

IGNOU

MINUTES OF THE THIRTY-EIGHTH MEETING OF THE PURCHASE COMMITTEE HELD ON OCTOBER 03, 2005 AT 3.30 P.M. IN THE CONFERENCE ROOM, BLOCK - 8, IGNOU CAMPUS, MAIDAN GARHI, NEW DELHI – 110 068

The following were present:

1. Prof. S.C. Garg, Pro Vice-Chancellor - Chairman
2. Prof. C.L. Anand - Member
3. Prof. Pardeep Sahni - Member
4. Prof. J.M. Parakh - Member
5. Dr. C.K. Ghosh - Member
6. Prof. B.S. Saraswat, Finance Officer - Member
7. Shri Dalip Kumar Tetri, Registrar - Member-Secretary

Prof. S.C. Garg, Pro Vice-Chancellor chaired the meeting since Prof. H.P. Dikshit, Vice-Chancellor was indisposed. Director, EMPC and Director, Academic Coordination attended the meeting as Special Invitees.

Shri R.P.D. Singh, Assistant Registrar (Governance) and Smt. Suman Taneja, Section Officer (Governance) were present to assist the Committee.

At the outset, the Chairman welcomed the members to the meeting of the Purchase Committee. He specially welcomed Prof. C.L. Anand, Prof. Pardeep Sahni and Prof. J.M. Parakh and Registrar (Administration), the new members on the Purchase Committee. The Chairman expressed his deep sense of appreciation and gratitude for the contributions made by the outgoing members, namely Shri Rajendra Singh Pawar, Prof. A.K. Agarwal, Prof. Swaraj Basu and Ms. Meenakshi Mishra. Thereafter, the following items on the agenda were taken up for consideration ad seriatum.

ITEM NO. 1 TO CONFIRM THE MINUTES OF THE 37TH MEETING OF THE PURCHASE COMMITTEE HELD ON MAY 24, 2005 AND TO NOTE THE ACTION TAKEN THEREON

PC 38.1.1 The Minutes of the 37th Meeting of the Purchase Committee were taken up for confirmation. The Chairman informed that the minutes were circulated to the members and no comments have been received. He also informed that the minutes of the 37th Meeting were placed before the Board of Management at its 83rd Meeting and have been approved by the Board.

PC 38.1.2 The Committee noted approval to its recommendations by the Board. The Committee further noted the action taken on the various recommendations at its 37th Meeting and confirmed the Minutes.

ITEM NO. 2 TO CONSIDER AND APPROVE THE PURCHASE OF HARDWARE, SOFTWARE, NETWORK, STUDIO EQUIPMENTS FOR THE INTER-UNIVERSITY CONSORTIUM

PC 38.2.1 The Chairman informed that based on the clearance by the Expenditure Finance Committee (EFC) of the Ministry of Finance, the Board has approved establishment of three new Centres in the University. Out of these, the requirements for Inter-University Consortium for Technology Enabled Flexible Education and Development (IUC-TEFED) have been assessed and Hardware, Software, Networking Systems, Studio equipments and a separate leased/RAF/OFC connectivity are proposed to be provided. It is proposed to start the procurement process through open tenders. He further informed that on a preliminary assessment, the total expenditure on these items was estimated to be Rs.70 Lakh. In addition, the studio equipments required for the Consortium will be purchased separately by EMPC,

which has the necessary expertise in the field after following the prescribed procedure.

PC 38.2.2 The Committee considered and approved the proposal at an estimated cost of Rs.70 Lakh in principle with the directive to procure the items by following the prescribed procedure.

ITEM NO. 3 TO CONSIDER AND APPROVE THE PROPOSAL FOR PURCHASE OF 2MBPS INTERNET BANDWIDTH SERVICES FOR THE HEADQUARTERS

PC 38.3.1 The Chairman informed that Computer Division had floated open tenders inviting bids for 2 MBPS internet bandwidth services against which three bids were received. The bids were assessed by the Tender Evaluation Committee, which recommended the lowest bid of M/s. Reliance Communications Infrastructure Ltd., of Rs.29.90 Lakh plus Service Tax for two years with 1:1 compression through RF link.

PC 38.3.2 The item was discussed in detail. The Committee was informed that -

- (i) the offer was negotiated for discount but the firm did not agree maintaining that the price offered was the minimum.
- (ii) the internet bandwidth services at 1:1 compression compatibility provides an enhanced connectivity than the compatibility of 1:4 provided earlier.

