
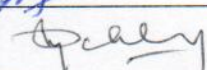
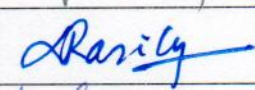
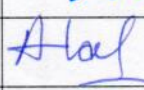

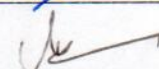

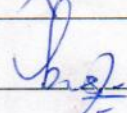
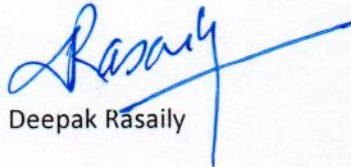


## Circular

Minutes of Purchase Committee meeting held on 11/2/2015 is here by attached for your acknowledgment.

S.No.	Name	Designation	Sign
1	Principal In charge	Chairman	
2	Tashi Rapden Wangchuk (AIC)	Member	
3	Shyam Chhinal (CIC, DCIE)	Member	
4	Deepak Rasaily (Project Coordinator)	Member Secty	
5	Arvind Lal (CIC, DCST)	Member	
6	Uday Kumar Rai (CIC, DENC)	Member	
7	Srishti Srehsta (CIC, DEE)	Member	
8	Kaziman Pradhan, Manager Finance	Member	
9	K.N.Chettri, Manager Administration	Member	
10	I.B.Subba, Storekeeper	Member	



Deepak Rasaily

NEQIP Coordinator

CCCT

## NEQIP-Purchase Committee meeting

### MINUTES

Meeting held on: 11<sup>th</sup> February 2015

Time: 2pm to 4.20pm

Venue : Confidential Room.

Members present:

S.No.	Name	Designation
1	Principal In charge	Chairman
2	Tashi Rapden Wangchuk (AIC)	Member
3	Shyam Chhinal (CIC, DCIE)	Member
4	Deepak Rasaily (Project Coordinator)	Member Secty
5	Arvind Lal (CIC, DCST)	Member
6	Uday Kumar Rai (CIC, DENC)	Member
7	Srishti Srehsta (CIC, DEE)	Member
8	Kaziman Pradhan, Manager Finance	Member
9	K.N.Chettri, Manager Administration	Member
10	I.B.Subba, Storekeeper	Member

**AGENDA 1:** UPS Battery Re-placement: Detail of Battery requirement provided by the CIC (DCST) was presented.

Following decisions were taken

- (1) All Battery will be purchased on Buy back offer. Existing battery shall be replaced.
- (2) Budget will be fixed between 5-6 Lac for entire replacement
- (3) Purchased shall be done on Tender Mode through advertisement on local paper.
- (4) Battery Brand will be selected as per requirement/priority/usage location.
- (5) While tendering following points shall be mentioned on the quotation (a) Date/year and brand of existing battery (b) Preferred brand of proposed battery (c) AMC/warranty offer.
- (6) Detail specification of battery (Both existing and New to be purchased) will be made/provided by CIC(DCST) and Ranjan Mishra which will be further verified by the Vice Principal before placing the Tender. Purchase shall be done before March 20<sup>th</sup> 2015.

  
PROJECT CO-ORDINATOR  
CCCT, AICTE-NEQIP

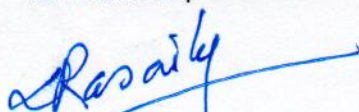
**AGENDA 2:** Computer Department Consumables: CIC (DCST) presented the computer hardware requirement. Details and Remarks as follows:

