

IGNOU

MINUTES OF THE THIRTY - FIRST MEETING OF THE PURCHASE COMMITTEE HELD ON FEBRUARY 26, 2004 AT 10.30 A. M. IN THE BOARD ROOM, BLOCK - 8, IGNOU CAMPUS, MAIDAN GARHI, NEW DELHI - 110 068

The following were present:

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| 1. | Prof. H.P. Dikshit, Vice-Chancellor | - | Chairman |
| 2. | Prof. S.C. Garg, Pro Vice-Chancellor | - | Member |
| 3. | Prof. Kapil Kumar | - | Member |
| 4. | Prof. B.B. Khanna | - | Member |
| 5. | Prof. Swaraj Basu | - | Member |
| 6. | Mrs. Meenakshi Mishra, FO | - | Member |
| 7. | Prof. A.S. Narang | - | Member-Secretary |
- Registrar

Prof. (Mrs.) Madhulika Kaushik, Director, EMPC, Prof. B.S. Saraswat, Director, Academic Coordination and Shri V. Rama Rao, Joint Director, EMPC attended the meeting as Special Invitees.

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

At the outset, the Chairman welcomed the members to the 31st meeting of the Purchase Committee. On a proposal initiated by the Chairman, the Purchase Committee resolved to record a deep sense of appreciation for useful contributions made by the following outgoing members of Purchase Committee: (i) Shri D.C. Pant, Pro Vice-Chancellor (ii) Shri L.N. Jhunjhunwala, and (iii) Prof. B.S. Saraswat. The Chairman also welcomed the following new members of the Purchase Committee and sought their cooperation and support for further development of the University: (i) Prof. S.C. Garg, PVC, (ii) Prof. Swaraj Basu, and (iii) Mrs. Meenakshi Mishra, Finance Officer. Whereafter the Chairman requested Prof. S.C. Garg, Pro Vice-Chancellor to present the items.

The following items were considered:

ITEM NO. 1 TO CONFIRM THE MINUTES OF THE 30TH MEETING OF THE PURCHASE COMMITTEE HELD ON JULY 11, 2003 AND THE ACTION TAKEN THEREON

PC 31.1.1 The Committee considered the Minutes of the 30th Meeting of the Purchase Committee held on July 11, 2003 and the action taken thereon. Prof. S.C. Garg, Pro Vice-Chancellor informed the Committee that the Minutes were circulated to the members and no comments have been received. The Minutes were also placed before the Board of Management in its 78th Meeting held on 29th December, 2003 and were approved by the Board. The Minutes may, therefore, be deemed to have been confirmed.

PC 31.1.2 The Minutes were confirmed.

ITEM NO. 2 TO RATIFY THE DECISION FOR LAYING FIBRE OPTIC CABLES BETWEEN EMPC AND NEW ACADEMIC COMPLEX (BLOCK 'A') FOR PROVIDING INTERNET, E-MAILING AND NETWORK SERVICES AT A COST OF RS.1,57,700/-

PC 31.2.1 The item was taken up for discussion. Prof. S.C. Garg, Pro Vice-Chancellor informed the Committee that the Purchase Committee at its meeting held on 14th June, 2002 had approved the proposal of networking of the Academic Complex at an estimated cost of Rs.70 Lakh, covering about 450 network nodes subject to the condition that the prescribed procedures relating to calling for tenders and their evaluation were followed. Further, the Purchase Committee in its 29th meeting had approved the proposal to award the contract to M/s. Larsen and Toubro Ltd. for Academic Blocks C,D,F and G. He further informed that the Tender Evaluation Committee had further recommended that Blocks A and B should also be covered so as to facilitate complete networking of the Academic Complex and

had also recommended that the work may be allotted to the same firm on the same terms and conditions. The job was, therefore, entrusted to M/s. Larsen and Toubro at a cost of Rs.47,24,570/-, plus Sales Tax (Blocks C,D,F and G) and Rs.18,78,736.80 for A and B Blocks plus Sales Taxes. Since the provision of these facilities, to provide the Internet, E-mailing, etc., in these Blocks was considered essential, it was further decided with the approval of the Vice-Chancellor to connect Block A with EMPC through optical fibre connectivity, at a total cost of Rs.1,57,700/- and to get the work carried out through M/s. Larsen and Toubro Ltd.

