

## IGNOU

### **MINUTES OF THE 63<sup>RD</sup> MEETING OF THE PURCHASE COMMITTEE HELD ON NOVEMBER 20, 2013 AT 3.00 P.M. IN THE BOARD ROOM, NEW VCO 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. S. Srilatha, Director, SOMS       | - Member           |
| 3. Dr. Srikant Mohapatra, Director, RSD    | - Member           |
| 4. Shri L. M. Pandey, Finance Officer      | - Member           |
| 5. Prof. S.V.S.Chaudhary, Registrar (Admn) | - Member-Secretary |

Prof. D.B. Phatak and Prof.T.U. Fulzele, members could not attend the meeting due to pre-occupation.

Shri Vinod Kumar, Assistant Registrar (Governance) was present to assist the Member Secretary.

At the outset, the Chairman welcomed the members to the 63<sup>rd</sup> Meeting of the Purchase Committee, a Standing Committee of the Board of Management. He specially welcomed Prof. S. Srilatha, as new member and Prof.S.V.S. Chaudhary as Member Secretary, who were attending the meeting of the Purchase Committee for the first time.

The Chairman, on behalf of the Committee, placed on record his appreciation for the valuable contributions made by Prof. Gopinath Pradhan, during his term as the Acting Vice Chancellor-cum-Chairman of the Purchase Committee and Prof. Nawal Kishore, whose term as a member of the Purchase Committee had since expired.

Initiating deliberations on the proposals placed before the Purchase Committee, the Chairman desired to know the powers and functions of the Purchase Committee, as the Standing Committee of the BOM vis-à-vis the powers and functions of similar committees, like Technical Purchase Committee of the EMPC, etc. The Member Secretary informed the Committee that the Board of Management at its 18<sup>th</sup> and 73<sup>rd</sup> meetings held on 5.10.1989 and 25.10.2002 respectively constituted the Purchase Committee as a Standing Committee of the Board under Statute 16 of the IGNOU Act. The Committee has been delegated with powers to approve all purchases by the University except those which are specifically delegated to any officer of the University. The Committee may, where necessary, appoint sub-committees for specific purchases.

The Member Secretary further informed the Committee that as per the directions of the BOM at its 116<sup>th</sup> meeting held on 24.11.2012 a Review Committee has been constituted to look into the powers and functions of the Purchase Committee as well as other Standing Committees of the Board. The report of the Review Committee is under finalization and would be submitted soon.

Thereafter, the following items on the agenda were taken up for consideration:

**ITEM NO. 1 TO CONFIRM THE MINUTES OF THE 62<sup>ND</sup> MEETING OF THE PURCHASE COMMITTEE HELD ON 17.10.2012 AND TO NOTE THE ACTION TAKEN REPORT THEREON**

**PC 63.1.1** The Member Secretary informed that the 62<sup>nd</sup> meeting of the Purchase Committee was held on 17.10.2012 and the minutes of the said meeting along with the Action Taken Report is placed before the Committee for confirmation.

With regard to Resolution No. PC 62.1.3, regarding constitution of a Committee for quality check for the products/materials procured, the Member Secretary informed that the further follow up action to notify the Committee will be expedited. The composition of the Committee and the term of reference will also be finalized urgently.

**PC 63.1.2** Referring to the Resolution No.PC 62.2.1, the Chairman noted that the mandate of the Purchase Committee does not specifically include the approval of the proposals for procurement of services, approval of the manpower agency, etc. The Committee may, therefore, like to be informed as to how such matters are being taken up in the successive Purchase Committee meetings so far. The Chairman enquired as to whether there is any amended the powers/mandate of the Purchase Committee at a later stage.

**PC 63.1.3** With regard to Resolution No.PC 62.3.2, the Chairman enquired about the action taken in the matter for submission of a self-contained note indicating therein the processes followed by the EMPC in floating the tenders including the financial concurrence and approval of the Competent Authority. It was clarified that all relevant papers were duly submitted by the Director, EMPC to the Purchase Committee, and was also noted by the Committee.

