

## IGNOU

### MINUTES OF THE THIRTY - SECOND MEETING OF THE PURCHASE COMMITTEE HELD ON APRIL 12, 2004 AT 11.30 A. M. IN THE BOARD ROOM, BLOCK - 8, IGNOU CAMPUS, MAIDAN GARHI, NEW DELHI - 110 068

The following were present:

- |    |                                      |   |                  |
|----|--------------------------------------|---|------------------|
| 1. | Prof. H.P. Dikshit, Vice-Chancellor  | - | Chairman         |
| 2. | Prof. S.C. Garg, Pro Vice-Chancellor | - | Member           |
| 3. | Prof. Kapil Kumar                    | - | Member           |
| 4. | Prof. B.B. Khanna                    | - | Member           |
| 5. | Prof. Swaraj Basu                    | - | Member           |
| 6. | Mrs. Meenakshi Mishra, FO            | - | Member           |
| 7. | Prof. A.S. Narang<br>Registrar       | - | Member-Secretary |

Prof. (Mrs.) Madhulika Kaushik, Director, EMPC, Prof. B.S. Saraswat, Director, Academic Coordination and Shri V. Rama Rao, Joint Director, EMPC attended the meeting as Special Invitees.

Shri R. P. D. Singh, Assistant Registrar (Governance) was present to assist the Committee.

At the outset, the Chairman welcomed the members to the 32<sup>nd</sup> meeting of the Purchase Committee, whereafter, the Chairman requested Prof. A.S. Narang, Registrar, Member-Secretary to present the items.

The following items were considered:

**ITEM NO. 1 TO CONFIRM THE MINUTES OF THE 31<sup>ST</sup> MEETING OF THE PURCHASE COMMITTEE HELD ON FEBRUARY 26, 2004**

**PC 32.1.1** The Committee considered the minutes of the 31<sup>st</sup> Meeting of the Purchase Committee held on February 26, 2004. The Committee was informed that the Minutes of 31<sup>st</sup> Meeting were circulated to the members. Comments have been received from Director, EMPC regarding Resolution

Nos.31.4.2 and No.31.6.2 as under:

Resolution No. PC 31.4.2 (i) - The cost : US\$ 94019 was for **3 Nos. MPEGIMX Recorders, and not for 2 Nos.** as erroneously recorded in the Minutes.

(ii) - The cost of **10 Nos. DVCPRO VTRS is Singapore\$ 438678 and not US\$** as recorded in the Minutes.

Resolution No. PC 31.6.2 - The Purchase Committee had approved the rates of M/s. New Video Ltd. at Rs.1,33,420/- and Rs.1,25,930/- for items listed at S.No.29 and 30 of the Comparative Statement.

**PC 32.1.2** The Purchase Committee approved that the facts and figures, as mentioned above be adopted correctly. The Purchase Committee also noted the action taken on the recommendations of the previous meeting of the Purchase Committee and confirmed the Minutes.

**ITEM NO. 2 TO RATIFY THE ACTION TAKEN BY THE VICE-CHANCELLOR IN PURCHASING THREE STAFF CARS FOR OFFICIAL USE**

**PC 32.2.1** The Purchase Committee considered and ratified the action taken by the University in purchase of 3 staff cars at a total cost of Rs.13,68,195/-, in replacement of old staff cars which were condemned by the Transport Authority, as having completed their life span and the kilometers run. With regard to replacement of staff cars at the Regional Centres, the Committee directed that feasibility of providing hired transport / taxies, instead of staff cars may be explored.

**ITEM NO. 3 TO CONSIDER FOR APPROVAL THE EMPC PROPOSAL FOR PROCUREMENT OF VIDEO SERVERS SYSTEM AT THE TOTAL COST OF RS. 2,71,91,068/- FROM GYAN VANI FUNDS**

**PC 32.3.1** The item was taken up for consideration. Prof. (Mrs.) Madhulika Kaushik, Director, EMPC informed the Committee that with the digitalization of Gyan Darshan transmissions, the transmission of total five channels of Gyan Darshan through the same satellite has now become possible. Prof. Kaushik further explained that with a view to automatise the transmission of these channels, it was proposed to procure Video Servers System to support continuous transmission of 2 channels. Advertisements were issued with the approval of Technical Purchase Committee of EMPC and the bids received were evaluated. In all the bids of five firms were found qualified for commercial evaluation. The Tender Evaluation Committee finally, recommended the lowest offer of M/s. ComCon Industries at the negotiated price of Rs.2,71,91,068/- (FOR destination), with all the statutory taxes and duties applicable on the date of delivery, extra. It was also pointed out that at present a server is being hired at substantial cost.

**PC 32.3.2** The item was discussed in detail. The Committee noted that the firm has offered a warranty period of 3 years. It further noted that the firm has also offered basic user training to the IGNOU staff, cost free, and approved the proposal subject to the following :

- (i) The firm shall commit to maintain the equipments supplied beyond the expiry of the initial warranty period of 3 years.
- (ii) The purchase order should provide that the IGNOU shall have the right to extend this warranty period, unilaterally.
- (iii) The expenditure will be met from the funds for Agriculture Channel.

**ITEM NO. 4 TO CONSIDER FOR APPROVAL THE PROPOSAL FOR PROCUREMENT OF CONSUMABLE ITEMS FOR EMPC**

**PC 32.4.1** The item was taken up for consideration. Prof. (Mrs.) Madhulika Kaushik, Director, EMPC explained that for running the ongoing operations of the EMPC, the requirement of the consumable items was assessed and it was proposed to procure the same through open tenders. Accordingly, open tenders were floated and the bids received were evaluated by the Technical Purchase Committee and Tender Evaluation Committee which approved all the three firms for the set of items they were the lowest.

**PC 32.4.2** The item was discussed in detail. The Committee desired that before taking a final decision, the offers may be examined after getting detailed information supporting the claims made by the 3 firms.

**PC 32.4.3** The Committee resolved to defer the proposal for the present. However, considering the urgent requirement of the 60 / 30 minute tapes, the Committee authorized that the same may be purchased from the Kendriya Bhandar.

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

**Registrar – Member Secretary**

