

IGNOU

MINUTES OF THE 48TH MEETING OF THE PURCHASE COMMITTEE HELD ON MARCH 20, 2008 AT 4.00 PM. IN THE BOARD ROOM, BLOCK - 8, IGNOU CAMPUS, MAIDAN GARHI, NEW DELHI – 110 068

The following were present:

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| 1. | Prof. V.N. Rajasekharan Pillai, Vice-Chancellor | - | Chairman |
| 2. | Prof. Basir Ahmad Khan, PVC | - | Member |
| 3. | Prof. N.V. Narasimham | - | Member |
| 4. | Prof. Manohar Lal | - | Member |
| 5. | Shri R. Chauhan, Finance Officer | - | Member |
| 6. | Shri K. Laxman, Registrar | - | Member-Secretary |

Prof. Omprakash Mishra, Prof. Parvin K. Sinclair and Dr. Latha Pillai, Pro-Vice-Chancellors, attended the meeting as Special Invitees.

At the outset, the Chairman welcomed the members of the Purchase Committee and placed on record the valuable contributions made by the outgoing members, Prof. C.L. Anand and Prof. B.S. Saraswat whose term expired as members on Purchase Committee on 16.2.2008 and 29.2.2008 respectively.

In reference to the procedures of purchase and settlement of bills & expeditious disposal of payments the Chairman pointed out that the purchase procedures followed in other universities are simplified and growth oriented which paves the way for all round development. He stressed the need for evolving proper guidelines covering codal provisions & procedures in order to reduce the processing time for expeditious payment.

Prof. Parvin Sinclair, Pro-Vice-Chancellor reiterated that the purchase procedures in the University are to be streamlined & simplified. The University is under tremendous pressure to implement the online programme delivery systems. Prof. Sinclair emphasized that necessary software and technologies have to be in place to meet the changing needs.

The Finance Officer informed the Purchase Committee that certain concessions have been announced by the Govt. on electronic goods and computer software in general budgets for the year 2008-09. The benefits of these concessions in respect of the supply orders/purchase orders already placed on successful bidders should accrue to the University. The Finance Officer informed that purchases made through single bids other than proprietary or specialized feature should ensure competitive price/rates and in compliance with the codal provisions. The Purchase Committee agreed to the suggestion and desired that the divisions/units responsible for the purchases should follow the above codal requirements.

The Chairman then requested the Member-Secretary to present the items on the agenda.

The following items on the agenda were taken up for consideration, ad seriatim:

ITEM NO. 1 TO CONFIRM THE MINUTES OF THE 47th MEETING OF THE PURCHASE COMMITTEE HELD ON AUGUST 20, 2007 AND TO NOTE THE ACTION TAKEN THEREON

PC 48.1.1 (1) The Member-Secretary informed the Committee that the Minutes of the 47th Meeting of the Purchase Committee held on 21st November, 2007 were circulated to the members and no comments have been received on these minutes. The Minutes were also placed before the Board of Management at its 93rd Meeting held on 7th January, 2008 and were approved by the Board.

(2) The Committee noted the action taken on the various recommendations made at its 47th Meeting held on 21.11.2007.

(3) As regards the status of action relating to Resolution No.47.2.1 (10 KW FM transmitters), the Committee desired that the firm should be prevailed upon to submit an invoice for release of the payments and the EMPC should process the contingent bill immediately on the basis of the invoice consistent with terms & conditions of the contract so that the fund earmarked for the purpose could be utilized.

(4) As regards Resolution No. 47.4.1, relating to purchase of a Diesel Generator set for Gyan Vani Transmitters at Raipur, the Committee directed that since it was a deposit work, a contingent bill is to be raised immediately and the amount released to the firm.

PC 48.1.2 With the above observations the Minutes of the 47th Meeting of the Purchase Committee were confirmed.

ITEM NO. 2 TO CONSIDER AND APPROVE PURCHASE OF 146 TOUCH SCREEN KIOSKS FOR REGIONAL CENTRES AND SOME STUDY CENTRES.