PC 38.3.3 The Committee approved the proposal to award work to M/s. Reliance Communications Infrastructure Ltd. at an cost of Rs.29.90 lakh (Rupees Twenty nine lakh and ninety thousand) only plus service tax.

ITEM NO. 4 TO CONSIDER AND APPROVE THE PROPOSAL FOR PROCUREMENT OF ADDITIONAL COMPUTERS, PRINTERS AND UPS SYSTEMS

PC 38.4.1 The Chairman informed that the Purchase Committee at its 35th Meeting had approved the proposal for purchase of Computers, Laser Printers, UPS systems etc. from M/s. HCL Infotech Systems Ltd. and Servers, Networked Laser Printers and Colour Printers from M/s. CMS Computers at the cost of Rs.2,03,96,746/- (Rupees Two crore three lakh ninety-six thousand seven hundred forty-six) only. In the meantime, further demand has been received for 63 Computers, 46 Printers and 63 UPS Systems costing of Rs.26,07,946/- (Rupees twenty-six Lakh, seven thousand, nine hundred forty-six) only. As per the terms and conditions of the contract, the University has the option to place repeat orders to the extent of 25% of the quantity already purchased at the same rates.

Since a period of about five months had elapsed since the last purchase and the price of the Computers in the market showed the downward trend, efforts were made to explore the possibility of a rebate. The firm after negotiation agreed to a rebate of 2.5% over the previous rates. The net procurement price, thus, works out to Rs.25,42,747/- (Rupees twenty-five lakh forty-two thousand seven hundred forty-seven) only.

PC 38.4.2 The Committee noted that the purchase being made was within the terms and conditions already agreed upon. It approved the proposal costing Rs.25,42,747/- (Rupees twenty-five lakh, forty-two thousand, seven hundred and forty-seven) only.

ITEM NO. 5 TO CONSIDER AND APPROVE THE PROPOSAL FOR THE PROCUREMENT OF 2-BAY ANTENNA SYSTEM FOR GYAN VANI, PATNA, MUMBAI, MADURAI, AURANGABAD, AND KANPUR AND 4-BAY ANTENNA SYSTEM FOR GYAN VANI, SHILLONG, HYDERBAD AND PUNE

PC 38.5.1 The item was taken up for consideration. Prof. (Mrs.) Madhulika Kaushik, Director, EMPC explained that tenders for supply of 2-Bay Antenna System for Gyan Vani Stations at Patna, Mumbai, Madurai, Aurangabad and Kanpur and 4-Bay Antenna Systems for Gyan Vani Stations at Shillong, Hyderabad and Pune were floated in February, 2005. The bids were evaluated by the Tender Evaluation Committee, which recommended procurement from M/s. Arraycom (India) Ltd., Vadodara at an estimated price of Rs.66,73,008 (Rupees sixty-six lakh seventy-three thousand eight) only inclusive of 5.1% Custom Duty. A member, however, pointed out slight error in the calculation; the estimated cost worked out to Rs.66,84,184/- and provided details thereof. The Octroi and Entry Tax, if any, to be paid extra as per actuals.

PC 38.5.2 After detailed deliberations the Purchase Committee approved the proposal involving estimated expenditure of Rs.66,84,184/- (Rupees sixty-six lakh eighty-four thousand one hundred eighty-four) only and directed that station-wise estimates be reworked out accordingly. The Committee, however, made the following specific recommendations:-

- (i) The High Sea Sale Agreement to be entered with the firm to avail 4% Sales Tax discount as per the recommendation of the Tender Evaluation Committee.
- (ii) The payments to be made after the satisfactory completion of the terms and conditions of the contract. Bank guarantee, safe delivery, and

inspection terms etc. to be settled well in advance.

- (iii) The term FOR destination may be revised to delivery at site free of charge.
- (iv) In future, all purchase proposals placed for its consideration should be duly supported by adequate documentary evidence.

ITEM NO. 6 TO CONSIDER AND APPROVE THE PROPOSAL FOR REPAIR/A.M.C FOR DIRECT RECEPTION SYSTEM (DRS) INSTALLED IN VARIOUS REGIONS

PC 38.6.1 The item was taken up for consideration. Prof. (Mrs.) Madhulika Kaushik, Director, EMPC informed the Committee that many Direct Reception Systems (DRS) installed in various Regions have been damaged due to climate or other reasons. For satisfactory service, we need to repair the damaged ones and then bring all under Annual Maintenance Contract. The tenders were accordingly floated. Two bids received from M/s. Modern Communication and Broadcast System Pvt. Ltd. and M/s. Cosmic Info Systems Pvt. Ltd. were considered by the Tender Evaluation Committee. The Committee after detailed deliberations recommended the lowest offer of M/s. Cosmic Info Systems Pvt. Ltd. According to this offer, the estimated expenditure for initial repairs of more than 200 dish antenna covering all the five regions is Rs.6,00,000/- (Rupees Six Lakh) only. Further, the estimated expenditure for the AMC on per call basis will be Rs.4,00,000/- (Rupees Four Lakh) only.

