



**JAMMU & KASHMIR TRADE PROMOTION ORGANISATION**

(A J&K Govt. Undertaking)

Industries & Commerce Department

6<sup>th</sup> Floor, Jawaharlal Nehru Udyog Bhawan, Rail Head Complex, Jammu.

Website: www.jktpo.in email: contactjktpo@gmail.com Phone No: 0191-2479924

**Subject: Constitution of Internal Purchase Committee for JKTPO.**

**Office Order No: JKTPO/J/Acctts-21/13**

**Dated: 05/06/2023**

A committee comprising of following officers/officials is constituted as Local Purchase Committee for the JKTPO for procurement of items through GeM Portal:


1. Financial Advisor/Chief Accounts Officer - Chairman
2. General Manager - Member
3. Computer Engineer - Member

In addition to the above, the committee can co-opt or take assistance of any other officer/ official, as and when required.

The terms of reference for the constituted committee shall be:

1. The committee shall recommend the items to be purchased in the office of the JKTPO for order value above Rs. 25,000/- and upto Rs. 2,50,000/-.
2. All the norms and codal formalities are observed as per General Financial Rules, 2017, while procurement of the items.
3. The technical parameters viz. 5 star rating, Reverse bidding, local area filter, etc. are added while procurement of items through GeM, whenever required.
4. The committee will record a certificate that the rates quoted by L-1 are of requisite specifications and quality, reasonable and reliable (as mentioned under Rule 155 of GFR, 2017) before recommending the placement of a particular order.

**By order of the Managing Director, JKTPO.**

  
Imran Mehmood  
Financial Advisor/Chief Accounts Officer  
JKTPO

**Copy to:**

1. Managing Director, JKTPO for kind information
2. All committee members for information and necessary action.
3. Office file.