PC 48.2.1 (1) The Purchase Committee considered the recommendations of the Committee constituted for the purchase of 146 Touch Screen KIOSK for Regional Centres and Study Centres.

(2) The detailed recommendations of the Committee in terms of the lowest bidder and the issue of internet connectivity are given here-under:

(1) The Committee recommended M/s HCL Infosystems Ltd. being the lowest quote as the L-1 firm in reference to Option 1. The details of Option-1 is given as under:

S. No.	Requirement of the University	Qty.	M/s HCL Infosystems Ltd (1)	
			Unit Price	Total amount
1	Web enabled Touch Screen Kiosk Option-1 (with AMD X 2 3800 Processor)	146	INR 64,350 Tax @ 4% INR 2,574	INR 93,95,100 INR 3,75,804
2	UPS	146	INR 3,300 Tax @ 4% INR 132	INR 4,81,800 INR 19,272
3	AMC Ist Year		INR 2,500 Tax @ 12.36 INR 309	INR 3,65,000 INR 45,114
4	AMC 2 nd Year		INR 2,500 Tax 12.36 INR 309	INR 3,65,000 INR 45,114
5	Total Option 1 without connectivity		INR 75,974	INR 1,10,92,204

(2) The following conditions are also stipulated as per the recommendations of the Committee :

- a) M/s HCL will submit performance security as per the prescribed rate in bid document.
- b) Supply, installation and commissioning of the machine/service will be ensured by HCL before release of payment by the University.

(3) The Committee also included the following issues relating to internet connectivity:

- (i) For the Regional/Study Centres which do not have connectivity, Home connectivity, option may be considered. In home connectivity, there are choices as below :
 - a) BSNL landline 'Dataone' services
 - b) Wireless USB attachment for CDMA or GPRS available form :
 - i) BSNL were found (available in limited places),
 - ii) Reliance 3 G CDMA,
 - iii) Airtel (Good availability in North-East) and
 - iv) Tata Indicom.
- (ii) The performance of ISP network varies from region to region. Accordingly, a test may be done to choose the suitable party in that region by IGNOU.

PC 48.2.2 (1) The total cost involved under Option 1 without internet connectivity charges is Rs.1,10,92,204/- which includes AMC for 1st and 2nd year.

- (2) The Purchase Committee also considered and approved the proposal for Tripartite Agreement among HCL, BSNL/MTNL and IGNOU which is to be entered into specifying the role and responsibility of each partner for the operationalisation of KIOSK in the long run.

- (3) The Purchase Committee considered and agreed to the enhancement of budget since actual requirement will include Annual Maintenance contract and connectivity charges in the purchase of KIOSK.
- (4) The committee further recommended that the Performance Security is required to be obtained from the bidder. EMD of all other bidders are to be refunded after receipt of the Performance Security from M/s HCL Infosystems Ltd.

PC 48.2.3 With the above resolutions, the Purchase Committee approved the recommendations for the purchase of Touch Screen KIOSK from M/s HCL Infosystems Ltd.

ITEM NO. 3 TO CONSIDER THE PROPOSAL FOR PURCHASE OF 400 LAPTOPS IN THE UNIVERSITY.

PC 48.3.1 (1) The Purchase Committee considered the recommendations of the Committee constituted for the purchase of 400 Laptops in the University.

- (2) The Committee constituted for evaluation of bids recommended M/s HCL Infosystems Ltd being the lowest bidder (L1) for the purchase 400 Laptops at a cost of Rs.1,48,30,522/- (Rupees one core forty eight lakh, thirty thousand five hundred twenty two only) @ unit price INR 33,890.00 plus AMC for 1st and 2nd year and taxes.
- (3) The committee further recommended that the Performance Security is required to be obtained from the bidder. EMD of all other bidders are to be refunded after receipt of the Performance Security from M/s HCL Infosystems Ltd.