**PC 63.1.4**

The matter was deliberated in detail. The Committee directed that a self-contained paper giving the following information be placed before the next meeting of the Committee:

- The genesis of creation of the Purchase Committee as a Standing Committee of the BOM and its powers and functions.
- Origin of the Technical Purchase Committee of the EMPC and its powers and functions.
- The linkage between these two committees vis-à-vis the powers of the Board of Management under Statute 7 of IGNOU Act.
- Any amendments to the powers/functions of the Purchase Committee empowering the Committee to approve the proposals for hiring/appointment of agencies for supply of manpower and other such services (vide Res.63.1.2 above).

It was further decided that the self-contained paper, as above shall be prepared after study of the prevailing practices followed by Central Universities such as DU, Jamia Millia Islamia, JNU, etc., with regard to the powers and functions of the Purchase Committee or other committees dealing with purchases.

**PC 63.1.5**

Referring to the Action Taken Report on the minutes of the 62<sup>nd</sup> meeting of the Purchase Committee, the Committee noted that the proposal for conduct of written test through an outsource agency was approved by the Committee at its 62<sup>nd</sup> meeting held on 17.10.2012. The agency conducted the written test at 30 centres in 16 cities in the month of February, 2013 and had submitted the results to the University.

The Committee however, directed that in future before finalizing the outsourcing agency for conduct of such examinations the terms and condition governing the appointment of such an agency shall be evolved meticulously beforehand.

**PC 63.1.6**

The Committee noted the Action Taken Report on the minutes of 62<sup>nd</sup> meeting of the Purchase Committee and confirmed the minutes with the above observations and directions.

**ITEM NO.2 TO CONSIDER AND RATIFY THE ACTION TAKEN FOR PROCUREMENT OF LIPI LINE PRINTERS, AS BUY BACK**

**PC 63.2.1** The Item was taken up for consideration. Dr. V.S.P. Srivastava, Head, Computer Division was invited to present the item before the Purchase Committee. It was noted that the proposal related to the replacement of 07 Lipi Printers of which 05 were procured in 1997 and 02 in 2005. The Committee was of the opinion that the decision to replace 02 Lipi Printers, procured 08 years back, which had a service life of several years along with the 05 printers purchased in 1997, which had outlived the service life and selling them at the same rate of Rs.5000/- in buy back scheme was not in order. The normal service life of the Lipi printers was also not given in the agenda note.

**PC 63.2.2** After detailed deliberations, the Committee ratified the action taken in the matter of replacement of 7 Lipi Line Printers as per the proposal, as a *fait accompli*. The Committee had also reservations about the certificate given by the Head, Computer Division that no other make or model was acceptable in the University. The Committee was of the view that there may be several companies now offering more innovative and advanced makes which must also be explored before finalizing any proposals, instead of restricting the proposals to any particular make.

**ITEM NO. 3 TO CONSIDER AND RATIFY THE ACTION TAKEN FOR PROCUREMENT OF IBM HS23 BLADE SERVER**

**PC 63.3.1** The Item was taken up for consideration. The Committee noted that proper justification and need analysis for procuring IBM HS23 Blade Server was not given in the agenda note. The Committee further noted that the procedure of open tender/bids was not followed for the procurement of the equipment valued Rs.21,25,422/- and the purchase has been made through the single tender/limited tender, which can be resorted only in the cases of extreme emergency.

**PC 63.3.2** The Committee, therefore, decided to defer the ratification of the matter. The Committee directed that a Committee may be constituted in the Administration Division with members from the Finance Division to look into the rationale of the purchase in

this case and submit the report at the earliest.

**PC 63.3.3**

The Committee further directed that in future (i) no proposal(s) for ratification of the purchases already made shall be brought before the Purchase Committee, and (ii) the scope and ambit of the tender opening and evaluation committees will also be revised to include the competent technical persons drawn from various fields of expertise.

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

**(Prof. S.V.S.Chaudhary)**  
Registrar (Admn.)/Member Secretary