

St. Xavier's Catholic College of Engineering (Autonomous)

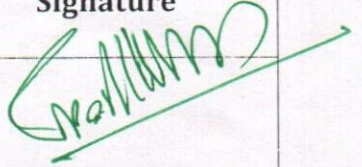
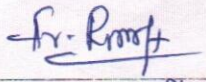
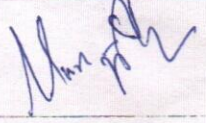



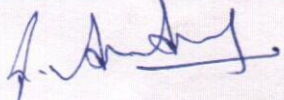

Chunkankadai, Nagercoil -629003, Kanyakumari District, Tamilnadu

Purchase Committee Review Meeting - Attendance

Date : 10-02-2023

Venue : Board Room

Time : 11.00 am

Sl No	Name	Signature
1.	Rev. Fr. Dr. M. Maria William Correspondent	
2.	Rev. Fr. M. Francis Xavier Bursar	
3.	Mr. Vincent .D Management Member	
4.	Mr. Arul Dhas .V.M Management Member	
5.	Dr. J. Maheswaran Principal	 10/2/23
6.	Dr. S. Caroline HoD/ ECE	
7.	Dr. G. Antony Miraculas HoD/MECH	
8.	Mr. P.T. Justin Thiraviyam Office Superintendent	

HoD/ ECE

10/2

AGENDA

- To review the purchase mechanism followed
- To review and approve the purchase made in the ODD semester 2022-2023
- To consider the requirements for purchase during the EVEN semester 2022-2023
- Other matters

DISCUSSION

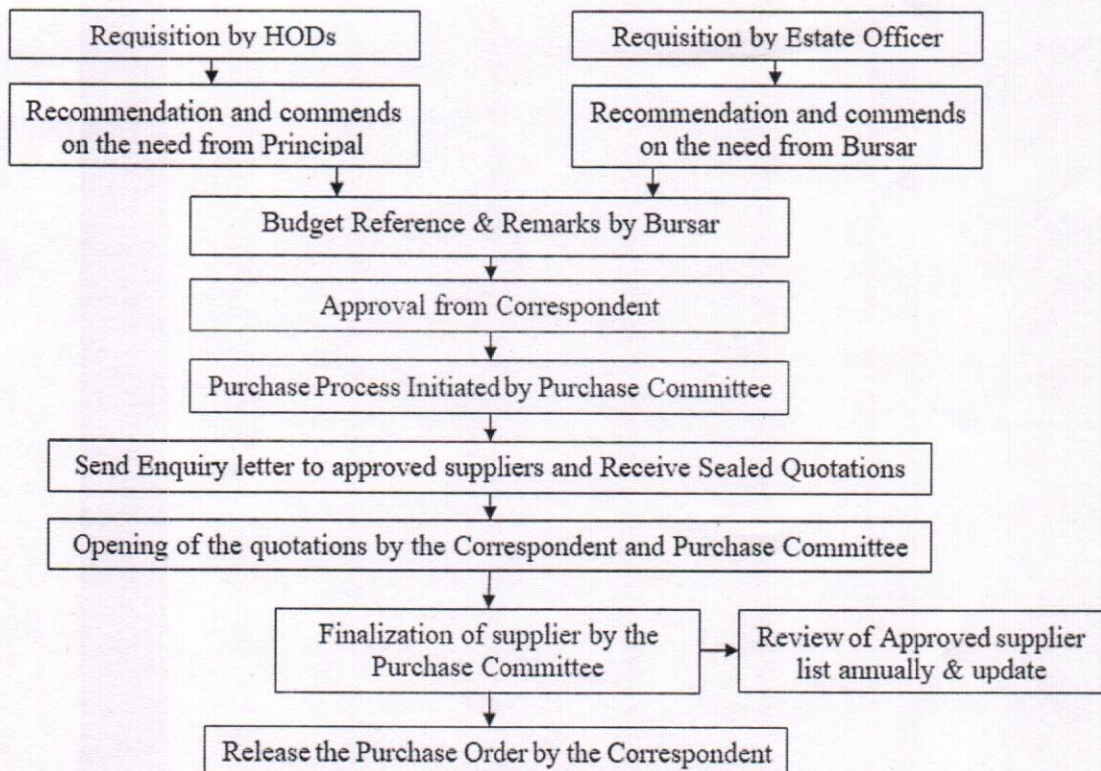
The first Autonomous Purchase Committee meeting constituted with the Correspondent, Bursar, two Management members, Principal, HoD Mechanical, HoD ECE, and Office Superintendent was held in the Board room at 11.00 a.m. on 10/02/2023. Principal Dr.J.Maheswaran introduced the members and welcomed them. He explained the roles and responsibilities of Purchase Committee.

