



# RAIDIGHI COLLEGE

(A NAAC ACCREDITED COLLEGE)

P.O.+P.S.- RAIDIGHI, SOUTH 24 PARAGANAS, PIN- 743383

Phone No. +91 9735310008

Website – [www.raidighicollege.org](http://www.raidighicollege.org)

Email – [raidighicollege95@gmail.com](mailto:raidighicollege95@gmail.com)

**Purchase Committee Meeting** will be held on *11<sup>th</sup> September, 2018 at 2 P.M.* in **Library Room**. The members of the concerned committee are requested to be present there to discuss the following agenda:

## **Agenda:**

1. Purchase of Lab-equipments and necessary books to smoothly conduct of University of Calcutta CBCS Syllabus.

## **Members Present:**

1. *Dr Sasabindu Jana, Principal*
2. *Prof Uttam RoyMandal, Convenor*
3. *Prof Sanat Kumar Purkait*
4. *Dr Jahan Ali Purkait*
5. *Dr Amitava Moitra*
6. *Dr Madhumita Majumdar*
7. *Sri Barun Kanti Halder*
8. *Sri Utpal Dutta*
9. *Sri Zakir Hossain Khan*

## **Resolutions Adopted:**

It is resolved after a long discussion that the necessary books and laboratory equipments should be purchased as early as possible in order to smoothly conduct the CBCS curricula recently implemented by the University. It is decided that the necessary items including books and laboratory equipments will be again purchased in January, 2019 for Semester II.



  
Dr. Sasabindu Jana  
Principal  
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**Purchase Committee Meeting** will be held on *3<sup>rd</sup> October, 2018 at 2 P.M.* in **Library Room**. The members of the concerned committee are requested to be present there to discuss the following agenda:

### **Agenda:**

1. Repair and Renovation of electrical works, plumbing works, development of Computer Lab and associated furniture, including chairs, tables/ benches for new classrooms.

### **Members Present:**

1. *Dr Sasabindu Jana, Principal*
2. *Prof Uttam RoyMandal, Convenor*
3. *Prof Sanat Kumar Purkait*
4. *Dr Jahan Ali Purkait*
5. *Dr Amitava Moitra*
6. *Dr Madhumita Majumdar*
7. *Sri Barun Kanti Halder*
8. *Sri Utpal Dutta*
9. *Sri Zakir Hossain Khan*

### **Resolutions Adopted:**


1. We have to address the infrastructural requirements of newly introduced CBCS system from the session 2018-19 immediately. Classes are regular but there are lots of complications about the availability of classrooms with adequate benches/ chairs / tables etc. Purchase Committee requests Principal Sir for an assessment report from both the buildings and the committee will surely deliver to continue the programs with at least threshold support system.

2. Post monsoonal session is always challenging for our electrical system and associated support accessories. Purchase Committee approved all the recommendations of College Maintenance Sub-committee for repairing and new installation of electrical arrangements and some plumbing works particularly in Girls toilets as per departmental / Sectional requirements. The College fund will support all emergency electrical and plumbing works as per regular practice.

3. Principal sir explains the present situation and on-going process related with new building construction considering the reality of classroom arrangements.

4. A Central Computational Laboratory is very necessary for our College academic and administrative activities. Dr Amitava Moitra elaborates the requirements and planning associated with the venture. After reviewing the scenario the sub committee requests Principal sir to find expert vendor for the furniture arrangements and electrical works necessary for the purpose.



  
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**Purchase Committee Meeting** will be held on *25<sup>th</sup> February, 2019 at 2 P.M.* in **Library Room**. The members of the concerned committee are requested to be present there to discuss the following agenda:

## Agenda:

1. Synopsis of the previous purchase, purchase of a photocopier machine, electrical works for the building, development of the Computational Lab, purchasing computers.

## Members Present:

1. Dr. Sasabindu Jana, Principal
2. Prof. Uttam Roy Mandal, Convenor
3. Prof. Sanat Kumar Purkait
4. Dr. Amitava Moitra
5. Sri Barun Kanti Halder
6. Sri Utpal Dutta
7. Sri Zakir Hossain Khan

## Resolutions Adopted:

Prof Sanat kumar Purkait detailed his observations on previous purchase : particularly the opening of sealed quotation by conducting a meeting and circulating the comparison statement to maximum members. Photocopier machine should be purchased by open tendering, for which detailed specifications are already made, but may be modified / edited. Check out the Cannon dealers. Photocopier would be purchased from college fund.