Sl. No.	System Brand	Hardware requirement with Spec	Existing Status	Remark	No of Components required	Purchased/ Installed Year	Remarks
1	IBM M Pro	DDR2 RAM {PC-2 4200(444)}-2GB	1GB RAM X27	Addational 1GB RAM x27;Requirement of OS	27	2007	only 15
2	Dell vestro 460	i3 Mother board compaitable LAN card	30-Onboard	New Lan Card required	30	2011	ok
3	All brand	SMPS 400W for i3 and below	NIL	PC Lying idle; Expensive to repair	15		Withheld
4	Dell vestro 460	USB Standerd Keyboard with 105 keys	10	Wear and tear; Expensive to repair	10	2011	ok
5	Dell vestro 460	USB optical Mouse with scroll button	10	Wear and tear; Expensive to repair	10	2011	ok
6	IBM Blade Server	DDR2 RAM {PC 333} -1GB	1GB RAM X 5	Addational 1GB X10; Requirement of OS; To make two blade with 4 gb, One with 3 Gb and two with 2 Gb(SLOT 4GB	10	2007	Ok call for 1,2,4 GB
7	Any brand Monitor	TFT Monitor 18"	5	Not Working; Expensive to repair	5	2007	Withheld
8	Any brand (preferable D-link)	7 ft Network Patch cord	Nil	All consumed ; For Clab and New PC	100	2007	Ok,Call for 1m,3m
9	Any brand (preferable D-link)	RJ-45 connector	NIL	For Lab and SA CLASS	100	2007	ok
10	Any brand (preferable D-link)	Crimping tool	Four	Three are defective ; For Lab and SA CLASS	2	2007	Ok,old to be handed over to store.
11	Any brand (preferable D-link)	Cable tester	Two	One is defective ; For Lab and SA CLASS	2	2007	ok

Budget kept for this purchase is 1lac.It was decided in meeting that CIC (DCST) may directly purchase above items from local market with appropriate bills/quotations with the prior approval from concern authority.

**AGENDA 3, 4, 5** are kept held and decided to be discussed in institutional development committee meeting

**AGENDA6:** Making of Security box for hosing the extra Cables of Projectors in Class rooms/laboratory: day Rai (CIC-DENC) will design the Box and design will be given to ADM for Further process for making the same within stipulated time.

  
 PROJECT COORDINATOR  
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**AGENDA7:** Storage System for Communication Lab: Proposal is accepted by all members but few observation were made by all the members like accessibility, more number of keys for each storage, etc. So Mr. Uday Rai and Mr. Shyam Chinnal will discuss with concern lab in charge and provide suitable design and give it to ADM for further Process of making storage on or before 20<sup>th</sup> February 2015.

**Agenda 8, 9** kept held for discussion in institutional development committee meeting.

**Agenda 10:** Proposal from Exam Cell for the procurement of A3-paper Printer is accepted but procurement will be done in next financial year.

**Agenda 11:** Inclusion of Safaikarmachari/Security under NEQIP: As Institute is charging 5% from Community Polytechnic so it was agreed by all members that 10% may be charged from O&M head of NEQIP for the safaikarmachari, Security and Fuel Expenditure.

**AGENDA 12:** Hostel Maintenance and Utensils up gradation: Hostel maintenance will be done under NEQIP and also all members ratified the expenditure made (Rs.32000) for the maintenance. Utensil and other expenditure will not be borne by NEQIP.

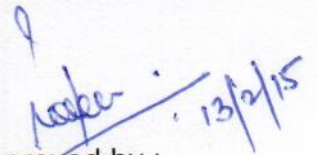
Following additional points were also discussed and decided:

1. New admission for the second shift of civil engineering will be done only after the consent of AICTE, Mentor and Auditor as AICTE has directed that only NBA accredited course will be given AICTE approval.
2. Procurement Process of the institute to be reviewed /revise with proper guidelines as per State/National. Rules/Terms and Condition to be worked out for the proper/timely delivery of items in the institute. ADM will give presentation on the existing Procedure on the next purchase meeting.
3. Warranty period of delivered items to kept under bank guarantee from the supplier of 15% of total value.
4. CCTV specification for the institute (all) to be prepared by Mr. Uday Rai who will be assisted by ADM.
5. Re-prographic room to be made immediately which shall be under the one of the office assistant.
6. Hereafter All meetings to be held after 4pm only. Vechile will be arranged for staff from Namchi.



Prepared by :  
Deepak Rasaily  
NEQIP- coordinator

PROJECT CO-ORDINATOR  
CCCT, AICTE-NEQIP



Approved by :  
Principal In-Charge  
CCCT