



**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



UPDATION OF LEARNING RESOURCES

Month	Work done/Activity	Remarks
April	Details of software & hardware (Libsys-7 and related Hardware) required for Library is collected from concern CICs and Librarian for institute	
May	Purchase Committee meeting held on 23/5/2014 specification of software & hardware (Libsys-7 and related Hardware) to be purchased were discussed with concerned departmental Course In charges.	
June	Specification of items/equipment sent for finale scrutiny to concerned CICs/Librarian	
July	Purchase Committee meeting held:5/8/2014 list of items/software and related hardware prepared for library	
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	(a) Bank Guarantee Scrutiny done for advance payment to Libsys. (b) Expected date of receiving equipment is 5 th November but few suppliers have asked for extension of the supply of equipment.	
December	a. Expected to receive equipment /items by 1 st week of December b. Installation commissioning and levelling of equipment/items is expected to complete by 20 th Dec. c. Release of payment will be done before 30 th December.	
January	Collection of requirement 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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