



Dated: September 21, 2010

NOTIFICATION

Subject: PROCUREMENT COMMITTEES

No. TEVTA / Fin / P-Committee / 2010-11 / 6036

In pursuance of

decision made in 29th meeting of Technical Education & Vocational Training Authority (TEVTA) held on 26-08-2010, the following committees for procurement, AR / SR works and civil works are constituted with immediate effect:

(i) Field Offices / Institutions.

1.	Head of the respective district / zone	Convener
2.	Head of concerned TEVTA Institution	Member
3.	One representative of Local Member Chamber of Commerce & Industry / Association as nominated by the local chamber / association	Member
4.	Assistant Manager (Technical) of the concerned district / zone.	Member / Secretary

(ii) Institutions (Procurements up to Rs.200,000/-)

1.	Head of the respective Institution	Convener
2.	Head of relevant technology / trade	Member / Secretary
3.	Co-signatory of the bank accounts	Member

(iii) **Head Office**

1.	Manager (Admin) / Procurement	Convener
2.	Deputy Manager (Technical)	Member
3.	Assistant Manager (B&A)	Member
4.	Assistant Manager (Store)	Member/Secretary

(iv) **Standing Purchase Committee (for central purchase only)**

1.	Chief Operating Officer	Convener
2.	GM (Finance)	Member
3.	Respective GM	Member
4.	Manager (Projects)	Member
5.	Manager (Admin) / Procurement	Member / Secretary

(v) **Civil Work and AR / SR Committee**

Functions:

- To assess and approve civil work AR / SR works for the institutions.
- To approve cost estimates for the assessed works.
- Tendering / evaluation of tenders / award of contracts to the responsive lowest bidders etc.
- To monitor / supervise / approve execution of work, inspect and make measurement of works executed by the contractor and approve / recommend payment etc.

Composition of Works Committee for field offices / Institutions

	Designation	Status
1	Head of Respective district / zone	Convener
2	Principal of the relevant Institution	Member
3	One representative of Local Chamber of Commerce & Industry / Association as nominated by the local chamber / association.	Member
4	Technical Member: Assistant Manager (Technical) of the relevant district / zone or Instructor from any TEVTA Institution (not below BS-14) having a minimum qualification of DAE (Civil).	Member / Secretary

Composition of Works Committee for Head Office

	Designation	Status
1	Manager Works	Convener
2	DM (Technical operations)	Member
3	DM (Works)	Member / Secretary

Standing Works Committee (for centrally controlled works)

	Designation	Status
1	Advisor (Projects & Planning)	Convener
2	General Manager (Finance)	Member
3	General Manager (Concerned)	Member
4	DM /AM (Works)	Member / Secretary

(2) In case of poor response of tenders **after two advertisements**, the single quotation / bid / offer can be accepted subject to provision of undertaking from the supplier that the rates quoted by him are not more than the market. However, in such case next higher authority will accord sanction.

(3) To ensure the product specification, following standardization committee is hereby notified with immediate effect:

1.	General Manager Academics	Convener
2.	Manager Operation	Member
3.	Director R&D	Member
4.	Manager Curriculum	Member / Secretary

-Sd-
(Saeed Ahmad Alvi)
CHAIRPERSON TEVTA

No. Even and Dated September 21st, 2010

A copy is forwarded for information to:

C.C.

1. All General Managers TEVTA
2. The Advisor (Projects & Planning) TEVTA
3. The DGM Finance TEVTA.
4. All Zonal Managers (Centre, North & South)
5. All Managers TEVTA Secretariat
6. All District Managers TEVTA with the request to circulate the same to the lower formation.
7. P.S.O to Chairman TEVTA.
8. P.S to Chief Operating Officer TEVTA, Lahore.
9. Office file.

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21.09.2010

(Khawaja Adnan Zahir)
General Manager (F&A)
TEVTA

Received
11/09/10

92895-946 -
ISSUED
TEVTA Secretariat
Gulberg Road Lahore.
22/09/10 -

21/9/10