



Computer & Peripherals Purchase Committee
Indian Institute of Engineering Science & Technology, Shibpur
Howrah-711103

Date: 11.09.17

CIRCULAR

Requisitions are invited from the Head / In-charge of Department / Center / School / Office / Principal Investigator for the procurement of Computers and Peripherals for the session 2017-18 along with necessary approval of the Dean / Director, budgetary provision and approval of the funding agency (if any) in the following format. This is to be submitted to the Convener of the Computer and Peripheral Purchase Committee (CPPC). All the documents may be sent latest by **13 October 2017** for consideration in the meeting which is likely to be held in the 3rd week of October 2017. The soft copy of the requisition in the following format is to be sent in the following e-mails. The items approved in the meeting may be sent to the appropriate authority for e-tendering / newspaper advertisement / website advertisement.

Name of Department / Center / School / Office :

Sl. No.	Item Name	Full Technical Specifications	Unit Price (Rs.) (estimated)	Quantity (approved)	Total Price (Rs.) (estimated)	Justification along with Purpose, Place of installation such as Laboratory / Research / Office / Class Room / Faculty Room etc.

E-mail: Chairman -- santanumdas@telecom.iiests.ac.in. Convener - akmitra7077@yahoo.co.in

S. Das
Chairman

Copy to: (i) All Deans & Associate Deans, (ii) All Heads of the Department / Centers / Schools – with a request to circulate among the faculty members & staff members, (iii) All officers - with a request to circulate among the staff members, (iv) P.S. to the Director, (v) Ms. Shripyee Das to upload the document on Institute website