Computers ( around 11) would be purchased from the WEBEL but the quotations has to be asked again. The funding comes from M.P. lad funding.

A resourceful plumber is needed. 3 plumbers will be visiting the site and compared the price. If we need to do the fresh work, then we need to spend accordingly. Similarly, the electrical works has to be done afresh and spending has to be done accordingly.

Faculties are requested to submit three separate requirements: 1) Laboratory equipments for Sem II 2) Infrastructural requirements and 3) Books for Sem II. For Lab equipments kindly provide the specifications and make. Also, for books kindly follow (Librarian) Barun babu's format.



  
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**Purchase Committee Meeting** will be held on *3<sup>rd</sup> April, 2019 at 2 P.M.* in **Library Room**. The members of the concerned committee are requested to be present there to discuss the following agenda:

## **Agenda:**

1. Purchase of Photocopier

## **Members Present:**

1. *Dr Sasabindu Jana, Principal*
2. *Prof Uttam RoyMandal, Convenor*
3. *Prof Sanat Kumar Purkait*
4. *Dr Amitava Moitra*
5. *Sri Barun Kanti Halder*
6. *Sri Utpal Dutta*

## **Resolutions Adopted:**

It is resolved that a new model Photocopier will be purchased for official purposes of the college as early as possible. The Committee will immediately explore the brochures of different vendors / companies for justification and report their comparative report to Principal sir for final processing.



  
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Purchase sub committee meeting will be held on 9<sup>th</sup> June, 2021 at 8 P.M. in Google Meet platform (Link: <https://meet.google.com/pkp-hemd-znr>). The members of the concerned committee are requested to be present in online platform to consider the following agenda:

## Agenda:

1. Solar Panel
2. Purchasing the Books
3. Miscellaneous


## Members Present:

1. Dr. Sasabindu Jana, Principal
2. Dr. Amitava Moitra, Convenor
3. Prof. Sanat Kumar Purkait
4. Dr. Jahan Ali Purkait
5. Dr. Madhumita Majumdar
6. Sri Utpal Dutta
7. Sri Barun Kanti Halder
8. Sri Zakir Hossain Khan

## Resolutions Adopted:

Dr. Amitava Moitra will coordinate necessary arrangements for Solar Panel as per the expertise opinion in this regard and inform the house in proper time. Principal sir has approved 6-7K each book grant for four departments ( namely Botany, Chemistry, Physics and Education).



  
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Purchase sub committee meeting will be held on 2<sup>nd</sup> August, 2021 at 7 P.M. in Google Meet platform (Link: <https://meet.google.com/ots-tfgg-cfe>). The members of the concerned committee are requested to be present in online platform to consider the following agenda:

## Agenda:

1. Confirmation of Purchasing Books
2. Discuss about Solar Panel
3. Miscellaneous

## Members Present:

1. Dr. Sasabindu Jana, Principal
2. Dr. Amitava Moitra, Convenor
3. Prof. Sanat Kumar Purkait
4. Dr. Jahan Ali Purkait
5. Dr. Madhumita Majumdar
6. Sri Utpal Dutta
7. Sri Barun Kanti Halder
8. Sri Zakir Hossain Khan

## Resolutions Adopted:

It is resolved that everything related with Solar Panel will decide after 7th August inspection. Prof Sanat Kumar Purkait will coordinate with others in this regard. The College authority will arrange store room cleaning and purchasing necessary items as per the administrative understanding of the COVID pandemic restrictions. Principal sir will intimate others in this regard.



  
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Purchase sub committee meeting will be held on *11<sup>th</sup> August, 2021 at 4 P.M.* in Google Meet platform (Link: <https://meet.google.com/mip-nvos-xsh>). The members of the concerned committee are requested to be present in online platform to consider the following agenda:

## Agenda:

1. Electric Cable wire Fixing/ Repairing


## Members Present:

1. *Dr. Sasabindu Jana, Principal*
2. *Dr. Amitava Moitra, Convenor*
3. *Prof. Sanat Kumar Purkait*
4. *Dr. Jahan Ali Purkait*
5. *Dr. Madhumita Majumdar*
6. *Sri Barun Kanti Halder*
7. *Sri Zakir Hossain Khan*

## Resolutions Adopted:

The Committee has decided that the work is very urgent and all of the members have positive mind set to complete work fruitfully. In that case, we are waiting Dr. Amitava Moitra's contact response with Soumen Sir, an engineer who visited the College on 7th August, 2021.



