



URBANA ASSOCIATION OF APARTMENT OWNERS

Management Office: 783, Anandapur, Madurdaha, P.S.: Anandapur,
P.O.- East Kolkata Township Project, Ward No. 108, Kolkata 700107
(Registered under West Bengal Apartment Ownership Act.1972)
Registration No. 005002023 Of 2023

Procurement & AMC's Committee

Convenor: **Tarun Kumar Basu**

Co-Convenors: **Shukla Das**

Members:

- Ritu Agarwal
- RS Bansal
- Sanjay Doogar
- Surajit Maity
- Prakash Saisdharan
- Abhishek Jalan

Responsibilities/Scope:

1. Maintaining repository & AMC tracking, Vendor Management, RFQ and preparation of CS, Getting recommendation from concerned teams and Finance; Ensuring timely Order
2. Repository of all Records, Documents, Drawings

