

## Action Taken Report on Purchase Committee recommendation

The duly Constituted purchase Committee has recommended the items to be purchased in the meeting held on 28.10.2020 as per the budget allocation during 2020-21 under both Capital and Revenue head of Equipment and Furniture 2020-21. As per the recommendation of the purchase Committee one of the item purchase of **Executive Chairs** for the staff has been processed in the GeM side.

As per the procedure the item was selected in the GEM site as per the requirement of the Institute by Comparison. The Comparison sheet was added to cart on 19.01.2022 and getting the printing of the same the file was placed for approval of the Competent Authority. The same comparison sheet was approved by SO, C & W, Officer of requisition department/Section and Chairperson of the Purchase Committee before approval of the Competent Authority.

After approval and sanction of lowest quoted rate i.e. @ Rs. 1,96,647.00 for 11 Nos of Executive Chairs by the competent authority order was placed online in GeM portal for supply of the Chairs within the specified time.

The firm was supplied the items within the specified time period i.e. on 3.02.2022 and the same has been verified by the SO, C & W and the Committee members.

After verification of the same, CRAC was generated in GeM portal and taken into stock on 9.02.2022 before payment. Side by side the chairs have been distributed to the concerned officers as per the requisitions made.

Payment has been made to the firm through RTGS on 15.02.2022.

Qow  
16/05/23

