

Resolution for Submission of Complete Indent from(s) and Technical Evaluation Sheet by Indenter for Departmental Purchase Committee (DPC) Recommendation – Procurement of Goods and/or Services

Members Presents:

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| 1. Dr. Aparna Dey Ghosh, Professor, Dept. of Civil Engineering, Dean PD | Chairperson |
| 2. CA. Biswajit Bhattacharyya, Registrar, HoD | Member |
| 3. Prof. Ujjal Debnath, Dept. of Mathematics | Member |
| 4. Dr. H. P. Sharma, Officer-in-charge (S&P) | Member |
| 5. Shri Alok Kumar Maity, Joint Registrar (finance) | Member |
| 6. Shri Suraj Kumar Gupta, Assistant Registrar (S&P) | Convener |

Agenda: Submission of Complete Indent from(s) and Technical Evaluation Sheet by Indenter.

Resolution:

It is hereby resolved that in accordance with the applicable procurement procedures for all procurement cases involving the purchase of Goods and/or Services, the Indenter shall mandatorily prepare and submit complete Indent Form in all respect for all proposed purchases of Goods and/or Services to the Departmental Purchase Committee (DPC) for its review and recommendation. However, the concerned Indenter shall prepare and submit the Technical Evaluation Sheet after opening of the technical bid to the Departmental Purchase Committee.


The following points are noted for Indent Form:

1. That the procurement of all goods and/or services – whether routine, planned, or emergent – shall be initiated only after submission for the duly filled Indent Form to the DPC for conservation and recommendation.
2. That the Indent Forms shall include:
 - a. Detailed and generic specifications/ requirements of the goods/services required
 - b. Justification and purpose of the procurement
 - c. Estimated cost and quantity
 - d. Budgetary provision of financial sanction details
3. That the complete Indent Forms along with all necessary supporting documents to the DPC for timely recommendation.


However, the following points are noted for Technical Evaluation:


1. That the Technical Evaluation Sheet shall include a comparative analysis of all received quotations, based strictly on the technical specifications and requirements outlined in the approved Indent Form.
2. That the Technical Evaluation Sheet must:
 - a. Clearly state whether each bidder/offer meets the technical criteria of not
 - b. Be impartial, Transparent, and based solely on the predefined specifications
 - c. Be signed and certified by the Indenter
3. That submission if the Technical Evaluation Sheet is a pre-requisite for DPC deliberation, and no purchase shall be made without its inclusion.

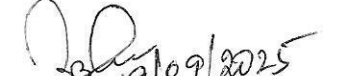
The meeting ended with the thanks to the chair.



Prof. Aparna Dey Ghosh
 Dean PD- Chairperson


CA. Biswajit Bhattacharyya
 Registrar HoD - Member


Prof. Ujjal Debnath
 Professor (Math.)- Member


Alok Kumar Maity
 Jt. Registrar (Finance)- Member


Dr. H. P. Sharma
 Officer-in-charge(S&P)-Member


Suraj Kumar Gupta
 Assistant Registrar (S&P)- Convener