



Local Purchasing Committee, Kamkhya Pemton College

Introduction:

At Kamakhya Pemton College, Hiyangthang, responsible purchasing is at the heart of our operations. The Local Purchasing Committee, established in 28th March, 2022, embodies this commitment, safeguarding quality, value, and ethical practices in every procurement decision.

Led by Chairperson Dr. Wahengbam Nimai Singh and Coordinator, W. Arunkumar Singh, the committee comprises dedicated staff members who ensure the acquisition of goods and services that meet the college's specific needs, within allocated budgets, and with unwavering integrity.

Objective:

1. To address and evaluate the needs of the college
2. To look after supply of goods and services, upholding principles of transparency and efficiency.
3. To assist the authorities, cells and committees of college in providing needs and services

Functions:

1. **Address and evaluate the requirements of the College:** The Committee evaluate the college's requirements for goods and services, ensuring purchases align with departmental needs and strategic goals.
2. **Budget Management:** The Committee cautiously develop and manage purchasing budgets, making the most use of available resources and looking for economical alternatives without sacrificing standards of quality.
3. **Quality Assurance:** The Committee focus on ensuring quality throughout the purchasing process, ensuring purchased goods and services meet the desired standards.
4. **Record Keeping:** All purchasing actions, including contracts, purchase orders, invoices, and other necessary documentation, are carefully and continuously documented. This guarantees transparency and accountability at all times.
5. **Compliance and Integrity:** The Committee is dedicated to maintaining the highest ethical standards throughout the entire procedure, promoting a culture of integrity and ensure compliance with the strategic goals of the college.



5 Step Purchase Process of Local Purchasing Committee

1. Purchase Request made to the Local Purchasing Committee by College Staff through their respective HODs
2. Review of the request by the Local Purchasing Committee
3. If the request is forwarded to the Principal of the College for the final decision
4. Final approval by Principal
5. The Purchase proceeds after the Principal's approval





A. Purchase Request made to the Local Purchasing Committee

The staff member may give the request for item(s) in a well-written application to the Local Purchasing Committee through their respective HODs. The Purchase request has to be substantiated by the purpose and the usage of the item.

B. Review of the Request by the Local Purchasing Committee

The Local Purchasing Committee on the receipt of the Purchase Request will verify its merit and will accept or reject the requirement. The decision has to be recorded by conducting the meeting of the Committee. In case of urgency, the Principal has an authority to take the decision.

C. Forward the Request to the Principal

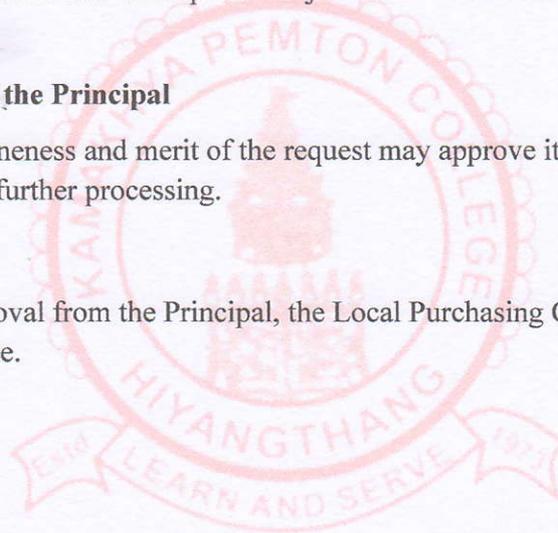
Once the request is accepted by the committee, they will forward the same to the Principal along with their remarks on the same. The Principal can reject the recommendation as the decision making authority.

D. Final Approval of the Principal

The Principal on the genuineness and merit of the request may approve it and will send the Local Purchasing committee for further processing.

E. Purchase

On the receipt of the approval from the Principal, the Local Purchasing Committee will execute the decision as soon as possible.





