

## **ORDER**

Under the powers conferred upon the undersigned vide resolutions passed by the Apex Council of the DDCA, following committee(s) is hereby re-constituted for the purposes enumerated thereunder:

<b>TENDER AND PURCHASE COMMITTEE</b>	
Mr. Rajan Manchanda	Chairperson
Mr. Parvesh Sharma	Member
Mr. Navdeep Malhotra	Member
Mr. Pradeep Agarwal	Member
Mr. T.V. Raman	Member
Chief Executive Officer	Member

### **Quorum:**

The quorum for the meetings of the Committee shall be four (04) members which shall mandatorily include the Chairperson. In the event of non-availability of the Chairperson, the CEO shall convene the meeting with the permission of the President.

### **Role & Responsibilities**

The Committee shall:

- i. Lay down tender conditions, qualifications etc. in consultation with the finance and legal committee from time to time.
- ii. Constitute a Tender Opening Committee for opening of tenders received from time to time.

- iii. Consider, scrutinise and evaluate bids / tenders and award work orders and supply orders to approved bidders / tenderers / suppliers.
- iv. Work orders and supply orders which are not within the approved budget or exceed Rupees One Crore will require prior approval of the Apex Council.
- v. All work orders and supply orders above Rs.25 lakh, approved by the Committee, shall be placed before the Apex Council for its approval.
- vi. While giving administrative approval, the Committee shall not exceed or go beyond the budget provision as approved by the Apex Council.
- vii. The committee shall be responsible to maintain highest standards of transparency in each and every aspect.

New Delhi

**Sd/-**  
**ROHAN JAITLEY**  
**PRESIDENT**