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SUDA is functioning as the principal Support Agency for all the Urban Local Bodies in the State. While the quantum and diversity of different development programmes increased manifold in the municipal towns, very often, it is too much essential to organize meeting or interaction with the Urban Local Bodies for constant monitoring and successful execution.

Considering the above aspects, it has become a crying need to augment the capacity of this office in respect of material resources for this Office in order to ensure effective support and assistance towards urban local bodies as mentioned below.

Name of the Item	Brand Preference	Qty.	Justification
Laptop	HP /Compaq /Dell	2 Nos	1) For the use of Director JNNURN 2) For programme monitoring and Presentation purpose during ULB Visit
Visitors Chair	Godrej	20 Nos.	For sitting arrangement of Visitors
Water Purifier	Any renowned brand	2 Nos.	Official Use
Digital Camera (SLR)	Sony/Canon	1 No.	To take snapshot of different poverty alleviation programme executed by ULB

Financial Adviser
SUDA

Submitted for consideration and approval please.

(Sandip Gupta)
Computer Programmer

Notes at above 8/3/2010

Items mentioned at above may be procured from the allotment for Furniture & Equipment-head under D.F.I.D assisted health scheme. This has the verbal approval of Director, SUDA.

P.O.
(Health Wing)

[Signature]

[Signature]
09.03.10

We have received a sum of ₹ 5.00 lakh from Project Director, HSDI, under DFID Scheme. We have a budget of ₹ 6,00,000 for procurement of different material for SUDA - Head Quarter.

We have already placed a NIA for purchase of 06 nos. of computer and 02 nos. of printers. The balance fund is as follows:-

Total Budget for purchase of equipment and furniture.	6,00,000 ₹
<u>Less</u> purchase of Computer & Printer Estimated amount-	2,35,000 ₹
	<hr/> 3,65,000
<u>Less</u> Procurement of Air Conditioner. Batared amount-	84,000
	<hr/> 2,81,000
Balance amount	<hr/> <hr/>

Now for the Capacity Building of both SUDA & SUDA - Health, following items are required. NO. of items and estimated cost is given below:-

Sl. NO.	Name of item	Rate	Qty	Estimated Amount
1.	visitors chair	2300₹	40.	92,000₹
2.	Laptop.	40,000₹	03	1,20,000₹
3.	Digital Camera.	10,000₹	01	10,000₹
4.	Handy Cam	15,000₹	01	15,000₹
5.	Printer (Deskjet-color)	8,000₹	01	8,000₹
6.	Water purifier.	2,000₹	04	8,000₹
7.	Fan.	2,000₹	05	10,000₹
8.	White Board.	1,000₹	01	1,000₹
9.	EPABX.	17,000₹	01	17,000₹
				<hr/> 2,81,000₹

Total
Forwaded for kind approval so that NIA may be placed through website.

P.O (Health)
Director, SUDA
9/17

08-03-10
0525-mm
08.03.10

Notes at pre-page may please be seen

There is a proposal for procurement of different items which are required for capacity building of our organisation. The remaining fund available for procurement of furniture and equipments in terms of special allotment under DFID assisted health scheme is Rs 2.81 lakhs (two lakhs eighty one thousand) only and that will cover the proposed expenditure. There is also a stipulation to that effect that entire fund allotted under this order shall be utilised within 31st March of this year.

In view of above, the administrative and financial approval for procurement of listed items may please be accorded to.

~~Director~~

~~Secretary~~
9/3/2010

~~Secretary, Health Deptt.
&
Chairman, SCDA~~

may be approved.

Chairman
11/3/10

12/3/10

~~FA~~
13/3/10

~~P. O. (Health)~~
14/3/10

Further, it is decided that as the estimated work value for EPABX is less than Rs. 20000/-, instead of floating NIT, reputed firms be contacted for supply of the same.

sgn.

16.03.10

Minutes of the meeting of Procurement Committee held at SUDA on 15.03.2010

After obtaining approval from the Department of Municipal Affairs in connection with Procurement of items vide file no. SUDA-Health/312(Pt. I)/08 and SUDA-Health/312(Pt. IV)/08, Procurement Committee held its meeting on 15.03.2010.

It is decided that the following items will be procured through Notice Inviting Quotation :

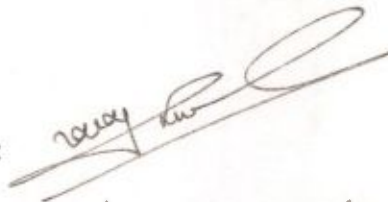
- Chair for Visitors
- Laptop
- Desk Jet Printer
- Laser Jet Printer (since the quotation as per specification had not been received in the NIQ No. SUDA-Health/312(Pt.I)/08/620 dt. 10.02.2010). Specification shall be fixed for HP Laser Jet P2055d Printer (CE457A)
- EPABX
- Split AC Machine

Further it is decided that the following items will be procured through open local market for the reasons i.e (i) as the items mentioned below are the single no. each , (ii) amount involved for each of the item is less than Rs.50000/- and (iii) all the items are to be procured within 31st March, 2010.

