

IGNOU

MINUTES OF THE 54TH MEETING OF THE PURCHASE COMMITTEE HELD ON APRIL 15, 2010 AT 3.30 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 | - Chairman |
| 2. Prof. Uma Kanjilal, Director, SOSS | - Member |
| 3. Shri Ravi Kant, Director, EMPC | - Member |
| 4. Shri Abdul Samad Ibrahim, Dy. Director, EMPC | - Member |
| 5. Ms. Majula Verma, 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 the meeting was chaired by Dr. D.K. Choudhry, Pro-Vice Chancellor/Member, Purchase Committee.

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

At the outset, the Chairman welcomed the members to the 54th Meeting of the Purchase Committee, a Standing Committee of the Board of Management. Thereafter, the following items on the agenda were taken up for consideration:

ITEM NO. 1 TO CONFIRM THE MINUTES OF THE 53RD MEETING OF THE PURCHASE COMMITTEE HELD ON JANUARY 08, 2010, AND TO NOTE THE ACTION TAKEN THEREON

PC 54.1.1 Registrar informed the Committee that the Minutes of the 53rd Meeting of the Purchase Committee held on 8th January, 2010 were circulated to the members. No comments have been received on the minutes. Further, the Minutes of the 53rd meeting were placed before the Board at its 103rd meeting held on 25.1.2010 and were approved by the Board. He therefore, proposed that the minutes may be considered for confirmation.

PC 54.1.2 The Purchase Committee noted that the Minutes of the 53rd 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 previous Meeting and confirmed the minutes.

ITEM NO.2 TO CONSIDER AND APPROVE THE PROCUREMENT OF LAPTOPS

PC 54.2.1 The Item was taken up for consideration. The Committee approved the proposal for procurement of 50 Laptops at a cost of Rs.20.00 lacs approx., as per the requirement assessed by the Computer Division. As regards the configuration, the members desired to know whether the Laptops already provided by the University to the Faculty/Officers could be upgraded. The Head, Computer Div. informed the Committee that this should be possible and the matter will be looked into. The Committee further noted that the 50 Laptops proposed to be procured shall cover the present requirement as also the likely addition to the faculty strength on opening of new centres etc.

ITEM NO. 3 TO REPORT ON PURCHASE OF ADDITIONAL REQUIREMENT OF COMPUTERS, PRINTERS AND UPSs

PC 54.3.1 The item was discussed in detail. The Registrar explained that the proposal for purchase of 924 computers, 643 printers and 957 UPSs for use at Headquarters/EDNERU within the overall ceiling of 4000 computers, 2000 printers & 4000 UPSs were already approved by the Purchase Committee at its 53rd meeting held on 8.1.2010. However, while considering the minutes of the 53rd Purchase Committee meeting, Sh. N.K. Sinha, Joint Secretary, MHRD, at the 103rd meeting of the Board observed that it was not clear from the minutes as to how the rates offered by the two firms compared with the DGS&D rates for similar configuration and the configuration offered by the firms in this case, should be verified and also should be checked (pre-testing) from agencies like NIC, as being done in the Ministry. Accordingly, the duly constituted Committee verified the rates and found that the rates offered to the University by both the firms were much lower and reasonable as compared to the market rates and also the DG&SD rates. A copy of the recommendations of the Committee is placed at **Appendix-I**.

As per the observations made by Sh. Sinha regarding pre-

testing, the Office of the Director General, NIC was contacted in the matter and accordingly a mail to this effect was sent to his office on 12.2.2010. Ms. Padmawati Vishwanathan, Senior Technical Director, NIC accordingly contacted us vide her mail dt. 15.2.2010 and thereafter IGNOU officers consisting of Sh. Ravi Mendiratta, Sr. Software Engineer & Section Officer, CPU discussed the entire issue relating to pre-testing of computers with her. After detailed discussion, she opined that since the current purchase order was part of the bulk supply order for which Open Tenders were duly floated and finalized by the University, the pre-testing had already been undertaken by the University adopting its own mechanism through the duly constituted committees/ Computer Div.

Ms. Padmawati Vishwanatha, Senior Technical Director, NIC further opined that:

- (i) Since the University has already convened pre-testing of computers at Pondicherry in terms of the original tender documents and the supply has already been made by the firms with the configuration as per tender document and also the items are already in use it would not be possible for NIC to intervene at this juncture.
- (ii) As the present requirement is a part of the above bulk supply the University should go ahead with the same mechanism as already adopted by them as per the main tender document and tendered quantity.
- (iii) The NIC may be able to extend the necessary help with regard to pre testing, only in case of afresh tendering of these kind of items with specific clauses incorporated in such tender documents in future.

A copy of the report of the IGNOU officers is placed as **Appendix-2**).

Dr. Vijay Srivastava, Head, Computer Div. was invited to confirm whether the configuration of the computers were already checked, internally alongwith the reasonability of the rates. He clarified that pre-testing was already conducted by the University for the supplies received earlier with the help of Computer Div. and CPU official and the rates quoted by both the firms are reasonable.

At this point, Dr. Abdul Samad Ibrahim, Member Purchase Committee/Member, BOM observed that the University has already a full-fledged Computer Div. and a School of Computer and Information Sciences and therefore, has the inbuilt capabilities and mechanism for testing of the computers systems. Therefore, there is no need for the University going for external testing of the systems, which may not be available without costs/riders.

PC 54.3.2 The Committee after detailed deliberation ratified the action taken by the University for placing the supply orders for the balance quantity 924 computers, 643 printers and 957 UPSs & also requested to reassess the additional requirements of computers etc. with various Schools/ Divisions/Centres due to induction of new faculty.

ITEM NO.4 TO CONSIDER AND APPROVE THE PROCUREMENT OF THE EQUIPMENTS TO BE USED IN THE GYAN DARSHAN AND THE GYAN VANI TRANSMISSION

PC 54.4.1 The item was taken up for consideration. The Committee noted that for procurement of equipments for use of the Gyan Darshan and Gyan Vani Transmission systems, Global tenders invited. The tenders were opened and evaluated by duly constituted committees. The bids were also evaluated finally by a Committee which recommended the offer of L-1 firms for a total financial commitment of Rs.2,29,77,750/- only. It was further noted that the proposal has been concurred in by the Finance Division.

PC 54.4.2 The Purchase Committee approved the proposal. A copy of each of the Minutes of the Tender Evaluation Committee dt. 20.11.2009 and 8.1.2010 / 12.3.2010 are placed as **Appendix-3**.

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

PC 54.5.1 The Committee approved the proposal for empanelment of firms for procurement of stationary items for the period June 2010 to May 2011.

Responding to a suggestion of Prof. Uma Kanjilal, Member that the possibility of decentralizing the purchase process of stationary articles delegating adequate powers to the Heads of Div./Schools etc., who have already been entrusted with the powers/functions of DDOs, should be explored, Registrar clarified that Administration would have no problems/issues in regard to decentralization of procurement of stationary items. However, it may create accounting problems of the stationary at various levels i.e. different Schools/Divisions etc. instead of centralized accounting system/stock entry, as currently is in vogue, resulting in difficulty in carrying Audit & related activities. The Finance Officer also agreed that the decentralization as suggested by the Member would not be desirable due to the above reasons. The Committee therefore, unanimously decided that the *status quo* may be maintained in this regard.

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

(U.S. TOLIA)
Member-Secretary