

In terms of the resolution passed by the Apex Council and under the powers conferred upon the undersigned, the following Committee(s) is hereby constituted for the purposes enumerated thereunder:

<b>TENDER AND PURCHASE COMMITTEE</b>	
Mr. Amit Grover	Chairperson
Mr. Shyam Sharma	Member
Mr. Tushar Saigal	Member
Mr. Navdeep Malhotra	Member
Mr. Parvesh Sharma	Member
Mr. T V Raman	Member
Mr. R.R. Singh- Interim CEO	Member

**Quorum:**

The quorum for the meetings of the Committee shall be four (03) 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.

Any member of the Apex Council may attend the meeting, however, only the members of the Committee may vote on any issue.

**Role and Responsibilities**

**The Committee shall:**

- i. All discussions and decisions in relation to the Tender and Purchase shall be necessarily made during the meeting of the Committee which shall be held either physically or through Video Conferencing. Members are requested to refrain from indulging in discussions, deliberations, or decisions on social media platforms such as whatsapp etc.
- ii. Lay down tender conditions, qualifications etc. in consultation with the finance and legal committee from time to time.
- iii. Constitute a Tender Opening Committee for opening of tenders received from time to time.
- iv. Consider, scrutinize and evaluate bids/ tenders and award work orders and supply orders to approved bidders/ tenderers/ suppliers.

- v. 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.
- vi. All work orders and supply orders above Rupees Twenty Five Lakhs approved by the Committee shall be placed before the Apex Council for its concurrence/ approval.
- vii. While giving approval, the committee shall not exceed or go beyond the budget provision as approved.
- viii. The Committee shall be responsible to maintain highest standards of transparency in each and every aspect.

New Delhi

Sd/-

**ROHAN JAITLEY**  
**PRESIDENT**