

IGNOU

MINUTES OF THE 60TH MEETING OF THE PURCHASE COMMITTEE HELD ON MARCH 12, 2012 AT 4.00 P.M. IN THE BOARD ROOM, NEW VC BLOCK, IGNOU CAMPUS, MAIDAN GARHI, NEW DELHI-110068.

The following were present:

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| 1. Prof. M. Aslam, Vice Chancellor | - Chairman |
| 2. Prof. B.K. Pattanaik, Director, SOEDS | - Member |
| 3. Prof. A.K. Jha, Director, P&DD | - Member |
| 4. Shri L. M. Pandey, Finance Officer | - Member |
| 5. Shri Udai Singh Tolia, Registrar (Admn) | - Member-Secretary |

Prof. K. Elumalai, Member, Purchase Committee could not attend the meeting.

At the outset, the Chairman welcomed the members to the 60th Meeting of the Purchase Committee, a Standing Committee of the Board of Management. The Chairman on behalf of the Purchase Committee appreciated the outgoing Members namely Prof. Rajasekharan Pillai, Prof. P.R. Ramanujam & Sh. Abdul Samad Ibrahim for their valuable contribution during their association with the Purchase Committee. Thereafter, the following items on the agenda were taken up for consideration:

ITEM NO. 1 TO CONFIRM THE MINUTES OF THE 59TH MEETING OF THE PURCHASE COMMITTEE HELD ON AUGUST 03, 2011

PC 60.1.1 Registrar (Admn) informed the Committee that the Minutes of the 59th Meeting of the Purchase Committee held on 3rd August, 2011 were circulated to the members. No comments have been received on the Minutes. The action taken report on the decisions of the 59th Purchase Committee was also placed before the Committee.

With regard to Item No.2 of the Minutes of 59th Meeting of the Purchase Committee, the Secretary informed the Committee that the Purchase Order for Coffee Table production has been cancelled with the mutual consent of IGNOU & IANS and with the concurrence of Finance Division & approval of the Vice-Chancellor.

As regards Item No.3 regarding purchase of equipments for Research & Documentation Centre (R&D Centre) of the Institute

of Culinary Arts, Registrar (Admn) informed that the Purchase Order for Kitchen items for the Institute housed in SOTHSSM has been issued. It was further informed that the Purchase Order for procurement of the furniture within 60 days i.e. up to 9.4.2012 has also been issued in the month of February 2012. The Committee was apprised that the building for providing space for installation of furniture shall be made available in the 1st week of April 2012 as confirmed by CPO, CMD in writing. As to the proposal for joining of common Transmission Infrastructure for Gyan Vani at Thiruvananthapuram (vide Item No.4 of the previous meeting), it was informed that the issues regarding submission of Performance guarantee by M/s BECIL and modification of the MOU in this regard, were being taken up with M/s BECIL by the EMPC.

PC 60.1.2 The Committee noted the Action Taken Report on the various decisions of the Purchase Committee taken at its previous Meeting and conformed the Minutes.

ITEM NO.2 **TO CONSIDER AND APPROVE THE AMC OF COMPUTERS, PRINTERS, PERIPHERALS AND NETWORK SETUP**

PC 60.2.1 The Item was presented by Dr. V.S.P. Srivastava, Head, Computer Division. It was informed that the AMC of computers, printers, peripherals & network set up was to be awarded to M/s HCL Info System Pvt. Ltd at a total cost of Rs.27,54,578/- being L-1 bidder. The Committee noted that there is a need for foolproof Maintenance Plan to be prepared by Computer Division. The Committee also noted that the lists of computers existing in different locations & not in use and also those under warranty, are required to be provided by Computer Division. Therefore, the Purchase Committee decided to constitute a Sub-Committee, consisting of a Representative each, not below the rank of Dy.Registrar/Dy.Director/Associate Professor from Computer Division, Finance Division, SOCIS, RSD & Administration, to look into the related issues. The Computer Division shall provide the relevant information in this regard for consideration/ deliberation by the Committee. The recommendations of the Sub-committee shall be placed before the Purchase Committee within a week for a final decision. The item was, therefore, deferred.

