

## IGNOU

### MINUTES OF THE THIRTIETH MEETING OF THE PURCHASE COMMITTEE HELD ON JULY 11, 2003 AT 3.30 P.M. IN THE BOARD ROOM, BLOCK - 8, IGNOU CAMPUS, MAIDAN GARHI, NEW DELHI - 110 068.

The following were present:

1. Prof. H.P. Dikshit, Vice-Chancellor - Chairman
2. Shri D.C. Pant, Pro Vice-Chancellor - Member
3. Prof. Kapil Kumar - Member
4. Prof. B.S. Saraswat - Member
5. Prof. B.B. Khanna - Member
6. Prof. A.S. Narang - Member-Secretary  
Registrar

Shri L.N. Jhunjhunwala and Dr. P.K. Mehta could not attend the meeting.

Prof. S.C. Garg, Pro Vice-Chancellor and Prof. A.R. Khan, Director, EMPC attended the meeting as Special Invitees.

Shri R. P. D. Singh, Assistant Registrar (Governance) was present to assist the Committee.

The following items were considered:

**ITEM NO. 1 TO CONFIRM THE MINUTES OF THE 29<sup>TH</sup> MEETING OF THE PURCHASE COMMITTEE HELD ON JANUARY 08, 2003**

**PC 30.1.1** The Committee considered the Minutes of the 29<sup>th</sup> Meeting of the Purchase Committee held on January 08, 2003 and the action taken report thereon also tabled in the meeting. Shri D.C. Pant, Pro Vice-Chancellor informed the Committee that the Minutes were circulated to the members. No comments were received on the Minutes. It was further informed that these Minutes were also placed before the Board of Management in its 74<sup>th</sup> Meeting and were approved.

**PC 30.1.2** The Minutes were confirmed by the Purchase Committee.

**ITEM NO. 2 TO CONSIDER AND APPROVE THE PURCHASE OF TWO VIDEO WALL DISPLAY SYSTEMS FOR ENTRANCE HALL OF EMPC BUILDING**

**PC 30.2.1** The item was taken up for consideration. However, the proposal was withdrawn on account of the following considerations:

- The cost of the systems, as revealed by the quotations received, was considered prohibitive.
- There is no provision in the Budget Estimates for the year.

**ITEM NO. 3 TO CONSIDER AND APPROVE CONVERSION CHARGES OF BETA TAPES TO C.D. WITH JEWEL BOX**

**PC 30.3.1** The item was taken up for consideration. Shri D.C. Pant, Pro Vice-Chancellor explained that in keeping with the advancement in the Information Technology, all programmes of the University were being made on compact discs. The tenders were, therefore, called for pre-mastering, replication, jewel case, etc. for the programme discs. The three offers received in response to the tender notice were considered by the Standing Technical Evaluation Committee which recommended the acceptance of the offer of M/s. British India Manufacturing Co. (BIMCO), as under:

- (a) Pre Mastering (Per Beta) : Rs.500/-
- (b) Replication (Per CD) with 4 colours screen printing : Rs.17/-
- (c) Jewel Case (Per Case) including with 4 colour lable printing : Rs.07/-

The cost per CD should not exceed to Rs.27 per C.D. including 8% local taxes.

**PC 30.3.2** The proposal was discussed in detail. The Committee approved the cost per CD not exceeding Rs.27/- (including 8% Local Taxes). The Committee further suggested that the rate contract of the firm shall be valid till 31-3-2004. The proposal was approved.

**ITEM NO. 4 TO CONSIDER AND APPROVE PURCHASE OF 29" COLOUR TV FOR DEC FUNDED PROJECTS AND RASHTRIYA SANSKRIT SANSTHAN**

**PC 30.4.1** The item was taken up for consideration. It was explained that the University has been providing downlink facilities as a part of package deal to the State Open Universities with the help of funds being provided by the Distance Education Council (DEC) of the University. A fee of Rs.2 Lakhs has been prescribed per such facility which included the cost of accessories, dish antenna and a 29" Colour TV. It was further explained that tenders were invited for supply of Colour TV sets in fulfillment of the package deal. The bids received were evaluated by the Standing Technical Evaluation Committee. The Committee after evaluating various offers recommended the offer of M/s. Cosmic Info Systems Pvt. Ltd., Bangalore for supply of Colour TVs of Philips make (Model 29 PT 2460) from the firm.

**PC 30.4.2** The item was discussed. The Purchase Committee approved the proposal for purchase of 22 Colour TV sets at a total cost of Rs.10,34,500/- plus CST as under:

- (i) 16 Colour TV sets @ Rs.47,000/-.
- (ii) 1 Colour TV set for Tripura University @ Rs.47,500/-.
- (iii) 5 Colour TV sets for Rashtriya Sanskrit Sansthan Project @ Rs.47,000/-

**ITEM NO. 5 TO CONSIDER RESTORATION OF RATE CONTRACT WITH M/S. GODREJ AND BOYCE MFG. CO. LTD. FOR SUPPLY OF FURNITURE AND EQUIPMENT TO REGIONAL AND STUDY CENTRES**

**PC 30.5.1** The proposal was taken up for consideration. Shri D.C. Pant, Pro Vice-Chancellor explained that the University had an arrangement of a Rate Contract for supply of furniture items with M/s. Godrej and Boyce Mfg. Co. Ltd. from the very initial stage. The main considerations which prevailed, were (i) the firm had a supply network throughout the length and breadth of the country; (ii) the University has established Study Centres, Regional Centres throughout the country and it was the only firm which could ensure supply, uniformly of the same quality, to all these Centres. Inbuilt in this system of rate contract was also a provision of institutional discount of 5% to 7% over the rate contracted prices. The rate contract has, therefore, been beneficial to the University. However, the arrangement got terminated recently. In the absence of the rate contract, the University was facing difficulties in equipping the Regional Centres, Study Centres. It has, therefore, become inevitable to revive the rate contract with the firm for supply of the furniture items to the Regional Centres and the Study Centres as per the prescribed scales.

**PC 30.5.2** The proposal was approved. The Committee, however, desired that the purchases will be restricted to the requirements of the Regional Centres and Study Centres.

**ITEM NO. 6 PROPOSAL DISCUSSED WITH THE PERMISSION OF THE CHAIR**

**PC 30.6.1** Prof. Kapil Kumar, Member, Purchase Committee stated that in certain cases, the University was making purchases on piece meal basis as and when the items are required. Sometimes, same items are put-up for consideration of the Purchase Committee in its different meetings, because, the total quantity of the item could not be / was not assessed properly. There was, therefore, a need to evolve a comprehensive purchase policy in the University. The purchasing units could assess the quantity of items required for consumption in a year or so and put-up a proposal for approval of the Purchase Committee. This will eliminate the need for frequent purchases.

**PC 30.6.2**

The item was discussed in detail. The Chairman suggested that the matter may be examined by a Committee consisting of Prof. Kapil Kumar and Prof. B.S. Saraswat, Members, Purchase Committee and the Registrar (Administration). The recommendations of this Committee may be placed before the next Purchase Committee for its consideration.

The meeting ended with a vote of thanks to the Chair.

**Registrar – Member Secretary**

