

## IGNOU

### **MINUTES OF THE THIRTEENTH MEETING OF THE PURCHASE COMMITTEE HELD ON JUNE 13, 2000 AT 4.00 P. M. IN THE BOARD ROOM, BLOCK - 8, IGNOU CAMPUS, MAIDAN GARHI, NEW DELHI - 110 068.**

The following were present:

1. Prof. Abdul W. Khan, Vice-Chancellor - Chairman
2. Prof. V.S. Prasad
3. Dr. D.K. Choudhry
4. Prof. A.K. Agarwal
5. Prof. Ram Pratap
6. Shri Vikram Chandra
7. Shri K.J.S. Prasada Rao - Member-Secretary

Shri D. Deb, Assistant Registrar (Governance), was present to assist the Member-Secretary.

After the members were welcomed by the Vice-Chancellor, the following items were considered:

**ITEM NO. 1 TO CONFIRM THE MINUTES OF THE 12<sup>TH</sup> MEETING OF THE PURCHASE COMMITTEE HELD ON MARCH 21, 2000.**

**PC 13.1.1** The Committee considered the Minutes of the 12<sup>th</sup> Meeting of the Purchase Committee held on March 21, 2000. As there were no comments on the Minutes, the minutes were confirmed.

**ITEM NO. 2 TO CONSIDER THE RECOMMENDATIONS OF THE COMMITTEE FOR THE PURCHASE OF CTV, VCD AND AUDIO SYSTEMS.**

**PC 13.2.1** The members had detailed discussions regarding the technical aspects, specifications and matters relating to the supply, installation and commissioning of the items of purchase. The members made the following observations:

- (a) There should be a certificate from the coordinator of the study centre certifying that the item has been supplied, tested and working properly.

(b) A register should be maintained at the Regional Services Division and Regional Centres for the purpose of reference and cross-checking.

**PC 13.2.2** The Committee did not approve the proposal concerning the audio system.

**PC 13.2.3** With the above observations the Committee, having noted that proper tendering process was followed, approved the purchase of 510 Nos of CTV and 510 Nos of VCD at an estimated cost of Rs.1,18,83,000/- and Rs.48,45,000/- respectively from M/s. Samsung India Electronics Ltd., who was the lowest tenderer.

**ITEM NO. 3 TO CONSIDER THE PROCUREMENT, INSTALLATION AND COMMISSIONING OF 100 DRs/RTS AT SELECTED LOCATIONS OF WOMEN EMPOWERMENT PROJECT IN PHASE-II.**

**PC 13.3.1** The proposal was considered. It was noted that the Purchase Committee had, at its meeting held on 7-1-2000, approved the purchase, installation, commissioning and maintenance for 150 sites suggesting that installation of 50 sites be taken up in the first phase and on its successful completion, second phase of purchase shall be cleared by the Purchase Committee. Prof. Prabha Chawla, who was invited to the meeting, was requested to give the present status.

**PC 13.3.2** Prof. (Mrs.) Prabha Chawla, Project Director, Women's Empowerment Project informed the members on the current status. She informed that except for four sites, the remaining sites have been successfully covered in the first phase and that the completion reports are available. She cited certain operational problems in some sites arising out of extraneous factors such as poor conditions of the infrastructure provided by the concerned State Governments, weather conditions, etc. It was also informed that programme relating to the empowerment of women will be ready and telecast by 5<sup>th</sup> July, 2000 from EMPC, IGNOU.

**PC 13.3.3** Keeping in view the above, the Committee approved:

(i) proposal for procurement of equipment for remaining 100 sites in Phase II at a cost of Rs.57,73,100/- and providing 1 KVA Sine Wave inverters at a cost of

Rs.37.50 Lakhs for all the 150 sites subject to the condition that completion reports on the work already done on sites should be obtained from the Regional Directors;

- (ii) formal approval be given by Vice-Chancellor based on the reports from Regional Directors; and
- (iii) withhold payment of Rs.4 Lakhs till the conditions are met for the orders already placed in first phase.

**ITEM NO. 4 TO CONSIDER THE PROPOSAL FOR THE PROCUREMENT OF SONY SPARES FOR EQUIPMENT IN EMPC.**

**PC 12.4.1** The Committee considered the Item. Shri V. Rama Rao, Joint Director, EMPC, who was invited to the meeting, informed the members that the proposal needs urgent and immediate clearance as there is a need for immediate replacement of spares for the existing equipments in EMPC failing which functions of EMPC will be affected due to the equipment's rapid deterioration. It was also stated that these items are proprietary items of SONY. The quotation of M/s BEI was also got revalidated for further period of three months to enable the purchase.