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KAMAKHYA PEMTON COLLEGE

Hiyangthang, Imphal West, Manipur-795009

Govt. Aided (No. 7(2)/26-3/2021-HE)

Recognized under Section 2(f) and 12(b) of the UGC Act 1956

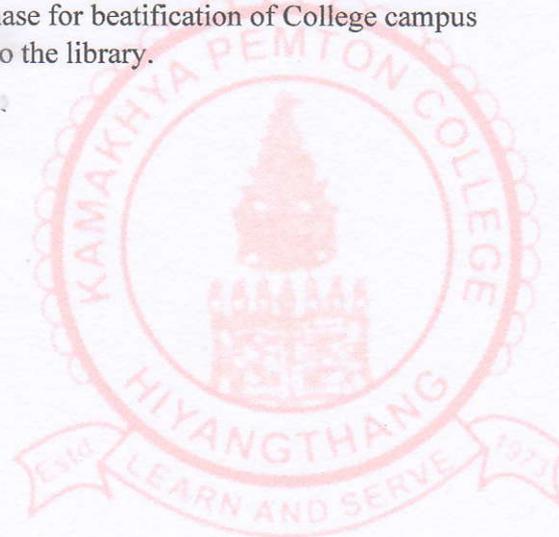
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Committee Members:

1. W. Nimai Singh, Principal
2. W. Arunkumar Singh, Assist. Prof. Geography
3. Sorokhaibam Shantibala Devi, Assist. Prof. Geography
4. Kh. Bhumeshwor Singh, Assist. Prof. Physical Education and Sports Science
5. Wairokpam Sanahal, Assist. Prof. Biotechnology
6. MD Riyazudin, Head Clerk

Activities

1. Installation of Computer Systems for the Department of Physical Education and Sports (PESS) Home-science and Sociology.
2. Installation of CCTV Camera.
3. Installation of Fire Extinguisher and Fire Alarms in college
4. Flower Vase Purchase for beatification of College campus
5. Wi-Fi connection to the library.



Contact: 03852952420

Email: kpcollege73@gmail.com


Principal
Kamakhya Pemton College,
Hiyangthang



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Meetings of Local Purchasing Committee, Kamakhya Pemton College.

DATE OF MEETING	AGENDA	RESOLUTIONS	ACTION TAKEN REPORT
13 th APRIL 2022	Selection of Committee in-charges	It has been decided that two in-charges shall be chosen to ensure effective operation of the Committee.	For the science and arts streams, one in-charge has been chosen differently to guarantee the committee members' efficient operation. 1. W. Arunkumar Singh, Assistant Professor, Department of geography was assigned as in-charge for all Arts departments of the college 2. Kh. Bhumeshor Singh, Assistant Professor, Department of Physical Education and Sports (PESS) was designated as in-charge for all Science departments of the college.
	Discuss of Functions of the Committee	All the Members of the committee resolved to discuss the functions of the committee.	The Functions and Objectives of the Committee were drafted in co-ordination with the vision and missions of the college.

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	Installation of Computer Systems for the Department of Physical Education and Sports (PESS), Home-science and Sociology.	<p>It is resolved that three computer sets along with three printers will be purchase for three departments: Sociology, Home science and Physical Education and Sports in order to run the department more effectively.</p> <p>The members of the committee unanimously resolved to request the Governing Body and the Principal for the Purchase.</p>	Three computer sets and three printers have purchased by the committee for departments of Sociology, Home science and Physical Education and Sports Science.
	Installation of CCTV Camera.	<p>It was resolved that CCTV camera must be installed in every corner of the college compound for the safety and security of the students and staffs of college.</p> <p>The members of the committee unanimously resolved to request the Governing Body and the Principal for the installation.</p>	16 CCTV cameras have been installed in every corner of the college on 30 th July, 2022.
23 rd SEPTEMBER 2022	Installation of Fire Extinguisher and Fire Alarms in college	In the interest of the safety and security of the college, the committee has taken a resolution to install fire extinguisher and fire alarms in every building block of the college.	...(No of)....41 .fire extinguishers and >>>>No.<<<<Fire Alarms have been installed in our college under the supervision of the Governing Body and



