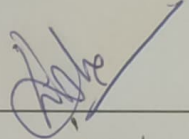


# Axis Institute of Higher Education, Kanpur

## OFFICE OF PURCHASE

Attendees:

Date: 05.10.2024

S. No.	Attendee's Name	Role	Signature
1.	Dr. Ashish Malik	Chairperson	
2.	Mr. Emroj Siddiqui	Coordinator	
3.	Mr. Amit Sabharwal	Member Secretary	
4.	Dr. Esha Yadav	Member	
5.	Dr. Shubha Jain	Member	