  
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**Purchase sub committee** meeting will be held on *1<sup>st</sup> November, 2021 at 5.30 P.M.* in Google Meet platform (**Link:** <https://meet.google.com/vqd-asxu-ndw>). The members of the concerned committee are requested to be present in online platform to consider the following agenda:

## **Agenda:**

1. Repairing of Green Generator
2. Cleaning of College campus and electrification as whole
3. Solar Panel
4. Proper Maintenance of water filter
5. Miscellaneous

## **Members Present:**

1. *Dr Sasabindu Jana, Principal*
2. *Prof Debashis Biswas, Convenor*
3. *Sri Utpal Dutta*
4. *Prof Sanat Kumar Purkait*
5. *Dr Jahan Ali Purkait*
6. *Sri Barun Kanti Halder*

## **Resolutions Adopted:**

1. Electric Generator Repairing is on hold because of copy of the tender. Drinking water filter units are to be activated properly.
2. Sri Utpal Dutta will coordinate with electrician as early as possible to address the present issue.
3. Solar Panel is under discussion. It will be stated later.



  
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An emergency meeting of **Purchase Committee** will be held on *16<sup>th</sup> November, 2021 at 12:30 P.M.* in **Principal's Chamber**. The members of the concerned committee are requested to be present there to discuss the following agenda-

## Agenda:

1. Wi-Fi installation

## Members Present:

*Dr Sasabindu Jana, Principal*

*Dr Amitava Moitra, Convenor*

*Dr Jahan Ali Purkait*

*Dr Madhumita Majumdar*

*Sri Zakir Hossain Khan*

## Resolutions Adopted:

It is decided that after proper planning and visit , a team under the guidance of Dr. Amitava Moitra, Prof Sanat Kumar Purkait and Mr Poritosh Bar will produce a report and on that basis the work will be done as early as possible.



  
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**Purchase Committee Meeting** will be held on *22<sup>nd</sup> November, 2021 at 1.30 P.M.* in **Principal's Chamber**. The members of the concerned committee are requested to be present there to discuss the following agenda:

**Agenda:**

1. Synopsis of the previous purchase
2. Green Generator Repairing
3. UPS for Computers
4. Allotment for departmental expenditure

**Members Present:**

*Dr Sasabindu Jana, Principal*  
*Dr Amitava Moitra, Convenor*  
*Dr Jahan Ali Purkait*  
*Sri Barun Kanti Halder*  
*Sri Manturam Purkait ( invitee)*

**Resolutions Adopted:**

After completion of quotations given by following vendors ( add GST) ---

- A. Pioneer Services (Rs 59387 including GST)
- B. Power Consultancy (Rs 67496 including GST)
- C. Raikissan Radha kishes Meter & Co (Rs 84631 including GST)
- D. Amaze Power ( 97k+ 18% GST)

Finally Pioneer Service is decided to provide then work order.



  
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As per instructions by Principal Sir there will be a meeting jointly organised by **Campus Maintenance and Development Committee and Purchase Committee** on *7<sup>th</sup> December, 2021, Tuesday from 12:30 P.M. onwards* in **Principal's Chamber**. All the members of the both the committees are kindly requested to attend the meeting.

## Agenda:

1. Review of Campus maintenance and new installation proposals
2. Development of Laboratory equipments and new procurements as per requirements
3. Repairing and maintenance of classroom infrastructure like black boards, chairs etc.
4. Miscellaneous

## Members Present:

*Dr Sasabindu Jana, Principal*  
*Prof Sudhin Sinha*  
*Dr Debasree Saha*  
*Dr Madhumita Majumdar*  
*Prof Dibyendu Saha*  
*Dr Jahan Ali Purkait*  
*Prof Debashis Biswas*

## Resolutions Adopted:

1. Works to be done by in collaboration with M.C and P.C.
2. Lab equipments and reagents are to be ordered to the vendors for earliest supply. Departments are to negotiate with Principal sir for financial support. Department will have the liberty to purchase below Rs 5000.
3. Black Boards maintenance to be done at the earliest..accepted the proposals of Dr Madhumita Majumdar
4. Chairs and tables- Prof Sudhin Sinha will take the initiatives (of maintenance and new arrangements)
5. Carpenters are to be contacted by Dr Jahan Ali Purkait and Prof Dibyendu Saha. Vigilance Committee (for conduction)- Dr Manab Kanti Baidya, Dr Jahan Ali Purkait and Prof Dibyendu Saha.



