



HOCKEY INDIA
PURCHASE AND TENDER
COMMITTEE RULES

Updated as at 14 October 2014

1. Purchase & Tender Committee Members

The Hockey India Purchase & Tender Committee for Hockey India and Hockey India League will comprise of minimum of 3 members.

2. Responsibilities of Purchase & Tender Committee

The Committee will be responsible for all the procurement of items by following proper procedures and systems for Hockey India and Hockey India League, they will be answerable and accountable to the Hockey India Finance & Audit Committee.

All members are required to will ensure that all the procedures / systems are strictly followed in terms of the limitations and that all necessary quotes and paperwork as approved and sanctioned as per Indian accounting practices and prevailing laws.

3. Approval Limits

The limit of Purchase / Tender / Expenses sign off approvals for Hockey India and Hockey India League.

- a. Levels for sign off / approval
 - i. Executive Director (HI/HIL), Joint Director (HI/HIL), Purchase & Administration Manager (HI/HIL), Accounts Officer (HI/HIL)/Finance Representative of Book Writing Firm (HI/HIL) – Upto Rs 1,00,000/-
 - ii. Member Executive Board Hockey India, Executive Director (HI/HIL), Joint Director (HI/HIL), Purchase & Administration Manager (HI/HIL) and Accounts Officer (HI/HIL)/Finance Representative of Book Writing Firm (HI/HIL) from Rs 1,00,001/- to Rs 2,00,000/-
 - iii. Secretary General Hockey India, Member Executive Board Hockey India, Executive Director (HI/HIL), Joint Director (HI/HIL), Purchase & Administration Manager (HI/HIL) and Accounts Officer (HI/HIL)/Finance Representative of Book Writing Firm (HI/HIL) from Rs 2,00,001/- to Rs 5,00,000/-
 - iv. Chairman Finance & Audit Committee, Secretary General Hockey India, Member Executive Board Hockey India, Executive Director (HI/HIL), Joint Director (HI/HIL), Purchase & Administration Manager (HI/HIL) and Accounts Officer (HI/HIL)/Finance Representative of Book Writing Firm (HI/HIL) from Rs 5,00,001/- and above

Incase a person of relevant designation is not available, then person of equivalent / similar / addition designation will be added as invitee.