

**NATIONAL INSTITUTE OF WIND ENERGY
CHENNAI 600 100**

No. NIWE/PUR/1/81/23

Date: 13.10.2023

OFFICE MEMORANDUM

Sub: Re-constitution of Stores and Purchase Committee – Reg.

The Director General, NIWE has been pleased to reconstitute the Stores and Purchase Committee (SPC) as follows:

Sl. No.	Name & Designation	SPC Committee
1.	Shri. S.A.Mathew, Director & Head, C&IT	Chairman
2.	Shri A. Senthil Kumar, Director & Head, T& S R	Alternate Chairman
3.	Shri M.Saravanan, Dy. Director (Tech.), S&R	Member
4.	Smt. M.C Lavanya, Dy. Director (Tech.), OWD	Member
5.	Shri Yelchuri Srinath, Assistant Director (Tech.) C&IT	Member
6.	Indenting Officer	Member
7.	Shri R. Girirajan, Additional Director (F&A)	Member
8.	Smt. K. Tamilselvi, Administrative Officer (S&P)	Member Convener

The broad Terms of Reference (ToR) to the Stores and Purchase Committee for procurements more than Rs.1 lakh are as under:

1. To review the Technical Specifications of the item/service critically for completeness.
2. To ensure that the given specifications are not unduly restrictive and to facilitate larger participation to invite healthy competition.
3. To recommend the mode of procurement (GeM/e-Procurement - Open Tender, Limited Tender, Single Tender/Offline) and system of bidding (single/two stage).
4. To review the technical evaluation of bids.
5. To review the Purchase Order proposal and to make suitable recommendations to the Director General, NIWE.
6. Suggest midcourse corrections, as necessary during the procurement process.

The tenure of the committee will be for the period from 13.10.2023 to 31.03.2025.


Division Head (F&A) 12/10/23
(LINK OFFICER)

Copy to:

1. All the Committee Members (via mail)
2. All Group Heads (via mail)
3. ESO for kind information of DG
4. Office Memorandum File