		<p>The members of the committee unanimously resolved to request the Governing Body and the Principal for the installation.</p>	<p>Committee in-charge. On _____</p> <p>The total Expenditure for the installation was _____</p>
	<p>Flower Vase Purchase for beautification of the College campus</p>	<p>With an objective for beatification of the college campus, all the members present in the meeting resolved to purchase enough number of flower base for distribution to all departments of the college.</p> <p>The members of the committee unanimously resolved to request the Governing Body and the Principal for the purchase.</p>	<p>75 Flower Vase has been purchased and distributed to all the departments of the college (4 for each department).</p>
<p>5th JANUARY 2023</p>	<p>Wi-Fi connection to the library.</p>	<p>To enhance the digital services among the library users of the college, the committee has taken a resolution to install Wi-Fi connection in college library.</p> <p>The resolution taken by the committee will be presented to the Governing body members for the approval.</p>	<p>The total Expenditure for the installation of Wi-Fi connection is Rs.....</p> <p>Wi-Fi-connection has been installed in library room of the college, under the supervision of the committee in-charge and Principal.</p>



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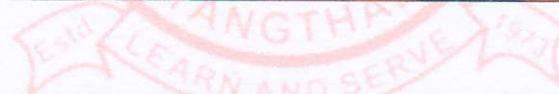
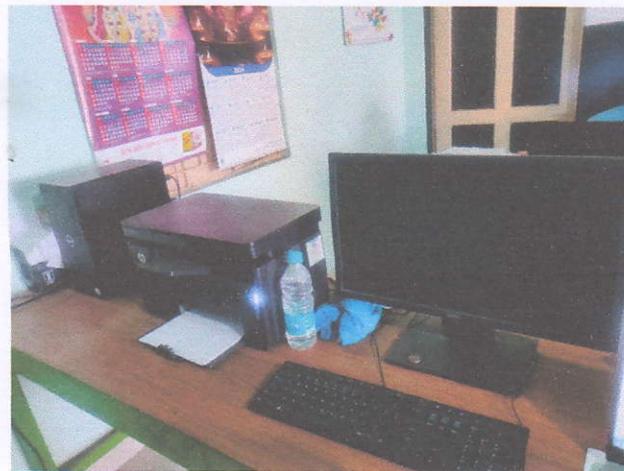
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Three computer systems of Departments of Sociology, Home science and Physical Education and Sports.

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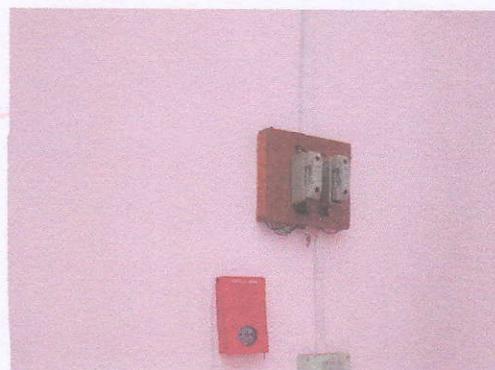