Agenda 1 – Purchase Mechanism

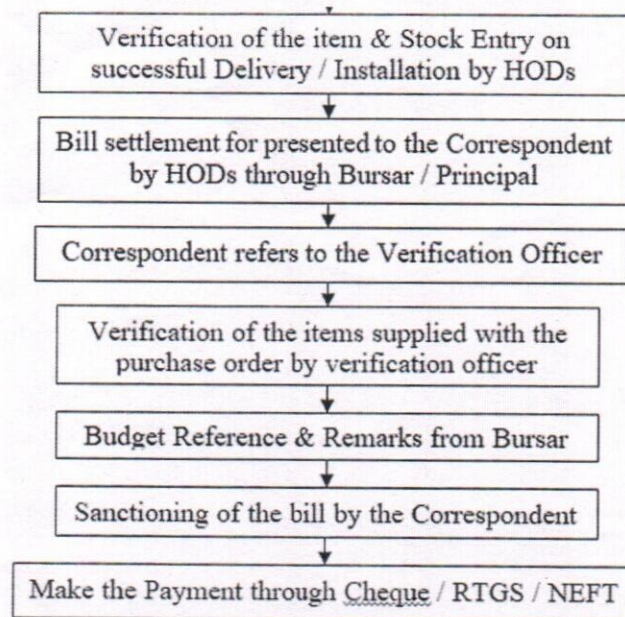
Principal briefed the process of budget preparation starting from circular issued by Bursar to departments and service units about submission of their requirements, initial scrutiny by Principal, second level of discussion with management committee, finalization of budget and issue of sanctioned budget to the department.

Correspondent told to keep the samples for each stage of process. Existing purchase process is discussed.

Purchase Process



Verification and Bill settlement process



- The existing Complete Purchase Process, Verification and Bill settlement process was explained by the Principal. Correspondent informed to keep samples of every purchase process forms.
- **Direct Purchase** - Direct purchase can be done for few items if the budget amount is less. Direct purchase is made by the Purchase committee / Bursar.
- **Database** - Database of all vendors / suppliers list to be maintained properly.
- Suppliers are blacklisted based on the services rendered by them.
- If any supplier is blacklisted information can be given to them through purchase committee or from office.
- All purchases can be made through this committee.
- The purchase committee review meeting can be conducted **once in two months**.
- **Emergency purchase** - In case of emergency purchase, Contingency provision is given to all the department. Financial autonomy is given to the departments.

The members were satisfied with the existing purchase process.

Agenda 2 - Purchase made in the ODD semester 2022-2023

Department wise purchase made in the ODD semester 2022 – 2023 was presented. Along with this the common purchases, library resources purchase, internet facility and purchase made in the CoE office were presented. The committee recommends the ratification of approval for the purchased items following the procedure. List is enclosed in Annexure 1.

Agenda 3 - Requirements for purchase during the EVEN semester 2022-2023

Department wise requirements for purchase during the EVEN semester were presented. It is suggested to get the NIL purchase reports from the department not required in the EVEN semester 2022 – 2023.

The committee recommends and approves the purchase of items requested by the department. List is enclosed in Annexure 2.

