



Islamabad the:- 28th December, 2022.

OFFICE ORDER.

Subject: - **CONSTITUTION OF PURCHASE COMMITTEE.**

In supersession of all previous orders with immediate effect & until further orders, the Purchase Committee is hereby constituted for Pakistan Institute of Medical Sciences, Islamabad, consisting of following officers.

1	Prof. Mumtaz Khan Niazi, Prof of Gen. Surgery.	Chairman
2	Dr. Mashhood Ali ,Head Deparemnt of Gastroanatology	Co-Chairman
3	Dr. Zakir Jan Assistant Prof. Neurology	Member
4	Dr. Mulazim Hussain, Asstt Prof. Peads Medicine, CH	Member
5	Dr. Fatima Al Zahara, Sr. Registrar Peads Surgery	Member
6	Director Finance or his representative	Member
7	Chief Nursing Superintendent or her Representative	Member
Technical / Coopted Members:-		
1	Deputy Secretary (Tech-I), M/o NHR&C, Islamabad.	Coopted Member
2	Concerned End User / Head of Department.	Coopted Member
3	Chief Pharmacist / Concerned Pharmacist.	Technical Member
4	Concerned Engineer(s).	Technical Member

(A) Responsibilities / Guidelines.

The roles & responsibilities of the Purchase committee will include but not limited to;

- (I) The Purchase Committee will assist the administration for ensuring efficient and transparent procurements, in accordance with PPRA Rules.
- (II) All the procurement within the scope of tenders will be conducted / supervised by the Purchase Committee on the following terms & conditions:-
 - a) Tenders Documents/ Specifications will be prepared by the user department and tenders will be floated / published by the Purchase Department after administrative approval in accordance with PPRA Rules.
 - b) The Purchase Committee will open the tenders on single stage one-envelope procedure or single stage two-envelope procedure as the case may be on the notified published date & time. The Committee will ensure the relevant PPRA Rules are followed during the opening of tenders. The bids will be opened in the presence of representatives of bidders.
 - c) The Purchase Committee will deleberate / analyze and ensure that the bids are in accordance with the published tenders & PPRA Rules.
 - d) After opening of tender bids the cases will be scurtinized by nominated Technical Committees & submitted to the Purchase Committee with clear recommendations.




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- e) After Technical Evaluation sealed Financial Bids will be opened by the Purchase Committee in the presence of representatives of bidders.
- f) The Purchase Committee will finalize the bids in accordance with the PPRA Rules and recommend to the Competent Authority for award or otherwise of the tenders / bids, in the light of PPRA Rules. The recommendations must be supported with legitimate / justifications.
- g) The Director Hospital PIMS will be the competent authority for approval (or otherwise) of the recommendations of Purchase Committee.
- h) Any other assignment entrusted by the Competent Authority.


(Dr. Khalid Masud)
Hospital Director