

The purchase committee of the department convened a meeting on _____ regarding purchase of printing and stationery items indicated in the table below for the Department of Computer Science.

S. No.	Item Name	Quantity
1	A4 Xerox Paper	
2	Note Pads	
3	Note Sheets for Department	
4	Blank Register	
5	Stock Register	
6	Spiral Diaries	
7	Uniball eye Pen (Blue)	
8	Reynold Pens (Blue)	
9	Pilot Pens (Green)	
10	Sign Pens	
11	Pencil	
12	Permanent Marker	
13	Board Marker	
14	Highlighter Pen	
15	Alpin Pins (Paper Pins)	
16	Pin Board Pins	
17	Paper Flags	
18	White Tags	
19	Big Lace Tag	
20	Sticky Notes	
21	Clips	
22	Rubber (Eraser)	
23	File Folder	
24	Ring Binder	
25	Punch for Ring Binder	
26	Wall Clocks	

S. No.	Item Name	Quantity
27	Double Punch	
28	Envelopes A4 Size	
29	Envelopes Small	
30	Staples 24/6	
31	Staples Small	
32	Wood Stapler Pins	
33	Large Stapler Pins	
34	Glue Stick	
35	Correction Fluid	
36	Tape Roll 1"	
37	Tape Roll 2"	
38	Tape Dispenser	
39	Calculator	
40	Dumper	
41	Pencil Cells (Battery) AAA	
42	Pencil Cells (Battery) AA	
43	Pen Drive 64 GB	
44	Cutter	
45	Numbering Machine 3-digit	
46	Scale	
47	Scissors	
48	Cloth Duster	
49	Stamp Pad Ink	
50	Stamping Pads	
51	Paper Tray	

The purchase committee recommends the purchasing of above item through GeM portal. In this regard, Head of the Department is requested to authorize the same for approval.

Member 1

Member 2

Member 3

Member 4

Head of the Department

The purchase committee of the department convened a meeting on _____ regarding purchase of sanitation items indicated in the table below for the Department of Computer Science.

S. No.	Item Name	Quantity
1	Toilet Cleaner (1 Litre each)	
2	Phenyl (1 Litre each)	
3	Lizol (1 Litre each)	
4	Hand Wash	
5	Washroom Freshener (Odonil)	
6	Brooms	
7	Slippers	
8	Towel	
9	Dusting Brooms	
10	Wiper with Mob	
11	Tissue Boxes	
12	Face Masks	
13	Trash Bags	
14	Dust Bins	
15	Sanitizer	
16	Disposable Gloves	
17	Dustpans	
18	Squeegee	
19	Wiper	

The purchase committee recommends the purchasing of above item through GeM portal. In this regard, Head of the Department is requested to authorize the same for approval.

Member 1

Member 2

Member 3

Member 4

Head of the Department

The purchase committee of the department convened a meeting on _____ regarding purchase of miscellaneous items indicated in the table below for the Department of Computer Science.

S. No.	Item Name	Quantity
1	Plastic Mugs	
2	Wall Clocks	
3	First Aid Box	
4	Tea Flask (Big Size)	
5	Cups with Saucers	
6	Quarter Plates	
7	Electric Kettles	
8	Vim Liquid	
9	Tea Mugs	
10	Steel Jugs	
11	Steel Tumblers	
12	Web Cam PNZ	
13	Smart LED TV	
14	2-Burner Gas Stove	
15	Gas Regulator	
16	Laser Distance Meter	
17	Weighing Scale upto 10 Kgs	

The purchase committee recommends the purchasing of above item from Gem portal. In this regard, Head of the Department is requested to authorize the same for approval.

Member 1

Member 2

Member 3

Member 4

Head of the Department

The purchase committee of the department convened a meeting on _____ regarding purchase of sanitary items indicated in the table below for the Department of Computer Science.

S. No.	Item Name	Quantity
1	Faucets	
2	Faucet Hooks	
3	Toilet Cisterns	
4	Water Taps	

The purchase committee recommends the purchasing of above item from Gem portal. In this regard, Head of the Department is requested to authorize the same for approval.

Member 1Member 2Member 3

Member 4

Head of the Department

The purchase committee of the department convened a meeting on _____ regarding purchase/service/repairing of Electrical items indicated in the table below for the Department of Computer Science.