Agenda 4 – Other matters

- It was decided to have the review meeting once in two months.
- Feedback on performance of computers (companies) can be obtained from System administrator and based on that purchase can be made.



Rev.Fr. Dr.M. Maria William

Correspondent

Rev.Fr.M.Francis Xavier

Bursar

Dr.J.Maheswaran

Principal

Mr. D. Vincent

Management member

Mr.V.M.Arul Dhas

Management member

Mr.P.T.Justin Thiraviam

Office Superintendent

Annexure 1

Department of Civil Engineering

LAB REQUIREMENT 2022-23

Sl.No	Name of Lab	Equipment Purchase	Service & Maintenance	Consumable item	Total amount
1	Concrete and Highway Engineering Lab	-	Ductility testing machine, Calibration other machine	Cement	
	Amount	-	34,000/- (appr) Requested	2250/- <u>Completed</u>	36,250/-
2	Civil Computer Lab	24 Port Ethernet switch – 1 8 Port Ethernet Switch – D- Link Crimping tool – 1 D- Link UTP cable tester -1 Motherboard Cartridge	Keyboard Drawer (15nos) AC lost cooling capacity -3	-	
	Amount	18350/- <u>Completed</u>	Requested	-	18350/-
3	Fluid Machinery Lab	-	Reciprocating Pump (casing damage)	Stop watch	
	Amount	-	65,000/- Requested	2500/- Requested	67500/-
4	Structural Lab	-	Equipment Calibration & Maintenance	Strain gauges, oil	
	Amount	-	55,000/- Requested	6000/- Requested	61,000/-
5	Soil Lab	-	Fan	-	-
	Amount	-	Requested	-	-
6	Strength of Materials Lab	-	UTM,	Round Steel rod 25 kg, Square Steel rod 25 kg,	-
	Amount	-	13,50,000/- Requested	10,000/- Requested	13,51,000/-
7	Surveying Lab	-	Equipment	Battery	
	Amount	-	40,000/- (appr) Requested	10,000/- <u>Completed</u>	50,000/-
8	Environmental Engineering Lab	Tube Light	Water quality analyser Spectrophotometer Water bath Hot air oven	Chemicals	

			Muffle furnace Digital salinity meter Digital pH meter Digital calorimeter Digital conductivity meter Digital weight balance		
	Amount	-	44,500/- <u>Completed</u>	28,214 <u>Completed</u>	72,714/-
9	Plumbing Lab	-	-	-	-
	Amount	-	-	-	-

St. Xavier's Catholic College of Engineering

Department of EEE

UG Simulation Lab & Renewable Energy Systems Lab

Purchase & Service /Maintenance Details

ODD SEM-2022-23

Sl.No.	Items	Specification	Supplier	Amount(Rs)
1.	Battery	Amaron Quanta 100AH-10Nos Panasonic 75AH-20 Nos	Novateur Electrical and Digital Systems Pvt Ltd.	1,19,126
2.	Wall Fan, MCB and Accessories	Orient-Wall47-2Nos, 63A Pole Change over-2Nos	Ajith Electricals.	13,558

St. Xavier's Catholic College of Engineering, Chunkankadai- 629 003.

Department Of Computer Applications

List of Equipments

Odd Semester – 2022-2023

Sl. No	Purchasing date	Item Name	Configuration	Item Location	Quantity	Unit Price	Total Price
1	10.12.2022	Desktop Computer	Lenovo i5,12 th gen,8GB,512 GB SSD,19.5" LED Monitor	MCA LAB	6	52,700	3,16,200
2	05.10.2022	Projector	Epson EB-E01	MCA New Class Room	1	42,000	42,000
3	05.10.2022	Projector Ceiling Mount	-	MCA New Class Room	1	1,350	1,350
4	05.10.2022	HDMI Cable	15 Meter	MCA New Class Room	1	1,950	1,950
Total							3,61,500

List of Lab Consumable items

Sl. No	Purchasing date	Item Name	Configuration	Item Location	Quantity	Unit Price	Total Price
1	23.09.2022	Node MCU	ESP8266	MCA LAB	8	240	1,920
2	23.09.2022	USB to Micro USB Cable	-	MCA LAB	8	50	400
Total							2,320

