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MINUTES OF THE THIRTY-SIXTH MEETING OF THE PURCHASE COMMITTEE HELD ON APRIL 13, 2005 AT 10.30 A.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. Prof. S.C. Garg, Pro Vice-Chancellor - Member
3. Prof. A.K. Agarwal - Member
4. Ms. Meenakshi Mishra - Member
5. Prof. Swaraj Basu - Member
6. Dr. C.K. Ghosh - Member
7. Prof. A.S. Narang, Registrar - Member-Secretary

Shri Rajendra Singh Pawar could not attend the meeting. Prof. B.S. Saraswat, Director (Acad.Cdn.), and Shri V.K. Arora, Director, EMPC attended the meeting as Special Invitees.

Shri T.K.Kaul, Assistant Registrar (VCO) and Shri R.P.D. Singh, Assistant Registrar (Governance) were present to assist the Committee.

At the outset, the Chairman welcomed the members to the 36th meeting of the Purchase Committee. Thereafter, the Chairman requested Prof. S.C.Garg, Pro Vice-Chancellor to present the Agenda Items for discussion.

The following items were considered:

ITEM NO. 1 TO CONFIRM THE MINUTES OF THE 35TH MEETING OF THE PURCHASE COMMITTEE HELD ON MARCH 09, 2005 AND TO NOTE THE ACTION TAKEN THEREON

PC 36.1.1 Prof. S.C. Garg, Pro Vice-Chancellor informed the Committee that the Minutes of the 35th Meeting of the Purchase Committee were circulated to the Members and no comments have been received from any member. The Minutes were also placed before the Board of Management at its 82nd Meeting held on 24th March, 2005 and the recommendations were approved. Pro-Vice Chancellor, proposed that the Minutes be confirmed.

PC 36.1.2 The Committee confirmed the Minutes and noted with satisfaction that its recommendation have been accepted by the Board of Management.

PC 36.1.3 The Committee further noted the action taken on the Minutes. As regards item No.5 of the 35th meeting of Purchase Committee relating to purchase of computers, printers and UPS systems, the Committee was also apprised of the terms and conditions for release of the payments. The Committee directed that:

- (a) The terms & conditions as specified in the tender document, and agreed upon should be adhered to. The procedure followed by the University in the past in respect of similar purchase should act as a guide.
- (b) The terms & conditions for payment, as given in the tender documents may be perused, before releasing the payments. Further, the payment may be made only after satisfactory testing and installation of the equipments.

ITEM NO. 2 TO CONSIDER AND APPROVE THE PURCHASE OF FURNITURE ITEMS TO SUB-REGIONAL CENTRES, STUDY CENTRES, PROGRAMME STUDY CENTRES AND SPECIAL STUDY CENTRES.

PC 36.2.1 The item was taken up for consideration. Prof. S.C. Garg, Pro Vice-Chancellor explained that the University is having a large network of Regional Centres, Sub-Regional Centres, Study Centres, Special Centres, Programme Centres, etc. During the last few years, the University has further diversified this network, establishing a number of new Study Centres, Programme Study Centres etc. to extend its reach across the country. These new Centres could not be provided the mandatory equipments and furniture, etc. He further stressed that the furniture item in question were approved in the 30th meeting of the Purchase Committee and subsequently in the 78th meeting of the Board of Management, and were standard items for equipping the Regional Centres, Study Centres, etc.

The Chairman pointed out that he appreciates the difficulties being faced by these Centres. During his visits to some of the newly established centres, he found that these centres were virtually handicapped for want of furniture and equipment.

PC 36.2.2 The proposal was discussed in detail. The Committee felt the urgent need of proper equipping of the centres established by the University. It noted that the MoU signed by the University with M/s. Godrej and Boyce for supply of furniture was vetted by the Finance & Account Division. However, the norms for supply of furniture for PSCs and SSCs were to be approved by the competent authority.

PC 36.2.3 In view of the above, the Purchase Committee directed that the proposal be processed afresh. The Committee further directed that for future F&A Division should advise all Heads of Divisions/Directors of Schools or Divisions that before a proposal can be placed before

the Purchase Committee, following prerequisites should be fulfilled:

- (a) Administrative approval of the competent authority has been obtained along with all finalized terms & conditions/MoU, if any.
- (b) Financial concurrence from the Finance & Accounts Division has been obtained.

The Chairman advised that norms for the equipments/furniture for Sub-Regional Centres/Study Centres should be worked out and placed before the Student Support Services Committee for approval.

ITEM NO. 3 TO CONSIDER AND APPROVE IN PRINCIPLE THE PURCHASE OF SOFTWARE FOR SCHOOL OF COMPUTER AND INFORMATION SCIENCES THROUGH OPEN TENDERING.

PC 36.3.1 Prof. S.C. Garg, Pro Vice-Chancellor explained that for new programmes launched by School of Engineering & Technology/School of Computer & Information Sciences, the University will be required to procure new software.

PC 36.3.2 The Committee directed that the agenda item, supported with the cost breakup, the comparative statements, the reports of the Tender Evaluation Committee along with other details/ key documents, as per procedure laid down be put up before the Purchase Committee for its consideration.

ITEM NO. 4 TO CONSIDER AND APPROVE THE PURCHASE OF WEBCAM FOR THE REGIONAL CENTRES AND SUB-REGIONAL CENTRES FOR THE EDUSAT NETWORK

PC 36.4.1 The item was taken up for discussion. Prof. S.C. Garg, Pro Vice-Chancellor explained that the University is in the process of developing EduSat supported network at

its Regional Centres/Study Centres in collaboration with ISRO. As advised by the partner institution (ISRO), all Regional Directors were advised to procure Web Cameras as per given specification. However, some Regional Directors have expressed inability to do so for different reasons. It is, therefore, proposed to procure twenty WebCam through a centralized purchase. The item has been concurred by F&A.

PC 36.4.2

The Committee approved the proposal. The members advised that in view of likely growth of such centres, EMPC should process atleast one hundred Webcam instead of procuring the items on peace-meal basis. However, the purchases can be made in phases as per the actual requirement.

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

**Registrar
Member-Secretary**