



Dated: May 19, 2011

NOTIFICATION

Subject: **PROCUREMENT COMMITTEES**

No. TEVTA / Fin / P-Committee / 2011 / 4946 In supersession of
Procurement Committee notification No. TEVTA / Fin / P-Committee / 2010-11 /
6036 dated 21-09-2010, the following committees for procurement, AR / SR works
and civil works are hereby constituted with immediate effect:

i) **Field Offices.**

1.	Head of the respective District / Zone	Convener
2.	Head of concerned TEVTA Institution	Member
3.	Assistant Manager (Finance) for field offices (District / Zone)	Member
4.	Assistant Manager (Technical) of the concerned District / Zone.	Member / Secretary

Note:- In case of central procurement, senior most head of Institution of concerned district may be nominated as member of procurement committee in place of Head of concerned TEVTA Institution.

(ii) **Institutions**

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

(iii) **Head Office Purchase Committee.**

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 / Institutes

	Designation	Status
1	Head of Respective District / Zone	Convener
2	Principal of the relevant Institution	Member
3	Assistant Manager (Finance) (District / Zone)	Member
4	Technical Member: Assistant Manager (Technical) of the relevant District / Zone or Instructor from any TEVTA Institute (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

No. Even and dated May 19, 2011

-Sd-
(Saeed Ahmad Alvi)
CHAIRPERSON TEVTA

A copy is forwarded for information to:

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


(FAKHAR CHEEMA)
General Manager (F&A)
TEVTA