List of repaired items

Sl. No	Purchasing date	Item Name	Problem	Item Location	Rectified Date	Quantity	Unit Price	Total Price
1	01.11.2011	HP 630 Laptop	Mother board	MCA LAB	13.08.2022	5	1400	7,000
Total							7,000	

St. Xavier's Catholic College of Engineering

Department of Electronics and Communication Engineering

PURCHASE MADE IN THE ODD SEMESTER 2022 - 2023

Sl. No	Item Name	Specification	Make	Purchase Date	Supplier	Cost	Qty	Total Cost
1	Battery	12V,65AH,SMF	Amaron	2022-07-08	Novateur Electrical & Digital system	6022.0	10	60220
							20	90,940
				2022-12-09		6016.0	20	90,940
2	USB Converter		Vintech	2022-05-04	ACE Computers	1475.0	10	14750
3	DSP kit	TMS320C50	Vintech	2022-05-04	ACE Computers	25370.0	3	76110
4	Pulse Oximeter and Design Components	Pulse Oximeter system with Software for recording and Analysis	SKRIP	26-05-2022	Vintech Systems	48451.0	1	48451
5	Photo transducer for pulse rate measurement	Measurement of pulse rate using photo transduced photoplethysmogram System	SKRIP	26-05-2022	Vintech Systems	31493.0	1	31493

St. Xavier's Catholic College of Engineering, Chunkankadai, Nagercoil - 629003.

DEPARTMENT OF COMPUTER SCIENCE AND ENGINEERING

Sl.No	Description of Items	Specification	Quantity	Cost / unit (Rs.)	Total Cost (Rs)
1	Batteries	Amaron Quanta 75AH SMF	10 Nos Purchased	6,000/-	1,20,000/-
2	Computers	Corporate PC : Lenovo Core i3 10 th Gen./ 8GB / 512GB SSD / 21.5" FHD Monitor, KB, Mouse	35	40,000/-	14,00,000/-

St. Xavier's Catholic College of Engineering
PURCHASE MADE IN THE ODD SEMESTER

2022 - 2023

Office of the Controller of Examinations

SINO	Description	Quantity	Approximate price
1	UPS Battery	10	60220
2	CCTV Camera	16	23535
3	Digital video Recorder	1	10000
4	Hard Disk ,Power supply	1	4350
5	Cable	10	20500
6	Microsoft Windows ,Mouse	3	11860
7	Laptop	1	37000
8	LCD Projector	1	43500
9	Switch Dlink(DGS-1210-2824 Gigabite T Base)	1	13500
10	Steel Rack	10	58500
11	Firewall	1	49250
12	Computer	8	299720
13	Printer	4	53000
14	Xerox Machine	3	586700
15	Chairs	80	62400
16	Fan	3	7320
17	Air Condition	1	44500
18	LED TV	1	17500
19	Pen Drive	2	956
20	Paper Shredder	1	3499
21	Barcode Scanner	4	21012
22	Mobile	1	2000
23	Presenter Remote Control Laser Pointer	3	545
	Total		1431367

