

MINUTES OF THE PURCHASE COMMITTEE MEETING

DATE: 11/07/2024





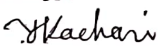




VENUE: PRINCIPAL CHAMBER, ASSAM ENGINEERING INSTITUTE, GUWAHATI-03

A Purchase committee meeting was held on 11/07/2024 at 11.30 a.m. under the chairmanship of Dr. Hitesh Tahbildar, Principal, Assam Engineering Institute, Guwahati with a view to discuss about various purchase related matter.

Agenda of the meeting:

1. Discussions about the purchasing mode of items as per requirement.

The Members of the present at the meeting:

1. Dr. Hitesh Tahbildar, Principal, AEI 
2. Dr. Mitali Chakravorty, HOD i/c, Electrical Engg. Deptt., AEI 
3. Mrs. Plabita Borbora, HOD, Computer Engg. Deptt., AEI 
4. Sri Bhabananda Deka, Lect. (S.G), ETC Engg., AEI 
5. Dr. Tapan Kachari, Lect. (SG), AEI 
6. Sri Bhabesh Goswami, Lect. (SG), Mech. Engg. Deptt., AEI 
7. Mr. Abdul Barek, Lect., Computer Engg. Deptt., AEI 
8. Sri Ganesh Kalita, Workshop Supdt., AEI 
9. Mrs Bibha Devi Changkakoti, Junior Assistant, AEI 

The Purchase committee members examined the GB minutes and the necessary steps to be taken for Purchase of different Laboratory items as well as Computers.

Due to insufficient fund it is decided to Purchase Assembled Computers with 3 years Warrantee for smooth running of classes. The Committee will try to procure to same for GEM Portal. In case it is not available in GEM Portal same may be procured through Notice of Tender.

Regarding Software license it is decided to Procure Paper License software through NIT as Paper License software are not available in GEM Portal.

Regarding to UPS it is decided to repair the UPS of Civil Engineering Department (10 KVA) and Mechanical Engineering Department (5KVA) through NIT including Battery as required.

The other items mentioned in the GB minutes will be tried to be procure in GEM portal and will be Purchased accordingly.

The purchase committee members observed that the Chairs & Beds Purchased through GEM Portal were not of good quality and it was supplied by parties of different state /district. Therefore it is decided to procure the Desk Bench, Bed, steel Alna and Plastic Chair locally through the NIT.

  
Principal

Assam Engineering Institute  
Guwahati-03