Principal
Kamakhya Pemton College,
Hiyangthang



Fire extinguishers and Fire Alarms are installed in the college



PERFORMA INVOICE					
"SUPPLY AND INSTALLATION OF FIRE FIGHTING EQUIPMENTS AT KP COLLEGE, HIYANGTHANG"					
 M/S GENUINE SOLUTIONS KEISHAMPAT JAILOR LEIRAK, IMPHAL - 795001, MANIPUR Email: expert.genuine.solutions@gmail.com GST: KAANYG1646H1EG 09809378079, 09366174878		BUYER THE PRINCIPAL THE KAMAKHYA PEMTON COLLEGE HIYANGTHANG IMPHAL, MANIPUR - 795009 Buyer's GST: N/A Order No.: N/A Order Date: N/A Invoice No.: 0423242307 Date: 07-Feb-23			
Sl. No.	Description of products	Unit Rate (Rs.)	Quantity	Amount (Rs.)	
1	ABC STORED PRESSURE PORTABLE FIRE EXTINGUISHERS, CAPACITY : 4 KG	3,700	38	1,14,000	0.0
2	CO2 TYPE PORTABLE FIRE EXTINGUISHERS, CAPACITY : 2 KG	5,500	3	16,500	0.0
3	FIRE STAND	3,000	2	6,000	0.0
4	FIRE BUCKET	250	10	2,500	0.0
5	MANUAL FIRE ALARM AND HOOTER	5,500	10	55,000	0.0
6	INSTALLATION CHARGES OF PORTABLE FIRE EXTINGUISHERS	50	41	2,050	0.0
7	INSTALLATION AND COMMISSIONING CHARGES OF MANUAL CALL POINT AND HOOTER	200	10	2,000	0.0
8	GRAND TOTAL (Rs.)			1,98,050	0.0
In words : <i>One lakh ninetyeight thousand and fifty</i> // rupees only					
Terms & Conditions:			For M/s Genuine Solutions		
1	100% payment within 7(seven)days from the date of installation/commissioning, whichever is latest.			 For M/s GENUINE SOLUTIONS	
2	The above products carry a warranty period of 12 (Twelve) months from the date of installation/delivery.				
3	The above price is F.O.R. Imphal only.				
4	The above price is inclusive of all charges.				
PAYMENT ADVISE			COMPANY DETAILS		
A/c Name : M/s GENUINE SOLUTIONS			PAN : AANYG1646H		
A/c No. : 1219102000004094			TIN : 1492254169		
A/c Type: Current Account			GST : KAANYG1646H1EG		
Bank Name : IDBI Bank			KEISHAMPAT JAILOR LEIRAK, IMPHAL - 795001		
Branch : MG Avenue			MANIPUR		
IFSC : IDBI0001219			Email : expert.genuine.solutions@gmail.com		
MICR : 795259062			Mobile : 09809378079, 09366174878		



Principal
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GOVERNMENT OF MANIPUR
FIRE SERVICE DEPARTMENT

No. 5/2/MISC/2024-FS/22

Dated 16/01/2024.

FIRE SAFETY CERTIFICATE

Certified that the **KAMAKHYA PEMTON COLLEGE** (name of the College) located at **HIYANGTHANG, IMPHAL WEST DISTRICT, MANIPUR** (address) comprised of **PUCCA CONSTRUCTION** owned/occupied by **SECRETARY, KAMAKHYA PEMTON COLLEGE**, have complied with the fire prevention and fire safety requirements in accordance with State Fire Service Rule and verified by **Shri W. Rona Singh, Sub Officer** of Manipur Fire Service on **15/01/2024** (date of inspection) in the presence of **DR. W. NIMAI SINGH, PRINCIPAL** (name of the Proprietor/Manager/Secretary or his/her representative) and that the College is fit for occupancy of Class **GROUP "B" Educational building (B-2)**, with effect from **16/01/2024** or a period of 1(one) year in accordance with rule and subject to compliance of the conditions.

Conditions for the validity of Fire Safety Certificate:

1. All the fire safety arrangements provided therein shall be maintained in good working condition at all times.
2. Any loss of life and property due to non-functional fire safety measures shall be at the responsibility of the management.
3. Fire-fighting training & mock drill exercise shall be organized quarterly/half yearly with intimation of fire Service Department.
4. The trained fire-fighting staff should be available round the clock.
5. Any deviation w.r.t. construction etc. shall be verified by the concerned building sanctioning authority.
6. Water source of Fire Fighting purposes be available in the College throughout the year.
7. All exits provided in the building shall be kept free from any obstruction.
8. First Aid Kits and necessary medicines are readily available in the College.
9. Fire Emergency Telephone numbers shall be displayed on the Notice Board.
10. School/Institute buildings shall be insured against fire and natural calamities with group insurance of School/Institute Pupils obstruction

Issue on **16/01/2024**.

Signature with Seal

Name

Designation

Themthing Ngachangva 2024

Themthing Ngachangva, IPS
Director,
Manipur Fire Service,
Imphal.