COMMON PURCHASES MADE IN ODD SEMESTER 2022 - 2023

S. No.	Name of the Asset	Name of the Supplier	Specification	Bill Date	Cost Per Unit	Quantity	Total Cost
1	Notice Board with Glass	Alton Marketing	300 X 600 mm	14/11/22	620	1	620
			300 X 450 mm	14/11/22	200	60	12000
2	Canon Printer	Ananth IT World	LBP 2000 B	19/05/22	13,250	4	53,000
3	Canon Ink Tank Printer			01/12/22	24,000	1	24,000
4	Battery	Annai Fathima Battery	75 AH / 12 VDC	29/04/22	5570	20	111400 (Buy back)
5	Xerox Machine	Rasi Copier	Kyocera Mita K M, Heavy Network	04/05/22	194700	1	194700
				30/05/22	182900	1	182900
		Friends Grafix Copier	Canon IRC 3226	10/05/22	197300	1	197300
6	SMPS for Camera	Dharshana solutions	Video Ballun	14/02/22	140	10	1400
			2TB HDD		3700	1	3700
			Power supply charge		695	2	1390
7	Computer Monitor	Surya Infotech	2 GB/ 160 GB/17fft	02/03/22	27,480	2	<u>54960</u>
		Ripples Solutions	Lenova Intel Core I 3 12 th G	04/05/22	37465	6	<u>299720</u>
8	ID Card	Unicard Technology Pvt Ltd		27/09/22		100	13977
				21/10/22		190	1752

→ dupli
copy

} dupli
copy

≠

Internet Resources & Others

Date	Desc - Internet & Others (Dept. of CSE)	Used Amt	Total
	Sanctioned		
11-07-2022	TATA Internet 50mbps 04-04-2022 to 03-07-2022	103250.00	103250.00
08-08-2022	AT 100mbps 15-08-2022 to 14-11-2022	99120.00	206500.00
08-08-2022	350 Mbps Internet Service from 01-08-2022 to 31-10-2022	315000.00	305620.00
11-10-2022	Tata 50mbps 04-10-2022 to 03-01-2023	103250.00	408870.00
07-11-2022	BSNL 100mbps	295000.00	703870.00
12-11-2022	Google Workspace	2048.00	705918.00
15-11-2022	AT 400mbps 15-11-2022 to 14-02-2023	228000.00	933918.00
23-11-2022	Monitor Screen Replacement(2 Nos)	3000.00	936918.00
06-01-2023	Monitor Screen Replacement(30 Nos)	37500.00	974418.00

duplicate

St. Xavier's Catholic College of Engineering

LIBRARY PURCHASE

ODD (2022 – 2023)

Item	No. of Books Purchased	Amount (Rs.)
Printed journal	-	84233
E journal	-	6,21,458
Books	318	80,527
		7,89,759

BUDGET 2022 – 2023 REPAIR & MAINTENANCE

Sl.No	Description	Origin of defect	Cost for the repair (Rs)	Department
1	Repairs of SMPS, Monitor & printers	Breakdown maintenance	10,000/-	CSE
2	Equipment Calibration	Calibration	21,889	ECE

Annexure 2

St.Xavier's Catholic College of Engineering

Department of Mechanical Engineering

PURCHASE REQUIREMENTS DURING THE EVEN SEMESTER

2022 - 2023

SI No	Description	Quantity	Approximate price
1	UPS Battery	20	90,900
2	CNC Turning Machine (Controller Card)	1	1,50,000
3	Computer	12	5,82,000
4	Gas Chromatograph Maintenance	1	65,000
5	Multi fuel petrol engine Maintenance	1	85,000
6	Dynamics Lab Maintenance	4 Equipment	35,000

St.Xavier's Catholic College of Engineering
Department of Electronics and Communication Engineering
PURCHASE REQUIREMENTS DURING THE EVEN SEMESTER
2022 – 2023

Sl. No.	Item	Description	Quantity	Total amount (approx.)
1	DSO	70 MHz	4	1,64,000
2	PAM trainer kit	Trainer	1	18,000
3	PWM trainer kit	Trainer	1	18,000



An Autonomous Institution Affiliated to Anna University, Chennai
Accredited with 'A' Grade by NAAC
UG Programs (ECE,EEE,Mech,Civil,CSE & IT) Accredited by NBA
Recognized under section 2(f) & 12(B) of UGC Act, 1956
UG Programs (ECE,EEE,Mech,Civil,CSE & IT) ,
MBA & MCA Programs Permanently Affiliated



PURCHASE COMMITTEE MEETING

10/02/2023

Time : 11.00 a.m.

