



**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



PROCUREMENT OF FURNITURE

Month	Work done/Activity	Remarks
April	Details of various furniture items required for class rooms, labs and office are collected from concerned CICs, office administrations	
May	Purchase Committee meeting held on 23/5/2014 specification of furniture to be purchased were discussed with concerned departmental Course In charges.	
June	Specification of furniture sent for final scrutiny to concern CICs	
July	Purchase Committee meeting held:5/8/2014 List of furniture required for class rooms, administrative department and laboratories identified and finale list prepared for procurement.	
August	a. Final meeting held on 10 th Aug 2014 for preparing list of item for the procurement. b. Advertisement on four local news paper from 17/8/2014 to 27/8/14 inviting tender from different supplier/vender/ manufacturer 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/manufacturer done from administrative section /store/project coordinator	
November	Expected date of receiving furniture 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. Assembly, Installation and levelling of furniture 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 concern 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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