Themthing Ngachangva, IPS
Director,
Manipur Fire Service, Imphal

Contact: 03852952420

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Themthing Ngachangva
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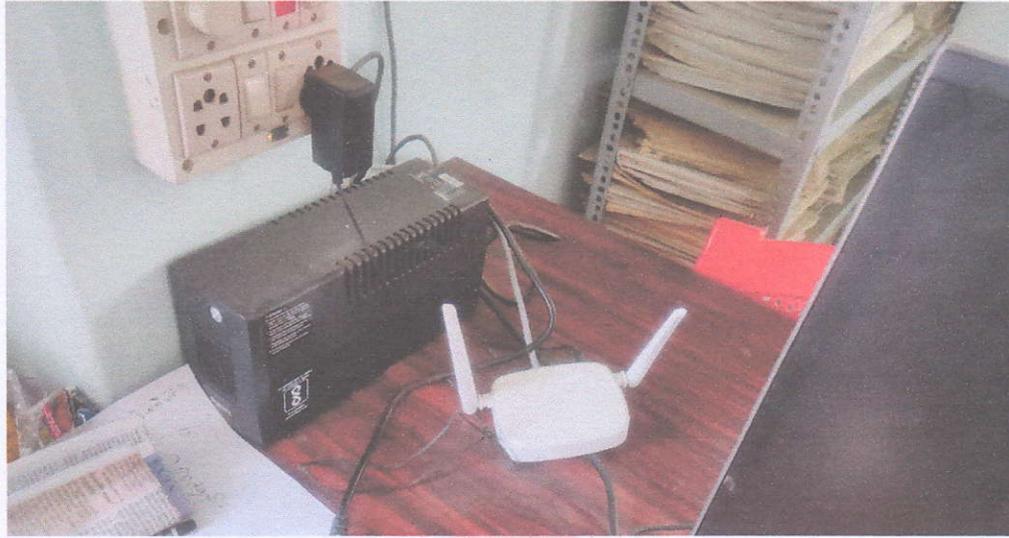
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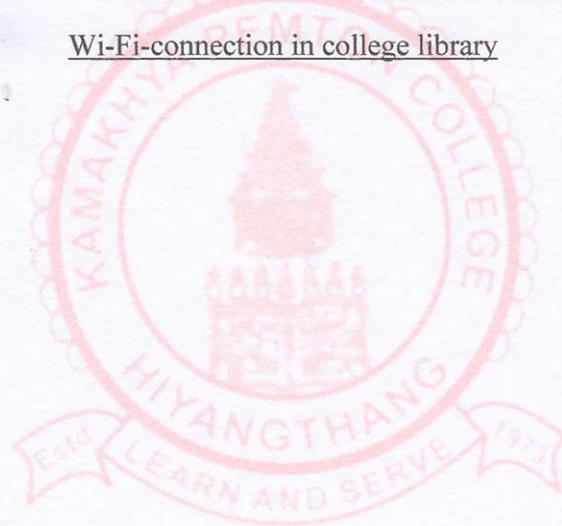
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Wi-Fi-connection in college library