- Digital Camera
- Handy Cam
- Water Purifier
- Ceiling Fan
- White Board

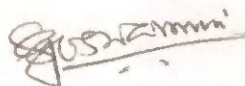
Signature of the members :

1. Financial Advisor, SUDA
2. Finance Officer, Health, SUDA
3. MIES Officer, Health, SUDA
4. Project Officer, Health, SUDA
5. Asstt. Project Officer, Health, SUDA

: 

: Dipankar Choudhury

: 

: 

: Sumit Talukdar.

Laptop

- 1) Desire
- 2) Infonet
- 3) Business Centre

Dell Studio 15
 — de—
 — de—

56,500/-
 59,100/-
52,320/-

L-1

Laser Printer

- 1) Desire
- 2) Infonet
- 3) Business Centre

P-2055 DN
 W-2055 dn
 LJ - P2055 DN

32,370/-
 21,000/-
20,877/-

L-1

DeskJet Printer

- 1) Desire
- 2) Infonet
- 3) Business Centre

HP office Jet Pro
 HP office Jet Pro
 HP office Jet Pro

10,100/-
 9,200/-
8,320/-

L-1

sig. by pr. car.

<u>Chair</u>	<u>Brand</u>	<u>Per unit</u>
1) Electrical. Measuring Instrument	Bengal Steel Syndicate.	2368/-
2) Asishco.		1687.50
3) M/S Razib Enterprises	Godrej (CH- 888 8)	1741.00
4) Godrej.	(CH-8)	1842.00
5) Eastman.	(CH-8)	1740.92
6) Semil Kr. Banik.	(CH-8)	1840.00

Signed by Poo. Cor.

Ceiling Fan (56')

1) Make All

2) Natl. Entrepriae -

3) Electrical Measuring
Instrument

Purchase

2,100/-

2,150/-

20,500/-

Fan

1680/- (usba / handles)

1660/- (usba)
1620/- (Handles)

1630 (usba)
1590 (Handles)

Signature by Poo. Com.

State Urban Development Agency, Health Wing, West Bengal

SUB. : PURCHASE OF ONE DIGITAL CAMERA AND ONE HANDYCAM.

As per the decision of Procurement Committee meeting held at SUDA on 15th March, 2010 the undersigned and Dr. Sumit Talukdar visited three shops including SONY Showroom for purchase of (A) One Handycam of SONY, Model No. SR 68E. It was found that the price offered by the dealer shop as well as SONY Showroom is same. Hence we may prefer to purchase the Handycam from SONY showroom.

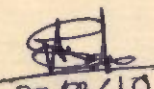
(B) With regard to purchase of one Digital Camera of Nikon, Model No. COOLPIX L110 both of us visited three dealer shops and collected quotations. Comparative statement is as under:

Sl. No.	Name of the Quotationer	Price (including all)
01.	Novel Sales Corporation	Rs. 15,100/-
02.	Alpha Enterprise	Rs. 15,050/-
03.	Capital Electronics	Rs. 14,850/-

M/s Capital Electronics being the lowest quotationers we may purchase the Digital Camera from the same firm.

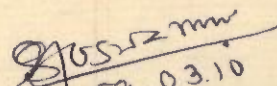
In both the cases payment may be made through the A/c payee cheque.

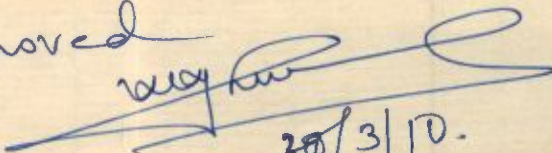
Submitted


29/03/10
MIES officer
SUDA

Sumit Talukdar,
29/03/2010
APO, SUDA

May be approved.


29.03.10

approved

30/3/10.

PO/(H)

FA, SUDA

We have purchased and installed BPOX System from M/S Guruson Communication Pvt. Ltd. The total value of work was 17717/- (Nineteen thousand seven hundred nineteen only) and as per contract 2% S.D was deducted from their bill which was amount to Rs 394/- (Three hundred ninety four only).

The security deposit period was 03 months. This programme under HSDI, D+FFW supported has already been closed on 30-09-10 and the supplier has placed their request for release of their security deposit as they have supplied all items on 29-03-10 and the security deposit period is already over.

The supply of those machines have been under more than 6 months. On the basis of request of the firm, we may agree to release the security deposit as there are no complaints to till date.

Submitted for kind approval so that we may issue an a/c payee cheque in favour of M Guruson Communication Pvt. Ltd.

P.O. (H)
FO (M)

19-11-10
Guruson
19-11-10