

## IGNOU

### MINUTES OF THE 46<sup>TH</sup> MEETING OF THE PURCHASE COMMITTEE HELD ON AUGUST 20, 2007 AT 10.00 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. Basir Ahmed Khan, Pro Vice-Chancellor - Member
3. Prof. C.L. Anand - Member
4. Prof. N.V. Narasimham - Member
5. Prof. J.M. Parakh - Member
6. Shri R. Chauhan, Finance Officer - Member
7. Shri M.S. Negi, Registrar (Incharge) - Member-Secretary

Prof. B.S. Saraswat, Member could not attend the meeting.

At the outset, the Chairman welcomed the members to the 46<sup>th</sup> Meeting of the Purchase Committee, a Standing Committee of the Board of Management. He welcomed the new members, Prof. Basir Ahmed Khan, Pro Vice-Chancellor and Prof. N.V. Narasimham to the Purchase Committee. The Chairman on behalf of the Purchase Committee placed on record the valuable contributions made by the outgoing member, Prof. Pradeep Sahni whose term expired as member on Purchase Committee on 30-6-2007. The Chairman then requested the Member-Secretary to present the items on the agenda.

The Member-Secretary presented the following agenda items, ad seriatim:

**ITEM NO. 1 TO CONFIRM THE MINUTES OF THE 45<sup>TH</sup> MEETING OF THE PURCHASE COMMITTEE HELD ON JUNE 29, 2007 AND TO NOTE THE ACTION TAKEN THEREON**

**PC 46.1.1** The item was taken up for consideration. The Member-Secretary informed the Committee that the Minutes of the

45<sup>th</sup> Meeting of the Purchase Committee held on 29<sup>th</sup> June, 2007 were circulated to the members. The Minutes were also placed before the Board at its 91<sup>st</sup> Meeting held on 2<sup>nd</sup> July, 2007 and were approved by the Board. The Member-Secretary informed the Committee that comments have been received from the Finance Officer, Member, Purchase Committee regarding Item No. 6 relating to the proposal for 48 MBPS (1:1) link for IGNOU Headquarters, Gyankosh and SAKSHAT. The Finance Officer has pointed out that the Minutes of the Purchase Committee in respect of Item No. 6 and what has been recorded in the Action Taken Report in respect of the Minutes on Item No. 6 were not in consonance and needed clarification. The comments of the Finance Officer (**Appendix**) were tabled before the Committee.

**PC 46.1.2**

Shri V.S.P. Srivastava, Head, Computer Division who was called in to clarify the position, he explained that as per the decision taken in the 91<sup>st</sup> Meeting of the Board of Management wherein the Joint Secretary, Higher Education, MHRD, had suggested, that the Ministry of Tele-Communications and MTNL may also be contacted for their rates and the same be compared with those of the L-1 firm. Accordingly, MTNL was contacted through the Ministry of Tele-Communications (Joint Secretary (Telecom)). As a result MTNL have offered 5% reduced cost on the rates quoted by L-1 firm as per their mail dated 10-8-2007. Head, Computer Division further informed the Committee that a proposal has been submitted to the Vice-Chancellor to constitute a Committee to negotiate the rates further with the L-1 firm, and the matter will be processed on the recommendations of the Committee.

**PC 46.1.3**

The Committee noted the action taken on the remaining recommendations of the 45<sup>th</sup> Meeting of the Purchase Committee and confirmed the Minutes.

**ITEM NO. 2 TO CONSIDER AND APPROVE HIRING OF WEBCAST FACILITY FOR GYAN DARSHAN CHANNEL**

**PC 46.2.1**

The item was taken up for consideration. Shri V.K. Arora, Director, EMPC presented the item explaining that the University is webcasting all the major live events through Gyan Darshan Channel. This is done through National Informatic Centre (NIC) on day-to-day basis @Rs.12,000/- (inclusive of Service Tax). He further explained that the Webcasting has helped the University in extending its reach to the learners including international students and also those who have no access to Direct Reception System (DRS) through internet facilities. He explained that the National Informatic Centre (NIC) and ERNET India are the organizations under the Ministry of Information Technology to undertake such projects for the Government Organisations and the Educational Institutions. It is, now proposed to hire the Webcast facility for six months period instead of the day-to-day basis. The rates and specifications quoted by NIC meet our requirements and their services in the past have also been found satisfactory. It was, therefore, proposed to accept the L-1 offer of NIC for Rs.5,40,000/- plus Rs.66,744/- (Service Tax) as Webcasting Charges for 24 hrs. of live video streaming of the Gyan Darshan Channel for a period of six months.