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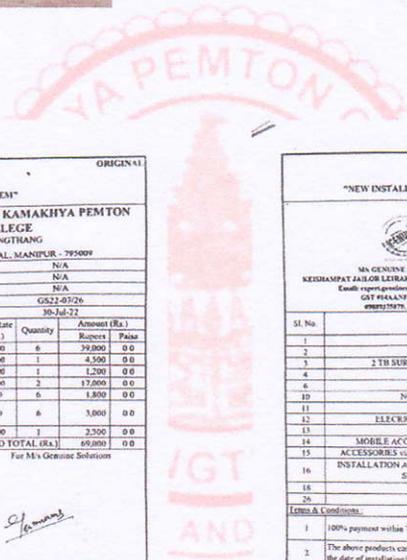
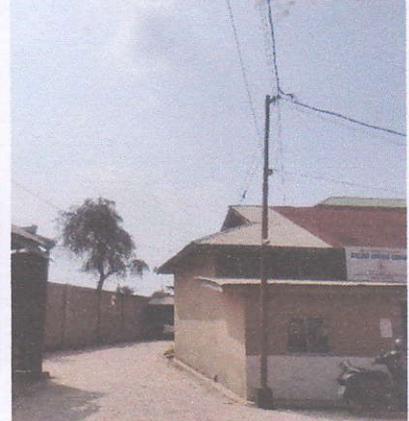
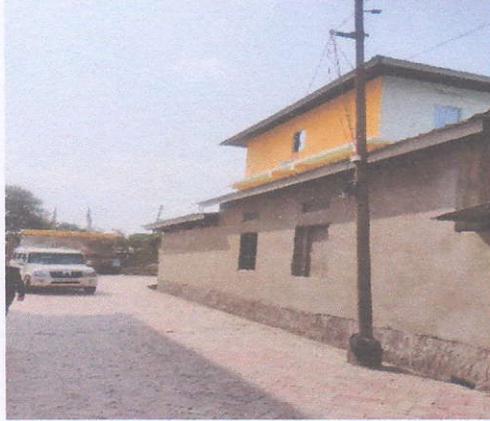
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BILL					ORIGINAL
"UPGRADATION OF CCTV SURVEILLANCE SYSTEM"					
BUYER		THE KAMAKHYA PEMTON COLLEGE HIYANGTHANG IMPHAL, MANIPUR - 795009			
M/s GENUINE SOLUTIONS KEISHAMPAT JAILOK LEIRAK, IMPHAL - 795001, MANIPUR Email: expert.genuine.solutions@gmail.com GST: AAANFG1646H1ZG #9089375079, 93366174876		Buyer's GST: N/A Order No.: N/A Order Date: N/A Bill No.: GS2-0526 Date: 30-Jul-22			
Sl. No.	Description of products	Unit Rate (Rs.)	Quantity	Amount (Rs.) Rupees Paise	
1	IP BULLET - 4MP	6,500	6	39,000 00	
2	8 PORT POE SWITCH	4,500	1	4,500 00	
3	NORMAL SWITCH 5 PORT	1,200	1	1,200 00	
4	Cat 6 CABLE	8,500	2	17,000 00	
5	ACCESSORIES viz. RJ 45, PVC BOX, CABLE CLIP, T.YE etc.	300	6	1,800 00	
6	INSTALLATION AND COMMISSIONING CHARGES OF CCTV SURVEILLANCE SYSTEM	500	6	3,000 00	
7	NETWORK RACK	2,000	1	2,000 00	
GRAND TOTAL (Rs.)				69,000 00	
Terms & Conditions:					
1. 100% payment within 7(even)days from the date of installation					
2. The above products carry a warranty period of 12 (Twelve) months from the date of installation/delivery					
3. The above price is F.O.R. Imphal only.					
4. The above price is inclusive of all charges.					
PAYMENT ADVICE		COMPANY DETAILS			
A/c Name: M/s GENUINE SOLUTIONS		PAN: AAANFG1646H			
A/c No.: 121910200003094		TIN: 1492254149			
A/c Type: Current Account		GST: 14AAANFG1646H1ZG			
Bank Name: IDBI Bank		KEISHAMPAT JAILOK LEIRAK, IMPHAL - 795001			
Branch: MG Avenue		MANIPUR			
IFSC: IBKL0091219		Email: expert.genuine.solutions@gmail.com			
MICR: 795259002		Mobile: 09089375079, 93366174876			

