



Office of International Relation & Ranking Indian Institute of Technology Kharagpur

Ref. No. 1886/2023/OIR

Date: 24.05.2023

Sub: Budget approval for procurement of necessary items for the Office of International Relations

This is to bring to your kind attention that the Office of International Relations requires to procure the following capital asset from operating grant of OIR:

1. Card Printer Machine- 1 Nos
2. UPS- 5 Nos
3. Pen Drive- 5 Pcs
4. Writing White Board- 1 Nos
5. Punching Machine (Big Size)- 1 Nos
6. Induction Cooker (for office pantry)- 1 Nos
7. Paper Shredder- 1 Nos
8. SSD Hard Disk- 4 Nos

The above items may kindly be procured from the non-recurring operating grant of OIR following the purchase procedure through GeM.

Submitted for the consideration and approval please.

Project Associate (F&A)

Executive Officer

Associate Dean IR & Ranking

Dean Outreach & AA