

IGNOU

MINUTES OF THE 53RD MEETING OF THE PURCHASE COMMITTEE HELD ON JANUARY 08, 2010 AT 3.00 P.M. IN THE BOARD ROOM, BLOCK - 8, IGNOU CAMPUS, MAIDAN GARHI, NEW DELHI – 110 068

The following were present:

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| 1. Dr. D. K. Choudhry, Pro-Vice Chancellor | - Member |
| 2. Prof. Uma Kanjilal, Director, SOSS | - Member |
| 3. Shri Ravi Kant, Director, EMPC | - Member |
| 4. Shri Abdul Samad Ibrahim, Dy. Director, EMPC | - Member |
| 5. Shri T.K. Kaul, Finance Officer (I/c) | - Member |
| 6. Shri Udai Singh Tolia, Registrar (Admn) | - Member-Secretary |

Owing to the pre-occupation, the Vice-Chancellor could not chair the meeting of the Purchase Committee and Dr. D.K. Choudhry, Pro-Vice Chancellor/Member, Purchase Committee chaired the meeting of the Purchase Committee.

Prof. Shafiq Parveen, Member could not attend the meeting.

Shri R.N. Jha, Dy. Registrar (CPU) was present to assist the Member-Secretary.

At the outset, the Chairman welcomed the members to the 53rd Meeting of the Purchase Committee, a Standing Committee of the Board of Management. The Chairman specially welcomed Shri Abdul Samad Ibrahim who was attending the meeting of the Purchase Committee as a new member. On behalf of the Committee, the Chairman also placed on record the contributions made by Dr. V. Venugopal Reddy whose term as member on the Committee has expired. Thereafter, the following items on the agenda were taken up for consideration:

ITEM NO. 1 TO CONFIRM THE MINUTES OF THE 52ND MEETING OF THE PURCHASE COMMITTEE HELD ON OCTOBER 06, 2009, AND TO NOTE THE ACTION TAKEN THEREON

PC 53.1.1 Registrar informed the Committee that the Minutes of the 52nd Meeting of the Purchase Committee held on 6th October, 2009 were circulated to the members. No comments have been received on the minutes. Further, the Minutes of the 52nd meeting were placed before the Board at its 102nd meeting held on 14.10.2009 and were approved by the Board.

PC 53.1.2 The Purchase Committee noted that the Minutes of the 52nd meeting have been approved by the Board. The Committee also noted the Action Taken Report on the various decisions of the Purchase Committee taken at its 52nd Meeting and confirmed the minutes.

ITEM NO.2 TO CONSIDER AND APPROVE THE PURCHASE OF COLOUR PRINTERS FOR VARIOUS SCHOOLS OF STUDIES/DIVISIONS/UNITS, CHAIRS ETC.

PC 53.2.1 The Item was taken up for consideration. It was explained that on receipt of requisitions from various Schools/Divisions/Units, the total requirement of 37 nos. of Colour Laserjet Printers had been worked out. The Limited Tender was invited for the same and the Purchase Order was placed on the L-1 firm i.e. M/s Religare Technova IT Services Ltd. It was further explained that with the establishment of some new Schools/Units etc., the demand for the Colour printers was likely to increase. It was therefore, proposed to enhance the overall provision of Rs.15.00 lakhs (including the current Purchase Order to the tune of Rs.9,07,834/-). It was proposed that the expenditure so incurred will be booked under the budget head 'Computers & Peripherals' for which sufficient provision of Rs.17.00 cores exists in the budget.

PC 53.2.2 The Committee approved the proposal. As regards the purchase and supply of photocopy machines, it was clarified that the demands for photocopy machine from all the Divisions and Schools have been met. However, in respect of the new Centres/Units, the requirement was clubbed and one machine was provided for two or more such Centres/Units. However, there are complaints in this regard and action has been initiated to provide independent photocopy machines to each Unit in future.

ITEM NO. 3 TO CONSIDER AND APPROVE THE EMPANELMENT OF FIRM(S) FOR PRINTING AND SUPPLY OF LETTER HEADS/ENVELOPS/VISITING CARDS

PC 53.3.1 The Purchase Committee approved the proposal for empanelment of the following firms for printing/supply of Letter Heads/Envelops/Visiting Cards for a period of one year from 19.10.2009 to 18.10.2010.

- 1 M/s Pravin Paper Industries
- 2 M/s Laservision
- 3 M/s Aero Enterprises

ITEM NO.4 TO CONSIDER AND APPROVE THE EMPANELMENT OF FIRM(S) FOR SUPPLY OF COMPUTER CONSUMABLES (CONTINUOUS STATIONERY)

PC 53.4.1 The Item discussed in detail. The Purchase Committee approved the proposal for empanelment of the firm M/s Century Continuous Stationery Pvt. Ltd., for supply of Computer Consumables (Continuous Stationery) at an estimated expenditure of Rs.15.0 lacs, valid for a period of one year from 25/3/2009 to 24/3/2010.

ITEM NO.5 TO CONSIDER AND APPROVE THE EMPANELMENT OF FIRM(S) FOR SUPPLY OF OFFICE STATIONERY ITEMS

PC 53.5.1 The Purchase Committee approved the proposal for empanelment of the following four firms, for supply of office stationery items valid for a period of one year from 4/6/2009 to 3/6/2010.

- 1 M/s Mittal files & Mfg. Co.
- 2 M/s U.R. Traders
- 3 M/s Sharma & Company
- 4 M/s Office Square

ITEM NO.6 TO CONSIDER AND APPROVE THE RENEWAL OF TRIPARTITE AGREEMENT FOR SUPPLY OF SAMSUNG TONER CARTRIDGES ML-1520 & ML-2570

PC 53.6.1 The Purchase Committee approved the proposal for renewal of the Tripartite Agreement for supply of Samsung Toner Cartridges ML-1520 & ML-2570 from M/s MGI Associate Pvt. Ltd. on the existing rates and valid for one year.