PC 38.6.2 The Committee approved the proposal with the suggestion that the Antennas, which have become unserviceable be dismantled and made over to study centre for sale as scraps. Further, the value of such systems also be written off from the asset.

PC 38.6.3 The Committee also decided that the payment of Service Tax, VAT, Octroi and Entry Tax, which are included in the above price may be made on submission of the satisfactory proof of payment by the supplier. Adequate Security deposit or Performance Bank Guarantee be obtained.

ITEM NO. 7 TO CONSIDER THE PROCUREMENT OF NON-LINEAR EDITING SYSTEM FOR EMPC

PC 38.7.1 The item was taken up for consideration. The Committee was apprised by Director, EMPC that the requirement of additional Non-linear Editing System for production of Urdu Video programmes and Edusat was urgent. The Committee further noted that the proposal was based on the Purchase Orders of Doordarshan issued in April 2005 and that the terms and conditions of the contract except those relating to sales tax were the same as for Doordarshan. One of the members pointed out that the financial concurrence was obtained for Rs.4,88,445/- plus taxes instead of Rs.5,17,177/- plus taxes involved in the purchase. The Committee also noted that the necessary administrative approval has been taken.

PC 38.7.2 The Committee suggested that before placing the firm orders on the suppliers, the proposal for the total cost involved may be submitted to the Finance Division and the concurrence obtained. The Committee also desired that the possibilities of obtaining concessions in sales tax be explored.

ITEM NO. 8 TO CONSIDER AND APPROVE THE PROPOSAL FOR TOWER MODIFICATION WORK FOR GYAN VANI, PUNE

PC 38.8.1 The item was taken up for consideration. It was informed that an amount of Rs.20 Lakh was paid to All India Radio

for setting up of 10 KW FM Transmitter at Pune for Gyan Darshan channels. The All India Radio has now proposed to mount a 4-Bay Pole type Antenna atop the existing 45 meter high FM Tower at Pune at Singhgarh Fort by suitable modifications. The work is proposed to be carried out through M/s. Richardson and Crudas Ltd., the supplier of the original equipment at an estimated cost of Rs.5.25 Lakh.

PC 38.8.2 The Committee approved the proposal at an estimated cost of Rs.5.25 Lakh, which was considered and recommended by the Technical Purchase Committee and also concurred by the Finance.

ITEM NO. 9 TO CONSIDER THE PROCUREMENT OF EQUIPMENT/PERIPHERALS FOR SIDHI (EDUSAT) PROJECT, JABALPUR

PC 38.9.1 The item was taken up for consideration. The Committee was apprised that the University was in the process of implementing the EduSat network for which open tenders were invited by EMPC following laid down procedures. The Technical Evaluation Committee evaluated the bids and recommended the lowest bid of M/s. Avtech Digital Equipment Pvt. Ltd., New Delhi on the negotiated prices. While the tendering process for EduSat peripherals was underway, the University was sanctioned a project for “Strengthening Quality of School Education Through EduSat Supported Network” by MHRD. It is to be executed by ISRO-IGNOU. An amount of Rs.83 lakh is being provided through the DEP-SSA. It envisages connectivity of primary schools through EduSat network in four districts; one each in Madhya Pradesh, Bihar, Uttar Pradesh and Chhattisgarh. Since the project is time bound, it is proposed to procure equipments for it from M/s. Avtech Digital Equipment Pvt. Ltd. on the rates recommended by Technical Evaluation Committee. Administrative approval and financial concurrence have been obtained. The estimated cost of equipments inclusive

of freight, integration, installation and commissioning works out to Rs.31,42,452/- (Rupees thirty one Lakh, forty-two thousand, four hundred and fifty-two) only. The Customs Duty (5.1%), Sales Tax and Octroi are payable as per actuals.

PC 38.9.2

The Committee considered and approved the proposal to acquire and install equipments at estimated cost of Rs.31,42,452/- (Rupees thirty-one lakh forty-two thousand four hundred and fifty-two) only plus the Customs Duty (5.1%), Sales Tax and Octroi payable as per actual.

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

**Registrar
Member-Secretary**