

IGNOU

MINUTES OF THE 43RD MEETING OF THE PURCHASE COMMITTEE HELD ON MARCH 28, 2007 AT 9.00 A.M. IN THE BOARD ROOM, BLOCK - 8, IGNOU CAMPUS, MAIDAN GARHI, NEW DELHI – 110 068

The following were present:

1. Prof. V.N. Rajasekharan Pillai, Vice-Chancellor - Chairman
2. Prof. Pardeep Sahni - Member
3. Prof. B.S.Saraswat - Member
4. Prof. J.M. Parakh - Member
5. Shri R. Chauhan, Finance Officer - Member
6. Shri Dalip Kumar Tetri, Registrar - Member-Secretary

Prof. C.L. Anand, Member could not attend the meeting.

At the outset, the Chairman welcomed the members to the 43rd Meeting of the Purchase Committee, a Standing Committee of the Board of Management and then requested the Member-Secretary to present the items on the agenda. The following items were taken up for consideration, ad seriatim:

ITEM NO. 1 TO CONFIRM THE MINUTES OF THE 42ND MEETING OF THE PURCHASE COMMITTEE HELD ON NOVEMBER 20, 2006 AND TO NOTE THE ACTION TAKEN THEREON

PC 43.1.1 The Minutes of the 42nd Meeting of the Purchase Committee were taken up for confirmation. The Member-Secretary informed that the Minutes were circulated to all the Members and no comments have been received. He further informed that the recommendations of the Committee made at its 42nd Meeting were placed before the Board at its 88th Meeting held on 27th November, 2006 and have been approved by the Board. He proposed that the Minutes may be confirmed.

PC 43.1.2 The Purchase Committee noted that the recommendations made at its 42nd Meeting have been approved by the Board of Management. The Committee also noted the action taken on the various recommendations made by it at its previous meeting.

PC 43.1.3 With regard to the matter relating to the payment to M/s Godrej & Boyce Mfg. Co. Ltd. against their bills (vide item No.1, P.C.42.1.3), the Member Secretary, in response to the query raised by a member, clarified that the bills for a total amount of Rs. 35.00 lacs were pending with the University. Out of this, payments to the extent of Rs. 15.00 lacs (appx.) have already been processed and the bills sent to the Finance Division for releasing the payment. The balance amount, however, could not be released as the Firm is yet to shift, at their cost, the furniture supplied to study centres, to some other centres.

The Committee after detailed deliberations decided that the payments to M/s Godrej be processed immediately by retaining only some amount as may be felt reasonable by the RSD to cover the cost of shifting, if the total payment due on this accounts cannot be released. As regards the payments to M/s Antrix Corporation Ltd. (PC 42.3.1 and 42.3.2), the Committee was informed that the payment of Rs.49,23,556/- has already been released on December 12, 2006. The Committee resolved to confirm the Minutes of the 42nd meeting, subject to the above.

ITEM NO. 2 TO CONSIDER PURCHASE AND INSTALLATION OF COMPACTOR IN SR&E DIVISION

PC 43.2.1 The item was taken up for consideration. The Member-Secretary informed the Committee that a proposal for purchase and installation of Compactors was received from Student Registration & Evaluation

Division (SR&E). Accordingly, open tenders were invited for the second time on 2.9.2006 against which four firms had submitted their quotations. The tenders were opened on 26.9.2006. The Technical Evaluation Committee evaluated all the tenders and found that the offers of only two firms namely M/s New Age Industries Ltd. and M/s Kompres India Pvt. Ltd. met technical specifications and, therefore, recommended opening of their financial bids. On opening of the financial bids the rates quoted by M/s New Age Industries Ltd. were found to be the lowest.

PC 43.2.2

The Committee noted that the proposal for purchase and installation of Compactors at the total cost of Rs.47,27,086/- (Rupees Forty seven lacs twenty seven thousand and eighty six) only, inclusive of VAT, has been concurred by the Finance & Accounts Division and the offer of M/s New Age Industries Ltd. was the lowest. On the request of a member, the comparative statement of the two offers was read out. The Committee approved the proposal.

ITEM NO. 3 PROVISION OF ELEVEN DG SETS FOR GYAN VANI TRANSMITTERS

PC 43.3.1

The item was taken up for consideration. The Member-Secretary informed that a proposal has been received for provision of DG Sets for Gyan Vani Transmitters at 11 Gyan Vani Stations which are likely to be commissioned in 2007. He further informed that the cost of DG Set per Gyan Vani Station was in the range of Rs. 7.5 lacs, which for 11 stations works out to Rs.82.5 lacs. He further informed the Committee that the amount is required to be placed at the disposal of Prasar Bharti/All India Radio as deposit work, which needed lead time to procure and install the DG Sets. The Director, EMPC informed the Committee that the University has signed MoU with Prasar Bharti as back as in 2001 for equipping the Gyan Vani stations, which needed

update in view of the changed circumstances.