  
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**Purchase Committee Meeting** will be held on *12<sup>th</sup> February, 2022, 12 noon.* in **Principal's Chamber.**  
The members of the concerned committee are requested to the present there to discuss the following agenda:

## **Agenda:**

1. New installation of academic and administrative accessories and utilities
2. Review of Computer & support system requirements and associated maintenance
3. Arrangements and planning associated with CCTV installation
4. Renovation of Principal's Chamber and associated office area
5. Miscellaneous

## **Members Present:**

1. *Dr Sasabindu Jana, Principal*
2. *Prof Debashis Biswas, Convenor*
3. *Dr Amitava Moitra*
4. *Dr Jahan Ali Purkait*
5. *Dr Madhumita Majumdar*
6. *Sri Zakir Hossain Khan*

## **Resolutions Adopted:**

1. In order to maintain the academic environment of the College, several stationary equipments/items to be purchased. There is a dilemma whether it should be through Purchase Committee or through Maintenance Sub-committee!
2. Several desktops of the College are malfunctioning, due to idle situation in COVID-19 and the cyclonic storm Yaas. These desktops are to be repaired one by one.
3. We need to buy several UPS and and replace many of their batteries.
4. The Committee recommends to buy a few CCTV cameras for total monitoring of the premises.
5. We need to renovate the Principal's chamber. And the Principal has been agreed upon to find a suitable vendor for the purpose.



  
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**Purchase Committee Meeting** will be held on *22<sup>nd</sup> July, 2022 at 1.00 P.M.* in **Principal's Chamber**. The members of the concerned committee are requested to be present there to discuss the following agenda:

## Agenda:

1. Review of stationary requirements and distribution mechanism as per availability after purchase
2. Laboratory equipments and materials requirements from Science departments
3. Electrical works in College buildings and necessary arrangements
4. College and Hostel Carpentering works.


## Members Present:

1. *Dr Sasabindu Jana, Principal*
2. *Prof Debashis Biswas, Convenor*
3. *Dr Amitava Moitra*
4. *Dr Jahan Ali Purkait*
5. *Dr Madhumita Majumdar*
6. *Sri Zakir Hossain Khan*

## Resolutions Adopted:

1. Several stationary items to be bought and one person each from Maintenance Committee and Purchase Sub Committee should be present while purchasing, preferably Prof Bidyut Saha and Dr Amitava Moitra. The items including files, folders, black and white boards, markers, registers, chalk etc.
2. Every Science departments need lab- equipments. These lab equipments are to be purchased as early as possible. Principal Sir suggested he would provide a monetary allocation for individual departments vis. Physics, Chemistry, Microbiology, Botany, Food & Nutrition. It has been also resolved that individual department would have to take the initiative to compare the received quotations.
3. Two buildings of the College partially need a fresh electrification. Particularly the old building needs a whole electrification afresh using bass-bar. The new building needs maintenance of electrification. The estimated cost could be nearly ~10 lakhs. The Principal has been agreed to find a suitable vendor for the labor work/ technical work.
4. College and hostel need a huge carpeting work. The job is very tedious and can not be done by a single person, hence a team has been formed by the instructions of Principal sir. The team members are Dr Jahan Ali Purkait, Dr Manab Kanti Baidya & Prof Dibyendu Saha. The team will perform the whole work and they will consult others as and when required.



  
Dr. Sasabindu Jana  
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**Purchase Committee Meeting** will be held on *4<sup>th</sup> November, 2022 at 1.00 P.M.* in **Principal's Chamber**. The members of the concerned committee are requested to the present there to discuss the following agenda:

### Agenda:

1. A server computer with high configuration for Mr Poritosh Bar has to be purchased. An online UPS might be repaired. But the UPS maintenance should be done by the College Maintenance Sub-committee.
2. A V-cloud system (N-Computing module) has to be purchased for the Computer Laboratory with the provision of ~22 users.
3. A few (~ 12) desktops are to be purchased for the following purposes: Library, Language Laboratory and few more departments.
4. At least five(05) overhead projectors has to be purchased for History, Political Science, Education and NB -2 & 4 & OB -8.
5. The Principal's chamber renovation work quotation has to be asked. The Principal is being asked for getting this job at his earliest convenience form the Governing Body, especially from the G.B. President Sir.

