



**CENTRE FOR COMPUTERS AND
COMMUNICATION TECHNOLOGY
CHISOPANI, SOUTH SIKKIM**

(Under Directorate of Technical Education, Government of Sikkim)
Approved by A.I.C.T.E. ISO 9001:2008 Certified



ESTABLISHMENT OF NEW LABORATORIES FOR EXISTING DIPLOMA

Month	Work done/Activity	Remarks
April	Details of equipment required for laboratory are collected from concern CICs for following labs a. Control Engg. Lab b. Project Lab	
May	Purchase Committee Meeting held on 23/5/2014 specifications of items/equipments to be purchased were discussed with concern departmental course in-charges.	
June	Specification of items/equipment sent for final scrutiny to concerned CICs	
July	Purchase committee meeting held:5/8/2014 list of equipments for 1. Control Eng. Lab 2. Project Lab prepared	
August	Advertisement on four local news paper from 17/8/2014 to 27/8/14 inviting tender from different supplier/vender/manufacture to get quote on our specified equipment/items	
September	Last date of receiving quotation was 1/9/2014. We received the quotation and tender opened on 12/9/2014 Administrative, Financial and Technical scrutiny done and supply order issued on 22/9/2014	
October	Follow up of supply order given to dealer/manufacture done from Administrative Section /Store/Project Coordinator	
November	Expected date of receiving equipment is 5 th November but some supplier has asked the extension for the supply of equipment.	
December	a. Expected to receive equipment / items by 1 st week of December b. Installation commissioning and coding of equipment/items is expected to complete by 20th Dec. c. Release of payment will be done before 30th December.	
January	Collection of requirements from the concerned department for the next phase of procurement.	
February	Purchase Committee meeting for the next phase of procurement.	
March	Closing of financial year.	

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