BILL					ORIGINAL
"NEW INSTALLATION OF PUBLIC ADDRESS & CCTV SURVEILLANCE SYSTEM"					
BUYER		THE KAMAKHYA PEMTON COLLEGE HIYANGTHANG IMPHAL, MANIPUR - 795009			
M/s GENUINE SOLUTIONS KEISHAMPAT JAILOK LEIRAK, IMPHAL - 795001, MANIPUR Email: expert.genuine.solutions@gmail.com GST: AAANFG1646H1ZG #9089375079, 93366174876		Buyer's GST: N/A Order No.: N/A Order Date: N/A Bill No.: GS2-0526 Date: 30-Jul-22			
Sl. No.	Description of products	Unit Rate (Rs.)	Quantity	Amount (Rs.) Rupees Paise	
1	NVR - 16 CHANNEL	15,500	1	15,500 00	
2	SMUNTI 08-27 30CH	19,000	1	19,000 00	
3	2TB SURVEILLANCE HARD DISK DRIVE	5,500	1	5,500 00	
4	IP PHONE - 4MP	4,500	10	45,000 00	
5	5 PORT POE SWITCH	4,500	2	9,000 00	
6	NORMAL SWITCH 5 PORT	1,200	1	1,200 00	
7	NETWORK RACK	2,500	1	2,500 00	
8	ELECTRICAL 3 PORT SWITCH WITH WIRE	1,000	1	1,000 00	
9	Cat 6 CABLE	35	450	15,750 00	
10	MOBILE ACCESS SETUP FOR REMOTE VIEWING	FREE	N/A	- 00	
11	ACCESSORIES viz. RJ 45, PVC BOX, CABLE CLIP, T.YE etc.	300	10	3,000 00	
12	INSTALLATION AND COMMISSIONING CHARGES OF CCTV SURVEILLANCE SYSTEM	300	10	3,000 00	
13	1 KVA UPS	6,500	1	6,500 00	
GRAND TOTAL (Rs.)				1,44,450 00	
Terms & Conditions:					
1. 100% payment within 7(even)days from the date of installation.					
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MICR: 795259002		Mobile: 09089375079, 93366174876			

CCTV cameras are installed in the college campus.

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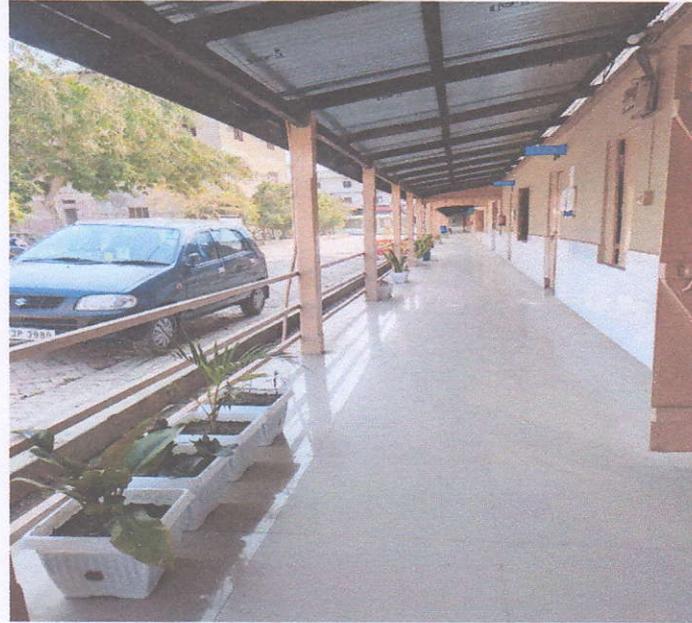
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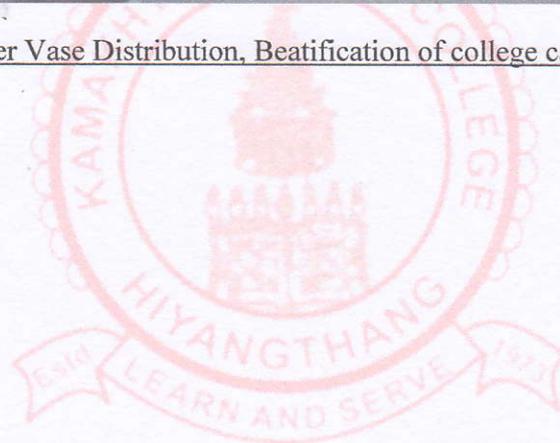
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Flower Vase Distribution, Beatification of college campus



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