

<p>4.</p>	<p style="text-align: center;"><u>Chapter VI Section 4(1)(b) (vi)</u></p> <p>Statement of the categories of documents that are held by it or under its control</p>	<p>The Purchase Department maintains and holds the following categories of documents as part of its official records and for discharging its functions:</p> <ul style="list-style-type: none"> • Purchase requisitions/indent requests received from user departments • Administrative approvals and financial sanction notes • Tender documents (Notice Inviting Tender, bid documents, corrigenda, etc.) • Bid/quotation documents submitted by vendors • Comparative statements and evaluation reports • Minutes of Tender Purchase Committee (TPC) meetings • Approval notes of competent authorities (BOD, MD, etc.) • Purchase Orders/Work Orders issued to suppliers • Correspondence with vendors (letters, emails, clarifications, etc.) • Audit records and internal audit observations/compliance reports • Any other documents related to procurement and tendering activities <p>These documents are maintained in physical and/or electronic form as per the record retention policy and are kept under the custody and control of the Purchase Department.</p>
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