PC 48.3.2 With the above resolutions, the Purchase Committee approved the recommendations for purchase of 400 Laptop computers from M/s HCL Infosystems Ltd. for a total amount of Rs.1,48,30,522/- (Rupees one core forty eight lakh thirty thousand five hundred twenty two only).

ITEM NO. 4 TO CONSIDER AND APPROVE THE PURCHASE OF TREND MICRO ANTIVIRUS SOFTWARE (Amended): To report on the action relating to the purchase of Trend Micro Antivirus Software

PC 48.4.1 It was informed by Director, EMPC that the proposal for purchase of Trend Micro Antivirus Software was placed before the Purchase Committee at its 46th meeting held on 20.8.2007 and the Committee had approved the proposal. The proposal was further processed through the channel partners of M/s TREND MICRO as the firm sold its products only through the channel partners. On final evaluation of offers, the rates

quoted by M/s ACPL Systems Pvt. Ltd. (the channel partner) were found as the lowest. These rates were further negotiated and the firm has agreed to supply of 1000 units of antivirus software of Trend Micro at the total amount of Rs.14,40,000/- (Rupees fourteen lakh forty thousand only) plus VAT @ 4%.

PC 48.4.2 The Purchase Committee noted the action taken under Resolution 45.4.1 and approved the recommendations for the purchase of Antivirus Software of Trend Micro at a price of Rs.14,40,000/- including VAT. The Committee further directed that the contingent bill may be raised urgently and the payment of Rs. 14,40,000/- plus VAT @ 4% released to the firm.

ITEM NO. 5 TO CONSIDER AND APPROVE THE PURCHASE OF MS OFFICE PRO2007 & MS NET SOFTWARE:

PC 48.5.1 It was informed by Director, EMPC that the purchase of MS Office Pro2007 and MS Net Software, was processed through the channel partners of MICROSOFT as the firm does not sell its products directly. The quotations were invited from channel partners of the firm and the Committee constituted for evaluation of bids found the offers of M/s HCL Infosystems Ltd. as the lowest. The firm has agreed to supply the following Software at a total cost of Rs. 16,38,564.72 (inclusive of taxes):

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|--------------------------------|-------------|
| 1. MS OFFICE 2007AE | 650 license |
| 2. Media Kit-MS Office | 01 license |
| 3. Visual Studio | 10 license |
| 4. Media Kit for visual studio | 01 license |

PC 48.5.2 The Purchase Committee approved the recommendations for purchase of Software from M/s HCL Infosystems Ltd. at a total cost of Rs. 16,38,564.72 (Rupees sixteen lakh thirty eight thousand five hundred sixty four & seventy two paise only), including taxes.

ITEM NO. 6 TO CONSIDER AND APPROVE THE PURCHASE OF 48 MBPS INTERNET BANDWIDTH SERVICES:
(Amended): To Report on the Status of action relating to the purchase of 48 MBPS Internet Bandwidth Services

PC 48.6.1 It was informed by Head, Computer Division that the purchase of 48 MBPS Internet Bandwidth Services was approved by the Purchase Committee at its 46th meeting. As desired the rates were negotiated with M/s Reliance by the Committee constituted for the purpose of evaluation of bids. The firm after negotiations agreed to a discount of 7% on the rates quoted by it. The firm had further offered to give L-3 (Layer 3) switch free of cost to the University, the value of which was about 2% of the bid value. The rate for 48 MBPS (1:1) Internet Bandwidth after the negotiations on final reckoning works out to Rs. 85,93,200/-.

PC 48.6.2 The Purchase Committee noted the action taken and approved the recommendations for purchase of 48 MPBS Internet Bandwidth (1:1) from M/s Reliance at the total cost of Rs. 85,93,200/- (Rupees eighty five lakhs ninety three thousand two hundred only) plus service tax.