ITEM NO.7 TO CONSIDER & APPROVE THE PROCUREMENT OF PAPER COUNTING MACHINE FOR MPDD

PC 53.7.1 The Purchase Committee approved the proposal for purchase

of one Paper Counting Machine for MPDD at the appx. cost of Rs. 11.00 lakh. However, the purchase shall be made following the Codal procedures for Tendering and other procedures prescribed under the GFRs subject to concurrence of the Finance & Accounts Division.

ITEM NO.8 TO CONSIDER & APPROVE THE EMPANELMENT OF FIRMS FOR SUPPLY OF OFFICE FURNITURE ITEMS

PC 53.8.1 The Purchase Committee approved the proposal for re-empanelment for one year of the following six firms for supply of Office Furniture:

- (i) M/s Methodex Systems Ltd.
- (ii) M/s Maruthi Office Equipment Pvt. Ltd.
- (iii) M/s New Age Furniture Innovations Pvt. Ltd.
- (iv) M/s Kendriya Bhandar
- (v) M/s Lloyd Safe Company
- (vi) M/s Delite Kom Ltd.

At this point, the Chairman recalled that initially the University had taken a policy decision to purchase the entire range of furniture items including almirahs and shelves etc. from M/s Godrej both for use at Hqs and its Regional Centres & Study Centres. Though the price was comparatively higher, the quality of the furniture supplied by Godrej was superb, in so much so, that the furniture supplied 20-25 years back are still in use at the Regional Centres, Study Centes and at the Hqs. However, the University has stopped placing orders with the firm primarily due to the price considerations. The Purchase Committee may therefore, authorize that the University to explore the possibility and ways for enlisting the most reputed firm, M/s Godrej also for purchases of furniture items including almirahs & shelves etc., even though the prices may be comparatively higher.

PC 53.8.2 The Purchase Committee agreed to the suggestion and directed that the matter may be examined for re-listing the firm, M/s Godrej for supply furniture articles in future. The Purchase Committee noted that the supply network of M/s Godrej was excellent and extended to all the corners of the country and it will be advantageous to purchase furniture articles from the firm particularly for new Study Centres and

Regional Centres in the relatively remote areas.

ITEM NO.9 TO CONSIDER AND APPROVE THE PURCHASE OF OFFICE CARS FOR VICE-CHANCELLOR AND PRO-VICE CHANCELLORS

PC 53.9.1 The Purchase Committee noted the purchase of three staff cars i.e. two nos. of Ambassador cars (AC model) and one Maruti SX-4 VXI MPI car by the University at a cost of Rs.16,88,608.00 (Rupees sixteen lacs eighty eight thousand six hundred and eight) only.

ITEM NO.10 TO CONSIDER AND APPROVE PROCUREMENT OF TWO NOS. OF DIPLEXERS FOR GYAN VANI AURANGABAD AND KANPUR ON REPEAT ORDER BASIS

PC 53.10.1 The Item was discussed. Director, EMPC explained that the University had already procured 3 nos. of Diplexers from M/s Exir Broadcasting & Telecom AB, Sweden (earlier known as M/s Teracom Components AB, Sweden) at a total cost US \$85638 for use at the Gyan Vani stations. To meet the requirement of the Gyan Vani Stations at Aurangabad and Kanpur, it is now proposed purchase two more Diplexers from the same firm. The firm has offered to supply the additional Diplexers on the same price, terms & conditions. The proposal has been approved by the competent authority and also concurred by the F&A Div.

PC 53.10.2 The Purchase Committee approved the proposal for purchase of two nos. of Diplexers from Exir Broadcasting & Telecom AB, Sweden at the cost of US \$57092 plus custom duty and applicable taxes as per the proposal.

ITEM NO.11 TO CONSIDER AND APPROVE THE REQUIREMENT OF COMPUTERS/PRINTERS/UPSs AS AGAINST BULK PROCUREMENT OF 4000 COMPUTERS, 2000 PRINTERS AND 4000 UPSs AS ALREADY APPROVED BY THE PURCHASE COMMITTEE

PC 53.11.1 The Item was taken up for consideration. Registrar informed the Committee that the Purchase Committee at its 50th meeting held on 16.4.2009 accorded approval to the

following:

- (i) The procurement of 4000 Computers from M/s HCL Infosystems Ltd.
- (ii) 2000 Printers and 4000 UPSs from M/s WIPRO Ltd. after having been followed the procedures of Open Tender duly concurred by the F&A Divn. and further approved by the Competent Authority.

Registrar further informed that the Letter Of Intent (LOI) was issued on the two selected firms viz., M/s Wipro Ltd. and M/s HCL. The purchase orders were also issued for 1905 computers, 1905 UPSs and 905 printers. In addition, Purchase Orders for 100 computers was also issued to M/s HCL and for 31 printers and 67 UPSs to M/s Wipra Ltd. The firms are now pressing for the Purchase Orders for the remaining computers etc. as these items are ready for supply and the firms are incurring heavy financial losses due to blocked of their capital. He further clarified that the delivery locations have since identified.

PC 53.11.2

The Purchase Committee approved the proposal for placing the supply orders on the firms for the balance quantity as per the Letter Of Intent and also for additional requirements as may be assessed in future. The Committee also approved the re-validation of the rates and extension of the validity period of the Contract till 30.9.2010.

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

(U.S. TOLIA)
Member-Secretary