HEARTY WELCOME TO THE
EXTERNAL MEMBERS

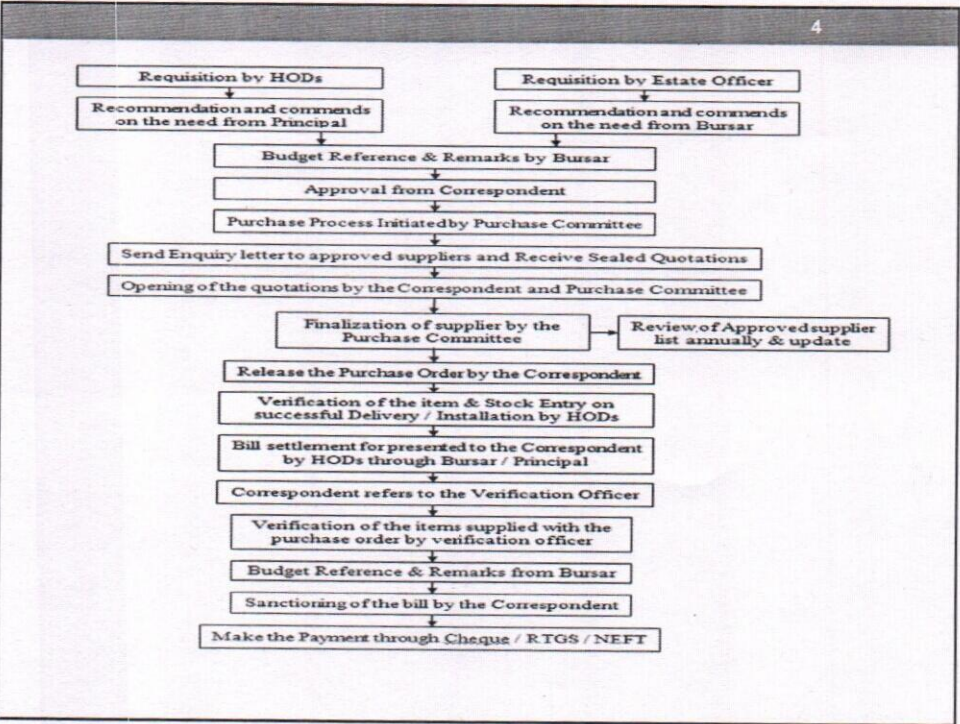
2

AGENDA

- To review the purchase mechanism followed
- To review and approve the purchase made in the ODD semester 2022-2023
- To consider the requirements for purchase during the EVEN semester 2022-2023
- Other matters

3

PURCHASE MECHANISM



6

PURCHASE MADE IN THE ODD SEMESTER 2022 - 2023

6

LAB PURCHASE – CE (2022-23)

Sl.No	Name of Lab	Equipment Purchase	Service & Maintenance	Consumable Item	Total amount
1	Concrete and Highway Engineering Lab	-	Ductility testing machine, Calibration other machine	Cement	
	Amount	-	34,000/- (appr)	2250/-	36,250/-
			Requested	Completed	
2	Civil Computer Lab	24 Port Ethernet switch - 1; 8 Port Ethernet Switch - 1; D- Link Crimping tool - 1; D- Link UTP cable tester -1 Motherboard Cartridge	Keyboard Drawer (15nos) AC lost cooling capacity -3	-	
	Amount	18350/-	Requested	-	18350/-
		Completed			
3	Fluid Machinery Lab	-	Reciprocating Pump (casting damage)	Stop watch	
	Amount	-	65,000/-	2500/-	67500/-
			Requested	Requested	
4	Structural Lab	-	Equipment Calibration & Maintenance	Strain gauges, oil	
	Amount	-	55,000/-	8000/-	61,000/-
			Requested	Requested	
5	Soil Lab	-	fan	-	
	Amount	-	Requested	-	-
6	Strength of Materials Lab	-	OTM	Round Steel rod 25 kg Square Steel rod 25 kg	
	Amount	-	13,50,000/-	10,000/-	13,51,000/-
			Requested	Requested	
7	Surveying Lab	-	Equipment	Battery	
	Amount	-	40,000/- (appr)	10,000/-	50,000/-
			Requested	Completed	
8	Environmental Engineering Lab	Tube Light	Water quality analyzer Spectrophotometer Water bath Hot air oven Muffle furnace Digital salinity meter Digital pH meter Digital colorimeter Digital conductivity meter Digital weight balance	Chemicals	
	Amount	-	44,500/-	28,214	72,714/-
			Completed	Completed	