PC 43.3.2 The Item was discussed in detail. The Committee noted that the amount of advance of Rs.7.5 lacs per DG Set to be placed with Prasar Bharti was based on the estimated cost of DG Sets. The Committee approved the proposal in principle.

PC 43.3.3 The Committee, however, desired to know the time it would normally take to procure, install and to commission the transmitters. It was clarified by the Director, EMPC that the procedure would normally take upto July, 2007. The members, however, expressed apprehensions and felt that this may not be possible in view of the past experience. The members, therefore, stressed the need to expedite the process and draw a tentative schedule for finalisation of the processes so as to ensure commissioning of transmitters and providing DG sets to the 11 Gyan Vani stations within minimum required time. After detailed deliberations, the following schedule was finalized:

- (i) Opening of the tenders by April 20, 2007;
- (ii) Technical Evaluation of tenders by May 01, 2007;
- (iii) Commercial bid to be finalized in the first week of May, 2007;
- (iv) Tender Evaluation Committee to meet to finalise the rates and concurrence of the Finance Division to be obtained by the next week; and
- (v) All the processes to be completed by May 20, 2007.

Subject to the finalisation of the tenders and issue of supply order, the Committee approved release of payment to the Prasar Bharati for DG Sets synchronizing with the installation of transmitters.

(THE PROPOSALS CONSIDERED BY THE COMMITTEE WITH THE PERMISSION OF THE CHAIR)

ITEM NO.4 PROVISION OF EXPANDABLE RACKS IN THE CENTRAL LIBRARY OF THE UNIVERSITY.

PC 43.4.1 Prof. J.M. Parakh, Member informed that the Stack racks proposed to be provided for the Central Library have so far not been made available with the result that the library books are still not available for reference, the same being kept under cartons for about one year. The Member-Secretary informed the Committee that the tenders for procurement of Stack racks were called for about 10 months back and were finalized. Two firms had quoted the rates for equipment. The proposal was submitted to the Finance Division for concurrence, which raised a query regarding the criteria adopted by the Tender Evaluation Committee for the evaluation of the bids. He further informed the Committee that rates of one firm were lower for the first item while the rates of second firm were lower for the second item. It was, therefore, felt advisable to ascertain whether the second item of the equipment offered by the second party is compatible with the main item of the first party. A decision in the matter has, therefore, to be taken.

PC 43.4.2 The Committee noted the status in the matter and desired that the view of the Technical Evaluation Committee on the issue be obtained by inviting them to a meeting to be held under the Chairmanship of the Vice-Chancellor in which Finance Officer and Registrar should also be present.

**ITEM NO.5 PROVISION OF COMPUTER HARDWARE
AND UPSs ETC. TO THE SCHOOLS/
CENTRES/DIVISIONS IN THE UNIVERSITY**

PC 43.5.1 Prof. J.M. Parakh, Member informed the Committee that the demand of Schools/Centres/Divisions for Computers and other peripherals was pending for quite sometime which is detrimental to the smooth functioning of these units. He, therefore, desired that the Committee be apprised of the present status in the matter. The Member-Secretary informed that the tenders in the matter were invited and the offers from only two firms were received. The Technical Evaluation Committee at its meeting held on 20.3.2007 recommended to extend the date of submission of tenders till 10.4.2007. A press release to the effect has already been issued with the approval of the Competent Authority.

PC 43.5.2 The matter was discussed in detail. A view emerged that since the demand for computers and peripherals of Schools/Centres/Divisions was pending for long, it was necessary to delegate powers to the Schools/Centres/Divisions to enable them to purchase their requirements as has been done recently in the case of Regional Centres. The Purchase Committee, therefore, recommended that a proposal may be brought before it to work out the modalities and procedures to delegate adequate financial and administrative powers to the Directors of Schools/Centres and Heads of Divisions to procure computers and other equipment valuing upto Rs.5.00 Lakh after following the provisions of the GFRs and the Financial Code of the University.

The meeting of the Committee should be convened at the earliest. The recommendations of the Committee shall be placed before the Finance Committee and the Board of Management for consideration and approval.

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

(Dalip Kumar Tetri)
Member-Secretary