



# BENGAL SCHOOL OF TECHNOLOGY

Approved by Pharmacy Council of India, New Delhi

Affiliated to: Maulana Abul Kalam Azad University of Technology (MAKAUT) (Formerly known as West Bengal University of Technology) & West Bengal State Council of Technical and Vocational Education and Skill Development (WBSCT&VE&SD)

*Accredited by NAAC with "A" Grade, Accredited by NBA for B. Pharm*

Sugandha, Delhi Road, Near Chinsurah Railway Station, Dist: Hooghly-712 102, West Bengal

Estd: 2006

Date: 17.01.2025

## **BST Store and Purchase Committee:**

The Store and Purchase Committee of Bengal School of Technology is constituted with following members

Sl. No	Name	Status	Designation	Contact number
1	Dr Sudip K Kar	Assoc. Professor	Member	9830357354
2	Dr. Raja Majumder	Asst. Professor	Member	8260816605
3	Mrs. Arunima Nag	Asst. Professor	Member	9830460265
4	Ms. Maitryee Sarkar	Store keeper	Member	8334003601
5	Mrs. Samina Banu	Lab Assistant	Member	6294512660
6	Mr. Sankar Guha Mallick	Office Assistant	Member	9163746769

### **Roles and Responsibilities:**

- The Store and Purchase Committee shall examine the requisitions received by the store with regard to purchase of items against the availability of the said item in the stock
- Prepare a consolidated list of Chemicals, Glassware, Instruments, Apparatus and other Miscellaneous and General items required for smooth conduct of the academic activities with no interruption
- Verify the availability status of the said items as a reserve stock for immediate use and prepare the list of essential items for purchase
- Obtain necessary approval from the competent authority for initiating the purchase procedure.
- Invite quotations from not less than three vendors
- Quotations received from the vendors on or before the cut off date are compared and the comparative statement is prepared
- Verify the availability of funds as reflected in the budget, for purchase of respective items
- Select the item(s) for purchase, based on the rationale and appropriate justification adopting a systematic purchase procedure
- Prepare the purchase order justifying the selection of items for purchase
- Obtain approval of the authority.
- Communicate the purchase order to the vendor.
- Verification of items received by store against Delivery Challan and certify the condition of all the items received in good condition or otherwise.
- To prepare note sheet for release of payment
- In case of instruments the payment order can be released after successful installation and demonstration of its functioning with proper validation by the vendor/authorized technical person of the company.
- Periodic verification of inventory of academic use and initiate verification measures for assessment of proper functioning or otherwise
- Initiate steps for repair and maintenance of the instruments either by buyback policy or by new purchase as per the current specifications of the instruments as mandated by statutory bodies and academic need
- Examine the life period of the expirable items and issue an advisory to the lab in-charge for the immediate consumption of the short expiry items or plan for discarding the same in a safe and eco-friendly manner if they are not usable.