

Notings For File No.: COM-OE-MISC-0036-2024

Subject: OC , Purchase , Repair & Maintenance of Vehicle , Telephone , Computer , Xerox , Entry Pass , Electricity , Stationary OSWAS , e-governance , Qrs.Allotment

Description: Purchase of Office stationary/Computers / Printers / Miscellaneous items for official use in C&T (Commerce)Department for the financial year 2024-2025.

Noting 13

Notes above..

Earlier O.E Section has given its requisition at Noting-1 for purchase of some office stationary items along with 04 Nos. of Desktop Computer and 05 Nos. of All in One Printers.

After Comparing specifications of all the products (Desktop Computers and All in One Printer) in the Government e-Marketplace (**GeM**) Portal with different Make/ Model/Specification, it was found that the below mentioned items listed against each are suitable for official use as per their Make/Model. Most of the Computers and Printers used in this Department carry the same Make/Model and their after service is quite satisfactory .

SI No.	Items	Approx Qty.	Make/Model (HP)
01	Desktop Computer	04	HP Core i3, SSD 512, 8GB RAM , Windows 11 Home (All in One)
02	All in One Printer	05	HP

O.E Section may need to purchase the above mentioned product with the same Make/Model through the **PAC BID** process in **GeM Portal**.

In the normal **BIDDING** process, there is no provision to enable the filter option of Make/Model in order to choose the Specific Make/Model, hence it is therefore required to go through **PAC BID** (Proprietary Article Certificate) as per the GeM Guidelines, Which may be seen at [1 Rule 166'Page1](#)

The file may now be placed before FA-Cum-Additional Secretary for his kind notice and approval to purchase the products through **PAC Bid** with the same Make/Model and quantity mention in the above table.

Enclosures

- Outgoing Dak [1](#) Date 20-Dec-2024 11:00:12 has been added

Nishan Deb (Assistant Section Officer,Commerce & Transport (Commerce)),04-Jan-2025 11:31:23

Noting 14

Notes above.

This is regarding purchase of different Office stationary items /Computers /Scanner -printers and other miscellaneous items intimated at(noting--1) for official use in C&T (Commerce)Department for the financial year 2024-2025. All items will be purchased through GEM Portal.

Out of 50 nos of items as mentioned at noting-5 , 04 Nos. of Desktop Computer and 05 Nos. of All in One Printers may be purchased in the **PAC BIDDING** process .

Hence, The file may now be placed before FA-Cum-Additional Secretary for kind approval to purchase the 04 Nos. of Desktop Computer and 05 Nos. of All in One Printers through **PAC Bid** .

For Orders.

Bandita Das (Joint Secretary,Commerce & Transport (Commerce)),04-Jan-2025 13:13:02

Noting 15

For kind approval

Bidhan Chandra Ray (Additional Secretary,Commerce & Transport (Commerce)),04-Jan-2025 13:46:02

Noting 16

Approved.

Sadashiba Panda (FA cum Additional Secretary,Commerce & Transport (Commerce)),04-Jan-2025 15:01:54

Noting 17

Bidhan Chandra Ray (Additional Secretary,Commerce & Transport (Commerce)),06-Jan-2025 16:54:23

Noting 18

Bandita Das (Joint Secretary,Commerce & Transport (Commerce)),07-Jan-2025 16:36:14

This is a System Generated Report. Signature is not required.

Print has been taken by Nishan Deb, Assistant Section Officer on 09-Jan-2025 11:13:05