ITEM NO. 7 TO CONSIDER AND APPROVE THE OPERATION AND MAINTENANCE OF EARTH STATION

PC 48.7.1 It was informed by Director, EMPC that for operations and maintenance of Earth Station, limited tender enquiries were issued, and in response only two firms M/s Comcon Industries Ltd. and M/s Cosmic Infosystems Ltd. have quoted. The quotations were evaluated by the Tender Evaluation Committee (TEC) at its meeting held on 27.12.2007. The TEC recommended the rejection of the two bids and further recommended that the contract may be awarded to M/s Broadcast Engineering Consultants India Ltd. (BECIL), Noida, as the rates of the two firms was much higher as compared to the rate being paid to M/s BECIL. The TEC therefore, recommended that the contract may be awarded to M/s BECIL, valid for 3 years, at the existing rate of Rs. 1,00,100/- plus service tax, per month for 1 year with provision of extension of the term of contract with an increase of 5% in the rates for each subsequent year.

PC 48.7.2 The Purchase Committee approved the recommendations relating to the award of contract to M/s BECIL amounting to Rs.37,86,780/- (Rupees thirty seven lakh eighty six thousand seven hundred eighty only) plus service tax, as per the details in the table below:

1	Charges for Operation and Maintenance for the period 01.01.2008 to 31.12.2008	Rs.1,00,100/- x 12 months = Rs.12,01,200/- +Service Tax
2	Charges for Operation and Maintenance for the period 01.01.2009 to 31.12.2009	Rs.1,05,105/- x 12 months = Rs.12,61,260/-+ Service Tax
3	Charges for Operation and Maintenance for the period 01.01.2010 to 31.12.2010	Rs.1,10,360/- x 12 months = Rs.13,24,320/- + Service Tax

ITEM NO. 8 TO CONSIDER AND APPROVE THE PURCHASE OF SERVERS FOR e-GYANKOSH

PC 48.8.1 (1) The Committee considered the recommendations of the Committee constituted for the purpose of servers for e-Gyankosh.

(2) The recommendations for the purchase of the Server are given hereunder:

05 LOW END Server For Option 2 - @ Rs.91,416.00 each Total for Rs.4,57,080.00

03 HIGH END Server - @ Rs.2,97,731.20 each total Rs. 8,93,193.60

The Total financial implication will be Rs.13,50,273.60 (Rupees thirteen lakhs fifty thousand two hundred seventy three & paise sixty only).

PC 48.8.2 The Purchase Committee approved the recommendations of the Committee for the purchase of 8 Servers for e-Gyankosh, at a total cost of Rs. 13,50,273.60.

ITEM NO. 9 TO CONSIDER AND APPROVE THE PROCUREMENT OF TWO (2) NOS. OF PROFESSIONAL SCAN CONVERTERS

PC 48.9.1 (1) The Purchase Committee considered the recommendation of the Committee constituted for procurement of Professional IRDS.

(2) It was informed by Director, EMPC informed that for procurement of two Professional Scan Converters, limited tender enquiries were issued, against which 4 firms submitted their quotations. On evaluation of the quotations received from these firms, the bid of M/s Sidharth International was rejected due to non submission of EMD and as per the recommendations of the Technical Purchase Committee (TPC) of EMPC held on 22.11.2007. The bids of 3 remaining firms were opened. The Tender Evaluation Committee (TEC) at its meeting held on 22.2.2008 recommended procurement of two nos. of Professional Scan Converters from M/s Nixon Technologies India (P) Ltd., New Delhi for a total cost of Rs. 5,92,978/- plus taxes and duties as applicable.

PC 48.9.2 The Purchase Committee approved the recommendations for purchase of two Professional Scan Converters for a total cost of Rs. 5,92,978/- (Rupees five lakh ninety two thousand nine hundred seventy eight only) plus taxes and duties, FOR destination, from M/s Nixon Technologies India (P) Ltd.

ITEM NO. 10 TO CONSIDER AND APPROVE THE PROCUREMENT OF PROFESSIONAL IRDS

PC 48.10.1 (1) The Purchase Committee considered the recommendations of the Committee constituted for procurement of professional IRDS.