ITEM NO. 3 TO CONSIDER THE EX POST-FACTO APPROVAL FOR THE PURCHASE OF MICROSCOPES FOR THE LIFE SCIENCE LABORATORY

PC 60.3.1 The Item was taken up for consideration. Prof. Geeta Kaicker, Director, SOS, who was invited to brief the proposal, informed that the microscopes for the Life Sciences Laboratory were required for conducting practical courses. It was further informed that the quotations were invited from the Manufacturers/Authorized Distributors and Suppliers for supply of equipments & microscopes, under the provisions of GFR. The technical/financial bids received were opened by the Committee and M/s International Scientific Instruments Company was found to be L-1 who has quoted the lowest rates. However, the firm failed to produce the authorization certificates in terms of the tender document. Therefore, L-2 firm i.e. M/s Olympus (India) Pvt. Ltd. who offered to reduce the excise duty of 10.30% on production of certificate from the University, was recommended for purchase of all four items at a total cost of Rs.11,80,174/-. The Committee noted that the proposal for purchase of microscopes for the Life Science Laboratory has already been concurred by the F & A Division.

Taking serious note of the ex post-facto approval for purchase of the items, the Chairman observed that for purchase of the items, prior approval of the Competent Authority is required to be obtained and that the practice of seeking post-facto approval has to be avoided under any circumstances. The Chairman further observed that post-facto approval should be resorted to under exceptional & rare circumstances and advised the Director, SOS to be careful in future.

PC 60.3.2 With the above observations, the Purchase Committee approved the proposal

ITEM NO.4 TO RATIFY THE PURCHASE OF 100 MBPS INTERNET BANDWIDTH FROM M/S RELIANCE

PC 60.4.1 The Purchase Committee noted that an open tender with two bid systems for awarding the annual contract was floated for 100 Mbps Internet Bandwidth. On scrutiny of the technical & financial bids by the Technical Evaluation Committee (TEC), M/s Reliance Communication Ltd. as L-1 Agency who has quoted the lowest rates for award of the annual contract for 100

Mbps OFC Link at the total cost of Rs.17,60,000/- plus taxes. The Purchase Committee ratified the purchase of 100 Mbps Internet Bandwidth from M/s Reliance

ITEM NO.5 TO CONSIDER THE PROPOSAL FOR PROCUREMENT/ SUPPLY AND INSTALLATION OF FOOD PROCESSING EQUIPMENTS FOR ESTABLISHMENTS OF LABORATORY PERTAINING TO PG DIPLOMA IN FOOD SCIENCE AND TECHNOLOGY BY THE SCHOOL OF AGRICULTURE

PC 60.5.1 The Item was taken up for consideration. Prof. M.K. Salooja, Director, School of Agriculture who was invited to brief the Committee about the proposal informed that in order to procure food processing equipments for the Laboratory of PG Diploma in Food Science and Technology by the School of Agriculture, the estimated cost has been worked out to Rs.90 lacs (approx.). He further informed that the Ministry of Food Processing Industries, Govt. of India has already sanctioned grant-in-aid of Rs.75 lacs for creation of infrastructure facilities for introducing programme 'PG Diploma in Food Science and Technology Programme', with the further provisions of Rs.15 lacs under RE 2011-12 & BE 2012-13. The Committee noted that the space for the Laboratory has already been earmarked at IGNOU Campus. The proposal having been concurred by F & A Division, the advertised tender enquiry under Rule 150 GFR, has already been invited. In order to have latest information about the space for the Laboratory, Chief Project Officer was called to brief the Committee. Replying to the query by the Chairman regarding approval of the Space Allotment Committee of the University, the CPO has informed that the space has been allotted for the food processing laboratory in the pre-fabricated building at IGNOU Campus. The Chairman emphasized the need for making provision of such laboratories at Regional Centres level, including the NE Region also. He further directed that for establishment of such laboratories, the minimum criteria for students' enrolment, is required to be fixed at the respective RCs/Hqrs. Also, the Chairman was of the view that for proper food processing & food safety, our Regional Centres need to be equipped with 'state of the art' facilities and directed that a comprehensive proposal, to this effect, is required to be submitted by Director, SOA.