S.NO	ITEM NAME	QUANTITY	S.N O	ITEM NAME	QUANTITY
1	SURFACE LIGHTS		15	PBX CONNECTORS TELEPHONE	
2	MCB 63AMPS DP		16	ELECTRICAL TAPE ROLL	
3	MCB 32AMPS		17	5 PIN SOCKET (16AMPS)	
4	GEYSER ELEMENT		18	5 PIN SOCKET (6AMPS)	
5	EXTENSION BOARD		19	TOPS(20AMPS)	
6	SS COMBINE (16AMPS)		20	FANS (CLASSROOM 2) WALLMOUNT	
7	SS COMBINE WITH MCB(32 AMPS)		21	FANS (CLASSROOM 1) WALLMOUNT	
8	FANS (SAMINAR HALL) WALLMOUNT		22	SERVO CABLE 20mm	
9	2 MM COPPER WIRE		23	AMF PANEL FOR GENERATOR	
10	FAN DIMMER		24	SERVO MAINTENANCE	
11	THIMBLES 64 AMP COPPER		25	GENERATOR MAINTENANCE	
12	CRIMPING TOOL FOR WIRES		26	BATTERY BACKUP	
13	HEATER PILLAR		27	UPS REPAIRING	
14	TELEPHONE WIRE		28	DROP DOWN LIGHT	

The purchase committee recommends the purchasing of above item through GeM portal. In this regard, Head of the Department is requested to authorize the same for approval.

Member 1

Member 2

Member 3

Member 4

Head of the Department

The purchase committee of the department convened a meeting on _____ regarding purchase of items indicated in the table below for the Department of Computer Science. The purchase committee recommends the purchasing of below items from Gem portal.

S.No.	Item	Quantity
1	Moving Chairs with Arm Rest for Office use	
2	Drum (Brother Printer)	
3	Steel Locker	
4	Pigeon Hole Locker	

In this regard, Head of the Department is requested to authorize the same for approval.

Member 1

Member 2

Member 3

Member 4

Head of the Department

The purchase committee of the department convened a meeting on _____ regarding purchase of tonner items indicated in the table below for the department of Computer Science. The purchase committee recommends the purchasing of above item from Gem portal.

S.No.	Item	Quantity
1	Cartridge 88A	
2	Cartridge 12A	
3	Brother Toner Cartridge DCP-L2520D	
4	HP 77A LaserJet	

In this regard, Head of the Department is requested to authorize the same for approval.

Member 1

Member 2

Member 3

Member 4

Head of the Department

The purchase committee of the department convened a meeting on _____ regarding purchase of IT items indicated in the table below for the department of Computer Science.

S.No.	Item Name	Quantity
1.	Desktop Computers: Core i7 14 th Generation, RAM 16 GB, SSD NVME 512 GB O/S Windows 11 Pro, Connectivity (WiFi:6.x, Bluetooth:5.x, HDMI, Ethernet, C-type, USB 3.x) Keyboard/Mouse: Wired	
2.	Monitors: 19 Inches, LED, Full HD	
3.	Camera with Mic	
4.	Wifi Router	
5.	Wireless Pointer/ Presenter	

The purchase committee recommends the purchasing of above item from Gem portal. In this regard, Head of the Department is requested to authorize the same for approval.

Member 1

Member 2

Member 3

Member 4

Head of the Department

Departmental Purchase Committee Resolution for the Purchase of Fuel for Generator

The Departmental Purchase Committee meeting was held on _____ under the chairmanship of Head of the Department and following were present:

- | | | |
|--------------------------|--------|-------------|
| 1. Dr. Javaid Iqbal | HOD | ...Chairman |
| 2. Dr. Manzoor A Chachoo | Member | |
| 3. Dr. Sajad M Khan | Member | |
| 4. Dr. Sajid Yousuf Bhat | Member | |
| 5. Dr. Abid Sarwar | Member | |

The Committee deliberated on the purchase of _____ litres of fuel required for the departmental generator. The amount to be incurred on this account is Rs. _____/= may be processed for payment from Revenue Budget Head | Repair, Maintenance and Fuel for Vehicles for the year _____

Member 1

Member 2

Member 3

Member 4

Head of the Department