



INDIAN INSTITUTE OF TECHNOLOGY GUWAHATI

NOTE SHEET

FIRST PAGE

Dept./ Section/Centre:
EO cum SRC & PIO
IIT Guwahati

File No. IITG/EO/Pur/16/23-B

Date: 23.02.2022

Sub: Minutes of the EO-cum-SRC and Laptop purchase committee meeting held on 23rd February, 2022 –reg.

Inviting reference to the subject cited above, the minutes of the meeting held on 23rd February, 2022, regarding purchase of Laptop for the 2020 batch, has been prepared and attached herewith.

In this regard, the attached minutes may be forwarded for approval of the competent authority.

[Signature]
25/02/22

HoS(EO-cum-SRC)

[Signature], 28/02/2022
Chairman(EO-cum-SRC) — forwarded to Registrar.
Noted

[Signature]
28/02/22
Registrar

[Signature]
Pl. discuss. Urgent
[Signature]
28/2/22
Director
IIT Guwahati

[Signature]
As discussed
"The committee recommendation
of reimbursement against
valid GST invoices & proof
of payment" may be allowed.
[Signature]
28/2/22

Approved as per
Flag A on page
[Signature]
2/3/22
Director
IIT Guwahati

Indian Institute of Technology Guwahati

Equal Opportunity Cum Special Reservation Cell

Minutes of the Equal Opportunity Cell Committee & Laptop Purchase Committee meeting held on 23.02.2022

A meeting of EO cum SRC committee & Laptop Purchase Committee was held in the Conference Room of Dy. Director's Office at 11.15 AM on 23.02.2022.

Following members attended the meeting:

- | | |
|--|--------------|
| 1. Prof. S. K. Majumder, Dept. of Chemical Engg. | Chairman |
| 2. Mr. Dilip Boro, Joint Registrar | Member |
| 3. Mr. T. Haokip, Joint Registrar | Member |
| 4. Mr. Jiten Sarmah, Sr. AO | Member |
| 5. Mr. Gunamani Das, Deputy Registrar | Member-Secy. |

Ms. Manoshee Neog, Sr. Hindi Officer, was on leave and couldn't attend the meeting.

Laptop Purchase Committee:

1. Mr. Sanjoy Das, (TO Gr. I)
2. Mr. A. Wanshai Shynret, AR (Acad)
3. Mr. Gunamani Das, DR, (HoS EOC)

Mr. Dibyajyoti Goswami, JR, F&A, couldn't attend the meeting due to his prior commitments. Mr. Manash Jyoti Pathak, Sr. Suptt. was on leave.

Following points are placed before the committee by HoS(EOC) w.r.t the purchasing procedure followed till yet for providing laptops for 2020 batch:

- As per the recommendation of Laptop purchase committee, indent was raised on 15.02.2021 for purchase of laptop for the fresh batch of BTech/BDes/MA./MSc students belonging to category SC/ST/PwD of 2020 Batch.

- Notice Inviting Quotation was uploaded by S&P section on 8th March, 21.
- On response to the NIQ, 2 bidders i.e. M/S BMG Informatics & M/S Converge System & Services Pvt. Ltd were interested to supply the laptop.
- M/S BMG Informatics was found to be the lowest Bidder and accordingly requested to supply the laptop to EO cum SRC by the purchase committee. In response to that request, M/S BMG Informatics has informed S&P Section on 3rd Sept, 2020, that they are not able to deliver the laptop as global semiconductor shortage is severely disrupting the supply chain and the validity of the tender has already been expired.
- To resolve this issue, a meeting was convened on 15th Sept. 2021 where the committee recommended to convey M/S Converge Systems & Services if they can supply the required nos. of laptop as per NIQ Terms & Conditions, if they don't accomply to our request, the next step for us to execute is - " students may asked to purchase the laptop on their own and reimbursement will be done to them upto ₹36,000/- as per SCSP & TSP scheme guidelines on producing bills/invoice of the purchase.
- On the basis of this recommendation, M/S Converge systems was approached and they replied in negative, stating that for massive hike in price of all IT & Electronics equipment's they are not able to accept the order at the Price(maximum): ₹40,000/-. After that, a request to allow the students to purchase laptop on their own was raised by the undersigned office. On this matter and also of the advisory remarks of the Dean RGF, Director has instructed to go for retendering the same using CPPP.
- On the basis of this recommendation, S&P section has invited Re-Tender on 03.12.2021 and in response to that invitation, only M/S Techaxle had submitted quotation. After receiving the quotation documents, the same was scrutinized by our Technical Expert Mr. Sanjoy Das and on 25th Jan, 2021 has informed HoS (EOC) that the Seal & Signature of the authorized official of the firm is not present in the documents provided by M/S Techaxle and many important documents are not provided.

The subject matter taken up for discussion and its resolution are-

Item No. 1: Action to be taken for the purchase of Laptop of 2020 Batch-

The committee members meticulously discussed above points and came up with the recommendation as follows:

Recommendations:

1. As M/S Techaxle doesn't comply with the Terms & Conditions of the NIQ for supply and installation of laptops, hereby HoS S&P may be requested for cancellation of the quotation.
2. Keeping in mind the present scenario of the procurement process the committee lamented on the process and solely felt that the students are being deprived of the benefits they are to be availed by.
3. In relation to this, the committee recommended that "Students may be advised to purchase laptop of their own and admissible amount of reimbursement would be done on the production of GST invoices & proof of payment" and which to be certified by the Head of the Department of the student concerned.
4. Process of reimbursement must be at par the guidelines of MHRD. In which it is mentioned that the ratio for reimbursement is 9:1 (i.e 90% of the price to be borne by the Institute with a maxm. cap of ₹36000/- & 10% to be borne by the students) out of ₹40,000/-. However, students may be allowed to buy laptops as per their choice but Institute would reimburse to a maximum amount of ₹36000/- only.
5. Reimbursement is permissible only on the purchase done during their course of study.

Flag 'A'

Item No. 2: Action to be taken for the purchase of Laptop of 2021 Batch-

In the Guidelines of MHRD (for implementation of SCSP & TSP) the maximum cap to purchase a laptop is suggested to ₹ 40,000/-.

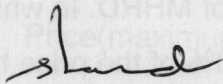
On this matter, the committee discussed thoroughly and felt that the cap as set by MHRD doesn't meet/comply with the present systems/specifications that are compatible now-a-days.

And also they opined that the e-tendering process takes time and laptops get delayed to be provided to the concerned.

Recommendation:

The procedure to be followed for the 2020 Batch as mentioned above, the same may be followed for the 2021 batch. The committee also recommended to follow same procedure for future batches until any communication/recommendation received from the Ministry of Education regarding any changes in the limit set for laptop purchase (i.e ₹40,000/-).

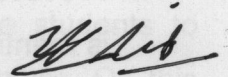
The meeting ended with a vote of thanks to the members by the chair.



(Prof. S. K. Majumder)



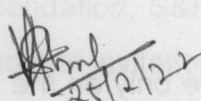
(Mr. Dilip Boro)



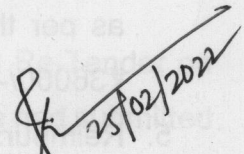
(Mr. T. Haokip)



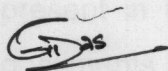
(Mr. Sanjoy Das)



(Mr. A. Wahshai Shynret)



(Mr. Jiten Sarmah)



(Mr. Gunamani Das)