**PC 13.4.2** Keeping in view the above, the Committee approved the proposal to purchase SONY spares at a cost of Rs.26,47,474/- from M/s SONY. The details of spares to be procured are given at **Appendix - 1.**

**ITEM NO. 5 TO RATIFY THE ACTION TAKEN IN THE PURCHASE OF THREE AMBASSADOR CARS.**

**PC 13.5.1** The Committee ratified the action taken by the Vice-Chancellor in the purchase of three Ambassador Cars (1800 ISZ), one each for Regional Centre at Srinagar and Dehradun and the Headquarters at a cost of Rs.10,68,273/- from M/s Hindustan Motors Ltd. on 02-09-1999.

**ITEM NO. 6 TO CONSIDER AND APPROVE THE INSTALLATION OF MODULAR FURNITURE IN BLOCK No.2,4,13 and 14.**

**PC 13.6.1** The Committee was informed that, basing on the approvals given by the Purchase Committee and the Board of Management, the University had entered into an agreement with M/s Godrej and Boyce Ltd. for supply of all furniture requirements of the University including modular furniture. The Company was asked to give a proposal for installation of modular furniture in Blocks 2,4 and 13 and the Company submitted a proposal for Rs.1,07,94,172. Orders were placed after financial concurrence and due approval by the Vice-Chancellor. The Committee noted and approved the proposal with expenditure indicated above. It was informed that the work on providing modular furniture in blocks 2,13 and 4 is in progress.

**PC 13.6.2** While the furniture is being received from the Company, the Vice-Chancellor decided that the newly constructed Block-14 should also be furnished with modular furniture. The University has directed M/s Godrej & Boyce Mfg. Ltd. to divert the materials meant for Block - 2 and 4 and complete the furnishing of Block -14. The work of providing modular furniture in Blocks 2,4 and 13 is in progress. The Company has completed the job in Block 14 and submitted a fresh proposal for Rs.22,02,398/- to procure the materials which were diverted to furnish Block-14. Further M/s Godrej has also submitted a proposal for additional materials like Key Board Pullout Tray and Slim Pedestal for Block 2, 4 and 13 additionally costing Rs.8,84,560/-. The total amount involved in the purchase is Rs.30,86,959/-.

**PC 13.6.3** The Committee approved the proposal for the additional requirement of modular furniture at a cost of Rs.22,02,398/- and Key Board Pullout Tray and Slim Pedestal at a cost of Rs.8,84,560/- totaling to Rs.30,866,959/- from M/s. Godrej.

**ITEM NO. 7 TO RATIFY THE ACTION TAKEN IN THE PURCHASE OF FOUR PHOTOCOPIER MACHINES.**

**PC 13.7.1** The Committee ratified the action taken by the Vice-Chancellor in purchasing four photocopier machines Model 5825 from M/s Modi Xerox Ltd, one each for Library, Computer Division, International Cell and STRIDE at a cost of Rs.5,68,104/-.

**ITEM NO. 8            TO CONSIDER THE RECOMMENDATIONS OF THE  
1<sup>ST</sup> MEETING OF THE PURCHASE COMMITTEE ON  
IT PRODUCTS HELD ON JUNE 8, 2000.**

**PC 13.8.1**            The Purchase Committee was informed that the Vice-Chancellor had constituted a separate Purchase Committee on IT Products who will in the first instance consider the purchases to be made with regard to IT Products and brought before the Standing Purchase Committee of the Board of Management. The above Committee on IT Products held its first meeting on June 8, 2000 wherein the Committee considered four items placed before it. The Minutes of the Purchase Committee on IT Products are placed at **Appendix - 2**. The Purchase Committee approved the proposals made by the IT Products Committee.

**ITEM NO. 9            TO REPORT THE DELIVERY AND INSTALLATION  
OF GODREJ HEAVY DUTY STORAGE SYSTEM IN  
UNIVERSITY STORES.**

**PC 13.9.1**            The item was tabled. Based on the agreement signed between Indira Gandhi National Open University and M/s Godrej & Boyce Mfg. Company, the University placed an order for heavy duty storage system in the Warehouses on the Campus at an estimated cost of Rs.47,02,317.22. The Committee noted and approved the action taken. The Committee was further informed that while the installation is in progress, the Company had delayed completion as per the stipulated dates. The non-completion of work of installation by M/s Godrej in time has put University to the loss on account of paying rent of CWC premises at Rana Pratap Bagh which were to be vacated on completion of heavy duty racking system in the new warehouses. The University is contemplating taking appropriate steps for claiming damages from M/s Godrej and the matter is reported to the Purchase Committee for information.

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

**(ABDUL W. KHAN)  
Vice-Chancellor**

