

**No.1-60/2021-Admn.I**  
Government of India  
National Center for Vector Borne Diseases Control  
Dte.General of Health Services, Ministry of Health & Family Welfare  
22-Shamnath Marg, Delhi-110 054.  
Telephone No. 23967780  
Website: www.nvbdc.gov.in

22 NOV 2023

Dated the:- 22<sup>nd</sup> November 2023

**OFFICE ORDER**

In supersession of Office Order office order No.1-60/2021-Admn.I dated 4<sup>th</sup> August 2023, it has been decided by the Director, NCVBDC that the Internal Purchase Committee/Assessment / Technical Evaluation Committee is re-constituted with the following members for assessing, procurement and Annual Maintenance Contract for Office Equipment's of NCVBDC, procurement through GeM, hiring of agencies and the requirements different items procured through headquarter Stores/GFATM/DBS project and all Projects under NCVBDC with immediate effect until further orders:-

- |                                                       |                                           |
|-------------------------------------------------------|-------------------------------------------|
| 1. Dr.Pranab Jyoti Bhuyan, Public Health Spl. Gr.-I - | Chairperson                               |
| 2. Sh.Parveen Bharadwaj, Technical Director (NIC)-    | Member for Technical Evaluation Committee |
| 3. Dr.Suneet Kaur, Dy. Director, NCDC -               | Member for Technical Evaluation Committee |
| 4. Ms.Jyoti Nagarkoti, Asstf. Director -              | Member                                    |
| 5. Sh.Rajesh Kumar, Sr.Accounts Officer -             | Member                                    |
| 6. Sh.Sanjeev Malhotra, Administrative Officer -      | Member Secretary                          |

**The Terms of reference**

1. All bulk purchase proposals should be scrutinized by the Internal Purchase Committee (IPC) for following the procedures as laid down in GFR. The Committee should verify the quality and specifications of the stores purchased after these are received in stores.
2. The IPC is empowered to confirm availability/requirement of any items of the stores from stock register and physical verification of stores on periodical basis.
3. Minimum 2 members along with Chairperson and Member Secretary is mandatory to hold the IPC as and when required.
4. During the meeting of Technical Evaluation Committee the Members mentioned at sl.no.2 & 3 along with Chairperson and Member Secretary is mandatory to hold the TEC as and when required. During the TEC meeting Sh.Ajay Negi, Consultant (IT) will assist the Technical Evaluation Committee.

This issues with the approval of Director, NCVBDC.

  
(Sanjeev Malhotra)  
Administrative Officer  
for Director, NCVBDC.  
☎:-011-23927108

Copy for information to:-

1. All concerned Officers, Chairman & Members of IPC / Assessment / Technical Evaluation Committee.
2. All Officers, Store Keeper, Admn.II Division, Vigilance Division, Care taker, NCVBDC, Delhi.
3. Consultant (IT) to upload the order in the website.
4. Director's Office.
5. Guard File.