

GOVT. OF ASSAM
OFFICE OF THE PRINCIPAL: NOWGONG POLYTECHNIC: NAGAON: ASSAM
Email: now_poly@yahoo.com
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O R D E R

In order to ensure transparent, timely and rule-compliant procurement of goods, equipment and services for Nowgong Polytechnic, Nagaon, the undersigned is pleased to constitute a **Purchase Committee** of the institute with the following members, with immediate effect and until further orders:

Sl. No.	Name & Designation	Position in Committee
1	Sri Ramen Kumar Bharali , Principal, Nowgong Polytechnic, Nagaon	Chairperson
2	Shri Surajit Sarkar, Lecturer, Mathematics	Member
3	Shri Riki Dutta, Lecturer, Physics	Member
4	Shri Nipu Sarmah, Lecturer, Electrical Engineering	Member
5	Shri Abdul Halim, Workshop Superintendent	Member
6	Shri Ananda Das, Junior Assistant	Member
7	Shri Subhasis Borpujari, Lecturer, Humanities (Commerce)	Member Secretary

Functions of the Committee:

1. To assess and verify the requirements of goods, equipment, consumables and services placed by the departments and sections of the institute.
2. To carry out procurement through the Government e-Marketplace (GeM) or by tender, quotation or other mode, as applicable under the prevailing financial rules of the Government of Assam.
3. To prepare and issue specifications, invite and open quotations or bids, and prepare comparative statements.
4. To recommend the selection of suppliers and placement of supply orders to the Chairperson.
5. To ensure receipt, inspection and verification of supplied items before entry in the stock register and release of payment.
6. To maintain complete records of all purchase proceedings and minutes.
7. To perform any other duties assigned by the Chairperson from time to time.

The Member Secretary shall convene the meetings of the Committee, record the minutes and maintain all purchase records.

This order shall come into force with immediate effect.

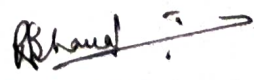
Sd/-
Principal (i/c)
Nowgong Polytechnic, Nagaon

Memo No. NP(E)Purchase/01/26/3656 - 61

Dated Nagaon, the 8th October, 2026

Copy to:

1. The Director of Technical Education, Assam, Kahilipara, Guwahati-19, for kind information.
2. All members of the Committee concerned, for information and necessary action.
3. All Heads of Departments, Nowgong Polytechnic, for information.
4. The Accounts Section, Nowgong Polytechnic, for information and necessary action.
5. Circulation among all the staff of Nowgong Polytechnic
6. Notice Board / Institute website.
7. Office file.


Principal (i/c)
Nowgong Polytechnic, Nagaon