PC 31.2.2

The Purchase Committee ratified the decision.

ITEM NO. 3

**TO CONSIDER AND APPROVE
PROCUREMENT OF BETACAM TAPE
EVALUATOR**

PC 31.3.1

The item was taken up for consideration. Shri V. Rama Rao, Joint Director (Technical), EMPC, was invited to present the item. Shri Rama Rao explained that in view of increased responsibilities of the University for transmission of programmes on various Channels, it is important to check the quality of Master Tapes of Betacam SP format. He further explained that some of these taps have gone aged and have developed defects. With a view to maintain them in proper condition and to enhance their shelf-life, it was proposed to procure Betacam Tape Evaluators. The proposal was based on evaluation of use of the evaluator by the professional production houses and broadcasters all over. He further explained that the matter was examined in the Technical Purchase Committee of the EMPC. It emerged that M/s.RTI (UK) were the sole manufacturers of this item. Quotations were obtained from the manufacturer through their sole distributors in India, M/s. ND Technologies Pvt. Ltd., Mumbai. The firm quoted £27,616.50 CIF, New Delhi or Rs.23,30,832.40, (Rs-conversion rate of 84.40 as on 10-2-2004) with three years warranty. The offer has been recommended by the Tender Evaluation Committee of the EMPC.

PC 31.3.2

The proposal was discussed in detail. It was noted that the equipment will enhance the shelf life of the Master Tapes in the University. The Committee was also informed that the equipment was being used by the Doordarshan. To a query from a member whether the equipment could not be outsourced, it was clarified that outsourcing may not be possible as the equipment was being used only by organizations like, Doordarshan, etc. Considering the above facts, the Purchase Committee approved the procurement of a Betacam Tape Evaluator from M/s.RTI (UK) through their Indian agents at a total cost of Rs.23,30,832/-. The Committee, however, directed that the period of supply/ delivery of the equipment should be strictly adhered to.

ITEM NO. 4

**TO CONSIDER AND APPROVE
PROCUREMENT OF DIGITAL VCERS**

PC 31.4.1

The item was taken up for consideration. Prof. (Mrs.) Madhulika Kaushik, Director, EMPC, explained that as part of the ongoing scheme of digitalization of the EMPC facilities, it was decided to procure digital VCERS – MPEG, IMX Recorders of Sony make (2 Nos.) and DVCPRO 50 make(10 Nos.) Quotations were invited from the manufacturers to cover the requirements of IIT, Delhi also to get the benefit of bulk purchase. The offers received from M/s. Sony Corporation, Hong Kong and M/s. Matsushita Electronics Industries Company Ltd., Japan were evaluated by a Joint Tender Evaluation Committee consisting of experts from IIT, Delhi and IGNOU. The Committee recommended the acceptance of the offer of M/s. Sony Corporation, Hong Kong for MPEG IMX Recorders and of M/s. Matsushita Electronics Industries Company Ltd., Japan for DVCPRO VTR.

PC 31.4.2

The proposal was discussed in detail. The Purchase Committee approved the proposals as under:

- (i) MPEG IMX Recorders - US\$1,41,029
(Model MSW-M2000P)
(Sony make) (2 Nos.)

- (ii) DVCPRO VTR - US\$4,38,670
(Panasonic make)(10 Nos.)

PC 31.4.3 The Purchase Committee also approved the proposal to meet the expenditure from Gyan Darshan Funds.

