NEQIP-Purchase Committee meeting

Minutes of meeting

Meeting date	Time	Venue	Committee
14th may 2015	4pm-6pm	Confidential room	Purchase committee

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 Sectary
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: Printer for staff; With reference to proposal/request submitted by all staff on 18/3/15 demanding printer, proposal was put up in meeting. All course in charge mention that there is urgent need of printer for each department for meeting the job Session question paper print, Notices/circular prints etc.

*Descision;*It was decided to buy printer for each department on buy back scheme.Ms.Sristhi in coordination with Mr.Ranjan Mishra will explore the modalities, verify the existing printers, finding the buyback scheme offers, collecting specification of required printer ,approximate estimate and the same will be placed in next meeting for approval and purchase.

AGENDA2: Work centre 133 Xerox Machine; Repair of Existing Printer or Buy new printer on buy back scheme was proposal put up by Administrative Manager since there is urgent need as exam and admission is coming.

Decision; Depreciation Value will be provided by ADM, Finance and Store. Buy back Price will be negotiated with vendors. We shall put up tender in buy back scheme if we don't get the value. In the meant time Reprographic Xerox machine may be used.

PROJECT CO-ORDINATOR
CCCT. AICTE-NEQIP

AGENDA 3: Tablet PC for Staff; Proposal for Tablet Pc for Staff, Faculty and Mobile for MR staff was put up in meeting.

Decision;

.(1) For Faculty Tablet Pc will be Windows Based. Budget for the 40 Tablet pc allotted is Rs. 6 Lac where 10% deviation will be acceptable which includes cost of connectivity.

(2) Before purchase of Tablet Pc the connectivity of Tablet and existing installed Projector has to be sort out.Mr.Arvind Lal is assign to find out device for interfacing Tablet Pc with Projector in Wi-fi platform. Physical compatibility test to be verified and report to be made. Committee decided if the device meets the need of compatibility then we shall purchase such device and then go for purchase of tablet immediately.Commitee also suggested if existing projectors can be replaced on buy back scheme with other higher configuration projectors (having wifi,HDMI) then we also explore and go for that under appropriate rate.

(3) Committee decided to test/check/verify the Model such as Can10 and Micromax and assign Mr.Arvind Lal to make elaborate report recommending the bulk purchase.

(4) Administrative staff may come with appropriate proposal as Tablet Pc are meant for academic delivery so it may not be given to them however provision of Tablet Pcs may made to those administrative staff taking community college classes from the Community polytechnic project

Agenda 4 CCTV for Institute; Detail report presented by coordinator for the procurement of CCTV for the institute.

Decision; Approved as Proposed however few changes has to be done in the specification. We may go for tender after detailed specification is prepared and complete the installation within summer vacation.

Prepared by :
Deepak Rasaily
NEQIP- coordinator

PROJECT CO-ORDINATOR
CCCT. AICTE-NEQIP

Approved by:
Principal In-Charge
CCCT
In-Charge Principal
Centre For Computer and
Communication Technology (CCCT)
Chisopani, South Sikkim