**APPLICATION UNDER RIGHT TO INFORMATION ACT 2005**

**Date: 17/02/2012**

**Total Number of Pages: 05**

**TO:**

**Public Information Officer**

**Pondicherry Engineering College**

**Pillaichavidi**

**Puducherry – 605014**

**Sir,**

**Subject: Information request under Right To Information Act 2005**

I, **Shri. Ritesh Singh**, residing at **D311, R. P. Hall, IIT Kharagpur, Paschim Midnapur, West Bengal – 721302 ,** would like to receive information under Right to Information Act 2005.

**Please supply me with information associated with setting up the *Information Security Lab* in Pondicherry Engineering College. Information requested are as follows…**

1. **Copy of latest Purchase/Procurement Manual**
2. **Copy of all ‘Statement of Work’ to setup the lab**
3. **Copy of all document showing details of consulting committee**
4. **Copy of all document showing details of monitoring committee**
5. **Copy of all Meeting Recordings (and/or) Minutes Of Meeting that had subject matter / agenda related to setting up of the lab.**
6. **Copy of all proposal letter (and/or) estimation letter**
7. **Copy of all terms and conditions of the tender process adopted (and/or) terms and conditions of public-auction process adopted**
8. **Copy of all documents showing pre-qualification criteria to participate in tender process / bidding**
9. **Copy of all advertisement inviting tenders (and/or) notification of public-auction to potential suppliers (and/or) invitation letters sent to potential suppliers for procurement of items/services such as …**
   1. **Computer Hardware Equipments,**
   2. **Software Applications,**
   3. **Software Licensing,**
   4. **Air conditioners,**
   5. **Electrical Equipments,**
   6. **Furniture, Tables & Chairs,**
   7. **Flooring & false ceiling,**
   8. **Carpentry / Aluminum / glass works**
10. **Copy of all tenders / bid documents received**
11. **Copy of all receipts of tenders (and/or) receipts of bids received from vendor.**
12. **Copy of all notification of tender opening sent to vendors/suppliers**
13. **Copy of all document showing evaluation criteria for tenders and bids**
14. **Copy of all evaluation score sheet of tenders/bids received**
15. **Name list of PEC staffs/employees assigned to handle matters related to tender processing /bid processing**
16. **Name list of PEC staffs/employees assigned to evaluate tender/bid documents**
17. **Copy of document / printout showing Who is Who with respect to establishing the lab**
18. **Name & address of the vendor selected for supply of computer hardware equipments**
19. **Name & address of the vendor selected for supply of software applications & software licensing**
20. **Name & address of the vendor selected for installation and commissioning of computer hardware equipments**
21. **Name & address of the vendor selected for installation and commissioning of software applications**
22. **Name & address of the vendor selected for all the category of procurements listed in Para 6(a) to 6(h) above**
23. **Copy of all bank guarantees for advance payments to vendors if any**
    1. **Copy of proof of advance payments made to vendors**
    2. **Copy of all documents that shows the advance payments are not interest free.**
24. **Copy of all purchase orders issued to vendors**
25. **Copy of all service contracts/agreements signed with vendors**
26. **Copy of all terms of delivery agreed with vendors**
27. **Copy of all payment terms agreed with vendors**
28. **Copy of all reports of pre-dispatch inspection carried out**
29. **Copy of all Guarantee / warranty terms**
30. **Copy of all invoices/proforma invoices/bills from vendors**
31. **Copy of all delivery challan / delivery note from vendors**
32. **Copy of proofs of all payments made to vendors**
33. **Copy of document showing target date of completion of lab**
34. **Copy of document showing actual date of completion of the lab**
35. **Copy of document showing allocated budget for setting up of the lab**
36. **Copy of document showing the Total Unutilized funds at the end of completion of the lab**
37. **Copy of document showing the Total Unaccounted spending noticed during setting up of the lab**
38. **Printout of statement of accounts showing Total Sum of spendings under miscellaneous account head related to setting up of the lab**
39. **Printout of statement of accounts showing sum of spendings under various heads of accounts related to setting up of the lab**
40. **Printout of statement of accounts showing total cost of maintenance after completion date to as of reply date, the maintenance includes…**
    1. **Any repairs / replacements on computer hardware**
    2. **Any repairs / replacements on electrical equipments**
41. **Copy of all invoices / service bill related to maintenance of lab as said in Para 40.**
42. **Copy of proof of payments made to vendors towards maintenance of lab as said in Para 40.**
43. **Seating capacity of Lab as of reply date**
44. **Number of Computers in working condition in lab as of reply date**
45. **Copy of Latest Photograph of the lab ( Mention the date it was taken)**
46. **Printout of resource summary report from all computer systems in lab.**

**FYI: Steps to take resource summary report**

**Step1: Open ‘Control Panel’**

**Step2: In Control Panel, open ‘Administrative Tools’**

**Step3: In Administrative Tools, open ‘Computer Management’**

**Step4: In Computer Management select ‘Device Manager’**

**Step5: Click on the printer icon or press Cntrl p**

**Step6: In the print dialog / window select Reports type as ‘System Summary’ and print.**

1. **I request you to inform me of the additional cost for providing the above requested information in**
2. **Electronic format (Scanned copy of all documents copied into CD)**
3. **Hardcopy of printouts from computer and photocopies of relevant documents**
4. **Inform me of the method of calculation that is used to arrive at above figures.**

**On receiving the notification/instruction on additional fee from PIO, the same will be deposited.**

**NOTE: A competent authority of the PA should sign all pages supplied under RTI Act, 2005.**

**Application fee of Rs. 10.00 by means of IPO S.No \_\_\_\_\_\_\_\_\_\_\_, Payable to Accounts Officer, PEC payable at Puducherry is enclosed with this application.**

**It is preferred that the Information requested & any other communications are to be sent to the below communication address:**

**Ritesh Singh,**

**D311, R. P. Hall,**

**IIT Kharagpur,**

**Paschim Midnapur,**

**West Bengal – 721302**

**Declaration: I hereby declare that I am a citizen of India.**

**Ritesh Singh**

**Applicant**

**Date: 17/02/2012**

**Enclosure: Application Fee : IPO S. No. \_\_\_\_\_\_\_\_\_\_\_\_\_**