

MINUTES OF THE PURCHASE COMMITTEE MEETING

DATE: 17th October 2022


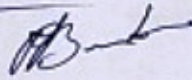
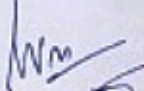
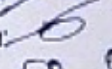
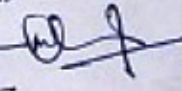


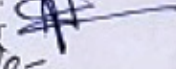
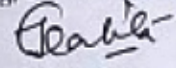

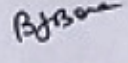
VENUE: Conference Hall, Assam Engineering Institute, Guwahati-3.

A Purchase committee meeting was held on 17th October 2022 at 4:00 p.m. under the chairmanship of Dr. Hitesh Tahbildar, Principal, Assam Engineering Institute, Guwahati with a view to discuss about various issues related to purchase as per the agenda stated below.

Agenda of the meeting:

1. Discussions on purchase of office items.
2. Discussion on purchase of Laboratory/workshop items/equipment.
3. Discussion on purchase of NBA cell furniture, course files items/reading materials.
4. Any other matters.

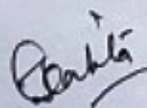
The members of the Committee present at the meeting:

1. Dr. Hitesh Tahbildar, Principal 
2. Mrs. Plabita Borbora, Member Secretary 
3. Sri Bhabananda Deka, Lecturer, ETC Engineering, Member 
4. Sri Bhabesh Goswami, Lecturer, Mechanical Engineering, Member 
5. Dr. Mitali Chakravorty, HOD i/c Electrical Engineering, Member 
6. Sri Bhaskar Sarma, Lecturer, Chemical Engineering, Member 
7. Dr. Tapan Kachari, Lecturer in Physics, Member 
8. Mr. Abdul Barek, Lecturer, Computer Engineering, Member 
9. Sri. Ganesh Kalita, W/S Supdt., AEI, Member 
10. Ms. G. Kaur, Head Assistant, AEI 
11. Sri Bhargav J. Bora, ASK, AEI 


After threadbare discussions on the agenda, following resolutions were taken in the meeting:

The committee members examined the requirements received from HODs, Workshop superintendent, Prof i/c, Head Assistant and decided the following.

1. The Principal stated that the purchase of items should be done through GEM as per Government guidelines. The GEM is to be implemented for procuring items as early as possible. All members agreed but since the GEM implementation will take some time, therefore it is decided to procure the items urgently required directly from market after surveying by the committee members. The certificate as per Govt. of India rule GFRs2017 is to be given in the bill by members of purchase committee.



2. The members entrusted to do necessary work for implementation of GEM. to Mr. A. Barek and Bhargav Jyoti Bora. They will do the necessary work for implementation of Gem for procuring items as available within one month.
3. The committee decided not to procure any items of previous tender no. AEI/QTN/2022/1227 dated 02-04-2022.
4. The committee members decided that fresh quotation is to be invited for items manually till GEM is ready.
5. The committee members decided to procure the batteries of Computer server of Computer Engineering department and A4 page for office, Files required for maintaining individual course file by faculties as per GFRs, 2017 rule.



Principal
Assam Engineering Institute
Guwahati


Memo no. AEI/AC/2022/

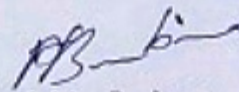
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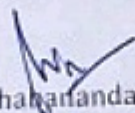
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
- i) All members of Purchase Committee, AEI
- ii) Accounts section, Assam Engineering Institute.



Dr. Hitesh Tahbildar
Chairman

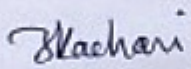

Dr. Mitin Chakravorty
Member

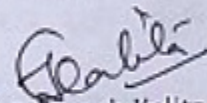

Mrs. Plabita Borbora
Member

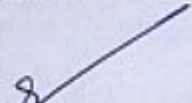

Sri Bhakanta Deka,
Member



Sri Bhadesh Goswami,
Member

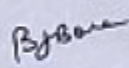

Mr. Bhaskar Sarmah
Member


Dr. Tapan Kachari,
Member


Sri. Ganesh Kalita
Workshop Supdt., AEI


G. Kaur
Head Assistant, AEI


Mr. Abdul Barek
Member


Bhargav J. Bora
ASK