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Department of Statistics  
Assam University: : Silchar

Minutes of the Fifteenth meeting of Departmental Purchase Committee (Statistics) held on 25<sup>th</sup> August, 2021 at 12 noon in the Department of Statistics with reference to notification no AUS/STAT/DPC/15 dated 23.08.2021. The meeting was chaired by Dr. Rama Shanker, Head, Department of Statistics.

The following members were present

- |                                   |   |          |
|-----------------------------------|---|----------|
| 1. Dr. Rama Shanker               | - | Chairman |
| 2. Prof. Dibyojyoti Bhattacharjee | - | Member   |
| 3. Dr. Tanusree Deb Roy           | - | Member   |
| 4. Dr. Jonali Gogoi               | - | Member   |
| 5. Dr. Vivek Verma                | - | Member   |
| 6. Sri. Abdul Jalil               | - | Member   |
| 7. Sri. Subrata Sinha             | - | Member   |

Agenda items are:

Purchase of (a) Printers (b) Antivirus (c) Laser Printer Cartridge (d) Floor Mat and fixing of floor mat (e) Curtains & Stationery (f) Any other item

**Resolution :** Considering the resolution of DAC held on 5<sup>th</sup> August 2021, the Purchase Committee appraised the requirement of the department for procurement of the items as per the details below.

Sl No	Description of items	Quantity	Per unit Price (Approx)	Estimated Cost
1.	Laser Printer	2 Nos	15000/-	30,000
2.	Curtains	4 Door 22 Window	700/- 600/-	16,000
3.	Floor Matting including fixing cost	-	-	25,700
4.	Antivirus Software	20	800/-	16,000
5.	Cartridge for laser printers (prodot)	1	1800/-	1,800
6.	Stationeries	Details available in Annexure A		9,500
<b>TOTAL</b>				<b>99,000/-</b>

The committee recommended to proceed for procurement of the above listed items as per Government -e-market Portal (GEM). If any item is/are not available in GeM and subject to

certification of non-availability by P.O Gem, such item(s) may be procured as provision of GFR-2017 as applicable.

It was also decided that the items may be procured from the annual course fee with available fund.

Meeting ended with thanks from and to the chair

*Bhattacharjee*

(Dibyoyoti Bhattacharjee)

*R Shanker*

( Rama Shanker)

*Tanusree Deb Roy*

(Tanusree Deb Roy)

*Gogoi*

(Jonali Gogoi)

*Vivek Verma*

(Vivek Verma)

*Abdul Jalil*  
25/8/24

(Abdul Jalil)

*Subrata Sinha*

(Subrata Sinha)

ANNEXURE -A

Name of Item	Rate	Accounting Unit	Quantity Ordered	Amount
AAA Battery	13	Per Nos	24	312
AA Battery	15	Per Nos	24	360
Notepad	40	Per Nos	20	800
Wrapping Paper	500	Per Pkts	1	500
Binding Clip (Small)	45	Per Pkts	2	90
Binding Clip (Medium)	70	Per Pkts	2	140
Binding Clip (Large)	90	Per Pkts	2	180
Gum Tube (Kohinoor)	15	Per Tube	10	150
Gluestick	40	Per Sticks	10	400
White Board Marker Pen	30	Per Nos	30	900
Pen one time use	5	Per Nos	24	120
Paper (A4) Image ( JK 75 GSM)	250	Per Reem	20	5000
Bond Paper (80 GSM)	250	Per Pkts	1	250
Photo Paper (Kodak)	145	Per Pkts	2	290
<b>TOTAL</b>				<b>9500 (approx)</b>