### Members Present:

1. *Dr Sasabindu Jana, Principal*
2. *Prof Debashis Biswas, Convenor*
3. *Dr Amitava Moitra*
4. *Dr Jahan Ali Purkait*
5. *Dr Madhumita Majumdar*
6. *Sri Zakir Hossain Khan*

### Resolutions Adopted:

1. A server computer with high configuration for Mr Poritosh Bar has to be purchased. An online UPS might be repaired. But the UPS maintenance should be done by the College Maintenance Sub-committee.
2. A V-cloud system (N-Computing module) has to be purchased for the Computer Laboratory with the provision of ~22 users.
3. A few (~ 12) desktops are to be purchased for the following purposes: Library, Language Laboratory and few more departments.
4. At least five(05) overhead projectors has to be purchased for History, Political Science, Education and NB -2 & 4 & OB -8.
5. The Principal's chamber renovation work quotation has to be asked. The Principal is being asked for getting this job at his earliest convenience form the Governing Body, especially from the G.B. President sir.



  
Dr. Sasabindu Jana  
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**Purchase Committee Meeting** will be held on *16<sup>th</sup> January, 2023 at 1.00 P.M.* in **Principal's Chamber**.  
The members of the concerned committee are requested to be present there to discuss the following agenda:

## Agenda

1. Selection of vendors for laboratory materials of Science departments
2. Review of Computer requirements and associated support system

## Members Present:

1. *Dr Sasabindu Jana, Principal*
2. *Prof Debashis Biswas, Convenor*
3. *Dr Amitava Moitra*
4. *Dr Jahan Ali Purkait*
5. *Dr Madhumita Majumdar*
6. *Sri Zakir Hossain Khan*

## Resolutions Adopted:

1. After careful scrutiny from Science departments the following vendors obtained the work orders from respective departments..

Chemistry: Ghosh Scientific

Microbiology: S.G. Enterprise

Physics : Digit All

Botany : Unichem

Food & Nutrition: Ghosh Scientific

2. Several desktops need OS installation and SSD mounting. These work has to be done immediately for History, Mathematics, Physics and Geography.

3. After careful scrutiny of the quotations of desktops, server computers, and V-cloud system the committee found M/S Globe Computers vendor is suitable to place the orders. For desktops ( standalone system) and server computers globe quoted the minimum (L1), and for the V-cloud system the committee found the Dream vendor as an experienced one to provide such a robust system for computer laboratory for around 20 users.

4. A Language Lab software has to be purchased for Integral Extensive English Language hearing materials along with audio/ video recorder.



  
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**Purchase Committee Meeting** will be held on *16<sup>th</sup> June, 2023 at 1.00 P.M.* in **Principal's Chamber**. The members of the concerned committee are requested to be present there to discuss the following agenda:

## Agenda:

1. Basketball Court Construction
2. Staff Room Renovation
3. Projectors and other ICT support system requirements from departments
4. CCTV and Air Conditioner installation and review of present requirements
5. Miscellaneous

## Members Present:

1. *Dr Sasabindu Jana, Principal*
2. *Prof Debashis Biswas, Convenor*
3. *Dr Amitava Moitra*
4. *Dr Jahan Ali Purkait*
5. *Dr Madhumita Majumdar*
6. *Sri Zakir Hossain Khan*


## Members Present:

1. *Dr Sasabindu Jana, Principal*
2. *Prof Debashis Biswas, Convenor*
3. *Dr Amitava Moitra*
4. *Dr Jahan Ali Purkait*
5. *Dr Madhumita Majumdar*
6. *Sri Zakir Hossain Khan*

## Resolutions Adopted:

1. 10 (ten) Air Conditioners will be purchased and installed.
2. The first bidder of Basketball Court (Pallav Enterprise) did not intimate with College administration after getting the work order. We wait for a long period. So in today's meeting we decide to give work order to the Second bidder ( S.A. International Projects Private Limited) along with amount Rs 2,25000.00.
3. For Staff Room renovation the first bidder (Biggest Furniture) has been selected for the L1 and it is decided to give work order with amount Rs 2,40000.00.
4. 10 (ten) number of projectors will be purchased after careful scrutiny of the departments to run classes through ICT mode.
5. Existing CCTV (not more than 24 in numbers) will be installed and Wi-Fi will be installed and estimation Wi-Fi installation should be taken as early as possible.



  
Dr. Sasabindu Jana  
Principal  
RAIDIGHI COLLEGE