



# New Satara College of Engineering and Management (Polytechnic) Korti, Pandharpur

**Approved by AICTE & Affiliated MSBTE**

MSBTE Institute code: I523, DTE Institute code: D-6725

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Ref. No. NSCOEM(P)/ 1408/ E/ May/21/ Office order.

DATE: 05/05/2021



## OFFICE ORDER

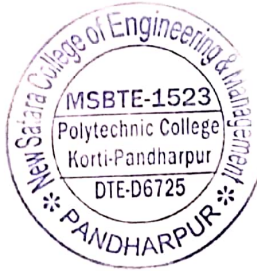
### Equipment Purchase Committee 2021-2022

I am pleased to inform you that New Satara College of Engineering and Management (Polytechnic) takes this opportunity to invite and appoint you as a Member of Equipment Purchase Committee for academic year 2021-22. We request you kindly join as a member of Equipment Purchase Committee under the chairmanship of Dr. L. R. Nikam. This committee is constituted for five years. Following are the members of the Equipment Purchase Committee.

Sr. No.	Name	Designation
1	Mr. D. D. Shedage	Chairman
2	Hon. R. M. Nikam	Member
3	Dr. L. R. Nikam	Member
4	Hon. Mr. N. D. Vare	Member
5	Mr. V. H. Londhe	Member Secretary

- **Role and Responsibilities-**
- Identifying and assessing the equipment requirements of various departments, laboratories, and administrative units.

- Coordinating with faculty, staff, and department heads to understand their specific needs for teaching, research, and operations.
- Prioritizing equipment needs based on academic goals, student requirements, and budgetary considerations.
- Developing a budget for the equipment procurement process, considering the financial resources available and the estimated cost of required items.
- Ensuring that the allocated budget is adhered to during the purchasing process.
- Recommending adjustments or reallocation of funds if necessary based on changing priorities or unanticipated expenses.
- Conducting market research to identify potential vendors, suppliers, and manufacturers who can provide the required equipment.
- Reviewing product specifications, quality standards, and costs from different vendors.
- Shortlisting suppliers and ensuring that they comply with the institution's procurement policies and standards.
- Evaluating the technical specifications, quality, durability, and suitability of the equipment before making purchasing decisions.
- Considering factors such as warranties, after-sales service, maintenance agreements, and supplier reliability.



A handwritten signature in blue ink, appearing to read 'V. H. Londhe', with the date '5/5/2021' written below it.

Mr. V. H. Londhe  
Member Secretary

Vikram H. Londhe  
Principal  
New Satara College of  
Engineering & Management (Poly.)  
Korti, Pandharpur.