**ITEM NO. 5 TO CONSIDER AND APPROVE
PROCUREMENT OF AERIAL AND FEEDER
LINE FOR GYAN VANI TRANSMITTER AT
BANGALORE**

PC 31.5.1 The item was taken up for discussion. Prof. (Mrs.) Madhulika Kaushik, Director, EMPC explained that the IGNOU Gyan Vani Transmitters at various locations have been co-sited with those of AIR Transmitters with the help of diplexers. However, in case of Bangalore Station, the AIR authorities have suggested separate aerial and feeder lines for IGNOU Gyan Vani Transmitters in place of diplexers because the existing antenna cannot support the combined power of two transmitters. Under the circumstances, it has been decided to procure and install aerial and feeder lines for Gyan Vani Transmitter at Bangalore. It was further informed that the quotations were obtained from three public sector companies engaged in manufacturer of these items, namely, M/s. BEL, M/s. ECIL and M/s. WEBEL. The offers received were duly evaluated by the Technical Evaluation Committee of the EMPC which has recommended the acceptance of the offer of M/s. BEL at a total cost of Rs.12,74,833/-, inclusive of taxes, cost of complete antenna systems, the feeder lines and accessories. The offer also provides three year's warranty for the equipment and accessories, free of cost.

PC 31.5.2 The proposal was discussed in detail. The Purchase Committee approved the proposal with a suggestion that the payments may be released to the firm, after satisfactory delivery and installation of the system.

ITEM NO. 6

**TO CONSIDER AND APPROVE
PROCUREMENT OF SPARES FOR SONY
EQUIPMENTS**

PC 31.6.1

The proposal was taken up for consideration. Shri V. Rama Rao, Joint Director (Technical), EMPC explained that several electronic equipments of Sony make like, VCRs, Betacam Recorders, Cameras, etc. were utilized round the clock and as a result of normal wear and tear, these equipments require regular service, maintenance and replacement of parts. An assessment of the immediate requirement of spares for these equipments was made and a proposal for their procurement was submitted to the Technical Purchase Committee of the EMPC. The Committee had approved the proposal for procurement of these spares through the authorized dealers of the manufacturers.

PC 31.6.2

The item was discussed in detail and the Purchase Committee resolved to approve procurement of only filter units for the Cameras of Sony make (listed at Serial No. 30 and 31 of the comparative statement), valued at Rs.1,30,930/- and Rs.1,23,580/- respectively for the time being. As regards the rest of the items, the Purchase Committee directed that an Expert Committee may examine the important matters discussed in the meeting and recommend suitable measures including the procurements of the spares. The Purchase Committee suggested the following Expert Committee:

(i) Shri V.K. Arora
Director (Engineering)
AIR.

(ii) An Expert to be nominated by the Vice Chancellor.

The Committee also decided that Director, EMPC should get stock verification done for proper accounting of new and used spare parts, and put appropriate mechanism for Annual Maintenance Contract.

ITEM NO. 7

PROCUREMENT OF DRS (DIRECT RECEPTION SYSTEMS)

PC 31.7.1

The Item was taken for consideration. Prof. Madhulika Kaushik, Director EMPC explained that to expand technological edice for ICT-enabled delivery, the need for reception of Gyan Darshan Channels at various locations in the country has been rising regularly. Open tenders were floated for purchase of Dish Antenna, IRD & Colour Television sets. While floating the tender the requirements of Kisan Channel DEP-SSA, University's own requirements and also the requirements of other Open Universities were taken into account, and a composite tender was floated, so as to have better value. The bids received have been examined by the Technical Purchase Committee and the following firms have been shortlisted:

- (1) M/s SVH Tech. Pvt. Ltd.
- (2) M/s MCBS
- (3) M/s BECIL
- (4) M/s Cosmic Info System

Further negotiations were made by the Tender Evaluation Committee with the lowest bidders M/s MCBS and M/s BECIL at total cost of Rs.1,71,97,500 and Rs.1,24,79,700 respectively.

PC 31.7.2

The Purchase Committee approved the offers of M/s MCBS and M/s BECIL, the offer of M/s MCBS for North, East & South Zones and that of M/s BECIL for Central & West Zones for 12 feet Antenna at the negotiated prices and quantities (**Appendix**). As regards the procurement of DRS for special zones, the Committee directed that fresh tenders may be floated clearly specifying the requirements of 12 feet Dish Antenna. The Committee further directed that the requirements of Dish Antenna may be indicated in terms of the meters and not feet as required under government directives.

PC 31.7.3

The Committee also noted with displeasure the delay in the purchase on account of inconsistency in the technical specifications for the DRS mentioned in earlier tender. The Committee emphasized that the technical staff dealing with the proposal should be more careful in future, clearly indicating the requirements/specifications of the University.

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

Registrar – Member Secretary