PC 60.5.2 With the above observations, the Purchase Committee approved

the proposal for establishment of Laboratory for students of PG Diploma in Food Science and Technology and procurement of related equipments for the purpose by following the codal provisions as per GFR.

ITEM NO.6 TO REPORT THE MATTER OF EMPANELMENT OF MANPOWER SUPPLY AGENCY AT REGIONAL CENTRE, DEHRADUN

PC 60.6.1 The Item was taken up for consideration. A representative from the RSD informed the Committee that quotations for supply of manpower for RC, Dehradun (inadvertently mentioned as RC, Pune in the agenda note) as per the provisions of GFR were invited and based on the concurrence of the F & A Division and approval of the Competent Authority, the work to the successful Manpower Supply Agency namely M/s Guardwell Security Pvt. Ltd has already been awarded initially for one year w.e.f. 25.4.2011. The Committee noted that the proposal does not indicate the number of staff to be deployed through the Manpower Agency. It is also not clear as to how the financial implication of over Rs.24 lacs per annum has been estimated.

The Committee directed that one month's notice period for termination of contract with the existing manpower agency may be given, if required. The Committee directed that a standard specimen/generic MOU for entering into with the manpower agencies, duly concurred by F&A and approved by the Vice-Chancellor be submitted by RSD.

PC 60.6.2 The Committee approved the proposal for supply of manpower to RC, Dehradun for one year w.e.f. 25.4.2012. The Committee further directed that further necessary action regarding fresh proposal for inviting quotations as per the provisions of GFR for manpower supply agency along with justification is required to be submitted by RSD within a week.

ITEM NO.7 TO CONSIDER THE PROPOSAL FOR EMPANELMENT OF A FIRM FOR THE PROCUREMENT OF CONSUMABLES/TONERS/RIBBONS, ETC. FOR LIPI PRINTERS

PC 60.7.1 The Purchase Committee approved the proposal for empanelment of a Firm for the procurement of Consumables/Tonners/Ribbons, etc. for Lipi Printers, as per the agenda note & as per rules/procedures.

ITEM NO.8 TO CONSIDER EMPANELMENT OF FIRM FOR PURCHASE OF MISC. STATIONERY ITEMS FOR USE IN THE UNIVERSITY

PC 60.8.1 The Purchase Committee approved the proposal for empanelment of the following firms for supply of miscellaneous stationery items for a period of one year w.e.f. 27.12.2011, as per rules/procedure:

1. M/s Mittal File Mfg. Co.
2. M/s U.R. Traders
3. M/s Bharat Trading Co.

ITEM NO.9 TO CONSIDER EMPANELMENT OF FIRM FOR PURCHASE OF PHOTOCOPIER PAPER FOR USE IN THE UNIVERSITY

PC 60.9.1 The Purchase Committee approved the proposal. However, the Chairman suggested that in order to avoid crisis of photocopier papers, the concerned Unit is required to assess the anticipated demand for requisition of photocopier papers. The Members unanimously appreciated the suggestion.

The Secretary informed the Committee that as per the decisions taken by the Board at its 108th & 109th meetings, the entire minutes of the Purchase Committee/other Standing Committees are not required to be placed before the Board and therefore, only the relevant extract(s)/summary of the Minutes shall be put up to the Board for its approval.

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

(U.S. TOLIA)
Member-Secretary