**PC 46.2.2**

The matter was discussed in detail. The Committee noted that the service provided by NIC has been found satisfactory. As regards the servicing of the facilities and equipments, the Committee desired that there should be an agreement with the firm for ensuring comprehensive service for the period of six months. The Committee approved the proposal. However, the Committee desired that full facts that the University has already been availing the Webcasting facility of NIC paying Rs.12,000/- per day, and the service of the firm has been satisfactory, may be placed on the files.

**ITEM NO. 3 TO CONSIDER THE PROPOSAL FOR PROCUREMENT OF PHOTOCOPIER MACHINES**

**PC 46.3.1** The Item was taken up for consideration. The Member-Secretary informed that requisitions for Heavy Duty Photocopy Machines have been received from the offices of the 5 Pro Vice-Chancellors and one for Project Facilitation Unit (PFU). Limited quotations were invited for supply of the machines. M/s. Godrej & Boyce Mfg. Co. Ltd. has quoted Rs.1,82,000/- (Incl. VAT) for basic machine BIZHUB 350 (35 CPM) of Konica Minolta make and their rates have been found to be the lowest. The Member-Secretary further informed that the cost per machine after adjusting the average buy back price of old machine works out to Rs.1,77,944.45 and adding the cost of Duplex Automatic Document Feeder (DADF) and the stand (Trolley), i.e., Rs.29,120/-, the total cost of each machine works out to Rs.2,07,064.45.

**PC 46.3.2** The item was discussed in detail. The Committee noted that limited tenders were also invited from the DGS&D. However, the rates quoted by the organization were higher than the L-1 firm. During the discussion, the Finance Officer explained that the machine provided to his office was giving frequent trouble and therefore, needed replacement. The Member-Secretary also informed the Committee that a photocopy machine was urgently required for Administration Division as there was heavy increase in the workload of the Division and some of the machines supplied long back were proving unserviceable. The Committee considered the matter and approved purchase of 08 heavy duty photocopy machines at the rate of Rs.2,07,064.45 (inclusive of taxes) per machine.

**ITEM NO. 4 TO CONSIDER PURCHASE OF COMPUTERS, UPS, PRINTERS, SCANNERS, WEB CAMERAS, PEN DRIVES, LCD PROJECTORS AND WORKSTATIONS**

**PC 46.4.1** The item was taken up for consideration. The Member-

Secretary informed that it was proposed to purchase Computers, UPS, Printers, Scanners, Web Cameras, Pen Drives, LCD Projectors and Workstations for IGNOU Headquarters, Regional Centres, IUC and projects, like e-Gyankosh, SAKSHAT. It was explained that only 2 firms, M/s. Wipro and M/s. HCL responded to the tender. The Tender Evaluation Committee, therefore, recommended extension of the date of submission of tender from 16-3-2007 to 10-4-2007. However, no additional offers were received. The financial bids were, therefore, opened on 15-5-2007. The Tender Evaluation Committee recommended to procure only Computer hardware, Printers, Scanners, LCD Projectors from L-1 firm, at the L-1 rates at the total financial implications of Rs.2,53,58,404.15 (Rupees two crores fifty three lacs fifty eight thousand four hundred four paise fifteen) only. The Committee further recommended that in the absence of competition fresh tenders may be invited for procurement of Servers and the Software may be purchased directly from the firm.

**PC 46.4.2** The Committee noted that both the firms were of repute and approved the proposal.

**ITEM NO. 5 TO CONSIDER PURCHASE OF THREE MARUTI ESTEEM MPI VX EURO-III AND NON-AC AMBASSADOR CLASSIC 1800 15Z BO MPFI (BS-III) CARS AMOUNTING OF RS.18,37,499/-**

**PC 46.5.1** The item was taken up for consideration. The Committee noted that the Staff Cars were urgently required for providing the facility to the Pro Vice-Chancellors appointed by the Board at its 91<sup>st</sup> Meeting held on 2<sup>nd</sup> July, 2007. The Committee further noted that there was an urgent need to replace the vehicle placed at the disposal of the Finance Officer as the same has out lived its service life. The Committee approved the proposal for purchase of 04 Staff Cars, i.e, 03 Maruti Esteem and 01 Ambassador (Non-AC) Car Classic for the Finance Officer as per the proposal at

the total cost of Rs.18,37,499/- (Rupees eighteen thousand thirty seven thousand four hundred ninety-nine) only.

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

**(M.S. NEGI)**  
**Member-Secretary**