LAB PURCHASE – CSE (2022-23)

Sl.No	Description of Items	Specification	Quantity	Approx. Cost / unit (Rs.)	Approx. Total Cost (Rs)
1	Batteries	Amaron Quanta 75AH SMF	10 Nos Purchased	6,000/-	1,20,000/-
2	Computers	Corporate PC : Lenovo Core i3 10 th Gen./ 8GB / 512GB SSD / 21.5" FHD Monitor, KB, Mouse	35	40,000/-	14,00,000/-
3	Raspberry Pi 3	Raspberry Pi 3, Case & Ultra kit	2	7,000/-	14,000/-
4	Adruino kit	Adruino kit	2	5,000/-	10,000/-
5	Sensors	Various stimulus	--	--	50,000/-

LAB PURCHASE – ECE (2022-23)

Sl. No	Item Name	Specification	Make	Purchase Date	Supplier	Cost	Qty	Total Cost
1	Battery	12V,65AH,SMF	Amaron	2022-07-08	Novateur	6022.0	10	60220
				2022-12-09	Electrical & Digital system		20	90,940
				2022-12-09			20	90,940
2	USB Converter		Vintech	2022-05-04	ACE Computers	1475.0	10	14750
3	DSP kit	TMS320C50	Vintech	2022-05-04	ACE Computers	25370.0	3	76110
4	Pulse Oximeter and Design Components	Pulse Oximeter system with Software for recording and Analysis	SKRIP	26-05-2022	Vintech Systems	48451.0	1	48451
5	Photo transducer for pulse rate measurement	Measurement of pulse rate using photo transduced photoplethysmogram System	SKRIP	26-05-2022	Vintech Systems	31493.0	1	31493

9

LAB PURCHASE – EEE (2022-23)

SLNo.	Items	Specification	Supplier	Amount(Rs)
1.	Battery	Amaron Quanta 100AH-10Nos Panasonic 75AH-20 Nos	Novateur Electrical and Digital Systems Pvt Ltd.	1,19,126
2.	Wall Fan,MCB and Accessories	Orient-Wall47-2Nos, 63A Pole Change over-2Nos	Ajith Electricals.	13,558

10

Office of the Controller of Examinations

Sl No.	Description	Quantity	Approximate price
1	UPS Battery	10	60220
2	CCTV Camera	16	23535
3	Digital video Recorder	1	10000
4	Hard Disk ,Power supply	1	4350
5	Cable	10	20500
6	Microsoft Windows ,Mouse	3	11860
7	Laptop	1	37000
8	LCD Projector	1	43500
9	Switch Dlink(DGS-1210-2824 Gigabite T Base)	1	13500
10	Steel Rack	10	58500
11	Firewall	1	49250
12	Computer	8	299720
13	Printer	4	53000
14	Xerox Machine	3	586700
15	Chairs	80	62400
16	Fan	3	7320
17	Air Condition	1	44500
18	LED TV	1	17500
19	Pen Drive	2	956
20	Paper Shredder	1	3499
21	Barcode Scanner	4	21012
22	Mobile	1	2000
23	Presenter Remote Control Laser Pointer	3	545
	Total		1431367

