

Sr. No	Title	Reply
2.	<p align="center"><u>Chapter IV Section 4(1)(b) (iv)</u></p> <p>Norms set by it for the discharge of its functions</p>	<p>The Purchase Department follows established norms and procedures for the efficient discharge of its functions, which include:</p> <ul style="list-style-type: none"> • Procurement of goods and services is carried out in accordance with approved purchase procedures, tendering processes. • All purchases are made ensuring transparency, competitiveness, and value for money. • Indents are processed within stipulated timelines after verifying necessity, specifications, and budget availability. • Tendering (open/limited/single) is adopted based on the value and nature of procurement as per prescribed rules. • Evaluation of bids is done objectively based on technical specifications, price, and eligibility criteria. • Orders are placed only on approved suppliers/lowest evaluated bidders in compliance with procurement guidelines.