(2) The Committee after evaluation of technical and financial bids including the aspect of reasonability of rates quoted by the short-listed firms recommended for procurement of 4 nos. of Professional IRDs alongwith LNBC Cables from M/s HCL Infosystems Ltd. for Rs. 5,91,008/- (Rupees five lakh ninety one thousand & eight only) including taxes.

PC 48.10.2 The Purchase Committee approved the recommendations of the Committee for procurement of Professional IRDS from M/s HCL Infosystems Ltd. amounting to Rs.5,91,008/- (Rupees five lakhs ninety one thousand & right only).

ITEM NO. 11 TO CONSIDER AND APPROVE SITC (SUPPLY, INSTALLATION, TESTING AND COMMISSIONING) OF OPTICAL FIBER LINKS.

PC 48.11.1 (1)

The Purchase Committee considered the recommendations made by the Committee constituted for the procurement of optical fiber links including installation, testing & commissioning.

(2) The Committee after evaluation of technical & financial bids including the aspect of reasonability of rates quoted by the short-listed firms recommended for procurement, installation, testing and commissioning optical fiber links from M/s Trans-Image Corporation, New Delhi at the total cost of Rs.6,47,724/-, as per the details given below:

Sl. No.	Item/ Make/Model	Quantity	Unit Cost (Rs.)	Total Cost (Rs.)
1	Broadata Model 1500 with Component/Composite Convertor	1 Pair (2 Sets)	2,82,084/-	5,64,168/-
2	4 Core Optical Fiber Cable	500 mtr.	100/-	50,000/-
3	Installation & Commissioning	1 Pair	8,000/-	8,000/-
	VAT @ 4% on 1 & 2 above			24,567/-
	Service Tax @ 12.36% on 3 above			989/-
	Customs Duty @ 9.356% included			
			TOTAL	6,47,724/-

PC 48.11.2 The Purchase Committee approved the recommendations of the Committee for supply, installation, testing and commissioning of optical fiber links to M/s Trans-Image Corporation, New Delhi at the cost of Rs. 6,47,724/- (Rupees six lakhs forty seven thousand seven hundred twenty four only).

ITEM NO. 12 TO CONSIDER AND APPROVE THE PURCHASE OF TWO HEAVY DUTY LASER PRINTERS.

PC 48.12.1

The Item was taken up for consideration. It was informed by Registrar (SR&E) that the Division handles the registration and evaluation data of about 17 lakh students. The registration during the year 2007-08 alone was over 4.68 lakhs. Thus the work load of the Division has increased manifold. It was therefore, proposed to procure two heavy duty laser printers for SR&E Division for printing of Grade Cards, Hall Tickets and Degree Certificates. The total cost of the two printers is estimated to be of the order Rs. 30 lakhs.

PC 48.12.2 The Purchase Committee on considering the proposal noted that the laser printers when installed will reduce the manual efforts in generating these documents to a great deal and agreed that the Division should initiate necessary steps for procuring the items, as per the codal provision.

ITEM NO. 13 TO CONSIDER AND APPROVE THE PURCHASE OF ONE HEAVY DUTY SHREDDING MACHINE

PC 48.13.1 The Item was taken up for consideration. Registrar, SR&E Division explained that the University received approx. 5000 Project Reports in respect of BDP and other courses and about 4000 Project Reports in respect of Management Programmes every year. At present about 25000 Project Reports are laying in the Division for the last several years waiting disposal. As these project reports cannot be sold in the market as they are prone to be misused by the purchasers and re-sold to intending students of the University, they need to be disposed off after shredding. The cost of heavy Shredding machine is estimated to Rs.16 lakhs (approx.).

PC 48.13.2 The Purchase Committee on considering the proposal agreed for the purchase of a heavy duty Shredding machine at the approx. cost of Rs. 16 lakhs and directed the SR&E Div. to initiate necessary steps for procuring the item as per codal provision.

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

(K. LAXMAN)
Member-Secretary