**Information Request as per RTI Act 2005**

**Date: 17/02/2012**

**Total Number of Pages: 05**

**TO:**

CPIO

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 about setting up of **Information Security Lab** in Pondicherry Engineering College under Right to Information Act 2005. I kindly request you to provide the following information:

1. Copy of latest Purchase/Procurement Manual
2. Copy of all ‘Statements of Work to setup the lab
3. Copy of all documents showing details of consulting committee
4. Copy of all documents showing details of monitoring committee
5. Copy of all Meeting Recordings (and/or) Minutes Of Meetings that had subject matters / agendas related to setting up of the lab.
6. Copy of all proposal letters (and/or) estimation letters
7. Copy of all terms and conditions of the tender processes adopted (and/or) terms and conditions of public-auction processes adopted
8. Copy of all documents showing pre-qualification criteria to participate in tender process / bidding
9. Copy of all advertisements inviting tenders (and/or) notifications 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
12. Copy of all notifications of tender opening sent to vendors/suppliers
13. Copy of all documents showing evaluation criteria for tenders and bids
14. Copy of all evaluation score sheets of tenders/bids received
15. Name list of college staffs/employees assigned to handle matters related to tender processing /bid processing
16. Name list of college staffs/employees assigned to evaluate tender/bid documents
17. Copy of documents / printouts 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 proofs 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 challans / delivery notes from vendors
32. Copy of proofs of all payments made to vendors
33. Copy of documents showing target date of completion of lab
34. Copy of documents showing actual date of completion of the lab
35. Copy of documents showing allocated budget for setting up of the lab
36. Copy of documents showing the Total Unutilized funds at the end of completion of the lab
37. Copy of documents showing the Total Unaccounted spending noticed during setting up of the lab
38. Printouts 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. Printouts 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 bills 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 (Please mention the date it was taken)
46. Copy of Stock Register / Stock in-out book
47. Printouts 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.

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.

I request you to inform the additional fee that needs to paid, and mention the method used for calculation.

**It is preferred that the Information requested be sent to the below 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

Date: 17/02/2012

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