11

COMMON PURCHASES

Sl. No.	Name of the Asset	Name of the Supplier	Specification	Bill Date	Quantity	Total Cost
1	Notice Board with Glass	Alton Marketing	300 X 600 mm	14/11/22	1	620
			300 X 450 mm	14/11/22	60	12000
2	Canon Printer	Ananth IT World	LBP 2000 B	19/05/22	4	53,000
3	Canon Ink Tank Printer			01/12/22	1	24,000
4	Battery	Annai Fathima Battery	75 AH / 12 VDC	29/04/22	20	111400 (Buy back)
5	Xerox Machine	Rasi Copier	Kyocera Mita	04/05/22	1	194700
			K M. Heavy Network	30/05/22	1	182900
		Friends Grafix Copier	Canon IRC 3226	10/05/22	1	197300
6	SMPS for Camera	Dharshana solutions	Video Ballun	14/02/22	10	1400
			2TB HDD		1	3700
			Power supply charge		2	1390
7	Computer Monitor	Surya Infotech	2 GB/ 160 GB/ 17fft	02/03/22	2	54960
		Ripples Solutions	Lenova Intel Core I 3 12 th G	04/05/22	6	299720
8	ID Card	Unicard Technology Pvt Ltd		27/09/22	100	13977
				21/10/22	190	1752

12

Internet Resources & Others

Date	Desc - Internet & Others (Dept. of CSE)	Used Amt	Total
	Sanctioned		
11-07-2022	TATA Internet 50mbps 04-04-2022 to 03-07-2022	103250.00	103250.00
08-08-2022	AT 100mbps 15-08-2022 to 14-11-2022	99120.00	206500.00
08-08-2022	350 Mbps Internet Service from 01-08-2022 to 31-10-2022	315000.00	305620.00
11-10-2022	Tata 50mbps 04-10-2022 to 03-01-2023	103250.00	408870.00
07-11-2022	BSNL 100mbps	295000.00	703870.00
12-11-2022	Google Workspace	2048.00	705918.00
15-11-2022	AT 400mbps 15-11-2022 to 14-02-2023	228000.00	933918.00

13

LIBRARY PURCHASE

Item	No. of Books Purchased	Amount (Rs.)
Printed journal	-	84233
E journal	-	6,21,458
Books	318	80,527
		7,89,759

14

REPAIR & MAINTENANCE

Sl.No	Description	Origin of defect	Cost for the repair (Rs)
1	Repairs of SMPS, Monitor & printers	Breakdown maintenance	10,000/-

15

SERVICE & MAINTENANCE

Sl. No.	Item	Amount
1	Calibration of equipment	21,889

16

**PURCHASE
REQUIREMENTS DURING
THE EVEN SEMESTER
2022 - 2023**

17

PURCHASE REQUEST - ME

Sl No	Description	Quantity	Approximate price
1	UPS Battery	20	90,900
2	CNC Turning Machine (Controller Card)	1	1,50,000
3	Computer	12	5,82,000
4	Gas Chromatograph Maintenance	1	65,000
5	Multi fuel petrol engine Maintenance	1	85,000
6	Dynamics Lab Maintenance	4 Equipment	35,000

18

PURCHASE REQUEST - ECE

Sl. No.	Item	Description	Qty.	Total Amount (approx.)
1	DSO	70 MHz	4	1,64,000
2	PAM trainer kit	Trainer	1	18,000
3	PWM trainer kit	Trainer	1	18,000

THANK YOU

ST.XAVIER'S CATHOLIC COLLEGE OF ENGINEERING
(Autonomous)
NAGERCOIL - 629 003

SXCCE/CIR/PRL/G/16/2023

09.02.2023

CIRCULAR

Sub: SXCCE- Autonomous -Purchase committee - Review meeting - Reg.

A meeting of the purchase committee is arranged on 10.02.2023, Friday at 11:00 am at the Board Room.

Agenda:

- To review the purchase mechanism followed.
- To review and approve the purchase made in the ODD semester 2022-2023
- To consider the requirements for purchase during the EVEN semester 2022-2023
- Other matters

All Members are requested to attend the meeting.

B. Jeyaraj
9.2.23

PRINCIPAL

To

Fr. Correspondent
Fr. Bursar
Mr. Vincent- Management Member
Mr. Arul Dhas- Management Member
HoD/ ECE
HoD/ Mech
Office Superintendent